



Board of Education

Nancy Hooker, President; Dollie O'Neill, Vice-President; Kari M. Jaramillo, Secretary;
Kaycee Sandoval, Member; Laura Gonzales, Member
Shannon Aguilar, Superintendent

**Board of Education
Regular Meeting**

**Wednesday
December 15, 2023
6:30 pm**

**Cimarron Media Center
165 N Collison Ave
Cimarron, NM 87714**

LIVE VIDEO ON CIMARRON MUNICIPAL SCHOOLS FACEBOOK PAGE

Vision

*To inspire our students to realize their
individual potential in an ever-changing world*

Mission

*Cimarron Municipal Schools will work hand-in-hand with our families
and community to provide our students the experience of a safe and
challenging educational environment through staff who know and nurture every child*

Cimarron School District is a PREMIER school



with familia at its core

CIMARRON MUNICIPAL SCHOOLS

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

CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

AGENDA

LIVE VIDEO ON CIMARRON MUNICIPAL SCHOOLS FACEBOOK PAGE

Cimarron High School
Media Center
Wednesday, December 20, 2023
6:30 pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Consider Approval of Agenda (Action)
- V. Consider Approval of Minutes (Action)
 - A. November 15, 2023 – Regular Board Meeting
 - B. December 14, 2023 – Special Meeting
 - C. December 18, 2023 – Special Meeting
- VI. Consider Approval of Consent Agenda Items (Discussion/Action)
 - A. Approval of the Disbursement Detail, Deposit Listing, Expenditure and Revenue Report, Budget Adjustments, Fund Cash Balance, Finance Memo, Investment Report, ACH Voucher Report and Bond Expense Report.
- VII. Audit/Finance Committee Meeting Update (Discussion)
- VIII. Audit Status Update (Discussion/Action)
- IX. Public Forum

X. G-2600@GCCA PROFESSIONAL / SUPPORT STAFF PERSONAL / SICK / EMERGENCY / RELIGIOUS LEAVE (Discussion/Action)	<i>Programming</i>
XI. G-4100@GCI PROFESSIONAL STAFF DEVELOPMENT (Discussion/Action)	<i>Programming</i>
XII. Consider Approval of the Preventive Maintenance Plan (Discussion/Action)	<i>Programming</i>
XIII. Consideration Disposal of Portables Buildings (Discussion/Action)	<i>Programming</i>
XIV. NMPED Calendar and Accreditation Proposal (Discussion/Action)	<i>Programming</i>

XV. Superintendent’s Report

- PSFA walkthrough at EN (PreApplication)
- Boiler replacement EN (XEnergy vs Phoenix)
- Phase III Construction Update (waiting on plans from Architect and \$)
- Personnel Report

XVI. School Board Report

- A. Review Board Norms

XVII. Next Regular School Board Meeting Agenda Items

XVIII. Executive Session for Superintendent Evaluation

XIX. Consideration of Superintendent Contract (Discussion/Action)

XX. Adjournment

The next Regular School Board Meeting is scheduled for Wednesday, January 17, 2023; Eagle Nest Elementary/Middle Schools Board Meeting Room – 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.

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.

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CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

MINUTES

Eagle Nest Elementary/Middle School
Wednesday, November 15, 2023
6:30 pm

- I. Call to Order
 - Mrs. Hooker called the meeting to order at 6:43 PM.
- II. Pledge of Allegiance
- III. Roll Call
 - Mrs. Hooker, President; Mrs. O'Neill, Vice-President; Ms. Jaramillo, Secretary; Mrs. Sandoval, Member were all present. Ms. Gonzales, Member was absent. There was a quorum.
- IV. Consider Approval of Agenda (Action)
 - Ms. Jaramillo made a motion to approve the agenda. Mrs. Sandoval seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Mrs. O'Neill, Aye; Ms. Jaramillo, Aye, Mrs. Sandoval, Aye. The motion carries.
- V. Review Election Results and Introduce New Board Members
- VI. Consider Approval of Minutes (Action)
 - A. October 18, 2023 – Regular Board Meeting
 - Mrs. Jaramillo made a motion to approve the October 18, 2023 Regular Board Meeting Minutes. Mrs. O'Neill seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Mrs. O'Neill, Aye; Ms. Jaramillo, Aye, Mrs. Sandoval, Aye. The motion carries.
- VII. Consider Approval of Consent Agenda Items (Discussion/Action)
 - A. Approval of the Disbursement Detail, Deposit Listing, Expenditure and Revenue Report, Budget Adjustments, Fund Cash Balance, Finance Memo, Investment Report, ACH Voucher Report and Bond Expense Report.
 - Ms. Sandoval made a motion to approve the Consent Agenda Items. Mrs. Jaramillo seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Mrs. O'Neill, Aye; Ms. Jaramillo, Aye, Mrs. Sandoval, Aye. The motion carries.
- VIII. Public Forum

IX. G-2550@GCCA PROFESSIONAL SUPPORT STAFF SICK LEAVE (Discussion/Action)	<i>Programming</i>
X. J-2550@ JICD STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION (Discussion/Action)	<i>Health & Safety</i>
XI. Review and Agree Process for Superintendent Evaluation that is Due in December (Discussion/Action)	<i>Programming</i>
XII. Review policy G-4100 Staff Training (Discussion/Action)	<i>Programming</i>

XIII. Superintendent's Report

- Personnel Report
- Trails End Ranch
- Fundraising
- Portables
- Old Elementary Building
- Update on Sunrise Clinic

XIV. School Board Report

- A. Review Board Norms
- B. December NMSBA Conference

XV. Next Regular School Board Meeting Agenda Items

- Portables
- G-2600@GCCB PROFESSIONAL / SUPPORT STAFF PERSONAL / SICK/ EMERGENCY / RELIGIOUS LEAVE
- G-4100@GCI PROFESSIONAL STAFF DEVELOPMENT
- Close Session for Superintendent Evaluation
- Audit Update

XVI. Adjournment

- Ms. Jaramillo made a motion to adjourn the meeting. Mrs. Sandoval seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Ms. Jaramillo, Aye; Mrs. O'Neill, Aye, Aye; Mrs. Sandoval, Aye. The motion carries.
- The meeting was adjourned at 8:17 PM.

The next Regular School Board Meeting is scheduled for Wednesday, December 20, 2023; Cimarron High School Media Center - 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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(575) 376-2445 (575) 376-2442-FAX

CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

SPECIAL MEETING MINUTES

Via Zoom
Thursday, December 14, 2023
7:30 pm

- I. Call to Order
 - Mrs. Hooker called the meeting to order at 7:30 pm.
- II. Pledge of Allegiance
- III. Roll Call
 - Mrs. Hooker, President; Mrs. O'Neill, Vice-President; Ms. Jaramillo, Secretary; Ms. Gonzales, Member, Mrs. Sandoval, Member, were all present. There was a quorum.
- IV. Consider Approval of Agenda (Action)
 - Ms. Jaramillo made a motion to approve the agenda. Mrs. Sandoval seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Ms. Jaramillo, Aye; Mrs. O'Neill, Aye; Ms. Gonzales, Aye; Mrs. Sandoval, Aye. The motion carries.
- V. Prepare a resolution in response to NMPED's proposed calendar extension by rule. (Discussion/Action)
 - Ms. Gonzales made a motion to adopt the resolution of the Cimarron Municipal School District Board in Support of New Mexico Schools Superintendents' Efforts to Challenge the Public Education Department's Rule Hearing. Mrs. Sandoval seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Ms. Jaramillo, Aye; Mrs. O'Neill, Aye; Ms. Gonzales, Aye; Mrs. Sandoval, Aye. The motion carries.
- VI. Next Regular School Board Meeting Agenda Items

VII. Adjournment

- Ms. Jaramillo made a motion to adjourn the meeting. Mrs. Sandoval seconds the motion. There was a Roll Call Vote: Mrs. Hooker, Aye; Ms. Jaramillo, Aye; Mrs. O'Neill, Aye; Ms. Gonzales, Aye; Mrs. Sandoval, Aye. The motion carries.
- The meeting was adjourned at 8:09 pm.

The next Regular School Board Meeting is scheduled for Wednesday, December 20, 2023; Cimarron High School Media Center - 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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8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Disbursement Detail Listing

Date 11/01/2023 - 11/30/2023

ACTIVITIES

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11896	11/02/2023	1059	AMAZON.COM CREDIT PLAN	113L-1PCL-PHJY	24346.1000.56118.2000.008000.0000	LTL HOMEPRODUCTS-ELITE INTERIOR FOLDING DOOR	\$259.58
						Check Total:	\$259.58
11897	11/02/2023	1059	CIMARRON MUNICIPAL SCHOOLS	10272023	23446.1000.56118.1010.008000.0000	SUPPLIES FOR ENCHILADA DINNER	\$349.71
						Check Total:	\$349.71
11898	11/02/2023	1059	HALO BRANDED SOLUTIONS, INC	2023000165504	23403.1000.53711.1010.008000.0000	PC54 PORT 100% COTTON TEE	\$1,537.80
11898	11/02/2023	1059	HALO BRANDED SOLUTIONS, INC	2023000165504	23403.1000.53711.1010.008000.0000	29 M JERZEE 50/50 HEAVYWEIGHT 2XL	\$179.80
11898	11/02/2023	1059	HALO BRANDED SOLUTIONS, INC	2023000165504	23403.1000.53711.1010.008000.0000	29M JERZEE 50/50 HEAVYWEIGHT 3XL	\$99.90
						Check Total:	\$1,817.50
11899	11/02/2023	1059	MCDONALDS (RATON)	10/20/2023	23403.1000.55817.1010.008000.0000	MEALS FOR 10/20 - MCDONALDS	\$353.82
						Check Total:	\$353.82
11905	11/10/2023	1065	VILLAGE OF EAGLE NEST	OCT AND NOV	23426.1000.53711.1010.008000.0000	WATER/SEWER AT THE DOT BUILDING	\$282.92
						Check Total:	\$282.92
11906	11/10/2023	1065	HALO BRANDED SOLUTIONS, INC	2023000175035	23403.1000.53711.1010.008000.0000	PORT & CO 100% COTTON TEE	\$699.00
11906	11/10/2023	1065	HALO BRANDED SOLUTIONS, INC	2023000175035	23403.1000.53711.1010.008000.0000	XXL CHARGE	\$10.00
						Check Total:	\$709.00
11907	11/10/2023	1065	DAIRY QUEEN OF SANTA ROSA	10/28/2023 #631	23403.1000.55817.1010.008000.0000	MEALS FOR 10/28 - XC	\$194.14
						Check Total:	\$194.14
11908	11/10/2023	1065	AMAZON.COM CREDIT PLAN	1N31-9R7V-LXFC	23464.1000.56118.1010.008000.0000	BALLOONS OVER BROADWAY BOOKS	\$31.37
						Check Total:	\$31.37

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11909	11/10/2023	1065	.PETER DEFRIES CORPORATION	9/13/23 #410	23446.1000.55817.1010.008000.0000	DIONS MEAL FOR DINNER STATE FAIR 9/13	\$222.62
						Check Total:	\$222.62
11910	11/16/2023	1074	ANTELOPE CANYON, INC.	10/03/23, 249	23403.1000.55817.1010.008000.0000	MEALS FOR DISTRICTS XC	\$110.91
						Check Total:	\$110.91
11911	11/16/2023	1074	CHICK-FIL-A AT GIBSON	11/11, 9686185	23403.1000.55817.1010.008000.0000	MEALS FOR 11 / 11 STATE XC	\$110.45
						Check Total:	\$110.45
11912	11/16/2023	1074	ENTOURAGE YEARBOOKS	1053489002	23400.1000.56118.1010.008000.0000	22-23 YEARBOOK	\$1,098.00
						Check Total:	\$1,098.00
11913	11/16/2023	1074	GMRI, INC.	11/10/23, 1118, 6128	23403.1000.55817.1010.008000.0000	MEALS FOR 11 / 10 STATE XC	\$266.00
						Check Total:	\$266.00
11914	11/16/2023	1074	IHOP #1553 (ALBUQUERQUE)	11/11, check#6015379	23403.1000.53711.1010.008000.0000	SNACKS FOR STATE XC ABQ TRIP	\$236.55
						Check Total:	\$236.55
11915	11/16/2023	1074	WEX BANK	92941505	23449.1000.55817.1010.008000.0000	FLEET FUEL	\$31.29
						Check Total:	\$31.29
11916	11/16/2023	1074	ZIA GRAPHICS	66103	23403.1000.53711.1010.008000.0000	SPORT TEK PR LONG SLEEVE TEE - GREY	\$481.05
11916	11/16/2023	1074	ZIA GRAPHICS	66103	23403.1000.53711.1010.008000.0000	SCREEN PRINT & HEAT PRESS CHARGE	\$114.00
						Check Total:	\$595.05
11917	11/28/2023	1075	CIMARRON MUNICIPAL SCHOOLS	STARTING CASH	23403.1000.53711.1010.008000.0000	STARTING CASH FOR CONCESSION	\$200.00
						Check Total:	\$200.00
11918	11/29/2023	1077	COURTYARD BY MARRIOTT	112123	23446.1000.55817.1010.008000.0000	ROOMS FOR HONOR BAND	\$516.00
						Check Total:	\$516.00
11919	11/29/2023	1077	DION'S PIZZA (CORPORATE OFFICE)	48341	23446.1000.55817.1010.008000.0000	MEALS FOR HONOR BAND 11 / 17	\$54.75
						Check Total:	\$54.75
11920	11/29/2023	1077	KIT CARSON ELECTRIC COOPERATIVE INC	09/19/23-10/19/23 1	23426.1000.53711.1010.008000.0000	2023-2024 - ELECTRIC SERVICE FOR BARN	\$5.04
						Check Total:	\$5.04
11921	11/29/2023	1077	NCNMMEA	1045	23446.1000.56118.1010.008000.0000	HONOR BAND	\$80.00
						Check Total:	\$80.00
						Bank Total:	\$7,524.70

Voided Checks							
11900	11/10/2023	1065	.PETER DEFRIES CORPORATION	VOID	23446.0000.21011.0000.000000.0000	VOID: Did not have signatures	\$222.62
						Check Total:	\$222.62
11901	11/10/2023	1065	AMAZON.COM CREDIT PLAN	VOID	23464.0000.21011.0000.000000.0000	VOID: Did not have signatures	\$31.37
						Check Total:	\$31.37
11902	11/10/2023	1065	DAIRY QUEEN OF SANTA ROSA	VOID	23403.0000.21011.0000.000000.0000	VOID: Did not have signatures	\$194.14
						Check Total:	\$194.14
11903	11/10/2023	1065	HALO BRANDED SOLUTIONS, INC	VOID	23403.0000.21011.0000.000000.0000	VOID: Did not have signatures	\$709.00
						Check Total:	\$709.00
11904	11/10/2023	1065	VILLAGE OF EAGLE NEST	VOID	23426.0000.21011.0000.000000.0000	VOID: Did not have signatures	\$282.92
						Check Total:	\$282.92
						Voided Checks Total:	\$1,440.05

OPERATIONAL

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
46969	11/02/2023	1060	ACORN PETROLEUM INC.	001222714	13000.2700.56212.0000.008000.0000	2023-2024 - DIESEL FUEL FOR TO AND FROM ROUTE	\$1,110.47
46969	11/02/2023	1060	ACORN PETROLEUM INC.	001224167	13000.2700.56214.0000.008000.0000	DIESEL EXHAUST FLUID	\$233.75
46969	11/02/2023	1060	ACORN PETROLEUM INC.	001224394	13000.2700.56212.0000.008000.0000	2023-2024 - DIESEL FUEL FOR TO AND FROM ROUTE	\$2,997.32
						Check Total:	\$4,341.54
46970	11/02/2023	1060	ALPINE LUMBER	51484055	31701.4000.54315.0000.008000.0000	2023-2024 -	\$221.71
						Check Total:	\$221.71
46971	11/02/2023	1060	AMAZON.COM CREDIT PLAN	1677-NDDR-J7FQ	11000.1000.56118.1010.008047.0000	GBC THERMAL LAMINATING FILM ROLL (2PK)	\$37.47
46971	11/02/2023	1060	AMAZON.COM CREDIT PLAN	1677-NDDR-J7FQ	11000.1000.56118.1010.008048.0000	GBC THERMAL LAMINATING FILM ROLL (2PK)	\$37.48
						Check Total:	\$74.95
46972	11/02/2023	1060	AMERICAN AED LLC	INV273877	11000.1000.53711.9000.008034.0000	PHILLIPS HEARTSTART ONSITE DEFIRILLATOR	\$3,600.00
						Check Total:	\$3,600.00
46973	11/02/2023	1060	BACA VALLEY TELEPHONE CO INC	NOVEMBER 01, 2023	11000.2600.54416.0000.008000.0000	2023-2024 - LONG DISTANCE AND LOCAL	\$30.50
46973	11/02/2023	1060	BACA VALLEY TELEPHONE CO INC	NOVEMBER 01, 2023	11000.2600.54416.0000.008033.0000	2023-2024 - LONG DISTANCE AND LOCAL	\$15.12
46973	11/02/2023	1060	BACA VALLEY TELEPHONE CO INC	NOVEMBER 01, 2023	11000.2600.54416.0000.008034.0000	2023-2024 - LONG DISTANCE AND LOCAL	\$30.24
46973	11/02/2023	1060	BACA VALLEY TELEPHONE CO INC	NOVEMBER 01, 2023	11000.2600.54416.0000.008036.0000	2023-2024 - LONG DISTANCE AND LOCAL	\$15.12
46973	11/02/2023	1060	BACA VALLEY TELEPHONE CO INC	NOVEMBER 01, 2023	13000.2700.54416.0000.008000.0000	2023-2024 - LONG DISTANCE AND LOCAL	\$140.60
						Check Total:	\$231.58
46974	11/02/2023	1060	BSN SPORTS LLC	922445860	11000.1000.56118.9000.008034.0000	TRAINING SHORTS - SMALL	\$190.00
46974	11/02/2023	1060	BSN SPORTS LLC	922445860	11000.1000.56118.9000.008034.0000	TRAINING SHORT - MEDIUM	\$228.00
46974	11/02/2023	1060	BSN SPORTS LLC	922445860	11000.1000.56118.9000.008034.0000	TRAINING SHORT - LARGE	\$133.00
46974	11/02/2023	1060	BSN SPORTS LLC	922445860	11000.1000.56118.9000.008034.0000	TRAINING SHORT - X LARGE	\$56.05
						Check Total:	\$607.05
46975	11/02/2023	1060	CARQUEST RATON	5728-425265	31701.4000.54315.0000.008000.0000	2023-2024 - MAINTENANCE EQUIPMENT	\$134.20
46975	11/02/2023	1060	CARQUEST RATON	5728-425272	31701.4000.54315.0000.008000.0000	GOLF CART 6 VOLT	\$708.16
						Check Total:	\$842.36

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
46976	11/02/2023	1060	CDWG INC	lk89941	31900.4000.56118.0000.008000.0000	DELL CHROMEBOOK 3110 – 11.6" – INTEL CELERON	\$20,026.08	
46976	11/02/2023	1060	CDWG INC	LK98814	31900.4000.56118.0000.008000.0000	EDUCATION UPGRADE	\$2,592.00	
							Check Total:	\$22,618.08
46977	11/02/2023	1060	CHRISTINE MAY	154	11000.2100.53218.2000.008000.0000	2023–2024 – TVI SERVICES	\$1,480.00	
46977	11/02/2023	1060	CHRISTINE MAY	154	11000.2100.53218.2000.008000.0000	GRT @ 7.8958%	\$116.86	
							Check Total:	\$1,596.86
46978	11/02/2023	1060	CIMARRON MUNICIPAL SCHOOLS	10262023	29102.2300.53711.0000.008000.0000	LUNCH FOR COLLEGE FAIR	\$240.00	
46978	11/02/2023	1060	CIMARRON MUNICIPAL SCHOOLS	BUS #26 10/24/23	11000.1000.55817.9000.008034.0000	ACTIVITY BUS REQUESTED. VBALL GAME @ SPRINGER	\$34.85	
46978	11/02/2023	1060	CIMARRON MUNICIPAL SCHOOLS	BUS#25 10/24/23	26156.1000.55817.1010.008000.0000	CEMS TRIP TO RATON	\$11.49	
46978	11/02/2023	1060	CIMARRON MUNICIPAL SCHOOLS	BUS#26 10/28/23	11000.1000.55817.9000.008034.0000	GRADES3RD–5TH FOR AG ACTIVITY BUS REQUEST. XC MEET @ SANTA ROSA	\$213.44	
							Check Total:	\$499.78
46979	11/02/2023	1060	COMMUNITY TECH SOLUTIONS	CMSD 23-11	31900.4000.53414.0000.008000.0000	2023–2026 – TECHNOLOGY SUPPORT CONTRACT	\$7,888.83	
46979	11/02/2023	1060	COMMUNITY TECH SOLUTIONS	CMSD 23-11	31900.4000.53414.0000.008000.0000	GRT @ 7.8958	\$622.89	
							Check Total:	\$8,511.72
46980	11/02/2023	1060	COOPERATIVE EDUCATIONAL SERVICES	36-049610	11000.2100.53211.2000.008000.0000	2023–2024 –	\$1,036.65	
46980	11/02/2023	1060	COOPERATIVE EDUCATIONAL SERVICES	36-049611	11000.2100.53215.2000.008000.0000	2023–2024 –	\$303.12	
							Check Total:	\$1,339.77
46981	11/02/2023	1060	CUNICO TIRE COMPANY INC	60576	11000.2600.54313.0000.008000.0000	TIRES FOR EXPEDITION	\$1,145.68	
46981	11/02/2023	1060	CUNICO TIRE COMPANY INC	60576	11000.2600.54313.0000.008000.0000	MOUNT AND BALANCE	\$60.62	
							Check Total:	\$1,206.30
46982	11/02/2023	1060	DE LAGE LANDEN FINANCIAL SERVICES, INC	299059	31701.4000.54315.0000.008000.0000	60 MONTH LEASE ON	\$374.29	
46982	11/02/2023	1060	DE LAGE LANDEN FINANCIAL SERVICES, INC	299059	31701.4000.54315.0000.008000.0000	PROPERTY TAX & ADMINISTRATION FEE	\$19.21	
							Check Total:	\$393.50
46983	11/02/2023	1060	HAROLD WHITE	20231101-01	31900.4000.53414.0000.008034.0000	VIDEO PRODUCTION CLASS	\$680.00	
46983	11/02/2023	1060	HAROLD WHITE	20231101-01	31900.4000.53414.0000.008034.0000	VOLLEYBALL BROADCAST	\$1,080.00	
46983	11/02/2023	1060	HAROLD WHITE	20231101-01	31900.4000.53414.0000.008034.0000	MISCELLANEOUS PRODUCTIONS (BAND)	\$120.00	
46983	11/02/2023	1060	HAROLD WHITE	20231101-01	31900.4000.53414.0000.008034.0000	GRT @ 7.8958%	\$148.44	
							Check Total:	\$2,028.44

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
46984	11/02/2023	1060	IN BANK	START CASH	11000.1000.53711.9000.008034.0000	STARTING CASH FOR BASKETBALL	\$50.00
						Check Total:	\$50.00
46985	11/02/2023	1060	KERRY NIEC	cm0027	11000.2100.53215.2000.008000.0000	PSYCHOTHERAPY – CORRECTING VENDOR	\$5,057.76
						Check Total:	\$5,057.76
46986	11/02/2023	1060	LAKESHORE LEARNING MATERIALS	342384092723	24106.1000.56118.2000.008000.0000	SENSORY RINGS	\$19.99
46986	11/02/2023	1060	LAKESHORE LEARNING MATERIALS	342384092723	24106.1000.56118.2000.008000.0000	VISUAL TIME TIMER	\$119.97
46986	11/02/2023	1060	LAKESHORE LEARNING MATERIALS	342384092723	24106.1000.56118.2000.008000.0000	MAGNETIC WRITING STRIPS	\$89.97
						Check Total:	\$229.93
46987	11/02/2023	1060	LAWSON PRODUCTS INC	9311030400	31701.4000.56118.0000.008000.0000	WALLBOARD ANCHOR ASST	\$534.80
46987	11/02/2023	1060	LAWSON PRODUCTS INC	9311030400	31701.4000.56118.0000.008000.0000	MEGA–STRIP SR STATIC MIX TIP	\$17.21
46987	11/02/2023	1060	LAWSON PRODUCTS INC	9311030400	31701.4000.56118.0000.008000.0000	3 PC CRYONITRIDE STEP DRILL BBIT INDEX	\$246.57
46987	11/02/2023	1060	LAWSON PRODUCTS INC	9311030400	31701.4000.56118.0000.008000.0000	1X7–1/2 EXTENSION SPRING	\$198.01
46987	11/02/2023	1060	LAWSON PRODUCTS INC	9311030400	31701.4000.56118.0000.008009.0000	MEGA–STRIPE SR 400 ML BLACK 4 PACK	\$525.99
						Check Total:	\$1,522.58
46988	11/02/2023	1060	MARIE GEORGE	10/23/23	11000.2100.55818.2000.008000.0000	MILEAGE REIMBURSEMENT FOR SPED	\$161.68
						Check Total:	\$161.68
46989	11/02/2023	1060	MOUNTAIN SUPPLY	2310-164098	31701.4000.54315.0000.008047.0000	2023–2024 –	\$119.51
46989	11/02/2023	1060	MOUNTAIN SUPPLY	2310-164098	31701.4000.54315.0000.008048.0000	2023–2024 –	\$119.51
						Check Total:	\$239.02
46990	11/02/2023	1060	RECORDS ACE HARDWARE	K67018	31701.4000.54315.0000.008000.0000	2023–2024 – CIMARRON MAINTENANCE & REPAIRS	\$115.92
						Check Total:	\$115.92
46991	11/02/2023	1060	T-MOBILE USA, INC	9/21/23-10/20/23	31900.4000.54416.0000.008000.0000	2023–2024 – DISTRICT CELL PHONES	\$93.50
46991	11/02/2023	1060	T-MOBILE USA, INC	9/21/23-10/20/23-	31900.4000.56118.0000.008000.0000	MONTHLY SERVICES FOR HOTSPOTS FOR STUDENTS	\$2,100.00
						Check Total:	\$2,193.50
46992	11/02/2023	1060	TESSA FLEMING	MEAL REIMB	15200.1000.53330.1010.008000.0000	MEAL REIMBURSMENT–NMAEA	\$88.16
						Check Total:	\$88.16

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
46994	11/02/2023	1060	WHITNEY BALIZAN	2023-7	25233.1000.53414.0000.008000.0000	COMMUNITY SCHOOLS COORDINATOR	\$80.72
46994	11/02/2023	1060	WHITNEY BALIZAN	2023-8	25233.1000.53414.0000.008000.0000	COMMUNITY SCHOOLS COORDINATOR	\$80.72
Check Total:							\$161.44
46995	11/02/2023	1060	ZOOM VIDEO COMMUNICATIONS, INC.	INV219202178	31900.4000.53414.0000.008000.0000	ZOOM ONE PRO ANNUAL	\$161.73
Check Total:							\$161.73
46996	11/09/2023		MORENO VALLEY HIGH SCHOOL	V246196	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL ACCOUNTS PAYABLE	\$87,589.03
Check Total:							\$87,589.03
46997	11/09/2023	1063	CIMARRON MUNICIPAL SCHOOLS	cash	11000.1000.53711.9000.008034.0000	STARTING CASH FOR BOOK FAIR	\$200.00
Check Total:							\$200.00
46998	11/10/2023	1064	ALBUQUERQUE ACADEMY SIMMS CENTER	XC EXTRAVANGANZA	11000.1000.53711.9000.008034.0000	ABQ ACADEMY INVITE FEE FOR 10/21	\$150.00
Check Total:							\$150.00
46999	11/10/2023	1064	AMAZON.COM CREDIT PLAN	1FP6-L7F6-LVJ9	31701.4000.56118.0000.008047.0000	SHARK SV1 106 NAVIGATOR FREESTYLE UPRIGHT	\$64.99
46999	11/10/2023	1064	AMAZON.COM CREDIT PLAN	1FP6-L7F6-LVJ9	31701.4000.56118.0000.008048.0000	SHARK SV1 106 NAVIGATOR FREESTYLE UPRIGHT	\$65.00
46999	11/10/2023	1064	AMAZON.COM CREDIT PLAN	1LYM-GFH3-NYC9	31900.4000.56118.0000.008000.0000	2023 DELL LATITUDE LAPTOP-TEACHER/STUDENT	\$3,800.52
46999	11/10/2023	1064	AMAZON.COM CREDIT PLAN	1QPX-KLC4-MHTM	11000.2600.54313.0000.008000.0000	R & L HEADLIGHTS HEADLAMP REPLACEMENT	\$214.99
Check Total:							\$4,145.50
47000	11/10/2023	1064	BENNETT'S LLC	23-C22157	31701.4000.54315.0000.008000.0000	2023-2024 - MONTHLY CYLINDER RENTAL	\$21.65
Check Total:							\$21.65
47001	11/10/2023	1064	CDWG INC	MM23485	26107.1000.56118.1010.008036.0000	KENSINGTON HI-FI HEADPHONES WITH	\$281.10
Check Total:							\$281.10
47002	11/10/2023	1064	CIMARRON MUNICIPAL SCHOOLS	BUS#26 11/3/23	11000.1000.55817.9000.008034.0000	CHS CROSS COUNTRY TO PECOS FOR DISTRICTS	\$188.00
Check Total:							\$188.00
47003	11/10/2023	1064	HOLIDAY DAY INN & SUITES ALBUQUERQUE NOR	18775	11000.1000.55817.9000.008034.0000	HOTEL ROOMS FOR STATE FAIR SEPT 13-14	\$1,722.82
Check Total:							\$1,722.82

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47004	11/10/2023	1064	KIT CARSON ELECTRIC COOPERATIVE INC	09/01/23-10/02/23	11000.2600.54411.0000.008047.0000	2023-2024 - ENES ELECTRICITY	\$638.34
47004	11/10/2023	1064	KIT CARSON ELECTRIC COOPERATIVE INC	09/01/23-10/02/23	11000.2600.54411.0000.008048.0000	2023-2024 - ENMS ELECTRICITY	\$638.34
Check Total:							\$1,276.68
47005	11/10/2023	1064	PURCHASE POWER	1024025625	11000.2300.56118.0000.008000.0000	RED INK CARTRIDGE (35ML) FOR DM100, DM200, AND	\$91.29
Check Total:							\$91.29
47006	11/10/2023	1064	RHONDA J. LEE	74	11000.2100.53213.2000.008000.0000	2023-2024 - OCCUPATIONAL THERAPY	\$7,540.75
Check Total:							\$7,540.75
47007	11/10/2023	1064	RUSSELL'S ONE STOP	OCTOBER GAS	24101.1000.53711.1010.008000.0000	GAS REIMBURSEMENT	\$100.00
Check Total:							\$100.00
47008	11/10/2023	1064	SHERRY HAMILTON	MEAL REIMB	15200.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT-NMAEA	\$77.63
Check Total:							\$77.63
47009	11/10/2023	1064	STAPLES CONTRACT & COMMERCIAL LLC	3551125596	11000.1000.56118.1010.008034.0000	2023-2024 CLASSROOM SUPPLIES	\$66.92
Check Total:							\$66.92
47010	11/10/2023	1064	STERICYCLE, INC.	8005083765	24330.2600.53711.0000.008000.0000	CORRECT FUND NUMBER: MED-WASTE DISPOSAL	\$53.95
47010	11/10/2023	1064	STERICYCLE, INC.	8005083767	24330.2600.53711.0000.008000.0000	CORRECT FUND NUMBER: MED-WASTE DISPOSAL	\$59.53
Check Total:							\$113.48
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	11000.2600.54415.0000.008033.0000	2023-2024 - CES WATER	\$83.81
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	11000.2600.54415.0000.008034.0000	2023-2024- CHS WATER	\$140.26
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	11000.2600.54415.0000.008036.0000	2023-2024- CMS WATER	\$83.82
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	13000.2700.54415.0000.008000.0000	2023-2024 - TRANSPORTATION	\$165.12
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	31701.4000.54315.0000.008000.0000	2023-2024 - ADMIN SOLID WASTE	\$78.12
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	31701.4000.54315.0000.008033.0000	2023-2024 - CES SOLID WASTE	\$78.12
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	31701.4000.54315.0000.008034.0000	2023-2024 - CHS SOLID WASTE	\$78.12
47011	11/10/2023	1064	VILLAGE OF CIMARRON	OCTOBER 1	31701.4000.54315.0000.008036.0000	2023-2024 - CMS SOLID WASTE	\$78.12
Check Total:							\$785.49

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47012	11/10/2023	1064	VILLAGE OF EAGLE NEST	NOVEMBER 1	11000.2600.54415.0000.008047.0000	2023-2024 - ENES WATER	\$374.96
47012	11/10/2023	1064	VILLAGE OF EAGLE NEST	NOVEMBER 1	11000.2600.54415.0000.008048.0000	2023-2024 - ENMS WATER	\$374.97
						Check Total:	\$749.93
47013	11/10/2023	1064	WASTE MANAGEMENT OF NEW MEXICO, INC.	1124232-0499-2	31701.4000.54315.0000.008000.0000	ROLLOFF AT TRANSPORTATION DEPT	\$1,664.81
						Check Total:	\$1,664.81
47014	11/10/2023	1064	ZIA NATURAL GAS COMPANY	9/30/23-10/31-23	11000.2600.54412.0000.008033.0000	2023-2024 CES NATURAL	\$756.00
47014	11/10/2023	1064	ZIA NATURAL GAS COMPANY	9/30/23-10/31-23	11000.2600.54412.0000.008034.0000	2023-2024- CHS NATURAL GAS	\$1,295.31
47014	11/10/2023	1064	ZIA NATURAL GAS COMPANY	9/30/23-10/31-23	11000.2600.54412.0000.008036.0000	2023-2024 - CMS NATURAL GAS	\$756.01
47014	11/10/2023	1064	ZIA NATURAL GAS COMPANY	9/30/23-10/31-23	13000.2700.54412.0000.008000.0000	2023-2024 - TRANSPORTATION NATURAL	\$90.42
						Check Total:	\$2,897.74
47022	11/16/2023	1073	A'VIANDS, LLC	INV1900021723	21000.3100.53414.0000.008000.0000	2023-2024 - FOOD SERVICES CONTRACT	\$43,492.23
						Check Total:	\$43,492.23
47023	11/16/2023	1073	ACORN PETROLEUM INC.	001225847	13000.2700.56212.0000.008000.0000	2023-2024 - DIESEL FUEL FOR TO AND FROM ROUTE	\$1,071.38
						Check Total:	\$1,071.38
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	19TD-RCKT-P37K	11000.2300.56118.0000.008000.0000	ZIGEL D50 DATE STAMP WITH RECEIVED SELF INKING	\$18.45
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	19TD-RCKT-P37K	11000.2300.56118.0000.008000.0000	EXPO LOW-ODOR DRY ERASE MARKERS CHISEL TIP	\$30.99
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	19TD-RCKT-P37K	11000.2300.56118.0000.008000.0000	BACKERY SUPPLY INTERLOCKING DESK	\$8.99
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1LRQ-973F-MWRM	31900.4000.56118.0000.008034.0000	NEEWER 2 PACKS LP-E6 LPE6N REPLACEMENT	\$83.98
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1LRQ-973F-MWRM	31900.4000.56118.0000.008034.0000	SANDISK 64GB ULTRA SDXC VHS-1 CLASS 10 MEMORY	\$49.00
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	UNIVERSAL UNV35720 ADDING	\$15.98
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	POST-IT TABS, 1IN 66 TABS	\$5.97
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	VINACO PAPER CLIPS NON SKID, 100 PACK LARGE	\$7.88
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	POST-IT MINI NOTES	\$20.98

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	FISKARS SOFTGRIP CONTOURED PERFORMANCE	\$6.48
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	ZIGEL D50 DATE STAMP AND ENTERED SELF INKING	\$18.45
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	STAMPEXPRESSION ORDERED WITH LINE OFFICE	\$10.90
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QTM-TQWP-M19P	11000.2300.56118.0000.008000.0000	COSCO 2000 PLUS SELF-INKING RUBBER DATE	\$82.50
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QX1-L433-MFHQ	11000.1000.56118.1010.008034.0000	20 PCS PLASTIC APRONS VINYL CLEAR WATERPROOF	\$73.98
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QX1-L433-MFHQ	11000.1000.56118.1010.008034.0000	36 PCS KIDS SAFETY GOGGLES ADULT SCIENCE	\$48.99
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1QX1-L433-MFHQ	11000.1000.56118.1010.008034.0000	SLEDOR MAGNETIC STIRRER HT PLATE MIXER 1000ML	\$231.24
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1WKX-9KPK-9L1H	31900.4000.56118.0000.008000.0000	APPLE MAGIC KEYBOARD FOR 12.9 INCH IPAD PRO	\$184.00
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1WKX-9KPK-9L1H	31900.4000.56118.0000.008000.0000	APPLE PENCIL (2ND GERNATION) PIXEL-PERFECT	\$89.00
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1WKX-9KPK-9L1H	31900.4000.56118.0000.008000.0000	APPLE IPAD PRO 12.9 INCH (6TH GENARATION)	\$1,149.00
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1WKX-9KPK-9L1H	31900.4000.56118.0000.008000.0000	RAM UPGRADE	\$27.39
47024	11/16/2023	1073	AMAZON.COM CREDIT PLAN	1YKD-GXQV-JFP7	11000.2600.54313.0000.008000.0000	2009 CHEVY AVEO LEFT ANF RIGHT HEAD LIGHT	\$131.99
						Check Total:	\$2,296.14
47025	11/16/2023	1073	CARQUEST RATON	5728-426185	13000.2700.54314.0000.008000.0000	2023-2024- PARTS & EQUIPMENT FOR ROUTE	\$324.04
47025	11/16/2023	1073	CARQUEST RATON	5728-426186	11000.2600.54313.0000.008000.0000	2023-2024 - SUBURBAN PARTS & FLUIDS	\$367.12
47025	11/16/2023	1073	CARQUEST RATON	5728-426187	13000.2700.54314.0000.008000.0000	2023-2024- PARTS & EQUIPMENT FOR ROUTE	\$277.16
47025	11/16/2023	1073	CARQUEST RATON	5728-426753	31701.4000.54315.0000.008000.0000	2023-2024 - MAINTENANCE EQUIPMENT	\$536.64
						Check Total:	\$1,504.96
47026	11/16/2023	1073	CIMARRON MUNICIPAL SCHOOLS	11/10-11/11 BUS#26	11000.1000.55817.9000.008034.0000	ACTIVITY BUS REQUEST. XC STATE MEET @ ABQ	\$256.28

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47026	11/16/2023	1073	CIMARRON MUNICIPAL SCHOOLS	11/8/23 BUS#26	11000.1000.55817.9000.008034.0000	ACTIVITY BUS REQUESTED.	\$34.29
47026	11/16/2023	1073	CIMARRON MUNICIPAL SCHOOLS	11/9/23 BUS#26	11000.1000.55817.9000.008034.0000	VBALL GAME @ MAXWELL BUS REQUESTED.	\$107.12
47026	11/16/2023	1073	CIMARRON MUNICIPAL SCHOOLS	11082023	29102.2300.53711.0000.008000.0000	VOLLEYBALL GAME @ MEALS FOR ROCA REPS	\$72.00
Check Total:							\$469.69
47027	11/16/2023	1073	COOPERATIVE EDUCATIONAL SERVICES	13-003112	11000.2100.53218.2000.008000.0000	PROGRAM SUPPORT	\$2,058.70
Check Total:							\$2,058.70
47028	11/16/2023	1073	JARAMILLO ACCOUNTING GROUP LLC	2203	11000.2300.53411.0000.008000.0000	SPECIALIST FOR 23-24 SY FINANCIAL STATEMENT	\$1,085.00
47028	11/16/2023	1073	JARAMILLO ACCOUNTING GROUP LLC	2203	11000.2300.53411.0000.008000.0000	FEDERAL SINGLE AUDIT	\$1,446.34
Check Total:							\$2,531.34
47029	11/16/2023	1073	NICOLAS J CARDENAS	FINGERPRINT REIMB	11000.2300.53711.0000.008000.0000	FINGERPRINT REIMBURSEMENT	\$59.00
Check Total:							\$59.00
47030	11/16/2023	1073	ORTIZ & ZAMORA ATTORNEYS AT LAW LLC	14931	11000.2300.53413.0000.008000.0000	INCREASE FOR ADDITIONAL SERVICES	\$1,244.70
Check Total:							\$1,244.70
47031	11/16/2023	1073	PECOS HIGH SCHOOL	DISTRICT 2 A/AA XC	22000.1000.56118.9000.008034.0000	DISTRICT XC INVITE FEE	\$50.00
Check Total:							\$50.00
47032	11/16/2023	1073	QUERQUE HOTEL	265916100	22000.1000.53711.9000.008034.0000	ROOMS FOR BASKETBALL COACHES CLINIC	\$275.18
Check Total:							\$275.18
47033	11/16/2023	1073	SEAN P. MURPHY	SUPPLY REIMB	11000.1000.56118.1010.008034.0000	2023-2024 CLASSROOM SUPPLIES	\$200.00
Check Total:							\$200.00
47034	11/16/2023	1073	SIERRA THERAPY PROFESSIONALS LLC	6003	11000.2100.53214.2000.008000.0000	2022-2023 - PHYSICAL THERAPY SERVICES	\$4,734.75
Check Total:							\$4,734.75
47035	11/16/2023	1073	SPRINGER ELECTRIC COOPERATIVE INC	09/30/23-10/31/23	11000.2600.54411.0000.008000.0000	2023-2024 - ADMIN BLDG ELECTRICITY	\$0.00
47035	11/16/2023	1073	SPRINGER ELECTRIC COOPERATIVE INC	09/30/23-10/31/23	11000.2600.54411.0000.008033.0000	2023-2024 - CES ELECTRICITY	\$1,026.82
47035	11/16/2023	1073	SPRINGER ELECTRIC COOPERATIVE INC	09/30/23-10/31/23	11000.2600.54411.0000.008034.0000	2023-2024 - CHS ELECTRICITY	\$2,199.14
47035	11/16/2023	1073	SPRINGER ELECTRIC COOPERATIVE INC	09/30/23-10/31/23	11000.2600.54411.0000.008036.0000	2023-2024 - CMS ELECTRICITY	\$1,026.83

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47035	11/16/2023	1073	SPRINGER ELECTRIC COOPERATIVE INC	09/30/23-10/31/23	13000.2700.54411.0000.008000.0000	2023-2024 - TRANSPORTATION DEPT	\$184.45
						Check Total:	\$4,437.24
47036	11/16/2023	1073	SUPER DUPER PUBLICATIONS	2842635A	24106.1000.56118.2000.008000.0000	FUNCTIONAL COMMUNICIATION PROJILE	\$88.20
						Check Total:	\$88.20
47037	11/16/2023	1073	WEX BANK	92941505	11000.1000.55817.9000.008034.0000	FLEET FUEL	\$369.22
47037	11/16/2023	1073	WEX BANK	92941505	11000.1000.55819.1010.008000.0000	FLEET FUEL	\$112.74
47037	11/16/2023	1073	WEX BANK	92941505	11000.2300.55813.0000.008000.0000	FLEET FUEL	\$149.73
47037	11/16/2023	1073	WEX BANK	92941505	11000.2600.55813.0000.008000.0000	FLEET FUEL	\$185.57
47037	11/16/2023	1073	WEX BANK	92941505	13000.2700.55813.0000.008000.0000	FLEET FUEL	\$396.79
47037	11/16/2023	1073	WEX BANK	92941505	13000.2700.55813.0000.008000.0000	LATE FEE	\$11.35
						Check Total:	\$1,225.40
47038	11/16/2023	1073	WHITNEY BALIZAN	2023-10	25233.1000.53414.0000.008000.0000	COMMUNITY SCHOOLS COORDINATOR	\$64.58
47038	11/16/2023	1073	WHITNEY BALIZAN	2023-9	25233.1000.53414.0000.008000.0000	COMMUNITY SCHOOLS COORDINATOR	\$64.58
						Check Total:	\$129.16
47046	11/28/2023		MORENO VALLEY HIGH SCHOOL	V662716	24106.2500.55912.0000.008000.0000	FLOWTHROUGH GRANTS TO CHARTERS	\$4,548.40
						Check Total:	\$4,548.40
47047	11/29/2023		DRAGONFLY ATHLETICS, LLC	V506511	22000.0000.11999.0000.000000.0000	CASH TRANSFER - INTERBANKING	\$5,000.00
						Check Total:	\$5,000.00
47048	11/29/2023	1076	ACORN PETROLEUM INC.	001227268	13000.2700.56212.0000.008000.0000	2023-2024 - DIESEL FUEL FOR TO AND FROM ROUTE	\$762.96
47048	11/29/2023	1076	ACORN PETROLEUM INC.	001227332	13000.2700.56212.0000.008000.0000	2023-2024 - DIESEL FUEL FOR TO AND FROM ROUTE	\$1,901.88
						Check Total:	\$2,664.84
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1343-YGWW-WDXT	24106.1000.56118.2000.008000.0000	PXTON TWO WAY RADOIS (6 PACK)	\$69.99
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1343-YGWW-WHMF	31701.4000.56118.0000.008048.0000	GBOLE 11.6" NEW SCREEN REPLACEMENT FOR DELL	\$529.80
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	13R1-FH9D-WYNM	24106.1000.56118.2000.008000.0000	NO-JAB AMBUTECH CANE	\$86.50
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	14YX-YYN3-WLHN	24106.1000.56118.2000.008000.0000	FOLDING SLANT BOARD FOR WRITING	\$18.95

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	14YX-YYN3-WLHN	24106.1000.56118.2000.008000.0000	SMART START K-1 WRITING PAPER	\$31.94
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	14YX-YYN3-WLHN	24106.1000.56118.2000.008000.0000	PACON MULTI-SEONSORY RAISED RULER TABLET	\$7.42
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1C1Y-D7QL-96FV	31900.4000.56118.0000.008000.0000	DELL CHROMEBOOK REPLACEMENT SCREENS LED	\$136.50
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1DDG-YKHC-VQPH	11000.2600.56118.0000.008000.0000	EVOGEN EV4 MINI NO-TOUCH MENSTRUAL CAR	\$569.18
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1DXF-MRWV-1MPY	11000.2300.56118.0000.008000.0000	BOSTITCH OFFICE B8 PWOERCROWN 0.25 INCH	\$4.15
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1DXF-MRWV-1MPY	11000.2300.56118.0000.008000.0000	APC UPS BATTERY SURGE PROTECTOR, 425VA	\$60.99
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1DXF-MRWV-1MPY	11000.2300.56118.0000.008000.0000	SORTKWIK FINGERTIP MOISTERNER, 1-3/4OZ.	\$8.60
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1MFY-KW7T-WCYR	11000.2300.56118.0000.008000.0000	HOUSE OF DOLITTLE 2024 MONTHLY DESK PAD	\$35.96
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1MVM-MJD6-64CX	11000.2600.56118.0000.008000.0000	HOSPECO MT4 MAXITHINS SANITARY NAPKINS- (CASE	\$134.07
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1MVM-MJD6-64CX	11000.2600.56118.0000.008000.0000	EVOGEN EV4 MINI NO-TOUCH MENSTRUAL CAR	\$5,122.62
47049	11/29/2023	1076	AMAZON.COM CREDIT PLAN	1Q4N-6WXL-VRGR	11000.1000.56118.1010.008047.0000	2023-2024 CLASSROOM SUPPLIES	\$38.39
						Check Total:	\$6,855.06
47050	11/29/2023	1076	BACA VALLEY TELEPHONE CO INC	NOVEMBER	11000.2600.54416.0000.008000.0000	2023-2024- INTERNET - ADMINISTRATION	\$27.68
47050	11/29/2023	1076	BACA VALLEY TELEPHONE CO INC	NOVEMBER	11000.2600.54416.0000.008033.0000	2023-2024 - INTERNET - CES	\$27.69
47050	11/29/2023	1076	BACA VALLEY TELEPHONE CO INC	NOVEMBER	11000.2600.54416.0000.008034.0000	2023-2024 - INTERNET - CHS	\$27.68
47050	11/29/2023	1076	BACA VALLEY TELEPHONE CO INC	NOVEMBER	11000.2600.54416.0000.008036.0000	2023-2024 - INTERNET - CMS	\$27.68
						Check Total:	\$110.73
47051	11/29/2023	1076	CENTURYLINK	501154007	11000.2600.54416.0000.008047.0000	FIRE ALARM DEDICATED PHONE LINES - 12 MONTHS	\$134.64

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47051	11/29/2023	1076	CENTURYLINK	501154007	11000.2600.54416.0000.008048.0000	FIRE ALARM DEDICATED PHONE LINES – 12 MONTHS	\$134.65
						Check Total:	\$269.29
47052	11/29/2023	1076	CHRISTY RENEE ESQUIVEL	SUPPLY REIMB	11000.1000.56118.1010.008047.0000	2023–2024 CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
47053	11/29/2023	1076	COOPERATIVE EDUCATIONAL SERVICES	36-049919	11000.2100.53211.2000.008000.0000	2023–2024 –	\$742.64
47053	11/29/2023	1076	COOPERATIVE EDUCATIONAL SERVICES	36-049919	11000.2100.53215.2000.008000.0000	2023–2024 –	\$145.72
47053	11/29/2023	1076	COOPERATIVE EDUCATIONAL SERVICES	36-049920	11000.2100.53211.2000.008000.0000	2023–2024 –	\$454.68
47053	11/29/2023	1076	COOPERATIVE EDUCATIONAL SERVICES	41-002850	11000.2300.53330.0000.008000.0000	CES LEADERSHIP ACADEMY 2023	\$200.00
						Check Total:	\$1,543.04
47054	11/29/2023	1076	ELIZABETH E. ADAMS	MEAL REIMB	24330.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT–2023	\$50.70
						Check Total:	\$50.70
47055	11/29/2023	1076	HOME SECURITY SYSTEMS, LLC25521		31900.4000.53414.0000.008033.0000	MONTHLY MONITORING FEE – CEMS	\$32.29
47055	11/29/2023	1076	HOME SECURITY SYSTEMS, LLC25521		31900.4000.53414.0000.008036.0000	MONTHLY MONITORING FEE – CEMS	\$32.29
47055	11/29/2023	1076	HOME SECURITY SYSTEMS, LLC25522		31900.4000.53414.0000.008034.0000	MONTHLY MONITORING FEE – CHS	\$64.58
47055	11/29/2023	1076	HOME SECURITY SYSTEMS, LLC25530		31900.4000.53414.0000.008047.0000	MONTHLY MONITORING FEE – ENEMS	\$32.29
47055	11/29/2023	1076	HOME SECURITY SYSTEMS, LLC25530		31900.4000.53414.0000.008048.0000	MONTHLY MONITORING FEE – ENEMS	\$32.29
						Check Total:	\$193.74
47056	11/29/2023	1076	JODI MAE LUFT	CDL REIMB	13000.2700.53711.0000.008000.0000	CDL REIMBURSEMENT	\$135.00
						Check Total:	\$135.00
47057	11/29/2023	1076	KERRY NIEC	CM0028	11000.2100.53215.2000.008000.0000	PSYCHOTHERAPY – CORRECTING VENDOR	\$1,183.33
						Check Total:	\$1,183.33
47058	11/29/2023	1076	KIT CARSON ELECTRIC COOPERATIVE INC	09/19/23-10/19/2023	11000.2600.54411.0000.008047.0000	2023–2024 – ENES ELECTRICITY	\$0.69
47058	11/29/2023	1076	KIT CARSON ELECTRIC COOPERATIVE INC	09/19/23-10/19/2023	11000.2600.54411.0000.008048.0000	2023–2024 – ENMS ELECTRICITY	\$0.69
						Check Total:	\$1.38

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
47059	11/29/2023	1076	LAKESHORE LEARNING MATERIALS	527396111423	11000.1000.56118.1010.008047.0000	2023-2024 CLASSROOM SUPPLIES	\$194.73
						Check Total:	\$194.73
47060	11/29/2023	1076	MATTHEW BOWERS	2023 NOV	11000.2100.53218.2000.008000.0000	2023-2024 - O&M	\$1,104.00
47060	11/29/2023	1076	MATTHEW BOWERS	2023 NOV	11000.2100.53218.2000.008000.0000	GRT @7.8958%	\$87.17
						Check Total:	\$1,191.17
47061	11/29/2023	1076	MOUNTAIN SUPPLY	2311-168003	31701.4000.54315.0000.008047.0000	2023-2024 -	\$96.78
47061	11/29/2023	1076	MOUNTAIN SUPPLY	2311-168003	31701.4000.54315.0000.008048.0000	2023-2024 -	\$96.79
						Check Total:	\$193.57
47062	11/29/2023	1076	NEW MEXICO SCHOOL PERSONNEL ASSOCIATION	636	11000.2300.53330.0000.008000.0000	NMSPA MEMBERSHIP FEE AND CONFERENCE	\$750.00
						Check Total:	\$750.00
47063	11/29/2023	1076	XENERGY MECHANICAL	2551	31701.4000.54315.0000.008033.0000	TROUBLE SHOOTING WALK IN FREEZERS AT CEMS	\$504.35
47063	11/29/2023	1076	XENERGY MECHANICAL	2551	31701.4000.54315.0000.008036.0000	TROUBLE SHOOTING WALK IN FREEZERS AT CEMS	\$504.35
						Check Total:	\$1,008.70
						Bank Total:	\$259,719.93
Manual Checks Recap							
46996	11/09/2023	11571	MORENO VALLEY HIGH SCHOOL	MANUAL	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL	\$87,589.03
						Check Total:	\$87,589.03
47046	11/28/2023	11572	MORENO VALLEY HIGH SCHOOL	MANUAL	24106.2500.55912.0000.008000.0000	FLOWTHROUGH GRANTS TO	\$4,548.40
						Check Total:	\$4,548.40
47047	11/29/2023	11573	DRAGONFLY ATHLETICS, LLC	MANUAL	22000.0000.11999.0000.000000.0000	CASH TRANSFER -	\$5,000.00
						Check Total:	\$5,000.00
						Manual Checks Total:	\$97,137.43
Voided Checks							
46993	11/02/2023	1060	VILLAGE OF CIMARRON	VOID	11000.0000.21011.0000.000000.0000	VOID: UNDER PAID	\$307.89
46993	11/02/2023	1060	VILLAGE OF CIMARRON	VOID	13000.0000.21011.0000.000000.0000	VOID: UNDER PAID	\$165.12
						Check Total:	\$473.01
						Voided Checks Total:	\$473.01

<u>Fund</u>	<u>Amount</u>
11000	\$145,734.01
13000	\$9,802.69
15200	\$165.79
21000	\$43,492.23
22000	\$5,325.18
23400	\$1,098.00
23403	\$4,593.42
23426	\$287.96
23446	\$1,223.08
23449	\$31.29
23464	\$31.37
24101	\$100.00
24106	\$5,081.33
24330	\$164.18
24346	\$259.58
25233	\$290.60
26107	\$281.10
26156	\$11.49
29102	\$312.00
31701	\$7,732.73
31900	\$41,226.60
Fund Totals:	\$267,244.63

End of Report

Disbursements Grand Total: \$267,244.63

Cimarron Municipal Schools

Deposit Listing

Date: 11/01/2023 - 11/30/2023

ACTIVITIES

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
363036938	11/01/2023	CHS YEARBOOK-PORTRAITS	\$100.00	\$161.00	\$261.00
363036939	11/01/2023	CEMS-BOOK FAIR	\$0.00	\$1,800.00	\$1,800.00
363036940	11/01/2023	ENS-YEARBOOK	\$0.00	\$50.00	\$50.00
363036941	11/01/2023	ENS ACTIVITY	\$0.00	\$25.39	\$25.39
363036942	11/02/2023	ENS-GREENERY	\$0.00	\$35.00	\$35.00
363036943	11/02/2023	CHS-YEARBOOK	\$0.00	\$60.00	\$60.00
363036951	11/08/2023	FFA RIVER STAR	\$0.00	\$60.00	\$60.00
363036952	11/03/2023	CHS SCHOOL POTRAIT	\$96.00	\$73.00	\$169.00
363036954	11/14/2023	CEMS BOOK FAIR	\$446.53	\$436.50	\$883.03
363036955	11/14/2023	CEMS BOOKFAIR	\$338.60	\$0.00	\$338.60
363036957	11/09/2023	CHS GREENERY	\$805.00	\$1,735.00	\$2,540.00
363036958	11/09/2023	CHS GREENERY	\$0.00	\$1,685.00	\$1,685.00
363036959	11/09/2023	ENS-GREENERY	\$985.00	\$1,345.00	\$2,330.00
363036960	11/10/2023	ENS-GREENERY	\$260.00	\$1,310.00	\$1,570.00
363036961	11/14/2023	CHS GREENERY	\$165.00	\$625.00	\$790.00
363036962	11/14/2023	CHS CLASS OF 2027 BAKE SALE	\$406.45	\$0.00	\$406.45
363036963	11/16/2023	CHS SCHOOL PHOTOS	\$30.00	\$95.00	\$125.00
363036964	11/14/2023	ENS-GREENERY	\$230.00	\$1,185.00	\$1,415.00
363036965	11/14/2023	CEMS BOOK FAIR	\$111.50	\$0.00	\$111.50
363036969	11/15/2023	CHS-XC SHIRTS	\$56.05	\$0.00	\$56.05
363036970	11/15/2023	CHS-SCHOOL PHOTOS	\$0.00	\$112.00	\$112.00
363036971	11/16/2023	CHS-SHOP FEE	\$0.00	\$40.00	\$40.00
363036972	11/16/2023	CHS-GREENERY	\$0.00	\$175.00	\$175.00
363036973	11/16/2023	CEMS-BOOKFAIR	\$272.18	\$12.91	\$285.09
363036974	11/17/2023	CEMS-BOOK FAIR	\$200.00	\$0.00	\$200.00
363036975	11/16/2023	CEMS-BOOK FAIR	\$20.95	\$86.25	\$107.20
363036976	11/17/2023	CEMS-BOOK FAIR	\$14.01	\$0.00	\$14.01
363036977	11/29/2023	CONCESSION 11/28/23	\$465.00	\$79.00	\$544.00
363036978	11/29/2023	CHS-SCHOOL PHOTOS	\$80.00	\$18.00	\$98.00
363036979	11/29/2023	ENS-K-2 FUND	\$0.00	\$107.00	\$107.00
Total Deposits for Bank:		30	Total Amount:	\$5,082.27	\$11,311.05
					\$16,393.32

OPERATIONAL

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
363036931	11/02/2023	PREK	\$0.00	\$25,658.70	\$25,658.70
363036932	11/02/2023	DANIEL VIGIL-RENT	\$0.00	\$550.00	\$550.00
363036936	11/02/2023	DIESEL REIMB AND AVIANCE	\$0.00	\$499.78	\$499.78
363036937	11/02/2023	USPS RENTAL	\$0.00	\$505.08	\$505.08
363036938	11/01/2023	CHS-CAFETERIA	\$0.00	\$35.00	\$35.00
363036940	11/01/2023	ENS-CAFETERIA	\$21.00	\$0.00	\$21.00
363036941	11/03/2023	CHS-CAFETERIA	\$21.00	\$0.00	\$21.00
363036942	11/03/2023	CHS-CAFETERIA	\$0.00	\$60.00	\$60.00
363036943	11/03/2023	ENS-CAFETERIA	\$24.50	\$0.00	\$24.50
363036944	11/06/2023	REAP-2023	\$0.00	\$1,079.04	\$1,079.04
363036945	11/06/2023	IDEA B	\$0.00	\$19,560.82	\$19,560.82
363036946	11/09/2023	SEG	\$0.00	\$587,096.69	\$587,096.69
363036947	11/09/2023	PRESCHOOL IDEA B	\$0.00	\$1,455.12	\$1,455.12
363036949	11/08/2023	WM OVER PAYMENT	\$0.00	\$2,170.59	\$2,170.59
363036951	11/03/2023	CEMS TURNER	\$0.00	\$150.00	\$150.00
363036952	11/08/2023	CMS-CAFETERIA	\$25.00	\$0.00	\$25.00
363036953	11/09/2023	HIGH PLAIN REGIONAL ED COOP	\$0.00	\$2,714.10	\$2,714.10
363036954	11/14/2023	TITLE 1	\$0.00	\$18,484.18	\$18,484.18
363036955	11/10/2023	DIESEL REIMB	\$0.00	\$188.00	\$188.00
363036956	11/01/2023	ENS-BROKEN CHROMEBOOK	\$0.00	\$40.00	\$40.00
363036957	11/10/2023	CHS-CAFETERIA	\$21.00	\$0.00	\$21.00
363036958	11/02/2023	AVIANDS INVOICE	\$0.00	\$349.71	\$349.71
363036959	11/15/2023	PRESCHOOL IDEA B	\$0.00	\$484.85	\$484.85
363036960	11/16/2023	DIESEL REIMB AND AVIANDS	\$0.00	\$469.69	\$469.69
363036961	11/15/2023	ENS-CAFETERIA	\$3.50	\$0.00	\$3.50
363036962	11/28/2023	FOOD SERVICES	\$0.00	\$22,257.71	\$22,257.71
363036963	11/28/2023	FOOD SERVICE	\$0.00	\$26,583.25	\$26,583.25
363036964	11/28/2023	PRE K	\$0.00	\$8,548.43	\$8,548.43
363036965	11/22/2023	TITLE IV	\$0.00	\$10,000.00	\$10,000.00
363036966	11/22/2023	TRANSPORTATION	\$0.00	\$49,116.00	\$49,116.00
363036967	11/20/2023	TITLE I	\$0.00	\$4,721.41	\$4,721.41
363036968	11/20/2023	IDEA B	\$0.00	\$8,818.74	\$8,818.74
363036969	11/17/2023	ENS-BROKEN CHROMEBOOK	\$40.00	\$0.00	\$40.00
363036970	11/28/2023	COLFAX COUNTY TREASURER	\$0.00	\$14,487.02	\$14,487.02
363036971	11/28/2023	MVHS-LEASE	\$0.00	\$19,262.50	\$19,262.50
363036972	11/15/2023	CHS-CAFETERIA	\$211.50	\$24.50	\$236.00
363036973	11/16/2023	ENS-CAFETERIA	\$241.50	\$14.00	\$255.50
363036974	11/16/2023	CHS-CAFETERIA	\$47.00	\$0.00	\$47.00

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
363036975	11/17/2023	CEMS-CAFETERIA	\$7.00	\$0.00	\$7.00
363036976	11/29/2023	ARP PRESCHOOL IDEA B	\$0.00	\$39.16	\$39.16
363036977	11/29/2023	CHS-GATE 11/28/2023	\$377.00	\$0.00	\$377.00
363036978	11/28/2023	ENS-BROKEN CHROOMBOOK	\$0.00	\$40.00	\$40.00
363036979	11/28/2023	ENS-CAFETERIA	\$3.50	\$0.00	\$3.50
363036980	11/29/2023	ENS-CAFETERIA	\$21.00	\$0.00	\$21.00
363036981	11/29/2023	CEMS-CAFETERIA	\$40.00	\$100.00	\$140.00
363036982	11/28/2023	CEMS-TURNER GRANT	\$0.00	\$6,200.00	\$6,200.00
Total Deposits for Bank:		46	Total Amount:	\$1,104.50	\$831,764.07

SPORTS OFFICIALS

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
8	11/29/2023	DRAGONFLY DEPOSIT	\$0.00	\$5,000.00	\$5,000.00
Total Deposits for Bank:		1	Total Amount:	\$0.00	\$5,000.00
Total Deposits:		77	Total Amount:	\$6,186.77	\$848,075.12

End of Report

Cimarron Municipal Schools

Date: 11/1/2023 - 11/30/2023

BOARD EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.0000.00000.0000.000000.0000	UNDESIGNATED	\$6,405,845.00	\$0.00	\$6,405,845.00	\$498,921.56	\$1,883,554.69	\$4,522,290.31	\$3,905,930.18	\$616,360.13	9.62%
	FUND: OPERATIONAL - 11000	\$6,405,845.00	\$0.00	\$6,405,845.00	\$498,921.56	\$1,883,554.69	\$4,522,290.31	\$3,905,930.18	\$616,360.13	9.62%
13000.0000.00000.0000.000000.0000	UNDESIGNATED	\$540,280.00	\$0.00	\$540,280.00	\$33,791.85	\$164,383.43	\$375,896.57	\$230,902.02	\$144,994.55	26.84%
	FUND: PUPIL TRANSPORTATION - 13000	\$540,280.00	\$0.00	\$540,280.00	\$33,791.85	\$164,383.43	\$375,896.57	\$230,902.02	\$144,994.55	26.84%
15200.0000.00000.0000.000000.0000	UNDESIGNATED	\$214,330.00	\$0.00	\$214,330.00	\$15,366.94	\$90,599.91	\$123,730.09	\$107,319.27	\$16,410.82	7.66%
	FUND: LOCAL REVENUE OPERATIONAL - 15200	\$214,330.00	\$0.00	\$214,330.00	\$15,366.94	\$90,599.91	\$123,730.09	\$107,319.27	\$16,410.82	7.66%
21000.0000.00000.0000.000000.0000	UNDESIGNATED	\$355,671.00	\$0.00	\$355,671.00	\$45,092.13	\$108,050.29	\$247,620.71	\$393,481.74	(\$145,861.03)	-41.01%
	FUND: FOOD SERVICES - 21000	\$355,671.00	\$0.00	\$355,671.00	\$45,092.13	\$108,050.29	\$247,620.71	\$393,481.74	(\$145,861.03)	-41.01%
22000.0000.00000.0000.000000.0000	UNDESIGNATED	\$39,708.00	\$0.00	\$39,708.00	\$325.18	\$11,058.20	\$28,649.80	\$10,320.00	\$18,329.80	46.16%
	FUND: ATHLETICS - 22000	\$39,708.00	\$0.00	\$39,708.00	\$325.18	\$11,058.20	\$28,649.80	\$10,320.00	\$18,329.80	46.16%
24101.0000.00000.0000.000000.0000	UNDESIGNATED	\$114,309.00	\$0.00	\$114,309.00	\$9,362.24	\$32,567.83	\$81,741.17	\$79,637.39	\$2,103.78	1.84%
	FUND: TITLE I - IASA - 24101	\$114,309.00	\$0.00	\$114,309.00	\$9,362.24	\$32,567.83	\$81,741.17	\$79,637.39	\$2,103.78	1.84%
24106.0000.00000.0000.000000.0000	UNDESIGNATED	\$128,216.00	\$0.00	\$128,216.00	\$9,073.66	\$37,453.22	\$90,762.78	\$72,989.36	\$17,773.42	13.86%
	FUND: ENTITLEMENT IDEA-B - 24106	\$128,216.00	\$0.00	\$128,216.00	\$9,073.66	\$37,453.22	\$90,762.78	\$72,989.36	\$17,773.42	13.86%
24109.0000.00000.0000.000000.0000	UNDESIGNATED	\$11,773.00	\$768.00	\$12,541.00	\$969.70	\$3,388.55	\$9,152.45	\$8,243.96	\$908.49	7.24%
	FUND: PRESCHOOL IDEA-B - 24109	\$11,773.00	\$768.00	\$12,541.00	\$969.70	\$3,388.55	\$9,152.45	\$8,243.96	\$908.49	7.24%
24154.0000.00000.0000.000000.0000	UNDESIGNATED	\$13,532.00	\$0.00	\$13,532.00	\$451.38	\$7,846.97	\$5,685.03	\$3,915.85	\$1,769.18	13.07%
	FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154	\$13,532.00	\$0.00	\$13,532.00	\$451.38	\$7,846.97	\$5,685.03	\$3,915.85	\$1,769.18	13.07%
24189.0000.00000.0000.000000.0000	UNDESIGNATED	\$10,969.00	\$0.00	\$10,969.00	\$0.00	\$10,000.00	\$969.00	\$0.00	\$969.00	8.83%
	FUND: TITLE IV - 24189	\$10,969.00	\$0.00	\$10,969.00	\$0.00	\$10,000.00	\$969.00	\$0.00	\$969.00	8.83%
24330.0000.00000.0000.000000.0000	UNDESIGNATED	\$419,212.00	\$0.00	\$419,212.00	\$11,308.93	\$51,120.60	\$368,091.40	\$113,545.66	\$254,545.74	60.72%
	FUND: ESSER III - 24330	\$419,212.00	\$0.00	\$419,212.00	\$11,308.93	\$51,120.60	\$368,091.40	\$113,545.66	\$254,545.74	60.72%
24346.0000.00000.0000.000000.0000	UNDESIGNATED	\$0.00	\$2,628.00	\$2,628.00	\$2,628.00	\$2,628.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: IDEA B / ARP - 24346	\$0.00	\$2,628.00	\$2,628.00	\$2,628.00	\$2,628.00	\$0.00	\$0.00	\$0.00	0.00%
24349.0000.00000.0000.000000.0000	UNDESIGNATED	\$0.00	\$1,081.00	\$1,081.00	\$0.00	\$1,081.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: IDEA B PRESCHOOL / ARP - 24349	\$0.00	\$1,081.00	\$1,081.00	\$0.00	\$1,081.00	\$0.00	\$0.00	\$0.00	0.00%
25153.0000.00000.0000.000000.0000	UNDESIGNATED	\$33,000.00	\$0.00	\$33,000.00	\$2,712.38	\$9,497.72	\$23,502.28	\$23,055.34	\$446.94	1.35%
	FUND: TITLE XIX MEDICAID 3/21 YEARS - 25153	\$33,000.00	\$0.00	\$33,000.00	\$2,712.38	\$9,497.72	\$23,502.28	\$23,055.34	\$446.94	1.35%
25233.0000.00000.0000.000000.0000	UNDESIGNATED	\$24,709.00	\$32,465.00	\$57,174.00	\$5,889.04	\$8,349.36	\$48,824.64	\$13,016.36	\$35,808.28	62.63%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	\$24,709.00	\$32,465.00	\$57,174.00	\$5,889.04	\$8,349.36	\$48,824.64	\$13,016.36	\$35,808.28	62.63%
26107.0000.00000.0000.000000.0000	UNDESIGNATED	\$110,495.00	\$172,105.00	\$282,600.00	\$9,675.33	\$33,188.51	\$249,411.49	\$99,169.95	\$150,241.54	53.16%
	FUND: REC/DISTRICT FISCAL AGENT - 26107	\$110,495.00	\$172,105.00	\$282,600.00	\$9,675.33	\$33,188.51	\$249,411.49	\$99,169.95	\$150,241.54	53.16%
26156.0000.00000.0000.000000.0000	UNDESIGNATED	\$16,906.00	\$0.00	\$16,906.00	\$11.49	\$664.28	\$16,241.72	\$35.94	\$16,205.78	95.86%
	FUND: TURNER FOUNDATION - 26156	\$16,906.00	\$0.00	\$16,906.00	\$11.49	\$664.28	\$16,241.72	\$35.94	\$16,205.78	95.86%
26179.0000.00000.0000.000000.0000	UNDESIGNATED	\$871.00	\$0.00	\$871.00	\$0.00	\$0.00	\$871.00	\$0.00	\$871.00	100.00%
	FUND: A PLUS FOR ENERGY - 26179	\$871.00	\$0.00	\$871.00	\$0.00	\$0.00	\$871.00	\$0.00	\$871.00	100.00%
27107.0000.00000.0000.000000.0000	UNDESIGNATED	\$11,374.00	(\$4,666.00)	\$6,708.00	\$0.00	\$0.00	\$6,708.00	\$0.00	\$6,708.00	100.00%
	FUND: 2012 GO BOND - 27107	\$11,374.00	(\$4,666.00)	\$6,708.00	\$0.00	\$0.00	\$6,708.00	\$0.00	\$6,708.00	100.00%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
27109.0000.00000.0000.000000.0000	UNDESIGNATED	\$7,345.00	\$0.00	\$7,345.00	\$0.00	\$2,442.00	\$4,903.00	\$3,489.10	\$1,413.90	19.25%
	FUND: INSTRUCTIONAL MATERIALS-GAA 2019 - 27109	\$7,345.00	\$0.00	\$7,345.00	\$0.00	\$2,442.00	\$4,903.00	\$3,489.10	\$1,413.90	19.25%
27149.0000.00000.0000.000000.0000	UNDESIGNATED	\$206,000.00	\$0.00	\$206,000.00	\$17,356.44	\$60,178.84	\$145,821.16	\$145,323.11	\$498.05	0.24%
	FUND: PREK INITIATIVE - 27149	\$206,000.00	\$0.00	\$206,000.00	\$17,356.44	\$60,178.84	\$145,821.16	\$145,323.11	\$498.05	0.24%
29102.0000.00000.0000.000000.0000	UNDESIGNATED	\$227,129.00	\$0.00	\$227,129.00	\$579.78	\$997.67	\$226,131.33	\$327.69	\$225,803.64	99.42%
	FUND: PRIVATE DIR GRANTS (CATEGORICAL) - 29102	\$227,129.00	\$0.00	\$227,129.00	\$579.78	\$997.67	\$226,131.33	\$327.69	\$225,803.64	99.42%
31200.0000.00000.0000.000000.0000	UNDESIGNATED	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$114,350.17	\$35,649.83	23.77%
	FUND: PUBLIC SCHOOL CAPITAL OUTLAY - 31200	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$114,350.17	\$35,649.83	23.77%
31701.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,968,855.00	\$0.00	\$1,968,855.00	\$6,682.18	\$644,403.84	\$1,324,451.16	\$115,873.15	\$1,208,578.01	61.38%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31701	\$1,968,855.00	\$0.00	\$1,968,855.00	\$6,682.18	\$644,403.84	\$1,324,451.16	\$115,873.15	\$1,208,578.01	61.38%
31900.0000.00000.0000.000000.0000	UNDESIGNATED	\$453,430.00	\$0.00	\$453,430.00	\$41,226.60	\$168,559.58	\$284,870.42	\$316,484.32	(\$31,613.90)	-6.97%
	FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900	\$453,430.00	\$0.00	\$453,430.00	\$41,226.60	\$168,559.58	\$284,870.42	\$316,484.32	(\$31,613.90)	-6.97%
41000.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,821,499.00	\$0.00	\$1,821,499.00	\$33.44	\$793,457.02	\$1,028,041.98	\$0.00	\$1,028,041.98	56.44%
	FUND: DEBT SERVICES - 41000	\$1,821,499.00	\$0.00	\$1,821,499.00	\$33.44	\$793,457.02	\$1,028,041.98	\$0.00	\$1,028,041.98	56.44%
43000.0000.00000.0000.000000.0000	UNDESIGNATED	\$661,604.00	\$0.00	\$661,604.00	\$13.92	\$311,531.98	\$350,072.02	\$0.00	\$350,072.02	52.91%
	FUND: TOTAL ED. TECH. DEBT SERVICE SUBFUND - 43000	\$661,604.00	\$0.00	\$661,604.00	\$13.92	\$311,531.98	\$350,072.02	\$0.00	\$350,072.02	52.91%
Grand Total:		\$13,797,062.00	\$354,381.00	\$14,151,443.00	\$711,472.17	\$4,437,003.49	\$9,714,439.51	\$5,757,410.56	\$3,957,028.95	27.96%

End of Report

Cimarron Municipal Schools

Date: 11/1/2023 - 11/30/2023

REVENUE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,406.34)	\$13,406.34	\$0.00	\$13,406.34	0.00%
11000.0000.41910.0000.000000.0000	RENTALS	(\$78,660.00)	\$0.00	(\$78,660.00)	(\$15,305.08)	(\$22,705.40)	(\$55,954.60)	\$0.00	(\$55,954.60)	71.13%
11000.0000.41923.0000.000000.0000	ADMINISTRATION - CATEGORICAL	(\$20,050.00)	\$0.00	(\$20,050.00)	(\$5,012.50)	(\$5,012.50)	(\$15,037.50)	\$0.00	(\$15,037.50)	75.00%
11000.0000.43101.0000.000000.0000	STATE EQUALIZATION GUARANTEE	(\$5,972,641.00)	\$0.00	(\$5,972,641.00)	(\$497,720.13)	(\$2,488,600.65)	(\$3,484,040.35)	\$0.00	(\$3,484,040.35)	58.33%
11000.0000.43120.0000.000000.0000	CHARTER SCHOOL ADMIN REVENUE	(\$21,450.00)	\$0.00	(\$21,450.00)	(\$1,787.53)	(\$8,937.69)	(\$12,512.31)	\$0.00	(\$12,512.31)	58.33%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$6,092,801.00)	\$0.00	(\$6,092,801.00)	(\$519,825.24)	(\$2,538,662.58)	(\$3,554,138.42)	\$0.00	(\$3,554,138.42)	58.33%
	FUND: OPERATIONAL - 11000	(\$6,092,801.00)	\$0.00	(\$6,092,801.00)	(\$519,825.24)	(\$2,538,662.58)	(\$3,554,138.42)	\$0.00	(\$3,554,138.42)	58.33%
13000.0000.43206.0000.000000.0000	TRANSPORTATION DISTRIBUTION	(\$540,280.00)	\$0.00	(\$540,280.00)	(\$49,116.00)	(\$284,437.00)	(\$255,843.00)	\$0.00	(\$255,843.00)	47.35%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$540,280.00)	\$0.00	(\$540,280.00)	(\$49,116.00)	(\$284,437.00)	(\$255,843.00)	\$0.00	(\$255,843.00)	47.35%
	FUND: PUPIL TRANSPORTATION - 13000	(\$540,280.00)	\$0.00	(\$540,280.00)	(\$49,116.00)	(\$284,437.00)	(\$255,843.00)	\$0.00	(\$255,843.00)	47.35%
15200.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$177,662.00)	\$0.00	(\$177,662.00)	(\$818.53)	(\$9,140.50)	(\$168,521.50)	\$0.00	(\$168,521.50)	94.86%
15200.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$16,343.00)	\$0.00	(\$16,343.00)	(\$537.28)	(\$2,359.89)	(\$13,983.11)	\$0.00	(\$13,983.11)	85.56%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$194,005.00)	\$0.00	(\$194,005.00)	(\$1,355.81)	(\$11,500.39)	(\$182,504.61)	\$0.00	(\$182,504.61)	94.07%
	FUND: LOCAL REVENUE OPERATIONAL - 15200	(\$194,005.00)	\$0.00	(\$194,005.00)	(\$1,355.81)	(\$11,500.39)	(\$182,504.61)	\$0.00	(\$182,504.61)	94.07%
21000.0000.41603.0000.000000.0000	FEES-ADULTS/FOOD SERVICES	(\$6,500.00)	\$0.00	(\$6,500.00)	(\$1,342.71)	(\$3,077.71)	(\$3,422.29)	\$0.00	(\$3,422.29)	52.65%
21000.0000.41604.0000.000000.0000	FEES-STUDENTS/FOOD SERVICES	\$0.00	\$0.00	\$0.00	(\$240.00)	(\$5,280.89)	\$5,280.89	\$0.00	\$5,280.89	0.00%
21000.0000.43203.0000.000000.0000	OTHER RESTRICTED GRANTS-STATE DIRECT	(\$35,000.00)	\$0.00	(\$35,000.00)	\$0.00	\$0.00	(\$35,000.00)	\$0.00	(\$35,000.00)	100.00%
21000.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$250,000.00)	\$0.00	(\$250,000.00)	(\$48,840.96)	(\$108,032.03)	(\$141,967.97)	\$0.00	(\$141,967.97)	56.79%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$291,500.00)	\$0.00	(\$291,500.00)	(\$50,423.67)	(\$116,390.63)	(\$175,109.37)	\$0.00	(\$175,109.37)	60.07%
	FUND: FOOD SERVICES - 21000	(\$291,500.00)	\$0.00	(\$291,500.00)	(\$50,423.67)	(\$116,390.63)	(\$175,109.37)	\$0.00	(\$175,109.37)	60.07%
22000.0000.41701.0000.000000.0000	FEES - ACTIVITIES	(\$15,000.00)	\$0.00	(\$15,000.00)	(\$377.00)	(\$9,373.98)	(\$5,626.02)	\$0.00	(\$5,626.02)	37.51%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$15,000.00)	\$0.00	(\$15,000.00)	(\$377.00)	(\$9,373.98)	(\$5,626.02)	\$0.00	(\$5,626.02)	37.51%
	FUND: ATHLETICS - 22000	(\$15,000.00)	\$0.00	(\$15,000.00)	(\$377.00)	(\$9,373.98)	(\$5,626.02)	\$0.00	(\$5,626.02)	37.51%
24101.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$114,309.00)	\$0.00	(\$114,309.00)	(\$23,205.59)	(\$113,622.24)	(\$686.76)	\$0.00	(\$686.76)	0.60%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$114,309.00)	\$0.00	(\$114,309.00)	(\$23,205.59)	(\$113,622.24)	(\$686.76)	\$0.00	(\$686.76)	0.60%
	FUND: TITLE I - IASA - 24101	(\$114,309.00)	\$0.00	(\$114,309.00)	(\$23,205.59)	(\$113,622.24)	(\$686.76)	\$0.00	(\$686.76)	0.60%
24106.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$128,216.00)	\$0.00	(\$128,216.00)	(\$28,379.56)	(\$53,687.29)	(\$74,528.71)	\$0.00	(\$74,528.71)	58.13%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$128,216.00)	\$0.00	(\$128,216.00)	(\$28,379.56)	(\$53,687.29)	(\$74,528.71)	\$0.00	(\$74,528.71)	58.13%
	FUND: ENTITLEMENT IDEA-B - 24106	(\$128,216.00)	\$0.00	(\$128,216.00)	(\$28,379.56)	(\$53,687.29)	(\$74,528.71)	\$0.00	(\$74,528.71)	58.13%
24109.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$11,773.00)	(\$768.00)	(\$12,541.00)	(\$1,939.97)	(\$5,946.98)	(\$6,594.02)	\$0.00	(\$6,594.02)	52.58%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$11,773.00)	(\$768.00)	(\$12,541.00)	(\$1,939.97)	(\$5,946.98)	(\$6,594.02)	\$0.00	(\$6,594.02)	52.58%
	FUND: PRESCHOOL IDEA-B - 24109	(\$11,773.00)	(\$768.00)	(\$12,541.00)	(\$1,939.97)	(\$5,946.98)	(\$6,594.02)	\$0.00	(\$6,594.02)	52.58%
24118.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	\$0.00	\$0.00	\$0.00	(\$473.86)	\$473.86	\$0.00	\$473.86	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$473.86)	\$473.86	\$0.00	\$473.86	0.00%
	FUND: FRESH FRUIT AND VEGETABLE - 24118	\$0.00	\$0.00	\$0.00	\$0.00	(\$473.86)	\$473.86	\$0.00	\$473.86	0.00%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
24154.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$13,532.00)	\$0.00	(\$13,532.00)	\$0.00	(\$5,887.44)	(\$7,644.56)	\$0.00	(\$7,644.56)	56.49%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$13,532.00)	\$0.00	(\$13,532.00)	\$0.00	(\$5,887.44)	(\$7,644.56)	\$0.00	(\$7,644.56)	56.49%
	FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154	(\$13,532.00)	\$0.00	(\$13,532.00)	\$0.00	(\$5,887.44)	(\$7,644.56)	\$0.00	(\$7,644.56)	56.49%
24189.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$10,969.00)	\$0.00	(\$10,969.00)	(\$10,000.00)	(\$20,105.71)	\$9,136.71	\$0.00	\$9,136.71	-83.30%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$10,969.00)	\$0.00	(\$10,969.00)	(\$10,000.00)	(\$20,105.71)	\$9,136.71	\$0.00	\$9,136.71	-83.30%
	FUND: TITLE IV - 24189	(\$10,969.00)	\$0.00	(\$10,969.00)	(\$10,000.00)	(\$20,105.71)	\$9,136.71	\$0.00	\$9,136.71	-83.30%
24308.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,267.17)	\$47,267.17	\$0.00	\$47,267.17	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,267.17)	\$47,267.17	\$0.00	\$47,267.17	0.00%
	FUND: ESSER II - 24308	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,267.17)	\$47,267.17	\$0.00	\$47,267.17	0.00%
24330.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$419,212.00)	\$0.00	(\$419,212.00)	\$0.00	(\$272,085.16)	(\$147,126.84)	\$0.00	(\$147,126.84)	35.10%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$419,212.00)	\$0.00	(\$419,212.00)	\$0.00	(\$272,085.16)	(\$147,126.84)	\$0.00	(\$147,126.84)	35.10%
	FUND: ESSER III - 24330	(\$419,212.00)	\$0.00	(\$419,212.00)	\$0.00	(\$272,085.16)	(\$147,126.84)	\$0.00	(\$147,126.84)	35.10%
24346.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$2,628.00)	(\$2,628.00)	\$0.00	(\$10,948.84)	\$8,320.84	\$0.00	\$8,320.84	-316.62%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$2,628.00)	(\$2,628.00)	\$0.00	(\$10,948.84)	\$8,320.84	\$0.00	\$8,320.84	-316.62%
	FUND: IDEA B / ARP - 24346	\$0.00	(\$2,628.00)	(\$2,628.00)	\$0.00	(\$10,948.84)	\$8,320.84	\$0.00	\$8,320.84	-316.62%
24349.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$1,081.00)	(\$1,081.00)	(\$39.16)	(\$2,032.62)	\$951.62	\$0.00	\$951.62	-88.03%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$1,081.00)	(\$1,081.00)	(\$39.16)	(\$2,032.62)	\$951.62	\$0.00	\$951.62	-88.03%
	FUND: IDEA B PRESCHOOL / ARP - 24349	\$0.00	(\$1,081.00)	(\$1,081.00)	(\$39.16)	(\$2,032.62)	\$951.62	\$0.00	\$951.62	-88.03%
25153.0000.43214.0000.000000.0000	INTER GOV CONTRACTS	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$2,714.10)	(\$23,390.35)	(\$6,609.65)	\$0.00	(\$6,609.65)	22.03%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$2,714.10)	(\$23,390.35)	(\$6,609.65)	\$0.00	(\$6,609.65)	22.03%
	FUND: TITLE XIX MEDICAID 3/21 YEARS - 25153	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$2,714.10)	(\$23,390.35)	(\$6,609.65)	\$0.00	(\$6,609.65)	22.03%
25233.0000.44301.0000.000000.0000	OTHER RESTRICTED GRANTS-FED DIRECT	\$0.00	(\$32,465.00)	(\$32,465.00)	(\$1,079.04)	(\$5,094.71)	(\$27,370.29)	\$0.00	(\$27,370.29)	84.31%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$32,465.00)	(\$32,465.00)	(\$1,079.04)	(\$5,094.71)	(\$27,370.29)	\$0.00	(\$27,370.29)	84.31%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	\$0.00	(\$32,465.00)	(\$32,465.00)	(\$1,079.04)	(\$5,094.71)	(\$27,370.29)	\$0.00	(\$27,370.29)	84.31%
26107.0000.43214.0000.000000.0000	INTER GOV CONTRACTS	\$0.00	(\$172,105.00)	(\$172,105.00)	\$0.00	(\$55,586.15)	(\$116,518.85)	\$0.00	(\$116,518.85)	67.70%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$172,105.00)	(\$172,105.00)	\$0.00	(\$55,586.15)	(\$116,518.85)	\$0.00	(\$116,518.85)	67.70%
	FUND: REC/DISTRICT FISCAL AGENT - 26107	\$0.00	(\$172,105.00)	(\$172,105.00)	\$0.00	(\$55,586.15)	(\$116,518.85)	\$0.00	(\$116,518.85)	67.70%
27107.0000.41980.0000.000000.0000	REFUND OF PRIOR YEARS EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	(\$73.67)	\$73.67	\$0.00	\$73.67	0.00%
27107.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,191.90)	\$6,191.90	\$0.00	\$6,191.90	0.00%
27107.0000.43204.0000.000000.0000	PRIOR YEAR BALANCES	(\$11,374.00)	\$4,666.00	(\$6,708.00)	\$0.00	\$0.00	(\$6,708.00)	\$0.00	(\$6,708.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$11,374.00)	\$4,666.00	(\$6,708.00)	\$0.00	(\$6,265.57)	(\$442.43)	\$0.00	(\$442.43)	6.60%
	FUND: 2012 GO BOND - 27107	(\$11,374.00)	\$4,666.00	(\$6,708.00)	\$0.00	(\$6,265.57)	(\$442.43)	\$0.00	(\$442.43)	6.60%
27109.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	(\$7,345.00)	\$0.00	(\$7,345.00)	\$0.00	(\$7,345.31)	\$0.31	\$0.00	\$0.31	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$7,345.00)	\$0.00	(\$7,345.00)	\$0.00	(\$7,345.31)	\$0.31	\$0.00	\$0.31	0.00%
	FUND: INSTRUCTIONAL MATERIALS-GAA 2019 - 27109	(\$7,345.00)	\$0.00	(\$7,345.00)	\$0.00	(\$7,345.31)	\$0.31	\$0.00	\$0.31	0.00%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
27127.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,074.56)	\$14,074.56	\$0.00	\$14,074.56	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,074.56)	\$14,074.56	\$0.00	\$14,074.56	0.00%
	FUND: COMMUNITY SCHOOLS IMPLEMENTATION - 27127	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,074.56)	\$14,074.56	\$0.00	\$14,074.56	0.00%
27149.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	(\$206,000.00)	\$0.00	(\$206,000.00)	(\$34,207.13)	(\$87,709.62)	(\$118,290.38)	\$0.00	(\$118,290.38)	57.42%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$206,000.00)	\$0.00	(\$206,000.00)	(\$34,207.13)	(\$87,709.62)	(\$118,290.38)	\$0.00	(\$118,290.38)	57.42%
	FUND: PREK INITIATIVE - 27149	(\$206,000.00)	\$0.00	(\$206,000.00)	(\$34,207.13)	(\$87,709.62)	(\$118,290.38)	\$0.00	(\$118,290.38)	57.42%
27408.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$189,977.39)	\$189,977.39	\$0.00	\$189,977.39	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$189,977.39)	\$189,977.39	\$0.00	\$189,977.39	0.00%
	FUND: K-12 PLUS / ELTP PLANNING GRANT - 27408	\$0.00	\$0.00	\$0.00	\$0.00	(\$189,977.39)	\$189,977.39	\$0.00	\$189,977.39	0.00%
31100.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,257.61)	\$1,257.61	\$0.00	\$1,257.61	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,257.61)	\$1,257.61	\$0.00	\$1,257.61	0.00%
	FUND: BOND BUILDING - 31100	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,257.61)	\$1,257.61	\$0.00	\$1,257.61	0.00%
31701.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$875,592.00)	\$0.00	(\$875,592.00)	(\$3,606.08)	(\$44,870.57)	(\$830,721.43)	\$0.00	(\$830,721.43)	94.88%
31701.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$65,373.00)	\$0.00	(\$65,373.00)	(\$2,149.11)	(\$9,439.57)	(\$55,933.43)	\$0.00	(\$55,933.43)	85.56%
31701.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,853.43)	\$5,853.43	\$0.00	\$5,853.43	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$940,965.00)	\$0.00	(\$940,965.00)	(\$5,755.19)	(\$60,163.57)	(\$880,801.43)	\$0.00	(\$880,801.43)	93.61%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31701	(\$940,965.00)	\$0.00	(\$940,965.00)	(\$5,755.19)	(\$60,163.57)	(\$880,801.43)	\$0.00	(\$880,801.43)	93.61%
31900.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,143.43)	\$7,143.43	\$0.00	\$7,143.43	0.00%
31900.0000.41980.0000.000000.0000	REFUND OF PRIOR YEARS EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	(\$46,146.00)	\$46,146.00	\$0.00	\$46,146.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,289.43)	\$53,289.43	\$0.00	\$53,289.43	0.00%
	FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,289.43)	\$53,289.43	\$0.00	\$53,289.43	0.00%
41000.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$823,932.00)	\$0.00	(\$823,932.00)	(\$3,344.00)	(\$42,190.08)	(\$781,741.92)	\$0.00	(\$781,741.92)	94.88%
41000.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$61,516.00)	\$0.00	(\$61,516.00)	(\$2,022.32)	(\$8,882.64)	(\$52,633.36)	\$0.00	(\$52,633.36)	85.56%
41000.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,877.96)	\$3,877.96	\$0.00	\$3,877.96	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$885,448.00)	\$0.00	(\$885,448.00)	(\$5,366.32)	(\$54,950.68)	(\$830,497.32)	\$0.00	(\$830,497.32)	93.79%
	FUND: DEBT SERVICES - 41000	(\$885,448.00)	\$0.00	(\$885,448.00)	(\$5,366.32)	(\$54,950.68)	(\$830,497.32)	\$0.00	(\$830,497.32)	93.79%
43000.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$288,945.00)	\$0.00	(\$288,945.00)	(\$1,392.10)	(\$15,085.16)	(\$273,859.84)	\$0.00	(\$273,859.84)	94.78%
43000.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$21,573.00)	\$0.00	(\$21,573.00)	(\$709.21)	(\$3,115.06)	(\$18,457.94)	\$0.00	(\$18,457.94)	85.56%
43000.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$737.66)	\$737.66	\$0.00	\$737.66	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$310,518.00)	\$0.00	(\$310,518.00)	(\$2,101.31)	(\$18,937.88)	(\$291,580.12)	\$0.00	(\$291,580.12)	93.90%
	FUND: TOTAL ED. TECH. DEBT SERVICE SUBFUND - 43000	(\$310,518.00)	\$0.00	(\$310,518.00)	(\$2,101.31)	(\$18,937.88)	(\$291,580.12)	\$0.00	(\$291,580.12)	93.90%
Grand Total:		(\$10,223,247.00)	(\$204,381.00)	(\$10,427,628.00)	(\$735,885.09)	(\$4,070,464.72)	(\$6,357,163.28)	\$0.00	(\$6,357,163.28)	60.96%

End of Report

**Cimarron Municipal Schools
December 2023 Board Meeting
Budget Adjustment Request(BAR) Approvals/Cash Transfers**

<u>TYPE OF BAR</u>	<u>BAR#</u>	<u>ACCOUNT</u>	<u>JUSTIFICATION</u>
MAINTENANCE	0046	11000 - OPERATIONAL	MAINTENANCE
MAINTENANCE	0047	11000 - OPERATIONAL	MAINTENANCE
MAINTENANCE	0048	13000 - TRANSPORTATION	MAINTENANCE
MAINTENANCE	0049	15200 - LOCAL REVENUE	MAINTENANCE
MAINTENANCE	0050	24101 - TITLE 1 PART A - ESEA	MAINTENANCE
MAINTENANCE	0051	24106 - ENTITLEMENT IDEA -B	MAINTENANCE
VOID	0052		VOID
MAINTENANCE	0053	24154 - TEACHER/PRINCIPAL TRAINING & RECRUITING	MAINTENANCE
MAINTENANCE	0054	24330 - ARP ESSER III	MAINTENANCE
TRANSFER	0055	24154 - TEACHER/PRINCIPAL TRAINING & RECRUITING	TRANSFER
TRANSFER	0056	24330 - ARP ESSER III	TRANSFER
TRANSFER	0057	27107 - GOB LIBRARY	TRANSFER
TRANSFER	0058	25233 - REAP	TRANSFER
MAINTENANCE	0059	26107 - REC / DISTRICT FISCAL	MAINTENANCE
MAINTENANCE	0060	27149 - PRE- K INITIATIVE	MAINTENANCE
INCREASE	0061	26156 - TURNER FOUNDATION	INCREASE
INITIAL BUDGET	0062	21100 - UNIVERSAL FREE LUNCH	INITIAL BUDGET

PLEASE SEE ATTACHED BARS FOR DETAILED INFORMATION

Bar Increases/Decreases:

*****REQUEST PERMISSION TO PROCESS BARS FOR 2023-2024
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: 008-000-2324-0046-M
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
	A. Approved Carryover:	
	B. Total Current Year Allocation:	
	D. Total Funding Available:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers- Grades 1-12	\$1,729,429	(\$144)	\$1,729,285	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	4020 Alternative and At-Risk Programs	008000 CIMARRON DIST OFFICE	1411 Teachers- Grades 1-12	\$24,526	\$71	\$24,597	
11000 Operational	1000 Instruction	52313 Dental	4020 Alternative and At-Risk Programs	008000 CIMARRON DIST OFFICE	1411 Teachers- Grades 1-12	\$577	\$3	\$580	
11000 Operational	1000 Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	008000 CIMARRON DIST OFFICE	1611 Substitutes- Sick Leave	\$94	\$70	\$164	
Sub Total								\$0	
Indirect Cost									
DOC. TOTAL								\$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: 008-000-2324-0047-M
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
	A. Approved Carryover:	
	B. Total Current Year Allocation:	
	D. Total Funding Available:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1214 Guidance Counselors/Social Workers	\$8,834	(\$4,898)	\$3,936	
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants	\$26,874	(\$3,000)	\$23,874	
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$62,000	(\$6,216)	\$55,784	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	008000 CIMARRON DIST OFFICE	1614 Maintenance	\$11,600	(\$6,709)	\$4,891	
11000 Operational	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	008047 EAGLE NEST ELEM	1217 Secretarial/Clerical/Technical Assistants		\$3,516	\$3,516	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	008036 CIMARRON MIDDLE 1	1216 Health Assistants		\$1	\$1	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$54,598	\$1,240	\$55,838	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$11,132	\$5,521	\$16,653	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$10,500	\$5,988	\$16,488	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non-Teachers	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$3,498	\$481	\$3,979	
11000 Operational	2600 Operation & Maintenance of Plant	52311 Health and Medical Premiums	0000 No Program	008000 CIMARRON DIST OFFICE	1615 Custodial	\$6,912	\$1,828	\$8,740	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$5,200	\$2,248	\$7,448	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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.

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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: 008-000-2324-0048-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
13000 Pupil Transportation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$129,421	(\$3,637)	\$125,784	
13000 Pupil Transportation	2700 Student Transportation	52111 Educational Retirement	0000 No Program	008000 CIMARRON DIST OFFICE	1614 Maintenance	\$8,572	(\$4,286)	\$4,286	
13000 Pupil Transportation	2700 Student Transportation	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$10,418	(\$3,244)	\$7,174	
13000 Pupil Transportation	2700 Student Transportation	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$4,811	(\$3,133)	\$1,678	
13000 Pupil Transportation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates	\$10,500	\$547	\$11,047	
13000 Pupil Transportation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$547	\$547	
13000 Pupil Transportation	2700 Student Transportation	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates	\$2,116	\$34	\$2,150	
13000 Pupil Transportation	2700 Student Transportation	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates	\$495	\$8	\$503	
13000 Pupil Transportation	2700 Student Transportation	52311 Health and Medical Premiums	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$7,500	\$4,659	\$12,159	
13000 Pupil Transportation	2700 Student Transportation	52313 Dental	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$1,068	\$217	\$1,285	
13000 Pupil Transportation	2700 Student Transportation	52314 Vision	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers	\$237	\$16	\$253	
13000 Pupil Transportation	2700 Student Transportation	52315 Disability	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$72	\$72	

13000 Pupil Transportation	2700 Student Transportation	53711 Other Charges	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$5,000	\$8,200	\$13,200	
						Sub Total	\$0		
						Indirect Cost			
						DOC. TOTAL	\$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.

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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: 008-000-2324-0049-M
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
15200 Local Revenue Operational	2500 Central Services	52313 Dental	0000 No Program	008000 CIMARRON DIST OFFICE	1115 Assoc. Supt.-Fin./Bus. Mgr.	\$219	(\$192)	\$27	
15200 Local Revenue Operational	2500 Central Services	52311 Health and Medical Premiums	0000 No Program	008000 CIMARRON DIST OFFICE	1220 Business Office Support		\$192	\$192	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0050-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52710 Workers Compensation Premium	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$205	(\$166)	\$39	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	51100 Salaries Expense	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$35,572	\$129	\$35,701	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52111 Educational Retirement	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$6,457	\$23	\$6,480	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52112 ERA - Retiree Health	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$712	\$3	\$715	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$2,206	\$8	\$2,214	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$516	\$2	\$518	
24101 Title I Part A - ESEA	2200 Support Services- Instruction	52312 Life	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$88	\$1	\$89	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0051-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	008000 CIMARRON DIST OFFICE	1712 Instructional Assistants - Special Education	\$40,584	(\$306)	\$40,278	
24106 Entitlement IDEA-B	1000 Instruction	56118 General Supplies and Materials	2000 Special Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$364	\$306	\$670	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0052-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$7,644	(\$34)	\$7,610	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53711 Other Charges	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class		\$34	\$34	
Sub Total								\$0	
Indirect Cost									
DOC. TOTAL								\$0	

Void/Disapproval Reason: MAINTENANCE NOT NEEDED

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>
Mary Sciacca		12/12/2023 9:59:18 AM

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: 008-000-2324-0053-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	2200 Support Services- Instruction	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$273	(\$2)	\$271	
24154 Teacher/ Principal Training & Recruiting	2200 Support Services- Instruction	52312 Life	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$11	\$1	\$12	
24154 Teacher/ Principal Training & Recruiting	2200 Support Services- Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$1	\$1	\$2	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0054-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amariisa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 ARP ESSER III	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers-Grades 1-12	\$10,000	(\$5,678)	\$4,322	
24330 ARP ESSER III	1000 Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1413 Teachers-Early Childhood Ed		\$1,094	\$1,094	
24330 ARP ESSER III	1000 Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1414 Teachers-Preschool (exclude Special Ed)		\$1,094	\$1,094	
24330 ARP ESSER III	1000 Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1714 Instructional Assistants - Preschool		\$1,094	\$1,094	
24330 ARP ESSER III	1000 Instruction	51300 Additional Compensation	2000 Special Programs	008000 CIMARRON DIST OFFICE	1712 Instructional Assistants - Special Education	\$2,500	\$504	\$3,004	
24330 ARP ESSER III	1000 Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers-Grades 1-12	\$25,000	\$1,640	\$26,640	
24330 ARP ESSER III	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1413 Teachers-Early Childhood Ed		\$68	\$68	
24330 ARP ESSER III	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1414 Teachers-Preschool (exclude Special Ed)		\$68	\$68	
24330 ARP ESSER III	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1714 Instructional Assistants - Preschool		\$68	\$68	
24330 ARP ESSER III	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1413 Teachers-Early Childhood Ed		\$16	\$16	
24330 ARP ESSER III	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1414 Teachers-Preschool (exclude Special Ed)		\$16	\$16	
24330 ARP ESSER III	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1714 Instructional Assistants - Preschool		\$16	\$16	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0055-T

Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154	2200 Support Services-Instruction	51100 Salaries Expense	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants	\$4,620	(\$277)	\$4,343	
24154	1000 Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$7,644	\$243	\$7,887	
24154	1000 Instruction	53711 Other Charges	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class		\$34	\$34	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

Transfer - MVHS Allocation

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: 008-000-2324-0056-T
 Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 ARP ESSER III	4000 Capital Outlay	53414 Other Services	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$40,000	(\$33,223)	\$6,777	
24330 ARP ESSER III	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	008000 CIMARRON DIST OFFICE	1215 Registered Nurses		\$547	\$547	
24330 ARP ESSER III	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1214 Guidance Counselors/Social Workers		\$547	\$547	
24330 ARP ESSER III	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$2,187	\$2,187	
24330 ARP ESSER III	2100 Support Services-Students	51300 Additional Compensation	2000 Special Programs	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$547	\$547	
24330 ARP ESSER III	2100 Support Services-Students	51300 Additional Compensation	2000 Special Programs	008000 CIMARRON DIST OFFICE	1312 Speech Therapists		\$547	\$547	
24330 ARP ESSER III	2100 Support Services-Students	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1214 Guidance Counselors/Social Workers		\$34	\$34	
24330 ARP ESSER III	2100 Support Services-Students	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1215 Registered Nurses		\$34	\$34	
24330 ARP ESSER III	2100 Support Services-Students	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$136	\$136	
24330 ARP ESSER III	2100 Support Services-Students	52210 FICA Payments	2000 Special Programs	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$34	\$34	
24330 ARP ESSER III	2100 Support Services-Students	52210 FICA Payments	2000 Special Programs	008000 CIMARRON DIST OFFICE	1312 Speech Therapists		\$34	\$34	
24330 ARP ESSER III	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1214 Guidance Counselors/Social Workers		\$8	\$8	
24330 ARP ESSER III	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$32	\$32	
24330 ARP ESSER III	2100 Support Services-Students	52220 Medicare Payments	2000 Special Programs	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants		\$8	\$8	
24330 ARP ESSER III	2100 Support Services-Students	52220 Medicare Payments	2000 Special Programs	008000 CIMARRON DIST OFFICE	1312 Speech Therapists		\$8	\$8	

24330 ARP ESSER III	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class		\$13,484	\$13,484
24330 ARP ESSER III	2200 Support Services- Instruction	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants		\$1,094	\$1,094
24330 ARP ESSER III	2200 Support Services- Instruction	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants		\$68	\$68
24330 ARP ESSER III	2200 Support Services- Instruction	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1213 Library/Media Assistants		\$16	\$16
24330 ARP ESSER III	2300 Support Services-General Administration	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1111 Superintendent		\$547	\$547
24330 ARP ESSER III	2300 Support Services-General Administration	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates		\$547	\$547
24330 ARP ESSER III	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates		\$34	\$34
24330 ARP ESSER III	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1111 Superintendent		\$34	\$34
24330 ARP ESSER III	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1111 Superintendent		\$8	\$8
24330 ARP ESSER III	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1113 Administrative Associates		\$8	\$8
24330 ARP ESSER III	2400 Support Services-School Administration	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1112 Principals		\$1,094	\$1,094
24330 ARP ESSER III	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1112 Principals		\$68	\$68
24330 ARP ESSER III	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1112 Principals		\$16	\$16
24330 ARP ESSER III	2500 Central Services	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1115 Assoc. Supt.-Fin./Bus. Mgr.		\$1,094	\$1,094
24330 ARP ESSER III	2500 Central Services	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1220 Business Office Support		\$547	\$547
24330 ARP ESSER III	2500 Central Services	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1115 Assoc. Supt.-Fin./Bus. Mgr.	\$3,029	\$68	\$3,097
24330 ARP ESSER III	2500 Central Services	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1220 Business Office Support		\$34	\$34
24330 ARP ESSER III	2500 Central Services	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1115 Assoc. Supt.-Fin./Bus. Mgr.	\$709	\$16	\$725
24330 ARP ESSER III	2500 Central Services	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1220 Business Office Support		\$8	\$8
24330 ARP ESSER III	2500 Central Services	55912 Flowthrough Grants to Charters	0000 No Program	008003 Moreno Valley High School	0000 No Job Class		\$5,273	\$5,273
24330 ARP ESSER III	2600 Operation & Maintenance of Plant	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1615 Custodial		\$3,280	\$3,280
24330 ARP ESSER III	2700 Student Transportation	51300 Additional Compensation	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$923	\$923
24330 ARP ESSER III	2700 Student Transportation	52111 Educational Retirement	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$168	\$168
24330 ARP ESSER III	2700 Student Transportation	52112 ERA - Retiree Health	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$19	\$19
24330 ARP ESSER III	2700 Student Transportation	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$57	\$57
24330 ARP ESSER III	2700 Student Transportation	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$14	\$14

24330 ARP ESSER III	2700 Student Transportation	52720 Workers Compensation Employer's Fee	0000 No Program	008000 CIMARRON DIST OFFICE	1622 Bus Drivers		\$1	\$1	
						Sub Total	\$0		
						Indirect Cost			
						DOC. TOTAL	\$0		

Justification:

Transfer - To cover Stipends

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: 008-000-2324-0057-T
 Fund Type: Capital Outlay

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 27107 GOB Library	1000 Instruction	56114 Library And Audio-Visual	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$14,695	(\$14,695)		
27107 27107 GOB Library	2200 Support Services-Instruction	56114 Library And Audio-Visual	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$6,708	\$14,695	\$21,403	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

Transfer - Correction of function and program code

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: 008-000-2324-0058-T

Fund Type: Direct Grant

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25233 Rural Education Achievement Program	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers-Grades 1-12	\$487	(\$88)	\$399	
25233 Rural Education Achievement Program	2100 Support Services-Students	52210 FICA Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants	\$70	\$70	\$140	
25233 Rural Education Achievement Program	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	008000 CIMARRON DIST OFFICE	1217 Secretarial/Clerical/Technical Assistants	\$15	\$18	\$33	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

Transfer - to cover 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: 008-000-2324-0059-M
 Fund Type: Direct Grant
 Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26107 REC/District Fiscal Agent	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1711 Instructional Assistants - Grades 1-12	\$227,750	(\$304)	\$227,446	
26107 REC/District Fiscal Agent	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers-Grades 1-12	\$236	\$257	\$493	
26107 REC/District Fiscal Agent	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1411 Teachers-Grades 1-12	\$69	\$47	\$116	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0060-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27149 PreK Initiative	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	1414 Teachers-Preschool (exclude Special Ed)	\$2,500	(\$260)	\$2,240	
27149 PreK Initiative	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class		\$260	\$260	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$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: 008-000-2324-0061-I
 Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager
 Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 26156.0000.41921 \$6,200

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26156 Turner Foundatio n	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	008000 CIMARRON DIST OFFICE	0000 No Job Class	\$7,838	\$6,200	\$14,038	
Sub Total							\$6,200		
Indirect Cost									
DOC. TOTAL							\$6,200		

Justification:

Increase - Revenue received

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: 008-000-2324-0062-IB
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2023-2024

Entity Name: Cimarron Municipal Schools

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

Contact: Amarissa Gomez, Business Manager Apprentice

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: agomez@cimarronschools.org

FLOWTHROUGH ONLY
Budget Period: 2023-07-01 To: 2024-06-30
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Revenue 21100.0000.43203 \$47,548

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21100 Universal Free Lunch (State funded)	3100 Food Services Operations	53711 Other Charges	0000 No Program	008000 CIMARRON DIST OFFICE	0000 No Job Class		\$47,548	\$47,548	
Sub Total							\$47,548		
Indirect Cost									
DOC. TOTAL							\$47,548		

Justification:

Initial Budget

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

To: Board Members
From: Mary Sciacca
Date: December 1, 2023
Re: Variance explanations for November 2023

11000 Operational	Intra-Fund Loans paid that crossed fiscal years	\$ 736,017.58
11000 Operational	Payroll Liabilities	(\$612.48)
13000 Transportation	Intra-Fund Loans paid that crossed fiscal years	(\$38,857.00)
13000 Transportation	Payroll Liabilities	5.76
24101 Title I	Intra-Fund Loans paid that crossed fiscal years	(\$41,651.88)
24106 Entitlement IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$21,788.89)
24106 Entitlement IDEA B	JE for MVHS RfR	(\$889.56)
24109 Entitlement IDEA B PreK	Intra-Fund Loans paid that crossed fiscal years	(\$3,528.13)
24154 Title II	Intra-Fund Loans paid that crossed fiscal years	(\$5,888.44)
24189 Title IV	Intra-Fund Loans paid that crossed fiscal years	(\$10,105.71)
24308 ESSER II	Intra-Fund Loans paid that crossed fiscal years	(\$47,267.17)
24312 Charter School	Intra-Fund Loans paid that crossed fiscal years	(\$6,536.72)
24330 ESSER III	Intra-Fund Loans paid that crossed fiscal years	(\$235,778.49)
24330 ESSER III	Prepaid JE for professional development	\$ 6,000.00
24330 ESSER III	Journal Entry for MVHS RfR	(\$3,120.08)
24346 ARP IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$8,320.84)
24349 ARP IDEA B PreK	Intra-Fund Loans paid that crossed fiscal years	(\$951.62)
25153 Medicaid	Intra-Fund Loans paid that crossed fiscal years	(\$16,605.01)
25233 REAP	Intra-Fund Loans paid that crossed fiscal years	(\$2,599.65)
26107 Ed Fellows	Intra-Fund Loans paid that crossed fiscal years	(\$35,874.27)
26156 Turner Foundation	Deposit coded incorrectly	(\$6,350.00)
27107 GOB Library	Intra-Fund Loans paid that crossed fiscal years	(\$6,191.90)
27127 Community Schools	Intra-Fund Loans paid that crossed fiscal years	(\$14,074.56)
27149 Pre-K	Intra-Fund Loans paid that crossed fiscal years	(\$44,887.22)
27155 Breakfast for Elementary	Intra-Fund Loans paid that crossed fiscal years	(\$330.59)
27408 ELTP	Intra-Fund Loans paid that crossed fiscal years	(\$190,670.59)
28211 DOH Covid Testing	Intra-Fund Loans paid that crossed fiscal years	(\$4,108.90)

Local to be paid back once request for reimbursement (RFR) have been received.

Loans will be paid in full in this fiscal year (23-24) for last year (22-23) as RFR's were received in August.

It will show as a variance until the new year.

Cimarron Municipal Schools

November 2023

Fund Balances

<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	\$325,931.39	\$2,538,662.58	(\$1,883,554.69)	\$731,211.18	\$1,712,250.46	\$976,845.36	\$735,405.10
13000	PUPIL TRANSPORTATION	(\$38,857.00)	\$284,437.00	(\$164,383.43)	(\$38,857.00)	\$42,339.57	\$81,190.81	(\$38,851.24)
14000	INSTRUCTIONAL MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15200	LOCAL REVENUE OPERATIONAL	\$37,752.35	\$11,500.39	(\$90,599.91)	\$0.00	(\$41,347.17)	(\$41,347.17)	\$0.00
21000	FOOD SERVICES	\$84,844.27	\$116,390.63	(\$108,050.29)	\$0.00	\$93,184.61	\$93,184.61	\$0.00
22000	ATHLETICS	\$26,366.62	\$9,373.98	(\$11,058.20)	\$0.00	\$24,682.40	\$24,682.40	\$0.00
23000	UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23200	ZANE CD SCHOLARSHIP	\$9,467.85	\$114.54	\$0.00	\$0.00	\$9,582.39	\$9,582.39	\$0.00
23201	CARDWELL SCHOLARSHIP CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23202	MASONIC SCHOLARSHIP	\$10,988.88	\$2,000.00	\$0.00	\$0.00	\$12,988.88	\$12,988.88	\$0.00
23400	CHS ANNUAL YEARBOOK	\$2,490.35	\$2,253.00	(\$1,211.93)	\$0.00	\$3,531.42	\$3,531.42	\$0.00
23401	ACTIVITY INTEREST	\$6,224.72	\$1,054.35	\$0.00	\$0.00	\$7,279.07	\$7,279.07	\$0.00
23402	CHS ART	\$151.11	\$150.00	(\$64.38)	\$0.00	\$236.73	\$236.73	\$0.00
23403	CHS RAM PRIDE BOOSTER CLUB	\$16,438.70	\$17,446.01	(\$14,993.46)	\$0.00	\$18,891.25	\$18,891.25	\$0.00
23404	JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND	\$91,551.95	\$0.00	\$0.00	\$0.00	\$91,551.95	\$91,551.95	\$0.00
23405	JUAN MARTINEZ SCHOLARSHIP FUND	\$17,141.53	\$0.00	\$0.00	\$0.00	\$17,141.53	\$17,141.53	\$0.00
23406	CHS CHEERLEADERS	\$1,033.64	\$0.00	\$0.00	\$0.00	\$1,033.64	\$1,033.64	\$0.00
23407	FAMILY GROUP 6-8	\$2,629.98	\$1,888.00	\$2,952.50	\$0.00	\$7,470.48	\$7,470.48	\$0.00
23408	CEMOP	\$4,318.61	\$0.00	\$0.00	\$0.00	\$4,318.61	\$4,318.61	\$0.00
23409	CEMS YEARBOOK	\$857.52	\$0.00	(\$100.00)	\$0.00	\$757.52	\$757.52	\$0.00
23410	CEMS ACTIVITY	\$1,616.89	\$4,176.93	(\$696.92)	\$0.00	\$5,096.90	\$5,096.90	\$0.00
23411	CEMS ART	\$8.24	\$0.00	\$0.00	\$0.00	\$8.24	\$8.24	\$0.00
23412	CES PEEWEE BB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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 2027	\$957.16	\$406.45	(\$957.16)	\$0.00	\$406.45	\$406.45	\$0.00
23416	DISTRICT NURSE	\$226.72	\$750.00	(\$59.73)	\$0.00	\$916.99	\$916.99	\$0.00
23417	CHS CLASS OF 2020	\$1,071.70	\$0.00	\$3,208.40	\$0.00	\$4,280.10	\$4,280.10	\$0.00
23419	CHS CLASS OF 2021	\$1,942.00	\$0.00	(\$1,942.00)	\$0.00	\$0.00	\$0.00	\$0.00
23420	CHS CLASS OF 2024	\$1,505.99	\$0.00	\$0.00	\$0.00	\$1,505.99	\$1,505.99	\$0.00
23421	CHS CLASS OF 2025	\$2,224.99	\$13,365.00	(\$4,741.04)	\$0.00	\$10,848.95	\$10,848.95	\$0.00
23422	CHS CLASS OF 2026	\$309.24	\$448.00	(\$309.24)	\$0.00	\$448.00	\$448.00	\$0.00
23424	CMS STUDENT COUNCIL	\$1,569.61	\$0.00	\$0.00	\$0.00	\$1,569.61	\$1,569.61	\$0.00
23425	CMS 8TH GRADE DANCE	\$284.50	\$0.00	\$0.00	\$0.00	\$284.50	\$284.50	\$0.00
23426	ENEMS ACTIVITY	\$11,704.45	\$1,052.69	(\$1,076.68)	\$0.00	\$11,680.46	\$11,680.46	\$0.00
23427	ENEMS STAFF	\$120.96	\$0.00	\$0.00	\$0.00	\$120.96	\$120.96	\$0.00
23428	ENMS BARN FUND	\$6,929.23	\$7,000.00	(\$450.47)	\$0.00	\$13,478.76	\$13,478.76	\$0.00
23429	EN AQUAPONICS	\$35.18	\$0.00	\$0.00	\$0.00	\$35.18	\$35.18	\$0.00
23430	ENEMS ART PROGRAM	\$255.64	\$0.00	\$0.00	\$0.00	\$255.64	\$255.64	\$0.00
23431	ENEMS YEARBOOK	\$45.00	\$513.22	\$0.00	\$0.00	\$558.22	\$558.22	\$0.00

<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>
24306	CARES/GEER - HEPA FILTERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24308	ESSER II	(\$47,267.17)	\$47,267.17	\$0.00	(\$47,267.17)	(\$47,267.17)	\$0.00	(\$47,267.17)
24312	CARES TEACHER RETENTION STIPEND	(\$6,536.72)	\$0.00	\$0.00	(\$6,536.72)	(\$13,073.44)	(\$6,536.72)	(\$6,536.72)
24316	ESSER II - AIR QUALITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24330	ESSER III	(\$255,397.69)	\$272,085.16	(\$51,120.60)	(\$235,778.49)	(\$270,211.62)	(\$37,313.05)	(\$232,898.57)
24346	IDEA B / ARP	(\$8,320.84)	\$10,948.84	(\$2,628.00)	(\$8,320.84)	(\$8,320.84)	\$0.00	(\$8,320.84)
24349	IDEA B PRESCHOOL / ARP	(\$951.62)	\$2,032.62	(\$1,081.00)	(\$951.62)	(\$951.62)	\$0.00	(\$951.62)
25153	TITLE XIX MEDICAID 3/21 YEARS	(\$16,605.01)	\$23,390.35	(\$9,497.72)	(\$16,605.01)	(\$19,317.39)	(\$2,712.38)	(\$16,605.01)
25214	TEACHER QUALITY ENHANCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25233	RURAL EDUCATION ACHIEVEMENT PROGRAM	(\$2,599.65)	\$5,094.71	(\$8,349.36)	(\$2,599.65)	(\$8,453.95)	(\$5,854.30)	(\$2,599.65)
26107	REC/DISTRICT FISCAL AGENT	(\$35,874.27)	\$55,586.15	(\$33,188.51)	(\$35,874.27)	(\$49,350.90)	(\$13,476.63)	(\$35,874.27)
26156	TURNER FOUNDATION	\$16,897.91	\$0.00	(\$664.28)	\$0.00	\$16,233.63	\$22,583.63	(\$6,350.00)
26179	A PLUS FOR ENERGY	\$870.56	\$0.00	\$0.00	\$0.00	\$870.56	\$870.56	\$0.00
27103	2009 DUAL CREDIT IM/HB2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27106	2010 GO BONDS STUDENT LIBRARY FUND SB1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27107	2012 GO BOND	(\$6,191.90)	\$6,265.57	\$0.00	(\$6,191.90)	(\$6,118.23)	\$73.67	(\$6,191.90)
27109	INSTRUCTIONAL MATERIALS-GAA 2019	\$0.95	\$7,345.31	(\$2,442.00)	\$0.00	\$4,904.26	\$4,904.26	\$0.00
27114	CENTER FOR TEACHER EXCELLENCE PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27125	EXCELLENCE IN TEACHING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27126	COMMUNITY SCHOOLS PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27127	COMMUNITY SCHOOLS IMPLEMENTATION	(\$14,074.56)	\$14,074.56	\$0.00	(\$14,074.56)	(\$14,074.56)	\$0.00	(\$14,074.56)
27130	FEMININE HYGIENE PRODUCTS	\$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	(\$44,887.22)	\$87,709.62	(\$60,178.84)	(\$44,887.22)	(\$62,243.66)	(\$17,356.44)	(\$44,887.22)
27155	BREAKFAST FOR ELEM STUDENTS	(\$330.59)	\$0.00	\$0.00	(\$330.59)	(\$661.18)	(\$330.59)	(\$330.59)
27171	2010 GOB IM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27178	SCHOOL BUSES	\$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
27201	SCHOOL LUNCH CO-PAY LAWS OF 2020	\$1,909.00	\$0.00	\$0.00	\$0.00	\$1,909.00	\$1,909.00	\$0.00
27405	2020 SCHOOL BUS CAMERAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27408	K-12 PLUS / ELTP PLANNING GRANT	(\$189,973.09)	\$189,977.39	\$0.00	(\$189,973.09)	(\$189,968.79)	\$701.80	(\$190,670.59)
27414	PEDIATRIC AUTISM/SPECIAL NEEDS EQUIP	\$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
28211	NM SCHOOLS COVID-19 TESTING PROGRAM DOH	(\$4,108.90)	\$0.00	\$0.00	\$0.00	(\$4,108.90)	\$0.00	(\$4,108.90)
29102	PRIVATE DIR GRANTS (CATEGORICAL)	\$216,044.42	\$0.00	(\$997.67)	\$0.00	\$215,046.75	\$215,046.75	\$0.00
29130	SCHOOL BASED HEALTH CENTER	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
31100	BOND BUILDING	\$53,229.53	\$1,257.61	\$0.00	\$0.00	\$54,487.14	\$54,487.14	\$0.00
31200	PUBLIC SCHOOL CAPITAL OUTLAY	\$10,272.00	\$150,000.00	\$0.00	\$0.00	\$160,272.00	\$160,272.00	\$0.00
31600	HB 33	\$55.50	\$0.00	\$0.00	\$0.00	\$55.50	\$55.50	\$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	\$1,154,633.75	\$60,163.57	(\$677,970.84)	\$0.00	\$536,826.48	\$536,826.48	\$0.00
31703	SB-9 STATE MATCH	\$0.68	\$0.00	\$0.00	\$0.00	\$0.68	\$0.68	\$0.00
31900	ED. TECHNOLOGY EQUIPMENT ACT	\$596,031.53	\$53,289.43	(\$168,559.58)	\$0.00	\$480,761.38	\$480,761.38	\$0.00
41000	DEBT SERVICES	\$998,214.71	\$54,950.68	(\$793,457.02)	\$0.00	\$259,708.37	\$259,708.37	\$0.00

<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>
43000	TOTAL ED. TECH. DEBT SERVICE SUBFUND	\$386,110.99	\$18,937.88	(\$311,531.98)	\$0.00	\$93,516.89	\$93,516.89	\$0.00
	Grand Total:	\$3,424,479.80	\$4,293,616.92	(\$4,500,012.03)	\$0.00	\$3,218,084.69	\$3,223,051.05	(\$4,966.36)

End of Report

NM State Treasurer's Office Investment Pool - LGIP

October 2023

11/1/2023		5.26
11/2/2023		5.341
11/3/2023		5.354
11/6/2023		5.357
11/7/2023		5.359
11/8/2023		5.360
11/9/2023		5.339
11/10/2023	Holiday	
11/13/2023		5.360
11/14/2023		5.368
11/15/2023		5.371
11/16/2023		5.372
11/17/2023		5.373
11/20/2023		5.319
11/21/2023		5.369
11/22/2023		5.367
11/23/2023	Holiday	
11/24/2023	Holiday	
11/27/2023		5.368
11/28/2023		5.370
11/29/2023		5.373
11/30/2023		5.372

Average	5.361	2.530
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Cimarron Municipal Schools

Non-Check Batch Listing

Date: 11/01/2023 - 11/30/2023

OPERATIONAL

11/6/2023	SUBWAY #42091 (SPRINGER)	\$57.81	1078
11/13/2023	HOLIDAY DAY INN & SUITES ALBUQUERQUE NOR	\$1,285.84	1079
11/16/2023	21ST CENTURY EQUIPMENT LLC	\$1,083.98	1080
11/17/2023	DOUBLE TREE HOTEL	\$450.96	1081
11/24/2023	TRACTOR SUPPLY	\$209.97	1082
11/29/2023	SHERATON ALBUQUERQUE UPTOWN	\$300.62	1083
11/15/2023	INTERNATIONAL BANK	\$136,860.65	4048
11/15/2023	INTERNATIONAL BANK-EFTPS	\$41,630.15	4049
11/30/2023	INTERNATIONAL BANK	\$122,460.03	4052
11/30/2023	INTERNATIONAL BANK-EFTPS	\$37,071.19	4053
11/30/2023	INTERNATIONAL BANK-403B COMMON REMITTER	\$2,475.00	4055
11/30/2023	EDUCATIONAL RETIREMENT BOARD	\$111,766.57	4056
11/30/2023	INTERNATIONAL BANK-RETIREE	\$11,645.98	4057
11/30/2023	NEW MEXICO TAXATION & REVENUE DEPT.	\$11,019.44	4058
11/30/2023	NEW MEXICO TAX & REVENUE DEPT	\$21.50	4059

11/30/2023	INTERNATIONAL BANK-NMPSIA	\$57,617.88	4060
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Total for Bank:	297	Total Amount:	\$535,957.57
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End of Report

8000 DISTRICT
 8033 CES
 8034 CHS
 8036 CMS
 8047 ENES
 8048 ENMS

PUBLIC APPROVED BOND \$ 6,000,000.00
BOND SOLD \$6,000,000.00
UNSOLD BONDS \$ -

BOND EXPENDITURES

Date	PO#		PAID	ENCUMBRANCE	TOTAL	NOTES
BOND FEES						
7/24/2020	20102	MODRELL SPERLING - 2020	\$ 21,905.78	\$ -	\$ 21,905.78	
7/17/2020	20026	IN BANK - BOKF, NA - 2020	\$ 323.63	\$ -	\$ 323.63	
		STIFEL - 2020	\$ 31,823.13	\$ -	\$ 31,823.13	
6/29/2022	22106	IN BANK - BOKF, NA - 2022	\$ 323.63	\$ -	\$ 323.63	
		MODRELL SPERLING - 2022	\$ 21,810.89	\$ -	\$ 21,810.89	
		STIFEL - 2022	\$ 32,254.63	\$ -	\$ 32,254.63	
		TOTAL OTHER SERVICES	\$ 108,441.69	\$ -	\$ 108,441.69	
5/12/2020	1921101	CHS-STOVEN CONSTRUCTION 19-20	\$ 137,779.91	\$ -	\$ 137,779.91	
7/17/2020	20028	CHS-STOVEN CONSTRUCTION 20-21	\$ 452,843.95	\$ -	\$ 452,843.95	
		TOTAL BOND CHS	\$ 590,623.86	\$ -	\$ 590,623.86	
12/4/2019	1920633	ENEMS-CES-LIVING DESIGNS GROUP 19-20	\$ 103,513.24	\$ -	\$ 103,513.24	
7/17/2020	20008	ENEMS-CES-LIVING DESIGNS GROUP 20-21	\$ 203,845.74	\$ -	\$ 203,845.74	
3/31/2020	1921052	ENEMS-TAOS LAND SERVICES-SURVEY	\$ 8,720.60	\$ -	\$ 8,720.60	
	1921149	ENEMS-JODY TRUJILLO	\$ -	\$ -	\$ -	UNABLE TO START ROOFING PROJECT
8/5/2020	20119	& DRAINAGE	\$ 11,500.00	\$ -	\$ 11,500.00	
9/1/2020	20187	ENEMS-EVERGUARD ROOFING, LLC	\$ 185,881.96	\$ -	\$ 185,881.96	REPLACEMENT CONTRACTOR FOR ROOFING PROJECT
9/1/2020	20236	ENEMS-GEO TEST	\$ 4,283.28	\$ -	\$ 4,283.28	
9/22/2020	21123	ENEMS-CES-LIVING DESIGNS GROUP 21-22	\$ 41,683.39	\$ -	\$ 41,683.39	
7/28/2021	21135	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 2,688,512.10	\$ -	\$ 2,688,512.10	
6/28/2022	22106	ENEMS-IN BANK-BOKF, NA	\$ 323.63	\$ -	\$ 323.63	Paying Agent and Registrar Fee
6/30/2022	22087	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 1,488,067.86	\$ -	\$ 1,488,067.86	
6/30/2022	22088	ENEMS-CES-LIVING DESIGNS GROUP 22-23	\$ 69,082.12	\$ 43,412.33	\$ 112,494.45	
6/30/2022	22089	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 89,509.16	\$ -	\$ 89,509.16	
7/20/2022	22142	ENEMS-MC Electric	\$ -	\$ 2,850.00	\$ 2,850.00	
8/16/2022	22236	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 95,000.00	\$ 23,750.00	\$ 118,750.00	
1/25/2023	22852	ENEMS-MC Electric	\$ 16,941.28	\$ -	\$ 16,941.28	
		ENEMS-JE from SB9 to Bond 22-23	\$ 297,787.21	\$ -	\$ 297,787.21	
		TOTAL BOND ENEMS	\$ 5,304,651.57	\$ 70,012.33	\$ 5,374,663.90	
		Total BOND	\$ 6,003,717.12	\$ 70,012.33	\$ 6,073,729.45	

SB-9 EXPENDITURES

PO#		PAID	ENCUMBRANCE	TOTAL	
7/12/2019	1920111	CHS-CES - Living Designs Locker Room	\$ 29,295.00	\$ -	\$ 29,295.00
		TOTAL SB-9 CHS	\$ 29,295.00	\$ -	\$ 29,295.00
8/5/2019	1920168	ENEMS-Nature Scapes (Basketball court)	\$ 51,245.00	\$ -	\$ 51,245.00
12/4/2019	1920633	ENEMS-CES - Living Designs ENEMS	\$ 48,867.25	\$ -	\$ 48,867.25
7/29/2021	21135	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 77,096.63	\$ -	\$ 77,096.63
7/28/2021	21135	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 11,828.00	\$ -	\$ 11,828.00
2/28/2022	21812	ENEMS-M.C. ELECTRIC	\$ 20,517.75	\$ -	\$ 20,517.75
6/30/2022	22089	ENEMS-CES-R&M CONSTRUCTION, LLC	\$ 555,851.49	\$ -	\$ 555,851.49
6/29/2023	23041	ENEMS-BURCO CHEMICAL & SUPPLY	\$ 10,300.00	\$ -	\$ 10,300.00
6/29/2023	23058	ENEMS-Automated Control Systems Inc	\$ -	\$ 16,438.00	\$ 16,438.00
6/29/2023	23077	ENEMS-MC Electric	\$ -	\$ -	\$ -
6/29/2023	23085	ENEMS-Security Hardware Solutions, LLC	\$ 30,962.00	\$ -	\$ 30,962.00
7/27/2023	23142	ENEMS-Cooperative Educational Services	\$ 9,667.27	\$ -	\$ 9,667.27
		TOTAL SB-9 ENEMS	\$ 816,335.39	\$ 16,438.00	\$ 832,773.39
		TOTAL SB-9	\$ 845,630.39	\$ 16,438.00	\$ 862,068.39

the 2019-2020 School Year. Following auditor

	PAID	ENCUMBRANCE	TOTAL		TOTAL
TOTAL BOND OTHER SERVICES	\$ 108,441.69	\$ -	\$ 108,441.69	Cimarron High Locker Room Project	\$ 619,918.86
TOTAL BOND CHS	\$ 590,623.86	\$ -	\$ 590,623.86	BOND	\$ 590,623.86
TOTAL SB-9 CHS	\$ 29,295.00	\$ -	\$ 29,295.00	SB9	\$ 29,295.00
	\$ 619,918.86	\$ -	\$ 619,918.86	ENEMS REMODEL PROJECT	\$ 5,570,820.04
TOTAL BOND ENEMS	\$ 5,304,651.57	\$ 70,012.33	\$ 5,374,663.90	BOND	\$ 3,247,940.31
TOTAL SB-9 ENEMS	\$ 816,335.39	\$ 16,438.00	\$ 832,773.39	SB9	\$ 765,406.12
	\$ 6,120,986.96	\$ 86,450.33	\$ 6,207,437.29	FEES	\$ 108,441.69
Total Bond Paid	\$ 6,003,717.12			TOTAL	\$ 4,741,706.98
Total SB-9 Paid	\$ 845,630.39				
	\$ 6,849,347.51				

TOTAL BOND EXPENDITURES	\$ 6,003,717.12	\$ 70,012.33	\$ 6,073,729.45
TOTAL PROJECT EXPENDITURES	\$ 6,849,347.51	\$ 86,450.33	\$ 6,935,797.84

	PAID	ENCUMBRANCE	TOTAL
ENEMS-CES-LIVING DESIGNS GROUP	\$ 397,909.62	\$ -	\$ 397,909.62

G-2600 © GCCB
PROFESSIONAL / SUPPORT STAFF
PERSONAL / ~~SICK~~ / EMERGENCY /
RELIGIOUS LEAVE

Paid Time Off may be used for illness, appointments, or personal days. Professional Leave is used for professional development and training and does not decrease the employee's available leave time. Professional Leave requires approval from Employee Supervisor prior to the absence.

Moved (insertion) [4]

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¶

Full-time school employees are allowed up to 10 or 12-days personal leave per year (pending their individual contract) without deduction in salary upon advance approval of their building principal and the superintendent.

Each staff member shall be credited with a sick personal leave allowance at the rate of one (1) day per month up to twelve (12) days, determined by the number of months employed i.e.,

Moved (insertion) [2]

Twelve (12)-months employment twelve (12) days

Ten (10)-months employment ten (10) days

The unused portion of such allowance shall accumulate to a maximum of eighty (80) days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below eighty (80) days, an eligible employee may again accumulate leave up to the maximum limit.

Moved (insertion) [3]

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Unused leave time will accrue to the next contract year, although no more than 240 hours of sick leave may be accrued

Commented [NHI]: Which is right, 240 hours or 80 days?

Personal leave may not be granted on the day immediately before or after a holiday nor during the last two (2) weeks of school. Only one (1) personal leave day per building will be granted on any given day; requests for leave must be in writing and to the building principal at least four (4) working days before the day of the leave requested. In considering such requests, principals will give priority to those employees who have not yet taken their first personal leave day. Exceptional circumstances may be considered by the administrative staff and the superintendent in applying this policy.

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Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the requests granted.

In all circumstances when an employee is absent, the employee maintains the responsibility of providing substitute plans, getting those plans to the substitute teacher(s), and posting materials in the learning management system, as the education of students is the primary objective of the school even when the staff member is absent from school.

Moved (insertion) [1]

Deleted: ¶

Days missed due to weather and/or road conditions will be charged to personal leave.

Confidentiality of any disclosed material and a position of non-retaliation for use of such leave will be maintained by the district.

Cimarron Schools Employee Leave Policy Definitions:

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

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

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

Sick Leave:

Cimarron Schools grants sick leave to all employees except substitutes, student workers, and seasonal employees. Sick leave is allowed for a personal illness, illness within the immediate family, or a death in the family. Sick leave is included in the paid leave subheading above.

Personal Leave:

Personal leave is included in the 10 or 12 days of paid time off per year. The days may be deducted from the employee's salary if the employee has not accrued enough hours. Personal leave must receive prior permission from the Staff Supervisor.

Leave Without Pay:

If employee requests leave but has not accumulated sufficient leave time to cover the absence, his/her pay will be reduced by the number of scheduled working hours the employee was absent multiplied by the employee's calculated hourly rate.

Leave Without Pay will be granted only in emergencies. All Leave Without Pay must be pre-approved by the Staff Supervisor. The full text of each leave policy is recorded in the Cimarron Policy Manual. Please refer to the manual for clarification, etc.

Moved up [2]: Each staff member shall be credited with a sick personal leave allowance at the rate of one (1) day per month up to twelve (12) days, determined by the number of months employed i.e.,
Twelve (12)-months employment twelve (12) days
Ten (10)-months employment ten (10) days

Moved up [3]: The unused portion of such allowance shall accumulate to a maximum of eighty (80) days, at which time no more sick personal leave can be earned. As accumulated sick personal leave days are used and drop below eighty (80) days, an eligible employee may again accumulate sick personal leave up to the maximum limit.

Commented [2]: Really? Does this mean if we call school or if the individual can't make it in?

Deleted: Personal leave days shall not accumulate nor carry over from one school year or fiscal year to the next. Personal leave shall be recorded against the employee's available leave benefit at each monthly payroll.

Commented [3]: Maybe the definitions section should go first?

Moved down [5]: Insurance Benefits
Cimarron Schools offers the following insurance plans for employees working the minimum qualifying number of hours per week (20 hours for classified employees or .50 FTE for certified employees):
Health Insurance – Medical
Life Insurance
Dental Insurance
Vision Insurance
Worker's Compensation
Paid Leave

Moved up [4]: Paid Time Off (PTO) may be used for illness, appointments, or personal days. Professional Leave is used for professional development and training and does not decrease the employee's available leave time. Professional Leave requires approval from Employee Supervisor prior to the absence.

Deleted: The primary purpose of leave time is for use during illness, doctor appointments, medical emergencies, etc. Employees accrue 10 days or 12 days of paid leave per year (dependent on Contract). Unused leave time will accrue to the next contract year, although no more than 240 hours may be accrued. Employees must be mindful about scheduling a personal day when another teacher is already absent. All leave time must be approved... [1]

Moved (insertion) [6]

Commented [7]: We need Amber to verify this.

Moved up [1]: In all circumstances when an employee is absent, the employee maintains the responsibility of providing substitute plans, getting those plans to the substitute teacher(s), and posting materials in the learning management system, as the education

Maternity Leave:

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

Family Leave:

Cimarron Schools will comply with all provisions of the Family Medical Leave Act of 1993.

Judicial Leave:

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

Military Leave:

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

Other Leave:

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

Victims of Domestic Abuse Leave:

An employee will be allowed intermittent paid or unpaid leave time of up to fourteen days in any calendar year for up to eight hours in one day for the purpose of:

- Obtaining or attempting to obtain an order of protection or judicial relief from domestic abuse;
- Meet with law enforcement officials, consult with attorneys or district attorneys' victim advocates or attend court proceedings related to domestic abuse of the employee or the employees minor child.

The leave will be allowed in increments of one half (1/2) day of the normal workday for the employee.

Moved up [6]: Personal Leave: Personal leave is included in the 10 or 12 days of paid time off per year. The days may be deducted from the employee's salary if the employee has not accrued enough hours. Personal leave must receive prior permission from the Staff Supervisor.

Deleted: Teachers must be mindful of scheduling a personal day when another teacher is already absent.

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Such leave shall include any and all leave, compensatory time or any other paid for time off available to the employee before the imposition of unpaid leave time. The Superintendent may authorize up to fourteen (14) days of leave for the victim abuse purposes indicated above.

When the leave is take in an emergency notice must be given to the Superintendent office within twenty-four (24) hours of the type of leave requested, Other policies on notice for absence may apply. Verification will be required in the form of:

- A court order or other court evidence of the incident of domestic abuse;

- A written statement of appearance or schedule to appear as a victim or on behalf of a minor child victim in a domestic abuse incident made by an attorney, advocate or law enforcement official knowledgeable of the appearance.

Confidentiality of any disclosed material and a position of non-retaliation for use of such leave will be maintained by the district..

Emergency Responder Leave:

An employee serving as a volunteer emergency responder in a declared emergency of up to ten (10) regular business days by the State Governor or President of the United States may not be terminated, demoted or discriminated against in the terms and conditions of employment. The employer may charge regular pay against the employee for the time the employee is absent from employment due to service as an emergency responder.

Sick Leave Donation Pool:

The Cimarron School District recognizes the existence of circumstances under which non-job-related seriously incapacitating, and extended illnesses or injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon the voluntary transfer of accrued annual or sick leave, is established. The mechanism will be the transfer of accrued annual or sick leave for a medical emergency or compassion leave. The definition of a 'medical emergency' will be as follows: a medical condition of the employee, or a medical condition or death of a family member of the employee, that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.

Limits to Donations:

- The donated leave will be limited to accrued leave.

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Commented [9]: I think Tammy said in the transmittal email that MVHS borrowed this policy from us.

- Donations will be limited by organizational structure to prevent undue influence and conflict of interest issues. *

- Employees who are licensed (certificated) professional educators shall be limited to donating leave for use by those who are licensed (certificated) professional educators.

- Other employees (support staff) shall be limited to donating leave for use by other support staff.

- Central office and professional supervisory personnel may only donate to other professional supervisory employees.

- The person donating may only donate already accrued leave up to twenty (20) days and shall maintain in accrued leave at least twenty-eight (28) days of sick leave (or the equivalent) at the time of the donation. Donations will be by accrued days of leave, using either the donor's current daily wages or hourly wages earned for each donated day. The recipient shall receive the donation converted to the daily wages they currently earn.

- All donations shall be for the current contract year and shall not exceed that period based upon the current contract earnings of the person to whom the donation is made. *

- All donations shall be on behalf of a specific recipient with the donation made to the district plan for transfer of leave based upon a medical emergency.

- All unused donated leave shall revert to the donating employees on a prorated basis.

Notice and receipt of donations.

- Notice of need for leave donations will be posted by need for licensed professional staff, central office and building level

professional supervisory staff, and support staff including the name of the individual. (*)

- Posting will be by placing the notice of need at the central office and by the mailboxes used for staff members of the district.

- Forms will be provided on which employees may make their donations known to the district office.

To be eligible the approved applicant shall:

- Be a full-time employee (an employee eligible to earn sick leave).

- Have a "medical emergency" as defined in this policy.
- Have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence.
- Not be eligible at the time of request for disability benefits, including but not limited to Social Security.
- Be one whose return to duty is projected to occur no later than the beginning of their next contract year. *
- Submit an application, which shall be received by the District office at least ten (10) days prior to the beginning of the applicant's unpaid leave status, when practicable.
- The Superintendent shall receive the applications and make the final determination of eligibility using the criterion of eligibility and in consideration of the recommendation of the advisory committee.

~~Adopted~~

LEGAL REF.: [12-10-C1](#) *et seq.* - Voluntary Emergency Responder Leave Act,

[50-4-2](#) *et seq.* - Domestic Abuse Act

~~Deleted: Director~~

~~Deleted: No continuing rights are established by this policy. In compliance with established procedures, the Governing Council reserves the right to modify, change, or delete any policy in accordance with its own guidelines. An appeal of the decision of the Executive Director may only be taken using the Staff Grievance Policy.~~

~~Deleted: : date of manual adoption~~

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Insurance Benefits

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

- Health Insurance – Medical
- Life Insurance
- Dental Insurance
- Vision Insurance
- Worker's Compensation
- Paid Leave

Commented [10]: I might not put the insurance policy here. Should it be a separate policy?

Moved (insertion) [5]

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**G-2600 © GCCB
PROFESSIONAL / SUPPORT STAFF
PERSONAL / SICK/ EMERGENCY /
RELIGIOUS LEAVE**

Paid Time Off may be used for illness, appointments, or personal days. Professional Leave is used for professional development and training and does not decrease the employee's available leave time. Professional Leave requires approval from Employee Supervisor prior to the absence.

Full-time school employees are allowed up to 10 or 12-days personal leave per year (pending their individual contract) without deduction in salary upon advance approval of their building principal and the superintendent.

Each staff member shall be credited with a ~~sick~~ personal leave allowance at the rate of one (1) day per month up to twelve (12) days, determined by the number of months employed i.e.,

Twelve (12)-months employment	twelve (12) days
Ten (10)-months employment	ten (10) days

The unused portion of such allowance shall accumulate to a maximum of eighty (80) days, at which time no more ~~sick~~ leave can be earned. As accumulated ~~sick~~ leave days are used and drop below eighty (80) days, an eligible employee may again accumulate leave up to the maximum limit.

Unused leave time will accrue to the next contract year, although no more than 240 hours of sick leave may be accrued

Personal leave may not be granted on the day immediately before or after a holiday nor during the last two (2) weeks of school. Only one (1) personal leave day per building will be granted on any given day; requests for leave must be in writing and to the building principal at least four (4) working days before the day of the leave requested. In considering such requests, principals will give priority to those employees who have not yet taken their first personal leave day. Exceptional circumstances may be considered by the administrative staff and the superintendent in applying this policy.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the requests granted.

In all circumstances when an employee is absent, the employee maintains the responsibility of providing substitute plans, getting those plans to the substitute teacher(s), and posting materials in the learning management system, as the education of students is the primary objective of the school even when the staff member is absent from school.

Days missed due to weather and/or road conditions will be charged to personal leave.

Confidentiality of any disclosed material and a position of non-retaliation for use of such leave will be maintained by the district.

Cimarron Schools Employee Leave Policy Definitions:

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

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

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

Sick Leave:

Cimarron Schools grants sick leave to all employees except substitutes, student workers, and seasonal employees. Sick leave is allowed for a personal illness, illness within the immediate family, or a death in the family. Sick leave is included in the paid leave subheading above.

Personal Leave:

Personal leave is included in the 10 or 12 days of paid time off per year. The days may be deducted from the employee's salary if the employee has not accrued enough hours. Personal leave must receive prior permission from the Staff Supervisor.

Leave Without Pay:

If employee requests leave but has not accumulated sufficient leave time to cover the absence, his/her pay will be reduced by the number of scheduled working hours the employee was absent multiplied by the employee's calculated hourly rate.

Leave Without Pay will be granted only in emergencies. All Leave Without Pay must be pre-approved by the Staff Supervisor. The full text of each leave policy is recorded in the Cimarron Policy Manual. Please refer to the manual for clarification, etc.

Maternity Leave:

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

Family Leave:

Cimarron Schools will comply with all provisions of the Family Medical Leave Act of 1993.

Judicial Leave:

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

Military Leave:

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

Other Leave:

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

Victims of Domestic Abuse Leave:

An employee will be allowed intermittent paid or unpaid leave time of up to fourteen days in any calendar year for up to eight hours in one day for the purpose of:

- ◆ Obtaining or attempting to obtain an order of protection or judicial relief from domestic abuse;
- ◆ Meet with law enforcement officials, consult with attorneys or district attorneys' victim advocates or attend court proceedings related to domestic abuse of the employee or the employee's minor child.

The leave will be allowed in increments of one half (1/2) day of the normal workday for the employee.

Such leave shall include any and all leave, compensatory time or any other paid for time off available to the employee before the imposition of unpaid leave time. The Superintendent may authorize up to fourteen (14) days of leave for the victim abuse purposes indicated above.

When the leave is take in an emergency notice must be given to the Superintendent office within twenty-four (24) hours of the type of leave requested, Other policies on notice for absence may apply. Verification will be required in the form of:

- ◆ A court order or other court evidence of the incident of domestic abuse;
- ◆ A written statement of appearance or schedule to appear as a victim or on behalf of a minor child victim in a domestic abuse incident made by an attorney, advocate or law enforcement official knowledgeable of the appearance.

Confidentiality of any disclosed material and a position of non-retaliation for use of such leave will be maintained by the district..

Emergency Responder Leave:

An employee serving as a volunteer emergency responder in a declared emergency of up to ten (10) regular business days by the State Governor or President of the United States may not be terminated, demoted or discriminated against in the terms and conditions of employment. The employer may charge regular pay against the employee for the time the employee is absent from employment due to service as an emergency responder.

Sick Leave Donation Pool:

The Cimarron School District recognizes the existence of circumstances under which non-job-related seriously incapacitating, and extended illnesses or injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon the voluntary transfer of accrued annual or sick leave, is established. The mechanism will be the transfer of accrued annual or sick leave for a medical emergency or compassion leave. The definition of a 'medical emergency' will be as follows: a medical condition of the employee, or a medical condition or death of a family member of the employee, that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.

Limits to Donations:

- The donated leave will be limited to accrued leave.

- Donations will be limited by organizational structure to prevent undue influence and conflict of interest issues. *
- Employees who are licensed (certificated) professional educators shall be limited to donating leave for use by those who are licensed (certificated) professional educators.
- Other employees (support staff) shall be limited to donating leave for use by other support staff.
- Central office and professional supervisory personnel may only donate to other professional supervisory employees.
- The person donating may only donate already accrued leave up to twenty (20) days and shall maintain in accrued leave at least twenty-eight (28) days of sick leave (or the equivalent) at the time of the donation. Donations will be by accrued days of leave, using either the donor's current daily wages or hourly wages earned for each donated day. The recipient shall receive the donation converted to the daily wages they currently earn.
- All donations shall be for the current contract year and shall not exceed that period based upon the current contract earnings of the person to whom the donation is made. *
- All donations shall be on behalf of a specific recipient with the donation made to the district plan for transfer of leave based upon a medical emergency.
- All unused donated leave shall revert to the donating employees on a prorated basis.

Notice and receipt of donations.

- Notice of need for leave donations will be posted by need for licensed professional staff, central office and building level

professional supervisory staff, and support staff including the name of the individual. (*)

- Posting will be by placing the notice of need at the central office and by the mailboxes used for staff members of the district.
- Forms will be provided on which employees may make their donations known to the district office.

To be eligible the approved applicant shall:

- Be a full-time employee (an employee eligible to earn sick leave).

- Have a "medical emergency" as defined in this policy.
- Have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence.
- Not be eligible at the time of request for disability benefits, including but not limited to Social Security.
- Be one whose return to duty is projected to occur no later than the beginning of their next contract year. *
- Submit an application, which shall be received by the District office at least ten (10) days prior to the beginning of the applicant's unpaid leave status, when practicable.
- The Superintendent shall receive the applications and make the final determination of eligibility using the criterion of eligibility and in consideration of the recommendation of the advisory committee.

Adopted

LEGAL REF.: [12-10-C1](#) *et seq.* - Voluntary Emergency Responder Leave Act,

[50-4-2](#) *et seq.* - Domestic Abuse Act

Insurance Benefits

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

- Health Insurance – Medical
- Life Insurance
- Dental Insurance
- Vision Insurance
- Worker's Compensation
- Paid Leave

**G-4100 © GCI
PROFESSIONAL STAFF DEVELOPMENT**

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or district visitations, conferences, professional library, and assistance from supervisors and consultants.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.

In-Service Training Courses

The Superintendent may establish local in-service training courses for teachers and other licensed employees in the schools.

All school staff are required to complete all of the required training for subjects set forth in the Vector Training system by no later than 30 days after the specified deadline.

There may be additional training required for specific job functions by the superintendent and direct supervisor.

Adopted: Fill in date of adoption by the board

**G-4100 © GCI
PROFESSIONAL STAFF DEVELOPMENT**

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Adopted: date of manual adoption

PM Plan Approval

1 message

James Kneeland <jkneeland@nmopsfa.org>

Wed, Dec 13, 2023 at 9:21 AM

To: Shannon Aguilar <saguilar@cimarronschools.org>

Cc: Larry Tillotson <ltillotson@nmopsfa.org>, Phillip Bradley-Ortiz <portiz@nmopsfa.org>, Jeffrey McCurdy <jmccurdy@nmopsfa.org>

Shannon Aguilar, District Superintendent

Cimarron Municipal School District,

The NM Public School Facilities Authority is in receipt of the Cimarron Municipal School District Preventive Maintenance Plan. It is now listed as current and approved both in our database and quarterly reporting processes to the Public School Capital Outlay Council (PSCOC). The plan rated an overall outstanding rating exceeding statute performance elements with many recognized best practices and processes. It is current for 12 months from the date of Administrative/Board approval plus 1 additional grace month for update (13 months total) and will be due again for a basic update by January, 2025 to maintain historical ratings. Having a current Preventive Maintenance Plan will reflect positively on current (within 60 days) and subsequent district Facility Maintenance Assessment Reports (FMAR's) and ratings.

The detailed statute driven review determined the plan effectively met 38 of the 44 Preventive Maintenance Plan elements for an overall **Outstanding** performance rating with a few recommendations, outlined below, which can be made at any time.

- **PM Plan: Outstanding rating as 18 of 20 performance elements were met** with the following recommendations.
 - As the district progress recommend providing a means for feedback from district staff and occupants (i.e. Survey).
 - Identify a frequency of staff meetings (i.e. sign-in sheets).
- **Staff Development: Good rating as 4 of 5 performance elements were met.**
 - As the district progresses with achieving goals, recommend providing evidence of training that has been accomplished (i.e. sign-in sheets).
- **Maintenance Safety Plan: Good rating as 6 of the 7 performance elements were met.**
 - As the district progresses with achieving goals, recommend providing evidence of training that has been accomplished (i.e. sign-in sheets).
- **Maintenance Contractor Oversight: Outstanding rating as 8 of the 8 performance elements were met.**
 - No recommendations at this time.
- **Facility Master Plan: Outstanding rating as 3 of 4 performance elements were met.**
 - The district does not have an energy management plan.

Thank you for submitting the Cimarron Municipal School Districts Preventive Maintenance Plan and very nice work to you and the teams providing input, district specific details and development. Feel free to share this approval / update with your districts Board. Please contact me or my direct report Larry Tillotson for additional assistance, tools and resources to advance your districts maintenance program.

Best regards,

Jay Kneeland

Maintenance Specialist

New Mexico Public School Facilities Authority

Office: 505-843-6272 ext. 1012


Direct: 505-468-0281

Cell: 505-321-8122

Email: jkneeland@nmpsfa.org

Web: www.nmpsfa.org



	<p style="text-align: center;">Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement</p>	<p style="text-align: center;">Policy # 1.0</p>
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INTRODUCTION

The Superintendent of schools is responsible for maintaining safe, clean and attractive school facilities and grounds. The superintendent shall keep the board of education advised of short range and long range needs and shall advise the board as to the appropriate sources and balances of funding from operational funds, bond issues, capital improvements, and any other applicable state or federal procurement methods.

A program to provide effective security for all school property, including vandalism and protection is to be developed and periodically reviewed.

It shall be the responsibility of the superintendent to ensure that the safety of students and employees is a primary consideration in the development and maintenance of school facilities, school grounds, and other facilities of the district, and in the planning and implementation of all school programs and activities. All employees, students, and patrons are encouraged to be safety conscious and to make recommendations to the administration for the improvement of safety elements.

PURPOSE / MISSION

The purpose of the *Cimarron Municipal Schools* Preventive Maintenance Program is to ensure that the physical condition, educational suitability and physical infrastructure of all public school facilities in New Mexico meet an adequate level statewide and the design, construction and maintenance of school sites and facilities encourage, promote and maximize safe, functional and durable learning environments in order for the state to meet its educational responsibilities and for New Mexico's students to have the opportunity to achieve success.

In addition, the preventive maintenance program will develop systematic and comprehensive methods for the development and effective implementation of an equipment management program for the districts to provide a process for meeting or extending the service life of facility equipment,



**Preventive Maintenance Plan
Introduction, Purpose, Mission and
Policy Statement**

Policy # 1.0

systems and components, conducive to the needs of the students and teachers learning environments.

This program contains all of the detailed procedures associated to the facilities preventive maintenance program. If effectively implemented, will meet state statute maintenance guidelines and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the maintenance supervisor or designee.

DESCRIPTION


The preventive maintenance program is the core for effectively managing maintenance programs for facilities. The program provides the maintenance organization with means to plan, acquire, organize, direct, control and evaluate manpower and materials resources expended or planned for expenditure in support of the district's maintenance and mission statement. The District leadership, maintenance supervisor and maintenance personnel must recognize the importance of the program and understand their role in assisting management to maintain the reliability of critical systems and building components at designed levels of reliability.

POLICY

The *Cimarron Municipal Schools* has created a preventive maintenance plan to ensure the district properly maintains its facilities, mechanical systems and equipment so they are efficiently operational providing a comfortable and safe environment for its students, staff, visitors and guests by performing frequency scheduled routine maintenance. This Preventive Maintenance Plan is an overview of the Districts program.

It is the policy of the *Cimarron Municipal Schools* to utilize the Brightly/ FIMS maintenance software package (maintenance direct, preventive maintenance direct and utility direct), to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules.

Policy # 1.0

	<p style="text-align: center;">Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement</p>	<p style="text-align: right;">Policy # 1.0</p>
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OBJECTIVES

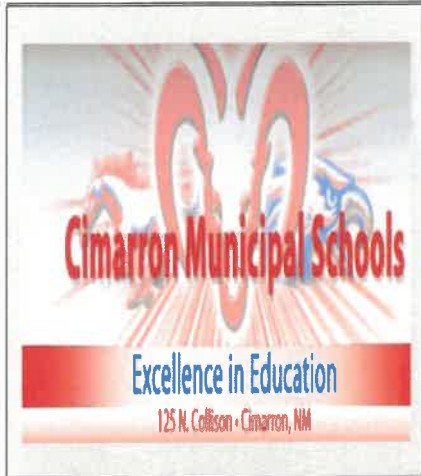
The primary objective of the preventive maintenance program is to manage maintenance processes in a manner, which will ensure maximum equipment operational reliability. The intermediate objectives of the districts preventive maintenance program are as follows:

- a. Achievement and participation of a uniform maintenance standard and criteria.
- b. Effective use of available manpower and material resources.
- c. Documenting information relating to maintenance and maintenance support activities.
- d. Improvement of maintenance and reliability of utility systems and equipment by provision of documented maintenance information and analysis.
- e. Providing a means for reporting building configuration changes
- f. Effective and responsible use of resources and materials.
- g. Reduction of the costs through development of effective PM programs to prevent accidental material damage to systems and equipment.
- h. Provide the means to schedule, plan, manage and track maintenance activities.
- i. Provision of data on which to base improvements in equipment design and spare parts.
- j. Create effective policies and programs in support of a quality and safe maintenance culture.

SCOPE

This preventive maintenance program is fully applicable to all *Cimarron Municipal Schools* in assisting directors, maintenance supervisors and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment, and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of *Cimarron Municipal Schools* to utilize the Brightly/ Facility Information Management System (FIMS) modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance



**Preventive Maintenance Plan
Introduction, Purpose, Mission and
Policy Statement**

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schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

The preventive maintenance program provides a simple and standard means for planning, scheduling, controlling and performing planned maintenance on all equipment, and represents an effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines and the schedules at which they are to be accomplished are developed based on specific equipment operating and maintenance manuals, manufacturer recommendations and the NM Groups Classification Types (NMGCT). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how and with what resources a preventive maintenance task is to be accomplished.


Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost effectiveness.

The maintenance supervisor is responsible for the implementation and management of the preventive maintenance program for the district.


Equipment identification records are developed as a part of the programs integrated logistics support effort for all new procurements, re-procurements, alterations and modifications of equipment and associated systems.

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

Policy # 1.0

	<p style="text-align: center;">Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement</p>	<p style="text-align: center;">Policy # 1.0</p>
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1. At least annually the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually the maintenance management plan is reviewed and revised as appropriate with final approvals from the district administration / board.
3. The maintenance supervisor or designee is responsible for preparing the evaluation.
4. School leadership and staff are provided copies of the evaluation for their review and approval.
5. Changes to the plans policy will be communicated to the district leadership annually unless the changes are due a local, state or federal regulatory guidelines requiring immediate implementation. In this case, a memorandum explaining the change will be communicated to all leadership and staff affected by the change.
6. The San Jon School District routine meetings to include daily, weekly, and monthly to discuss expectation and performance.

	Maintenance Goals	Policy # 2.0
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POLICY

It is the policy of the *Cimarron Municipal Schools* to create a list of reasonable goals for the maintenance program in an effort to identify opportunities for improvements in critical or weak areas of the department. The following goals for the 2023-24 school year have been created and include a plan of action and timelines for completion.

MAINTENANCE PERFORMANCE GOALS 2023-24

Cimarron Municipal School District Maintenance Mission Statement - *To provide a safe, clean, and healthy learning environment for the students and staff, and to ensure that facility systems, grounds, and equipment are well maintained so that classroom disruptions are minimized.*

PM Planning:

- Goal 1:** Replace leaking fuel tank at bus barn in Cimarron.
- Goal 2:** Remove original bus barn/storage facility in Cimarron for safety reason.
- Goal 3:** Remove old metal scrap accumulation from around the maintenance barn in Cimarron.
- Goal 4:** Remove old non-operable tractor in Eagle Nest.
- Goal 5:** Improve playground in Eagle Nest.
- Goal 6:** Remove old portables from Cimarron High School Campus.
- Goal 7:** Replacement of boiler in Eagle Nest.
- Goal 8:** Begin phase III of construction in Eagle Nest.
- Goal 9:** Painting of stucco from construction in Cimarron.
- Goal 10:** Fire Alarm system replacement in Cimarron Elem/MS.

FMAR Goal: 92.507% Performance Rating

- Goal 1:** Remedy any Minor and Major findings on the newest Facility Maintenance Assessment Report (FMAR) and develop strategies towards resolution through FIMS to maintain an Outstanding level and/or consider critical findings to be managed through the districts long range capital planning process.

FIMS / School Dude:

- Goal 1:** Set up cross training for office staff on School Dude Modules by **June 2024**
- Goal 2:** Clean up the district Dude Solutions systems inventory by **August 30, 2024**. Date completed:
- Goal 3:** Populate 1-year / 3-year historical data by: **December 30, 2024**. Date completed:
- Goal 4:** Drive for a 2.5 to 3.0 rating in the use of Utility Direct by team reviewing reports and data with staff by **August 30, 2024**. Date completed:

Accomplished Goals 2022-2023

PM Planning

Goal 1:

- ✓ Update the districts Preventive Maintenance Management Plan and submit to PSFA by December 15, 2023

Goal 1a:

- ✓ Utilize the PSFA Best Practice PM Plan Template by August 30, 2023

FMAR Goal: 80% Performance Rating

- ✓ Remedy all Minor and Major findings on the Facility Maintenance Assessment Report (FMAR) and develop strategies towards resolution through FIMS to a Satisfactory or higher level and/or consider critical findings to be managed through the districts long range capital planning process
 - FMAR Report received an Overall Rating of 92.507%/Outstanding Rating

FIMS / School Dude:

Goal 2:

- ✓ Improve the districts **Work Order Back Log** Rate to below the recommended Benchmark (below 25%) to drive customer service and improve the FIMS Proficiency rating: August 30, 2023

Goal 3:

- ✓ Improve the collection of 3 Transactions to include Labor, Materials and Contract costs to improve the districts transaction rate to near or above the recommended threshold of 100% by: August 30, 2023

Goal 4:

- ✓ Improve the PM Completion Rate incrementally to a rating of 90% by: August 30, 2023

References:


PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

	<p>Maintenance Organizational Structure and Staffing Responsibilities</p>	<p>Policy # 3.0</p>
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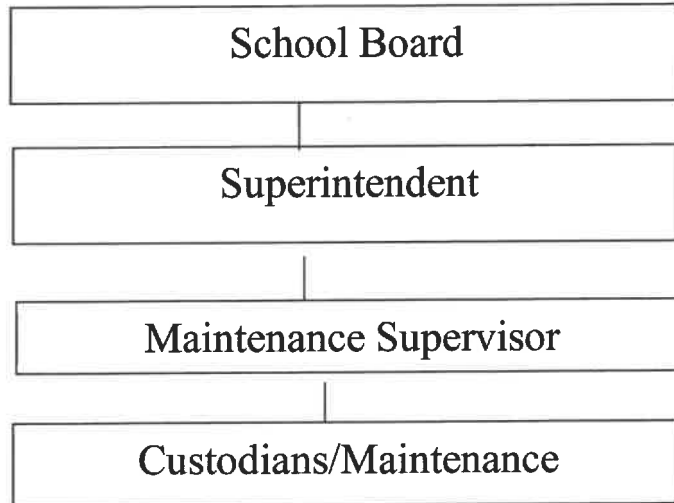
POLICY

It is the policy of the *Cimarron Municipal School* to establish a routine maintenance staffing and organizational structure and staffing responsibilities to define effective lines of communication and approval processes.

Cimarron Municipal School has developed the attached maintenance organizational chart structure.

Maintenance Organization and Staffing Responsibilities

All *Cimarron Municipal School District* maintenance personnel, including the custodians, take direction from the district business manager and maintenance supervisor, per the following organization chart:



RESPONSIBILITIES:

All of the following positions are responsible to the district’s maintenance and safety policies and procedures.

Superintendent: Based upon the guidance of the [Cimarron Board of Education](#), the Superintendent is the direct supervisor of the Maintenance Supervisor, providing direction on maintenance issues. He/she

References:

- PSFA:
- NM State Statute

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assists the Maintenance Supervisor and Business Manager with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts.

Business Manager: Based upon the guidance of the Director, the Business Manager assists the maintenance and custodial group with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts. The Business Manager develops the Maintenance Department budget based upon analysis of past expenditures and projected requirements.

Maintenance Supervisor: Responsible for supervision of all maintenance repairs, renovations, and services at PSFA School District to include security, grounds, carpentry, electrical repairs, plumbing, welding, and painting; identifies needs and establishes maintenance goals; assigns and evaluates the work of the maintenance staff to ensure maintenance needs and goals being met; inspect work areas with other departments and divisions for equipment materials and services purchased; reviews work done by staff to assure quality of work; estimates materials needed for project completion; inspect materials delivered by vendors to verify accuracy and completeness of orders; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests from subordinates; performs security checks of buildings and grounds as needed; attends meetings and training; conducts training for staff; prepares reports as needed; develop and conduct pre-maintenance programs. Serves as the direct supervisor of the School Custodians. He/she oversees the scheduling and accomplishment of all maintenance activities, to include the scheduling of work, the assignment of work orders, the provision of needed supplies and equipment, and the approval of contract support.

Grounds Keeper: If funding is available and after approved by the Board of Education, a grounds keeper may be hired. He/she mows grass, pulls weeds, landscapes, irrigation maintenance, hedges, snow removal, moves furan as assigned. Prunes trees. Horticulture, fertilizes trees shrubs, plants flowers, irrigates, helps sets up events. Sets up holiday lights. Concrete finishing and installation

Custodian: Responsible and accountable for performing custodial services at all school buildings on campuses. Typical duties and responsibilities include but are not limited to performing a wide variety of assignments such as: sweep; dust; wet and dry mop; strip, wax and/or buff floors, halls and stairways; vacuum and shampoo rugs and carpets; dust and wash walls, ceilings, tables, vents, interiors, desks, lights and light fixtures; clean, polish and straighten offices and cottage furniture; empty waste baskets; clean fireplaces; clean blackboards and erasers. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

Presently, there are 1 custodians at San Jon Municipal School District, 1 custodian at San Jon Elementary School and 1 custodian at the secondary schools. In addition to providing scheduled janitorial and housekeeping services for both buildings and grounds, they also provide general support to each school's staff members. They perform inspections of their schools, such as playground equipment at the elementary school, and report any unusual operational or safety conditions to the Maintenance Supervisor. While they are supervised by the Maintenance Supervisor, they are responsive to the needs of the Superintendent and Principal.

References:

PSFA:
NM State Statute


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Custodian/Maintenance/Groundskeeper: The district would like to employ a third person to assist with custodial, maintenance, and grounds duties. Those responsibilities would be assigned by the Maintenance Supervisor and the Administration.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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	Maintenance Priorities and Procedures	Policy 4.0
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POLICY

Routine Maintenance Work Orders

The *Cimarron Municipal Schools* currently processes maintenance work orders through the state funded Brightly. Maintenance Direct work order system. Department leads provide work requests via the internet which the Maintenance Supervisor reviews, approves and assigns work to the technicians. On some occasions requests are sent via email to Maintenance Supervisor who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem they correct the issue and create a work order. All Closed (routine and PM) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

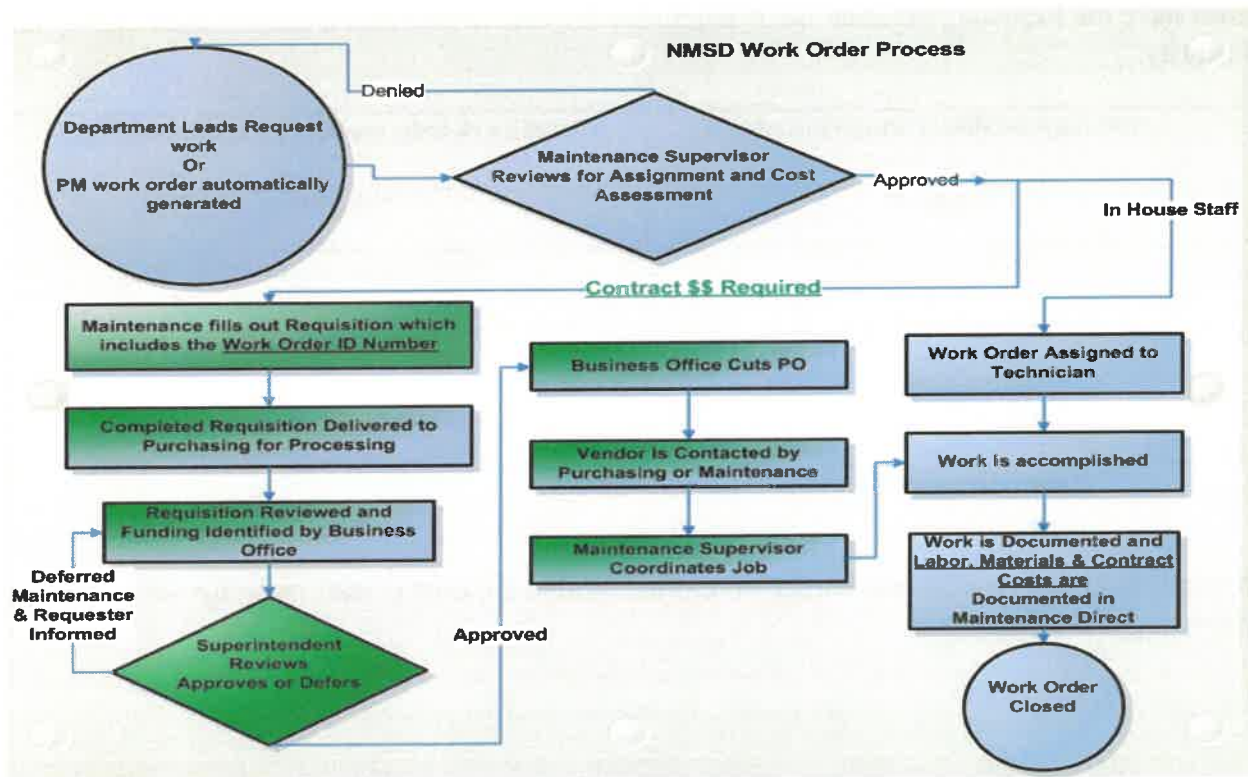
New requests should always include:	Closed work orders to be fully documented with:
Requestor	Labor Hours
Work Description	Material and / or Contract costs
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action take to resolve problem (What was done)
Purpose (Reason for Work)	

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations.

	<p>Maintenance Priorities and Procedures</p>	<p>Policy 4.0</p>
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Preventive Maintenance Work Orders

The *Cimarron Schools* preventive maintenance work orders are scheduled in the PMD module of Brightly. The work orders are automatically generated and the Maintenance Supervisor then assigns the work orders to the appropriate technician, or service contractor for completion and documentation. The following chart is an example of the work order process.



References:
 PSFA:
 NM State Statute

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	<p>Maintenance Priorities and Procedures</p>	<p>Policy 4.0</p>
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DEFINED PRIORITIES

The *Cimarron Municipal Schools* has established the following work priority definitions for the maintenance department for effective response to requested work requests through the *Facility Information Management System (FIMS)* program.

EMERGENCY is reserved for those projects, which truly stop the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient use.

URGENT is assigned to those projects, which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.


ROUTINE is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

PREVENTIVE MAINTENANCE is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness.

DEFERRED is used for those projects, which are not necessarily required but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay is stating.

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	Maintenance Priorities and Procedures	Policy 4.0
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POLICY

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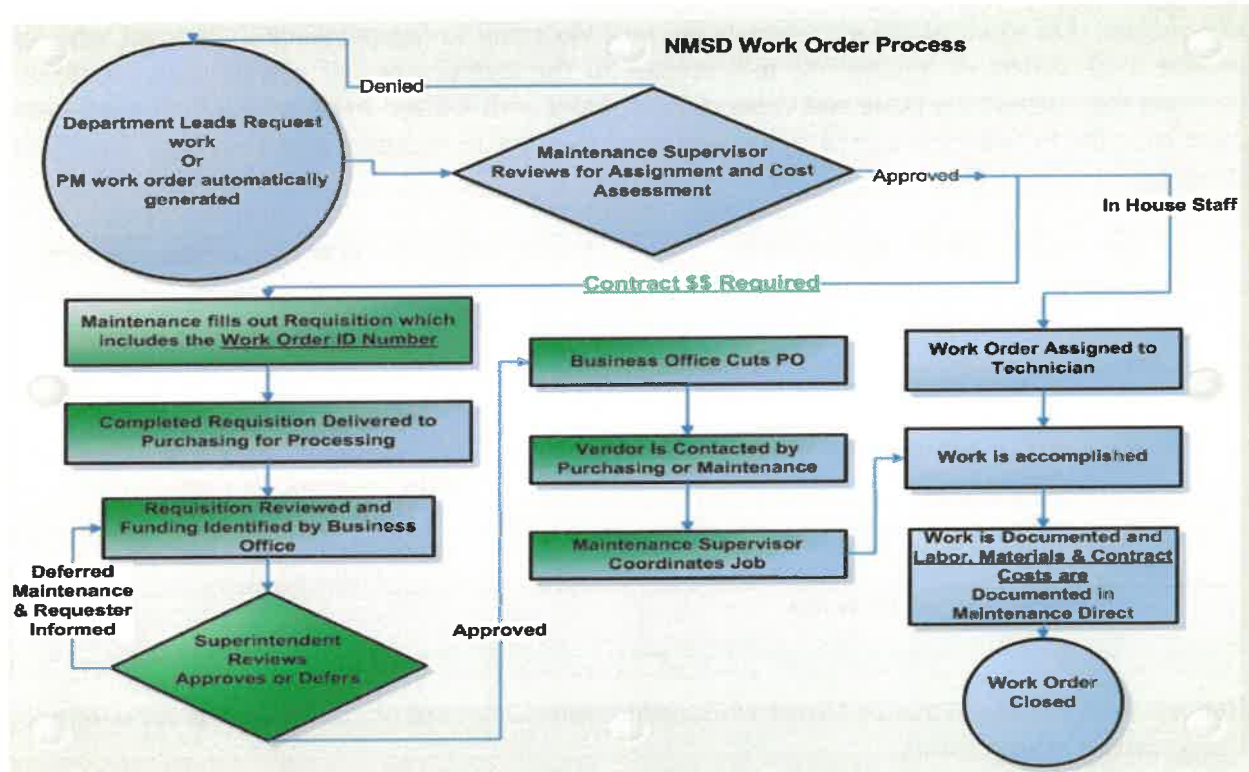
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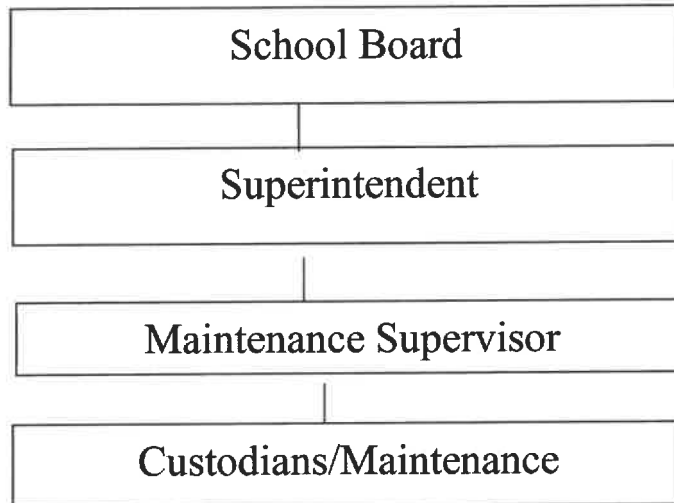
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assists the Maintenance Supervisor and Business Manager with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts.

Business Manager: Based upon the guidance of the Director, the Business Manager assists the maintenance and custodial group with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts. The Business Manager develops the Maintenance Department budget based upon analysis of past expenditures and projected requirements.

Maintenance Supervisor: Responsible for supervision of all maintenance repairs, renovations, and services at PSFA School District to include security, grounds, carpentry, electrical repairs, plumbing, welding, and painting; identifies needs and establishes maintenance goals; assigns and evaluates the work of the maintenance staff to ensure maintenance needs and goals being met; inspect work areas with other departments and divisions for equipment materials and services purchased; reviews work done by staff to assure quality of work; estimates materials needed for project completion; inspect materials delivered by vendors to verify accuracy and completeness of orders; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests from subordinates; performs security checks of buildings and grounds as needed; attends meetings and training; conducts training for staff; prepares reports as needed; develop and conduct pre-maintenance programs. Serves as the direct supervisor of the School Custodians. He/she oversees the scheduling and accomplishment of all maintenance activities, to include the scheduling of work, the assignment of work orders, the provision of needed supplies and equipment, and the approval of contract support.

Grounds Keeper: If funding is available and after approved by the Board of Education, a grounds keeper may be hired. He/she mows grass, pulls weeds, landscapes, irrigation maintenance, hedges, snow removal, moves furan as assigned. Prunes trees. Horticulture, fertilizes trees shrubs, plants flowers, irrigates, helps sets up events. Sets up holiday lights. Concrete finishing and installation

Custodian: Responsible and accountable for performing custodial services at all school buildings on campuses. Typical duties and responsibilities include but are not limited to performing a wide variety of assignments such as: sweep; dust; wet and dry mop; strip, wax and/or buff floors, halls and stairways; vacuum and shampoo rugs and carpets; dust and wash walls, ceilings, tables, vents, interiors, desks, lights and light fixtures; clean, polish and straighten offices and cottage furniture; empty waste baskets; clean fireplaces; clean blackboards and erasers. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

Presently, there are 1 custodians at San Jon Municipal School District, 1 custodian at San Jon Elementary School and 1 custodian at the secondary schools. In addition to providing scheduled janitorial and housekeeping services for both buildings and grounds, they also provide general support to each school's staff members. They perform inspections of their schools, such as playground equipment at the elementary school, and report any unusual operational or safety conditions to the Maintenance Supervisor. While they are supervised by the Maintenance Supervisor, they are responsive to the needs of the Superintendent and Principal.

References:

PSFA:
NM State Statute


Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ___/___/___

Custodian/Maintenance/Groundskeeper: The district would like to employ a third person to assist with custodial, maintenance, and grounds duties. Those responsibilities would be assigned by the Maintenance Supervisor and the Administration.

References:

PSFA:
NM State Statute

Original Date	MM/YY
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	Maintenance Priorities and Procedures	Policy 4.0
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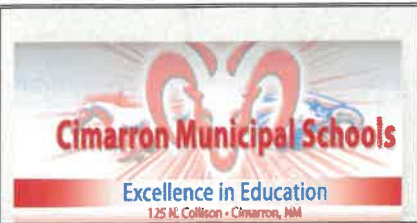
POLICY

Routine Maintenance Work Orders

The *Cimarron Municipal Schools* currently processes maintenance work orders through the state funded Brightly. Maintenance Direct work order system. Department leads provide work requests via the internet which the Maintenance Supervisor reviews, approves and assigns work to the technicians. On some occasions requests are sent via email to Maintenance Supervisor who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem they correct the issue and create a work order. All Closed (routine and PM) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

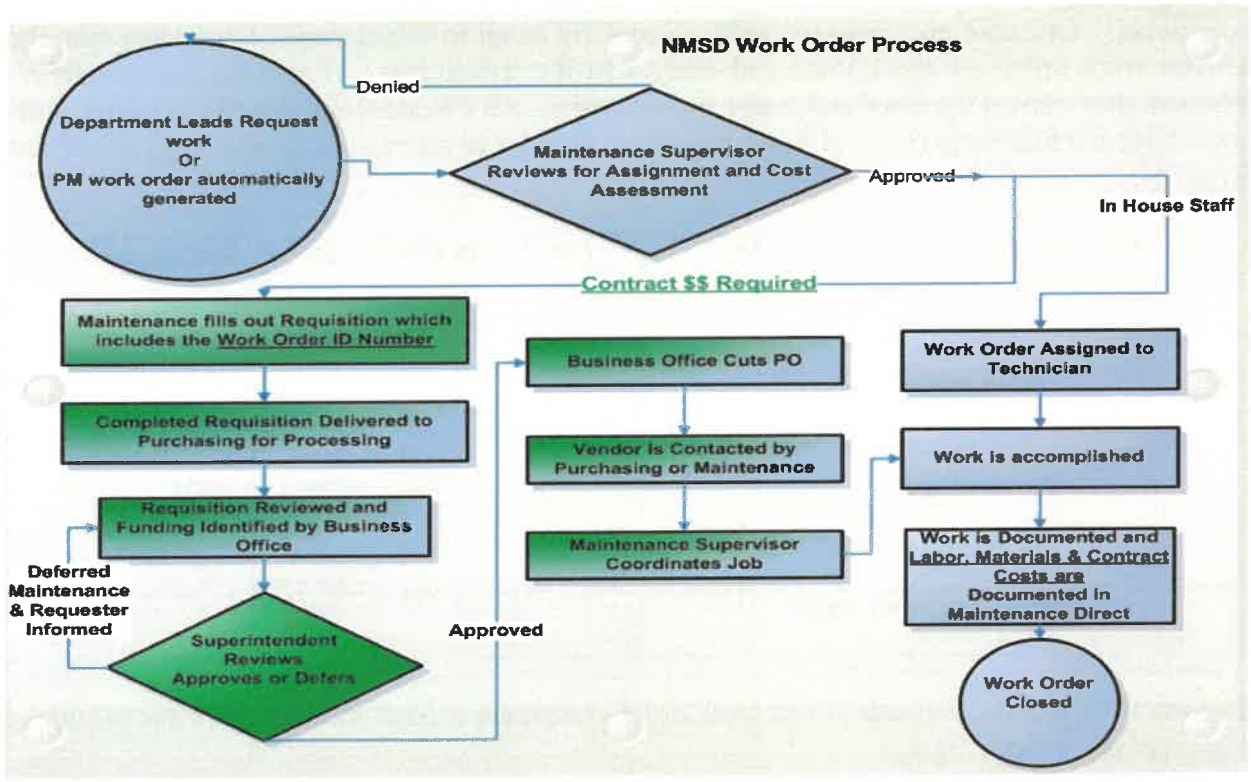
New requests should always include:	Closed work orders to be fully documented with:
Requestor	Labor Hours
Work Description	Material and / or Contract costs
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action take to resolve problem (What was done)
Purpose (Reason for Work)	

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations.



Preventive Maintenance Work Orders


The *Cimarron Schools* preventive maintenance work orders are scheduled in the PMD module of Brightly. The work orders are automatically generated and the Maintenance Supervisor then assigns the work orders to the appropriate technician, or service contractor for completion and documentation. The following chart is an example of the work order process.



DEFINED PRIORITIES

References:
 PSFA:
 NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ___ / ___ / ___

	<p>Maintenance Priorities and Procedures</p>	<p>Policy 4.0</p>
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The *Cimarron Municipal Schools* has established the following work priority definitions for the maintenance department for effective response to requested work requests through the *Facility Information Management System (FIMS)* program.

EMERGENCY is reserved for those projects, which truly stop the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient use.

URGENT is assigned to those projects, which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.


ROUTINE is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

PREVENTIVE MAINTENANCE is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness.

DEFERRED is used for those projects, which are not necessarily required but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay is stating.

References:
 PSFA:
 NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ___/___/___

	Inspection and Maintenance Schedules	Policy 5.0
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POLICY

The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful operation of the *Cimarron Municipal Schools*.

PROCEDURE

1. A unique inventory of all equipment is created prior to adding equipment into the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.

Prescribed equipment inventories, maintenance schedules and PM frequencies and inspection tasks have been developed for each of the district schools.

Attachments: List of major facility equipment inclusive in the PM program.

Attachments: PM Schedules and monthly task lists.

Attachment:

District Map with School Locations on file in Administration Office.

District Facility Floor Plan posted at each door for fire escape routes.

Scheduled Preventive Maintenance Tasks

Cimarron Municipal Schools District have adopted the following Preventive Maintenance Tasks as provided in the PSFA Preventive Maintenance Program Guidelines. Based upon the equipment at our schools, the following PM tasks are appropriate and will be adhered to in the accomplishment of schedule inspection and maintenance activities:

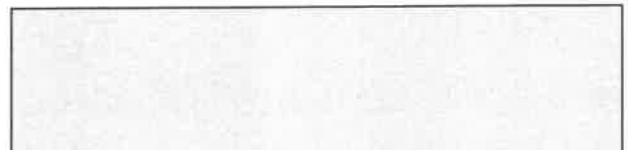
PMT

No. Equipment/Component Type and Task List Frequency

- A-4 Air Compressor (Frequency: Semiannual)
- B-1 Battery Charger (Frequency: Quarterly)
- B-2 Boiler (Coal, Oil, and Gas) (Frequency: Annual)
- B-3 Burner, Gas (Frequency: Annual)
- B-6 Boiler Instruments/Controls (Frequency: Annual)
- B-7 Boiler, Internal Inspection and Hydrostatic Test (Frequency: Annual)
- B-8 Boiler, External Inspection (Frequency: Annual)
- C-1 Clocks, Central System (Frequency: Semiannual)
- C-6 Controls, Central System HVAC (Frequency: Annual)
- C-11 Evaporative Condenser (Frequency: Annual)
- C-14 Chain Hoist and Trolley (Frequency: Annual)
- C-24 Condensing Unit, Refrigeration (Frequency: Comfort: Annual)
- C-24A Condensing Unit, Refrigeration (Frequency: Critical: Monthly)
- D-3 Roof Drains, Downspout, and Gutter Inspection (Frequency: Annual)
- D-5 Doors, Main Entrance (Frequency: Semiannual)
- D-6 Drains, Areaway, Driveway, Storm (Frequency: Annual)
- E-18 Emergency Lights, Wet Cell (Frequency: Quarterly)

No. Equipment/Component Type and Task List Frequency (cont.)

- F-11 Fire Doors – Stairwells and Exit Ways, Swinging (Frequency: Quarterly)
- F-13 Fire Supervisory Signals – Testing (Frequency: Quarterly)
- F-14 Automatic Fire Detection – Smoke Detectors (Frequency: Annual)
- F-14B Automatic Fire Detection – Heat Detectors (Frequency: Annual)
- F-15 Fire Alarm Control Panel and Remote Annunciators (Frequency: Annual)
- F-15A Fire Alarm Control Panel – Special Systems (Frequency: Annual)
- F-15B Central Station Transmitter (Frequency: Annual)
- F-15C Central Station – Receiver and Re-Transmission Equipment (Frequency: Daily)
- F-16 Fire Alarm System – Recorder (Frequency: Weekly)
- F-16A Fire Alarm System – Event Printer (Frequency: Quarterly)
- F-16B Fire Alarm System – Audio Control Panel (Frequency: Annual)
- F-16C Fire Alarm System – Remote Controller (Frequency: Annual)
- F-16D Fire Alarm System – Remote Amplifier (Frequency: Annual)
- F-17 Fire and Smoke Dampers (Frequency: Two Years)
- F-19A Sprinkler Heads – Sprinkler head Areas (Frequency: Annual)



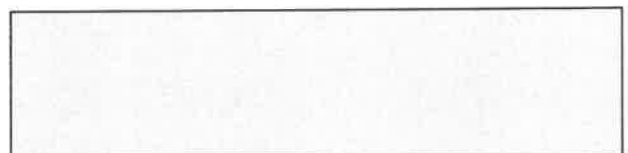
- F-22 Fire Extinguishers, Stored Pressure with Gauge (Frequency: Annual)
- 22A Fire Extinguishers – Stored Pressure with Gauge (Non- Stainless Steel Shell) (Frequency: 6-years)
- F-23 Fire Extinguishers, Gas Cartridge or Cylinder (No Gauge) (Frequency: Annual)
- F-24 Fire Extinguishers – Inspection (Frequency: Monthly)
- 25 Fan, Centrifugal (Frequency: Annual)
- F-30 Filters, Viscous Type (Wire Mesh) (Frequency: Quarterly)
- F-31 Filter, Roll Type Disposable Media, Manual or Motor Driven (Frequency: Annual)
- F-32 Filter, Throw Away (Frequency: Quarterly)
- F-32A Filter, Throw Away (Frequency: Monthly)

PMT

No. Equipment/Component Type and Task List Frequency (cont.)

- F-36 Fans, Propeller, 24" Diameter or Larger (Frequency: Annual)
- F-38 Lightning Protection (Per Down Conductor) (Frequency: Annual)
- F-39 Cafeteria Exhaust Hood, Duct System (Frequency: Semiannual)
- F-44 Fountain, Memorial or Decorative (Frequency: Semiannual)
- F-49 Filter, Control Air (Frequency: Quarterly)
- G-2 Grease Traps (Frequency: Monthly)
- G-3 Fences and Gates, Security/Access (Frequency: Semiannual)
- H-2 Hot Water Heater – Gas (Frequency: Annual)
- H-5 Hot Water Heater – Steam Coil (Frequency: Annual)
- H-6 Hot Air Furnace (Frequency: Annual)
- H-11 Unit Heater, Electric (Frequency: Semiannual)
- H-15 Hoist, Electric (Frequency: Annual)
- I-2 Fan Coil Units, Under Window Type (Frequency: Quarterly)
- 1 Play Structure, Surfacing, Location and Accessibility, Size, and Placement, and Storage Area, Maintenance Worksheet (Frequency: Monthly)
- K-2 Play Structure, Sliding Equipment (Frequency: Quarterly)
- K-3 Play Structure, Swing (Frequency: Monthly)
- K-4 Play Structure, Climbing Equipment (Frequency: Monthly)
- K-5 Play Structure, Rotating, Spring Rocking, and Seesaws (Frequency: Monthly)
- K-6 Play Structure, Sand and Water Play Equipment (Frequency: Monthly)
- K-7 Play Structure, Signs, Trees, and Pathways (Frequency: Semiannual)
- K-101 Kitchen Equipment, Dishwashing Machine (Frequency: Quarterly)
- K-101A Kitchen Equipment, Dishwashing Machine; Electric (Frequency: Semiannual)
- K-103 Kitchen Equipment, Grill (Frequency: Quarterly)
- K-103A Kitchen Equipment, Grill (Frequency: Semiannual)
- K-105 Kitchen Equipment, Ice Maker (Frequency: Quarterly)
- K-105A Kitchen Equipment, Ice Maker (Frequency: Semiannual)
- K-107 Kitchen Equipment, Oven (Frequency: Quarterly)
- K-107A Kitchen Equipment, Oven (Frequency: Semiannual)
- K-108 Kitchen Equipment, Range (Frequency: Quarterly)
- K-108A Kitchen Equipment, Range (Frequency: Semiannual)
- K-109 Kitchen Equipment, Refrigerators/Freezers (Walk-In Units) (Frequency: Quarterly)
- K-109A Kitchen Equipment, Refrigerators/Freezers (Walk-In Units) (Frequency: Semiannual)
- L-3 Lighting, Special Fixture (Frequency: Annual)
- L-4 Lighting, Outside; Incandescent (Frequency: Semiannual)
- 4A Lighting, Outside; Fluorescent, Mercury Vapor or High Pressure Sodium (Frequency: Five Years)

PMT



No. Equipment/Component Type and Task List Frequency (cont.)

- M-2 Manholes, Sewer (Frequency: Quarterly)
- M-3 Motors, Preventive Maintenance (Frequency: Annual)
- M-3A Motors, Predictive Maintenance (Frequency: Annual)
- P-4 Pump, Centrifugal (Frequency: Annual)
- R-1 Radiator, Heating (Frequency: Five Years)
- R-2 Roof Inspection, Various Types (Frequency: Semiannual)
- S-7 Sump Pump (Frequency: Annual)
- S-10 Scrubbing Machine (Battery or Propane Powered) (Frequency: Quarterly)
- S-11 Snow Blower (Frequency: Annual)
- T-7 Septic Tank (Frequency: Annual)
- T-8 Traps, All Types, Low Pressure – 5 Years
- T-8A Traps, All Types, High Pressure - Annual
- V-2 Valve, Safety Relief (Frequency: Monthly)
- V-3 Valves, Regulating (Frequency: Annual)
- V-4 Valves, Fire System – Pressure Regulating Type (Frequency: Monthly)
- V-4A Valves, Fire System – Pressure Regulating Type (Frequency: Annual)
- V-4B Valves, Fire System – Pressure Regulating Type (Frequency: Five Years)
- V-5 Valve, Manually Operated (Frequency: Main Line or Critical – Annual)
- V-5A Valve, Manually Operated (Frequency: Main Line or Critical – Over Two Inches - 5 years)
- V-6 Valve, Motor Operated (Frequency: Annual)
- V-7 Valve, Hydraulic/Pneumatic/Electric (Frequency: Annual)
- V-8 Check Valve, Critical (Frequency: Annual)
- V-9 Backflow Preventer (Frequency: Annual)
- W-2 Wash, Emergency (Frequency: Weekly)

PMT

No. Equipment/Component Type and Task List Frequency (cont.)

- W-5 Power Lift Scaffold, Power Operated (Frequency: Annual)
- W-10 Emergency Shower (Frequency: Annual)



School Buildings, Administrative Buildings and Maintenance Building

Building Maintenance

Every school district building will be maintained in excellent condition. **Roofs** will be regularly inspected, repaired or replaced as necessary including metal roof caps. Flashing, caulking, and trim will be in good condition.

Exterior walls will be regularly inspected, repaired and painted as needed.

Electrical and plumbing will be serviced, maintained, and upgraded and replaced as necessary.

Heating, cooling, and ventilation systems will be maintained, repaired and replaced as necessary. Thermostats will be checked and working, dampers opened or closed depending upon the system requirements. Gas checked for leaks and regulators working.

Communications (public address systems, security systems, walkie/talkies and transmitters, and telephones) will be repaired or replaced as needed.

Security Systems will be provided for all buildings including exterior and interior lighting.

Public Information Signs shall be posted to indicate entrances and exits.

Classrooms

Condition

Each classroom will be painted every 3 years if the room has incurred normal wear and tear. However, if the space has exceeded normal wear and tear or vandalism has occurred it should be repainted as soon as possible.

Windows will open easily, have locks, and the window glass not broken.

Doors will open and close easily, have locks, and bound hinges.

Flooring will be free of broken tiles, loose carpet seams, and stains.

Light bulbs will be replaced as needed.

Electrical devices will be free on long extension cords, and circuits will not be overloaded.

Equipment

School desks and other classroom equipment including items such as welders, table saws, miter saws, metal and wood blades, band saws, belt sanders, grinders, planers, and photography equipment, will be maintained in good working condition.

Science Labs

Safety

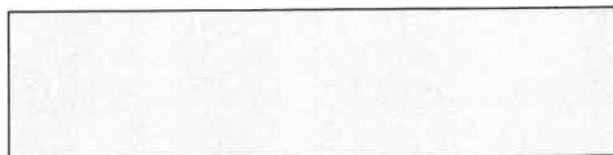
The school principal or designee will inspect science labs each month for safety (eye wash station, shower, emergency cut-off, chemical storage)

Fire Proof cabinets will be provided for the storage of hazardous materials.

Equipment

Science equipment including microscopes will be replaced or upgraded as needed.

School Cafeteria and Kitchens



Each cafeteria and kitchen shall maintain cleaning of hood filters, exhaust fan, maintenance of hood suppression system, and shall be painted every 3 years. However, if the space has exceeded normal wear and tear or vandalism has occurred it should be repainted as soon as possible.

Doors

Doors will be replaced or repaired as necessary.

Hallways

Hallways shall be painted every 3 years. However, if the space has exceeded normal wear and tear or vandalism has occurred it should be repainted as soon as possible. Exit signs and emergency lighting will be regularly checked and maintained. Fire extinguishers will be checked and recharged.

Flooring will be free of broken tiles, loose carpet seams, and stains.

Libraries and other public spaces

Libraries and other spaces shall be painted every 3 years. However, if the space has exceeded normal wear and tear or vandalism has occurred it should be repainted as soon as possible.

Library equipment including shelving, A-V equipment, and storage will be provided.

Windows will open easily, have locks, and the window glass not broken.

Doors will open and close easily, have locks, and bound hinges.

Flooring will be free of broken tiles, loose carpet seams, and stains.

Light bulbs will be replaced as needed.

Electrical devices will be free on long extension cords, and circuits will not be overloaded

Offices

Office shall be painted every 3 years. However, if the space has exceeded normal wear and tear or vandalism has occurred it should be repainted as soon as possible.

Windows will open easily, have locks, and the window glass not broken.

Doors will open and close easily, have locks, and bound hinges.

Flooring will be free of broken tiles, loose carpet seams, and stains.

Light bulbs will be replaced as needed.

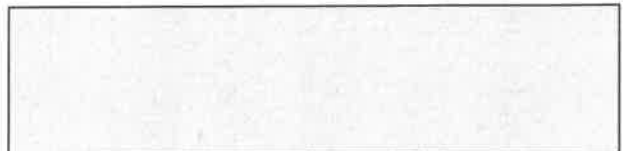
Electrical devices will be free on long extension cords, and circuits will not be overloaded.

Flooring

Carpeted surfaces will be maintained and replaced every ten years. Tile surfaces will be replaced as needed. Provide for the general upkeep of gym floors including the resurfacing of the floor every two years.

Equipment will be maintained and replaced as needed.

Equipment will be replaced as needed including desks, chairs, file cabinets including fire proof, storage cabinets, musical instruments, copier machines and maintenance agreements, cafeteria



equipment, fire extinguishers, maintenance agreements, steam cleaners, bleacher tractor, and maintenance equipment such as wood gym floor polishers, buffers, and vacuums, scissors lift.

Athletic equipment will be replaced as necessary.

Cleaning

Buildings will be cleaned daily during the school year. Daily custodial services will include garbage emptied, floors mopped, chalkboards and dry erase boards cleaned.

The custodial staff is responsible for a daily maintenance check to ensure all exit signs are functioning, all fire exits are free of obstructions, all electrical panels are free of obstructions, safety railings are in good working condition, ceilings are not leaking, light bulbs are functioning, door knobs and hinges are functioning, and flooring is in good condition.

Each school site will develop a summer cleaning schedule.

Mold will be reported and removed as soon as possible.

Rodent intrusion will be reported, and rodents removed as soon as possible.

Monthly air conditioning and heating filters will be changed.

Asbestos

The district will maintain the asbestos management plan.

Asbestos re-inspections will occur every three years as required by law.

Six-month asbestos surveillance reports will be maintained.

Yearly asbestos training will be provided for maintenance and custodial workers.

Required parent and staff yearly notifications regarding asbestos will be provided.

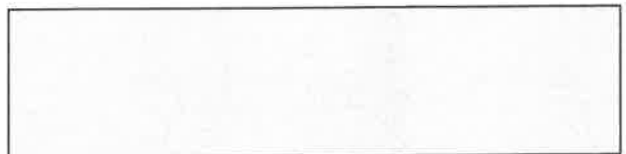
Asbestos Abatement projects will be provided for as needed.

Fire Code Requirements

All fire code requirements must be in compliance. All fire alarm systems, fire extinguishers inspection agreements, and sprinkler system inspections must be in compliance with the law and tested by a qualified company on a yearly basis. Smoke and heat detectors will be cleaned and tested. Fire Alarm pull boxes will be tested and functioning, and exit signs will be functional at all times.

Risk Management

Insurance mandated loss control requirements must be in compliance.



Frequency of Maintenance Inspections

Item:	Daily	Weekly	Monthly	Seasonal	Yearly (Or as necessary)
Roof				X	
Science Labs			X		
Cafeteria/Kitchens			X		
Hallways	X				
Toilets	X				
Classrooms	X				X
Offices	X				
Public Areas		X			
Heating / Ventilating			X		
Fire Alarm and Detection		X	X		

Grounds Maintenance

Playground Equipment

Playground equipment will follow the manufacturer's recommended maintenance schedule. Equipment will be repaired as needed. Playground equipment will be updated as needed.

Campus and Landscape Upkeep

Mowing will occur monthly during the grass growing seasons.

Sidewalks and entries will be swept and cleaned monthly.

Snow will be removed before the start of the school day.

Fences and gates must be repaired as needed.

School flagpoles must be maintained.

Trash will be removed from the landscape daily.

Equipment

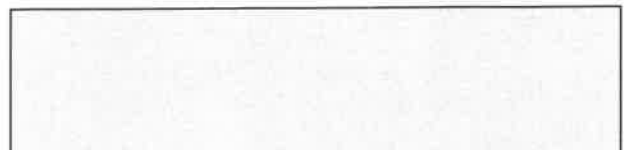
Four-wheeler, tractor/mower, snow removal equipment, sidewalk sweepers, weed trimmers, lawn mowers, 150-foot rotor-rooter, and chain saws will be maintained and replaced as needed. Other landscape tools will be replaced as needed.

Parking Lots

Parking areas will be resurfaced every 15 years or as needed. Parking spaces will be painted every year. Sealants will be applied to surfaced parking areas every two years.

Sidewalks

Must be repaired and replaced as necessary.



School Vehicles

School Vehicles shall receive regular maintenance checks every 3,000 –5,000 miles. The checks will include lights, hoses and belts, windows, tires, oil, oil filter, air filter, coolant, windshield fluid, brake fluid, transmission fluid and other fluids. Four-wheel drive vehicles will be checked every three months for four-wheel capacity.

Tires, batteries, and windshield blades, etc, will be replaced as needed.

The driver will check daily fuel, windshield, and tires. Trips over 45 miles will require the driver to check all necessary fluid levels.

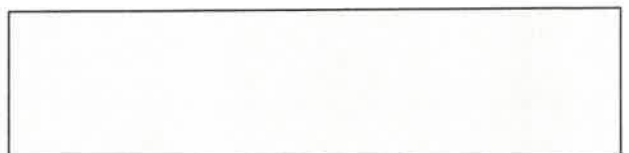
Each vehicle will be equipped with a fire extinguisher, First Aid Kit, Bodily Fluid Kit, flares, and triangles.

Cleanliness of the vehicle is the responsibility of each driver. Vehicles will be cleaned inside and out as necessary.

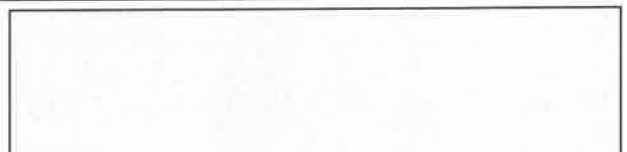
District cars will be replaced at 100,000 miles. District suburbans will be replaced at 150,000 miles or as needed.

VI. Established Maintenance Duties & Responsibilities

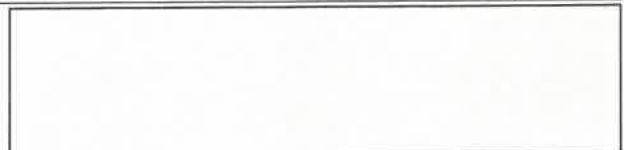
Time	Day	Place	Activity	Notes
6:00-8:00AM	No School Fridays	CHS,CEMS, DO	Ground Maintenance/Clean Vehicles	
12:00-1:00PM			Lunch	
1:00-3:00PM			Fire Marshall Requests, Insurance Requests, Maintenance	
6:00-8:00AM	Friday School	CHS,CEMS, DO	Morning Safety Check and Prepare for students/staff	
		CHS,CEMS, DO	Turn on heating systems and check	
		CHS,CEMS, DO	Check sweep or remove snow, walkways and parking lots	
		CHS,CEMS, DO	Check buildings for safety, running water, gas leak	
		CHS,CEMS, DO	Check for vandalism, broken windows	
		CHS,CEMS, DO	Check campus for litter and remove	
		CHS,CEMS, DO	Check for broken playground equipment	
		CHS,CEMS, DO	Check lighting, emergency lighting, and exits	



		CHS,CEMS, DO	check safety equipment in labs	
		Vehicles	check all vehicles tires, windshields, oil, gas	
8:00-10:00		CHS,CEMS, DO	Repair Safety items immediately identified in AM	
		CHS,CEMS, DO	Handle Emergencies	
		CHS,CEMS, DO	Repair windows	
		CHS,CEMS, DO	Replace faucets	
		CHS,CEMS, DO	tighten bolts on playground equipment	
		CHS,CEMS, DO	replace lighting	
		CHS,CEMS, DO	check breaker boxes for labels	
		Vehicles	Notify vendor of vehicle needs: maintenance and repair	
10:00-10:30		CHS,CEMS, DO	Deliver Mail	
10:30-11:30		CHS,CEMS, DO	Ground Maintenance	
			Mow, trim, paint, water, remove rubbish on grounds	
11:30-12:00		M Shop	Order materials, complete paperwork, organize work orders	
12:00-1:00			LUNCH	
1:00-3:00			Complete Work Orders	
			Clean maintenance shop	
			Assist with Inventory	
			Complete Fire Marshall assignment	
			Complete risk management requests	
			Asbestos Check, every 6 months January and June	
6:00-8:00AM	Tuesday	CHS,CEMS, DO	Morning Safety Check and Prepare for students/staff	
		CHS,CEMS, DO	Check heating systems for operational	
		CHS,CEMS, DO	Check sweep or remove snow, walkways and parking lots	
		CHS,CEMS, DO	Check buildings for safety, running water, gas leak	
		CHS,CEMS, DO	Check for vandalism, broken windows	
		CHS,CEMS, DO	Check campus for litter and remove	
		CHS,CEMS, DO	Check for broken playground equipment	
		CHS,CEMS, DO	Check lighting, emergency lighting, and exits	
		CHS,CEMS, DO	check safety equipment in labs	
		Vehicles	check all vehicles tires, windshields, oil, gas	
8:00- 10:00		CHS,CEMS, DO	Repair Safety items immediately identified in AM	
		CHS,CEMS, DO	Handle Emergencies	



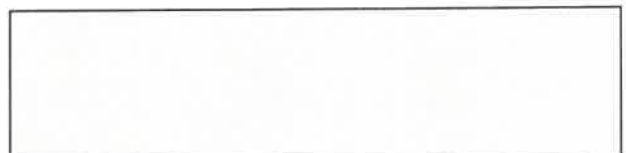
		CHS,CEMS, DO	Repair windows	
		CHS,CEMS, DO	Replace faucets	
		CHS,CEMS, DO	tighten bolts on playground equipment	
		CHS,CEMS, DO	replace lighting	
		CHS,CEMS, DO	check breaker boxes for labels	
		Vehicles	Notify vendor of vehicle needs: maintenance and repair	
10:00-10:30		CHS,CEMS, DO	Deliver Mail	
10:30-11:30		CHS,CEMS, DO	Ground Maintenance	
			Mow, trim, paint, water, remove rubbish on grounds	
11:30-12:00		M Shop	Order materials, complete paperwork, organize work orders	
12:00-1:00			LUNCH	
1:00-3:00			Complete Work Orders	
			Clean maintenance shop	
			Assist with Inventory	
			Complete Fire Marshall assignment	
			Complete risk management requests	
6:00-8:00AM	Wednesday	CHS,CEMS, DO	Morning Safety Check and Prepare for students/staff	
		CHS,CEMS, DO	Check heating systems for operational	
		CHS,CEMS, DO	Check sweep or remove snow, walkways and parking lots	
		CHS,CEMS, DO	Check buildings for safety, running water, gas leak	
		CHS,CEMS, DO	Check for vandalism, broken windows	
		CHS,CEMS, DO	Check campus for litter and remove	
		CHS,CEMS, DO	Check for broken playground equipment	
		CHS,CEMS, DO	Check lighting, emergency lighting, and exits	
		CHS,CEMS, DO	check safety equipment in labs	
		Vehicles	check all vehicles tires, windshields, oil, gas	
		CHS,CEMS, DO	Handle Emergencies	
		CHS,CEMS, DO	Repair windows	
		CHS,CEMS, DO	Replace faucets	
		CHS,CEMS, DO	tighten bolts on playground equipment	
		CHS,CEMS, DO	replace lighting	
		CHS,CEMS, DO	check breaker boxes for labels	
		Vehicles	Notify vendor of vehicle needs: maintenance and repair	
10:00-10:30		CHS,CEMS, DO	Deliver Mail	



10:30-11:30		CHS,CEMS, DO	Ground Maintenance	
			Mow, trim, paint, water, remove rubbish on grounds	
11:30-12:00		M Shop	Order materials, complete paperwork, organize work orders	
12:00-1:00			LUNCH	
1:00-3:00			Complete Work Orders	
			Clean maintenance shop	
			Assist with Inventory	
			Complete Fire Marshall assignment	
			Complete risk management requests	
6:00-8:00AM	Thursday	CHS,CEMS, DO	Morning Safety Check and Prepare for students/staff	
		CHS,CEMS, DO	Check heating systems for operational	
		CHS,CEMS, DO	Check sweep or remove snow, walkways and parking lots	
		CHS,CEMS, DO	Check buildings for safety, running water, gas leak	
		CHS,CEMS, DO	Check for vandalism, broken windows	
		CHS,CEMS, DO	Check campus for litter and remove	
		CHS,CEMS, DO	Check for broken playground equipment	
		CHS,CEMS, DO	Check lighting, emergency lighting, and exits	
		CHS,CEMS, DO	check safety equipment in labs	
		Vehicles	check all vehicles tires, windshields, oil, gas	
9:00 AM		DO	Monthly Safety Meeting	
10:30-11:00		CHS,CEMS, DO	Deliver Mail	
		CHS,CEMS, DO	Handle Emergencies	
		CHS,CEMS, DO	Repair Safety items immediately identified in AM	
		CHS,CEMS, DO	Repair windows	
		CHS,CEMS, DO	Replace faucets	
		CHS,CEMS, DO	tighten bolts on playground equipment	
		CHS,CEMS, DO	replace lighting	
		CHS,CEMS, DO	check breaker boxes for labels	
		Vehicles	Notify vendor of vehicle needs: maintenance and repair	
		CHS,CEMS, DO		
		M Shop	Order materials, complete paperwork, organize work orders	
11:00-12:00		CHS,CEMS, DO	Ground Maintenance	
			Mow, trim, paint, water, remove rubbish on grounds	



12:00-1:00PM			LUNCH	
1:00-3:00			Complete Work Orders	
			Clean maintenance shop	
			Assist with Inventory	
			Complete Fire Marshall assignment	
			Complete risk management requests	
6:00-8:00AM	Monday	CHS,CEMS, DO	Morning Safety Check and Prepare for students/staff	
		CHS,CEMS, DO	Check heating systems for operational	
		CHS,CEMS, DO	Check sweep or remove snow, walkways and parking lots	
		CHS,CEMS, DO	Check buildings for safety, running water, gas leak	
		CHS,CEMS, DO	Check for vandalism, broken windows	
		CHS,CEMS, DO	Check campus for litter and remove	
		CHS,CEMS, DO	Check for broken playground equipment	
		CHS,CEMS, DO	Check lighting, emergency lighting, and exits	
		CHS,CEMS, DO	check safety equipment in labs	
		Vehicles	check all vehicles tires, windshields, oil, gas	
8:00- 10:00		CHS,CEMS, DO	Repair Safety items immediately identified in AM	
		CHS,CEMS, DO	Handle Emergencies	
		CHS,CEMS, DO	Repair windows	
		CHS,CEMS, DO	Replace faucets	
		CHS,CEMS, DO	tighten bolts on playground equipment	
		CHS,CEMS, DO	replace lighting	
		CHS,CEMS, DO	check breaker boxes for labels	
		Vehicles	Notify vendor of vehicle needs: maintenance and repair	
10:00-10:30		CHS,CEMS, DO	Deliver Mail	
10:30-11:30		CHS,CEMS, DO	Ground Maintenance	
			Mow, trim, paint, water, remove rubbish on grounds	
11:30-12:00		M Shop	Order materials, complete paperwork, organize work orders	
12:00-1:00			LUNCH	
1:00-3:00			Complete Work Orders	
			Clean maintenance shop	
			Assist with Inventory	
			Complete Fire Marshall assignment	



		Complete risk management requests	
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Notes

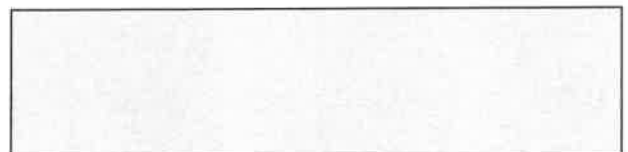
Work Orders are prioritized according to safety needs
Maintenance will work in general one afternoon at CHS and the other at CEMS.
Emergencies will be addressed as soon as they occur

VII. District Facilities and Equipment

Cimarron Municipal Schools District has three campuses, Cimarron High School, Cimarron Elementary/Middle Schools and Eagle Nest Elementary/Middle Schools. See District Facility Master Plan for descriptions.

District Wide

Security



POLICY

It is the policy of *Cimarron Municipal Schools* to utilize the Brightly Solutions/Facility Information Management System in development of PM tasks for equipment associated with the district sites. In addition, the District shall use the New Mexico GCT's to develop preventive maintenance equipment frequencies and tasks.

PROCEDURE

As the district moves forward with training for new personnel in the Brightly Solutions/Facility Information Management System, we will begin attaching samples of specific work orders from beginning to completion.

GRADY MUNICIPAL SCHOOLS		Page 1 of 1	
Date Created: 5/3/2021 8:43AM		Printed on: 5/4/2021	
Work Order ID: 3860		Completion Date: 11/2/2020	
Description	Place dry hydrogen peroxide units in every classroom, gym, cafeteria, office, etc.		
Location		Building	
Area		Priority	High
Area Number		Craft	Indoor Air Quality
Category		Type	
Status	Closed Work Orders	Estimated Hour	0.00
Assigned To	Thomas, Lea	Requester	Enabeth Gau 575-357-2192
Estimated Start	10/6/2020	Request Date	10/6/2020
Est. Completion Date		Req. Completion Date	
Budget Code		Purpose Code	Building Maint/Repair
Project Code		Project Description	
Equip Item No.		Equip Desc	
Notes			
Purchases			
			To Date: \$186,240.00
Date	Inv/Rcf	Description	Supplier
Labor			
			To Date: 0
Date	Name		Hours



POLICY

It is the policy of the *Cimarron Municipal Schools* to establish custodial duties and responsibilities, aligned with the job description, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept facility. The following duties and responsibilities for the district have been developed as a guideline to assist in the effective management of maintenance/custodial staff.

Note: Following is an outline to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept work area.

Maintenance Personal Job Description

Title: Maintenance Employee

Performance Responsibilities:

1. Maintenance employees are skilled in various trades:
 - A. Bus Driver
 - B. Plumbing (all inside and outside areas)
 - C. Yard work and up keep on athletic fields
 - D. Cement (outside areas)
2. Will perform duties as assigned
3. Clean gym floors, bleachers, and trash.
4. Cleans Ed gym complex, Locker rooms, and classrooms.
5. Cleans school lawns and parking lots.
6. Mows and waters lawns, shrubs, and trees; and trash.
7. Performs minor maintenance on routine basis as needed.
8. Performs daily inspections of grounds
9. Removes broken glass on outside areas, and replaces with emergency closure as needed.
10. Apprises superintendent of all needs, supplies, equipment, or major repair needs.
11. Orders supplies through the regular purchase request procedure and submit major maintenance work orders to superintendents.
12. Responsible for emptying trash cans, removing graffiti as soon as possible.
13. Responsible for minor repair of building and equipment.
14. Will be on call if needed after school hours for emergency purposes only.
15. Responsible for keeping assigned outdoor areas clean.
16. Cover for other custodians in their absence.
17. Responsible for buildings and grounds at the baseball and football fields and outside grounds.
18. Shall be familiar with the emergency systems, safety systems, safety devices, gas cutoffs electrical systems, and other abnormal fixtures in the school system so that he/she may take charge of a repair operation as quickly as possible.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ___/___/___

MAINTENANCE SUPERVISOR DUTIES

Daily

1. Raise flag at 8:00 a.m., lower at sunset (If not lighted)—may assign to students.
2. Remove snow, ice or debris from sidewalks and entry areas.
3. Sweep sidewalks and entryways.
4. Remove trash from lawn, shrubs, bushes, sidewalks, & parking lots.
5. Replenish restroom supplies.
6. Review Work Orders.
7. Replace damaged and soiled ceiling tiles.
8. Replace electrical lamps, breakers, fuses and ballasts as needed.
9. Check computer server and telephone rooms; listen for unusual noises; check for excessive heat and equipment vibrations.
10. Ensure doors, windows and roof accesses are secured.

Monthly

1. Inspect and re-lamp exterior building lighting.
2. Inspect and re-lamp parking lot and site lighting.
3. Inspect and repair curbs, walks and paving.
4. Inspect and restore signage.
5. Inspect roof and gutter conditions: remove debris.
6. Verify that there is adequate supply of filters, lamps, etc.
7. Inspect all restroom, showers rooms and water closets.
8. Check all door operations and adjust hardware including overhead doors and operators.
9. Replace burned out and flickering lamps (light bulbs)
10. Check for tripped circuit breakers.
11. Inspect & test fire alarm system.
12. Perform monthly fire extinguisher inspect.
13. Inspect & test smoke detectors.
14. Inspect, test and service all exit lights.
15. Inspect, test and service all emergency lights.
16. Inspect and test all lighting fixtures.

Seasonal

1. Reset time clocks. (Apr and Oct)
2. Restore cracks and blemishes on building exterior.
3. Activate lawn sprinkler irrigation system. Test, inspect and repair.
4. Apply pre-emergent weed control.
5. Apply broad leaf weed control.
6. Fertilize lawns.
7. Fertilize trees and shrubs.
8. Prune trees and shrubs.
9. Winterize lawn irrigation sprinkler system.

References:

PSFA:
NM State Statute

Original Date	MM/YY
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Approved: _____ Date ___/___/___

10. Sweep Parking lots (County).
11. Inspect and repair all finished surfaces.
12. Supervise annual fire extinguisher testing.
13. Supervise annual fire protection test.
14. Supervise annual fire sprinkler system test.
15. Rotate fire line valves off and on (Fire Department).
16. Rotate all plumbing fixture shut off valves.
17. Rotate all water valves serving floor drains.
18. Supervise heating, venting and air conditioning PM Service. (Apr and Oct)
19. Inspection and maintenance on all heating, venting & air conditioning equipment.
20. Inspect Site:
 - Fence
 - Grounds
 - Pavement
 - Tunnel and Underground Structure
21. Building Exterior:
 - Entrances
 - Landscaping
 - Outside Storage Area
 - Parking Lot
 - Roof
 - Sidewalk
 - Utility Enclosures
22. Building Interior:
 - Classrooms
 - Computer Labs
 - Conference Room
 - Corridors/Hallways
 - Vo Ag. Building
 - Electrical Room
 - Gymnasiums
 - Janitorial Room
 - Library
 - Mechanical Room
 - Office Area
 - Restrooms
 - Shower/Locker Rooms
 - Basement Stairwell
 - Telephone Room

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___ / ___ / ___

CUSTODIAL DUTIES

DAILY:

1. Empty trash receptacles.
2. Damp wipe doors.
3. Sweep entrances, lobbies and corridors.
4. Sweep floors and spot vacuum carpets, as necessary.
5. Clean drinking fountains.
6. Sweep and damp mop or scrub restrooms.
7. Clean all toilet fixtures and replenish toilet supplies.
8. Replenish restroom supplies.
9. Deposit all trash and garbage generated in or about the building
10. Wash inside and out or steam clean cans used for collection of food remnants from cafeteria.
11. Dust horizontal surfaces that are readily available and visibly require dusting.
12. Spray buff resilient floors in main corridors, entrances, and lobbies, as needed.
13. Remove carpet stains.
14. Maintain sidewalks, parking areas and driveways.
15. Sweep loading dock areas and platforms.
16. Verify that there is adequate janitorial supply on hand.

WEEKLY (or as needed):

1. Wash windows in highly visible areas.
2. Thoroughly dust furniture.
3. Completely sweep hard surface flooring and vacuum carpets.
4. Damp mop and spray buff all resilient floors in toilets and health units, as needed.
5. Pick up trash on outside areas.
6. Sweep sidewalks, parking areas and driveways (weather permitting).
7. Help keep school vehicles clean.

EVERY TWO WEEKS (or as needed):

1. Buff resilient floors in secondary corridors, entrances and lobbies.
2. Wash all interior and exterior windows and other glass surfaces.

MONTHLY:

1. Wash less conspicuous windows.
2. Sweep storage spaces.
3. Spot clean all wall surfaces within 70" of the floor.
4. Vacuum or dust all surfaces in the building above 70" from the floor including light fixtures.

EVERY TWO MONTHS:

1. Damp wipe toilet wastepaper receptacles.
2. Damp wipe stall partitions.
3. Damp wipe windowsills & frames.
4. Shampoo entrance carpets.

References:

PSFA:
NM State Statute

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Approved: _____ Date ___/___/___

THREE TIMES A YEAR:

1. Dust wall surfaces within 70" of the floor.
2. Dust vertical surfaces & under surfaces.
3. Clean metal & marble surfaces in lobbies.
4. Wet mop or scrub garages.

ONCE A YEAR:

1. Wash all blinds.
2. Vacuum all drapes in place.
3. Strip and refinish or thoroughly vacuum floors in offices and secondary lobbies and corridors.
4. Clean ledges, courts, areaways, and flat roofs.
5. Shampoo carpets throughout the building.
6. Strip and apply four coats of finish to resilient floors in toilets.
7. Strip and refinish main corridors and other heavy traffic areas.
8. Shampoo carpets in corridors and lobbies

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

References:

PSFA:
NM State Statute

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<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___/___/___

Maintenance Supervisor Job Description

GENERAL JOB DESCRIPTION

To provide a clean and safe learning environment for students, staff and visitors.

SUPERVISORS

School Superintendent

QUALIFICATIONS

1. High School diploma or equivalent
2. Minimum two years' experience desired
3. Valid New Mexico driver's license
4. Ability to operate hand and power tools, as necessary
5. Ability to organize and perform essential job functions and task requirements with competence
6. Ability to work with school personnel and community members effectively
7. Ability to build structures independently with normal dexterity

PHYSICAL REQUIREMENTS

1. Physical stamina to work manually for 8 hours per day.
2. Must be able to stand, drive, sit, bend, stoop, kneel, lift, climb.
3. Must be able to lift 40/50 pounds from different positions i.e. floor to mid-thigh
4. Must be able to work overhead safely, often in cramped spaces, from ladders
5. Must be able to work at floor level on knees.
6. Must have good hand/eye coordination and normal range of sight.
7. Must be able to move furniture. (More than 50 pounds of dead weight requires two people.)

SAFETY AND HEALTH REQUIREMENTS

1. Must practice proper posture for prevention of acute and chronic back pain.
2. Must wear protective devices such as back supports, eyewear, non-skid pads on shoes, etc.
3. Must be able to read, understand and observe ALL precautions.
4. Must use safety regulations and follow proper procedures with all chemicals.
5. Must complete required training.
6. Must have knowledge and understanding of universal hygiene precautions.

EQUIPMENT/MATERIALS USED

Use of loader, tractors, lawn mowers, hand tools, chemicals, vacuums, buffers, ladders, platforms and various other equipment/tools is essential to this position and are required on a regular basis.

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

ESSENTIAL JOB FUNCTIONS

1. Maintain an overall safe environment at all times for students, staff and visitors.
2. Work cooperatively with colleagues, supervisors and administrators.
3. Follow district policies, as well as, administrative directives. Perform additional duties when necessary.
4. Demonstrate ethical behavior in the workplace.
5. Oversee the district preventive maintenance program.
6. Make written recommendations to Superintendent for disposition of unwanted items.
7. Maintain exterior areas and keep them free from trash, debris, snow or ice.
8. Care for lawn and grounds by watering and cutting grass, trimming trees and shrubs, as well as, general maintenance and upkeep.
9. See that buildings are heated and ventilated comfortably and economically.
10. Wear protective covering and safety belts, as necessary.
11. Assume responsibility for building security and for fire safety.
12. Make minor building repairs and report major repairs promptly to the Superintendent.
13. Replace broken window panes, repair locks, furniture, minor leaks and replace light switches.
14. Oil, grease and regularly maintain all motors and other mechanical equipment requiring scheduled servicing.
15. Keep an inventory of supplies, equipment and fuel on hand. Requisition necessary items so that buildings will be in the best possible condition throughout the year.
16. Construct, erect, install and repair structures and fixtures that conform to building codes and prescribed measurements by selecting and ordering necessary materials.
17. Fit and install prefabricated window frames, doors, door frames, weather stripping, interior and exterior strips and finish hardware.
18. Install partitions, counters, countertops, cabinet work, fixtures and furniture to specifications.
19. Install, transport and repair playground equipment.
20. Repair bleachers, soffits, fascia, sashes, thresholds and other comparable structures.
21. Mix and pour small quantities of cement including the building of concrete forms.
22. Transport materials for use by school personnel.
23. Remain on call for emergencies or necessary repairs.
24. Repair roofing, flashing, floors, walls, ceilings and other components of physical structures including repairs or maintenance required on surrounding school property.
25. Clean, install and service HVAC units including all parts and components to obtain maximum efficiency of operation.
26. Assist architect, construction manager, contractors, plumbers, electricians, finish carpenters, mechanics and other specialists as required.
27. Move fixtures and equipment as necessary for set up and/or work to be performed.
28. Attend classes and seminars related to maintenance functions.
29. Adhere to all health, safety and sanitation policies of the district and notify proper authorities when repairs or replacements are required in order to maintain established standards.

References:

PSFA:
NM State Statute

Original Date MM/YY

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Supersedes all Previous

Approved: _____ Date __/__/__

30. Complete work orders and reports as required in a timely manner.

TERMS OF EMPLOYMENT

Salary is based on district salary schedule that has been board approved.

Maintenance Supervisor will work 8 hours a day with a 30-minute lunch break.

Hours may vary due to extra-curricular activities.

Maintenance Supervisor will be required to work cooperatively, courteously and respectfully with coworkers, supervisors and administrators.

I have read and understand this job description and I agree to abide by the conditions as stated. I understand that if I do not comply with this job description, it will be considered subordination. I understand that insubordination and refusal to follow verbal or written directives could result in immediate termination from this position.

Evaluation: Performance will be evaluated annually by Superintendent

Maintenance Supervisor's Signature

Date

Revised 12/6/2023

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date __ / __ / __

Custodian Job Description

GENERAL JOB DESCRIPTION

To provide a clean and safe learning environment for students, staff and visitors.

SUPERVISORS

School Superintendent
Principal
Maintenance Director

QUALIFICATIONS

8. High School diploma or GED preferred.
9. Ability to work with school personnel with a positive attitude.
10. Experience in custodial work or related field.
11. Valid New Mexico driver's license for operating vehicles required in this position.
12. Such alternatives to the above qualifications as Superintendent may find appropriate/acceptable.

PHYSICAL REQUIREMENTS

8. Physical stamina to work manually for 8 hours per day.
9. Must stand, drive, sit, bend, stoop, kneel, lift, climb.
 - a. Must lift 40/50 pounds from different positions i.e. floor to mid-thigh
10. Work overhead safely, often in cramped spaces, from ladders
11. Work at floor level on knees.
12. Must have good hand/eye coordination and normal range of sight.
13. Ability to move furniture. More than 50 pounds of dead weight requires two people.
14. Finger dexterity is essential.

SAFETY AND HEALTH REQUIREMENTS

7. Practice proper posture for prevention of acute and chronic back pain.
8. Wear protective devices such as back supports, eyewear, non-skid pads on shoes, etc.
9. Read, understand and observe ALL precautions.
10. Use safety and follow proper procedures with all chemicals.
11. Complete required training.
12. Have knowledge and understanding of universal hygiene precautions.

EQUIPMENT/MATERIALS USED

Use of hand tools, chemicals, vacuums, buffers, ladders platforms and materials particular to this position are required on a regular basis.

WORK ENVIRONMENT

The work environment varies greatly on a daily basis. The custodian may work alone or with groups. Conditions range from extreme hot outside or extreme cold outdoors during the winter months. Work schedule may vary depending on immediate need; therefore, flexibility and patience are required.

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

Individual must be self-motivated and able to complete assignments without direct supervision and custodian must be able to work under stressful conditions. Interruptions are routine.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___ / ___ / ___

REVIEW OF ESSENTIAL JOB FUNCTIONS

31. Maintain a safe environment at all times for students and staff.
32. Work cooperatively with colleagues, supervisors and administrators.
33. Follow district policies, as well as, administrative directives.
34. Demonstrate ethical behavior in the workplace.
35. Seek self-development practices that enhance job performance.
36. Follow instructions and complete assignments in an efficient manner.
37. Perform duties in assigned area i.e. sweeping, dusting, mopping, waxing, vacuuming, etc.
38. Maintain exterior areas and keep them free from trash, debris, snow or ice.
39. Care for lawn areas as directed.
40. Report electrical/mechanical issues to Maintenance Director.
41. Wear protective covering and safety belts, as necessary.
42. Wear protective wear as directed when cleaning up body fluids
43. Assume responsibility for building security.
44. Assume responsibility for fire safety of the building.
45. Perform emergency cleaning and repairs as necessary.
46. Use all chemicals as directed by container labels.
47. Perform manual physical labor, lifting and moving materials, furniture, equipment and supplies as required for classroom activities and/or special events.
48. Store equipment and tools safely in well-organized and clean custodial closets.
49. Account for supplies, materials, and equipment. Inform Maintenance Director when supplies need to be restocked.
50. Install light bulbs and replace supplies as needed.
51. Complete records and reports as required in a timely manner.
52. Perform other duties promptly as assigned by supervisor, principal and/or Superintendent.

TERMS OF EMPLOYMENT

Salary is based on district salary schedule that has been board approved.

Custodian will work 8 hours a day with a 30-minute lunch break.

Hours may vary due to extra-curricular activities.

Custodian must be visible and actively working throughout the 8-hour day.

Custodian will be required to work cooperatively, courteously and respectfully with coworkers, supervisors and administrators.

I have read and understand this job description and I agree to abide by the conditions as stated. I understand that if I do not comply with this custodial job description, it will be considered subordination. I understand that insubordination and refusal to follow verbal or written directives could result in immediate termination from this position.

Evaluation: Performance will be evaluated annually by Superintendent or Principal

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

Custodian/Maintenance/Grounds Job Description

GENERAL JOB DESCRIPTION

To provide a clean and safe learning environment for students, staff and visitors.

SUPERVISORS

School Superintendent
Principal
Maintenance Director

QUALIFICATIONS

- 13. High School diploma or GED preferred.
- 14. Ability to work with school personnel with a positive attitude.
- 15. Experience in custodial work or related field.
- 16. Valid New Mexico driver's license for operating vehicles required in this position.
- 17. Such alternatives to the above qualifications as Superintendent may find appropriate/acceptable.

PHYSICAL REQUIREMENTS

- 15. Physical stamina to work manually for 8 hours per day.
- 16. Must stand, drive, sit, bend, stoop, kneel, lift, climb.
 - a. Must lift 40/50 pounds from different positions i.e. floor to mid-thigh
- 17. Work overhead safely, often in cramped spaces, from ladders
- 18. Work at floor level on knees.
- 19. Must have good hand/eye coordination and normal range of sight.
- 20. Ability to move furniture. More than 50 pounds of dead weight requires two people.
- 21. Finger dexterity is essential.

SAFETY AND HEALTH REQUIREMENTS

- 13. Practice proper posture for prevention of acute and chronic back pain.
- 14. Wear protective devices such as back supports, eyewear, non-skid pads on shoes, etc.
- 15. Read, understand and observe ALL precautions.
- 16. Use safety and follow proper procedures with all chemicals.
- 17. Complete required training.
- 18. Have knowledge and understanding of universal hygiene precautions.

EQUIPMENT/MATERIALS USED

Use of hand tools, chemicals, vacuums, buffers, ladders platforms and materials particular to this position are required on a regular basis.

WORK ENVIRONMENT

The work environment varies greatly on a daily basis. The employee may work alone or with groups. Conditions range from extreme hot outside or extreme cold outdoors during the winter months. Work schedule may vary depending on immediate need; therefore, flexibility and patience are required. Individual must be self-motivated and able to complete assignments without direct supervision and custodian must be able to work under stressful conditions. Interruptions are routine.

References:

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NM State Statute

Original Date	MM/YY
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<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___/___/___

REVIEW OF ESSENTIAL JOB FUNCTIONS

53. Maintain a safe environment at all times for students and staff.
54. Work cooperatively with colleagues, supervisors and administrators.
55. Follow district policies, as well as, administrative directives.
56. Demonstrate ethical behavior in the workplace.
57. Seek self-development practices that enhance job performance.
58. Follow instructions and complete assignments in an efficient manner.
59. Perform duties in assigned area i.e. sweeping, dusting, mopping, waxing, vacuuming, etc.
60. Maintain exterior areas and keep them free from trash, debris, snow or ice.
61. Care for lawn/athletic areas as directed.
62. Report electrical/mechanical issues to Maintenance Director.
63. Wear protective covering and safety belts, as necessary.
64. Wear protective wear as directed when cleaning up body fluids
65. Assume responsibility for building security.
66. Assume responsibility for fire safety of the building.
67. Perform emergency cleaning and repairs as necessary.
68. Use all chemicals as directed by container labels.
69. Perform manual physical labor, lifting and moving materials, furniture, equipment and supplies as required for classroom activities and/or special events.
70. Store equipment and tools safely in well-organized and clean custodial closets.
71. Account for supplies, materials, and equipment. Inform Maintenance Director when supplies need to be restocked.
72. Install light bulbs and replace supplies as needed.
73. Complete records and reports as required in a timely manner.
74. Perform other duties promptly as assigned by supervisor, principal and/or Superintendent.

TERMS OF EMPLOYMENT

Salary is based on district salary schedule that has been board approved.

Custodian will work 8 hours a day with a 30-minute lunch break.

Hours may vary due to extra-curricular activities.

Custodian must be visible and actively working throughout the 8-hour day.

Custodian will be required to work cooperatively, courteously and respectfully with coworkers, supervisors and administrators.

I have read and understand this job description and I agree to abide by the conditions as stated. I understand that if I do not comply with this custodial job description, it will be considered subordination. I understand that insubordination and refusal to follow verbal or written directives could result in immediate termination from this position.

Evaluation: Performance will be evaluated annually by Superintendent or Principal

Employee Signature

Date

References:

PSFA:


NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

	<p>District Facilities and Equipment</p>	<p>Policy 8.0</p>
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POLICY

The *Cimarron Municipal School* shall maintain a current & accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a current and accurate listing of all schools within the district and includes the following:

District Facilities and Equipment

Cimarron Municipal School District has three schools on one campus (15).

Cimarron Municipal School District (Cimarron EL, MS, HS, Eagle Nest EL, MS, Angel Fire Moreno Valley HS)

- Cimarron High school main building, includes offices, classrooms, gym, locker rooms, cafeteria and admin offices.
- Cimarron Elementary/Middle School includes offices, cafeteria, gym and classrooms
- Track facility includes track, storage buildings, restroom/concession building, seating and announcer booth.
- Eagle Nest EL/MS includes offices, PAC, GYM, locker rooms, classrooms, library and cafeteria.
- Angel Fire Moreno Valley Charter High School includes offices, cafeteria, and classrooms.

Planned Major Maintenance & Repair Projects


The *Cimarron Municipal School* District Facility Master Plan has identified the following partial list of major projects:

- Repair roof on Cimarron HS building **Completed: 9/2023**
- **Phase III construction in Eagle Nest to begin 05/2024**

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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	Planned Maintenance and Repair Projects	Policy 9.0
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POLICY

It is the policy of the *Cimarron Municipal Schools* to develop criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the districts planned maintenance and repair projects through the *Facility Information Management System (FIMS)*.

PROCEDURE

Through the maintenance departments data collection processes within the facility information management system, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly for the purposes of the development of a plan of correction to the identified variances.

As necessary, this list shall be integrated with the 5 Year *Facility Master Plan*

The most recent projects for Cimarron Municipal School District include:

Cimarron High School Roof Replacement: Summer 2023



POLICY

It is the policy of *Cimarron Municipal Schools* to encourage the development of continued education and staff development for maintenance and custodial staff.


Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computer maintenance management software, improvements in products and materials and many others. As a result maintenance and custodial personnel are required to have advanced technical skills to maintain the electrical, mechanical and special systems in operation. To accomplish tasks associated with these building components a formal staff development path and training methods must be presented and selected individuals must attend courses for required continued education on the latest and evolving technical skills and trades.

PROCEDURE

Maintenance Staff Development

1. Maintenance and custodial staff will be required to attend courses and trainings that can enhance their skill sets.
2. Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others.
3. At a minimum, all required safety training shall be kept up to date beginning with annual training and annually thereafter (i.e. PPE, Asbestos, MSDS, Bloodborne pathogens...).
4. The Plant Operations Director will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
5. Records of training will be kept in an employee file.

MY maintenance supervisor has never trained my custodial/maintenance crews. He was given the directive to do so and failed in that directive.

	<p>Maintenance Safety Plan</p>	<p>Policy 11.0</p>
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POLICY

The *Cimarron School District* develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, and contractors and guests other people coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals and Maintenance Policies and Procedures.

PROCEDURE

1. The District identifies a person(s), as designated by leadership, to coordinate the development, implementation, and monitoring of the district's maintenance safety activities.
2. The entire school district's maintenance, grounds and custodial staff are oriented, trained and responsible to the safety management plan.
3. At new employee orientation an overview of the safety management plan is provided to each maintenance employee and includes:
 - General Safety
 - Personal Protective Equipment
 - Right to Know / M(SDS) practices
 - General OSHA guidelines
 - Fire Safety Procedures and equipment
 - Lock Out / Tag Out
 - Emergency School Procedures
 - Security Procedures'
 - Ladder Safety
 - Groundskeeping and General Tool Equipment Safety
 - Blood Borne Pathogens
 - CPR
 - Job specific safety risks
 - Other (as determined by district plans)
4. A department-specific safety management plan orientation is provided to employees by their individual department manager.
5. Annually, all employees are provided re-education about the safety management plan.
6. All training classes that employees attend are documented in the employees personnel file located in human resources.

Maintenance Safety

1. The maintenance department staff will adhere to all district safety rules as outlined in the District Safety Plan.

2. PPE (personal protective equipment) will be provided and utilized as appropriate for the tasks at hand. Some examples include: safety glasses/goggles, gloves, ear plugs, respirators etc.
3. All equipment operated by maintenance staff will be maintained such that all protective guards and shields are in place.
4. Maintenance staff are required to report any unsafe conditions to include employee injuries to their immediate supervisor and a district employee injury report completed and forwarded to the appropriate chain of command system.
 - Injured parties should seek immediate medical attention following the districts employee injury guidelines established.
 - All injuries will be reported to the principle and superintendent within 24 hours.
5. The maintenance department shall provide routine safety training to all maintenance and custodial related staff. Records to include sign in sheets shall be maintained on all training activities.
6. Records should be kept in the employee(s) personnel files for any safety training accomplished.
7. Periodic safety inspections should occur and be documented so issues can be corrected.

Maintenance Safety Goals

The goal of *Cimarron Municipal School District* is to have zero work related accidents for all employees while working on the Campus. To facilitate this goal, the campus will be inspected annually to identify potential safety issues and concerns. Identified issues and concerns will be corrected in a timely manner. However, in the event an accident occurs, the accident will be reported immediately to the maintenance supervisor and a record of such accident will be kept on file. All maintenance staff will receive annual training on safety issues associated with the workplace.

Maintenance Policies and Procedures

The district establishes safety policies and procedures that are distributed, practiced, enforced and reviewed as frequently as necessary, but at least every year.

- a. All safety related policies are reviewed and approved by the district leadership. They then forward to the school superintendent and board for final approval. All policies developed and adopted based on new regulatory standards will be identified to the district leadership.
- b. All product safety recalls are directed to the safety officer or designee for review and follow up as appropriate. Reports concerning recalls and actions taken are provided to the District board for review.

References:

PSFA:
NM State Statute


Original Date	MM/YY
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- c. Through a comprehensive inspection and maintenance program the grounds and all equipment are maintained in a manner intended to provide the highest level of safety for all staff and other people coming to the district facilities authorized to use devices.

References:

PSFA:
NM State Statute

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	Service Contract and Vendor Oversight	Policy 12.0
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POLICY

Cimarron Municipal Schools may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

CONTRACT / VENDOR EXPECTATIONS AND RESPONSIBILITIES

- Every maintenance contractor/vendor performing work for *Cimarron Municipal Schools* is expected to perform work in a professional manner and at the highest quality possible following the districts code of conduct policy.
- All contractors and vendors are informed as to the districts proper procedures, safety guidelines and Code of Conduct while on school property.
- *San Jon Municipal Schools* and the maintenance contractor are partners working towards the common goal of repairing and or maintaining systems that support the business and educational process of the district.
- Maintenance contractors & vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with students.
- The maintenance contractor, their employees and subcontractors shall adhere to the districts tobacco free policies.
- The contractor / vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines includes proper quotes and proposals associated with invoice & warranty information and proper district approved purchase orders prior to rendering payment for services.

CONTRACT/ VENDOR SERVICE EXPECTATIONS

- Maintenance contractors and vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- It is the responsibility of the contractors and vendors to request any additional information needed to clarify the scope of work.
- Maintenance contractors and vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- Maintenance contractors and vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.
- All contractors and vendors shall include their contractor licensure number on all proposals and provide current proof of liability insurance.
- Maintenance contractors and vendors shall follow all applicable building codes related to the work being performed.
- All contractors and vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.

- Maintenance contactors and vendors shall perform clean up related to contract services in order to complete the work performed.
- Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the buildings occupants or potential damage to the building or systems
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & warranty information associated to a district approved purchase order will be provided to facility /district prior to payment for services rendered.

DISTRICT STAFF RESPONSIBILITIES

- *Cimarron Municipal Schools* will provide clear, concise “Scope of Work” for any work requested.
- *Cimarron Municipal Schools* will provide oversight of work performed including final inspection.
- *Cimarron Municipal Schools* will coordinate work as needed with the school site.
- *Cimarron Municipal Schools* will provide final approval of work completed.

ACCESS CONTROL AT SCHOOL WORK SITE

- Maintenance contractors and vendors shall sign-in at the appropriate school site. The sign in log will be maintained at the front desk of every PSFA site.
- All district loaned equipment to include keys, access cards, and badges shall be returned at the end of the Scope of Work.

SAFETY POLICIES

- Maintenance contractors are fully responsible for the safety of all workers performing Scope of Work services for the company and will be fully responsible for following all applicable safety regulations outlined by the Occupational Safety and Health Administration (OSHA) and state building codes to include Lock-Out Tag Out procedures.
- Maintenance contractors and vendors shall utilize appropriate personal protective (PPE) equipment related to work being performed and shall require anyone entering the work zone(s) to also wear appropriate PPE.
- Maintenance contractors and vendors shall provide appropriate signage necessary to warn others of work being performed that may cause injuries to others.
- Maintenance contractors and vendors are responsible for the safety of students and school district employees when working at any school site.
- Maintenance contractors and vendors shall provide any necessary temporary safety devices to separate the work being performed from the students and school district employees.

FREQUENCY AND METHODS OF COMMUNICATIONS WITH DISTRICT PERSONNEL

- The PSFA facilities department or designee shall designate a person who will act as the job manager for each contracted maintenance job.
- All communication with the contactor shall take place through the assigned job manager or designee.
- Communication will occur as frequently as necessary and no less than weekly for long term projects and daily on all short term projects and work lasting less than one day.

References:

PSFA:
NM State Statute

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DOCUMENTATION OF WORK UPON COMPLETION

- Contractor/vendor will be responsible to train district staff on operation and care of equipment as applicable.
- Contractors and vendors will provide operational manuals for installed equipment
- Superintendent, Maintenance Supervisor or Designee will have final signature approval on any work completed by contractor prior to contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition.
- Contractors and vendors will provide training on newly installed equipment operation to appropriate maintenance staff as necessary.

WARRANTY

- Contractors / vendors shall provide all warranty information to appropriate staff to include principals and superintendents on all work performed.
- If replacement parts carry a longer warranty, the contractor shall provide a copy of the warranty information to district representatives.


FIMS DOCUMENTATION

- All contract vendor work completed at district sites shall be documented in the FIMS / Brightly Solutions work order system for appropriate tracking to include labor, materials and contract information with appropriate reference to district approvals and purchase orders.

References:

PSFA:
NM State Statute

Original Date	MM/YY
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	<p>Facility Master Plan</p>	<p>Policy 13.0</p>
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PURPOSE

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978). The Facility Master Plan provides the district with a road map on how to address their facilities needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

POLICY

The *Cimarron Municipal Schools* Preventive Maintenance Plan shall be incorporated into the districts Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. Districts shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award.

PROCEDURE

1. The maintenance supervisor will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly / quarterly basis, the maintenance supervisor will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

Methods of determining capital projects:


There are several recommended methods of determining projects as follows:

1. FIMS method
2. Physical Building Audits and data collection – See section 9.0
3. Community meetings and input for needed capital projects
4. Update of District 5 Year Facility Master Plan when prior projects are completed.
5. Using the Five Year Facilities Master Plan to set priorities for Capital Projects

References:

PSFA: Components and Guidance Document
NM State Statute: Section 22-24-5 NMSA 1978

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Approved: _____	Date ___/___/___

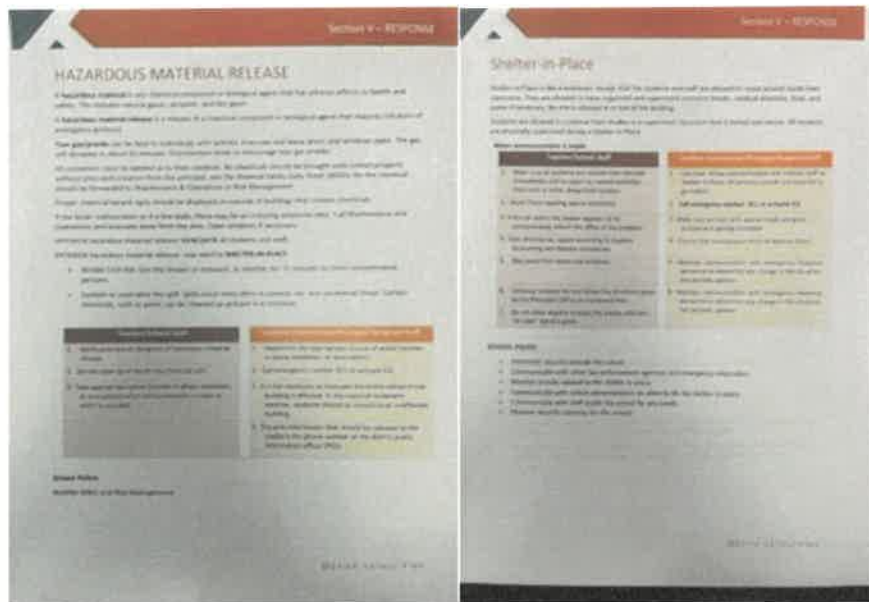
	<h2>Facility Safety Assessments</h2>	<h2>Policy 14.0</h2>
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POLICY

Cimarron Municipal Schools shall develop a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURE

1. A monthly environmental safety calendar will be developed of department locations to be surveyed. A schedule will be created to assure that all areas where students are served are surveyed at least one time per year.
2. A data collection form to assist in identifying environmental deficiencies, hazards and unsafe practices will be utilized during environmental safety rounds.
3. Deficiencies will be documented and work orders added to the Facility Information Management Systems (Brightly Solutions) for processing, using the defined priorities definitions.
4. Safety work orders will be prioritized to prevent further risks to students, staff or guests.



Evacuation/Relocation

For use when conditions outside are safer than inside, in the event of a need to evacuate or relocate students off campus these steps should be followed:

When evacuation is made or deemed advised

Teacher/Class Staff

1. Be clear of evacuation routes and exits
2. Take classroom roster for student accounting
3. Evacuate building in orderly and timely manner
4. Assist those needing special assistance
5. Do not use the elevators/escalators
6. Clear all desks and windows before any other activities may be conducted for **SHUTTER LOCK DOWN**
7. All persons will leave the building for meeting using assigned routes to the designated safe area
8. Be ready to be primary or secondary search or gather areas for groups, groups, or public safety activities
9. Remain with and help the students until it is verified
10. Check for injuries
11. Take attendance upon arrival at Student Assembly and before procedures
12. Stay for further instructions

Support Personnel (Maintenance and Custodial Staff)

1. Quickly communicate and respond if notified by a fire alarm or other fire, verbal, written, etc.
2. Evaluate all students with staff to see if they are safe
3. **HEARING AND CUSTODIAL STAFF** ensure that all lock rooms and non-occupied are evacuated
4. Implement procedures for the building with special needs
5. **Call emergency number 911 by address #15** Advise staff of the reason for the evacuation and assist the other home plans
6. Evacuate classrooms that are left open
7. Make student evacuation and safety plan and follow plan with every transportation
8. Support Home Student Relocation Center and implement light procedures
9. Notify parents of the evacuation and get them the correct site for picking up children

WINDUP POLICE

- If no officer assigned to campus, other security will be dispatched to location to assist
- Coordinate that other officers to go nearby and clear the way
- During entire process to take students/ staff to safety area
- Notify Transportation if buses are needed for relocation
- Escort students and staff safely to relocation site
- Traffic control through students/ staff area intersections, control
- Make sure bus transport all individuals to relocation site
- If needed, work with authorities with facilities and transport if needed

Fire

School fires are often more dangerous than fires outside. Fires greatly complicate evacuation. Most school fires are not visible. Most assume that the fire has a single source or is small. (Cafeteria, laboratories, shops, storage rooms, and rooms are common areas for fires. To prepare, make sure staff familiar themselves with the location and operation of the extinguishers, fire pull stations, and hoses.

All incidents on the school site should follow the **EVACUATION** protocol.

If there is a fire outside the school, an evacuation will occur to be made. **SHUTTER IN PLACE** may occur in some cases. Report the fire to 911.

It is crucial to conduct school with an immediate fire alarm.

EVACUATION - INTERNAL FIRE

Teacher/Class Staff

1. Immediately alert the alarm sound
2. Take classroom roster for student accounting
3. Use the extinguisher if the fire is small and under control
4. Do not attempt to extinguish the fire if it is out of control or dangerous
4. Proceed this fire
5. Arrived at safe assembly area to get other students before the alarm begins to sound

Support Personnel (Maintenance and Custodial Staff)

1. Evaluate the situation
2. Sound alarm
3. Call emergency number 911 by address #15
4. **EVACUATE** if incident on school building, and in design
5. No attempt to extinguish students in a safe area, if necessary
6. Notify of staff when it is safe to return to building

SHUTTER IN PLACE - EXTERNAL FIRE

1. **SHUTTER IN PLACE** (Shutter Lock Down)
2. Do not attempt to extinguish, unless you are sure it is safe to do so

1. **SHUTTER IN PLACE** if unable to leaving in the direction of the school and not endangering lives
2. Turn off operation systems, and be ready for a safe shelter meeting area outside activity

References:


- PSFA:
- NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

	<p>Maintaining Equipment Records</p>	<p>Policy 15.0</p>
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PURPOSE

Equipment records are a vital component in the development of and the continued operation of the districts preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition it informs them of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building electrical distribution system.

Accurate Equipment records are necessary to begin and maintain any preventive maintenance program.

Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks the districts can determine costs on preventive maintenance, equipment parts and the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

POLICY

It is the policy of *San Jon Municipal Schools* that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for updating records and replacement of equipment utilizing the FIMS / (Brightly) data base.

Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it should be documented in the district’s FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative Maintenance

Direct (PMD) modules of the Brightly *Solutions* software. The specifics of the new piece of equipment should be entered and the records of any removed items should be documented as “*removed from service*”. A basic outline of record keeping policy is as follows:

- The equipment manufacturer’s O&M Manuals should be obtained and filed by the district rep and provided to the FIMS Administrator for data entry
- An equipment number is assigned in FIMS using the following format:
 - Description-Location-integer
 - PSSS-EPES-007 translates to:
 - PSSS = Play Structure Swing Set
 - EPES =Eastern Plains Elementary School
 - 007= Unit number 7

If an equipment item is replaced with the same type, the same number can be re-used but the letter “R” which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.


For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer’s information about the equipment should be filed
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate equipment:
 - Click On Equipment under Information and Analysis
 - Find Equipment record to be deactivated
 - In the Add/Update Page for that equipment record type a date in the Date removed box.
- Failed equipment should be disposed of properly in accordance to school policy.

References:

PSFA:
NM State Statute

Original Date	MM/YY
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	<p>Maintenance Reports (FIMS Proficiency)</p>	<p>Policy 16.0</p>
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PURPOSE

Monthly and quarterly reports, both in narrative and quantifiable data forms are an integral part of business communication and assist developing departments, superintendents and boards with improved decisions making of processes that ultimately benefit the districts quality. As a good business practice, Superintendents and Boards should use the information to improve their knowledge of the districts school sites, physical conditions, capital needs and overall activities and accomplishments towards the annual report.

POLICY

It is the desired policy of the *Cimarron School District* to begin creating monthly reports based on data collected in the Facility Information Management System / Dude (Brightly) Solutions and present it to the Superintendent and Board for review. The onset of these reports will depend on the training cycle of personnel involved with Dude (Brightly) Solutions/FIMS. Monthly reports from the maintenance and operations department will be developed and submitted to the Superintendent and Board at the regular board meeting each month,

At the end of every month, the *Cimarron School District*/FIMS maintenance manager or designee shall develop a Maintenance Metrics report that encompasses the maintenance and operations activities occurring during that time frame for administrative review.

PROCEDURE:

The Maintenance and Operations report shall include:

1. Any changes to the district preventive maintenance plan
2. Quarterly Proficiency Rating in the state provided Facility Information Management System (FIMS) / (Brightly) School Dude and any activities associated with the program such as training activities.
3. Maintenance Metrics activities to include:
 - Work Order Completion rate
 - Monthly Work Order Back Log %
 - Work Order Transaction Information
 - Monthly Preventive Maintenance Work Order rate
 - Monthly PM cost ratio
 - Vandalism report
 - Utility Direct Management 12 months of effective history
4. Progression of developed maintenance goals for the year.
5. Progression or accomplishments of developed district capital projects and updates to the 5 Year Facility Master Plan.



Reports

Policy 16.0

- 6. Results of environmental or safety rounds and any corrections made.
- 7. Custodial performance activities occurring at the district sites.
- 8. Meetings and training activities occurring in Maintenance and Operations
- 9. Staffing changes or challenges effecting the completion of the preventive maintenance activities.
- 10. Additions / deletions or changes to any maintenance and operations policies.

- 11. Additions / deletions of major equipment at district facilities.
- 12. Any regulatory (local, state or federal) compliance visits/audits, listing all variances and a plan of correction to those variances.
- 13. Changes or updates to the districts energy management programs.
- 14. Hazardous Materials & Waste Management activities to include additions/deletions to the districts MSDS program and any training activities.
- 15. Pest Control Management Activities to include additions/deletions to the districts IPM program and any training activities.
- 16. Fleet Vehicle maintenance activities, repairs etc.

Note to Districts:

To assist schools in monitoring their district maintenance performance activities, the PSFA maintenance division reviews New Mexico School Districts Facility Information Management Systems (FIMS) accounts on a quarterly basis and provides a data driven FIMS Proficiency report on the Key Maintenance Performance Indicators (KPI) for each of the state provided FIMS modules to include Maintenance Direct (MD), Preventive Maintenance Direct (PMD) and Utility Direct (UD).

References:

- PSFA:
- NM State Statute

<i>Original Date</i>	<i>MM/YY</i>
<i>Review/Revision</i>	<i>Date MM/YY</i>
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Reports

Policy 16.0

The report is data driven and includes recommendations on where the district can improve performance with regards to the districts FIMS use. It is provided to all district superintendents and/or lead maintenance positions. Districts are encouraged to use the data to improve their performance and communicate the findings to the district board.

References:

PSFA:
NM State Statute

Original Date *MM/YY*

Review/Revision Date *MM/YY*

Supersedes all Previous

Approved: _____ **Date**
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	Reports	Policy 16.0
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Meaningful

Maintenance

Metrics

Overview

References:

PSFA:
NM State Statute

<i>Original Date</i>	<i>MM/YY</i>
<i>Review/Revision Date</i> <i>MM/YY</i>	
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Comments Roadway/Parking

Gravel parking lots had no major pot holes or damage, and was clear of excessive debris. Handicap signage was present a curbs surrounding the front of the campus. No tripping hazards, graffiti, or trash present. Fire and bus lanes are accessible and visible. Parking lot drainage observed to be adequate for this parking lot system.

Comments Site Utilities

Utility components viewed to be in good physical condition, secured, well kept, and labeled. Utility components observed to be maintained and working as designed. Utility manhole covers and cabinets are secured and locked with no visible hazards present.

Comments Playgrounds/Fields

Play equipment was a combination of metal and plastic. The newer equipment and hardware was intact with no splintering/paint surface splitting and observed to be installed correctly. The dated equipment on site looks to be passed its life cycle and recommend upgrades. Play impact sand areas were well maintained and spread evenly around equipment. Observed damaged playground curb boarders which have the potential of becoming a tripping or impaling hazard. (Major) The concrete basketball court surface and equipment was in satisfactory condition with no major cracks or damage. Track, Baseball, and grass playing fields viewed to be no longer maintained and not in use.

Comments Site Drainage

Site drainage is another system deficiency this district has been awarded to improve. Site drainage from roof to gutter viewed to be inadequate for keeping water away from most buildings. Roof drainage also causing water damage to walls at scupper locations. Site drainage from storms enter the buildings at Main Gym storage room, Cafeteria and Elementary entries. Gutter systems where located, view to be in working order and most were clear of trash and debris. Recommend some weed control attention near some storm drains and splash blocks to help an already struggling drainage system.

Comments Sidewalks

Most concrete sidewalks, curbs, stairs and landings are intact, clean, and in marginal condition throughout campus. Some minor cracking and spalling observed throughout campus with no major hazards observed. Housekeeping attention needed where weeds are growing through sidewalk and apron joints. Concrete sidewalks in the elementary court yard viewed to have an improper grade causing water to enter the building at entry. This is another improvement project the school has been approved for and a satisfactory with a minor deficiency has been applied.

Comments Grounds

The grounds throughout the campus is mostly unhealthy grass and natural landscaping. Sprinkler components viewed to be a manual system or no longer in use. This school location is plagued with high winds and extreme weather conditions. These conditions seem to contribute to debris buildup in high wind corridor sections of campus (Some corridors were clear on arrival and had built up by end of visit). Recommend a heavier xeriscape landscape material throughout campus to combat weather conditions and drainage issues. Parking lots, and site had no indication of graffiti, litter, or excess stored materials. The main contributor to category score is weed maintenance or lack thereof. Recommend housekeeping attention to weeds growing between building/concrete joints, and weed/debris removal located at old HVAC locations.

Exterior

[View Media](#)

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Windows/Caulking	Walls/Finishes	Entry/Exterior Doors	Roof/Flashing/Gutters
Weight 3	Weight 5	Weight 7	Weight 10
Perf. Level Marginal	Perf. Level Marginal	Perf. Level Satisfactory	Perf. Level Marginal
Performance -2.83	Performance -2.83	Performance -1.89	Performance -2.83
Deficiency Factors Major x 3.5	Deficiency Factors Major x 3.5	Deficiency Factors None	Deficiency Factors Major x 3.5
Score -29.72	Score -49.53	Score -13.23	Score -99.05

Comments Windows/Caulking

Exterior window conditions vary depending on building or product. The newer 2000's Gym, HS, and Kindergarten buildings are in a good state with its commercial grade windows. Building windows viewed to match the age of the properties they are located in, and the higher percentage viewed passed their life cycle. Random cafeteria window sashes tested and balancers viewed to be damaged and not able to support the sash open. These window sashes have the potential of falling out if trying to operate. Single pane putty glazed windows off the old gym lobby showing signs of UV putty decay and in need of new seals. Multiple windows viewed to have cracks, missing screens, or fogging. Recommend district look into replacing all aged windows to a more energy efficient commercial product.

Comments Walls / Finishes

The buildings stucco/CMU brick exteriors vary depending on location. The transition from building to ground, joints, and seams could use some housekeeping attention where weeds are growing between joints throughout campus. Multiple sections viewed to have holes or stucco damage. Observed water damage to exterior walls at scupper drainage locations. A high percentage of these areas have evidence of a mold like substance appearing. Recommend a mold professional evaluate these areas and remedy the situation for removal and amend future forthcomings. Pro panel wall siding from gym roof appears to be loose or missing fasteners giving the potential to come undone. High winds plagues this property which seems to be the main contributing factor of these conditions. A marginal with a major deficiency has been applied for water damage and mold like conditions.

Comments Entry / Exterior Doors

Exterior door finishes and door glass look clean and maintained. The doors are ADA compliant with hardware components intact and operating correctly. Most door sweeps, weather-stripping are present and viewed to be working as designed. Door reveals show that doors are properly installed and adjusted for smooth operation.

Comments Roof / Flashing /Gutters

Rolled bitumen, corrugated pro panel flat and pitched roofs viewed to be in poor condition for entire property. Some roof sections have been awarded to be fixed (Recommend all sections be considered for replacement). Evidence of major leaks with stained ceiling tiles in every building. Corrugated metal flat roofs feel loose and not attached to roofs with low spots for most buildings. Encountered multiple soft spots while walking the roof indicating skeletal damage below. Visible ponding occurring at various locations throughout most buildings. Evidence of maintenance occurring where caulking has been applied to detour water infiltration at seams. Flat bitumen roofs viewed to be in same condition as corrugated roofs. Granules building up and ponding occurring on all bitumen roof buildings. High winds and major weather conditions viewed to a major contributor to the decline of this roof system. Recent major winds damaged a section of the better condition Main Gym roof. Sheets of pro panel blew off onto the playground and parking lots also causing water damage to the building's interior gym floor. Drainage observed to be inadequate for shedding water away from most buildings leaving evidence of a mold like substance on exterior walls below scuppers or down spout systems. Building transitions between additions complicate drainage at multiple buildings. Roof debris located throughout roof (Some existing while others being added by the strong winds for the short period on the roof). Recommend a proficient roof housekeeping schedule focusing on leaf debris in high wind corridors and gutters. Also removing overhanging trees that are adding stress to an already fragile system.

Interior

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View Media	View Media	View Media	View Media
Walls/Floors/Ceilings/Stairs	Interior Doors	Restrooms	Housekeeping
Weight 3	Weight 3	Weight 3	Weight 4
Perf. Level Marginal	Perf. Level Good	Perf. Level Satisfactory	Perf. Level Satisfactory
Performance -2.83	Performance -0.95	Performance -1.89	Performance -1.89
Deficiency Factors Major x 3.5	Deficiency Factors None	Deficiency Factors Minor x 1.5	Deficiency Factors None
Score -29.72	Score -2.85	Score -8.51	Score -7.56

Comments Walls / Floors / Ceilings / Stairs

Painted CMU/Drywalls throughout most buildings were clean and in satisfactory condition. The main boiler room walls off the back side of the ADMIN building showing major warning signs of concern. Newer CMU walls look like they have been installed on an older preexisting foundation. This older foundation viewed to be failing in some locations with missing or crumbling bricks. Recommend a structure engineer evaluate this area of concern for its structural integrity. Hallways VCT/carpet showing signs of its age with multiple cracks or damage flooring throughout campus. Isolated flooring damage mostly located near or around entry points of high traffic areas. Recent storms damaged a section of the gym roof causing water damage to gym floor (This has been patched and is in the process of being repaired). The biggest eye sore of the interior would be the high percentage of stained, damaged, missing, or different pattern ceiling tile throughout the entire property. Recommend fixing root cause of leaks and replacing ceiling tiles when corrected. Asbestos like product viewed near the old gym/cafeteria lobby ceilings. Recommend an Asbestos professional evaluate product and establish an abatement plan for removal if confirmed.

Comments Interior Doors

Interior doors are a mix of wood/metal and are in clean working order. Fire ratings, hardware, door stops and kick plates were present. Door windows were clean and had no cracks. Door reveals give evidence that doors are properly installed and adjusted for smooth operation.

Comments Restrooms

Restrooms were clean and maintained mainly in staff, HS, and Main Gym lobby bathrooms. 100 wing student bathrooms and locker rooms were in marginal conditions with some plumbing issues, sewer orders, and cleanliness. (See plumbing section of this report). Recommend scheduling more time to monitor bathroom conditions while students are present and sectioning off toilets that are out of order. Students had access to soap and towel dispensers in bathrooms. Private stalls operated correctly, were clean and graffiti free. Most bathrooms meet ADA compliance. Lighting, and ventilation observed to be in proper working order. Taking the average of all bathroom conditions a satisfactory with a minor has been applied with a major applied to the plumbing section of this report.

Comments Housekeeping

Classrooms, hallways, staff bathrooms, and administration were mostly clean and organized. Same with equipment rooms, and storage closets. Student bathrooms and locker rooms could use some attention. Observed multiple stalls with unflushed or clogged toilets and locker rooms in disarray. Recommend a more recurrent schedule for bathrooms to keep up with student demands. A satisfactory has been applied taking the average of all building interiors. Bathrooms conditions scores will be addressed in the restroom and plumbing sections of this report.

Systems

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Elect. Dist.	Lighting	Fire Protect Sys.	Equip. Rooms	HVAC	Air Filters	Kit. Equip/Refrig	Plumb/Water Htr
Weight 3	Weight 5	Weight 10	Weight 2	Weight 10	Weight 5	Weight 2	Weight 6
Perf. Level Satisfactory	Perf. Level Satisfactory	Perf. Level Marginal	Perf. Level Satisfactory	Perf. Level Poor	Perf. Level Satisfactory	Perf. Level Good	Perf. Level Poor
Performance -1.89	Performance -1.89	Performance -2.83	Performance -1.89	Performance -3.77	Performance -1.89	Performance -0.95	Performance -3.77
Deficiency Factors None	Deficiency Factors None	Deficiency Factors Major x 3.5	Deficiency Factors None	Deficiency Factors Major x 3.5	Deficiency Factors None	Deficiency Factors None	Deficiency Factors Major x 3.5
Score -5.67	Score -9.45	Score -99.05	Score -3.78	Score -131.95	Score -9.45	Score -1.9	Score -79.17

Comments Electrical Distribution

Electrical rooms were clean, had some had storage and in satisfactory condition. Electrical panels were secured from public access, labeled, clean, and most maintained a three foot clearance for access. Panels, lock mechanisms, breakers, outlets, and switches viewed to be working as designed for the panels with access (Head of maintenance had was not present and has the only key). Some exposed wiring observed on roofs where conduit has become disconnected at various locations. Some open junction boxes viewed at multiple HVAC units. Maintenance stated these units are no longer in service or no longer working (HVAC conditions will be addressed in the HVAC portion of this report). Recommend removal of all unneeded mechanical systems and capping exposed wiring where needed.

Comments Lighting

Light fixtures, switches, wiring, automatic sensors, and photo-cells where present, observed to be in satisfactory working order. A low percentage of lighting appeared to be out in some areas. Recommend correcting next service cycle. Adequate lighting observed throughout most buildings. Random emergency lighting tested did not appear to be in proper working order. This deficiency has been applied to the fire portion of this report.

Comments Fire Protection Systems

Fire systems observed to be in marginal condition. Systems checked were all operating in trouble mode (Major). Maintenance stated dated fire panel system has a hard time operating correctly and has to be constantly maintained. Logistics and parts are also major contributors for panel conditions. Fire extinguishers and suppression systems viewed, had proper inspection dates. Random emergency lighting and exit signs that were tested appear to not be operating properly throughout campus. Fire annunciators and pull handles were not obstructed and accessible. Recommend district upgrading its fire detection to a modern reliable system.

Comments Equipment Rooms

Equipment and custodial rooms were mostly clean, maintained, organized, and had limited storage. Most major equipment had proper access and was well ventilated. Recommend maintaining access to fire cabinets located in the mechanical room off the Main Gym. Also some organization to storage located in the boiler room off the ADMIN building. Taking the average of all conditions a satisfactory has been applied.

Comments HVAC

The whole facility was environmentally sporadic throughout the site depending on location. HVAC is one of the systems the school has been awarded to fix. Working HVAC combo units appeared to be working as designed. Multiple HVAC combo units viewed to have disconnected PVC plumbing on roof units adding condensation drainage to an already fragile roof system. Viewed HVAC exposed wiring on units, junction boxes, and HVAC conduit (Some of these locations HVAC not in service). Recommend the removal of all non-working units to eliminate the potential for pest habitats. One area of concern are the working exterior wall mounted AC units along the HS building. Evidence of interior water infiltration viewed in line with ducting in these locations. Recommend confirming that this ducting has been properly flashed or finding the root cause of leaks. Classroom Thermostats and diffusers viewed to be working as designed where being used. Classrooms have been equipped with window AC units and seemed to be adequate for temporary student needs.

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Comments Air Filters

Multiple HVAC Systems and Air washers viewed to no longer be in service throughout campus. HVAC filters observed, were the correct size, semi clean, and had limited wear in the random units that had filters equipped. Filters had no dates labeled when installed and viewed to be close to their end of life cycle. MERV 10 filters were installed which are the highest filtration recommended by the manufacture for this HVAC system. Recommend labeling filters with install dates and maintaining a HVAC housekeeping schedule for this high wind, dust, and debris property.

Comments Kitchen / Refrigeration

The cafeteria and kitchen areas were very clean with good lighting. The serving line, food prep and storage areas were very clean. Lighting was good and all sinks and drainage lines were clean and clear. Walk in refrigerator and freezer were clean and working properly. Cleaning chemicals were properly stored. Fire extinguishing suppression systems observed to be up to date with inspections.

Comments Plumbing / Water Heaters

Water heaters looked to be well maintained and in good working order. Random faucets tested observed to be working as designed. Toilets tested were in poor working condition in a high percentage of student and gym locker room Bathrooms. Multiple toilets viewed to be clogged with human waste and viewed to have not been working for some time. Maintenance stated these clogged toilets have had a history of backing up and constantly have to be serviced. Recommend eliminating access to out of service toilets to keep students from using. Strong sewer orders coming from the student bathrooms in the 100 wing and locker rooms. Faculty also reported same smells in ADMIN hallways on regular occasions. Seems at one time, old bathrooms have been converted to classrooms or storage areas and drains still might be open. Recommend a certified plumber evaluate all plumbing conditions. Boiler systems have been shut down for the season and are on the agenda for upgrades. Pool mechanical room has an open water line draining onto the wall and floors while traveling to the floor drain. Maintenance stated pool is closed until repairs can be made. Water fountains were nonoperational due to Covid. Students still had access to modern touchless bottle filling stations on site.

Calculation

-682.04

Maintenance Management

Performance Items	Performance Level	Weight	Calculated Score
PM Plan <u>≡</u>	00.00 Outstanding	10	0.00
Staff Development <u>≡</u>	-1.89 Satisfactory	5	-9.45
Maintenance Safety <u>≡</u>	-1.89 Satisfactory	5	-9.45
Maint. Contractor Oversight <u>≡</u>	00.00 Outstanding	5	0.00
Facilities Master Plan (Renewal) <u>≡</u>	-0.95 Good	3	-2.85
FIMS & Equip. Data (052202104) <u>≡</u>	-3.77 Poor	7	-26.39
Total Performance Deficiencies	Total Score	Overall Rating	
-730.18	269.82	26.982	

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	<p>Energy Management Plan</p>	<p>Policy 17.0</p>
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POLICY: See Facility Master Plan section 5.8 for Energy Management Plan

PROCEDURE:

Cimarron Municipal Schools is committed to promote energy efficiency to faculty, staff, students and community. GMS shall strive to conserve energy and improve the energy efficiency of our buildings, vehicles, ad equipment and the goods and services that we use. The district shall use environmentally safe and sustainable energy sources as often as practical while achieving savings. The district will implement these principles by demonstrating community leadership, collaborative planning and by adopting best energy management practices, goals and objectives. *Cimarron Municipal School's* objective is to be good stewards of the resources (energy, water, dollars, etc.) given to the district. The district will seek a reasonable working balance between personal comfort and resource consumption knowing that we must optimize student learning.

- The district maintenance program participates in the “Brightly” PSFA information tracking system and has entered into the following energy reduction/sustainability Programs.
- Establish a District wide energy management education program for staff, teachers, and students.
- Upgrade all light fixtures
- Replacing missing ceiling tiles or broken ones
- Making sure vehicles are serviced often

Building Assessments – FMAR

FMAR Definition: The FMAR stands for Facility Maintenance Assessment Report (FMAR). The FMAR is a Process tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facilities conditions / appearance and determine and verify the implementation of an effective maintenance management program. The results (feedback report) are used to establish a benchmark for the individual schools/districts maintenance programs in an effort towards continuous improvements and implementation of cost effective maintenance strategies.

Purpose: To establish a verifiable process to determine the extent a school district is maintaining industry standard maintenance practices; To provide constructive feedback (OFI's) to the district on facility maintenance programs; To gather and share Best Practices across the state; To establish a baseline condition score/rating of current facility maintenance programs and physical conditions; To identify districts progressing towards an "Exemplary" facility maintenance program.

A physical building assessment is a comprehensive review of a building systems and assets. Physical Building Assessments are a standard method for establishing baseline information about the components, systems, policies procedures of a new or existing buildings maintenance program. An FMAR assessment is a way of determining the status of the building maintenance program. It provides a snapshot of how the various systems are being maintained and environmental components are operating. A primary objective of an FMAR is to measure the value of implemented maintenance and operations programs effectiveness.

Building assessments are a tool for projecting current and future maintenance effectiveness & needs. Building assessments are accomplished by assessing buildings, grounds, equipment and systems, documenting the findings, and recommending service options to increase efficiency, reduce waste and save money. FMAR provides the landscape against which all building maintenance efforts and planning occur.

Knowing What You Have – The importance of a physical building assessment to include buildings, grounds, and other systems and equipment is essential for the school districts successful operation. It is a component of the districts maintenance program, and a feeder into the management of the FMP. Knowing what you have and the condition it is in is an important aspect of operating your facilities.

Building assessments require time, energy, expertise and resources. Performing a comprehensive and accurate assessment is time consuming and economical all the same because it is a necessary step in the effective & efficient management of school district buildings.

Why a Facility Maintenance Assessment – Things change. The luster and aesthetic appeal of new buildings and equipment are sure to fade over time. When buildings age, the building condition begins to exhibit normal wear and tear. The definition of what constitutes "proper maintenance", changes over the life of the equipment or building systems. Knowing the age and condition of a building or piece of equipment is a prerequisite for maintaining it properly. Otherwise, maintenance efforts are a hit or miss situation – some things only get fixed when they break (reactive), while others get maintained on a routine basis whether they need it or not (preventive). When a school knows the status of its buildings and equipment, the need for maintenance, repairs and upgrades become much clearer.


The FMAR Building Assessment: The assessment team is made up of members of the NMPSFA and school staff, if available. The assessment of the schools buildings leads to a prioritized list of repair needs & items/recommendations. The completed feedback report will paint a picture of the repair/replacement /focus area needs for the immediate period and into the future. The next step to assign a reasonable time frame for repairs using the schools CMMS programs or capital expenditure project program (FMP).

FMAR's

- Assist the school administration in knowing what they have, its condition, service history & maintenance needs.
- Provide facts, not guesswork, to inform school administrators and maintenance staff of necessary repairs to ...
- Establish a baseline for measuring buildings maintenance progress.

Building assessments should be a routine part of the buildings maintenance program. By integrating the findings of an annual assessment the district can ascertain, the impact of various maintenance and custodial strategies, and the future demands the aging process might place on the infrastructure of the school property. This information can be used to increase the efficiency and resources and cost effectiveness of building use and maintenance efforts in the immediate and near future. The assessment along with the 5 year FMP provides valuable information towards the maintenance obligations facing schools now and into the future.

Building Assessments – FMAR

	<p style="text-align: center;">Grounds-Keeping Maintenance Plan</p>	<p style="text-align: center;">Policy 19.0</p>
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OVERVIEW

The purpose of a Grounds-Keeping Maintenance Plan is to ensure that grounds systems are maintained in an attractive, orderly, healthy, and safe manner to support a pleasant and functional outdoor educational environment. Grounds-Keeping and property maintenance are important aspect of public schools' maintenance programs. Routine Preventive Maintenance tasks should be developed to ensure a safe and functional environment for all occupants. The initial appearance of Public School Facilities and how well they are maintained is something parents, visitors, students, and the general public pay a great deal of attention to maintaining properties in good, clean, and safe conditions adds curb appeal, supports a quality educational environment, and prevents deferred maintenance.

DEFINITIONS

Grounds-Keeping: The activity of tending areas of land for aesthetic or function purposes, for purposes of this manual, in a public or charter school setting. Tasks may include, but not limited to routine litter management, mowing grass areas, trimming hedges and trees, planting mulching, aeration, fertilizing, managing flowers, management of watering systems (manual or automated) xeriscaping, pest and weed control, integrated pest management etc. Other tasks include start-ups, shutdowns, and snow removal functions. Specific areas to public schools that should also be considered also include managing athletic surfaces (soccer, and football fields, track surface, volleyball and basketball courts, artificial turf and playground areas). Maintenance of equipment to support grounds-keeping tasks should be considered as well as developing a sound safety program.

Having and maintaining the right equipment is also vital to the success of a quality Grounds-Keeping program that should be considered.

Groundskeeper: is a person who maintains landscaping, grounds, gardens, athletic fields and courts and other exterior properties (and their vegetation where appropriate) for appearance and functionality.

PURPOSE

The purpose of the Grounds-Keeping Maintenance Program is to create a method for the development and implementation of a grounds maintenance program for the schools to provide an aesthetically appealing, safe, and functional environment.

POLICY/GUIDELINES

Each year the district grounds department develops landscape maintenance work plans for the following year. Work plans should be developed for the following maintenance specialties:

- General Grounds
- Turf Maintenance
- Xeriscape Maintenance
- Mowing and Hardscape Maintenance
- Irrigation Maintenance
- Tree and Shrub Maintenance
- Playgrounds
- Athletic Fields
- Other

The workplans identify the types of work that need to be completed each week to achieve the standard service level goals for the area(s) determined by the district administration. Adjustments to the work plan are made each year to reflect changes in staffing levels, district square footage, changes to the landscape nomenclature, or other district specific adjustments.

The work plan serves as a guideline to the technical and supervisory staff. Weather and other factors impact the application of work plan. However, overall they provide an accurate depiction of the landscape maintenance being done at the district school sites.


ATTACHMENTS:

1. Facility Grounds-Keeping Plans and Drawings
2. Grounds-Keeping PM Schedule Draft
3. Grounds-Keeping Safety Manual

References:

PSFA:
 NM State University IPM
 Board of Education

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	<p>Use of Pesticides on School Property Integrated Pest Management (IPM)</p>	<p>Policy 20.0</p>
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Use of Pesticides on School Property

POLICY

The *Cimarron School District* will develop procedures for the implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures will include, but are not limited to the following: The district may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

Use of pesticides will be governed by the following standards:

Cimarron Schools has a pesticide company that comes the first Friday of every month and sprays the entire school.

Definitions as used in this section:

Pesticides: is any substance used to kill pests. It includes insecticides, herbicides, fungicides, rodenticides, etc.

Pests: is any organism with characteristics that are regarded by humans as injurious or unwanted.

- a. No pesticide may be applied to the *Cimarron School District* property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the *Cimarron School District* property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- b. No pesticide may be applied to the *Cimarron School District* property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.
- c. Pesticide will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.

d. Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the *Cimarron School District* property when students, staff or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of the *Cimarron School District* property and which requires the immediate application of a pesticide to remediate, students, staff, and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.


e. At the beginning of each year, and when new students register, the *Cimarron School District* will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. The parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communications or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

f. Written records of pesticide applications will be kept for three (3) years at each school site and will be available upon request to parents, guardians, students, teachers, and staff.

References:

PSFA:
NM State University IPM
Board of Education

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	<p>Maintaining Synthetic Turf (Optional)</p>	<p>Policy 22.0</p>
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PURPOSE

Sports Surfaces are a very important asset to our district and the safety of our athletes require a clean safe sport surface.

It is important that the people who are responsible for field maintenance are thoroughly familiar with its contents and refer to it regularly. The contents in this manual represent the most current information regarding suggested procedures for the proper use and care of synthetic turf systems.

POLICY

It is the policy of the *Cimarron School District* that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for maintaining the districts sports surfaces. It is good business to protect your investment and take care of your synthetic turf system. To do this most effectively, KEEP IT CLEAN.

The following maintenance precautions are advised:

- Control access to field
- Keep your surface free of litter, mud and debris
- Post signs prohibiting smoking and carrying food or drink onto the field
- Minimize and properly monitor the use of motorized vehicles on your surface
- Repair minor damage promptly
- Follow suggested maintenance and cleaning procedures

CLEANING AND STAIN REMOVAL

For outdoor surfaces, rain is the best cleanser. Rainfall gently cleans the fibers of dust, pollen and airborne pollutants in a way that is difficult to duplicate. In areas where rainfall is scarce – or during prolonged periods of drought – an occasional watering is beneficial to cleanse the synthetic surface. Listed below are the suggested precautionary maintenance practices:

- Keep trash and litter containers on site
- Route field's access traffic in such a way to minimize mud/dirt tracking on the field
- Set up drinks for athletes during practice breaks off the synthetic surface if possible
- Enforce a smoke free environment and discourage the use of chewing tobacco, gum and sunflower seeds

DAILY CARE

Daily care is on-going care, it does not necessarily mean care each and every day. The amount and frequency of daily care is dependent on not only the surface, but also by the volume and the type of use. MFG. recommends that every turf system shall be periodically groomed and swept to remove litter and dust etc.

LITTER REMOVAL

Light trash (paper, peanut shells, sunflower seeds, athletic tape etc.) and airborne dust can be removed easily with a lawn sweeper or maintenance sweeper.

SWEEPERS

When using machines, several points should be observed:

Bristle Type

The sweeper should have synthetic fiber bristles such as nylon or polypropylene. The minimum brush length should be 2.5". The maximum bristle diameter should be .030". The brush must contain no metal or wire. Metal fibers can fall out and cause injuries to players and can also damage the surface.

Brush Setting

The brush setting should be monitored. The actual setting will of course depend on the model and type of sweeper. The sweeper will work best, however, when the brush is set so that it barely touches the tips of the fibers of the turf.

DO NOT SET THE BRUSH SO LOW THAT IT DIGS INTO THE TURF PILE OR BACKING.

Too low a setting can damage the turf. Vacuum cleaners are not recommended to remove mud. Contact your Turf representative if you have any questions about the type of machine to use or brush settings.

Turf Loading Limitations

Brushing and brush cleaning may require several trips over the field to finish the operation. Any sweeper that weighs more than 300 lbs. should have turf type low ground pressure tires (pneumatic tires) with a maximum tire pressure of 35 pounds per square inch (psi). Do not park vehicles on the turf, especially in the heat of the day, or leave vehicles on wet turf for long periods of time.

Exhaust Fumes

For outdoor use we recommend either electric or propane. The type of fuel or power used by a sweeper is of no major importance for outdoor use. However, if the sweeper has an internal combustion engine, make certain that the hot engine exhaust is not discharged down toward the playing surface. Hot objects can damage the field and engine exhaust may soil it. Also check to make sure that the sweeper is designed in such a way that a hot muffler or exhaust pipe cannot drop onto the surface; **Oil Spill , etc.**

Care should be taken to prevent lubricating oil, gasoline, grease, transmission fluids, battery acid, brake fluid, etc. from dripping, leaking or spilling on the turf surface during sweepings. Such spill scan discolor the turf and damage the fibers and turf backing. Proper maintenance procedures should be observed in this

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regard. Battery acid and other fluids should not be allowed on the surface. Never change or add fluids to maintenance equipment while on the surface.

CAUTION: Electrically powered units may not be properly grounded, do not use them on wet or damp surfaces.

Frequency

The removal of loose rubbish and surface dust should be performed on an as needed basis, generally about once a week depending on usage.

DO's

Synthetic turf systems are designed to resist both wear and exposure to the elements. The effectiveness of their materials, design and construction is demonstrated by the long life of fields under heavy use in many climates. The following are the most obvious precautions:

- Control access to the synthetic turf system. Keep the synthetic turf system and close adjacent areas clean and free of litter, mud and debris.
- Post signs prohibiting smoking and carrying food or drink onto the synthetic turf system.
- Observe load limits for static and rolling loads, especially when the surface is wet.
- Repair minor damage promptly.
- Follow suggested maintenance and cleaning procedures.
- Contact your turf representative for assistance with repairs, renovation work, or any further technical details.

DON'T's

DO NOT ABUSE THE SYNTHETIC TURF SYSTEM WITH:

- Vehicle traffic
- Heavy static loads
- Fireworks
- Storage of materials such as drums, lumber, equipment, etc.
- Golfing, shot putting, javelin or discus throwing
- Use of long spike track shoes
- Open flames, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, materials, and methods not authorized by Manufacturer
- High-pressure water sprays exceeding 500 PSI
- Vehicles with non-pneumatic tires
- Introduction of in-fills or impregnated layers other than supplied or authorized by MFG.
- Do not allow the use of bikes, skateboards, lawn mowers, etc.
- Do not allow any unauthorized use
- Improper storage of a Sports Turf removable synthetic turf system

GROOMING OF INFILLED TURF

MFG. recommends that every turf system has a routine brushing every 80 to 120 hours of usage. Routine brushing is accomplished with a commercial turf brush suitable for brushing the surface. If you do not have a commercial turf brush please contact your Turf representative to purchase one. In-filled surfaces do require grooming. Additional grooming may be necessary only when and if the infill has become displaced due to excessive use in certain areas of the surface such as a goal and heavy traffic areas.

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ROUTINE BRUSHING

Routine brushing keeps the surface free from debris, but also maintains your synthetic turf system at its optimum performance. Routine brushing simultaneously achieves three objectives:

1. Keeps infill layer uniform in its distribution
2. Ensures that the exposed part of the fiber is uniform in its direction and stays erect
3. Helps remove litter, leaves, dirt, etc.

The realized benefits from routine brushing are:

1. Consistent footing and ball bounce throughout the surface
2. Maximum aesthetic appeal
3. Lengthened life expectancy

STAIN REMOVAL

General Instructions

Turf fibers are among the most stain resistant in the industry. Most stains are not “true” stains but rather residue of foreign matter that must be promptly and thoroughly removed. The first rule in spot removal is promptness. It is always easier to clean up a fresh spill than one that has dried and hardened. Remove any solid or paste-like deposit with a spatula or table knife. Blot up excess liquids with a thick stack of paper towels or a dry absorbent such as “kitty litter” or Fullers Earth. Dry absorbents can then be swept or vacuumed up. Turf surfaces provide good resistance to staining. However, it is important to realize they are only one part of a sophisticated system of various components designed for overall field performance. Some cleaning agents that are safe for the fiber can be harmful to other components of the system.

Nylon Fibers

Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second which should only be applied by rubbing a cloth soaked in cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers. In the first group of cleaners, which generally can be applied to non in-filled systems without any special precautions, are the following:

1. A warm, mild solution of granular household detergent such as Tide or ALL in water, or any neutral low sudsing detergent that is recommended for fine fabrics. Use approximately one teaspoon of detergent to one pint of water. This will handle most stains.
 2. Use three percent solution of ammonia in water for more severe cleaning problems. (NOTE: household ammonia is three percent. Industrial aqua ammonia is 33 percent. Dilute nine parts water to one part industrial ammonia, or the available supply as appropriate.) Thoroughly flush the surface, rinse with plenty of cold water afterwards.
 3. Clean, dry absorbents such as paper towels or commercial “kitty litter” can be used for applicable stains.
- In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration beneath the turf fibers. We recommend consulting a professional for application instructions.

Polypropylene & Polyethylene Fibers

Polypropylene & polyethylene fibers are among the most stain resistant fibers known to man. Hence, most “stains” ON polypropylene and polyethylene fields are not true stains but rather residues of foreign matter which must be promptly and thoroughly removed. (This is not the case with nylon and other fibers on the market.) Most “stains” on polypropylene or polyethylene fields can be removed with water or soap and water. The first rule is promptness. It is much easier to clean up a fresh oil spill before it has time to dry and harden. Remove any solid or paste-like deposit promptly using a dull knife or spatula-like tool. Blot up excess liquids with a stack of towels, cloth or paper. Dry absorbent clay based materials, such as cat litter

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Absorbers (“kitty litter”) can be very useful and should be stored on site. Such dry absorbers can be swept or vacuumed up. Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second of which should only be applied by rubbing a cloth soaked in the cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers. The first group of cleaners can generally be applied to infilled systems without any special precautions.

“Water Borne” Residues

Most “stains” commonly associated with polypropylene and polyethylene playing fields can be classified as “water borne” stains. These stains are best removed using a warm mild solution of granular household detergent (non-abrasive) and water.

1. Brush the residue with a stiff brush
 2. Scrub the area with soap and water
 3. Rinse the area thoroughly with clear water to remove all traces of soap
 4. Dry with absorbent towel(s), if necessary
- A. three percent solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.

non “water borne” residues

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration into the turf fibers. We recommend consulting a professional for application instructions.

FIELD MARKING, LOGOS, ADVERTISING AND DECORATION PAINTED LINE AND MARKING SYSTEM

NOTE: Inlaid line and marking systems are preferred for optimum performance. Inlaid line and marking systems are constructed utilizing the same material specifications, and are to be inset in such a manner to ensure a good bond, an even finished surface and physical strength equal to the material prior to introduction of the line and marking system. Permanent inlaid line and marking systems are more attractive than painted systems because of the reduction in maintenance and quality of image. Alternative painting of line and marking systems and their care is explained below. Many facility owners like to use elaborate line and marking systems, including facility logos, league logos, sponsor logos, mid-field and end-zone design in assorted colors. Others prefer the simpler approach of sharp, well-defined game markings with no extraneous markings. In either instance, the materials and techniques used in applying paints will determine the life of the markings and the ease of removal when these need to be changed. In marking, do not apply paint too heavily. Light applications give good visibility and adequate life and are less abrasive than excessive layers of “cakedon” paint. Also, where possible, do not paint over inlaid lines and logos.

Dry Markings

Chalk markings are NOT recommended for in-filled systems. Dry chalk can be captured by the infill which can degrade a field’s performance and drainage. There are some aerosol chalks that have proven to work well on synthetic turf. Some brands can stain inlaid lines and logos. We recommend Pioneer’s Aerosol chalk as it fades to white over time and will not stain turf.

Paints

Regardless of the type of paint used and design required, best results will be obtained when paint is applied to a clean, dry, dust and grease free base. It is extremely important that old, degraded paint and dirt be washed off any area that is to be repainted if the best appearance and traffic resistance are to be obtained. If your field needs this type of attention, we recommend contacting a Pioneer Athletics representative for quotations and scheduling at.

Temporary Paint

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The recommended paints in this category are designed to be easily removable after usage in a limited number of sport games on in-filled systems. Usually, the removal can be achieved by applying a special paint remover solution, agitating with a deck brush or remover machine and rinsing thoroughly with water. We suggest a top quality water based paint designed specifically for synthetic turf such as Pioneer Athletics Game Line paints. One day curing of these paints, at moderate temperature and dry weather, is sufficient. Traditional grass paints or household paints can be very difficult to remove.

Durable Paints

High quality latex based permanent paint is highly durable. Once applied and cured, this paint may require special chemicals and equipment to remove. Thus it is imperative that use of this paint be restricted to carefully chosen areas. For each of the above paints, it is recommended that 24-48 hours be allowed for complete cure. Paint should always be applied to dry turf at moderate temperatures.

We recommend Pioneer Athletics' Extreme Line paints for in-filled systems and Titan for non-in-filled systems.

Striping and Painting

The application procedure for applying temporary and permanent paint is as follows:

Remove excess paint existing on field. Test application procedure before going on the field (use a scrap of turf fastened to asphalt, plywood or use a corner of the field.) Use no more paint than absolutely necessary. Keep water on hand and readily available to rinse any spills or mistakes before they dry.

The paint should be applied lightly to the tips of the turf fibers—not the entire length of every fiber.

Applying the paint too heavily makes for a very rough, abrasive surface and will make the removal job very difficult. An airless system is recommended as it provides a superior look while using less paint. We recommend applying paint at 500-1,000 psi using a 317 or smaller tip. Sprayers that do not atomize the paint are not recommended as paint will flow into the infill and negatively impact removal and field performance. When applying paint, use large templates and cardboard or wood windshields to minimize paint over-spray. For logos and other markings, always use a guide such as templates or straight edges.

Applying more than one coat of paint may make removal significantly more difficult. Therefore, we recommend a single coat be used where possible. Painting Turf systems with brushes or rollers is not recommended. Spraying equipment is recommended for the following four reasons:

1. Spraying can make a more uniform paint application
2. A more intricate template can be used if the paint is sprayed
3. Paint can be applied more rapidly with spray techniques
4. Paint can be removed more easily from areas that have been correctly sprayed than from areas on which the paint has been rolled

PAINT REMOVAL

The main key to efficient removal of temporary paint from surfaces is initial control in the application. The use of excessive amounts of paints is wasteful, presents abrasion hazards to players and requires extra work in removal. Either of the following two techniques should result in clean removal of temporary paints within reasonable time and without excessive labor.

Equipment needed for Paint Removal:

Use a street broom, deck brush, small sprayer or watering can, water hose, medium-sized tank or bucket for mixing, and a couple of wet vacuums.

Materials Needed:

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Paint removal method requires the use of 8 percent ammonia. The solution should be prepared in advance and access to water outlets provided. The percent ammonia solution is prepared from aqua ammonia (33 percent ammonia) by diluting with three parts water to one part aqua ammonia.

CAUTION: Aqua ammonia is a strong chemical. Follow the seller's instruction for handling – including eye protection, avoiding skin contact, etc. Ammonia is very corrosive to copper alloys do not use brass nozzles or fittings. For mixing, use galvanized watering cans and a sprayer tank at all times.

Procedures

1. Hose down the painted area with water until the surface is saturated. Using a sprayer or a watering can, apply the ammonia solution on the painted area. It is important that the ammonia solution be metered out uniformly at the rate of one gallon per 45 to 50 square feet. Scrub the wet area with a street broom until the ammonia solution turns to foam. A sweeping motion similar to sweeping a floor is sufficient. During this step, the paint will start to loosen and the pigment will begin to run. However, do not shorten the sweeping at this point.

2. Wait about 10 minutes to allow the foamed ammonia to work. Apply the same amount of ammonia solution on the area a second time. Thoroughly scrub the area with a street broom. This scrubbing is not intended to be a light scrub, scrub vigorously.

3. Hose down the area with water and simultaneously pick up the water and dislodged paint residue with the wet vacuum. Do not let the water and paint residue seep across the field. If the residue and water start to spread, stop the hosing and let the wet vacuum catch up. Repeat the process if necessary. However, if the paint was applied lightly and uniformly, repeating the process should not be necessary.

If the paint stubbornly adheres to the turf, take the following additional steps:

1. Repeat steps as above. Blast or fracture the paint loose with hot water from an industrial high pressure hot water sprayer. Set the water temperature at 150 degrees F (65C). Do not spray the water at "point blank" range – keep the wand at least 12 - 15 inches (30 - 40cm) from the turf. Use 10 gallons of hot water per minute and a water pressure of no more than 300 psi (21 kg/cm²). No solvent is required.

2. Wet vacuum the residue and water or immediately flood the field.

3. Rinse the area thoroughly with lots of water and pick up rinse water rapidly to avoid unsightly spots or paint residue.

LOAD LIMITS

As a general rule, no long term static load of more than 3 PSI (300 lbs./sq. ft.), nor any transient rolling load of more than 35 PSI be applied to any surface (foam pad or elastic layer under pad). Rolling loads of up to 30 psi are acceptable on an occasional basis. (The loading of a pneumatic-tired vehicle is approximately equal to the air pressure in its tires.) It is good practice to eliminate any unnecessary long-term static loads. Sheets of 3/4" exterior plywood or pieces of 2" x 10" lumber may be used to spread major static loads and thus minimize the risk of damage to the turf system.

NOTE: Under static loads, the surface should first be covered with a load spreader such as polyethylene sheeting to keep it clean. New plywood may contain materials that will leach out and stain the turf if it is exposed to water therefore a polypropylene barrier should be used under the plywood to prevent this from happening.

SNOW AND ICE MANAGEMENT

Snow and ice are not harmful to synthetic turf systems and can generally be left to melt and run off on their own accord. Sometimes, however, it becomes essential to clear away snow and ice to permit scheduled use of the surface. When this happens, the working principle for snow is to leave it in place until as near to time of use as possible. Doing so will minimize the risk of ice build-up from cold wind blowing

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across a damp snow-cleared surface. Ice removal is more difficult, especially if a heavy layer has built up following freezing rains (see below). Two methods are used for snow removal:

Snow Blowers

If the snow is dry and powdery, it can be swept or blown from the field using a rotary brush or snow blower. Be sure that any machinery used is set so as not to dig into the turf or gouge the surface.

If using a blower:

1. The first pass of the blower should be down the center of the field.
2. Second pass should be made at the edge of either side of the first pass and the blower must be adjusted so that the snow is deposited in the truck.
3. The blower then continues down one side and up the other accompanied by the truck.
4. Clean off remaining snow with a mechanical broom.

Snow Plows

Snow that is wet and sticky may be more easily pushed off the field by using a snow blade with a 4" to 6" wide rubber tip mounted on a Jeep or light tractor. If such a blade is used, extreme care should be taken to avoid digging into the surface. The best blade setting is one that barely "kisses" the top of the surface and rolls the snow ahead of the blade. In this procedure, the snow itself will maintain contact with the surface. Wood, metal or other rigid surface blades should not be used. Adjust the blade to proper height taking care that it will not gouge or dig into the surface. MFG. recommends wheels on each side of the blade to ensure the blade cannot possibly dig into the surface.

If using a plow:

1. Push snow into piles off playing surface.
2. Scoop into truck using front-end-loader., also with rubber tipped blade. Use extreme caution.
3. Use a rotary mechanical broom to clean off the remaining snow.

Severe cases of ice can be removed by using a small lawn roller to break up the ice and then proceed as above. It is recommended that all of the equipment used as described above be moved on pneumatic tires. **LUGS, STUDS AND CHAINS ARE DAMAGING AND SHOULD NOT BE USED.**

Snow removal equipment may be stopped momentarily on the surface, but **DO NOT PARK SUCH EQUIPMENT ON THE FIELD OVERNIGHT OR FOR SEVERAL HOURS.** Tire pressure should be below 35 PSI. **IMPORTANT:** Keep tarps or field covers off the field in freezing weather. They are difficult to remove when frozen to the surface. Avoid using a tarp on the field during freezing weather. Tarps can freeze to the turf by means of condensation and thus can be very difficult to remove for a scheduled event.

WATERING OUTDOOR SYNTHETIC TURF SYSTEMS

Some owners have found it desirable to deliberately wet their synthetic turf surfaces, especially in periods of very hot weather. Wetting the surface provides moisture for cooling the field before evaporation takes place. It also acts as a lubricant to the turf but it must be noted it may also lower traction to a slight degree. On a hot sunny day outdoor playing surfaces can receive enough radiant energy to evaporate about a quart of water per square yard per hour. As the moisture evaporates the temperature of the synthetic turf will match that of natural grass in the same area. A full sized soccer, hockey or football field may evaporate up to 1200 gallons of water per hour in extremely hot weather. If you decide to water your field, be careful to distribute the water evenly. If water is put on the field, it should not be from a polluted supply. Also be aware, when a field is watered on an extremely hot day, you risk dangerously raising the heat index level which can be harmful to athletes.

SPECIAL EVENTS ON NON-REMOVABLE SYNTHETIC TURF SYSTEMS

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Assemblies and convocation facilities with synthetic surfaces are often used for graduation ceremonies at many colleges / universities. The basic precaution is to keep long-term static loads below 300 pounds per square foot by the use of plywood or other load spreaders. Normally, 4' x 8' sheets of 3/4 " plywood do a good job of load spreading, provided the load is not applied too near the edges of each panel. Landscape fabric should be laid over the turf under the load spreaders to avoid staining or spoilage of the turf. Any chairs placed directly on the playing field surface should be inspected to be sure that the tips of the legs couldn't damage the turf. Metal chair legs should be protected with rubber tips. The legs of wooden chairs should be free of any sharp edges that may tear the turf or damage the under pad.

MINOR REPAIRS TO Turf SURFACES

Your playing surface has been carefully engineered to provide many years of service. In the case of vandalism or unusual abuse, limit your maintenance staff to performing minor repair. For more serious problems, consult your representative.

When to Repair

To properly maintain a synthetic playing field, be aware of day-today activities, usage and condition of the facility. It is very important that any minor damage be repaired immediately because a small problem may eventually grow into a major repair. In addition to routine awareness of field conditions, once or twice a year, each field should be given a careful and thorough inspection, preferably in the spring with a follow-up in early fall. All seams should be inspected and any loose areas noted and repaired. Go over the body of each panel of fabric and note any rips and/or tears. Assess the status of the under padding and the condition of the surface. In the case of an older and/ or heavily used field, inspections should be made more frequently.

Why a spring inspection?

Fields endure their heaviest scheduled activity during the fall months. Once your inspection has been completed you may require the assistance of a professional Turf crew. Your Turf Representative is always available to assist in the case of an emergency, but planned visits permit more efficient and cost effective service. If repairs are required they are easier to make in warm, dry weather. Adhesives will hold better and cure faster when there is more opportunity to leave the repaired area undisturbed. Gluing repairs should not be attempted if the field is wet. What Are "Minor Repairs?" An open spot in a sewn or glued seam, where the loose area in the seam extends from a few inches to one or two feet (along a glued seam line where at least one of the turf edges is still attached to the seam tape). Cuts, rips or tears in the surface fabric that are less than six inches or so in length do not generally require a special trip by our service staff and can be repaired by the owner without much effort. These can also be regarded as minor unless allowed to become larger. All of these problems can be handled by sewing or adhering the repairs. To repair minor seam openings or loose seam areas:

1. For in-filled systems vacuum sand or rubber from the turf to be repaired.
2. Be sure that the fabrics to be adhered are dry, free from loose sand, dirt, old adhesive and other foreign matter.
3. Remove the area of debris.
4. Position the fabric to check for satisfactory final placement.
5. Be sure the seaming tape to which the fabric will be adhered is itself adhered to the underlying pad (If system uses an underlying pad).
6. Apply a small amount of caulk onto seaming tape. Avoid excessive adhesive to reduce the possibility of bleed through or bleed out. Spread the adhesive with a trowel and trowel so that the entire fabric is coated lightly and evenly.
7. Press the fabric into the adhesive bed uniformly.

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8. Weight down the area and allow to cure for a minimum of 2 hours.

9. For in-filled systems, spread appropriate rubber or sand on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

SMOKING SHOULD BE STRICTLY PROHIBITED IN THIS AREA!

OTHER TYPICAL REPAIRS CIGARETTE / FIREWORK BURNS

Use a hand held metal brush (such as is used to remove paint) and brush the spot vigorously to separate the fibers. If brushing the turf does not remove the damage, take a razor knife and cut the fused area away.

PROHIBITED ACTIVITIES ON A SYNTHETIC TURF SYSTEM:

- Storage of materials such as drums, lumber, equipment, etc
- Unnecessary vehicle traffic
- Shot putting, javelin or discus throwing, and the use of any metal spiked shoe
- Open flame, fireworks, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, methods or materials not authorized
- High-pressure water sprays exceeding 1000 psi
- Vehicles with non-pneumatic tires
- Introduction of in-fills that varies from the Turf specifications

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Board Norms

Our Mission

Cimarron Municipal Schools will work hand-in-hand with our families and community to provide our students the experience of a safe and challenging educational environment through staff who know and nurture every child.

Our Board Norms

WE WILL WORK TOGETHER as a community that values consensus rather than majority rule.

WE WILL BE FULLY PRESENT at the meeting by becoming familiar with materials before we arrive and remain attentive throughout the meeting.

WE WILL INVITE AND WELCOME the contributions of every member and listen well to each other.

WE WILL BE INVOLVED to our individual level of comfort. Each of us is responsible for stating our opinions and positions during the meeting and will not carry any disagreement outside the session.

WE WILL BE RESPONSIBLE for examining all points of view before a consensus is accepted.

WE WILL BE GUIDED by the Cimarron Municipal Schools mission statement.

WE WILL BE MINDFUL of the different roles and responsibilities throughout the school system.

WE WILL BE RESPECTFUL of the board's and the public's time by being succinct with our comments and points of view.

Adopted February 16, 2022 by a unanimous vote of the board.