



Board of Education

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

**Board of Education
Regular Meeting**

**Wednesday
January 23, 2019
6:30 pm**

**Cimarron Administration Office
Board Room
165 N. Collison Avenue
Cimarron, NM 87714**

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

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

CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

Cimarron Administration
Board Room
Wednesday, January 23, 2019
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. December 12, 2018 – Regular Board Meeting
 - B. December 18, 2018 – Special Board Meeting
- VI. Student and Staff Recognitions
 - A. Jody Martinez, Principal
- VII. New Business (Discussion/Action)
 - A. Policy Advisory – 141-156 (1st Reading)
 - B. Board Meeting Calendar
 - C. Community Use of Old Elementary Building – Village of Cimarron – Shawn Jeffrey
- VIII. Public Forum
- IX. Audit/Finance Committee Report
- X. Safety Committee Report
- XI. Old Business (Discussion/Action)
- XII. Consider Approval of Consent Agenda Items (Discussion/Action)
 - A. Approval of the List of Warrants, Expenditure and Revenue Report, Budget Adjustments, Cash Transfers and Reconciliation, SB9, TECH Tax Report, Cash Report.
- XIII. Consider Approval of 2017-2018 Audit
- XIV. School Board Training Report
 - A. 2019 Board Institute - February 21-23, 2019, Eldorado Hotel, Santa Fe, NM

XV. Superintendent's Report

- A. Physics Kits
- B. Meeting with the Governor
- C. Enrollment Decline
- D. Government Shutdown

XVI. Executive Session – Limited Personnel Matters

- A. Consider Approval of Superintendent's Evaluation and/or Contract

XVII. Next Regular School Board Meeting Agenda Items

XVIII. Adjournment

The next Regular School Board Meeting is scheduled for Wednesday, February 20, 2019 at Eagle Nest Elementary/Middle School; Meeting Time – 6:30 pm

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

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

CIMARRON MUNICIPAL SCHOOLS

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CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

Eagle Nest Elementary/Middle School
Wednesday, December 12, 2018
6:30 pm

- I. Call to Order
 - Mr. Wier called the meeting to order at 6:30 pm
- II. Pledge of Allegiance
- III. Roll Call
 - Mr. Wier, President; Mr. Anderson, Vice-President; Mrs. Lindsey, Secretary; Mrs. Hooker, Member were all present. Mr. Gonzales was absent. There was a quorum
- IV. Consider Approval of Agenda (Action)
 - Mrs. Hooker makes a motion to approve the agenda. Mr. Anderson seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.
- V. Consider Approval of Minutes (Action)
 - A. November 14, 2018 – Regular Board Meeting
 - Mrs. Hooker makes a motion to approve the November 14, 2018 Minutes. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.
- VI. Student and Staff Recognitions
 - A. Lee Mills, Principal
- VII. New Business (Discussion/Action)
 - A. Physics Presentation – Anatoliy Glushchenko
 - B. Cimarron High School Baseball Field MOU
 - C. Cimarron Heliport MOU
 - D. School Dismissal for January 15, 2018 – Teacher Training
 - Nancy makes the motion to table the decision to add a day to the school calendar until March 2019 Meeting. Mr. Anderson seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.

VIII. Public Forum

IX. Audit/Finance Committee Report

X. Safety Committee Report

XI. Old Business (Discussion/Action)

XII. Consider Approval of Consent Agenda Items (Discussion/Action)

A. Approval of the List of Warrants, Expenditure and Revenue Report, Budget Adjustments, Cash Transfers and Reconciliation, SB9, TECH Tax Report, Cash Report.

- Mr. Anderson makes a motion to approve the Consent Agenda Items. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.

XIII. School Board Training Report

A. 2019 Board Institute - February 21-23, 2019, Eldorado Hotel, Santa Fe, NM

XIV. Superintendent's Report

- A. Career Readiness Testing
- B. CEMS & CHS Construction Update
- C. School District Student Membership – 80th Day

XV. Next Regular School Board Meeting Agenda Items

1. Meet with students - CHS with lunch
2. Special meeting on December 18, 2018 at 10 am - Proposed change to January 23, 2018
3. Ron Anderson - Tony Ortiz

XVI. Adjournment

- Mrs. Hooker makes a motion to adjourn. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.
- Meeting was adjourned at 8:56 pm

The next Regular School Board Meeting is scheduled for Wednesday, January 23, 2019 at Cimarron Administration Board Room; Meeting Time – 6:30 pm

Approval of Minutes:

Bret E. Wier
School Board President

Date

Annie J. Lindsey
School Board Secretary

Date

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CIMARRON MUNICIPAL SCHOOLS
BOARD OF EDUCATION

SPECIAL MEETING

Cimarron Administration Board Room
Tuesday, December 18, 2018
10:00 am

I. Call to Order

- Mr. Wier called the meeting to order at 10:00 am

II. Pledge of Allegiance

III. Roll Call

- Mr. Wier, President; Mr. Anderson, Vice-President; Matthew Gonzales, Member and Mrs. Hooker, Member were all present. Mrs. Lindsey, Secretary was absent. There was a quorum.

IV. Consider Approval of Agenda (Action)

- Mr. Anderson makes a motion to approve the agenda. Mr. Gonzales seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mr. Gonzales, I; Mrs. Hooker, I. The motion carries.

V. New Business (Discussion/Action)

A. Change January Board Meeting from January 16, 2019 to January 23, 2019

- Mr. Gonzales makes a motion to approve the Board Meeting moving from January 16, 2019 to January 23, 2019. Mr. Anderson seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mr. Gonzales, I; Mrs. Hooker, I. The motion carries.

VI. Adjournment

- Mr. Anderson makes a motion to adjourn. Mr. Gonzales seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mr. Gonzales, I; Mrs. Hooker, I. The motion carries.
- Meeting was adjourned at 10:04 am.

The next Regular School Board Meeting is scheduled for Wednesday, January 23, 2019 at Cimarron Administration Board Room; Meeting Time – 6:30 pm

Approval of Minutes:

Bret E. Wier
School Board President

Date

Annie J. Lindsey
School Board Secretary

Date

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POLICY SERVICES

ADVISORY

Volume 15, Number 1

May 2018

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Policy Advisory Discussion

The advisories being recommended for adoption are primarily based upon changes to transportation regulations by the Public Education Department (PED) as found in 6.41.4 of the New Mexico Administrative Code (NMAC). Advisory 153, Extracurricular Activity Eligibility, is based on a change by the New Mexico Athletic Association (NMAA) to part 6.2 of the NMAA handbook, and advisory 154, Student Suspension / Expulsion, is provided to correct an oversight in an optional procedure Policy Services did not include in the original policy.

Preparing the changes, additions and omissions based on the PED regulations for transportation has been especially tedious due to the detail of the content. You will find attached the full content of 6.41.4 NMAC consisting of twenty-five (25) pages, which you will need as directed by the content, to provide copies to each of the transportation employees. **It is suggested that the document 6.41.4 NMAC be read in its entirety before reviewing the recommended policies, regulations and exhibits.**

Due to the extensive detail and requirements, Policy Services has incorporated many subsections of the PED regulation into particular policies by reference. This is unusual for Policy Services, but the separation of the directives into useful parts and standardized naming systems required this solution. The PED document states that each district must establish in excess of sixteen policy statements. Please understand that directions and requirements of statute and regulation need not be included in District Board policies since the policy is directing the administration to follow these already written statements by reference to them.

An attempt has been made to explain the content of each policy referent while including the requirements in the PED document, but that may not be possible. There are simply too many cross overs from one part of the PED regulation to another. If questions arise as to where a particular aspect of the regulation can be found in the policy manual, please contact Policy Services. Most parts of 6.41.4 NMAC are in these advisories but some were already in policy and have been cross referenced in the advisories.

Policy Advisory No. 141 - Transportation Services. One of the responsibilities of the Local Board of Education, among many as expressed in 6.41.4.8 NMAC, is that the Board provide a platform:

- for adequate community, parent, staff, and transportation service providers participation in the development of policies and procedures;
- for information and training; and,
- for access to policies defining rights of the various communities.

Policy Services gives direction within the policy to the cross references located at the bottom of each policy. Policies such as those for homeless and at risk student have already been put in place because of transportation statutes. Others related to the policy process and complaint procedures already exist and simply need to be consulted for the information they provide. As to the platform demanded by PED, it is suggested districts make access to their policy manuals on line as simple as possible from their web sites. Establishing a link directly to the district policy manual would be a large step toward providing the platform PED requests. This policy on Transportation Services was rewritten and updated to be the general beginning with the rest of the transportation policies intended to provide the information and education on rights, responsibilities, policies, and procedures. Note that the policy is extended by the last sentence to include 6.41.4.8 NMAC and 6.41.4.9 NMAC which contain about twelve (12) pages of responsibilities assigned to the Board which are to be carried out by the administration. It is also extended by reference to 6.41.4.10 NMAC which gives direction to Transportation providers. One of the interesting inclusions from PED is that the district or transportation provider is to have a "transportation administrator" to perform daily observations relative to alcohol and substance use by transportation personnel. The exhibit is a reminder that there are certain requirements if a district contracts for transportation services.

Policy Advisory No. 142 - Student Transportation. This policy establishes that student transportation is generally not a right but a privilege and begins the process of providing the procedures to be followed and explained to the persons involved with student transportation. The rule then goes on to detail the procedures as related to student behavior or conduct, parental responsibilities and those of the bus drivers. Duties and responsibilities of bus support personnel are found in other policies and regulations. Because the student conduct and discipline procedures were redrawn and placed in this policy and regulation, the bus incident report was placed with this policy as an exhibit, removing it from the bus safety program. Districts are cautioned to review the procedures in the regulation with care to make sure these are the procedures being followed in their district.

Policy Advisory No. 143 - Eligibility for Bus Transportation / Walkers and Riders. This policy contains only a minor modification since it was revised upon the statutory change to 22-16-4 NMSA allowing SUV's for limited student transportation purposes. It was also modified in the past to include special needs students. Policy Services recognizes the PED authority written into the law to establish safety rules for the SUV use but to have expanded those rules to five (5) pages single spaced is a bit ridiculous. The rules may trump the intent of the statutory use. Reference to the appropriate part of the regulation is suggested if an SUV is proposed for transportation use. Districts should consider whether they can meet the safety requirements for the use of the SUV.

Policy Advisory No. 144 - Special Education Student Transportation (Students with Special Transportation Needs). The PED has specifically made special needs student transportation a policy requirement in 6.41.4.8 NMAC and 6.41.4.9 NMAC. Some of the requirements such as how long the bus waits for loading and unloading Students with special issues and service animal certification, training and immunization are without merit. If a student has an IEP, health management plan, 504 plan or is otherwise in need of a special transportation arrangements, special circumstances are to be taken care of in the plan or IEP. A single policy could not cover all circumstances. As to the service animals, Policy Services explained federal and state law in advisory 118 and policy IMG that indicated no conditions could be placed on the service animal but that it must be under control. A cross reference to IMG or related policies is noted in the policy itself.

Policy Advisory No. 145 - Bus Safety Program. This policy is a hodge podge of all of the Regulations from PED covering Bus Safety from equipment requirements, district and transportation requirements, driver and support staff requirements to community, student, staff, and parent directions. There was no way to incorporate all of the PED regulations so they were incorporated as legal references and policy cross references with PED policy issues being given emphasis within the document. A written emergency plan of action that is to be provided drivers per 6.41.4.9 C1 NMAC is provided in the regulation following the policy. Please note that districts are welcome to suggest or add to the emergency action plan as they see the need.

Policy Advisory No. 146 - Bus Driver Requirements, Training, and Responsibilities (Includes Bus Assistants and Substitutes). Again, Policy Services could not include all of the items implied by the title and included in 6.41.4 without including most of the PED rule. Therefore, the appropriate parts of the PED Regulation are made a part of the policy by reference. If those parts were included it would add six (6) pages single spaced to the policy. Since each driver or transportation support staffer is to get a copy of the whole 6.41.4 NMAC this seems superfluous.

The policy is intended to emphasize both the records which must be kept by the district and provided by the employee as well as the duties to be performed by the employees. Please reference the sub parts of the administrative code for extensive inclusions.

Policy Advisory No. 147 - Bus Purchasing and Maintenance. A minor change to the title of the guide used for standards and maintenance of buses is found in this policy.

Policy Advisory No. 148 - Student Conduct on School Buses. As Policy Services has done in the past, when a policy titled with a named activity found in another policy like Bus Conduct or a procedure is included in the manual, it is cross referenced to the more complete document.

Policy Advisory No. 149 - Transportation to Student Activities. Renaming this policy to a more encompassing title in accord with Policy Services guidelines was done to cover the broader sweep of the PED rule . It allows the omission of a specific policy on event drivers, the content of which was changed by PED to now cover all school owned vehicles driven for activity purposes. There are two (2) pages of directions by PED on actions to be taken for any district sponsored activity trip. These pages are included by reference to that part in the code. A regulation on the responsibilities for any and all drivers whether a bus or other activity vehicle is driven is found following this policy. Again, Policy Services advises that the drivers be made aware of 6.41.4.11 NMAC and receive a copy of 6.41.4 NMAC as required.

An exhibit to this policy explains that the district should provide either a check list or an actual copy of 6.41.4.11 NMAC to all drivers. This may be accomplished by providing the whole of 6.41.4.NMAC but is mentioned to give emphasis to the intent of PED. With the broader scope of this policy to include all drivers, policy EEAFB was omitted in its entirety.

Policy Advisory No. 150 - Student Transportation in Private Vehicles. Policy Services recognizes that it did not include percapita mileage reimbursement within this policy when originally written. The procedures were, however, found in the regulation supporting this policy. The addition of one sentence from the new PED rule to the policy should make the procedure found in the accompanying policy regulation clear. The regulation EEAG-R accompanying EEAG was not revised but is included with this document for clarity.

Policy Advisory No. 151 - Support Staff Hiring. Four (4) pages of new requirements to be given consideration in the hiring process relevant to transportation related employment were

added by reference to the NMAC in the hiring policy. It would not be a good idea to make a separate policy on hiring of transportation personnel from that of others, but the PED clearly intended to make the hiring of transportation employees a priority in the hiring process. It is suggested that each district make certain that their employment process includes 6.41.4.9 NMAC M through S for transportation related employment. Policy Services incorporated the issue by reference and outlined the included actions necessary by major areas. Interpreting the requirements will still require use of the NMAC.

Policy Advisory No. 152 - Extracurricular Activity Eligibility. Recently the New Mexico Athletic Association sent out a memorandum explaining a change in eligibility requirements made in Section 6.2 of the New Mexico Activities Association Handbook. The change is reflected in the change to policy JJJ. A failing grade is no longer allowed in the passing semester grade average. Eligibility is determined by the Semester grade and eligibility can be reestablished during the next semester by obtaining a passing average at the next grading period and maintaining that average. The cumulative semester average passing grade is still allowed if the student has no more than one F grade at the last semester. A copy of the memo announcement is attached following the policies in the support materials.

Policy Advisory No. 153 - Student Suspension / Expulsion. An addition to policy JKD was made as a result of a review of PED regulation in the NMAC made at the request of a practicing New Mexico attorney. Some districts have had difficulty with holding a long term suspension or expulsion hearing within the ten (10) days of a temporary suspension. This is usually because there has been a previous suspension or is related to the notice period required for long term suspension or expulsion. The considerations provided in the revisions to the policy are a part of 6.11.2.12 G4 j NMAC Students status pending hearing. Should you wish to review the NMAC in your on line manual, simply click on the legal reference at the bottom of the policy and go to the citation indicated..

Please note the ALERT at the heading **Membership of Review Hearing Authority** in this policy. Districts have locally determined the hearing officer for this purpose, from the Superintendent alone to a committee. Please reference your current policy and make sure your policy reflects the decision of the Board as to who is to be the hearing authority. Where a small district is involved in long term suspension, the Superintendent may be involved in the very process which is being heard by the Review Hearing Authority and should not be named here because of the conflict of interest.

Policy Advisory No. 154 - Administering Medicines to Students. Policy JLCD had an addition made to reflect the recent Transportation Standards requiring a policy on where medications are to be placed in transportation vehicles and who is to use them, if necessary, during transportation. No single policy statement would allow for the myriad of circumstances that could exist for transporting medicine and allowing for its use while transporting. To provide a policy statement on this issue, Policy Services reviewed the current policy and found that there was no explicit method for transporting medicines to school. The added policy statement

puts the responsibility for transporting medicine with the parent or guardian under most circumstances. It recognizes the need for a health management plan to be prepared if medication is to be transported for use on school property, during transportation or on activity trips. Doing it this way plans for the location, responsibility, use and security of medications with the inclusion of the parties at interest. A cross reference to the policy on Students with Special Transportation Needs is provided.

Policy Advisory No. 155 - Do Not Resuscitate Orders. About this issue, Policy Services does not agree that requiring such a policy is the prerogative of the PED Transportation Division. However, Policy Services has provided this policy to districts where this has been an issue or the addition was requested. There are few calls for this policy in smaller districts but it could come up. The position of Policy Services in preparing this policy is straight forward. A School Board's responsibility is to protect the health and well-being of all students and school personnel. Accordingly, district officials and employees must not accept nor retain Do Not Resuscitate orders presented by parents or physicians. As you read the policy and regulation you will find it self explanatory as to how the issue may to be handled. Districts may handle this issue differently. Please take the opportunity to discuss this during the process of considering adoption of a policy on the issue.

Materials of a legal nature in support of this advisory may be found following the text of the policies. If you have any questions, or requests call Policy Services at (505) 469-0193 or E-mail Dr. Donn Williams, Policy Services Director at [nmsbapolicy@cox.net].

This Material is written for information only and is not intended as legal advice. Please consult your attorney if legal explanations are needed.

TRANSPORTATION SERVICES

In the budgeting process, the Board may grant appropriations for transportation.

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities, ~~as indicated in their respective individual education programs,~~ certain children with health management plans, foster children and other at risk students as required by New Mexico Statutes.

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

Transportation services for students may be provided through use of school bus service contracts for up to five years approved by the School Board on forms approved by the Public Education Department (PED). The district shall follow the rules of PED pertaining to the parameters of such contracts including placing a lien on each contractor school bus. All contracts must require that all state and federal statutes and regulations, including department regulations are adhered to in the performance of the contract. The contract can only be terminated in accord with the state law and PED regulations.

Transportation service providers are to follow 6.41.4.10 NMAC titled "Requirements of Transportation Service Providers" and that regulation is incorporated into this policy by reference.

Community members, parents, and transportation service providers may be involved in the development of student transportation policies and procedures. This should be in accord with the procedures outlined in board policies relevant to community involvement and adoption of policy as cross referenced below. Complaints from parents, transportation providers, and others regarding school transportation may be made using the complaint forms found with policies KEB through KED as applicable.

Adult volunteers, district employees, supervisory personnel and others may be transported with students as determined necessary by the school administration.

The local education agency or school district, in providing student transportation as indicated by the PED, shall adhere to the requirements of 6.41.4.8 NMAC and 6.41.4.9 NMAC. These sections of the New Mexico Administrative Code are incorporated in this document by reference.

Adopted: date of manual adoption

LEGAL REF.: 22-8-27 NMSA
22-8-29 NMSA
22-16-1 NMSA *et seq.* (1978)
6.41.4 NMAC *et. seq.*

CROSS REF.: BG - School Board Policy Process
BGB - Policy Adoption
EEAE - Bus Safety Program
JFABD - Admission of Homeless Students
JGC - Assignment of at-risk students to classes and programs
KEB - Public Concerns and Complaints
KEC - Concerns / Complaints About Personnel
KED - Concerns / Complaints about Facilities and Services

TRANSPORTATION SERVICES**(Transportation Service Provider Requirements)**

6.41.4.10 NMAC provides the requirements for Transportation Service Providers and may be needed as a resource for districts that contract student transportation services for to and from school. Additionally, these districts may need to get the forms for agreements from the New Mexico Public Education Department Transportation division.

STUDENT TRANSPORTATION

The school district recognizes that transportation is an essential part of the school district services to students and parents, but the district further recognizes that transportation by school bus is a privilege and not a right for most students. The purpose of this policy is to provide guidance for safe transportation and to educate students, staff, parents, community members and transportation providers on safety issues and the responsibilities of school bus ridership.

All persons who ride school buses to and from school, for extra-class or co-curricular purpose or provide these services are to be aware and practice the established procedures indicated. The guidance provided in this policy should to be distributed to all students, parents, staff and transportation service providers in pre school communications, handbooks or individually at registration if entering school or employment after the beginning of the school year. Parents are encouraged to go over these procedures with their children and caretakers to ensure that the procedures are followed for the safety and welfare of those students. Student complaints about transportation services may be made using the forms found in policy JII for Student Concerns, Complaints and Grievances. Adults may use established complaint procedures cross referenced below.

LEGAL REF.: 22-16-4 NMSA (1978)
 22-12-10 NMSA (1978)
 6.41.4.14 NMAC
 42 U.S.C. 11301, McKinney-Vento Homeless Assistance
 Act of 2001

CROSS REF.: EEA FB - Extracurricular Activity Event Driver Requirements
 JFABD - Admission of Homeless Students
 JGC - Assignment of at-risk students to classes and programs
 JIC - Student Conduct
 JII - Student Concerns, Complaints and Grievances
 JK - Student Discipline
 JKD - Student Suspension Expulsion
 JLCD - Administering Medicines to Students
 JLCG - Do Not Resuscitate
 KEB - Public Concerns and Complaints
 KEC - Concerns / Complaints About Personnel
 KED - Concerns / Complaints about Facilities and Services

STUDENT TRANSPORTATION**Student bus transportation procedures****Arriving at pickup point:**

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.

- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- Follow driver's instructions.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Consequences for school bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried onto a school bus.

- Insects, reptiles, or other animals shall not be transported in a school bus with the exception of Service Animals.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- No fighting, harassment, intimidation or horseplay.
- After getting off the bus, move away from the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles to the highway. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.
- Medical needs for students with disabilities are to be handled in accord with the individualized educational program (IEP).
- All medications required by disabled students will be carried and administered by the person and means designated by the IEP.

- All medication transportation shall be prearranged and be subject to a prior health management plan being prepared if for purposes of possible use on the transportation.

Consequences for misconduct:

Emergency removal of a student from the bus may occur if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other person, student, teacher, or employee. The driver must contact the school administration for approval of any emergency removal and file a written behavioral report within twenty four (24) hours with a copy sent to the parents of the removed child.

Consequences for bus misconduct are to be handled by the Principal of the school of attendance in accord with the minimal due process procedure including an opportunity to be heard. Exception: Students with individual educational programs or 504 accommodation plans including transportation will be referred to the team responsible for preparing the program. Such plans or programs shall include procedures for discipline and emergency removal for violation of bus conduct rules. A student may use policy JII Student Concerns, Complaints, and Grievances to make a complaint regarding transportation.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint, the principal will then call the student to the office and warn the student that the parents must be notified that the student may be put off the bus or suffer other consequences if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion with the child the consequences will be determined.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely. Parents, community members, and others may submit complaints regarding transportation issues by completing the forms provided with Policies KE through KED. These can be obtained through the school Web site or from the school office.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

Possible reporting outcomes:

- 1st report: Student will be placed on probation and the parent/guardian will be notified that further behavior infractions may result in disciplinary action up to or including loss of ridership privileges.
- 2nd report: Student may be suspended from the bus for a minimum of 1 day or suffer other consequences dependent upon the seriousness of the offenses reported.
- 3rd report: Meeting with parent/guardian. Possible loss of bus ridership privileges for an extended period.

Other Discipline:

Depending on the nature and number of the offenses, consequences such as loss of transportation privilege, suspension or expulsion from school also may result from school bus stop misconduct.

Records:

Records of school bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct may be provided to law enforcement.

Vandalism/Bus Damage:

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) may result in the loss of bus privileges or other disciplinary sanctions until damages are paid.

Notice:

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of the first full week of school or when a child enrolls, if this occurs during the school year. The rules will also be posted on each bus.

Criminal Conduct:

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety may be informed.

Parent/Guardian Responsibilities for Transportation Safety

- Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
- Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Remember to immediately notify the school office of any changes.
- Instruct children to be at the school bus stop at least 5 minutes before the scheduled pick-up time and not to arrive at the bus stop substantially more than 10 minutes prior to the scheduled pick-up time.
- Remain alert to impending weather patterns and have your child properly clothed for the current weather conditions.
- Consider in advance how long your child should wait at pick-up locations during conditions of extreme cold or extreme wind- chill conditions.
- Both parents and students should know the school name and the route number of the bus. Students in K-2 should have a "bus tag" fastened to their book bag or backpack containing the route, stop and child's name and contact information.
- Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

Parent and Guardian Notification:

A copy of the school district school bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

School Bus Driver Duties and Responsibilities

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- Operating the vehicle in a safe and efficient manner.
 - Wearing driver's seat belt whenever the bus is in motion.
 - Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
 - Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite

adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.

- Driving Adjustments. Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
 - Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 - Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 - Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver should call the dispatch office for instructions should a vehicle become overloaded.
 - Railroad Crossings. All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight-way lights. Four-way hazard lights are to be used before stopping and when crossing the tracks.
 - Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 - Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus or on school property.
- Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
 - Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 - Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

- Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
- Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
- Meeting emergency situations in accordance with operating procedures.
- Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
 - Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 - Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
 - Relations with the Public. It is important to remember that to the general public, the driver represents the school district. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
 - Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
 - Route Changes. Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road conditions.

- Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Office or the transportation supervisor as soon as possible.
- Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by a school administrator.
- Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
- Completing required reports.
 - It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.
- Completing required training programs successfully.
- Providing maximum safety for passengers during loading and unloading.
 - Standees Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
 - Dangerous Articles. No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Service animals are allowed.

EXHIBIT **EXHIBIT**

STUDENT TRANSPORTATION

SCHOOL BUS INCIDENT REPORT

Bus No. Driver's Name Date

Type of Incident

Student's Name

Incident:

- | | |
|--|---|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Throwing objects on bus |
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disobeying bus monitor |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment) |

Comments: _____

Signature: _____

Action taken by school:

Signature of School Official

**ELIGIBILITY FOR BUS TRANSPORTATION/
WALKERS AND RIDERS**

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs including three (3) and four (4) year-old developmentally disabled children.
- Students living within a two (2) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within a school attendance area and:
 - If students in grades kindergarten through six (6), live more than one (1) mile from the school.
 - If students in grades seven (7) through nine (9), live more than a mile and a half (1 1/2) from the school.
 - If students in grades ten (10) through twelve (12), live more than two (2) miles from the school.
- Transportation for homeless students and foster children to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison or contact person for those students.

Upon proof of need by the Superintendent and as specified in statute 22-16-4 NMSA, up to six (6) students whose residences are five (5) or more miles from their school or schools of enrollment, may be transported to and from school by means of a school owned sport utility vehicle, driven by a school employed certified activity driver, in accord with the safety rules of the Public Education Department. If an SUV is proven necessary, reference procedures in 6.41.4.9 NMAC C3 and 6.41.4.14 NMAC A through K for General Requirements before establishment of the route.

Transportation Zones

The following stipulations will define bus transportation zones and other items that may affect students in open enrollment.

Student(s) who select the freedom of choice alternative in school attendance, and commute from one zone to another must provide individual means of transportation. The District assumes no responsibility in freedom of choice transportation endeavors nor will the District provide transportation for the students.

Transfers must be made at the beginning of a semester. If an emergency arises or reasonable justification can be provided, the school principal will review the request. In the event the principal negates the request, the matter may be presented to the Superintendent and ultimately to the Board for a decision. Transfer students will be expected to remain in the school of their choice until the close of the semester in which they are enrolled.

Students may be denied enrollment in a school out of their attendance boundary if the school of their choice is overcrowded.

Adopted: date of manual adoption

LEGAL REF.: 22-16-4 NMSA (1978)
22-12-10 NMSA (1978)
6.41.4.9 NMAC
6.41.4.14 NMAC
42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001

CROSS REF.: EEAFB - Extracurricular Activity Event Driver Requirements
JFABD - Admission of Homeless Students

SPECIAL EDUCATION STUDENT TRANSPORTATION

(Students with Special Transportation Needs)

If a student with special needs is capable of using the same transportation services as nondisabled students, special education law does not require transportation to be listed as a related service in the Individual Educational Program (IEP).

It must be decided on an individualized basis whether or not a special education student or one with a disability requires transportation as a related service in order to receive a free appropriate public education (FAPE). If a student with a disability requires transportation as a related service, the school district must provide it.

Homeless children, those in foster care and those with a disruption in their education as defined in New Mexico statute shall be afforded transportation as indicated in related policies. Transportation for homeless students and foster children to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison or contact person for those students. If additional costs are incurred for this service reference 6.41.4.9 I NMAC for alternative sources of funding.

A representative of the district's transportation services or the transportation provider shall be afforded the opportunity to participate in the development of the transportation service required as a part of any of the following student groups:

- Those with an Individual Educational Program (IEP) stipulating the requirement of transportation services,
- Those with health management plans in need of special transportation,
- Those with 504 accommodation plans,
- Homeless students , foster care students and those with disruption in their education to their school of origin or enrollment as necessary.

A plan for implementation of any and all transportation related needs will be prepared and approved for each student to receive such services.

Transportation time to and from school for a student with an IEP shall be comparable to transportation time provided to neighborhood students as a part of the required services. The transportation services to be provided shall be spelled out in the students IEP or

transportation plan including who and how will any required student medication be transported and if necessary applied during transport. Misconduct on student transportation will be in accord with standard procedures unless a change in transportation arrangements (removal of transportation for more than an aggregate of ten (10) days for a student with an IEP) is contemplated. At that time, matters will be referred to the team responsible for determination of transportation.

See related policies cross referenced below for additional policy issues referent to special needs students.

Adopted: date of manual adoption

LEGAL REF.: 6.41.4.8 NMAC
6.41.4.9 NMAC
6.41.4.11NMAC
6.41.4.13 NMAC
6.41.4.14 NMAC
34 C.F.R. § 300.34
34 C.F.R. § 300.104
34 C.F.R. § 300.107

CROSS REF.: EE - Transportation Services
EEA - Student Transportation
EEAE - Bus Safety Program
IHB - Special Instructional Programs
IHBA - Special Instructional and Accommodation Programs for Disabled Students
IMG - Animals in the Schools
JFABD - Admission of Homeless Students
JGC - Assignment of at-risk students to classes and programs
JLCD - Administering Medicines to Students
JIC - Student Conduct
JK - Student Discipline

BUS SAFETY PROGRAM

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the applicable regulations and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the safety of a passenger. A roster of students shall be maintained and updated with information provided by the school office. Bus drivers are to track the students daily and keep and enforce a seating roster in case of emergencies.

Bus evacuation drills shall be conducted and documented at least ~~twice every school year~~, once each semester, at the school in accord with 6.41.4.9 C2 NMAC and shall include every passenger, driver or support person who rides a school bus and is in school on the day of the evacuation drill.

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

Students shall not be put off the bus until reaching their destination without proper administrative authorization.

~~In addition to~~ Notwithstanding the regular state inspections, each school bus shall be inspected by the driver daily, before and after each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order. Additionally, the drivers, bus assistants, substitute assistants and activity vehicle drivers shall perform the responsibilities as enumerated in 6.41.4.11NMAC and 6.41.4.14 NMAC.

~~Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986.:~~ All school buses used to transport students on school bus routes and LEA-sponsored activities shall meet requirements pursuant to 6.40.2 NMAC and the state of New Mexico guide for school bus maintenance and safety audit program, school bus inspection guide. Regulation 6.41.4.12 NMAC shall, as it relates to safety and equipment, become a part of this policy by reference.

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986, will conform to all requirements of said act and such statutes and regulations as may govern the operation and maintenance of the vehicle including the New Mexico guide for school vehicle maintenance and safety audit program..

The service provider or district transportation shall conform to the general requirements as outlined in 6.41.4.9 NMAC for emergencies, loading and unloading of students, and establishing school bus stops.

Adopted: date of manual adoption

LEGAL REF.: 6.40.2 NMAC
6.41.4.8 NMAC
6.41.4.9 NMAC
6.41.4.11NMAC
6.41.4.12 NMAC
6.41.4.13 NMAC
6.41.4.14 NMAC

CROSS REF.: EE - Transportation Services
EEA - Student Transportation
EEAEA - Bus Driver Requirements, Training and Responsibilities

REGULATION**REGULATION****BUS SAFETY PROGRAM**

~~Student behavior on a school bus should be the same as that in a well ordered classroom with the exception that students are free to talk, but with no screaming or shouting.~~

(Emergency Plan of Action)

To be provided to each driver.

Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe and accounted for before attempting to put out the fire using on board safety equipment..

Injuries/Medical Emergencies.

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students name and the name of the hospital where the student is sent.

Tornado.

If there is likelihood that a tornado or similar wind event will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them. Instruct the students to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit and roster of students from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the district, the driver shall:

- In cooperation with police officer and/or ambulance service, assist with the care of students..
- See that all injured students receive proper care.
- Determine facts pertaining to the accident.
- Call transportation/district staff to give a list of names of students and circumstances so they can begin calling parents.
- Discuss the accident only with police and school district officials.
- Record all students' names.
- Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report.

Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows

of the weapon. Follow the directions of the those providing assistance as to when and where to stop and what to do next.

Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

Obtaining Assistance.

The driver should use the communications system to obtain assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot contact the dispatcher, he/she should ask a passerby or other motorist to do so from the nearest telephone. The driver should record the number and location of the school bus, the nature of the emergency, and the status of the passengers for the person providing the communication.

EXHIBIT

EXHIBIT

~~BUS SAFETY~~ **OMIT** ~~PROGRAM~~

~~This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.~~

Arriving at pickup point:

- ~~• Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.~~
- ~~• If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.~~
- ~~• Walk on the shoulder of the road where possible, and not on the traveled portion.~~
- ~~• If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.~~

Board the bus:

EXHIBIT

EXHIBIT

~~BUS SAFETY PROGRAM~~

~~SCHOOL BUS~~ **OMIT** ~~INCIDENT REPORT~~

Bus No. _____ Driver's Name _____ Date _____

Type of Incident _____

Student's Name _____

Incident:

- | | |
|--|---|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Throwing objects on bus |
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disobeying bus monitor |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment) |

**BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

(INCLUDES BUS ASSISTANTS AND SUBSTITUTES)

Bus drivers and support staff employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of New Mexico. Additionally, bus drivers and bus support personnel, where appropriate, shall perform their duties in a safe and efficient manner in accord with federal, state, local statutes and regulations, department regulations, and district policies. Regulations 6.41.4.11 NMAC through 6.41.4.13 NMAC are made a part of this policy by reference as a means of emphasizing safety, records requirements, and safety equipment as they apply to all drivers and assistants.

Bus drivers and substitutes shall also maintain and provide their employer with a copy of the following:

- a current CDL with appropriate class and endorsements;
- a current DOT medical examiner's certificate in compliance with federal and state CDL licensing requirements;
- a driving record obtained through the New Mexico motor vehicle division or the national driver register or other states' motor vehicle division and printed annually; and
- a current first aid and CPR certificate which has been obtained from a course approved by the department.

School Bus Assistants and substitute assistants shall maintain and provide their employer with a copy of the following:

- a current first aid and CPR certificate pursuant to the requirements in Paragraph A of 6.41.4.13 NMAC; and
- a physical examination renewed every 24 months from the date of the last examination or before as specified by a licensed medical professional.

In-service Training: To remain qualified, school bus drivers, substitute school bus drivers, school bus assistants, and substitute school bus assistants shall complete a total of eight hours per semester of in-service training that has been approved by the transportation administrator.

Persons who do not complete the required hours of in-service training are disqualified from duty until those hours of in-service training are completed.

Adopted: date of manual adoption

LEGAL REF.: 6.41.4.11 NMAC
6.41.4.12 NMAC
6.41.4.13 NMAC

CROSS REF.: EE - Transportation Services
EEA - Student Transportation
EEAE - Bus Safety Program

BUS PURCHASING AND MAINTENANCE

The District and all contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of New Mexico guide for school vehicle maintenance and safety audit program that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

LEGAL REF.: 22-16-1 NMSA *et seq.* (1978)

Adopted: date of manual adoption

**STUDENT CONDUCT ON
SCHOOL BUSES**

SEE policy EEA and Regulation EEA - R

~~Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.~~

~~When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.~~

~~Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. The principal is the only person authorized to suspend riding privileges.~~

~~Students riding on special activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special activity buses.~~

TRANSPORTATION TO STUDENT ACTIVITIES
~~EXTRACURRICULAR ACTIVITY BUSES / SPECIAL EVENTS~~

~~The Director of Transportation will ensure that the activity buses receive proper care. District mechanics will provide routine maintenance on activity buses.~~

~~Scheduling of buses will be the responsibility of the Director of Transportation or designee. School personnel will adhere to the established guidelines on requesting transportation service.~~

~~Buses will not travel beyond a radius of five hundred (500) miles without Board approval.~~

Planned District sponsored activity trips including co-curricular and extra-curricular activities will be arranged through the transportation department. All such trips outside of the district boundaries using school buses or commercial common carriers shall require a signed authorization for the activity trip to be presented to the bus drivers. Commercial common carrier buses may be used for activity trips as needed per the determination of the transportation department and available funding. Prior to and during work periods all drivers, school bus assistants and substitute school bus assistants shall not have used and will not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's or the assistant's ability to perform required duties.

Activities of special nature including co-curricular and extra-curricular activities shall be conducted in accord with 6.41.4.8 NMAC D and 6.41.4.9 NMAC T. By reference these sections of the New Mexico Administrative Code shall be considered incorporated into this policy in their entirety.

Students are required to ride to and from school-sponsored activities in District-provided transportation unless other arrangements have been approved by the Superintendent.. An exception may be granted for a student to be released to a parent or legal guardian at the completion of the activity if a written request is received and approved by the principal prior to the trip. Students will only be released to persons specified in the request form after provision of satisfactory identification to the person in charge of supervision of the student.

No activity travel will be scheduled between 1:30 a.m. and 5:00 a.m. without Board Administrative approval and a plan to incorporate opportunities for rest and relaxation for students, support personnel and drivers. All activity travel must conform to current Department of Transportation (DOT) Regulations regarding on duty, continuous, and total driving time.

School owned activity vehicle driver

This policy shall be interpreted in a manner which is consistent with applicable statutes and regulations adopted by the federal and state governments. In the event of inconsistency, the federal or state-adopted requirements shall prevail.

Drivers of school vehicles, including activity drivers, are not required to obtain a Commercial Drivers License (CDL) unless they operate a vehicle that is designed to carry ten (10) or more passengers, including the driver.

The employer shall make available to each driver applicant at the time of hiring a current copy of 6.41.4 NMAC and any applicable district handbooks.

School-owned activity vehicle drivers shall maintain and provide to the employer a copy of the following:

- a current driver's license;
- a current medical examiner's certificate from a physical recorded on the DOT form;
- a driving record pursuant to requirements in Paragraph (3) of Subsection A of 6.41.4.13 NMAC; and
- a current first aid and CPR certificate pursuant to the requirements in Paragraph (4) of Subsection A of 6.41.4.13 NMAC

The District shall verify the following documentation is in each driver applicant's file:

- a completed employment application form that meets or exceeds federal, state and department requirements, unless the applicant is currently employed by the LEA;
- documentation pursuant to requirements listed in Subparagraphs (b), (c) and (f) of Paragraph (1) of Subsection M of 6.41.4.9 NMAC;
- a current medical examiner's certificate indicating that a physical examination was passed using the DOT physical examination form that is current as of the date of the examination. The transportation administrator or the department may require a physical examination be performed at any time. The medical examiner's certificate shall be provided to all appropriate parties;
- a completed New Mexico school-owned activity vehicle driver pre-service training record per the current SBDI manual provided by the department;
 - training shall be provided by an SBDI with activity vehicle (AV) certification by the department or an activity vehicle instructor (AVI) certified by the department using the current SBDI manual provided by the department;

- as part of the pre-service training, the driver applicant must complete a defensive driving course (DDC) that is nationally recognized and approved by the department. In lieu of AV-certified SBDI or AVI DDC training, a certificate of completion of a DDC course that is approved by the department may be accepted. The certificate of completion shall be dated within four (4) years of the driver applicant's date of application; and

All drivers and assistants are to comply with the list of responsibilities indicated in 6.41.4.11 NMAC.

Adopted: date of manual adoption

LEGAL REF.: 6.41.4.8 NMAC
6.41.4.9 NMAC
6.41.4.11 NMAC
6.41.4.13 NMAC
6.41.4.14 NMAC

CROSS REF.: EEAE - Bus Safety Program
JIC - Student Conduct
JK - Student Discipline

TRANSPORTATION TO STUDENT ACTIVITIES**(Responsibilities)**

6.41.4.11 NMAC provides the responsibilities for any and all drivers whether bus or activity vehicle is driven and may be taken intact from the New Mexico Administrative Code or made into a check list form. Regardless of the form, the district should make sure each driver has a copy of 6.41.4 NMAC and that they are aware of 6.41.4.11 NMAC.

~~EXTRACURRICULAR~~ **OMIT** ~~ACTIVITY~~
~~EVENT DRIVER REQUIREMENTS~~

~~Drivers operating a school-owned vehicle or school equipment for planned school-sponsored programs, functions or activities shall be employees of the School District. Before operating a school-owned vehicle or school equipment the driver or operator shall comply with the following requirements.~~

~~The Superintendent or designee is authorized to determine when the needs of the School District warrant the use of school-owned vehicles with a designed seating capacity of nine (9) persons or less or to operate school equipment in order to address the needs of the District's educational programs, activities, functions or events.~~

~~In carrying out this authority, the Superintendent or designee may authorize school employees to drive school-owned vehicles or to operate school equipment for such purposes; so long as the use is consistent with state law (i.e., the circumstances *do not require* the use of a school bus under state regulation) and the requirements of this policy are met.~~

~~This policy shall be interpreted in a manner which is consistent with applicable statutes and regulations adopted by the federal and state governments. In the event of inconsistency, the federal or state-adopted requirements shall prevail.~~

~~Drivers of school vehicles, including activity drivers, are not required to obtain a Commercial Drivers License (CDL) unless they operate a vehicle that is designed to carry ten (10) or more passengers, including the driver.~~

~~All drivers transporting students in school-owned vehicles, whether on school activity trips or in connection with school programs or functions, shall be required to successfully complete a pre-service training conducted by a school bus driver instructor certified by the State School Transportation Director. As required by state regulations (NMAC 6.41.4.13F), such training shall include a minimum of twelve (12) *hours of training*, four (4) hours of which shall be, classroom instruction; one (1) hour of which shall address familiarization with the vehicle and equipment. Classroom instruction shall also address and review the Standards for Providing Transportation Services to Eligible Students, District and/or employer safety policies and regulations, general motor vehicle operating procedures, and passenger management.~~

~~All existing drivers at the time of adoption of this policy shall present documentation of completion of such training or satisfy this training requirement within six (6) months of adoption of this policy.~~

~~Within the first year of driving a school-owned vehicle, all drivers shall complete training, unless documentation is provided for previous completion, in a nationally recognized or state-approved first aid course, including cardiopulmonary resuscitation (CPR), and a nationally recognized or state-approved defensive driving course.~~

~~–Adopted: date of manual adoption~~

~~LEGAL REF.: 6.41.4.9 NMAC~~

~~CROSS REF.: EEB Business and Personnel Transportation Services~~

~~EEAE Bus Safety Program~~

~~JIC Student Conduct~~

~~JK Student Discipline~~

**STUDENT TRANSPORTATION
IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

The board may, subject to regulations adopted by the public education department, provide per capita or per mile reimbursement to a parent or guardian in cases where regular school bus transportation is impractical because of distance, road conditions or sparseness of population or in cases where the local school board has authorized a parent to receive reimbursement for travel costs incurred by having a child attend a school outside the child's attendance zone.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

LEGAL REF.: 22-16-4 NMSA (1978)

Adopted: date of manual adoption

REGULATION**REGULATION****STUDENT TRANSPORTATION
IN PRIVATE VEHICLES**

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- Each employee authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, or a District-owned vehicle.

Per Capita Feeder Policy

The transportation department will provide per capita or per mile reimbursement to a parent or guardian in cases where regular bus transportation is impractical because of distance, road condition or sparse population. To be eligible for Per Capita Feeder Route, a pupil must live outside the legal walking distance to the nearest school bus route:

- Kindergarten through grade six (6) - One (1) mile radius.
- Middle School - One and one-half (1.5) mile radius.
- High School - Two (2) mile radius.

The transportation department will approve all agreement(s) made with parents or guardians for per capita feeder services. The agreement(s) will define the term of service, the contract amount, and the responsibilities of the parent. It will be the responsibility of the parent or guardian to transport their students to the bus stop five (5) minutes prior to the scheduled bus arrival and in the afternoon be waiting for the bus to return.

A parent or guardian who has entered the per capita agreement must provide proof of insurance, vehicle registration and drivers license to the transportation department and shall maintain the insurance for the term of the agreement. If the identity of the vehicle or driver changes or number of pupils transported changes, this information must be reported. There will be no reimbursement or back payment for time lapsed if the participant's insurance expires.

The transportation department shall establish the mileage reimbursement rate. This will include the mileage from the home to the bus stop, the return mileage from the bus stop to the home during the day, and the reverse in order to pick up the students in the afternoon. In cases where the student is transported to school by parents and the parent remains in the community or goes to a job, the reimbursement would not apply other than one (1) round trip per day.

The system of accountability will be in place to ensure that services are rendered according to the terms of the agreement. The transportation department will verify student attendance on a monthly basis before payment is issued. The parent's signature on the monthly voucher will assure us that they have transported their child each day to and from. There will be no reimbursement for a day on which the student is not in school.

SUPPORT STAFF HIRING

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salaries within the financial capabilities of the District, adequate facilities, and good working conditions. Volunteers are to have background checks in accord with this policy.

Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.

The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, sexual orientation, age, national origin, or disability of an otherwise qualified individual.
- Candidates for all positions shall be able to perform the duties of their position job descriptions.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

In addition to the requirements in this policy and those of the fingerprint policy which follows, the district shall follow 6.41.4.9 NMAC M through S for the purposes indicated below. That part of the New Mexico Administrative Code shall be incorporated in this policy by reference.

- Commercial Drivers License (CDL) pre-employment screening.
- Returning CDL pre-employment screening.
- School owned activity driver pre-employment screening.
- School bus assistant and substitute school bus assistant pre-employment screening.

- Continuing standards for drivers.
- Pre-employment documentation maintenance (records maintenance).

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered ~~by the Board~~ to constitute grounds for termination.

All offers of employment are contingent upon the satisfactory completion of background investigations.

Adopted: date of manual adoption

LEGAL REF.: 22-10A-5 NMSA (1978)
28-1-2 NMSA *et seq.*
6.41.4.9 NMAC

EXTRACURRICULAR ACTIVITY ELIGIBILITY

All interscholastic extracurricular activities in grades nine (9) through twelve (12) that are of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities.

All such activities conducted under the auspices of the District shall be under the direct supervision of the licensed individual responsible for the activity.

It is necessary to have the interscholastic extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- All classwork counted for eligibility must be acceptable for graduation.
- The student must be enrolled in more than half of the school's regular class schedule.
- Regular attendance must be maintained and no more than fifteen (15) days or the same class more than fifteen (15) times may be missed each semester due to interscholastic extracurricular activities.
- The eligibility criterion for interscholastic participation shall be ~~either one or the other of the following:~~ be in accord with Section 6.2 on Scholarship of the New Mexico Athletic Association handbook:
 - ~~▪ Following the last semester, a cumulative passing grade average of 2.0 on a 4.0 scale adjusted for honors points with no more than one (1) F or failure (only semester grades may be used and only at the beginning of the semester) or,~~
 - ~~▪ The grades from the grading period immediately preceding participation must be a 2.0 on a 4.0 scale adjusted for honors points with no more than one (1) F or failure.~~
 - Fall 2018 eligibility will be based on the 2nd semester grades from 2017-2018 school year and must be a grade average of 2.0 on a 4.0 scale adjusted for honors points with no F's or failures. Eligibility will be determined by semester grades.

- Eligibility may be reestablished following each semester using the grades from the next grading period within the semester. A student may participate immediately with a 2.0 on a 4.0 scale adjusted for honors points with no F's or Failures. If an additional grading period (6 week periods) falls within the semester, eligibility will be checked at that point also.
 - The cumulative period eligibility may only be used at the beginning of a semester and must include all high school semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the immediate past semester.
- If the student does not meet the eligibility requirements the penalty will be removal from participation in any athletic team or extracurricular performances or travel. A student that demonstrates academic progress toward eligibility may practice with the team or group.
 - The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
 - The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - Ineligibility is pending.
 - Ineligibility is determined to be necessary.
 - Support services ~~shall~~ may be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility depending upon resources available.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.

- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Adopted: date of manual adoption

LEGAL REF.: 22-12-2.1 NMSA (1978)
6.11.2.9 NMAC
New Mexico Activities Association Handbook Sec. 6

CROSS REF.: JJIB - Interscholastic Sports

STUDENT SUSPENSION / EXPULSION

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the school administrator or principal. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. A student may be removed from contact with other students as a temporary measure but shall be reinstated by the next school day unless short-term suspension is imposed.

In all cases, except summary suspension where a danger to students or staff is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension/expulsion hearings.

Regular Education Students

Suspension for ten days or less:

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - After having received notice, the student will be asked for an explanation of the situation.
 - The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
 - Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - ▲ Suspend the student for up to ten (10) days.
 - ▲ Choose other disciplinary alternatives.
 - ▲ Exonerate the student.
 - ▲ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both, considering the following:

- ◆ Return the student to school upon expiration of the temporary suspension.
 - ◆ Obtain the parents knowing and voluntary waiver of the student's right to return to school until the additional hearing.
 - ◆ Conduct an interim hearing in accord with these guidelines for Suspension for ten days or less to support the student's continued exclusion pending the outcome of the formal procedures.
 - ◆ Parent(s) (or a student of majority) may elect to waive the formal hearing and review procedures and comply voluntarily with the proposed penalty, or may waive the hearing and review and negotiate a mutually acceptable penalty with the designated disciplinarian. Such a waiver and compliance agreement shall be made voluntarily, with knowledge of the rights being relinquished. This shall be evidenced by a written document signed by the student, the parent(s), and the appropriate school official.
- When suspension is involved:
 - ▲ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ▲ A letter/form to the parents will be written and mailed/sent with student by the day after the short-term suspension to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - No appeal is available from a short-term suspension.

Suspension for over ten days or expulsion:

- *Step 3:* If the offense is one that could result in a suspension of over ten (10) days or expulsion, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer appointed by the Superintendent. The appointed person (hearing authority) shall have no direct connection to the act or acts, person alleged to have perpetrated the acts, nor be an administrator of the school in which the acts took place.
- *Step 4:* A formal letter addressed to the student through the responsible parent or guardian will be delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing or mailed at least eight (8) days prior to the

formal hearing date (mailed documents are assumed received in three [3] days). The hearing shall be scheduled no sooner than five (5) nor later than ten (10) school days from the date of receipt of the notice by the parents. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
 - The extent of the punishment to be considered.
 - The date, time, and place of the formal hearing.
 - A request for the parents and student to attend.
 - The hearing will take place as scheduled unless the hearing authority grants a delay or the student and parent agree to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty.
 - Failure of the student or parent to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default.
 - A designation of the District's witnesses.
 - That the student may present witnesses.
 - That the student may be represented by counsel or a representative designated in a written notice filed at least seventy-two (72) hours prior to the hearing date with the hearing officer or administrator.
 - The name, business address and telephone of the hearing authority or contact person through whom the student, parent or designated representative may request a delay or seek further information, including access to any documentary evidence or exhibits which the school proposes to introduce at the hearing.
 - That the conduct of the hearing will be informal, not adhering to the rules of evidence.
- *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
 - Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

- The student is entitled to a statement of the charges and the rule(s) or regulation(s) violated.
 - The student may be represented by counsel, without prejudice.
 - The student may present witnesses.
 - The student or counsel may cross-examine witnesses presented by the District.
 - The District has the right to cross-examine witnesses, and may be represented by an attorney.
 - The burden of proof of the offense lies with the District by a preponderance of the evidence.
 - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- *Step 6:* The following will be the result of the hearing:
 - Upon the conclusion of a hearing by a hearing authority, the decision by the hearing officer may be given but shall be provided, in writing, within five (5) days to the student and parents. If initial notification is by mail, the parent shall be presumed to have received the notice on the fifth calendar day after the date of mailing unless a receipt for certified mail, if used, indicates a different date of receipt.
 - Upon the conclusion of a hearing and notice that an act or acts of misconduct have been proved, the discipline proposed or a lesser form of discipline as determined by the recommending administrator shall be imposed by the disciplinarian. The action may take place immediately upon the hearing officer's determination and informing of the student and parents. If the disciplinary action imposes any sanction it shall go into effect immediately and continue during any subsequent review.
 - *Step 7:* Administrative review may be conducted as follows:
 - Upon the conclusion of a hearing where determination that an act or acts of misconduct were proven, notice to the student and parents was given and discipline imposed, a review may be requested if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-school suspension exceeding one school semester or a denial or restriction of student privileges for one semester or longer. To arrange such an appeal, the parent(s) of the student or the student must deliver to the Superintendent a letter directed to the review hearing authority within ten (10) days after receiving written notice of the determination. The letter must describe in detail any objections to the hearing

or the decision rendered. Failure to meet the dates or provide the written requirement will result in rejection of the request.

- The appeal to the review hearing authority will be on the record of the hearing held by the hearing officer and no later than fifteen (15) days following the request being received. If the review hearing authority determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the review hearing authority determines that the punishment was not reasonable, they may modify the punishment. The review hearing authority may uphold the hearing officer if no substantive errors in procedure are noted.
- All deliberations and decisions shall be held in closed session to avoid discussion of personally identifiable information in public.
- The review hearing authority shall prepare a written decision, including concise reasons in response to legitimate objections of the student or parent, and mail or deliver it to the administrator, the hearing officer and the student, through the parent, within ten (10) working days after the review is concluded. The decision of the review hearing authority is the final administrative review.

Membership of Review Hearing Authority

[ALERT: Most districts use the Superintendent as the Review Hearing Authority. Consult your current policy and insert your preference here]

Special Education Students

Suspension for Ten Days or Less

Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - After having received notice, the student will be asked for an explanation of the situation.
 - The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:

- Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - ▲ Suspend the student for up to ten (10) days.
 - ▲ Choose other disciplinary alternatives.
 - ▲ Exonerate the student.
 - ▲ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When suspension is involved:
 - ▲ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ▲ A letter to the parents will be written to the student in care of the parents by the day following the suspension to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

Suspension for Over Ten Days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.
- *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

- *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current individualized educational program (IEP); and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

Expulsion

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 1997 may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement, the School District must provide payment for services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 1997, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Adopted: date of manual adoption

LEGAL REF.: 22-5-4.3 NMSA (1978)
6.11.2.7 NMAC
6.11.2.8 NMAC
6.11.2.9 NMAC
6.11.2.10 NMAC
6.11.2.11 NMAC
6.11.2.12 NMAC
20 U.S.C. 1400 *et seq.*, Individuals with Disabilities
Education Act
20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990
29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.: IHB - Special Instructional Programs
JR - Student Records

ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
- A student should not carry medication to and from school unless authorized to self administer.

A responsible adult should bring medications to the school office if necessary. If medications are necessary for emergency use during transportation a written health management plan shall be prepared in consultation with the parents and school authorities indicating where the medication will be located during transportation and who will administer the medication.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Adopted: date of manual adoption

LEGAL REF.: 22-5-4.3 NMSA
 6.12.2.9 NMAC
 6.41.4.9 NMAC

CROSS REF.: EBC-RC - Emergencies (First Aid)
EEAB - Special Education Student Transportation (Students with Special
Transportation Needs)

DO NOT RESUSCITATE ORDERS

Definition: "Do Not Resuscitate" (DNR) order means a parent's or physician's written request to withhold life saving techniques or resuscitative measures in the event of a respiratory or cardiac arrest suffered by a severely impaired or terminally ill student.

The School District believes that a decision not to resuscitate a student or initiate life-saving measures is a medical judgment best made by a physician in the context of a clinic, hospital, or other medical facility, based upon the particular circumstances presented by the student. The School District's ability and responsibility to make such judgments is substantially limited. The Board of Education takes the position that its paramount responsibility is to protect the health and well-being of all students and school personnel. Great emotional trauma could result to students and school personnel if school personnel are required to stand by, unable to render aid to a student in distress. Accordingly, it is the policy of the Board that School District officials and employees shall not accept nor retain DNR orders presented by parents or physicians.

Adopted: date of manual adoption

LEGAL REF.: 6.41.4.8 NMAC

CROSS REF.: EBC-RC - Emergencies (First Aid)

REGULATION	REGULATION
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DO NOT RESUSCITATE ORDERS

Board of Education policy will be fully explained to parents who present Do Not Resuscitate (DNR) orders. A school official shall meet with parent and physician to determine the child's medical diagnosis, current condition, prognosis and anticipated medical needs. School personnel shall then convene a multidisciplinary team meeting to develop a health management plan for the student, which may include a medical resuscitation plan, and individually appropriate life-sustaining interventions to be followed in a medical emergency. If parent declines to meet or to agree to a health management plan, this shall be noted in the student's file.

School health personnel and other school personnel who have been trained in emergency rescue procedures (Cardiopulmonary resuscitation [CPR]) are expected to administer first aid, including life-saving or resuscitation procedures, to a student in the event of an accident, choking, respiratory and/or cardiac arrest, or other life-threatening emergency.

Community emergency response personnel (911) will be called immediately and school personnel will continue resuscitation procedures until they are relieved by emergency response personnel.

Once transport of the student from the school to an emergency room or medical facility begins, "Do Not Resuscitate" orders shall become the responsibility of parents and physicians.

RELEVANT STUTUES, RULES AND CITATIONS

TITLE 6 PRIMARY AND SECONDARY EDUCATION
CHAPTER 41 TRANSPORTATION - SCHOOL BUS SAFETY
PART 4 STANDARD FOR PROVIDING TRANSPORTATION FOR ELIGIBLE STUDENTS

6.41.4.1 ISSUING AGENCY: Public Education Department, hereinafter the department.
 [6.41.4.1 NMAC - Rp, 6.41.4.1 NMAC, 3/27/2018]

6.41.4.2 SCOPE: Provisions of Chapter 41, Part 4 apply to Local Education Agencies (LEA). This regulation governs LEAs. If an LEA chooses to provide transportation services by contracting with a transportation service provider instead of through LEA employed personnel, it may do so. The LEA, however, is responsible for ensuring that the provisions of transportation services complies with all pertinent state and federal regulations including 49 Code of Federal Regulations Part 382 and statutes and department regulations.
 [6.41.4.2 NMAC - Rp, 6.41.4.2 NMAC, 3/27/2018]

6.41.4.3 STATUTORY AUTHORITY: This regulation is promulgated pursuant to Sections 1111g(1)(E) and 1112c(5)(B) of ESEA, Section 722g(J)(iii) of the McKinney-Vento Act, and Sections 22-2-1, 22-2-2, 22-8-26, 22-10A-5, 22-16-2, 22-16-4, and Subsection D of Section 9-24-8 NMSA 1978.
 [6.41.4.3 NMAC - Rp, 6.41.4.3 NMAC, 3/27/2018]

6.41.4.4 DURATION: Permanent.
 [6.41.4.4 NMAC - Rp, 6.41.4.4 NMAC, 3/27/2018]

6.41.4.5 EFFECTIVE DATE: March 27, 2018, unless a later date is cited at the end of a section.
 [6.41.4.5 NMAC - Rp, 6.41.4.5 NMAC, 3/27/2018]

6.41.4.6 OBJECTIVE:
 To establish a safe, timely, and efficient system of transportation responsive to the needs of eligible public school students, hereinafter students, including children and youth in foster care and homeless children and youth, and to guide the provision of school transportation and transportation as a related service to students with an Individualized Education Program (IEP). LEAs, therefore, shall ensure that all eligible students are served within the requirements of current federal and state laws and department regulations.
 [6.41.4.6 NMAC - Rp, 6.41.4.6 NMAC, 3/27/2018]

6.41.4.7 DEFINITIONS:

A. "Activity driver" means an individual who is employed by an LEA or a transportation service provider and has completed all federal, state, and department certifications, licensing requirements, and LEA criteria to drive students on school-sponsored activities.

B. "Child welfare agency" means the children youth and families department.

C. "Children in foster care" means 24 hour substitute care for children and youth who are placed away from their parents or guardians and who are in custody of state or tribal welfare agencies.

D. "Conviction" means an adjudication of guilt, and includes a guilty plea, judgment, or verdict, no contest, nolo contendere, conditional plea of guilty, or any other plea that would result in an adjudication of guilt in any court of competent jurisdiction. A conviction includes a deferred sentence and a conditional discharge prior to satisfaction of the conditions and after satisfaction of conditions where required by the act.

E. "Driver" means school bus driver, substitute school bus driver, activity bus driver, school-owned activity vehicle driver, and sport utility vehicle (SUV) driver.

F. "Eligible student" means:

(1) Students eligible for transportation services under federal and state statute or under the department's standard for determining hazardous walking conditions pursuant to 6.41.3 NMAC. Students are eligible for transportation services in accordance with Section 22-16-4 NMSA 1978 if school bus routes are:

(a) one mile one way for students in grades kindergarten through six;

(b) one and one-half miles one way for students in grades seven through nine, and;

(c) two miles one way for students in grades 10 through 12.

(2) Students with an IEP are entitled to transportation pursuant to Subparagraphs A through C of Paragraph (1) of Subsection F of 6.41.4.7 NMAC, or transportation as a related service pursuant to Subsection EE of 6.41.4.7 NMAC.

G. "Employer" means an LEA or transportation service provider.

H. "Homeless children and youth" as defined by section 725(2) of the McKinney-Vento Act means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- (1) children and youth who are:
- (a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - (b) living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - (c) living in emergency or transitional shelters;
 - (d) abandoned in hospitals;
- (2) children and youth who have a primary nighttime address that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- (3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- (4) migratory children under Title I Part C migrant education program.

I. "Individualized education program (IEP)" means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with Sections 300.320 through 300.324 of 34 CFR.

J. "IEP team" means individuals who are involved in writing a student's IEP. In accordance with Section 300.321 of 34 CFR, Individuals with Disabilities Education Act, this team may include:

- (1) the student's parents or legal guardian;
- (2) at least one of the student's general education teachers;
- (3) the student's special education teacher;
- (4) an individual who can interpret the instructional implications of a student's evaluation;
- (5) an individual representing the school system;
- (6) individuals with knowledge or special expertise about the student;
- (7) representatives from transition service agencies, if applicable; or
- (8) the student, if appropriate.

K. "Local education agency" means a local public school district, a locally-chartered charter school, or a state-chartered charter school.

L. "On-duty time" means time related to the driving, servicing, or operation of the vehicle, or those duties assigned or necessary that are related to a specific LEA-sponsored activity trip such as staying with the vehicle for security purposes or assisting with supervision of students. On-duty time also includes performing any compensated work for an entity that is not a motor carrier.

M. "Planned school-sponsored activity trip" means transportation of school groups when the activity is approved according to the LEA's policy. Activity trips do not include recurring transportation that is part of the school day.

N. "Roadway" means that portion of a highway improved, designed, or ordinarily used for vehicular traffic, exclusive of berm or shoulder.

O. "School bus" means a commercial motor vehicle used to transport preprimary, primary or secondary school students from home to school, from school to home or to and from school-sponsored events, but not including a vehicle:

- (1) operated by a common carrier, subject to and meeting all requirements of the public regulation commission but not used exclusively for the transportation of students;
- (2) operated solely by a government-owned transit authority, if the transit authority meets all safety requirements of the public regulation commission but is not used exclusively for the transportation of students;
- (3) operated as a per capita feeder as provided in Section 22-16-6 NMSA 1978; or
- (4) that is a minimum six-passenger, full-size, extended-length, sport utility vehicle operated by a school district employee pursuant to Subsection D of Section 22-16-4 NMSA 1978.

P. "School bus assistant" means an individual employed by an LEA or a transportation service provider to help the school bus driver and students. A school bus assistant shall be provided on school buses when necessary, when required by law or regulation, or when required by a student's IEP.

Q. "School bus driver" means an individual employed by an LEA or a transportation service provider that has completed all federal, state, and department certification and licensing requirements and LEA criteria and is assigned to drive a school bus on an LEA-approved school bus route or on a planned LEA-sponsored activity trip in a school bus that meets requirements pursuant to 6.40.2 NMAC.

R. "School bus driver instructor (SBDI)" means a person certified by the department to provide mandatory pre-service training to applicants who want to drive a school bus in New Mexico.

S. "School bus route" means a designated course regularly traveled by a school bus for to-and-from transportation to pick up students and take them to school or to deliver students from school to their homes or to designated school bus stops that are approved by the LEA. Should the typical number of students on a school bus route drop below the number of 10, it shall be the responsibility of the LEA to notify the department transportation director by phone or email immediately.

T. "School of origin" means the school in which the child or youth is enrolled at the time of placement in foster care or prior to becoming homeless.

U. “School-owned activity vehicle” means a vehicle other than a school bus that is used to transport students to and from planned LEA-sponsored activity trips.

V. “School-owned activity vehicle driver” means an individual who meets all qualifications, licensing requirements and LEA criteria to drive students on LEA-sponsored activities in school-owned vehicles other than school buses.

W. “School-owned activity vehicle instructor” or “AVI” means a person certified by the department to provide mandatory pre-service training to driver applicants for school-owned activity vehicles.

X. “Serious traffic offense” means any of the following offenses contained in Sections 66-1-1 through 66-8-141 NMSA 1978:

- (1) speeding in excess of 15 miles above any posted speed limit;
- (2) reckless driving;
- (3) careless driving;
- (4) passing a school bus;
- (5) following too closely;
- (6) operating a commercial motor vehicle without holding a valid commercial driver’s license (CDL) along with any endorsements;
- (7) racing on a highway;
- (8) homicide or great bodily harm by vehicle;
- (9) injury to a pregnant woman;
- (10) failing to stop after an accident involving death or personal injury; or
- (11) operating a vehicle after suspension or revocation of a driver’s license.

Y. “Sponsor” means an individual, such as a coach, teacher, or parent who accompanies students on a planned LEA-sponsored activity trip.

Z. “Substitute school bus assistant” means an individual employed by an LEA or transportation service provider to help the school bus driver and students when the assigned school bus assistant is absent.

AA. “Substitute school bus driver” means an individual employed by an LEA or transportation service provider to operate a school bus on a school bus route when the assigned school bus driver is absent. The substitute school bus driver shall meet all certification and licensing requirements of a school bus driver.

BB. “Sport Utility Vehicle (SUV)” means a sport utility vehicle or a crew cab pickup truck. This type of vehicle differs from a typical four-door sedan due to being constructed on a light or medium truck chassis, making it more rugged and giving it higher ground clearance. It must have four full-size doors and seat six to nine passengers. Vans and mini-vans are excluded from this definition.

CC. “To-and-from route serviced by an SUV” means a designated course regularly traveled to pick up designated students at their designated pick-up location to take them to school or to deliver designated students from school to a designated drop-off location.

DD. “Transportation administrator” means an individual employed by the LEA or transportation service provider who has responsibility to monitor and guide the transportation program, drivers, and assistants and who is required to make daily observations to detect reasonable suspicion for alcohol or substance use or both.

EE. “Transportation as a related service” means specific modifications or support services or both that are required for transportation of a student with an IEP.

FF. “Transportation service provider” means an individual or business that has entered into a binding agreement with the LEA to provide school transportation services.

[6.41.4.7 NMAC - Rp, 6.41.4.7 NMAC, 3/27/2018]

6.41.4.8 RESPONSIBILITIES OF THE LOCAL BOARD OF EDUCATION OR CHARTER SCHOOL

ADMINISTRATOR: Each local board of education or charter school administrator is responsible for adopting transportation policies, which ensure a safe, timely, and efficient system of transportation for all eligible students, including children in foster care and homeless children and youth, within its jurisdiction. School transportation services for eligible students shall be provided by use of a school bus, per capita feeder route, or SUVs or a combination of school bus, per capita feeder route, or SUVs. Additional options for transportation of children in foster care or homeless children and youth may be explored while ensuring the safety of students. Therefore, each local board of education or charter school administrator shall establish policies in the following areas.

A. Community, parent and staff involvement: Each LEA shall:

- (1) provide a platform for adequate community, parent, staff, and transportation service provider participation in the development of policies and procedures for providing transportation services to eligible students;
- (2) approve a policy defining the responsibilities of parents, students, teachers, staff, and transportation service providers;
- (3) provide a platform for adequate information and training provided to the community, parents, and school personnel so that each understands the rights and responsibilities associated with transportation services;

(4) approve a policy concerning complaints from parents, students, transportation providers, and others regarding school transportation;

(5) approve a policy concerning transportation as a related service for a student with an IEP as the IEP requires. The transportation administrator or designee, or transportation service provider shall be afforded the opportunity to participate in the development of the IEP as it relates to transportation;

(6) approve disciplinary procedures, including an appeal process, applicable to all students being transported. The procedures shall comply with all applicable federal and state law and department regulation. Information regarding disciplinary procedures shall be provided to parents and students;

(a) the procedures shall include the process for emergency removal of a student from a school bus;

(i) if emergency removal of a student is necessary, the driver shall report the incident or behavior to the transportation administrator within 24 hours of the incident; and

(ii) a written behavioral report shall be filed with the school and a copy of the report provided to the parents;

(b) nothing contained herein or in local board of education policy shall prevent the emergency removal of any student from a school bus if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other student, teacher, or employee;

(7) approve disciplinary procedures including an appeal process applicable to students with an IEP being transported. The procedures shall comply with all applicable federal and state law and department regulation governing students with disabilities. Information regarding disciplinary procedures shall be provided to parents, students, and IEP teams;

(a) disciplinary procedures for a student with an IEP shall be specified in the student's IEP;

(b) the procedures shall include the process for emergency removal of a student with an IEP from a school bus;

(i) if emergency removal of a student is necessary, the driver shall report the incident or behavior to the transportation administrator within 24 hours of the incident; and

(ii) the transportation administrator shall report each incident or behavior in writing to the LEA's special education director within 24 hours of receiving the driver's report;

(c) nothing contained herein or in local school board policy shall prevent the emergency removal of any student from a vehicle if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other student, teacher, or employee; and

(d) suspension of transportation service for a student with an IEP for more than ten cumulative days requires a change in transportation service in that student's IEP; and

(8) adopt and approve policies in specialized areas affected by federal regulations, state law, and new legislative initiatives related to school transportation.

B. Student services: Transportation is provided to students who are eligible for transportation pursuant to Sections 22-16-2 and 22-16-4, NMSA 1978. Students who do not obey the state and local LEA regulations governing student transportation may have their transportation services revoked by the LEA. Each LEA shall adopt:

(1) a student disciplinary policy for school transportation, including procedures for suspending a student's transportation privilege and for holding parents responsible for any malicious destruction to the vehicle or assault on a driver or others. Policies shall be in agreement with and subject to procedural safeguards and protections specified in federal, state, and department regulations;

(2) a comparable travel time policy that shall:

(a) ensure that transportation time for a student with an IEP is comparable to transportation time provided to neighborhood students who do not have an IEP;

(b) consider the least distance from a student with an IEP's home to the school site as compared to the least distance from the homes of neighborhood students who do not have an IEP to the school site;

(c) consider the time for other transportation services identified in the IEP. Any variance from the comparable travel time policy shall be determined on a case-by-case basis by the IEP team and shall be clearly stated in the IEP;

(3) a policy regarding the transportation of specialized personnel, such as licensed nurses and special education assistants, or other designated persons;

(4) a policy regarding the transportation of animals that accompany a student with an IEP and shall ensure that the certification, training, and immunization requirements for the animal are completed and current;

(5) a policy outlining acceptable procedures for medicine transport. The policy shall include the designated place for transport and the personnel authorized to administer medication during transport when necessary;

(6) a policy regarding the maintenance of a roster or seating chart for students who ride school buses;

(7) a policy for providing transportation services for students eligible under Section 504 of the Rehabilitation Act of 1973 when such services are specified in the student's accommodation plan; and

(8) a policy covering a do not resuscitate request from the parents or guardians specific to the student while the student is being transported on a school bus, school-owned activity vehicle, or SUV.

C. Relationship with transportation providers. When a transportation service provider is contracted to provide school transportation services, each local board of education or charter school administrator shall:

(1) approve all contracts and contract amendments with a transportation service provider in accordance with state law and department regulation;

(2) approve a policy governing the termination of a contract with a transportation service provider in accordance with state law and department regulation;

(3) include as a part of each contract a scope of work which ensures that this regulation and all other applicable state and federal regulations and state statutes and department regulations are adhered to; and

(4) develop policy involving finger-print based background checks in accordance with state law.

D. Planned LEA-sponsored activities: Each local board of education or charter school administrator shall adopt policies and procedures concerning the safety and welfare of students who are transported to and from planned LEA-sponsored activities. Policies and procedures shall comply with all applicable federal, state, and department regulations.

(1) Vehicles used for school-sponsored activities shall be school-owned, leased, or private vehicles that meet the following department requirements:

(a) vehicles shall not be vans or mini-vans;

(b) excluding buses, vehicles shall not seat less than six or more than nine people including the driver;

(c) excluding buses, vehicles shall have seat belts available for all occupants and all occupants are required to wear them while the vehicle is in motion;

(d) vehicles shall have available secure cargo storage or other adequate tie-down for securing items in the vehicle, excluding hitched trailers; and

(e) trailers shall not be hitched to vehicles while the vehicle is transporting students.

(2) Policies and procedures shall include provision for the use of commercial common carrier buses, taking into account that commercial common carrier buses do not meet current New Mexico school bus construction standards and school bus phase-out pursuant to 6.40.2 NMAC.

(3) Policies and procedures shall include provisions for rest and relaxation for students and the driver(s) during the trip.

(4) Policies and procedures shall include procedures for releasing students on the planned activity trip to parents or guardians.

(5) Policies shall explicitly state that prior to and during work periods all drivers, school bus assistants, and substitute school bus assistants have not used and do not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's or the assistant's ability to perform required duties.

[6.41.4.8 NMAC - Rp, 6.41.4.8 NMAC, 3/27/2018]

6.41.4.9 RESPONSIBILITIES OF THE LEA:

A. General requirements:

(1) The LEA shall designate a transportation administrator.

(2) The LEA shall observe all federal and state laws, department regulations, and local board of education policies and procedures. The LEA shall follow the New Mexico guide for school vehicle maintenance and safety audit program.

(3) Prior to providing services, the LEA shall ensure that each transportation service provider has a properly executed contract on a form approved by the department.

(4) The LEA shall direct drivers, school bus assistants, and substitute school bus assistants on meeting all transportation requirements of students' IEPs.

(5) The LEA shall, in accordance with applicable federal and state law and department regulation:

(a) verify qualifications which include fingerprint-based background checks and reference checks made and completed for the following positions:

(i) school bus driver;

(ii) substitute school bus driver;

(iii) activity school bus driver;

(iv) school-owned activity vehicle driver;

(v) SUV driver;

(vi) school bus assistant; and

(vii) substitute school bus assistant;

(b) ensure proper training is provided by a qualified trainer and documented on the applicable pre-service training record as provided by the department. The training shall be completed prior to the drivers, school bus assistants, and substitute school bus assistants performing assigned duties; and

(c) ensure ongoing training is provided and continuing requirements for drivers, school bus assistants, and substitute school bus assistants are met pursuant to 6.41.4.13 NMAC.

(6) The LEA shall establish and provide to all drivers written procedures to be followed:

- (a) for immediate replacement of a vehicle when a vehicle fails pre-trip inspection;
- (b) during inclement weather; and
- (c) during school bus evacuation drills.

(7) The LEA shall provide to transportation service providers and drivers vital emergency information for all students with an IEP or special medical conditions. All vital emergency information shall be treated as a confidential record as provided by law.

(8) The LEA, shall be available until all school bus drivers have completed their trips and all students have been properly delivered.

(9) The LEA shall develop and implement a school transportation safety curriculum for students who ride school buses to and from planned LEA-sponsored activity trips.

(10) The LEA shall review for safety each student walk zone for each school on an LEA approved cycle. The review cycle shall not exceed five years.

(11) The LEA shall ensure that school bus evacuation drills are performed and documented once per semester.

(12) All school buses, activity school buses, and school-owned activity vehicles shall be alcohol, drug, and tobacco free areas. The LEA shall ensure that, prior to or during work periods, all drivers, school bus assistants, and substitute school bus assistants shall not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's or the assistant's ability to perform required duties.

(13) The transportation administrator shall ensure compliance with 49 CFR Part 382 by maintaining documentation including proof of contract and pools of driver names. Drivers who possess a CDL shall constitute a pool of names and the school-owned activity vehicle drivers shall constitute a separate pool of names for random drug and alcohol testing.

(14) The LEA shall arrange for and document in-service training that meets the department's required hours for applicable staff.

B. Accidents: In the event of a school bus accident or emergency, the LEA shall:

(1) promptly notify the department by telephone if a school bus is involved in an accident that results in the death, serious injury or hospitalization of any occupant of the school bus or other motor vehicle or a pedestrian;

(2) promptly notify the department if a school bus is involved in an accident in which possible mechanical failure may have been a contributing factor; and

(3) submit the uniform school bus accident and adjudication report to the department within seven calendar days of any accident.

C. Plan of action for emergencies:

(1) The LEA or the transportation service provider shall provide to each driver a written plan of action in case of an emergency covering:

- (a) vehicle trouble requiring evacuation;
- (b) vehicle trouble not requiring evacuation;
- (c) passenger trouble requiring transportation personnel intervention;
- (d) passenger trouble requiring police intervention; and
- (e) passenger trouble requiring medical intervention.

(2) Student evacuation drills or adequate alternate instruction as provided in Paragraph (4) of Subsection C of 6.41.4.9 NMAC for to-and-from transportation services in a school bus shall:

- (a) be documented;
- (b) be conducted once per semester;
- (c) include all school bus drivers and substitute school bus drivers;
- (d) include all school bus assistants and substitute school bus assistants;
- (e) exempt students when they are limited in their capability to participate; and
- (f) include the following types of evacuation drills:

(i) occupants exit through the rear emergency door;

(ii) occupants exit through the front service door;

(iii) occupants in the front half of the school bus exit through the front service door and

occupants in the back half of the school bus exit through the rear emergency door. If any emergency door is located mid-bus, it shall be considered the rear emergency door; and

(iv) occupants receive instructions on the proper use of roof hatches.

(3) Student evacuation drills or adequate alternate instruction as provided in Paragraph (4) of Subsection C of 6.41.4.9 NMAC for to-and-from transportation services in an SUV shall:

- (a) be documented;

- (b) be conducted once per semester;
- (c) include all SUV drivers and assistants;
- (d) exempt students when they are limited in their capability to participate; and
- (e) include the following types of evacuation drills:
 - (i) occupants exit through the nearest door;
 - (ii) occupants exit through driver-side doors only; and
 - (iii) occupants exit through passenger-side doors only.

(4) Adequate alternate instruction shall be verbal instruction on the location and operation of emergency exits and shall be presented by the driver to all vehicle occupants.

D. School bus routes: The LEA shall follow department regulations and procedures for the establishment and monitoring of school bus routes.

(1) Loading and unloading shall occur, whenever possible, off the roadway and so that students do not have to cross the roadway. When it is impossible for a school bus to completely pull off the roadway, the driver shall remain on the roadway and use procedures provided in Subsection D of 6.41.4.11 NMAC.

(2) LEAs shall establish written procedures regarding adherence to school bus route pick-up and delivery times by both drivers and students. This information shall be available to parents and guardians of the students.

(3) The LEA shall review each school bus route on a district- approved cycle for safety and economy. The review cycle shall not exceed five years.

(4) The LEA shall comply with local board of education policy regarding the number of days allowed to re-configure a school bus route when a student's IEP has been modified and requires an adjustment to the student's transportation.

(5) The LEA shall establish a policy for the minimum time required for the school bus driver to wait for a student with an IEP who is receiving transportation as a related service to arrive at the school bus stop to be picked up. The policy shall also include information regarding the unloading of that student when returning the student to their school bus stop when a parent or guardian is not present to receive the student.

E. Loading and unloading students at schools:

(1) All school bus loading and unloading zones shall be properly marked by use of signs and pavement markings.

(2) The school bus loading and unloading zones shall be adequately staffed with designated personnel to monitor the loading and unloading of students.

(3) When loading and unloading, school buses shall be parked in a single file as close as possible to avoid students and other people from going between the school buses.

(4) Whenever possible, loading and unloading shall be done on school premises and separated from general vehicular traffic areas and playground areas.

(5) If loading or unloading must occur on the roadway, the school bus shall be stopped on the side of the roadway nearest the school. Alternating red flasher lights shall be activated when the school bus is stopped on the roadway.

(6) When loading, school buses shall be parked prior to dismissal time, if possible. School buses shall be parked in the order in which they arrive at the school.

(7) When loading or unloading students, the school bus parking brake shall be activated, the transmission shall be in neutral or in park, if equipped, and the engine off. Should the driver be required to leave the driver's seat, the keys shall be removed from the ignition switch. Exceptions to removing the key from the ignition switch include:

(a) school buses built after July 1, 2003 that are equipped with an interlock for wheel chair lifts; and

(b) school buses equipped with a child check safety system. In buses equipped with this system, the service door shall be closed when the driver leaves the driver's seat.

(8) The LEA shall review each school bus loading and unloading area at each school for safety on an LEA- approved cycle. The review cycle shall not exceed five years.

F. School bus stops: LEAs shall establish all school bus stops and, when appropriate, include involvement from a student's IEP team. The local public safety organization having jurisdiction shall also be included whenever necessary. Services shall be designed that safely, efficiently, and economically transport students.

(1) The LEA shall review each school bus stop for safety on an LEA approved cycle. The review cycle shall not exceed five years.

(2) School bus stops shall not be established where the view is obstructed to motorists for 500 feet in either direction. If, because of natural conditions, a stop must be established with a view of less than 500 feet, the LEA shall contact the state highway department or other agency having jurisdiction and request the installation of highway signage.

(3) School bus stops shall not be established on any interstate highway. If necessary, school bus stops shall be established on service or frontage roads adjacent to the interstate highway.

(4) School bus stops shall, whenever possible, be established so that students do not have to cross the roadway.

- (5) School bus stops shall not be made:
- (a) within 25 feet of any intersection.
 - (b) at a railroad grade crossing where a stop-and-go traffic light controls movement of traffic;
 - (c) at an abandoned railroad grade crossing which is marked with a sign indicating that the railroad is abandoned;
 - (d) at an industrial or spur line railroad grade crossing marked with a sign reading "EXEMPT CROSSING"; or
 - (e) at a railroad grade crossing used exclusively for industrial switching purposes within a business district or a streetcar crossing.

G. Identification of transportation needs for students with disabilities:

- (1) Transportation needs for students with an IEP who require transportation as a related service is determined by each student's IEP team and shall be included in the IEP.
- (2) When modifications to standard transportation are necessary, transportation personnel shall be afforded the opportunity to participate in the development of the IEP. The IEP document shall clearly state the transportation needs or modification or both identified by the IEP team and, if applicable, transportation personnel. If circumstances require changes in services, any team member may request that the team reconvene to consider the student's transportation needs.

H. Provisions for transportation of students with disabilities:

- (1) In providing transportation as a related service to a student with an IEP, the LEA shall ensure:
 - (a) all alternatives are considered if, due to serious health or safety considerations, an IEP team determines that a student with an IEP cannot be transported with neighborhood peers who are not disabled;
 - (b) time transporting a student with an IEP is comparable to that provided for non-disabled neighborhood peers, unless otherwise specified in the student's IEP;
 - (c) access to and from the designated pickup and drop-off point; and
 - (d) access to other educational and related services specified in the student's IEP.
- (2) Confidentiality of IEP and student medical information shall apply when transportation as a related service is provided to a student with an IEP.

I. Provisions of transportation for children and youth in foster care:

- (1) The LEA shall develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care. The procedures shall:
 - (a) ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act;
 - (b) ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their school of origin, the LEA will provide transportation to the school of origin if:
 - (i) the local child welfare agency agrees to reimburse the LEA for the cost of such transportation;
 - (ii) the LEA agrees to pay for the cost of such transportation; or
 - (iii) the LEA and the local child welfare agency agree to share the cost of such transportation; and
 - (c) include, in addition to state and local funds that may be available for transportation, certain federal funds, if allowable under the grants, may be available to cover additional transportation costs to maintain children in foster care in their schools of origin.
- (2) LEAs shall provide transportation to maintain children in foster care in their school of origin even if it does not provide transportation for children that are not in foster care.
- (3) LEAs shall provide or arrange for adequate and appropriate transportation of children in foster care to and from the school of origin while any disputes are being resolved.

J. Provisions of transportation for homeless children and youth:

- (1) LEAs are responsible for reviewing and revising transportation policies that may act as barriers to the identification, enrollment, attendance or success in schools of homeless children and youth.
- (2) McKinney-Vento Act requires homeless children and youth to receive transportation that is comparable to what is available to non-homeless students.
- (3) LEAs shall adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian or in the case of the unaccompanied youth, the liaison, to and from the school of origin in accordance with the following requirements.
 - (a) If the child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA shall provide or arrange for the child's or youth's transportation to and from the school of origin.
 - (b) If the child or youth continues their education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a

method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally, pursuant to 6.42.2 NMAC.

(4) LEAs may use McKinney-Vento subgrant funds or Title I funds to defray the excess costs of transporting homeless children and youth to and from their school of origin.

(5) LEAs are required to provide adequate and appropriate transportation for homeless children and youth to and from the school of origin while enrollment disputes are being resolved.

(6) LEAs shall continue to provide transportation to and from the school of origin to formerly homeless children and youth who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed.

K. Dispute resolution regarding the transportation of children in foster care and homeless children and youth:

(1) To the extent feasible and appropriate, LEAs must ensure children in foster care remain in their school of origin while disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

(2) Homeless children and youth shall be provided adequate and appropriate transportation to and from the school of origin while disputes are being resolved.

(3) LEAs shall work with child welfare agencies, unaccompanied youth liaisons, and parents and guardians to resolve disputes at the lowest level possible.

(4) If disputes are unable to be resolved at the local level, applicable parties may access dispute resolution procedures available at the department including those pursuant to 6.10.3 NMAC.

L. Student behavior:

(1) When a student's behavior on a school bus or at a designated school bus stop endangers the safety of others, the student shall be suspended from being transported according to LEA policies and department regulations.

(2) If an incident or behavior occurs involving a student with an IEP, the driver shall report each incident or behavior to the transportation administrator within 24 hours of the incident. Provisions for removal and reinstatement of transportation services for students with disabilities shall be specified in the LEA's policies and in the student's IEP. Any change in transportation as a related service must be made through the IEP process, and the procedural safeguards specified in department regulations shall apply. The transportation administrator shall report each incident or behavior within 24 hours of receiving the driver's report to the LEA's special education director or appropriate administrator. The incident or behavior shall be addressed by the student's IEP team.

M. Process for pre-employment screening of initial commercial driver's license (CDL) driver

applicants: The employer shall adhere to all applicable federal, state, and department employment requirements.

(1) The employer shall verify the following documentation is in each driver applicant's file:

(a) a complete LEA-approved application form that meets or exceeds federal, state and department requirements;

(b) a copy of the driver applicant's current and valid driver's license, verified by the employer;

(c) a fingerprint-based background check. Effective January 1, 2006, a person applying for full or part-time employment with an LEA or transportation service provider to operate a vehicle for the purpose of transporting students shall, at the person's own expense, submit to a fingerprint-based background check pursuant to Section 22-10A-5 NMSA 1978;

(i) the finger-print based background check shall be conducted prior to employment;

(ii) the applicant shall not qualify if there is a conviction of any violation of the

Controlled Substances Act;

(iii) the applicant shall not qualify if there is a conviction of child abuse pursuant to Section 30-6, NMSA 1978, Crimes Against Children and Dependents;

(iv) the applicant shall not qualify if there is a conviction of any other criminal offense in which a child was a victim as defined or prescribed by the offense;

(v) the employer shall maintain on file an agreement, authorization, and waiver and release form in addition to a criminal history affidavit on any newly-hired employee employed to operate a vehicle for the purpose of transporting students; and

(vi) the fingerprint-based background check requirement does not apply to any person who, as of January 1, 2006 was already engaged in full or part-time employment to operate a vehicle used to transport students, unless the employer's policies require it;

(d) a department of transportation (DOT) medical examiner's certificate indicating that a DOT physical examination was passed in accordance with DOT and federal motor carrier safety administration requirements. The DOT physical examination form that is current on the date of the examination must be used. The transportation administrator or the department may require a DOT physical examination be performed at any time, and the medical examiner's certificate shall be provided to all appropriate parties;

- (e) a completed New Mexico school bus driver pre-service training record per the current SBDI manual provided by the department;
- (i) an SBDI certified by the department shall conduct instruction using the current SBDI manual provided by the department;
- (ii) all pre-service training shall be documented on the appropriate pre-service training record as per the SBDI manual provided by the department;

(iii) pre-service training shall be administered in a 65-71 passenger type C school bus. When the driver applicant is expected to operate more than one size and type of school bus, training shall be given on the specific handling characteristics of each size and type of school bus the driver applicant may be assigned to drive once all pre-service training has been completed;

- (iv) all behind the wheel instruction shall be administered under the supervision of an SBDI and without student passengers or other persons on board except other school bus driver applicants;
- (v) observation time shall include riding in a school bus with a licensed school bus driver driving on a school bus route or in observation of other school bus driver applicants driving under the supervision of an SBDI. Observation time shall also include actual school bus route orientation with a licensed school bus driver; and
- (vi) if the school bus driver applicant has completed a department-approved first aid and cardiopulmonary resuscitation (CPR) course taught by a certified instructor and the certificate is current, the certificate shall be provided to the transportation administrator. This shall satisfy the requirement for first aid and CPR training on the school bus driver pre-service training record. On-line courses are not acceptable;

(f) a printout of the driver applicant's current driving record through the New Mexico motor vehicle division or the national driver register or other states' motor vehicle divisions. Verification includes the driver applicant's eligibility to be a driver. The driver applicant shall not be eligible if their driving record shows the driver applicant has:

- (i) been convicted of driving while intoxicated (DWI) or driving under the influence (DUI) of intoxicating liquor or drugs within three years of the date of application for employment;
- (ii) been convicted of a DWI or DUI between three years and 20 years prior to the date of application for employment unless the person provides written verification from a licensed counselor or physician that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable;
- (iii) been convicted two or more times for DWI or DUI;
- (iv) had their driver's license suspended or revoked within five years of the date of application for employment for any serious traffic offense;
- (v) been convicted of more than three serious traffic offenses within three years of the date of application for employment; or
- (vi) been convicted of any felony within the previous 10 years, or there exist other reasonable grounds related to the services of transporting students rendering the applicant ineligible;
- (g) a copy of the CDL test results, if available.

(2) The employer shall make available to each driver applicant at the time of hiring a current copy of 6.41.4 NMAC and any applicable LEA handbooks.

N. Process for pre-employment screening of returning CDL driver applicants: The employer shall adhere to all applicable federal, state and department employment requirements.

- (1) A returning CDL driver applicant shall:
 - (a) provide a completed New Mexico school bus driver pre-service training record provided by the department or certificates of training conducted by the department prior to 2000; and
 - (b) complete the training as outlined on the New Mexico returning school bus driver pre-service training record per the current SBDI manual provided by the department.

(2) A returning CDL driver applicant that cannot provide either a New Mexico school bus driver pre-service training record provided by the department or certificates of training conducted by the department prior to 2000 must complete the process for pre-employment screening of initial commercial driver's license (CDL) driver applicants pursuant to Subsection M of 6.41.4.9 NMAC.

(3) The employer shall verify that the following is completed and in each returning driver applicant's file:

- (a) documentation pursuant to the requirements listed in Paragraph (1) of Subsection M of 6.41.4.9 NMAC; and
 - (b) a completed New Mexico returning school bus driver pre-service training record.
- (4) The employer shall make available documents pursuant to Paragraph (2) of Subsection M of 6.41.4.9 NMAC.

O. Process for pre-employment screening of school-owned activity vehicle driver applicants: The LEA shall adhere to all federal, state and department employment requirements when employing a school-owned activity vehicle driver.

- (1) The LEA shall verify the following documentation is in each driver applicant's file:
- (a) a completed employment application form that meets or exceeds federal, state and department requirements unless the applicant is currently employed by the LEA;
 - (b) documentation pursuant to requirements listed in Subparagraphs (b), (c) and (f) of Paragraph (1) of Subsection M of 6.41.4.9 NMAC;
 - (c) a current medical examiner's certificate indicating that a physical examination was passed using the DOT physical examination form that is current as of the date of the examination. The transportation administrator or the department may require a physical examination be performed at any time. The medical examiner's certificate shall be provided to all appropriate parties;
 - (d) a completed New Mexico school-owned activity vehicle driver pre-service training record per the current SBDI manual provided by the department;
 - (i) training shall be provided by an SBDI with activity vehicle (AV) certification by the department or an activity vehicle instructor (AVI) certified by the department using the current SBDI manual provided by the department;
 - (ii) as part of the pre-service training, the driver applicant must complete a defensive driving course (DDC) that is nationally recognized and approved by the department. In lieu of AV-certified SBDI or AVI DDC training, a certificate of completion of a DDC course that is approved by the department may be accepted. The certificate of completion shall be dated within four years of the driver applicant's date of application; and
 - (iii) as part of the pre-service training, the driver applicant must complete a department-approved first aid and CPR course taught by a certified instructor. A certificate from the completed course shall be provided to the transportation administrator. If the driver applicant has a current certificate from a department-approved complete first aid and CPR course, this shall satisfy the requirement. On-line courses are not acceptable.
- (2) The employer shall make available documents pursuant to Paragraph (2) of Subsection M of 6.41.4.9 NMAC.

P. Process for pre-employment screening of school bus assistant and substitute school bus assistant applicants: The employer shall adhere to all applicable federal, state, and department employment requirements.

- (1) The employer shall maintain the following documentation in each school bus assistant and substitute school bus assistant's file:
- (a) a completed employment application form that meets or exceeds federal, state and department requirements unless the applicant is currently employed by the LEA;
 - (b) a fingerprint-based background check pursuant to the requirements listed in Subparagraph (c) of Paragraph (1) of Subsection M of 6.41.4.9 NMAC;
 - (c) a physical examination record;
 - (i) the physical examination shall be completed before the assistant begins performing duties; and
 - (ii) the transportation administrator or the department may require a new physical examination be performed at any time;
 - (d) a completed New Mexico school bus assistant pre-service training record in accordance with the SBDI manual as provided by the department; and
 - (e) a current first aid and CPR certificate. On-line first aid and CPR courses are not acceptable.
- (2) The applicant shall not qualify if they have:
- (a) been convicted of any felony within the previous 10 years, or there exist other reasonable grounds related to the services of transporting students rendering the applicant ineligible;
 - (b) a conviction for any violation of the Controlled Substances Act;
 - (c) been convicted of child abuse pursuant to Section 30-6, NMSA 1978, Crimes Against Children and Dependents; or
 - (d) been convicted of any other criminal offense in which a child was a victim as defined or prescribed by the offense.
- (3) The employer shall make available documents pursuant to Paragraph (2) of Subsection M of 6.41.4.9 NMAC.

Q. Continuing standards for drivers: Any individual who currently drives a vehicle transporting students shall no longer be eligible to transport students:

- (1) for three years if they receive a conviction for DWI or DUI. They may requalify if a written verification from a licensed counselor or physician is provided that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable. They are permanently ineligible if they have two or more DWI or DUI convictions;
- (2) for five years if they receive a suspension or revocation of driver's license for any serious traffic offense;
- (3) for three years if they receive convictions for more than three serious traffic offenses; or

(4) if they receive any convictions pursuant to Paragraph (2) of Subsection P of 6.41.4.9 NMAC.

R. Background check requirements for drivers, school bus assistants, and substitute school bus assistants: The background check requirements pursuant to 6.41.4.9 NMAC, shall not apply to anyone who, as of January 1, 2006 was already engaged in full or part time employment to operate a vehicle to transport students. LEAs may require additional background check information.

S. Required documentation for files: In addition to the required pre-employment screening documentation pursuant to 6.41.4.9 NMAC, the documentation below shall be maintained in the employee's file.

(1) Employee files for school bus drivers, substitute school bus drivers and activity bus drivers shall include:

(a) a copy of current CDL;

(b) a current medical examiner's certificate for a DOT physical examination;

(i) a DOT physical examination shall be renewed every 24 months from the date of the last examination, or earlier as requested by a licensed medical professional;

(ii) the current DOT physical examination form must be used; and

(iii) additional DOT physical examinations may be requested by the employer or the

department;

(c) a driving record printed annually then verified for eligibility. The driver's current driving record shall be obtained through the New Mexico motor vehicle division or the national driver register or other states' motor vehicle division. The driver shall no longer be eligible:

(i) for three years if they receive a conviction for DWI or DUI. They may requalify if a written verification from a licensed counselor or physician is provided that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable. They are permanently ineligible if they have two or more DWI or DUI convictions;

(ii) for five years if they receive a suspension or revocation of their driver's license for any serious traffic offense;

(iii) for three years if they receive convictions for more than three serious traffic offenses; or

(iv) for 10 years if they receive a conviction for any felony or there exist other reasonable grounds related to the services of transporting students rendering the applicant ineligible;

(d) documented in-service training as per the department's requirements;

(i) in-service training shall be pro-rated for newly-hired school bus drivers, substitute school bus drivers, and activity bus drivers for their first year of employment for the number of quarters employed. Quarters during the calendar year are as follows: January 1 to March 31; April 1 to June 30; July 1 to September 30; and October 1 to December 31;

(ii) to remain qualified, school bus drivers, substitute school bus drivers, and activity bus drivers shall complete a total of eight hours in-service training per semester. Semesters during the calendar year are as follows: January 1 to June 30 and July 1 to December 31;

(iii) in-service training shall be documented by the transportation administrator or designee with the date of training, hours trained, trainer's name, printed and signed name of attendees, and topic or topics discussed. Such documents shall be stored in files maintained by the employer;

(iv) drivers who do not complete the required hours of in-service training per semester are disqualified from duty until those hours of in-service training are completed. The department may determine the in-service training topics.

(2) Employee files for school-owned activity vehicle drivers shall include:

(a) a copy of current driver's license;

(b) a current medical examiner's certificate indicating that a physical examination in accordance with DOT and federal motor carrier safety administration requirements was passed;

(i) the DOT physical examination form that is current on the date of the examination must be used; and

(ii) additional physical examinations on the DOT form may be requested by the employer or the department;

(c) a driving record printed annually then verified for eligibility pursuant to the requirements listed in Subparagraph (c) of Paragraph (1) of Subsection S of 6.41.4.9 NMAC.

(3) Employee files for school bus assistants and substitute school bus assistants shall include:

(a) a copy of current first aid and CPR certificate; and

(b) documented in-service training pursuant to the requirements listed in Subparagraph (d) of Paragraph (1) of Subsection S of 6.41.4.9 NMAC.

T. Planned LEA-sponsored activity trips: When a planned LEA-sponsored activity trip involves more than 18 people, including the drivers, or would require more than two school-owned activity vehicles to transport students during the

same time frame to the same destination, the LEA shall use an activity school bus. Passenger management, as described in Paragraph (7) of Subsection T of 6.41.4.9 NMAC, shall not be an additional responsibility of the driver of the activity bus or a school bus assistant on a planned LEA-sponsored activity trip.

- (1)** When an activity bus is used for a planned LEA-sponsored activity trip:
 - (a)** the activity bus shall meet the requirements pursuant to 6.40.2 NMAC;
 - (b)** the activity bus shall not carry more than the manufacturer-rated seating capacity;
 - (c)** the employer shall not use a school bus assigned to a school bus route to provide transportation for any planned LEA-sponsored activity trips if doing so will interfere with its operation on its assigned school bus route;
 - (d)** the employer shall not temporarily reassign any students from one school bus route to another school bus route in order to free-up a school bus for a planned LEA-sponsored activity trip; and
 - (e)** on an activity bus that includes transporting equipment:
 - (i)** items shall not occupy needed seating space;
 - (ii)** items shall not be placed in the driver's compartment;
 - (iii)** all items shall be properly secured; and
 - (iv)** aisle and exits shall not be blocked.
- (2)** When a school-owned activity vehicle is used on a planned LEA-sponsored activity trip:
 - (a)** the school-owned activity vehicle shall meet applicable federal motor vehicle safety standards (FMVSS);
 - (b)** the driver operating a school-owned activity vehicle shall meet all requirements for school-owned activity vehicle drivers, pursuant to Subsection O of 6.41.4.9 NMAC;
 - (c)** the school-owned activity vehicle shall not carry more than the manufacturer-rated seating capacity;
 - (d)** the school-owned activity vehicle shall meet the following criteria:
 - (i)** the school-owned activity vehicle shall not be vans or mini-vans;
 - (ii)** the school-owned activity vehicle shall not seat less than six and no more than nine people including the driver;
 - (iii)** the school-owned activity vehicle shall have seat belts available for all occupants, and all occupants are required to wear them while the vehicle is in motion;
 - (iv)** the school-owned activity vehicle shall have available a cargo net or other adequate tie-down for securing items in the vehicle; excluding hitched trailers;
 - (v)** trailers shall not be hitched to school-owned activity vehicles while the vehicle is transporting students;
 - (vi)** the school-owned activity vehicle shall not exceed the manufacturer's gross vehicle weight rating (GVWR) as specified on the vehicle license and registration form; the GVWR includes the weight of the passengers and luggage; and
 - (vii)** the school-owned activity vehicle shall be in compliance with all applicable federal, state, and department regulations, and with child restraint guidelines from the national highway traffic safety administration (NHTSA);
 - (e)** on a school-owned activity vehicle that includes transporting equipment shall transport equipment pursuant to the requirements listed in items (i), (ii), and (iii) of Subparagraph (e) of Paragraph (1) of Subsection T of 6.41.4.9 NMAC;
 - (f)** the school-owned activity vehicle shall be replaced in accordance with the LEA's policy which defines the replacement cycle for school-owned activity vehicles.
- (3)** The following time limits shall apply to drivers of planned LEA-sponsored activity trips.
 - (a)** A driver shall not have more than eight hours continuous driving time and no more than 10 hours total driving time.
 - (b)** A driver shall not be permitted to be on-duty more than 15 hours in a 24-hour period.
 - (c)** A driver shall have eight consecutive off-duty hours before resuming on-duty time.
 - (d)** A driver is considered off-duty if relieved of all duties and responsibilities for the care and custody of the vehicle, its accessories, cargo, and passengers.
- (4)** An activity trip ticket that documents and authorizes the activity trip shall be prepared, signed by the LEA, and provided to the driver if the planned LEA-sponsored activity trip requires travel outside of the LEA's geographic boundary.
- (5)** LEAs are not required to have an activity trip ticket if a commercial common carrier is used to transport students on a planned LEA-sponsored activity trip. However, the LEA shall maintain a copy of the contract for the transportation services for the planned LEA-sponsored activity trip.
- (6)** Drivers shall be informed of and responsible for the following while driving on planned LEA-sponsored activity trips in addition to the applicable responsibilities of drivers pursuant to 6.41.4.11 NMAC:

- (a) compliance with all federal, state, department and employer policies and regulations;
- (b) care of and safe and efficient operation of the school bus or school-owned activity vehicle at all times;
- (c) performance and documentation of a thorough pre-trip inspection of the vehicle and special equipment prior to departure, unless completed and documented by other qualified personnel;
- (d) conducting an emergency evacuation drill or providing adequate alternate instruction to all passengers prior to departure. An LEA-approved document shall be provided to the driver for the driver and the sponsor to sign in evidence that such has been completed before beginning each planned LEA-sponsored activity trip;
- (e) ensuring the safety of all passengers while they are in the school bus or school-owned activity vehicle;
- (f) ensuring all passengers are properly seated with seat belts in use when the driver is operating a school-owned activity vehicle;
- (g) maintaining an activity trip ticket when one is required. The driver shall, upon request, show the signed activity trip ticket to any state police officer or other law enforcement officer, DOT officer, or staff member of the department;
- (h) notifying the transportation administrator or designee and obtaining their approval prior to incorporating a change if there are any changes in the route or itinerary;
- (i) notifying the transportation administrator or designee of all emergencies that arise;
- (j) maintaining and submitting to designated employer personnel all records pertinent to the planned LEA-sponsored activity trip including signed documentation that adequate emergency evacuation instruction was conveyed to all passengers;
- (k) ensuring that prior to departure and the return journey, the school bus or school-owned activity vehicle is clean, completely serviced, and inspected, noting the condition of the vehicle in writing on the appropriate form and signing the form;
- (l) ensuring the school bus or school-owned activity vehicle shall not be fueled while passengers are on board unless there are exceptional circumstances when it is impractical to unload;
- (m) ensuring that no students remain on the school bus or school-owned activity vehicle unless the driver or a school sponsor is on board. At the conclusion of the planned LEA-sponsored activity trip, ensure that no one is on the school bus or school-owned activity vehicle; and
- (n) ensuring that the sponsors are actively supervising students on the bus.
- (7) School sponsors shall be notified of the following responsibilities for each planned LEA-sponsored activity trip:
- (a) preparing and submitting activity trip requests in accordance with federal, state and department regulations as well as the LEA's policies;
- (b) ensuring there are an adequate number of disciplinary staff;
- (c) notifying the transportation administrator or designee of any schedule changes;
- (d) assuring that student(s) are at the departure point(s) at the appointed time;
- (e) supervising the loading and unloading of the vehicle;
- (f) maintaining a student roster and taking roll each time students load onto the vehicle;
- (g) assuring the orderly conduct and discipline of students on and off the vehicle;
- (h) supervising and maintaining control of student passengers in case of an emergency;
- (i) providing for adequate rest stops;
- (j) making all arrangements on overnight planned LEA-sponsored activity trips for meals and lodging, including the driver's meals and lodging.
- (8) Planned LEA-sponsored activity trips shall be paid from budgeted LEA-sponsored activity funds and not from current fiscal year to-and-from transportation funds.
- (9) The LEA shall adopt a policy that addresses out-of-state transportation for planned LEA-sponsored activity trips. LEAs shall use the guidelines for school-owned activity vehicles provided in 6.41.4 NMAC whenever possible
- U. Training:**
- (1) Transportation administrators shall provide training for other LEA employees who are responsible for supervision of the school transportation program and school employed drivers.
- (2) A minimum of two hours of in-service training is required annually. The contents of the training will be determined by the department.
- [6.41.4.9 NMAC - Rp, 6.41.4.9 NMAC, 3/27/2018]

6.41.4.10 REQUIREMENTS OF TRANSPORTATION SERVICE PROVIDERS:

A. General requirements: The transportation service providers shall:

- (1) Cooperate with the LEA administration to provide safe and efficient transportation services for all eligible students;

- (2) keep all required vehicle maintenance records;
- (3) hire all school bus drivers, substitute school bus drivers, activity school bus drivers, school bus assistants, and substitute school bus assistants in accordance with LEA policies, federal, state, and department regulations, and Section 22-10-3.3 NMSA 1978;
- (4) maintain all school bus driver, substitute school bus driver, activity school bus driver, school bus assistant, and substitute school bus assistant files with required documentation in accordance with federal, state and department regulations;
- (5) hire mechanics and office support personnel;
- (6) provide to all drivers written procedures to be followed:
 - (a) during inclement weather; and
 - (b) during school bus evacuation drills;
- (7) provide to each driver an LEA-approved written plan of action in case of an emergency covering:
 - (a) vehicle trouble requiring evacuation;
 - (b) vehicle trouble not requiring evacuation;
 - (c) passenger trouble requiring transportation personnel intervention;
 - (d) passenger trouble requiring police intervention; and
 - (e) passenger trouble requiring medical intervention.
- (8) attend IEP meetings as necessary.

B. Equipment: The transportation service provider shall:

- (1) maintain all school buses to manufacturer specifications and all safety equipment on school buses to federal, state and department specifications;
- (2) report complete and accurate information required by the department's transportation director or designee and the LEA; and
- (3) comply immediately with equipment recalls by taking a vehicle that has an equipment recall by a manufacturer, a distributor, a federal or state agency, or the department to an approved location as per the recall notification for modification or repair.

C. Training: The transportation service provider shall:

- (1) provide pre-service and in-service training for all school bus drivers, substitute school bus drivers, activity bus drivers, and all school bus assistants and substitute school bus assistants in accordance with the department regulations;
 - (2) provide training for transportation service providers' employees who have supervisory responsibility of school bus drivers. A minimum of two hours of training is required annually. The contents of the training will be determined by the department transportation director.
- [6.41.4.10 NMAC - Rp, 6.41.4.10 NMAC, 3/27/2018]

6.41.4.11 RESPONSIBILITIES OF DRIVERS, SCHOOL BUS ASSISTANTS, AND SUBSTITUTE SCHOOL BUS ASSISTANTS:

All drivers and, where applicable, all school bus assistants and substitute school bus assistants shall:

A. Comply with the following.

- (1) Operate the vehicle in a safe and efficient manner in accordance with federal, state, local statutes and regulations, department regulations, and LEA policies.
- (2) Cooperate with the transportation administrator's compliance with 49 CFR Part 382 as conducted by the LEA and transportation service provider.

B. Perform a pre-trip inspection.

(1) All school bus drivers shall perform and document a daily thorough pre-trip inspection of the school bus and special equipment, unless completed and documented by other qualified personnel. The inspection shall include, at minimum, inspection of the:

- (a) outside of the vehicle:
 - (i) oil, water, and any other fluid leaks (power steering, power brakes, transmission, differential);
 - (ii) wheels, tires, lug bolts and nuts for serviceability;
 - (iii) all exterior lights for serviceability and operation;
 - (iv) all glass, mirrors, windshields (clean and unbroken and mirrors adjusted for the driver);
 - (v) exhaust system for leaks, looseness, and secure clamps;
 - (vi) engine compartment for serviceability, hoses, belts, wiring, and proper fluid levels;
 - (vii) battery for secure connections and no corrosion;
 - (viii) fuel filler cap;
 - (ix) lift system for those vehicles equipped;
 - (x) service door, emergency exits, and buzzers; and

- (b)
 - (xi) stop arm and signs;
 - inside of the vehicle:
 - (i) all seats and interior lights;
 - (ii) horn, windshield wipers, all gauges and indicators;
 - (iii) emergency equipment including a first aid kit, fire extinguisher, reflectors, body fluid clean-up kit, and seat belt cutter;
 - (iv) parking brake and service brake;
 - (v) interior mirror;
 - (vi) cleanliness of vehicle;
 - (vii) heaters and defrosters;
 - (viii) air or hydraulic brake check; and
 - (ix) emergency exits and buzzers.

(2) All school-owned activity vehicle drivers shall perform, at a minimum, a thorough pre-trip inspection for operational check of the vehicle and equipment unless completed by other personnel who have completed department-approved pre-service training. The inspection shall, at minimum, include inspection outside of the vehicle pursuant to the requirements listed in items (i) through (viii) of Subparagraph (a) of Paragraph (1) of Subsection B of 6.41.4.11 NMAC and inside of the vehicle pursuant to the requirements listed in items (i) through (viii) of Subparagraph (b) of Paragraph (1) of Subsection B of 6.41.4.11 NMAC. All school-owned activity vehicle drivers shall inspect all gauges, seats, and interior lights of the school-owned activity vehicle.

(3) The driver shall not operate any school bus, activity school bus, or school-owned activity vehicle that does not meet the pre-trip inspection requirements. The driver shall immediately notify the transportation administrator or designee upon failure of the pre-trip inspection and document the reason for the failure.

C. Use the following basic driving, loading, and unloading procedures for school bus routes.

(1) Drivers shall obey all traffic laws, ordinances, and rules of the road and not drive the school bus faster than the posted speed limit.

(2) Loading and unloading shall occur, whenever possible, off of the traveled portion of the roadway and so that students do not have to cross the roadway.

(3) Drivers shall load or unload students only at established school bus stops unless an emergency dictates otherwise. School bus stops shall not be changed or the time schedules altered by the school bus driver or transportation service provider without the approval of the transportation administrator or designee. Drivers shall not grant permission for a student to load or unload except at the student's designated school bus stop without written approval from the transportation administrator or designee.

(4) Drivers shall use rear view mirrors to check traffic before arriving at the school bus stop.

(5) Drivers shall reduce the speed of the school bus when approaching the school bus stop.

(6) On morning school bus routes, drivers shall:

(a) bring the school bus to a complete stop eight to 10 feet before the school bus stop, set the parking brake and shift the transmission in neutral or, if equipped, park;

(b) make a complete stop at all established school bus stops whether students are present or not, unless a parent or guardian or the transportation administrator has notified the driver that the student will be absent;

(c) not wait for students unless they are observed making an effort to reach the school bus stop or unless otherwise specified in a student's IEP; and

(d) use rear view mirrors to check traffic.

(7) When loading, the driver shall check that all students are seated in the school bus before the school bus is put in motion.

(8) When unloading, the driver shall count the students that have exited the school bus. When students exit the school bus, drivers shall ensure the following.

(a) If students are required to cross the roadway, they shall walk eight to 10 feet in front of the school bus and be positioned perpendicular to the right front portion of the school bus where the driver can see them.

(b) The driver shall check rear view mirrors and all traffic lanes to ensure all required traffic is stopped before signaling students to cross the roadway to the left front portion of the school bus.

(c) Before signaling students to proceed the rest of the way, the driver shall check rearview mirrors and all traffic lanes again to ensure all required traffic is stopped.

(d) The driver shall check to be sure that all students have crossed the roadway safely by using the crossover mirrors and perform a final student count.

(e) The driver shall verify that all doors are free of obstructions then close all doors before the school bus is put in motion.

(f) The driver shall use rear view mirrors to check traffic before departing from the school bus stop.

(9) The driver shall not operate the school bus in such a manner as to cause on-board accidents by jerking, stopping suddenly or swerving unnecessarily.

(10) The driver shall not leave the driver's seat without setting the park brake, putting the transmission in neutral or, if equipped, park, stopping the engine, and removing the keys. Exceptions include the following:

(a) school buses with a wheelchair lift that meets 6.40.2 NMAC requiring a vehicle interlock system for school buses built after July 1, 2003, and to deactivate the child check safety system. The driver may leave the key in the ignition with the engine off when deactivating the child check safety system but the service door shall be closed;

(b) school buses equipped with a diesel engine and automatic transmission where the driver shall follow the manufacturer's recommendation for parking in gear.

(11) The driver shall keep the school bus clean, well ventilated, and, when necessary, properly heated.

(12) The driver, if traveling in a convoy, shall follow the lead school bus and shall maintain proper distance between vehicles.

(13) The driver shall report all hazards on the school bus route, whether potential or existing, and all causes for failure to operate on schedule to the transportation administrator or designee.

(14) The driver shall not use the school bus outside regular to-and-from transportation or a planned LEA-sponsored activity trip without the approval of the transportation administrator.

D. In addition to requirements pursuant to Subsection C of 6.41.4.11 NMAC use the following if the school bus must be loaded or unloaded on the roadway.

(1) If the school bus must be loaded or unloaded on the traveled portion of the roadway:

(a) The driver shall activate the alternating amber flasher lights not less than 100 feet nor more than 300 feet from a stop in urban areas or not less than 300 feet nor more than 1,000 feet from a stop in rural areas to warn motorists that the school bus is about to stop on the roadway.

(b) The alternating red flasher lights and stop arm shall be activated after the school bus is completely stopped and the service door is opened.

(i) If a school bus is approaching another school bus that has stopped to load or unload students with its alternating amber or red flasher lights activated, the approaching school bus shall mimic the other bus by activating its alternating amber or red flasher lights and shall not load or unload students.

(ii) Once the school bus loading or unloading students has deactivated its alternating amber or red flasher lights, the approaching school bus shall resume operations.

(2) If the school bus must be loaded or unloaded on the traveled portion of the roadway with multiple traffic lanes in each direction, highway, or a divided roadway:

(a) the school bus shall stop in the right-hand or outside traffic lane;

(b) students shall not be loaded or unloaded in a designated right-turn lane or in a lane immediately adjacent to a designated right-turn lane;

(c) loading and unloading shall occur only on the side of the roadway on which the student lives.

(3) The alternating red flasher lights shall be deactivated before the school bus is put in motion.

(4) The driver shall use good judgment when activating and deactivating the alternating flasher lights so as not to impede traffic unnecessarily.

E. Load and unload students at schools using the following procedures.

(1) If loading or unloading must occur on the street, alternating flasher lights shall not be activated unless the school bus is stopped on the traveled portion of the roadway.

(2) When loading or unloading, the school bus parking brake shall be activated, transmission shall be in neutral or, if equipped, in park, and the engine shall be off. Should the driver be required to leave the driver's seat, the keys shall be removed from the ignition switch. Exceptions to removing the key from the ignition switch:

(a) school buses built after July 1, 2003, that are equipped with an interlock for wheel chair lifts;

(b) school buses equipped with a child check safety system. In buses equipped with this system, the service door shall be closed before the driver leaves the driver's seat.

(3) When loading, school buses may be parked in a single file as close as possible to avoid students or other people from going between the school buses.

(4) When loading, school buses shall be parked prior to dismissal time, if possible. School buses shall be parked in the order that they arrive at the school.

(5) The driver shall not back up a school bus on school grounds unless absolutely necessary and then only with assistance from an adult of the driver's choosing.

F. Operate a school bus on an interstate highway using the following procedures.

(1) All loading or unloading shall be done at points off the interstate highway either at an interchange, service, or frontage road.

(2) The school bus shall not cross over to the opposite roadway or make any other similar maneuver except at interchanges and then only in a manner consistent with the proper procedures at any given interchange unless directed otherwise by a law enforcement officer.

(3) School buses using portions of the interstate highway shall not stop on or adjacent to the roadway unless there is an emergency or as directed by a law enforcement officer.

(4) The school bus shall not stop on the interstate highway nor shall any students or other passengers load or unload on the interstate highway except in an emergency.

G. Follow the procedures for school buses crossing railroad tracks: The driver is always responsible for the safe movement of the school bus and in no instance shall a railroad signal, active or non-active, abrogate this precaution. The following procedures shall apply to school buses or activity school buses at railroad crossings.

(1) Before crossing any track or tracks of a railroad, the school bus driver shall activate the hazard warning lights and shall bring the school bus to a full and complete stop not less than 15 feet or more than 50 feet from the rail nearest the front of the school bus.

(2) On multiple lane roadways, the school bus shall be in the extreme right traffic lane whenever possible.

(3) If a stop and go traffic light controls the movement of traffic at the railroad crossing, the driver need not stop unless the traffic light indicates to stop.

(4) When approaching a railroad crossing, the driver shall carefully observe traffic and reduce the speed of the school bus in advance of stopping.

(5) While completely stopped prior to crossing and until completely across the railroad crossing, the driver shall:

(a) fully open the service door;

(b) fully open the window to the driver's immediate left;

(c) turn off all noisy equipment, radio, and fans;

(d) direct passengers to be silent if passengers are making noise;

(e) listen and look in both directions along the track or tracks for approaching trains or other

vehicles; and

(f) keep the transmission of the school bus in first gear by maintaining a speed which does not cause the transmission to shift.

(6) The school bus driver shall not proceed through the railroad crossing or around crossing gates unless directed by law enforcement officer or railroad personnel if:

(a) there are operating flashing red lights;

(b) there is an operating bell;

(c) a crossing gate is closed or in the process of being opened or closed;

(d) the rear portion of the school bus cannot be positioned more than 15 feet from the rail nearest the rear of the school bus; or

(e) the view in either direction is unclear or is obstructed in any way until the driver has secured the school bus and performed a visual inspection to verify that no trains or other vehicles are approaching.

(7) After safely and completely crossing the railroad tracks, the driver shall:

(a) fully close the service door;

(b) turn off hazard warning lights;

(c) adjust the window to the driver's immediate left;

(d) resume use of any noisy equipment, radio, and fans; and

(e) continue traveling safely.

(8) When traveling near railroad tracks, even if not crossing, the school bus driver shall be aware of hazardous circumstances on the railroad tracks that could present a danger to the school bus. In such situations, the driver shall remain aware and instruct the students to remain silent until there is no longer a danger.

H. Address student safety.

(1) The driver shall be responsible for the safety and orderly conduct of school bus passengers.

(2) The driver, school bus assistants and substitute school bus assistants shall meet all requirements of student IEPs when transportation is a related service.

(3) The driver shall report all serious discipline cases to the transportation administrator or designee in accordance with the department and the LEA's policies.

(4) The driver shall have the authority to assign any passenger to a seat.

(5) The driver shall not carry on any unnecessary conversations with passengers while driving.

(6) The driver shall not permit the transportation of firearms, knives, explosives, breakable glass, or other dangerous objects, reptiles, or animals, except a service animal authorized by an IEP.

(7) In transporting musical instruments, shop projects, or other school projects, items shall be transported pursuant to the requirements listed in Subparagraph (e) of Paragraph (1) of Subsection T of 6.41.4.9 NMAC.

(8) On the school bus, the driver shall not permit items to block the aisle or exits.

(9) While a school bus is in motion, the driver shall not permit any passengers to occupy any area in front of the passenger seating area. All passengers shall be properly seated.

I. Perform a post-trip inspection.

(1) The driver shall, as part of each post-trip inspection, ensure that no passengers remain on board.

(2) The driver shall submit a signed, LEA-approved form reporting all faulty or improperly functioning equipment to the transportation administrator or designee, or the transportation service provider.

J. Participate in emergency evacuation drills for school buses. All school bus drivers, substitute school bus drivers, activity bus drivers, school bus assistants, and substitute school bus assistants shall participate in the emergency evacuation drills or adequate alternate instruction scheduled by the transportation administrator.

K. Be familiar with the location and use of the following emergency equipment:

(1) hazard warning lights;

(2) fire extinguisher;

(3) first aid kit;

(4) body fluid cleanup kit;

(5) triangular warning reflectors; and

(6) seat belt cutter.

L. Address emergency evacuations and accidents.

(1) Emergency evacuations shall take place if there is a fire or danger of fire involving the vehicle. The vehicle shall be stopped and evacuated immediately. Passengers shall move a safe distance away from the vehicle and remain there until given further direction.

(2) Emergency evacuations may take place if the vehicle is stopped in an unsafe position. The driver shall immediately determine whether it is safer for passengers to remain in the vehicle or to evacuate the vehicle. The driver shall direct the passengers to evacuate the vehicle if:

(a) the vehicle has stopped in the path of a train;

(b) the position of the stopped vehicle may change, thus increasing the danger to passengers; or

(c) the position of the stopped vehicle is such that there is danger of another vehicle colliding

into it.

(3) In the case of any accident, the driver's first responsibility is for the safety of the passengers. The driver shall:

(a) stop immediately;

(b) notify police and the LEA administrator and, if appropriate, the transportation service

provider;

(c) remain calm and reassure passengers;

(d) if necessary to evacuate the vehicle, direct passengers to a safe place away from traffic and not permit passengers to leave the scene of the accident;

(e) render reasonable assistance to persons injured in the accident;

(f) remain at the scene of the accident and not move the vehicle unless required by local ordinance or a law enforcement officer;

(g) if possible, place reflectors appropriately to warn traffic;

(h) obtain information such as names, license numbers, registration numbers, location, time, road and weather conditions, and a listing of all passengers including their seating locations;

(i) make no admission as to liability nor assume responsibility for the accident;

(j) comply with federal, state, department regulation and LEA policy and procedures in reporting the accident; and

(k) adhere to any vital emergency medical information provided.

M. Alternating flasher lights shall not be used when the school bus is:

(1) on school grounds to load or unload students;

(2) completely off the traveled portion of the roadway;

(3) at a railroad crossing; or

(4) stopped, except when loading or unloading students on the roadway.

[6.41.4.11 NMAC - Rp, 6.41.4.11 NMAC, 3/27/2018]

6.41.4.12 SCHOOL BUS SAFETY AND EQUIPMENT: All school buses used to transport students on school bus routes and LEA-sponsored activities shall meet requirements pursuant to 6.40.2 NMAC and the state of New Mexico guide for school bus maintenance and safety audit program, school bus inspection guide.

A. Each school bus shall be equipped with an operable seat belt for the driver that shall be used when the school bus is in motion.

- B.** Each school bus shall have seat belts or a seat harness as required on school buses when required in a student's IEP.
- C.** Each school bus shall have at least one seat belt cutter properly secured in a location within reach of the driver while the driver is belted into the driver's seat pursuant to Paragraph (1) of Subsection YY of 6.40.2.10 NMAC. The seat belt cutter shall be durable and designed to eliminate the possibility of the operator or others being cut during use.
- D.** Each school bus shall carry a first aid kit with contents pursuant to Paragraph (2) of Subsection P of 6.40.2.10 NMAC.
- E.** Each school bus shall carry a body fluid clean-up kit pursuant to Paragraph (3) Subsection P of 6.40.2.10 NMAC.
- F.** Each school bus shall be equipped with at least one UL-approved pressurized dry-chemical fire extinguisher complete with hose. The fire extinguisher shall have a total rating of 2A10BC or greater and meet the requirements of Paragraph (1) of Subsection P of 6.40.2.10 NMAC. The extinguisher shall be securely mounted in the driver's compartment, fully charged and in working condition.
- G.** Each school bus shall be equipped with a minimum of three triangular warning reflectors pursuant to Paragraph (4) of Subsection P of 6.40.2.10 NMAC, and the driver shall be knowledgeable as to their proper placement. Drivers shall use reflectors in the event of prolonged stops on the roadway.
- (1)** On a two-lane road:
- (a)** a warning reflector shall be placed on the traffic side of the school bus 10 feet from the front or rear of the school bus, depending on traffic direction;
- (b)** a warning reflector shall be placed in the center of the traffic lane or shoulder occupied by the disabled school bus 100 feet from the rear of the school bus; and
- (c)** a warning reflector shall be placed in the center of the traffic lane or shoulder occupied by the disabled school bus 100 feet from the front of the school bus.
- (2)** On a one-way or divided highway, warning reflectors shall be placed on the traffic side of the school bus at 10, 100, and 200 feet from the rear of the school bus and placed so as to direct traffic away from the school bus.
- (3)** If the school bus is disabled within 500 feet of a curve, crest of a hill, or other obstruction:
- (a)** a warning reflector shall be placed on the traffic side of the school bus 10 feet from the rear of the school bus in the direction of the obstruction;
- (b)** a warning reflector shall be placed on the traffic side of the school bus 100 feet from the rear of the school bus in the direction of the obstruction; and
- (c)** a warning reflector shall be placed on the traffic side of the school bus up to 500 feet from the rear of the school bus in the direction of the obstruction.
- H.** The hazard warning lights shall be used only when it is necessary to stop the bus on the shoulder of the roadway or on the roadway. The hazard warning lights shall also be used when the speed of the school bus is less than one-half of the posted speed limit.
- I.** The emergency door(s), windows, and roof hatches shall not be fastened or wired so as to prevent opening from the inside or outside.
- J.** Loose items shall be properly stowed underneath in equipment compartments or securely fastened if carried inside the school bus.
- K.** Trailers shall not be attached to a school bus.
- L.** Trailers shall not be hitched to school-owned vehicles while the vehicle is transporting students.

[6.41.4.12 NMAC - Rp, 6.41.4.12 NMAC, 3/27/2018]

6.41.4.13 CONTINUING REQUIREMENTS FOR DRIVERS, SUBSTITUTE DRIVERS, SCHOOL BUS ASSISTANTS, AND SUBSTITUTE SCHOOL BUS ASSISTANTS:

A. School bus drivers, substitute school bus drivers, and drivers of activity buses shall maintain and provide to the employer a copy of the following:

- (1)** a current CDL with appropriate class and endorsements;
- (2)** a current DOT medical examiner's certificate in compliance with federal and state CDL licensing requirements;
- (3)** a driving record obtained through the New Mexico motor vehicle division or the national driver register or other states' motor vehicle division and printed annually; and
- (4)** a current first aid and CPR certificate which has been obtained from a course approved by the department.

B. School-owned activity vehicle drivers shall maintain and provide to the employer a copy of the following:

- (1)** a current driver's license;
- (2)** a current medical examiner's certificate from a physical recorded on the DOT form;

- (3) a driving record pursuant to requirements in Paragraph (3) of Subsection A of 6.41.4.13 NMAC; and
- (4) a current first aid and CPR certificate pursuant to the requirements in in Paragraph (4) of Subsection

A of 6.41.4.13 NMAC.

C. School bus assistants and substitute school bus assistants shall maintain and provide a copy to the employer of the following:

- (1) a current first aid and CPR certificate pursuant to the requirements in Paragraph (4) of Subsection A of 6.41.4.13 NMAC; and
- (2) a physical examination renewed every 24 months from the date of the last examination or before as specified by a licensed medical professional.

D. In-service Training: To remain qualified, school bus drivers, substitute school bus drivers, school bus assistants, and substitute school bus assistants shall complete a total of eight hours per semester of in-service training that has been approved by the transportation administrator. Persons who do not complete the required hours of in-service training are disqualified from duty until those hours of in-service training are completed.

[6.41.4.13 NMAC - Rp, 6.41.4.13 NMAC, 3/27/2018]

6.41.4.14 USING SPORT UTILITY VEHICLES (SUVS) FOR TO-AND-FROM TRANSPORTATION:

A. General requirements. An LEA electing to transport students in an SUV on a to-and-from route shall:

- (1) be limited to transport up to six students who are enrolled in the LEA;
- (2) only transport students whose residence is within the boundaries of the LEA, with the exception of those students in foster care or homeless children and youth as required as part of the best interest determination;
- (3) only transport students who live five or more miles from the student's or students' school, with the exception of those students in foster care or homeless children and youth as required as part of the best interest determination;
- (4) require that the SUV driver be an LEA employee certified as a school-owned activity vehicle driver;
- (5) require that the driver meet all federal, state, and department qualifications and licensing requirements. The driver shall:
 - (a) allow the LEA to obtain the driver's driving record through the New Mexico motor vehicle division, or the national driver register or other states' motor vehicle divisions;
 - (b) satisfactorily complete a physical examination using the current DOT physical examination form:
 - (i) physical examination shall be renewed every 24 months from the date of the last examination or before as specified by a licensed medical professional;
 - (ii) additional physical examinations shall be required at any other time at the request of the LEA or the department's transportation bureau;
 - (iii) all physical examinations shall be conducted by a licensed medical professional;
 - (c) meet the requirements of the Controlled Substances and Alcohol Use and Testing in accordance with 49 CFR Part 382;
- (6) require that the driver complete pre-service training as outlined in department guidance. The pre-service training shall be provided only by a school bus driver instructor that has activity vehicle certification or an activity vehicle instructor that has been certified by the department;
- (7) require the SUV driver transporting students on to-and-from routes to obtain two hours of in-service training per semester;
- (8) be required to insure both the SUV and SUV driver through the public school insurance authority;
- (9) establish written procedures for an immediate substitute SUV or school bus should an SUV fail to meet pre-trip inspection requirements; the substitute SUV or school bus shall meet all pre-trip requirements;
- (10) require the SUV driver to immediately report in writing on the appropriate form(s) signed by the SUV driver any faulty or improperly functioning equipment to the transportation administrator or their designee;
- (11) require all passengers to enter and exit on the passenger side of the SUV;
- (12) require the SUV driver to ensure that no student remains in the SUV at the conclusion of the route;
- (13) be required to have the vehicle inspected semi-annually by an authorized dealer including the manufacturer's recommended multi-point inspection. An inspection shall not occur within 90 days from the prior inspection. All inspections shall occur during the school year. Any defects found by the dealer shall be repaired prior to the vehicle being used to transport students. The vehicle shall be considered out of service until all defects are repaired by the dealer. The semi-annual inspections shall be submitted to the department's transportation bureau along with the documentation of all repaired defects;
- (14) require the SUV driver to conduct a daily, thorough pre-trip operational check of the SUV and equipment; the pre-trip shall be documented and shall cover at a minimum:
 - (a) wheels, tires, lug bolts, and nuts for serviceability;
 - (b) all exterior lights for serviceability and operation;

- (c) all glass, mirrors, windshields (clean, unbroken and mirrors adjusted for the driver);
- (d) exhaust system for leaks and looseness of connections;
- (e) fluid leaks under and in the front (oil, water, power steering, transmission, brakes) and in the rear (brakes and differential);
- (f) engine compartment for serviceability (battery, belts, wiring, hoses, fan);
- (g) engine compartment for fluid levels (oil, engine coolant, power steering, brake, windshield washer, transmission);
- (h) fuel filler cap;
- (i) all gauges, seats, and interior lights;
- (j) horn and windshield wipers;
- (k) emergency equipment;
- (l) cleanliness of SUV;
- (m) electronic locks; and
- (n) heaters and defrosters;
- (15) not allow the SUV driver to operate the SUV if it does not meet the pre-trip inspection requirements;
- (16) not allow an employee to operate an SUV for to-and-from transportation if the person's driving

record shows:

- (a) a conviction for driving a vehicle while intoxicated (DWI) or driving under the influence of intoxicating liquor or drugs (DUI) within the previous three years;
- (b) a conviction for DWI or DUI between three years and 20 years prior to the date of application for employment unless a written verification from a licensed counselor or physician has been provided that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable;
- (c) a conviction two or more times for DWI or DUI;
- (d) their driver's license has been suspended or revoked within the previous five years for any serious traffic offense;
- (e) a conviction of more than three serious traffic offenses within the previous three years;
- (f) a conviction of any felony within the previous 10 years, or there exist other reasonable grounds related to the services of transporting students rendering the applicant ineligible;

(17) not allow an employee to operate an SUV for to-and-from transportation if the person's fingerprint-based background check shows:

- (a) a conviction for any violation of the Controlled Substances Act;
- (b) a conviction of child abuse pursuant to Section 30-6, NMSA 1978, Crimes Against Children and Dependents; or
- (c) conviction of any other criminal offense in which a child was a victim as required by the offense; and

(18) ensure all SUVs shall be alcohol, drug and tobacco free areas. Prior to or during work periods, all SUV drivers shall not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's ability to perform required duties.

(19) ensure that student evacuation drills or adequate alternate instruction are conducted pursuant to Paragraph (3) of Subsection C of 6.41.4.9 NMAC.

(20) adopt a policy defining the replacement cycle for SUVs.

B. Procedures and criteria to establish routes. The local superintendent or charter school administrator shall demonstrate a need before providing to-and-from transportation in an SUV.

(1) Those students receiving to-and-from transportation through the use of an SUV must be approved by the superintendent or charter school administrator. The superintendent or charter school administrator must approve annually. In addition, the superintendent or charter school administrator must approve any changes to an SUV route that occur after the annual approval.

(2) On forms provided by the department, the local superintendent or charter school administrator shall submit the following information to the secretary of education or designee and to the department's transportation director or designee for approval before using an SUV to transport students on a to-and-from route:

- (a) a description of the need to transport students in an SUV;
- (b) a list of students to be transported in an SUV;
- (c) the location of the school and location of the students' residence as shown on a map; and
- (d) the local superintendent or charter school administrator must sign the form submitted to the

department.

(3) A revised request for the SUV route must be submitted to the department for approval if there are any changes to the initial request.

(4) LEAs may count the students and miles for transportation funding who receive transportation services through the use of an SUV; however, only half of the miles will be counted through the funding formula.

(5) Written notification shall be given to the department's transportation director or designee immediately when the LEA is no longer providing transportation in an SUV to the student or students who had been previously approved.

(6) Students in foster care or homeless children and youth may be transported as otherwise prescribed and required by law or department rule.

C. Construction standards. To provide for the safety of students, all SUVs used to transport students on to-and-from routes shall adhere to construction standards requirements.

(1) All SUVs used to transport students on to-and-from routes shall:

- (a) be LEA owned;
- (b) be a minimum six-passenger, full-size, extended-length, SUV;
 - (i) the SUV shall not accommodate more than nine people including the driver; and
 - (ii) the SUV shall not include vans or mini-vans;
- (c) meet applicable United States department of transportation federal motor vehicle safety standards;
- (d) comply with all applicable state statutes and comply with child restraint recommendations from the national highway traffic safety administration;
- (e) have operable seat belts which all occupants are required to wear while the SUV is in motion;
- (f) bear the words "SCHOOL VEHICLE" and the name of the LEA in reflective letters at least eight inches high on both sides of the SUV;
- (g) bear the words "SCHOOL VEHICLE" and the name of the LEA in reflective letters on the rear of the SUV;
- (h) be marked with reflective material that is at least one and three-fourths inches in width, placed horizontal and centerline of the SUV extending the length of both sides and rear of the SUV;
- (i) be equipped with red LED strobe lights on the front and back of the SUV that shall be used during loading and unloading; and
- (j) be equipped with electronic locks and child safety locks on all doors; all locks shall be engaged when the SUV is in motion.

(2) All SUVs used to transport students on to-and-from routes may:

- (a) be equipped with a maximum speed limiter and shall be set at 75 miles per hour;
- (b) have a two-way radio communication system;
- (c) have an operable recording video camera;
- (d) be equipped with a back-up camera; and
- (e) be painted national school bus glossy yellow, in accordance with the colorimetric specification of national institute of standards and technology (NIST) federal standards no. 595a, color 13432, except that the hood should be either that color or lusterless black, matching NIST federal standard no. 595a, color 37038.

D. Safety equipment. All SUVs used to transport students on to-and-from routes shall have:

(1) a first aid kit with contents pursuant to 6.40.2 NMAC, New Mexico School Bus Construction Standards;

(2) a seat belt cutter within the driver's reach while belted;

(3) operable seat belts available to all passengers;

(4) a fire extinguisher mounted inside the SUV;

(5) a reflective safety vest that must be worn by the driver when the driver is exiting the SUV;

(6) a cargo net to secure all items not under students' control; and

(7) a minimum of three triangular warning reflectors;

(a) the SUV driver shall be knowledgeable of the warning reflectors' operation and proper placement;

(b) the warning reflectors shall be used in the event of prolonged stops on the roadway as follows:

- (i) one warning reflector at a distance of approximately 100 feet in front and one reflector approximately 100 feet in back of the disabled SUV in the center of the traffic lane occupied by the disabled SUV;
- (ii) one warning reflector at the traffic side of the disabled SUV, not less than 10 feet from the front or rear of the disabled SUV;
- (iii) if the SUV is disabled within 500 feet of a curve, crest of a hill, or other obstruction to view, the SUV driver shall place the warning reflector in that direction to afford ample warning. The warning reflector must in no case be less than 100 feet or more than 500 feet from the disabled SUV.

E. Route requirements. All to-and-from transportation shall adhere to route requirements.

- (1) Loading and unloading shall occur, whenever possible, off of the roadway.
- (2) Students shall not cross the roadway for loading or unloading purposes.

(3) The SUV driver shall load and unload at established route stops only unless an emergency dictates otherwise.

(4) The student shall load or unload only at the student's designated route stop unless the driver has written approval from the transportation administrator or designee.

(5) The SUV driver shall ensure all doors are closed and locked before putting the SUV in motion.

(6) The SUV driver shall keep the SUV clean, well ventilated, and properly heated when necessary.

(7) The SUV driver shall obey all traffic laws, ordinances, and rules of the road.

(8) The SUV driver shall report all hazards, whether potential or existing, on the route and all causes for failure to operate on schedule to the transportation administrator or designee.

F. Loading and unloading on route. All to-and-from transportation shall adhere to loading and unloading requirements.

(1) The SUV driver shall use mirrors to check traffic when approaching the stop.

(2) The SUV driver shall reduce the SUV's speed.

(3) The SUV driver shall activate the strobe lights not less than 100 feet nor more than 300 feet from a route stop in urban areas and not less than 300 feet nor more than 1,000 feet from a route stop in rural areas to warn motorists that the SUV is about to stop.

(4) On morning routes, a complete stop shall be made at all established route stops whether students are present or not, unless a parent or guardian or transportation administrator has notified the driver that the student will be absent. The SUV driver shall not wait for students unless they are observed making an effort to reach the route stop or unless otherwise specified in the student's IEP.

(5) When loading students, the SUV shall be brought to a complete stop, the transmission put in park and the emergency brake activated.

(6) When unloading students, the SUV shall be brought to a complete stop, the transmission put in park and the emergency brake activated.

(7) When the SUV driver leaves the driver's seat, the keys shall be removed from the ignition switch.

(8) When all students have been completely and safely loaded or unloaded, the strobe lights shall be turned off.

(9) The SUV driver shall check mirrors and make a thorough live sight inspection of all traffic before resuming travel.

G. Loading and unloading at schools. All to-and-from transportation shall adhere to requirements when loading and unloading at schools.

(1) The SUV driver shall load and unload students in the same location that loading and unloading of school buses occur.

(2) The SUV shall be parked in place for loading prior to dismissal of school. If loading or unloading on the street, the SUV shall be stopped parallel to the curb. Strobe lights shall not be activated unless the SUV is stopped on the traveled portion of the roadway.

(3) The vehicle shall be brought to a complete stop, the transmission put in park, and the emergency brake activated before loading or unloading students.

(4) When the SUV driver leaves the driver's seat, the keys shall be removed from the ignition switch.

(5) The driver shall not back up the SUV on school grounds unless absolutely necessary.

H. Operating on interstate highways. All to-and-from transportation shall adhere to operating requirements on interstate highways.

(1) The SUV driver shall not make any stop except in an emergency nor shall any student load or unload while the SUV is on the interstate. All loading or unloading shall be done at points off the interstate.

(2) The SUV driver shall not drive the SUV onto an opposite roadway or make any other similar maneuver except at interchanges and then only in a manner consistent with the proper procedures at any given interchange.

I. Railroad crossings. The driver shall use extreme caution when approaching and crossing highway-grade railroad crossings.

J. Continuing standards for drivers: An SUV driver shall no longer be eligible to transport students:

(1) for three years if they receive a conviction for DWI or DUI. They may requalify if a written verification from a licensed counselor or physician is provided that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable. They are permanently ineligible if they have two or more DWI or DUI convictions;

(2) for five years receive a suspension or revocation of their driver's license for any serious traffic offense;

(3) for three years receive convictions for more than three serious traffic offenses;

(4) if they receive any convictions pursuant to Paragraph (2) of Subsection P of 6.41.4.9 NMAC; or

(5) if they do not complete the previous semester's required in-service training; to become eligible again, they must complete the training.

K. Driver files. LEAs shall maintain SUV driver files that include the following:

- (1) annual driving record check;
- (2) copy of current medical examiner's certificate from the physical;
- (3) copy of current and valid driver's license;
- (4) pre-service training record;
- (5) documentation of required in-service training pursuant to item (iii) of Subparagraph (d) of

Paragraph (1) of Subsection S of 6.41.4.9 NMAC and Paragraph 7 of Subsection A of 6.41.4.14 NMAC;

- (6) proof that the driver is enrolled in a random drug and alcohol testing program; and

- (7) a current first aid and CPR certificate pursuant to the requirements in in Paragraph (4) of Subsection

A of 6.41.4.13 NMAC.

[6.41.4.14 NMAC - Rp, 6.41.4.14 NMAC, 3/27/2018]

HISTORY OF 6.41.4 NMAC:

6.41.4 NMAC, Standard for Providing Transportation for Eligible Students; filed 12/31/1998 - Repealed and Replaced with 6.41.4 NMAC, Standard for Providing Transportation for Eligible Students, effective 3/27/2018.

PRE-NMAC REGULATORY FILING HISTORY: The material in this regulation was derived from that previously filed with the State Records Center and Archives under State Board of Education Regulation 95-1 Standards for Providing Transportation for Eligible Students, filed February 2, 1995; and State Board of Education Regulation 83-3 State of New Mexico Standards for School Bus Operations, filed July 12, 1983, State Board of Education Regulation 83-3 State of New Mexico Standards for School Bus Operations Amendment #1, filed December 5, 1988; and State Board of Education Regulation 83-3 State of New Mexico Standards for School Bus Operations Amendment #2, filed January 24, 1990; and State Board of Education Regulation 77-6 Governing the Transportation of School Age Children Participating in School Sponsored Activities, filed September 13, 1977; State Board of Education Regulation 77-12 School Bus Driver's Manual, Revised Edition, filed January 16, 1978; and State Board of Education Regulation 77-12 Amendment #1 Special Education Supplement to the School Bus Driver's Handbook, filed August 21, 1978; and State Board of Education Regulation 71-9 School Bus Driver's Handbook, filed September 22, 1971; and State Board of Education Regulation 68-4 Regulations, Operating Procedures and Information for School Bus Drivers, filed March 12, 1968.

HISTORY OF REPEALED MATERIAL: 6.41.4 NMAC, Standard for Providing Transportation for Eligible Students; filed 12/31/1998 - Repealed effective 3/27/2018.



2018-2019

Scholastic Eligibility

1. **Use of Semester Grades Only:** Scholastic eligibility will be determined by *semester* grades. Eligibility checks for those deemed unable to participate at *semester* will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9 week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6 week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. **Fall 2018 eligibility will be based on 2nd semester grades from 2017-2018 school year.**
2. **No F's:** A student must have a minimum **GPA of 2.0 and NO F's** in order to be eligible to participate in activities/athletics. *This is a change from the past where a student was allowed one F.*
3. **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).**
4. **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. ***This provision may be used if the student has no more than one F grade at the semester.***

New Mexico Activities Association
6600 Palomas Ave. NE
Albuquerque, NM 87109

Phone: 505.923.3110
Fax: 505.923.3114





VILLAGE OF CIMARRON

PO Box 654 ♦ 356B East 9th Street ♦ Cimarron, NM 87714-0654
(575) 376-2232 ♦ Fax (575) 376-2810 ♦ www.villageofcimarron.net

January 10, 2019

Mr. Adan Estrada
Superintendent
Cimarron Municipal Schools
125 N. Collison Ave.
Cimarron, NM 87714

Dear Mr. Estrada,

The Village of Cimarron would like to inquire as to the use of the empty school building located on Hwy 64 at 132 N. Collison in Cimarron, NM. The Governing Body is discussing the possibility of petitioning the board for information on the opportunity for the Village to acquire the building to create a Cimarron Community Center. The Community Center would be used for Community events, a recreation Center, and a fitness center with exercise equipment. The Village Governing Body has conveyed a very strong interest in this building. We will soon be in budget season and would like to plan for this potential project the next budget year of FY20. If the building is acquired the Cimarron Community Center could be ready for use by the Community by Summer of 2019 upon all inspections and improvements had been accomplished.

I look forward to working with you on this project. If you have any questions please don't hesitate to contact this office.

Sincerely,

Shawn Jeffrey, Administrator

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Date Range:12/01/2018-12/31/2018

ACTIVITIES BANK ACCOUNT

10831	12/04/2018	1858	LITTLE CAESARS PIZZA KIT FUNDRAISING	ID #353121	23421.1000.56118.1010.008000.0000	PIZZA FUNDRAISER	\$2,106.00
						Check Total:	\$2,106.00
10832	12/04/2018	1859	AMERICAS FUNDRAISING EXPRESS	6777a	23446.1000.56118.1010.008000.0000	EAGLE NEST NOVEMBER GREENERY ORDER	\$3,330.25
						Check Total:	\$3,330.25
10833	12/04/2018	1859	BILL F. GONZALES	12/1/18	23407.1000.53711.1010.008000.0000	HAY	\$500.00
10833	12/04/2018	1859	BILL F. GONZALES	12/1/18	23428.1000.53711.1010.008000.0000	HAY	\$1,000.00
						Check Total:	\$1,500.00
10834	12/04/2018	1859	CHIC-FIL-A (CERILLOS ROAD)	11/30/18	23403.1000.56118.1010.008000.0000	MEALS FOR BOYS BB AT CLIFF TOURNAMENT	\$120.00
						Check Total:	\$120.00
10835	12/04/2018	1859	EAGLE CREST PIZZA INC	11/29/18	23403.1000.56118.1010.008000.0000	MEALS FOR BOYS BB AT CLIFF TOURNAMENT	\$119.62
						Check Total:	\$119.62
10836	12/04/2018	1859	GRINDER MILL	8478-43	23403.1000.56118.1010.008000.0000	MEALS FOR BOYS BASKETBALL AT CLIFF	\$123.00
						Check Total:	\$123.00
10837	12/04/2018	1859	KIM L. LUNDGREN	V988917	23446.1000.56118.1010.008000.0000	BAND ARRANGEMENT OF "UGLY SWEATER"	\$100.00
						Check Total:	\$100.00
10838	12/04/2018	1859	MCDONALDS	11/30/18	23403.1000.56118.1010.008000.0000	MEALS FOR BOYS BB AT CLIFF TOURNAMENT	\$123.43
						Check Total:	\$123.43
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	47480	23408.1000.56118.1010.008000.0000	PROJECT BOARDS	\$7.96
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	47480	23408.1000.56118.1010.008000.0000	GARLAND	\$5.98
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	47480	23408.1000.56118.1010.008000.0000	BOW	\$1.99
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	RIBBON	\$3.18
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	LED LITES	\$23.97
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	TEMPRA PAINT	\$23.92
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	FLASHLIGHT	\$4.99
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	WRAP PAPER	\$11.96

10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	RIBBON	\$3.96
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	PKG. D BATTERIES	\$18.36
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	PKG. AA BATTERIES	\$3.58
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	PKG. AA BATTERIES	\$9.18
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	CHRISTMAS SOCKS	\$2.07
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	GARLAND	\$3.99
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	CLIPS	\$15.96
10839	12/04/2018	1859	RUSSELL'S SUNDRIES	48017	23408.1000.56118.1010.008000.0000	MICRO LITES	\$15.98
						Check Total:	\$157.03
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	PRETZEL	\$24.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	PIZZA	\$48.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	HAMBURGER BUNS	\$20.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	CHIPS VARIETY	\$52.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	HOT DOG BUN	\$18.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	CANDY	\$270.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	PICKLES	\$35.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	HOT DOGS	\$20.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	SODAS	\$128.00
10840	12/12/2018	1861	CIMARRON MUNICIPAL SCHOOLS	12122018	23403.1000.56118.1010.008000.0000	HAMBURGERS	\$60.00
						Check Total:	\$675.00
10841	12/12/2018	1861	COLLEGIATE DESIGNS INC	100918EAG-S	23465.1000.53711.1010.008000.0000	SHIRTS/SWEAT SHIRTS	\$1,625.50
						Check Total:	\$1,625.50
10842	12/12/2018	1861	GRAPHIC CONNECTION	3589080	23403.1000.56118.1010.008000.0000	SHIRTS FOR THE 13TH ANNUAL ANNA ARCHULETA	\$918.85
10842	12/12/2018	1861	GRAPHIC CONNECTION	3589080	23403.1000.56118.1010.008000.0000	SIZE 2XL	\$49.95
10842	12/12/2018	1861	GRAPHIC CONNECTION	3589080	23403.1000.56118.1010.008000.0000	100% COTTON TEES	\$349.50
						Check Total:	\$1,318.30
10843	12/12/2018	1861	ORIENTAL TRADING COMPANY	693519339-01	23424.1000.56118.1010.008000.0000	SWEET STRIPES MINT CANDY TUB	\$16.98
						Check Total:	\$16.98
10844	12/12/2018	1861	REGAL ENTERTAINMENT GROUP	12/14/18	23426.1000.53711.1010.008000.0000	8 TICKETS TO SPIDERMAN ALBUQUERQUE LEAVING @	\$74.56
						Check Total:	\$74.56

10845	12/12/2018	1861	SANTA FE TRAIL SCHOOL FOR PERFORMING ART	12/16/18	23407.1000.53711.1010.008000.0000	SCHULER THEATER DECEMBER 16 CHRISTMAS	\$115.00	
10845	12/12/2018	1861	SANTA FE TRAIL SCHOOL FOR PERFORMING ART	12/16/18	23407.1000.53711.1010.008000.0000	ADULT TICKET	\$30.00	
							Check Total:	\$145.00
10846	12/20/2018	1863	AMERICAS FUNDRAISING EXPRESS	6782A	23446.1000.56118.1010.008000.0000	EAGLENEST DECEMBER GREENERY ORDER	\$3,241.75	
							Check Total:	\$3,241.75
10848	12/20/2018	1863	THE PORCH	12/13/18	23403.1000.56118.1010.008000.0000	MEALS FOR GIRLS/BOYS BB AT CLAYTON TOURNAMENT	\$248.00	
							Check Total:	\$248.00
10849	12/20/2018	1863	TOM WATT	10458334	23464.1000.53711.1010.008000.0000	TOM WATT FUNDRAISER	\$1,501.40	
							Check Total:	\$1,501.40
10850	12/20/2018	1863	WEX BANK	56805489	23426.1000.55817.1010.008000.0000	FLEET FUEL	\$0.16	
10850	12/20/2018	1863	WEX BANK	56805489	23446.1000.55817.1010.008000.0000	FLEET FUEL	\$17.24	
10850	12/20/2018	1863	WEX BANK	56805489	23449.1000.55817.1010.008000.0000	FLEET FUEL	\$45.23	
							Check Total:	\$62.63
							Bank Total:	\$16,588.45
							Voided Checks	
10847	12/20/2018	1863	CIMARRON MUNICIPAL SCHOOLS	VOID	23407.0000.21011.0000.000000.0000	VOID: REMITTED INCORRECT	\$72.94	
							Check Total:	\$72.94
							Voided Checks Total:	\$72.94

OPERATIONAL ACCOUNT

41079	12/04/2018	1860	ALPINE LUMBER	51293631	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE	\$32.01	
41079	12/04/2018	1860	ALPINE LUMBER	51293631	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE	\$32.02	
							Check Total:	\$64.03
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12-31-18	11000.2600.54416.0000.008000.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$32.93	
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12-31-18	11000.2600.54416.0000.008033.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$15.49	
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12-31-18	11000.2600.54416.0000.008036.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$15.48	
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12-31-18	13000.2700.54416.0000.008000.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$141.85	
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12-31-18	31701.4000.54315.0000.008000.0000	FIRE ALARM EQUIPMENT	\$61.08	
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12/31/18	11000.2600.54416.0000.008000.0000	2018-2019 INTERNET - ADMINISTRATION	\$272.52	

41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12/31/18	11000.2600.54416.0000.008033.0000	2018-2019 INTERNET - CES	\$272.52
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12/31/18	11000.2600.54416.0000.008034.0000	2018-2019 INTERNET - CHS	\$272.52
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12/31/18	11000.2600.54416.0000.008036.0000	2018-2019 INTERNET -	\$272.52
41080	12/04/2018	1860	BACA VALLEY TELEPHONE CO INC	12/1-12/31/18	13000.2700.54416.0000.008000.0000	2018-2019 INTERNET - TRANSPORTATION	\$272.51
						Check Total:	\$1,629.42
41081	12/04/2018	1860	BENNETT'S LLC	18-C38045	31701.4000.54315.0000.008000.0000	(2018-2019) MONTHLY CYLINDER RENTAL	\$21.70
						Check Total:	\$21.70
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	DMQ DAMP MOP QUAT GALLON 4 CS	\$223.20
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	TOWEL JUMPO DIS 41 42 ROLL 12/88/CS	\$533.70
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	WAVE 3D DEOD URINAL SCREENS 10/CS	\$56.98
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	WAVE 3D DEOD URINAL SCREEN 10/CS	\$56.98
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	1 21 OZ CLOROX COMMERCIAL BLEACH	\$64.44
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	1" RUBBER CHAIR TIPS	\$60.00
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	PLUNGER	\$31.50
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	FEATHER DUSTER	\$8.99
41082	12/04/2018	1860	BURCO CHEMICAL & SUPPLY INC	19043	31701.4000.56118.0000.008000.0000	PAPER TOWEL DISPENSER PULL TYPE	\$0.00
						Check Total:	\$1,035.79
41083	12/04/2018	1860	CIMARRON MUNICIPAL SCHOOLS	11/25/18	11000.1000.55817.9000.008034.0000	BUS FROM EN TO CIMARRON FOR ALUMNI GAMES	\$28.46
						Check Total:	\$28.46
41084	12/04/2018	1860	COMFORT INN (SILVER CITY)	11/29-12/1/18	11000.1000.53711.9000.008034.0000	6 DOUBLE ROOMS FOR TWO NIGHTS 11/29 AND 11/30	\$1,220.40
						Check Total:	\$1,220.40
41085	12/04/2018	1860	CONSULTANT PHARMACISTS OF82854 NEW MEXICO		11000.2300.55915.0000.008000.0000	PHARMACY SITE VISITS - QUARTERLY	\$100.00
						Check Total:	\$100.00

41086	12/04/2018	1860	COOPERATIVE EDUCATIONAL SERVICES	36-026395	11000.2100.53211.2000.008000.0000	ANCILLARY: DIAGNOSTICIAN -	\$317.90
41086	12/04/2018	1860	COOPERATIVE EDUCATIONAL SERVICES	36-026516	11000.2100.53211.2000.008000.0000	ANCILLARY: DIAGNOSTICIAN -	\$1,153.17
						Check Total:	\$1,471.07
41087	12/04/2018	1860	CRISTINA CISNEROS	4	11000.2100.53218.2000.008033.0000	2018-2019 - TVI SERVICES	\$1,868.28
						Check Total:	\$1,868.28
41088	12/04/2018	1860	CRISTOBAL COCA	11/28/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS MID BASKETBALL GAME VS WLW	\$27.00
						Check Total:	\$27.00
41089	12/04/2018	1860	CUNICO TIRE COMPANY INC	44356	13000.2700.56215.0000.008000.0000	BALANCE BUS TIRES	\$98.13
						Check Total:	\$98.13
41090	12/04/2018	1860	DANIEL L GURULE	11/28/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS MID BASKETBALL VS WLW	\$27.00
41090	12/04/2018	1860	DANIEL L GURULE	11/28/18	11000.1000.53711.9000.008034.0000	MILEAGE	\$20.25
						Check Total:	\$47.25
41091	12/04/2018	1860	HURTADO SPEECH THERAPY LLC	2004	11000.2100.53212.2000.008000.0000	2018-2019 - SPEECH THERAPY SERVICES	\$4,450.46
						Check Total:	\$4,450.46
41092	12/04/2018	1860	JODY MARTINEZ	239613665-001	11000.1000.56118.1010.008034.0000	SY 2018-2019 - CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
41093	12/04/2018	1860	KIT CARSON TELECOM	94693	31900.4000.53414.0000.008000.0000	(2018-2019) MONTHLY INTERNET SERVICE AT	\$1,485.37
						Check Total:	\$1,485.37
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-119	31701.4000.54315.0000.008047.0000	2018-2019 - SNOW REMOVAL ENS	\$217.50
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-119	31701.4000.54315.0000.008048.0000	2018-2019 - SNOW REMOVAL ENS	\$217.50
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-132	31701.4000.54315.0000.008047.0000	REPAIR WATER LINE	\$238.68
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-132	31701.4000.54315.0000.008048.0000	REPAIR WATER LINE	\$238.69
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-133	31701.4000.54315.0000.008047.0000	2018-2019 - SNOW REMOVAL ENS	\$99.46
41094	12/04/2018	1860	KITE CONSTRUCTION	i18-133	31701.4000.54315.0000.008048.0000	2018-2019 - SNOW REMOVAL ENS	\$99.45
						Check Total:	\$1,111.28
41095	12/04/2018	1860	MARIE SALAS	11/29/18	11000.1000.56118.1010.008033.0000	CLASSROOM SUPPLIES	\$43.76
						Check Total:	\$43.76

41096	12/04/2018	1860	MOUNTAIN SUPPLY	1811-116495	31701.4000.54315.0000.008047.0000	2018-2019 -	\$18.01	
41096	12/04/2018	1860	MOUNTAIN SUPPLY	1811-116495	31701.4000.54315.0000.008048.0000	2018-2019 -	\$18.00	
							Check Total:	\$36.01
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4687	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$33.46	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4687	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$33.46	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4688	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$212.87	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4688	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$212.87	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4873	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$74.48	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4873	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$74.48	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4874	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$322.21	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4874	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$322.21	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4875	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$257.11	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4875	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$257.11	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4876	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$79.59	
41097	12/04/2018	1860	NORTHERN NEW MEXICO GAS COMPANY-AF	4876	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$79.59	
							Check Total:	\$1,959.44
41098	12/04/2018	1860	OLD GUARD LLC	6672	31701.4000.54315.0000.008034.0000	2018-2019 - FIRE SPRINKLER SYSTEM -	\$539.38	
							Check Total:	\$539.38
41099	12/04/2018	1860	ORTIZ & ZAMORA ATTORNEYS AT LAW LLC	5833	11000.2300.53413.0000.008000.0000	2018-2019 LEGAL ASSISTANCE	\$151.81	
							Check Total:	\$151.81
41100	12/04/2018	1860	RHONDA J LEE-HICKS	24	11000.2100.53213.2000.008000.0000	2018-2019 - OCCUPATIONAL THERAPY	\$4,793.75	
							Check Total:	\$4,793.75
41101	12/04/2018	1860	SAFEGUARD BUSINESS SYSTEMS INC	033212134	11000.2300.56118.0000.008000.0000	W2 FORMS (500 PACK)	\$112.47	
							Check Total:	\$112.47
41102	12/04/2018	1860	SUMMIT TRUCK GROUP	414167916	13000.2700.54314.0000.008000.0000	ICCERIGH, IC CE R	\$73.99	
							Check Total:	\$73.99

41103	12/04/2018	1860	T-MOBILE USA, INC	10/21-11/20/18	31900.4000.54416.0000.008000.0000	2018-2019 - DISTRICT CELL PHONES	\$121.82
						Check Total:	\$121.82
41104	12/04/2018	1860	VILLAGE OF EAGLE NEST	11/27/18	11000.2600.54415.0000.008047.0000	(2018-2019) ENES WATER	\$696.86
41104	12/04/2018	1860	VILLAGE OF EAGLE NEST	11/27/18	11000.2600.54415.0000.008048.0000	(2018-2019) ENMS WATER	\$696.87
						Check Total:	\$1,393.73
41105	12/04/2018	1860	WHITE SANDS DRUG & ALCOHOL COMPLIANCE	18-632	11000.2300.55915.0000.008000.0000	2018-2019 - QUARTERLY DRUG & ALCOHOL	\$877.50
						Check Total:	\$877.50
41106	12/11/2018		MORENO VALLEY HIGH SCHOOLV999324		11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL ACCOUNTS PAYABLE	\$56,910.56
						Check Total:	\$56,910.56
41116	12/12/2018	1862	ACORN PETROLEUM INC.	932118	13000.2700.56212.0000.008000.0000	2018-2019 - DIESEL FUEL FOR TO AND FROM ROUTE	\$1,028.76
41116	12/12/2018	1862	ACORN PETROLEUM INC.	932998	13000.2700.56212.0000.008000.0000	2018-2019 - DIESEL FUEL FOR TO AND FROM ROUTE	\$504.10
41116	12/12/2018	1862	ACORN PETROLEUM INC.	933294	13000.2700.56214.0000.008000.0000	DIESEL EXHAUST FLUID	\$162.25
						Check Total:	\$1,695.11
41117	12/12/2018	1862	ALERT SOLUTIONS INC	93212	31900.4000.53414.0000.008000.0000	2018-2019 -	\$790.00
						Check Total:	\$790.00
41118	12/12/2018	1862	AMAZON.COM CREDIT PLAN	469367634684	31701.4000.56118.0000.008000.0000	REPLACEMENT FILTER CARTRIDGE FOR WATER	\$339.18
41118	12/12/2018	1862	AMAZON.COM CREDIT PLAN	767487996693	31701.4000.56118.0000.008000.0000	INDOOR FLAG POLE KIT	\$120.10
41118	12/12/2018	1862	AMAZON.COM CREDIT PLAN	877463959435	11000.1000.56118.1010.008036.0000	NEW MEXICO JOURNEY	\$66.50
						Check Total:	\$525.78
41119	12/12/2018	1862	ASHLEY L. PETERSON	015	11000.2100.53218.2000.008033.0000	2018-2019 - O & M SERVICES	\$450.00
						Check Total:	\$450.00
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	THEY SAY I SAY	\$101.40
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	THEATRE EXPERIENCE (RENTAL)	\$200.20
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	AS IF	\$84.00
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	WHO SAYS	\$32.40
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	IDENTITY	\$35.70
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	LITTLE SEAGULL	\$13.15
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	ZONDERIAN HANDBOOK TO BIBLE	\$16.80

41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761	11000.1000.55915.1010.008000.0000	BISN 10	\$75.00
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	LITTLE SEAGULL HANDBOOK (RENTAL)	\$118.35
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	INTERPLAY (RENTAL)	\$210.00
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	ART HISTORY VOLUME II (RENTAL)	\$134.85
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	CHILDREN & THEIR DEVELOPMENT (PURCHASE)	\$377.80
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	INTRO TO GEOGRAPHY (RENTAL)	\$88.90
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	YOU MAY ASK YOURSELF (RENTAL)	\$57.30
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	DISCOVERING PSYCHOLOGY (RENTAL)	\$87.85
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	PSYCHOLOGY & ESSENTIALS (RENTAL)	\$120.00
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	15 DISTURBING THINGS (RENTAL)	\$28.05
41120	12/12/2018	1862	BARNES & NOBLE COLLEGE BOOKSELLERS, LLC	668761.	11000.1000.55915.1010.008000.0000	ZONDERIAN HANDBOOK TO BIBLE (RENTAL)	\$66.80
						Check Total:	\$1,848.55
41121	12/12/2018	1862	CARQUEST RATON	5728-293070	31701.4000.54315.0000.008000.0000	2018-2019 - CAR PARTS AND FLUIDS	\$58.43
						Check Total:	\$58.43
41122	12/12/2018	1862	CDWG INC	NWL3080	31900.4000.56118.0000.008000.0000	ASUS CHROMEBOOK	\$785.75
						Check Total:	\$785.75
41123	12/12/2018	1862	COLLEGIATE DESIGNS INC	090518EAG	25233.1000.56118.1010.008000.0000	MOTTO T-SHIRTS FOR ENEMS STAFF & STUDENTS	\$1,705.95
41123	12/12/2018	1862	COLLEGIATE DESIGNS INC	090518EAG	25233.1000.56118.1010.008000.0000	PROMOTIONAL DISCOUNT	(\$13.50)
41123	12/12/2018	1862	COLLEGIATE DESIGNS INC	090518EAG	25233.1000.56118.1010.008000.0000	2XL	\$10.00
41123	12/12/2018	1862	COLLEGIATE DESIGNS INC	090518EAG	25233.1000.56118.1010.008000.0000	3XL	\$6.00
						Check Total:	\$1,708.45
41124	12/12/2018	1862	COOPERATIVE EDUCATIONAL SERVICES	24-082996	31701.4000.54500.0000.008034.0000	LONE MOUNTAIN CONTRACTING, INC. -	\$29,199.37
41124	12/12/2018	1862	COOPERATIVE EDUCATIONAL SERVICES	24-083119	31701.4000.54500.0000.008034.0000	LONE MOUNTAIN CONTRACTING, INC. -	\$36,082.84
41124	12/12/2018	1862	COOPERATIVE EDUCATIONAL SERVICES	24-083119	31701.4000.54500.0000.008034.0000	CHANGE ORDER	\$13,188.89
41124	12/12/2018	1862	COOPERATIVE EDUCATIONAL SERVICES	36-026037	11000.2100.53211.2000.008000.0000	ANCILLARY: DIAGNOSTICIAN -	\$3,553.35

							Check Total:	\$82,024.45
41125	12/12/2018	1862	CRISTOBAL COCA	12/11/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR ONE MID SCHOOL GIRLS BASKETBALL		\$27.00
41125	12/12/2018	1862	CRISTOBAL COCA	12/4/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR FOUR MID SCHOOL BASKETBALL		\$108.00
							Check Total:	\$135.00
41126	12/12/2018	1862	CYNTHIA D ORTHMAN	12/12/18	11000.1000.56118.1010.008048.0000	CLASSROOM SUPPLIES		\$191.78
							Check Total:	\$191.78
41127	12/12/2018	1862	DANIEL L GURULE	12/11/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR ONE MID SCHOOL GIRLS BB GAME		\$27.00
41127	12/12/2018	1862	DANIEL L GURULE	12/4/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR FOUR MID SCHOOL BASKETBALL		\$108.00
							Check Total:	\$135.00
41128	12/12/2018	1862	GARDENSWARTZ SPORTS TEAM14927 SALES		11000.1000.56118.9000.008034.0000	M-TAPE 1.5"		\$211.20
41128	12/12/2018	1862	GARDENSWARTZ SPORTS TEAM14927 SALES		11000.1000.56118.9000.008034.0000	FOX 40 CLASSIC		\$59.88
41128	12/12/2018	1862	GARDENSWARTZ SPORTS TEAM14927 SALES		11000.1000.56118.9000.008034.0000	FULL COURT BASKETBALL CLIPBOARD		\$103.60
41128	12/12/2018	1862	GARDENSWARTZ SPORTS TEAM14927 SALES		11000.1000.56118.9000.008034.0000	SHIPPING		\$25.00
							Check Total:	\$399.68
41129	12/12/2018	1862	JULIA D VIGIL	12/9-12/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL CHILDREN &		\$22.00
41129	12/12/2018	1862	JULIA D VIGIL	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM		\$12.00
							Check Total:	\$34.00
41130	12/12/2018	1862	KIT CARSON ELECTRIC COOPERATIVE INC	10/18-11/18/18	11000.2600.54411.0000.008047.0000	(2018-2019) ENES ELECTRICITY		\$38.12
41130	12/12/2018	1862	KIT CARSON ELECTRIC COOPERATIVE INC	10/18-11/18/18	11000.2600.54411.0000.008048.0000	(2018-2019) ENMS ELECTRICITY		\$38.12
							Check Total:	\$76.24
41131	12/12/2018	1862	MINOR CONSTRUCTION	3251	31701.4000.54315.0000.008034.0000	DIRT FOR CHS BASEBALL FIELD		\$2,400.00
41131	12/12/2018	1862	MINOR CONSTRUCTION	3251	31701.4000.54315.0000.008034.0000	ADDITIONAL DIRT FOR CHS BASEBAL FIELD		\$2,012.35
							Check Total:	\$4,412.35
41132	12/12/2018	1862	NATURE SCAPES INC	18128	31701.4000.54315.0000.008034.0000	2017-2018 - JANITORIAL CONTRACT CIMARRON		\$1,870.06
41132	12/12/2018	1862	NATURE SCAPES INC	18128	31701.4000.54315.0000.008034.0000	GRT @ 8.1458%		\$152.33
41132	12/12/2018	1862	NATURE SCAPES INC	18129	31701.4000.54315.0000.008033.0000	2018-2019 - JANITORIAL CONTRACT CIMARRON		\$993.46

41132	12/12/2018	1862	NATURE SCAPES INC	18129	31701.4000.54315.0000.008033.0000	GRT @ 8.1458%	\$80.93
41132	12/12/2018	1862	NATURE SCAPES INC	18129	31701.4000.54315.0000.008036.0000	GRT @ 8.1458%	\$80.92
41132	12/12/2018	1862	NATURE SCAPES INC	18129	31701.4000.54315.0000.008036.0000	2018-2019 - JANITORIAL CONTRACT CIMARRON	\$993.47
41132	12/12/2018	1862	NATURE SCAPES INC	18130	31701.4000.54315.0000.008047.0000	2018-2019 - JANITORIAL CONTRACT EAGLE NEST	\$1,204.29
41132	12/12/2018	1862	NATURE SCAPES INC	18130	31701.4000.54315.0000.008047.0000	GRT @ 7.5208%	\$90.57
41132	12/12/2018	1862	NATURE SCAPES INC	18130	31701.4000.54315.0000.008048.0000	GRT @ 7.5208%	\$90.57
41132	12/12/2018	1862	NATURE SCAPES INC	18130	31701.4000.54315.0000.008048.0000	2018-2019 - JANITORIAL CONTRACT EAGLE NEST	\$1,204.29
41132	12/12/2018	1862	NATURE SCAPES INC	18131	31701.4000.54315.0000.008000.0000	2018-2019 - JANITORIAL CONTRACT CIMARRON	\$177.33
41132	12/12/2018	1862	NATURE SCAPES INC	18131	31701.4000.54315.0000.008000.0000	GRT @ 8.1458%	\$14.44
41133	12/12/2018	1862	NEW MEXICO ACTIVITIES ASSOCIATION	217831	11000.1000.56118.9000.008034.0000	Check Total: BASKETBALL SCOREBOOKS	\$6,952.66 \$120.00
41134	12/12/2018	1862	NMMEA	ALL STATE FESTIVAL	11000.1000.53330.1010.008000.0000	Check Total: ALL STATE MUSIC FESTIVAL & IN-SERVICE CONFERENCE	\$120.00 \$77.00
41134	12/12/2018	1862	NMMEA	ALL STATE FESTIVAL	11000.1000.53330.1010.008000.0000	ALL STATE MUSIC FESTIVAL AND IN-SERVICE	\$77.00
41135	12/12/2018	1862	PEGGY JO PRICE DESIGNS	549438.	31701.4000.54315.0000.008034.0000	Check Total: ZIG ZAG CUSHIONS	\$154.00 \$1,595.00
41135	12/12/2018	1862	PEGGY JO PRICE DESIGNS	549438.	31701.4000.54315.0000.008034.0000	SEMI-CIRCLE CUSHIONS	\$1,085.00
41136	12/12/2018	1862	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3307618472	31701.4000.54315.0000.008000.0000	Check Total: 2018 -2019 - POSTAGE MACHINE LEASE	\$2,680.00 \$57.14
41137	12/12/2018	1862	TASCOSA OFFICE MACHINES INC	93034	31701.4000.54315.0000.008000.0000	Check Total: (2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$57.14 \$867.08
41137	12/12/2018	1862	TASCOSA OFFICE MACHINES INC	93035	31701.4000.54315.0000.008000.0000	(2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$1,496.87
41138	12/12/2018	1862	THE ELECTRIC HORSEMAN INC	2018-39	31701.4000.54315.0000.008000.0000	Check Total: ANNUAL FIRE ALARM INSPECTION	\$2,363.95 \$1,934.49
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	11000.2600.54415.0000.008033.0000	Check Total: (2018-2019) CES WATER	\$1,934.49 \$315.42
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	11000.2600.54415.0000.008034.0000	(2018-2019) CHS WATER	\$193.76
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	11000.2600.54415.0000.008036.0000	(2018-2019) CMS WATER	\$315.41
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	13000.2700.54415.0000.008000.0000	(2018-2019)	\$147.78

						TRANSPORTATION	
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	31701.4000.54315.0000.008000.0000	(2018-2019) ADMIN SOLID WASTE	\$78.12
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	31701.4000.54315.0000.008033.0000	(2018-2019) CES SOLID WASTE	\$78.12
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	31701.4000.54315.0000.008034.0000	(2018-2019) CHS SOLID WASTE	\$78.12
41139	12/12/2018	1862	VILLAGE OF CIMARRON	NOVEMBER 2018	31701.4000.54315.0000.008036.0000	(2018-2019) CMS SOLID WASTE	\$78.12
						Check Total:	\$1,284.85
41140	12/12/2018	1862	ZIA NATURAL GAS COMPANY	10/31-11/30/18	11000.2600.54412.0000.008033.0000	(2018-2019) CES NATURAL GAS	\$884.96
41140	12/12/2018	1862	ZIA NATURAL GAS COMPANY	10/31-11/30/18	11000.2600.54412.0000.008034.0000	(2018-2019) CHS NATURAL GAS	\$2,507.67
41140	12/12/2018	1862	ZIA NATURAL GAS COMPANY	10/31-11/30/18	11000.2600.54412.0000.008036.0000	(2018-2019) CMS NATURAL GAS	\$884.95
41140	12/12/2018	1862	ZIA NATURAL GAS COMPANY	10/31-11/30/18	13000.2700.54412.0000.008000.0000	(2018-2019) TRANSPORTATION NATURAL	\$268.54
						Check Total:	\$4,546.12
41141	12/20/2018	1864	A'VIANDS, LLC	1900021238	21000.3100.53414.0000.008000.0000	2018-2019 - FOOD SERVICES CONTRACT	\$22,088.78
						Check Total:	\$22,088.78
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	433354739853	11000.1000.56118.1010.008047.0000	2018-2019 - CLASSROOM SUPPLIES FOR SARAH	\$48.38
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	433354739853	11000.1000.56118.1010.008048.0000	2018-2019 - CLASSROOM SUPPLIES FOR SARAH	\$48.38
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	436969453975	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$100.00
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	436969453975	11000.1000.56118.1010.008048.0000	CLASSROOM SUPPLIES	\$100.00
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	437768457935	11000.1000.56118.1010.008047.0000	2018-2019 - CLASSROOM SUPPLIES FOR SARAH	\$45.34
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	437768457935	11000.1000.56118.1010.008048.0000	2018-2019 - CLASSROOM SUPPLIES FOR SARAH	\$45.35
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	799858553947	11000.1000.56118.1010.008047.0000	2018-2019 - CLASSROOM SUPPLIES	\$100.00
41142	12/20/2018	1864	AMAZON.COM CREDIT PLAN	799858553947	11000.1000.56118.1010.008048.0000	2018-2019 - CLASSROOM SUPPLIES	\$100.00
						Check Total:	\$587.45

41143	12/20/2018	1864	ATZ ELECTRIC	1314	31701.4000.54315.0000.008047.0000	NEW ELECTRIC SERVICE TO ENEMS ARENA	\$2,499.50
41143	12/20/2018	1864	ATZ ELECTRIC	1314	31701.4000.54315.0000.008048.0000	NEW ELECTRIC SERVICE TO ENEMS ARENA	\$2,499.50
						Check Total:	\$4,999.00
41144	12/20/2018	1864	BOBBY CLOUTHIER	12/14/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS AND BOYS MID SCHOOL	\$96.00
						Check Total:	\$96.00
41145	12/20/2018	1864	CARLOS L MARTINEZ	12/11/18	11000.1000.53711.9000.008034.0000	OFFICIAL IN TRAINING	\$27.00
						Check Total:	\$27.00
41146	12/20/2018	1864	CHANNING BETE CO	53610941	11000.2100.56118.0000.008000.0000	PRESTAN PROFESSIONAL ADULT AED TRAINING	\$594.03
						Check Total:	\$594.03
41147	12/20/2018	1864	CIMARRON MUNICIPAL SCHOOLS	12/5/18	11000.1000.55817.9000.008034.0000	BUS FOR BASKETBALL TO COWBELL TOURNAMENT IN	\$24.74
41147	12/20/2018	1864	CIMARRON MUNICIPAL SCHOOLS	12/8/18	11000.1000.55817.9000.008034.0000	BUS FOR BASKETBALL TO COWBELL TOURNAMENT -	\$32.39
						Check Total:	\$57.13
41148	12/20/2018	1864	CRISTOBAL COCA	12/17/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS VARSITY BASKETBALL VS	\$54.00
41148	12/20/2018	1864	CRISTOBAL COCA	12/17/18	11000.1000.53711.9000.008034.0000	JV GAME	\$38.00
						Check Total:	\$92.00
41149	12/20/2018	1864	DAELENA POTTER	LAKESHORE	11000.1000.56118.1010.008036.0000	CLASSROOM SUPPLIES	\$69.10
						Check Total:	\$69.10
41150	12/20/2018	1864	DANIEL L GURULE	12/17/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS VARSITY BASKETBALL VS	\$54.00
41150	12/20/2018	1864	DANIEL L GURULE	12/17/18	11000.1000.53711.9000.008034.0000	JV GAME	\$38.00
						Check Total:	\$92.00
41151	12/20/2018	1864	DEBORAH K HILL	12/9-12/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL, DEFIANT &	\$12.00
41151	12/20/2018	1864	DEBORAH K HILL	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$24.00
41152	12/20/2018	1864	DIANNE CHRISTINE KOGAN	112-9765815-2211442	11000.1000.56118.1010.008036.0000	CLASSROOM SUPPLIES	\$39.59
						Check Total:	\$39.59
41153	12/20/2018	1864	ELIZABETH E. ADAMS	12/9-12/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL, DEFIANT &	\$10.84
41153	12/20/2018	1864	ELIZABETH E. ADAMS	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$22.84
41154	12/20/2018	1864	J. PATRICK HAZLEWOOD	10/15/18	29102.2300.53711.0000.008000.0000	LUNCHEON FOR IN-SERVICE 10/15/18	\$432.50
						Check Total:	\$432.50

41155	12/20/2018	1864	JAYSON WELLS	12/7/18	25233.1000.55915.1010.008000.0000	3 DAY ANTI-BULLYING PRESENTATION &	\$9,960.00
						Check Total:	\$9,960.00
41156	12/20/2018	1864	JENNIFER PEPPER	12/9-12/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL, DEFIANT &	\$12.00
41156	12/20/2018	1864	JENNIFER PEPPER	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$24.00
41157	12/20/2018	1864	JOSEPH MARIO MARTINEZ	12/14/18	11000.1000.53711.9000.008034.0000	OFFICIAL FOR GIRLS AND BOYS MID SCHOOL	\$54.00
						Check Total:	\$54.00
41158	12/20/2018	1864	KIMBERLY RENE BERRY	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$12.00
41159	12/20/2018	1864	KITE CONSTRUCTION	118-137	31701.4000.54315.0000.008034.0000	MOVE 30 LOADS OF FILL DIRT	\$8,531.58
						Check Total:	\$8,531.58
41160	12/20/2018	1864	LESLIE ANDERSON	1819154	11000.1000.56118.1010.008034.0000	SY 2018-2019 - CLASSROOM SUPPLIES	\$160.30
						Check Total:	\$160.30
41161	12/20/2018	1864	MARIE SALAS	12/9012/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL CHILDREN &	\$12.00
41161	12/20/2018	1864	MARIE SALAS	12/9012/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$24.00
41162	12/20/2018	1864	MARY JOY GUTHRIDGE	EDCIT530	11000.1000.53330.1010.008000.0000	ADVANCED FOUNDATIONS OF AMERICAN EDUCATION	\$400.00
						Check Total:	\$400.00
41163	12/20/2018	1864	MARY K. LLOYD	12/19/18	11000.1000.56118.1010.008033.0000	CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4962	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$41.79
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4962	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$41.79
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4963	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$381.71
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4963	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$381.71
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4964	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$147.91
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	4964	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$147.91
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5040	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$44.94

41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5040	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$44.94
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5041	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$402.57
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5041	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$402.57
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5042	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$144.27
41164	12/20/2018	1864	NORTHERN NEW MEXICO GAS COMPANY-AF	5042	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$144.27
						Check Total:	\$2,326.38
41165	12/20/2018	1864	PHOENIX MECHANICAL, LLC	7066803	31701.4000.54315.0000.008033.0000	REACTIVATE & VERIFY BOILERS AT CEMS	\$258.65
41165	12/20/2018	1864	PHOENIX MECHANICAL, LLC	7066803	31701.4000.54315.0000.008036.0000	REACTIVATE & VERIFY BOILERS AT CEMS	\$258.65
41165	12/20/2018	1864	PHOENIX MECHANICAL, LLC	7066804	31701.4000.54315.0000.008047.0000	VERIFY BOILER AT ENEMS	\$64.51
41165	12/20/2018	1864	PHOENIX MECHANICAL, LLC	7066804	31701.4000.54315.0000.008048.0000	VERIFY BOILER AT ENEMS	\$64.51
						Check Total:	\$646.32
41166	12/20/2018	1864	PHYSICAL SCIENCE RESEARCH ASSOCIATES	CSD 2018-001	25233.1000.56118.1010.008000.0000	PHYSICS IN A BOX - MECHANICS	\$29,000.00
41166	12/20/2018	1864	PHYSICAL SCIENCE RESEARCH ASSOCIATES	CSD 2018-001	25233.1000.56118.1010.008000.0000	PHYSICS IN A BOX - MECHANICS	\$1,000.00
						Check Total:	\$30,000.00
41167	12/20/2018	1864	PITTMAN, MARLENE	112-6983806-3747456	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
41168	12/20/2018	1864	PROFESSIONAL AUTOMOTIVE LLC	54855	31701.4000.56118.0000.008000.0000	(2018-2019) VARIOUS ITEMS FOR SCHOOL	\$139.60
						Check Total:	\$139.60
41169	12/20/2018	1864	SARAH L. SCHKADE	12/9-12/10/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - OPPOSITIONAL, DEFIANT &	\$12.00
41169	12/20/2018	1864	SARAH L. SCHKADE	12/9-12/10/18	11000.1000.53330.1010.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$24.00
41170	12/20/2018	1864	SCHOLASTIC BOOK CLUBS, INC	18358693	11000.1000.56118.1010.008047.0000	NEXT STEP IN GUIDED READING ASSESSMENT - 3 -	\$223.13
41170	12/20/2018	1864	SCHOLASTIC BOOK CLUBS, INC	18358693	11000.1000.56118.1010.008048.0000	NEXT STEP IN GUIDED READING ASSESSMENT - 3 -	\$223.12
						Check Total:	\$446.25
41171	12/20/2018	1864	SCHOOL TECH SOLUTIONS	12-16-18CMS	31900.4000.53414.0000.008000.0000	ADDITIONAL TECH SERVICES	\$2,413.19
						Check Total:	\$2,413.19
41172	12/20/2018	1864	SPRINGER ELECTRIC COOPERATIVE INC	32833	11000.2600.54411.0000.008033.0000	(2018-2019) CES ELECTRICITY	\$1,021.82

41172	12/20/2018	1864	SPRINGER ELECTRIC COOPERATIVE INC	32833	11000.2600.54411.0000.008034.0000	(2018-2019) CHS ELECTRICITY	\$1,774.66
41172	12/20/2018	1864	SPRINGER ELECTRIC COOPERATIVE INC	32833	11000.2600.54411.0000.008036.0000	(2018-2019) CMS ELECTRICITY	\$1,021.82
41172	12/20/2018	1864	SPRINGER ELECTRIC COOPERATIVE INC	32833	13000.2700.54411.0000.008000.0000	(2018-2019) TRANSPORTATION DEPT	\$267.31
						Check Total:	\$4,085.61
41173	12/20/2018	1864	THERESA ROANNE MEJIA	12/18/19	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$196.02
						Check Total:	\$196.02
41174	12/20/2018	1864	WEX BANK	56805489.	11000.1000.55817.1010.008000.0000	FLEET FUEL	\$26.26
41174	12/20/2018	1864	WEX BANK	56805489.	11000.1000.55817.9000.008034.0000	FLEET FUEL	\$504.33
41174	12/20/2018	1864	WEX BANK	56805489.	11000.1000.55819.1010.008000.0000	FLEET FUEL	\$24.42
41174	12/20/2018	1864	WEX BANK	56805489.	11000.2100.55813.0000.008000.0000	FLEET FUEL	\$108.05
41174	12/20/2018	1864	WEX BANK	56805489.	11000.2300.55813.0000.008000.0000	FLEET FUEL	\$115.76
41174	12/20/2018	1864	WEX BANK	56805489.	11000.2300.55813.0000.008000.0000	FLEET FUEL	\$33.61
41174	12/20/2018	1864	WEX BANK	56805489.	11000.2600.55813.0000.008000.0000	FLEET FUEL	\$80.21
41174	12/20/2018	1864	WEX BANK	56805489.	13000.2700.55813.0000.008000.0000	FLEET FUEL	\$235.87
41174	12/20/2018	1864	WEX BANK	56805489.	24106.1000.55819.2000.008000.0000	FLEET FUEL	\$77.02
41174	12/20/2018	1864	WEX BANK	56805489.	29102.1000.53711.1010.008047.0000	FLEET FUEL	\$332.66
						Check Total:	\$1,538.19
41175	12/20/2018	1864	WHITE SANDS DRUG & ALCOHOL COMPLIANCE	18-658	11000.2300.55915.0000.008000.0000	2018-2019 - QUARTERLY DRUG & ALCOHOL	\$965.25
						Check Total:	\$965.25
						Bank Total:	\$288,804.75

Manual Checks Recap

41106	12/11/2018	11420	MORENO VALLEY HIGH SCHOOL	MANUAL	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL	\$56,910.56
						Check Total:	\$56,910.56
						Manual Checks Total:	\$56,910.56
						Disbursements Grand Total:	\$305,393.20

Cimarron Municipal Schools

Deposit Listing

Date: 12/01/2018-12/31/2018

ACTIVITIES BANK ACCOUNT

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
363035009	12/04/2018	CHS - CLASS OF 2019 - LITTLE CAESARS' FUNDRAISER	\$153.00	\$35.00	\$188.00
363035010	12/05/2018	CHS - RAM PRIDE BOOSTERS - FREE THROW	\$90.00	\$129.00	\$219.00
363035011	12/04/2018	CHS - CLASS OF 2021 - CONCESSIONS	\$447.25	\$0.00	\$447.25
363035012	12/04/2018	ENEMS - FUNDRAISERS	\$45.00	\$33.00	\$78.00
363035013	12/05/2018	CHS - RAM PRIDE BOOSTERS - FREE THROWS	\$0.00	\$50.00	\$50.00
363035014	12/05/2018	CHS - DRAMA CLUB FUNDRAISER	\$170.00	\$0.00	\$170.00
363035015	12/05/2018	CHS - DRAMA CLUB - BAKE SALE	\$0.00	\$332.50	\$332.50
363035016	12/05/2018	CLASS OF 2019 - LITTLE CAESARS' PIZZA FUNDRAISER	\$0.00	\$39.00	\$39.00
363035017	12/05/2018	CHS - RAM PRIDE BOOSER - FREE THROWS	\$0.00	\$172.00	\$172.00
363035018	12/05/2018	CHS - RAM PRIDE BOOSTERS - CONCESSIONS	\$826.00	\$0.00	\$826.00
363035019	12/07/2018	CEMS - ART AUCTION	\$166.00	\$249.50	\$415.50
363035020	12/07/2018	CHS - BAND DONATION	\$100.00	\$0.00	\$100.00
363035021	12/07/2018	CEMS - BAKE SALE	\$79.30	\$0.00	\$79.30
363035022	12/07/2018	CEMS - HALO'S DONATION - SNACK SALES	\$32.00	\$500.00	\$532.00
363035023	12/12/2018	CHS - RAM PRIDE BOOSTERS - T-SHIRT	\$25.00	\$0.00	\$25.00
363035024	12/12/2018	CHS - BAND GREENERY	\$0.00	\$100.00	\$100.00
363035025	12/12/2018	CHS - SNACK SALES	\$47.00	\$0.00	\$47.00
363035026	12/18/2018	CHS - CONCESSIONS	\$441.00	\$0.00	\$441.00
363035027	12/18/2018	CHS - CONCESSIONS	\$363.00	\$10.00	\$373.00
363035028	12/18/2018	CHS - CLASS OF 2019	\$111.00	\$0.00	\$111.00
363035031	12/20/2018	ENEMS - PIZZA KIT REFUND	\$0.00	\$5.00	\$5.00
363035032	12/20/2018	CHS - FFA - RIVERSTAR FUND RAISER	\$65.00	\$498.82	\$563.82
363035033	12/20/2018	CHS - FFA - RIVERSTAR FUNDRAISER	\$62.00	\$290.50	\$352.50
363035034	12/20/2018	CHS - FFA - RIVERSTAR FUNDRAISER	\$144.00	\$333.50	\$477.50
363035035	12/20/2018	CHS - T-SHIRT SALES	\$0.00	\$104.00	\$104.00

363035036	12/20/2018	CHS - BAND GREENERY	\$0.00	\$30.00	\$30.00
363035037	12/20/2018	CHS - SNACK SALES	\$16.00	\$0.00	\$16.00
363035038	12/21/2018	CHS - FREE THROWS	\$0.00	\$55.00	\$55.00
363035039	12/21/2018	CHS - FREE THROWS	\$103.00	\$13.00	\$116.00
Total Deposits for Bank:		29	Total Amount:	\$3,485.55	\$2,979.82
					\$6,465.37

OPERATIONAL ACCOUNT

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
363034707	12/04/2018	NMPED - 24132 - IDEA B	\$0.00	\$3,207.27	\$3,207.27
363034708	12/04/2018	NMPED - 27155 - BREAKFAST AFTER THE BELL	\$0.00	\$2,096.30	\$2,096.30
363034709	12/04/2018	ENS - PRE-K	\$0.00	\$300.00	\$300.00
363034710	12/04/2018	ENEMS - CAFETERIA	\$13.50	\$0.00	\$13.50
363034711	12/05/2018	UNITED STATES POSTAL SERVICE - RENT	\$0.00	\$459.17	\$459.17
363034712	12/05/2018	CIMARRON MUNICIPAL SCHOOLS - DIESEL REIMBURSEMENT	\$0.00	\$28.46	\$28.46
363034713	12/05/2018	ROBERT J. TIBLAJAS - REPAIR CHROMEBOOK SCREEN	\$0.00	\$40.00	\$40.00
363034714	12/05/2018	STEPHEN CAMPBELL - REPAIR CHROMEBOOK SCREEN	\$0.00	\$35.00	\$35.00
363034715	12/05/2018	ENEMS - PRE-K	\$150.00	\$150.00	\$300.00
363034716	12/05/2018	ENEMS - CAFETERIA	\$18.20	\$100.00	\$118.20
363034717	12/05/2018	CHS - CAFETERIA	\$2.80	\$30.00	\$32.80
363034718	12/05/2018	CEMS - CAFETERIA	\$0.50	\$510.50	\$511.00
363034719	12/05/2018	CHS - GATE MONEY - CLAYTON JV	\$304.00	\$51.00	\$355.00
363034720	12/07/2018	CHS - CAFETERIA	\$23.00	\$0.00	\$23.00
363034721	12/07/2018	ENEMS - CAFETERIA	\$22.85	\$40.00	\$62.85
363034722	12/07/2018	ENEMS - PRE-K	\$75.00	\$225.00	\$300.00
363034723	12/06/2018	CEMS - CAFETERIA	\$62.50	\$0.00	\$62.50
363034724	12/05/2018	ENEMS - PRE-K	\$200.00	\$0.00	\$200.00
363034725	12/06/2018	ENEMS - CAFETERIA	\$10.50	\$0.00	\$10.50
363034726	12/10/2018	SEG OPERATIONAL - DECEMBER 2018	\$0.00	\$403,464.00	\$403,464.00
363034727	12/11/2018	NMPED - 24101 - TITLE I	\$0.00	\$5,295.39	\$5,295.39
363034728	12/11/2018	NMPED - 27149 - PRE-K INITIATIVE	\$0.00	\$3,712.69	\$3,712.69
363034729	12/11/2018	ENEMS - CAFETERIA	\$51.60	\$40.00	\$91.60
363034730	12/11/2018	CHS - CAFETERIA	\$3.00	\$24.00	\$27.00
363034731	12/12/2018	HPREC - MEDICAID - NOVEMBER 2018	\$0.00	\$2,064.72	\$2,064.72
363034732	12/12/2018	CHS - MIDDLE SCHOOL GIRLS - GATE - WLV	\$74.00	\$0.00	\$74.00
363034733	12/12/2018	CHS - CAFETERIA	\$10.50	\$0.00	\$10.50

363034734	12/12/2018	ENEMS - CAFETERIA	\$10.00	\$100.00	\$110.00
363034735	12/13/2018	CIMARRON MUNICIPAL SCHOOLS - A'VIANDS INVOICE	\$0.00	\$675.00	\$675.00
363034736	12/13/2018	ENEMS - CAFETERIA	\$6.00	\$0.00	\$6.00
363034737	12/13/2018	CHS - CAFETERIA	\$33.50	\$0.00	\$33.50
363034738	12/14/2018	CHS - CAFETERIA	\$24.00	\$0.00	\$24.00
363034739	12/17/2018	USDA - OCTOBER 2018	\$0.00	\$24,763.62	\$24,763.62
363034740	12/13/2018	NMPED - 24109 - PRE-SCHOOL - IDEA B	\$0.00	\$989.76	\$989.76
363034741	12/04/2018	NMPED - 25233 - G5 - REAP	\$0.00	\$4,898.04	\$4,898.04
363034742	12/13/2018	NMPED - TRANSPORTATION - DECEMBER 2018	\$0.00	\$37,567.00	\$37,567.00
363034743	12/12/2018	NMPED - 24106 - IDEA B	\$0.00	\$8,839.56	\$8,839.56
363034744	12/18/2018	ENEMS - CAFETERIA	\$23.50	\$0.00	\$23.50
363034745	12/18/2018	CEMS - CAFETERIA	\$10.00	\$20.00	\$30.00
363034746	12/18/2018	CHS - CAFETERIA	\$5.00	\$12.00	\$17.00
363034747	12/18/2018	CHS - GATE - GB PENASCO	\$226.00	\$20.00	\$246.00
363034748	12/18/2018	CHS - GATE - MS - MAXWELL	\$336.00	\$0.00	\$336.00
363034749	12/19/2018	MORENO VALLEY HIGH SCHOOL - LEASE & ADMIN CONTRACT	\$0.00	\$24,455.00	\$24,455.00
363034752	12/19/2018	NMPED - 4101 - TITLE 1	\$0.00	\$5,289.46	\$5,289.46
363034753	12/19/2018	CEMS - CAFETERIA	\$20.00	\$80.00	\$100.00
363034754	12/19/2018	CHS - CAFETERIA	\$7.00	\$0.00	\$7.00
363034755	12/19/2018	ENEMS - PRE-K	\$0.00	\$150.00	\$150.00
363034756	12/19/2018	ENEMS - CAFETERIA	\$2.50	\$50.00	\$52.50
363034757	12/20/2018	CIMARRON MUNICIPAL SCHOOLS - DIESEL REIMBURSEMENT	\$0.00	\$57.13	\$57.13
363034758	12/20/2018	SPRINGER MUNICIPAL SCHOOLS - BUS DRIVER TRAINING	\$0.00	\$60.00	\$60.00
363034759	12/20/2018	COLFAX COUNTRY TREASURER - NOVEMBER DISTRIBUTION	\$0.00	\$521,666.78	\$521,666.78
363034760	12/24/2018	NMPED - 24132 - IDEA B	\$0.00	\$3,251.73	\$3,251.73
363034761	12/20/2018	ENEMS - CAFETERIA	\$18.50	\$21.00	\$39.50
363034762	12/20/2018	CEMS - CAFETERIA	\$0.00	\$50.00	\$50.00
363034763	12/20/2018	CHS - CAFETERIA	\$9.00	\$0.00	\$9.00
363034764	12/21/2018	ENEMS - CAFETERIA	\$19.50	\$0.00	\$19.50
363034765	12/21/2018	ENEMS - PRE-K	\$225.00	\$0.00	\$225.00
363034766	12/21/2018	CHS - CAFETERIA	\$3.50	\$0.00	\$3.50
363034767	12/20/2018	ENEMS - AMAZON ORDER STAFF PAYMENTS	\$2.92	\$0.00	\$2.92

Total Deposits for Bank:	59	Total Amount:	\$2,003.87	\$1,054,889.58	\$1,056,893.45
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End of Report

Cimarron Municipal Schools
January 2019 Board Meeting

Budget Adjustment Request(BAR) Approvals/Cash Transfers

<u>TYPE OF BAR</u>	<u>BAR#</u>	<u>ACCOUNT</u>	<u>JUSTIFICATION</u>
INCREASE	65	29102-LANGE FOUNDATION	18-19 ALLOCATION
MAINTENANCE	66	11000-OPERATIONAL	BUDGET MAINTENANCE
MAINTENANCE	67	24106-IDEA B	BUDGET MAINTENANCE
MAINTENANCE	68	24132-TITLE II	BUDGET MAINTENANCE
MAINTENANCE	69	25233-REAP	BUDGET MAINTENANCE

PLEASE SEE ATTACHED BARS FOR DETAILED INFORMATION

Bar Increases/Decreases:

*****REQUEST PERMISSION TO PROCESS BARS FOR 2018-19
CARRYOVER FUNDS OR ANY FUND UPON RECEIPT OF PED NOTIFICATION
OR ANY BAR APPROVED BY SUPERINTENDENT**

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

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

Doc. ID: 008-000-1819-0069-M
Fund Type: Direct Grant

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25233 Rural Education Achievem ent Program	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$700	(\$50)	\$650	
25233 Rural Education Achievem ent Program	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$100	(\$50)	\$50	
25233 Rural Education Achievem ent Program	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$4,100	\$100	\$4,200	
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.

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

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

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

Doc. ID: 008-000-1819-0065-I
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 29102.0000.41920 \$15,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29102 Private Dir Grants (Categorical)	1000 Instruction	53711 Other Charges	1010 Regular Education (K-12) Programs	0000 No Job Class	\$1,930	\$5,000	\$6,930	
29102 Private Dir Grants (Categorical)	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$5,433	\$5,000	\$10,433	
29102 Private Dir Grants (Categorical)	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$7,632	\$5,000	\$12,632	
Sub Total						\$15,000		
Indirect Cost								
DOC. TOTAL						\$15,000		

Justification:

NEW ALLOCATION 18-19

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

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

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

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

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

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

Doc. ID: 008-000-1819-0066-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$20,000	(\$1,025)	\$18,975	
11000 Operational	2300 Support Services-General Administration	55812 Board Training	0000 No Program	0000 No Job Class	\$2,000	\$1,000	\$3,000	
11000 Operational	2600 Operation & Maintenance of Plant	52315 Disability	0000 No Program	0000 No Job Class	\$55	\$25	\$80	
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: 008-000-1819-0067-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$3,737	(\$150)	\$3,587	
24106 Entitlement IDEA-B	1000 Instruction	55819 Employee Travel - Teachers	2000 Special Programs	0000 No Job Class		\$150	\$150	
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: 008-000-1819-0068-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24132 NM Results Plan (Title 1 Schools)	1000 Instruction	53330 Professional Development	0000 No Program	0000 No Job Class	\$10,000	(\$375)	\$9,625	
24132 NM Results Plan (Title 1 Schools)	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$2,000	\$50	\$2,050	
24132 NM Results Plan (Title 1 Schools)	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$325	\$325	
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.

Cimarron Municipal Schools

Fund Balances

December
2019

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
11000	OPERATIONAL	\$255,751.94	\$2,233,675.98	(\$1,882,784.50)	\$46,524.00	\$653,167.42	\$570,646.77	\$82,520.65
13000	PUPIL TRANSPORTATION	\$4.35	\$225,402.00	(\$176,797.49)	\$0.00	\$48,608.86	\$48,608.86	\$0.00
14000	INSTRUCTIONAL MATERIALS	\$42,040.76	\$12,964.42	(\$446.59)	\$0.00	\$54,558.59	\$54,558.59	\$0.00
21000	FOOD SERVICES	\$47,630.75	\$75,244.11	(\$125,429.66)	\$0.00	(\$2,554.80)	(\$2,554.80)	\$0.00
22000	ATHLETICS	\$21,378.95	\$4,635.00	(\$2,024.14)	\$0.00	\$23,989.81	\$23,989.81	\$0.00
23100	CHS E-STORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23200	ZANE CD SCHOLARSHIP	\$12,162.61	\$141.30	\$0.00	\$0.00	\$12,303.91	\$12,303.91	\$0.00
23201	CARDWELL SCHOLARSHIP CD	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
23202	MASONIC SCHOLARSHIP	\$10,000.00	\$69.07	(\$684.20)	\$0.00	\$9,384.87	\$9,384.87	\$0.00
23400	CHS ANNUAL YEARBOOK	\$581.54	\$0.00	(\$100.00)	\$0.00	\$481.54	\$481.54	\$0.00
23401	ACTIVITY INTEREST	\$1,478.46	\$1,095.37	(\$82.61)	\$0.00	\$2,491.22	\$2,491.22	\$0.00
23402	CHS ART	\$1,651.69	\$0.00	\$0.00	\$0.00	\$1,651.69	\$1,651.69	\$0.00
23403	CHS RAM PRIDE BOOSTER CLUB	\$25,572.39	\$6,845.39	(\$14,584.79)	\$0.00	\$17,832.99	\$17,832.99	\$0.00
23404	JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND	\$28,359.06	\$8,901.78	(\$611.48)	\$0.00	\$36,649.36	\$36,649.36	\$0.00
23405	JUAN MARTINEZ SCHOLARSHIP FUND	\$20,088.63	\$0.00	(\$1,000.00)	\$0.00	\$19,088.63	\$19,088.63	\$0.00
23406	CHS CHEERLEADERS	\$540.30	\$0.00	\$0.00	\$0.00	\$540.30	\$540.30	\$0.00
23407	FAMILY GROUP 6-8	\$2,676.25	\$162.50	(\$897.52)	\$0.00	\$1,941.23	\$1,941.23	\$0.00
23408	CEMOP	\$2,663.24	\$0.00	(\$174.48)	\$0.00	\$2,488.76	\$2,488.76	\$0.00
23409	CEMS YEARBOOK	\$1,288.12	\$0.00	(\$696.50)	\$0.00	\$591.62	\$591.62	\$0.00
23410	CEMS ACTIVITY	\$1,079.72	\$2,883.44	(\$2,641.25)	\$0.00	\$1,321.91	\$1,321.91	\$0.00
23411	CEMS ART	\$25.47	\$415.50	\$0.00	\$0.00	\$440.97	\$440.97	\$0.00
23412	CES PEEWEE BB	\$5.04	\$0.00	\$0.00	\$0.00	\$5.04	\$5.04	\$0.00
23413	CES 3-4 SCIENCE TEACHERS	\$65.90	\$0.00	\$0.00	\$0.00	\$65.90	\$65.90	\$0.00
23415	CHS CLASS OF 2022	\$0.56	\$0.00	\$0.00	\$0.00	\$0.56	\$0.56	\$0.00
23416	DISTRICT NURSE	\$1,842.01	\$500.00	(\$276.84)	\$0.00	\$2,065.17	\$2,065.17	\$0.00
23417	CHS CLASS OF 2020	\$4,811.78	\$2,469.70	\$0.00	\$0.00	\$7,281.48	\$7,281.48	\$0.00
23419	CHS CLASS OF 2021	\$137.00	\$1,636.25	\$0.00	\$0.00	\$1,773.25	\$1,773.25	\$0.00
23420	CHS CLASS OF 2018	\$146.44	\$0.00	\$0.00	\$0.00	\$146.44	\$146.44	\$0.00
23421	CHS CLASS OF 2019	\$1,774.12	\$3,221.00	(\$3,000.22)	\$0.00	\$1,994.90	\$1,994.90	\$0.00
23424	CMS STUDENT COUNCIL	\$178.46	\$0.00	(\$16.98)	\$0.00	\$161.48	\$161.48	\$0.00
23425	CMS 8TH GRADE DANCE	\$68.31	\$79.30	\$0.00	\$0.00	\$147.61	\$147.61	\$0.00
23426	ENEMS ACTIVITY	\$6,743.96	\$2,622.65	(\$731.92)	\$0.00	\$8,634.69	\$8,634.69	\$0.00
23427	ENEMS STAFF	\$142.98	\$0.00	(\$62.59)	\$0.00	\$80.39	\$80.39	\$0.00
23428	ENMS BARN FUND	\$7,648.15	\$3,770.00	(\$1,710.56)	\$0.00	\$9,707.59	\$9,707.59	\$0.00
23429	EN AQUAPONICS	\$35.18	\$0.00	\$0.00	\$0.00	\$35.18	\$35.18	\$0.00
23430	ENEMS ART PROGRAM	\$13.15	\$696.25	(\$244.43)	\$0.00	\$464.97	\$464.97	\$0.00
23431	ENEMS YEARBOOK	\$2,290.35	\$0.00	\$0.00	\$0.00	\$2,290.35	\$2,290.35	\$0.00
23432	EN VOCATIONAL ED	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00	\$42.00	\$0.00
23433	TRAILS END RANCH	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00

23434	ENMS STUDENT COUNCIL	\$1,182.86	\$405.00	\$0.00	\$0.00	\$1,587.86	\$1,587.86	\$0.00
23435	EN PBIS COMMITTEE	\$422.21	\$0.00	\$0.00	\$0.00	\$422.21	\$422.21	\$0.00
23440	CHS ACTIVITY	\$1,372.11	\$1,148.79	(\$707.00)	\$0.00	\$1,813.90	\$1,813.90	\$0.00
23442	CHS STUDENT COUNCIL	\$482.84	\$0.00	\$0.00	\$0.00	\$482.84	\$482.84	\$0.00
23445	CHS TEACHERS	\$471.64	\$0.00	\$0.00	\$0.00	\$471.64	\$471.64	\$0.00
23446	BAND-MUSIC PROGRAM	\$6,142.45	\$17,814.00	(\$11,107.73)	\$0.00	\$12,848.72	\$12,848.72	\$0.00
23448	SKI CLUB	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
23449	FFA	\$739.26	\$8,086.32	(\$476.68)	\$0.00	\$8,348.90	\$8,348.90	\$0.00
23450	CHS NATIONAL HONOR SOCIETY	\$553.46	\$0.00	\$0.00	\$0.00	\$553.46	\$553.46	\$0.00
23451	CHS RAMSHORN	\$1.25	\$0.00	\$0.00	\$0.00	\$1.25	\$1.25	\$0.00
23452	CHS RHOR	\$473.33	\$0.00	\$0.00	\$0.00	\$473.33	\$473.33	\$0.00
23454	CHS SHOP	\$5,908.30	\$494.00	\$0.00	\$0.00	\$6,402.30	\$6,402.30	\$0.00
23455	CHS LASER SHOP/BUSINESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23456	CHS DRAMA CLUB	\$345.75	\$502.50	(\$143.28)	\$0.00	\$704.97	\$704.97	\$0.00
23457	CHS SNACK PANTRY	\$86.90	\$0.00	\$0.00	\$0.00	\$86.90	\$86.90	\$0.00
23458	CEMS HALOS	\$1,859.20	\$339.00	(\$2,198.20)	\$0.00	\$0.00	\$0.00	\$0.00
23460	ZANE SCHOLARSHIP	\$606.87	\$0.00	\$0.00	\$0.00	\$606.87	\$606.87	\$0.00
23461	STAFF EVENT DONATION	\$252.98	\$0.00	\$0.00	\$0.00	\$252.98	\$252.98	\$0.00
23463	ENEMS LIBRARY	\$770.14	\$0.00	\$0.00	\$0.00	\$770.14	\$770.14	\$0.00
23464	ENES K-2 TEACHERS	\$3,570.30	\$2,719.50	(\$2,604.42)	\$0.00	\$3,685.38	\$3,685.38	\$0.00
23465	ENES 3-5 TEACHERS	\$6,212.40	\$11,198.00	(\$8,139.16)	\$0.00	\$9,271.24	\$9,271.24	\$0.00
23470	EN TUTORING PROGRAM	\$2,130.22	\$0.00	\$0.00	\$0.00	\$2,130.22	\$2,130.22	\$0.00
23471	ENEMS CENTURY LINK	\$3,500.00	\$0.00	(\$3,295.00)	\$0.00	\$205.00	\$205.00	\$0.00
23479	CHS GRAPHIC ARTS	\$215.30	\$0.00	\$0.00	\$0.00	\$215.30	\$215.30	\$0.00
23481	CHS RAMS E-STORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23482	CHS BROADCAST	\$395.75	\$0.00	\$0.00	\$0.00	\$395.75	\$395.75	\$0.00
23483	CHS DESIGN	\$7,412.32	\$0.00	(\$8.20)	\$0.00	\$7,404.12	\$7,404.12	\$0.00
23485	ENMS JUNIOR CHAMBER	\$1,795.82	\$0.00	\$0.00	\$0.00	\$1,795.82	\$1,795.82	\$0.00
23486	DISTRICT SAMS REWARDS	\$102.30	\$0.00	\$0.00	\$0.00	\$102.30	\$102.30	\$0.00
23487	WERC ENVIRONMENTAL DESIGN	\$230.83	\$0.00	\$0.00	\$0.00	\$230.83	\$230.83	\$0.00
23488	DISTRICT ATHLETICS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24101	TITLE I - IASA	\$23,091.89	\$46,377.80	(\$25,994.48)	\$0.00	\$43,475.21	\$43,475.21	\$0.00
24106	ENTITLEMENT IDEA-B	(\$45,515.02)	\$71,110.95	(\$41,042.03)	(\$34,000.00)	(\$49,446.10)	(\$3,935.10)	(\$45,511.00)
24109	PRESCHOOL IDEA-B	(\$3,198.58)	\$6,666.39	(\$4,457.36)	\$0.00	(\$989.55)	\$2,210.45	(\$3,200.00)
24118	FRESH FRUIT AND VEGETABLE	(\$892.34)	\$892.34	\$0.00	(\$895.00)	(\$895.00)	\$0.00	(\$895.00)
24120	IDEA-B RISK POOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24132	IDEA-B RESULTS PLAN	(\$19,562.52)	\$32,326.75	(\$17,496.55)	(\$13,000.00)	(\$17,732.32)	\$1,832.68	(\$19,565.00)
24154	TEACHER/PRINCIPAL TRAINING & RECRUITING	(\$3,142.44)	\$4,974.04	(\$5,013.88)	\$0.00	(\$3,182.28)	(\$37.28)	(\$3,145.00)
24189	TITLE IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25153	TITLE XIX MEDICAID 3/21 YEARS	\$0.00	\$7,840.88	(\$9,906.30)	\$3,800.00	\$1,734.58	\$1,734.58	\$0.00
25214	TEACHER QUALITY ENHANCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25233	RURAL EDUCATION ACHIEVEMENT PROGRAM	\$0.00	\$6,533.13	(\$50,098.78)	\$1,700.00	(\$41,865.65)	(\$41,865.65)	\$0.00
25250	SEG - FEDERAL STIMULUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26156	TURNER FOUNDATION	\$16,773.72	\$0.00	(\$1,454.76)	\$0.00	\$15,318.96	\$15,318.96	\$0.00
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	(\$129.00)	\$129.00	\$0.00	(\$129.00)	(\$129.00)	\$0.00	(\$129.00)

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	(\$16,091.76)	\$0.00	(\$16,091.76)	(\$16,091.76)	\$0.00
27138	INCENTIVES FOR SCHOOL IMPR ACT PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27149	PREK INITIATIVE	(\$9,995.52)	\$19,260.07	(\$16,694.95)	(\$4,000.00)	(\$11,430.40)	(\$1,330.40)	(\$10,100.00)
27155	BREAKFAST FOR ELEM STUDENTS	\$0.00	\$2,096.30	(\$2,096.30)	\$0.00	\$0.00	\$0.00	\$0.00
27171	2010 GOB IM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27181	"STEM" TEACHER INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27183	NM GROWN FVV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27195	TEACHERS HARD TO STAFF STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28178	GEAR-UP CHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29102	PRIVATE DIR GRANTS (CATEGORICAL)	\$41,853.17	\$24,000.00	(\$9,885.29)	\$0.00	\$55,967.88	\$55,967.88	\$0.00
31100	BOND BUILDING	\$1,364,953.72	\$2,741.12	(\$1,367,592.33)	\$0.00	\$102.51	\$102.51	\$0.00
31600	HB 33	\$1,677.40	\$310.30	(\$3.10)	\$0.00	\$1,984.60	\$1,984.60	\$0.00
31700	STATE MATCH SB-9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31701	CAPITAL IMPROVEMENTS SB-9	\$1,452,888.10	\$246,581.84	(\$925,267.21)	\$0.00	\$774,202.73	\$774,202.73	\$0.00
31900	ED. TECHNOLOGY EQUIPMENT ACT	\$912,477.41	\$3,083.38	(\$195,713.92)	\$0.00	\$719,846.87	\$719,846.87	\$0.00
41000	DEBT SERVICES	\$669,413.01	\$175,229.50	(\$608,382.41)	\$0.00	\$236,260.10	\$236,260.10	\$0.00
43000	TOTAL ED. TECH. DEBT SERVICE SUBFUND	\$430,950.81	\$167,108.51	(\$292,729.57)	\$0.00	\$305,329.75	\$305,329.75	\$0.00
	Grand Total:	\$5,381,670.78	\$3,457,900.42	(\$5,833,599.40)	\$0.00	\$3,005,971.80	\$3,005,996.15	(\$24.35)

End of Report

CIMARRON MUNICIPAL SCHOOLS

To: Board Members
From: Lawana Whitten
Date: January 1, 2018
Re: Variance explanations for December, 2018

11000 Operational	Intra-Fund Loans paid that crossed fiscal years	\$82,545.00
11000 Operational	NMPSIA	(\$24.35)
24106 Entitlement IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$45,511.00)
24109 Preschool IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$3,200.00)
24118 Fresh Fruits & Veg	Intra-Fund Loans paid that crossed fiscal years	(\$895.00)
24132 IDEA-B	Intra-Fund Loans paid that crossed fiscal years	(\$19,565.00)
24154 Title II	Intra-Fund Loans paid that crossed fiscal years	(\$3,145.00)
27103 Dual Credit	Intra-Fund Loans paid that crossed fiscal years	(\$129.00)
27149 PRE K	Intra-Fund Loans paid that crossed fiscal years	(\$10,100.00)

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

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

It will show as a variance until the new year.

31701.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$27,491.00	\$200,000.00	\$227,491.00	\$0.00	\$200,036.84	\$27,454.16	\$0.00	\$27,454.16	12.07%
31701.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$6,080.25	\$25,919.75	\$0.00	\$25,919.75	81.00%
31701.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331		\$187,491.00	\$200,000.00	\$387,491.00	\$0.00	\$206,117.09	\$181,373.91	\$0.00	\$181,373.91	46.81%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$2,131,791.00	\$0.00	\$2,131,791.00	\$114,887.65	\$912,044.48	\$1,219,746.52	\$336,895.95	\$882,850.57	41.41%
FUND: CAPITAL IMPROVEMENTS SB-9 - 31701		\$2,139,889.00	\$0.00	\$2,139,889.00	\$116,854.37	\$914,299.58	\$1,225,589.42	\$336,895.95	\$888,693.47	41.53%
Grand Total:		\$2,139,889.00	\$0.00	\$2,139,889.00	\$116,854.37	\$914,299.58	\$1,225,589.42	\$336,895.95	\$888,693.47	41.53%

End of Report

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Date:12/1/2018To Date:12/31/2018

ED TECH EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31900.4000.53330.0000.008000.0000	PROFESSIONAL DEVELOPEMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
OBJECT: PROFESSIONAL DEVELOPEMENT - 53330		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
31900.4000.53414.0000.008000.0000	OTHER SERVICES	\$78,589.00	\$0.00	\$78,589.00	\$4,688.56	\$66,913.33	\$11,675.67	\$54,601.74	(\$42,926.07)	-54.62%
31900.4000.53414.0000.008009.0000	OTHER SERVICES	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
31900.4000.53414.0000.008033.0000	OTHER SERVICES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
31900.4000.53414.0000.008034.0000	OTHER SERVICES	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$3,434.00	\$8,566.00	\$5,043.69	\$3,522.31	29.35%
31900.4000.53414.0000.008036.0000	OTHER SERVICES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
31900.4000.53414.0000.008047.0000	OTHER SERVICES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$2,750.00	\$1,750.00	38.89%
31900.4000.53414.0000.008048.0000	OTHER SERVICES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$2,750.00	\$1,750.00	38.89%
OBJECT: OTHER SERVICES - 53414		\$103,589.00	\$50,000.00	\$153,589.00	\$4,688.56	\$70,347.33	\$83,241.67	\$65,145.43	\$18,096.24	11.78%
31900.4000.54416.0000.008000.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$121.82	\$741.55	\$1,758.45	\$1,533.21	\$225.24	9.01%
31900.4000.54416.0000.008033.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,169.60	\$3,830.40	\$0.00	\$3,830.40	76.61%
31900.4000.54416.0000.008034.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,563.64	\$936.36	\$0.00	\$936.36	37.45%
31900.4000.54416.0000.008036.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,378.75	\$3,621.25	\$0.00	\$3,621.25	72.43%
31900.4000.54416.0000.008047.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,087.43	\$2,912.57	\$0.00	\$2,912.57	58.25%
31900.4000.54416.0000.008048.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,087.43	\$2,912.57	\$0.00	\$2,912.57	58.25%
OBJECT: COMMUNICATIONS - 54416		\$25,000.00	\$0.00	\$25,000.00	\$121.82	\$9,028.40	\$15,971.60	\$1,533.21	\$14,438.39	57.75%
31900.4000.56113.0000.008000.0000	SOFTWARE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
31900.4000.56113.0000.008033.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008034.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008036.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008047.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008048.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
OBJECT: SOFTWARE - 56113		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
31900.4000.56118.0000.008000.0000	GENERAL SUPPLIES AND MATERIALS	\$103,000.00	\$20,000.00	\$123,000.00	\$785.75	\$112,822.83	\$10,177.17	\$5,491.00	\$4,686.17	3.81%
31900.4000.56118.0000.008009.0000	GENERAL SUPPLIES AND MATERIALS	\$0.00	\$350,000.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	100.00%
31900.4000.56118.0000.008033.0000	GENERAL SUPPLIES AND MATERIALS	\$7,000.00	(\$5,000.00)	\$2,000.00	\$0.00	\$34.47	\$1,965.53	\$0.00	\$1,965.53	98.28%
31900.4000.56118.0000.008034.0000	GENERAL SUPPLIES AND MATERIALS	\$7,000.00	(\$5,000.00)	\$2,000.00	\$0.00	\$1,577.65	\$422.35	\$0.00	\$422.35	21.12%
31900.4000.56118.0000.008036.0000	GENERAL SUPPLIES AND MATERIALS	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$34.47	\$6,965.53	\$0.00	\$6,965.53	99.51%
31900.4000.56118.0000.008047.0000	GENERAL SUPPLIES AND MATERIALS	\$7,000.00	(\$5,000.00)	\$2,000.00	(\$75.00)	\$383.40	\$1,616.60	\$0.00	\$1,616.60	80.83%
31900.4000.56118.0000.008048.0000	GENERAL SUPPLIES AND MATERIALS	\$7,000.00	(\$5,000.00)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
OBJECT: GENERAL SUPPLIES AND MATERIALS - 56118		\$138,000.00	\$350,000.00	\$488,000.00	\$710.75	\$114,852.82	\$373,147.18	\$5,491.00	\$367,656.18	75.34%

31900.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008009.0000	FIXED ASSETS (MORE THAN \$5,000)	\$0.00	\$36,244.00	\$36,244.00	\$0.00	\$0.00	\$36,244.00	\$0.00	\$36,244.00	100.00%
31900.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331		\$30,000.00	\$36,244.00	\$66,244.00	\$0.00	\$0.00	\$66,244.00	\$0.00	\$66,244.00	100.00%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$306,589.00	\$436,244.00	\$742,833.00	\$5,521.13	\$194,228.55	\$548,604.45	\$72,169.64	\$476,434.81	64.14%
FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900		\$306,589.00	\$436,244.00	\$742,833.00	\$5,521.13	\$194,228.55	\$548,604.45	\$72,169.64	\$476,434.81	64.14%
Grand Total:		\$306,589.00	\$436,244.00	\$742,833.00	\$5,521.13	\$194,228.55	\$548,604.45	\$72,169.64	\$476,434.81	64.14%

End of Report

NM State Treasurer's Office Investment Pool - LGIP
December 2018

Daily Net Yield

12/3/2018	2.224
12/4/2018	2.224
12/5/2018	2.249
12/6/2018	2.186
12/7/2018	2.249
12/10/2018	2.236
12/11/2018	2.235
12/12/2018	2.246
12/13/2018	2.225
12/14/2018	2.225
12/17/2018	2.225
12/18/2018	2.255
12/19/2018	2.261
12/20/2018	2.268
12/21/2018	2.267
12/24/2018	2.267
12/25/2018	Holiday
12/26/2018	2.304
12/27/2018	2.347
12/28/2018	2.342
12/31/2018	2.342

STATE OF NEW MEXICO

CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3



ANNUAL FINANCIAL REPORT

JUNE 30, 2018



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INTRODUCTORY SECTION

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
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CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
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STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
OFFICIAL ROSTER
FOR THE YEAR ENDED JUNE 30, 2018

CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3

<u>Name</u>	<u>School Board</u>	<u>Title</u>
Bret Wier		President
Ronald Anderson		Vice-President
Annie Lindsey		Secretary
Matthew Gonzales		Member
Nancy Hooker		Member
	<u>District Officials</u>	
Adan Estrada		Superintendent
Lawana Whitten		Business Manager

MORENO VALLEY HIGH SCHOOL

	<u>Governing Board</u>	
Lanon Rogers		President
Tammy DeVine		Vice-President
Saundra Haevischer		Secretary
Ed McCracken		Member
Sanjay Poovadan		Member
	<u>School Officials</u>	
Tammy Dunn		Director
Lawana Whitten		Business Manager
Anita Ramsey		Executive Assistant

MORENO VALLEY EDUCATION FOUNDATION

	<u>Board of Directors</u>	
Linda Colenda		Vice-President
Henry Garland		Treasurer
Deborah May		Secretary
Spencer Hill		Director
Regina Perryman		Director
Richard Safford		Director
	<u>Financial</u>	
Linda Wier		Bookkeeper

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Wayne Johnson, New Mexico State Auditor
The Office of Management and Budget
And the Board of Education of
Cimarron Municipal School District No. 3
Cimarron, NM

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, the aggregate remaining fund information, and the budgetary comparisons for the general fund of Cimarron Municipal School District No. 3, (the "District") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, and accordingly, no such opinion is expressed.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District as of June 30, 2018, and the respective changes in financial position and where applicable, cash flows thereof and the respective budgetary comparisons for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America requires the Schedules I through IV and the notes to the Required Supplementary Information on pages 56 through 60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the District's financial statements that collectively comprise the District's basic financial statements. The combining and individual fund financial statements and other supplemental information required by 2.2.2 NMAC, Schedules V through IX are presented for the purposes of additional analysis and are not a required part of the financial statements.

Schedules V through IX on pages 96 through 106 required by 2.2.2 NMAC are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedules V through IX required by 2.2.2 NMAC are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section on pages 1 through 3 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2018 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Manning Accounting and Consulting Services, LLC

Manning Accounting and Consulting Services, LLC
Kirtland, New Mexico
October 17, 2018

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BASIC FINANCIAL STATEMENTS

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF NET POSITION
JUNE 30, 2018

Exhibit A-1

	Primary Government	Component Unit
ASSETS		
<i>Current assets:</i>		
Cash and temporary investments	\$ 4,372,125	\$ 510,944
Receivables (net of allowance for uncollectibles)	530,676	18,132
Inventory	2,494	-
<i>Total current assets</i>	4,905,295	529,076
<i>Noncurrent assets:</i>		
Restricted cash	1,058,124	-
Capital assets (net of accumulated depreciation):		
Land and land improvements	2,098,904	151,920
Buildings and building improvements	28,602,380	-
Furniture, fixtures and equipment	3,549,024	114,530
Construction in progress	420,224	-
Less: accumulated depreciation	(13,286,943)	(114,530)
<i>Total noncurrent assets</i>	22,441,713	151,920
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows - pensions	3,690,293	575,644
Deferred outflows - other post-employment benefits	58,987	7,398
<i>Total deferred outflows</i>	3,749,280	583,042
<i>Total assets and deferred outflows of resources</i>	\$ 31,096,288	\$ 1,264,038
LIABILITIES		
<i>Current liabilities:</i>		
Accounts payable	\$ 436,323	\$ 5,396
Accrued payroll liabilities	230,929	5,473
Accrued interest payable	42,130	-
Unearned revenue	51,394	-
Current maturities of:		
Bonds payable	830,000	-
Compensated absences	3,133	-
<i>Total current liabilities</i>	1,593,909	10,869
<i>Noncurrent liabilities:</i>		
Bond premiums, net of amortization of \$46,971	103,958	-
Bonds payable	5,810,000	-
Net pension liability	10,654,482	1,784,823
Net other post-employment benefits liability	2,822,326	442,744
<i>Total noncurrent liabilities</i>	19,390,766	2,227,567
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows - pensions	186,332	166,800
Deferred inflows - other post-employment benefits	642,355	100,767
<i>Total deferred inflows</i>	828,687	267,567
NET POSITION		
Invested in capital assets	14,639,631	151,920
Restricted for:		
Debt service	1,220,515	-
Capital projects	3,543,989	250,921
Other purposes - special revenue	113,536	87,419
Unrestricted	(10,234,745)	(1,732,225)
<i>Total net position</i>	9,282,926	(1,241,965)
<i>Total liabilities, deferred inflows of resources, and net position</i>	\$ 31,096,288	\$ 1,264,038

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

Exhibit A-2

Functions/Programs	Program Revenues				Net (Expenses) Revenues and Changes in Net Position	
	Expenses	Charges for Service	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Activities	Component Unit
Primary Government						
Governmental activities:						
Instruction	\$ 1,827,300	\$ 17,043	\$ 367,815	\$ -	\$ (1,442,442)	
Support services:						
Students	857,533	-	60,815	-	(796,718)	
Instruction	113,877	-	62,897	-	(50,980)	
General administration	401,937	-	-	-	(401,937)	
School administration	386,816	-	-	-	(386,816)	
Other	-	-	-	-	-	
Central services	164,909	-	-	-	(164,909)	
Operation & maintenance of plant	925,301	64,510	-	-	(860,791)	
Student transportation	572,262	-	819,514	-	247,252	
Food services operations	363,277	34,660	256,384	-	(72,233)	
Community services	-	-	-	-	-	
Interest on long-term debt	154,834	-	-	-	(154,834)	
Facilities materials, supplies, & other services	3,230,084	-	-	-	(3,230,084)	
Total Primary Government	<u>\$ 8,998,130</u>	<u>\$ 116,213</u>	<u>\$ 1,567,425</u>	<u>\$ -</u>	<u>(7,314,492)</u>	
Component Unit:						
Moreno Valley High School	<u>\$ 1,094,632</u>	<u>\$ 5,757</u>	<u>\$ 15,824</u>	<u>\$ 41,299</u>		<u>\$ (1,031,752)</u>
General Revenues:						
Property taxes:						
Levied for general purposes					156,767	-
Levied for debt service					1,006,062	-
Levied for capital projects					702,294	115,545
Oil and gas taxes					128,541	-
State Equalization Guarantee					4,003,395	677,914
Unrestricted Federal grants					9,319	-
Unrestricted investment earnings					68,850	-
Unrestricted donations					-	2,000
Loss on disposal of fixed assets					(259,640)	(1,613)
Proceeds from sale of district assets					-	-
Miscellaneous					100,966	162,984
Total general revenues					<u>5,916,554</u>	<u>956,830</u>
Change in net position					<u>(1,397,938)</u>	<u>(74,922)</u>
Net position - beginning of year					12,570,088	821,533
Restatement - change in accounting principle					(3,352,475)	(525,329)
Prior period adjustment					1,463,251	(1,463,251)
Net position - beginning of year, restated					<u>10,680,864</u>	<u>(1,167,047)</u>
Net position - end of year					<u>\$ 9,282,926</u>	<u>\$ (1,241,969)</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

Exhibit B-1

	General Fund			Capital Projects	
	Operational	Transportation	Instructional	Bond	Capital
	11000	13000	Materials	Building	Improvements
	14000	31100	31701	SB-9 (Local)	31701
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 367,675	\$ 9,513	\$ 42,042	\$ 1,364,955	\$ 1,452,888
Accounts receivable					
Taxes	35,616	-	-	-	158,150
Due from other governments	25,474	-	-	-	-
Interfund receivables	82,545	-	-	-	-
Inventory	-	-	-	-	-
<i>Total assets</i>	<u>\$ 511,310</u>	<u>\$ 9,513</u>	<u>\$ 42,042</u>	<u>\$ 1,364,955</u>	<u>\$ 1,611,038</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ 2,524	\$ 116	\$ -	\$ 401,343	\$ 14,361
Accrued payroll liabilities	194,469	9,509	-	-	-
Interfund payables	-	-	-	-	-
Unearned revenue	-	-	-	-	-
<i>Total liabilities</i>	<u>196,993</u>	<u>9,625</u>	<u>-</u>	<u>401,343</u>	<u>14,361</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	28,716	-	-	-	128,903
<i>Total deferred inflows of resources</i>	<u>28,716</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>128,903</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted for:					
Transportation	-	-	-	-	-
Instructional materials	-	-	42,042	-	-
Grant mandates	-	-	-	-	-
Capital projects	-	-	-	-	192,513
Debt service	-	-	-	-	-
Assigned	256,251	-	-	963,612	1,275,261
Unassigned	29,350	(112)	-	-	-
<i>Total fund balances</i>	<u>285,601</u>	<u>(112)</u>	<u>42,042</u>	<u>963,612</u>	<u>1,467,774</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 511,310</u>	<u>\$ 9,513</u>	<u>\$ 42,042</u>	<u>\$ 1,364,955</u>	<u>\$ 1,611,038</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

Exhibit B-1

	<u>Capital Projects</u>			
	Educational Techology Equipment Act 31900	Debt Service 41000	Other Governmental Funds	Total Primary Government
ASSETS				
<i>Current assets:</i>				
Cash and temporary investments	\$ 954,716	\$ 669,413	\$ 569,047	\$ 5,430,249
Accounts receivable				
Taxes	-	89,671	100,027	383,464
Due from other governments	-	-	121,738	147,212
Interfund receivables	-	-	-	82,545
Inventory	-	-	2,494	2,494
<i>Total assets</i>	<u>\$ 954,716</u>	<u>\$ 759,084</u>	<u>\$ 793,306</u>	<u>\$ 6,045,964</u>
LIABILITIES				
<i>Current liabilities:</i>				
Accounts payable	\$ -	\$ -	\$ 17,979	\$ 436,323
Accrued payroll liabilities	-	-	26,951	230,929
Interfund payables	-	-	82,545	82,545
Unearned revenue	-	-	51,394	51,394
<i>Total liabilities</i>	<u>-</u>	<u>-</u>	<u>178,869</u>	<u>801,191</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenues - property taxes	-	63,387	85,371	306,377
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>63,387</u>	<u>85,371</u>	<u>306,377</u>
FUND BALANCES				
Nonspendable	-	-	2,494	2,494
Restricted for:				
Transportation	-	-		-
Instructional materials	-	-		42,042
Grant mandates	-	-	69,627	69,627
Capital projects	654,127	-	473	847,113
Debt service	-	179,326	-	179,326
Assigned	300,589	516,371	456,472	3,768,556
Unassigned	-	-	-	29,238
<i>Total fund balances</i>	<u>954,716</u>	<u>695,697</u>	<u>529,066</u>	<u>4,938,396</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 954,716</u>	<u>\$ 759,084</u>	<u>\$ 793,306</u>	<u>\$ 6,045,964</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
GOVERNMENTAL FUNDS
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2018

Exhibit B-2

	Governmental Funds
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Total fund balances - governmental funds	\$ 4,938,396
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
The cost of capital assets is	34,670,532
Accumulated depreciation is	(13,286,943)
Revenues not collected within sixty days after year-end are considered "available" revenues and are shown as deferred revenues on the balance sheet.	
Delinquent property taxes	306,377
Deferred outflows and inflows of resources related to pensions are applicable to future periods and therefore, are not reported in governmental funds.	
Deferred outflows of resources - pensions	3,690,293
Deferred outflows of resources - other post-employment benefits	58,987
Deferred inflows of resources - pensions	(186,332)
Deferred inflows of resources - other post-employment benefits	(642,355)
Bond discounts and premiums are not financial resources and therefore are not reported in the funds	
Bond premiums net of accumulated amortization	(103,958)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in governmental funds. Long-term and other liabilities at year-end consist of:	
Accrued interest payable	(42,130)
Bonds payable	(6,640,000)
Accrued compensated absences	(3,133)
Net pension liability	(10,654,482)
Net other post-employment benefits liability	(2,822,326)
Total net position - governmental activities	\$ 9,282,926

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

Exhibit B-3

	General Fund			Capital Projects	
	Operational 11000	Transportation 13000	Instructional Materials 14000	Bond Building 31100	Capital Improvements SB-9 (Local) 31701
<i>Revenues:</i>					
Property taxes	\$ 156,733	\$ -	\$ -	\$ -	\$ 707,789
Oil and gas taxes	13,852	-	-	-	48,271
State grants	4,003,395	819,514	12,059	-	-
Federal grants	9,319	-	-	-	-
Miscellaneous	87,131	-	-	-	-
Charges for services	78,425	-	-	-	-
Sale of district assets	-	-	-	-	-
Investment income	11,629	-	-	24,334	16,649
<i>Total revenues</i>	<u>4,360,484</u>	<u>819,514</u>	<u>12,059</u>	<u>24,334</u>	<u>772,709</u>
<i>Expenditures:</i>					
<i>Current:</i>					
Instruction	2,546,207	-	6,734	-	-
Support services					
Students	525,104	-	-	-	-
Instruction	-	-	-	-	-
General administration	273,490	-	-	-	7,348
School administration	242,081	-	-	-	-
Central services	96,052	-	-	-	-
Operation & maintenance of plant	595,326	-	-	-	-
Student transportation	-	1,012,318	-	-	-
Other support services	-	-	-	-	-
Food services operations	-	-	-	-	-
Community services	-	-	-	-	-
Capital outlay	-	-	-	2,046,357	1,060,968
Debt service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<i>Total expenditures</i>	<u>4,278,260</u>	<u>1,012,318</u>	<u>6,734</u>	<u>2,046,357</u>	<u>1,068,316</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>82,224</u>	<u>(192,804)</u>	<u>5,325</u>	<u>(2,022,023)</u>	<u>(295,607)</u>
<i>Net changes in fund balances</i>	<u>82,224</u>	<u>(192,804)</u>	<u>5,325</u>	<u>(2,022,023)</u>	<u>(295,607)</u>
<i>Fund balances - beginning of year</i>	203,377	192,692	36,717	2,985,635	1,763,381
<i>Prior period adjustment</i>	-	-	-	-	-
<i>Adjusted fund balance - beginning of year</i>	<u>203,377</u>	<u>192,692</u>	<u>36,717</u>	<u>2,985,635</u>	<u>1,763,381</u>
<i>Fund balances - end of year</i>	<u>\$ 285,601</u>	<u>\$ (112)</u>	<u>\$ 42,042</u>	<u>\$ 963,612</u>	<u>\$ 1,467,774</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Capital Projects</u>			
	Educational Techology Equipment Act 31900	Debt Service 41000	Other Governmental Funds	Total Primary Government
<i>Revenues:</i>				
Property taxes	\$ -	\$ 670,987	\$ 336,657	\$ 1,872,166
Oil and gas taxes	-	33,850	32,568	128,541
State grants	-	-	56,707	4,891,675
Federal grants	-	-	660,325	669,644
Miscellaneous	-	-	18,820	105,951
Charges for services	-	-	51,623	130,048
Sale of district assets	-	-	-	-
Investment income	8,180	4,683	3,375	68,850
<i>Total revenues</i>	<u>8,180</u>	<u>709,520</u>	<u>1,160,075</u>	<u>7,866,875</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	-	-	303,145	2,856,086
Support services				
Students	-	-	79,124	604,228
Instruction	-	-	76,158	76,158
General administration	-	6,744	3,796	291,378
School administration	-	-	15,273	257,354
Central services	-	-	13,898	109,950
Operation & maintenance of plant	-	-	-	595,326
Student transportation	-	-	-	1,012,318
Other support services	-	-	-	-
Food services operations	-	-	311,556	311,556
Community services	-	-	-	-
Capital outlay	284,293	403	268	3,392,289
Debt service				
Principal	-	245,000	650,000	895,000
Interest	-	99,366	28,500	127,866
<i>Total expenditures</i>	<u>284,293</u>	<u>351,513</u>	<u>1,481,718</u>	<u>10,529,509</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(276,113)</u>	<u>358,007</u>	<u>(321,643)</u>	<u>(2,662,634)</u>
<i>Net changes in fund balances</i>	<u>(276,113)</u>	<u>358,007</u>	<u>(321,643)</u>	<u>(2,662,634)</u>
<i>Fund balances - beginning of year</i>	1,188,589	337,690	892,949	7,601,030
<i>Prior period adjustment</i>	42,240	-	(42,240)	-
<i>Adjusted fund balance - beginning of year</i>	<u>1,230,829</u>	<u>337,690</u>	<u>850,709</u>	<u>7,601,030</u>
<i>Fund balances - end of year</i>	<u>\$ 954,716</u>	<u>\$ 695,697</u>	<u>\$ 529,066</u>	<u>\$ 4,938,396</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

Exhibit B-4

	Governmental Funds
Amounts reported for governmental activities in the Statement of Activities are different because:	
Net change in fund balances - total governmental funds	\$ (2,662,634)
<p>Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities. This is the amount by which depreciation exceeds capital outlays for the period.</p>	
Depreciation expense	(1,120,516)
Capital outlays	3,126,509
Loss on disposal of capital assets	(259,640)
<p>Revenues not collected within 60 days after the fiscal year-end are not considered available revenues in the governmental funds. They are considered revenues in the Statement of Activities. The increase (decrease) in revenues receivable for the year end were:</p>	
Unavailable revenue related to the property taxes receivable	(7,043)
<p>The issuance of long-term debt (e.g. bonds, notes, leases) provides current financial resources to governmental funds, while repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first, whereas these amounts are deferred and amortized in the Statement of Activities:</p>	
Amortization of bond premiums	17,920
Accrued interest payable	(26,968)
Accrued compensated absences	(279)
Bond principle payments	895,000
<p>Governmental funds report district pension contributions as expenditures. However, in the Statement of Activities, the pension benefits earned net of employee contributions is reported as pension expense.</p>	
Difference between prior year pension contributions per entity and amount reported in the pension report	
Pension contributions - current year	413,661
Pension expense	(1,720,729)
Other post-employment benefits contributions - current year	58,987
Other post-employment benefits expense	(112,206)
Change in net position - total governmental activities	\$ (1,397,938)

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
OPERATIONAL FUND (11000)
FOR THE YEAR ENDING JUNE 30, 2018

Exhibit C-1

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
<i>Revenues:</i>				
Property taxes	\$ 159,538	\$ 159,538	\$ 163,946	\$ 4,408
Oil and gas taxes	12,690	12,690	12,525	(165)
State grants	3,888,797	4,013,011	4,003,395	(9,616)
Federal grants	-	-	9,319	9,319
Miscellaneous	56,000	85,280	90,939	5,659
Charges for services	73,723	73,723	78,425	4,702
Interest	2,500	2,500	11,629	9,129
<i>Total revenues</i>	<u>4,193,248</u>	<u>4,346,742</u>	<u>4,370,178</u>	<u>23,436</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	2,520,187	2,656,437	2,560,483	95,954
Support services				
Students	606,002	548,582	526,091	22,491
Instruction	41,131	10,888	-	10,888
General administration	273,122	299,252	284,147	15,105
School administration	225,096	246,588	242,081	4,507
Central services	108,818	98,626	96,052	2,574
Operation & maintenance of plant	568,768	636,245	596,792	39,453
Student transportation	-	-	-	-
Other support services	21,184	21,184	-	21,184
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>4,364,308</u>	<u>4,517,802</u>	<u>4,305,646</u>	<u>212,156</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(171,060)</u>	<u>(171,060)</u>	<u>64,532</u>	<u>235,592</u>
<i>Other financing sources (uses):</i>				
Designated cash	171,060	171,060	-	(171,060)
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>171,060</u>	<u>171,060</u>	<u>-</u>	<u>(171,060)</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>64,532</u>	<u>64,532</u>
<i>Cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>385,688</u>	<u>385,688</u>
Prior period adjustments	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>385,688</u>	<u>385,688</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,220</u>	<u>\$ 450,220</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ 64,532	
Adjustments to revenues			(9,694)	
Adjustments to expenditures			27,386	
Net change in fund balance (GAAP basis)			<u>\$ 82,224</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
TRANSPORTATION FUND (13000)
FOR THE YEAR ENDING JUNE 30, 2018

Exhibit C-2

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
<i>Revenues:</i>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-	-
State grants	434,047	819,514	819,514	-
Federal grants	-	-	-	-
Miscellaneous	-	192,688	192,688	-
Charges for services	-	-	-	-
Interest	-	-	-	-
<i>Total revenues</i>	<u>434,047</u>	<u>1,012,202</u>	<u>1,012,202</u>	<u>-</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	-	-	-	-
Support services				
Students	-	-	-	-
Instruction	-	-	-	-
General administration	-	-	-	-
School administration	-	-	-	-
Central services	-	-	-	-
Operation & maintenance of plant	-	-	-	-
Student transportation	434,047	1,012,202	1,002,693	9,509
Other support services	-	-	-	-
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>434,047</u>	<u>1,012,202</u>	<u>1,002,693</u>	<u>9,509</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>-</u>	<u>-</u>	<u>9,509</u>	<u>9,509</u>
<i>Other financing sources (uses):</i>				
Designated cash	-	-	-	-
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>9,509</u>	<u>9,509</u>
<i>Cash or fund balance - beginning of year</i>	-	-	4	4
Prior period adjustments	-	-	-	-
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>4</u>	<u>4</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,513</u>	<u>\$ 9,513</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ 9,509	
Adjustments to revenues			(192,688)	
Adjustments to expenditures			(9,625)	
Net change in fund balance (GAAP basis)			<u>\$ (192,804)</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
INSTRUCTIONAL MATERIALS FUND (14000)
FOR THE YEAR ENDING JUNE 30, 2018

Exhibit C-3

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
<i>Revenues:</i>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-	-
State grants	10,462	10,462	12,059	1,597
Federal grants	-	-	-	-
Miscellaneous	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	-	-
<i>Total revenues</i>	<u>10,462</u>	<u>10,462</u>	<u>12,059</u>	<u>1,597</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	41,499	47,177	6,734	40,443
Support services				
Students	-	-	-	-
Instruction	-	-	-	-
General administration	-	-	-	-
School administration	-	-	-	-
Central services	-	-	-	-
Operation & maintenance of plant	-	-	-	-
Student transportation	-	-	-	-
Other support services	-	-	-	-
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>41,499</u>	<u>47,177</u>	<u>6,734</u>	<u>40,443</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(31,037)</u>	<u>(36,715)</u>	<u>5,325</u>	<u>42,040</u>
<i>Other financing sources (uses):</i>				
Designated cash	31,037	36,715	-	(36,715)
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>31,037</u>	<u>36,715</u>	<u>-</u>	<u>(36,715)</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>5,325</u>	<u>5,325</u>
<i>Cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>36,717</u>	<u>36,717</u>
Prior period adjustments	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>36,717</u>	<u>36,717</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42,042</u>	<u>\$ 42,042</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ 5,325	
Adjustments to revenues			-	
Adjustments to expenditures			-	
Net change in fund balance (GAAP basis)			<u>\$ 5,325</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
AGENCY FUNDS
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
JUNE 30, 2018

Exhibit D-1

	<u>Agency Funds</u>
ASSETS	
<i>Current assets:</i>	
Cash and cash equivalents	\$ 131,828
Certificate of deposit	12,163
Annuities	<u>45,880</u>
<i>Total assets</i>	<u><u>\$ 189,871</u></u>
 LIABILITIES	
<i>Current liabilities:</i>	
Deposits held in trust for others	<u>\$ 189,871</u>
<i>Total liabilities</i>	<u><u>\$ 189,871</u></u>

The accompanying notes are an integral part of these financial statements.

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STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies

Cimarron Municipal School District No. 3 (the “District”) is a public school District governed by an elected five-member Board of Education created under the provision of Chapter 22 Article 5, Paragraph 4, New Mexico Statutes 1978 to provide public education for the children within the District boundaries. The Board of Education is the basic level of government, which has oversight responsibility and control over all activities related to public elementary and secondary school education within its jurisdiction. The District receives funding from local, state and federal government sources and must comply with the requirements of these funding source entities.

This summary of significant accounting policies of the District is presented to assist in the understanding of the District’s financial statements. The financial statements and notes are the representation of the District’s management that is responsible for the financial statements. The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting financial reporting principles. The financial statements have incorporated all applicable GASB pronouncements.

During the year ended June 30, 2018, the District adopted the following GASB Statements.

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans. This Statement is effective for fiscal years beginning after June 15, 2017.
- GASB Statement No. 81, *Irrevocable Split-Interest Agreements*. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2016, and should be applied retroactively.
- GASB Statement No. 85 *Omnibus 2017*. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The requirements of this Statement are effective for reporting periods beginning after June 15, 2017.
- GASB Statement No. 86 *Certain Debt Extinguishment Issues*. The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017.

These pronouncements are not expected to have a material effect on the District except for GASB statement No. 75. The more significant accounting policies of the District are described below.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies (Continued)

A. *Financial Reporting Entity*

In evaluating how to define the District, for financial reporting purposes, management has considered all potential component units. The decision to include any potential component units in the financial reporting entity was made by applying the criteria set forth in GASB Statements No. 14 and No. 39. GASB Statement No. 61 modifies certain requirements for inclusion of component units in the financial reporting entity. Blended component units, although legally separate entities, are in substance part of the government's operations. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government.

The basis, but not the only criterion for including a potential component unit within the reporting entity, is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criteria used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Finally, the nature and significance of a potential component unit to the primary government could warrant its inclusion within the reporting entity.

Based upon the application of these criteria, the District has a charter school which operates as a component unit of the District – Moreno Valley High School Charter School. In addition, the School has a foundation, Moreno Valley Education Foundation, which is a component unit of the charter school. The District does not appoint the Charter School or the Foundation's governing council. Neither the charter school nor the foundation has separately issued reports for the year ended June 30, 2018. Significant disclosure for the component units can be found in the financial footnotes and the governmental financial statements are in the Component Units section of the report and in Note 11 for pension information.

B. *Government-Wide and Fund Financial Statements*

The government-wide financial statements (i.e., the statement of net position and the statement of activities and changes in net position) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

The District reports all direct expenses by function in the statement of activities. Direct expenses are those that are clearly identifiable with a function. The District does not currently employ indirect cost allocation systems. Depreciation expense is specifically identified by function and is included in the direct expense of each function, except for that portion of depreciation that is identified as unallocated on the statement of activities. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 **Summary of Significant Accounting Policies (Continued)**

B. *Government-Wide and Fund Financial Statements (Continued)*

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. *Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as is the fiduciary fund financial statement. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the period for which the taxes are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

GASB No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB No. 65, *Items Previously Reported as Assets and Liabilities*, amend GASB No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis for State and Local Governments*, to incorporate deferred outflows of resources and deferred inflows of resources in the financial reporting model.

Deferred Outflows of Resources – a consumption of net position by the government that is applicable to a future reporting period. It has a positive effect on net position, similar to assets; therefore, it is not recognized as an outflow of resources (expense) until then.

Deferred Inflows of Resources – an acquisition of net position by the government that is applicable to a future reporting period. It has a negative effect on net position, similar to liabilities; therefore, it is not recognized as an inflow of resources (revenue) until that time.

Net Position – the residual of the net effects of assets, deferred outflows of resources, liabilities, and deferred inflows of resources.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Sales and use taxes are classified as derived tax revenues and are recognized as revenue when the underlying exchange takes place and the revenues are measurable and available. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Ad valorem taxes (property taxes), and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

have been incurred and all other grant requirements have been met and the susceptible to accrual criteria have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

The *agency funds* are custodial in nature (assets equal liabilities) and do not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting. These funds are used to account for assets that the District holds for others in an agency capacity. Governmental funds are used to account for the District's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

The *General Fund* is the primary operating fund of the District, and accounts for all financial resources of the general government, except those required to be accounted for in other funds. The General Fund includes the Operational, Teacherage, Transportation, and Instructional Materials Funds.

The *Special Revenue Funds* account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

The *Debt Service Funds* account for the services of general long-term debt not being financed by proprietary or nonexpendable trust funds.

The *Capital Projects Funds* account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

Under the requirements of GASB Statement No. 34, the District is required to present some of its governmental funds as major funds based upon certain criteria. The major funds presented in the fund financial statements include the following:

The *Operational Fund* (11000) accounts for the primary revenues and expenditures of the District, including, but not limited to, student instruction, student support, instructional support, general administration, school administration, central services, and operations and maintenance of plant. Revenues come from district tax levy, state equalization, and other local, state, and federal sources. This fund is considered by PED to be a sub-fund of the General Fund.

The *Transportation Fund* (13000) accounts for state equalization funds authorized by Section 22-8-26, NMSA, 1978 designated for the costs of transporting school-age children who are students within the District. This fund is considered by PED to be a sub-fund of the General Fund.

The *Instructional Materials Fund* (14000) accounts for funding designated for instructional materials purchases as authorized by Sections 22-15-1 through 22-15-14, NMSA, 1978 for the purposes of purchasing instructional materials (books, manuals, periodicals, etc.) used in the education of students. This is considered by PED to be a sub-fund of the General Fund.

The *Bond Building Fund* (31100) is used to account for bond proceeds and any income earned thereon. The proceeds are restricted for the purpose of making additions to and furnishing of school buildings, or purchasing or improving school grounds or any combination thereof, as approved by the voters of the District.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 **Summary of Significant Accounting Policies (Continued)**

C. *Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

Capital Improvements SB-9 (Local) (31701) is used for funds for erecting, remodeling, making additions to, and furnishing of school buildings, or purchasing or improving school grounds or any combination thereof, as identified by the local school board. Financing is provided by a special tax levy as authorized by the Public School District Capital Improvements Act. (22-25-1 to 22-25-10 NMSA 1978).

The *Education Technology Equipment Act* (31900) accounts for State funding to promote the comprehensive integration of advanced technologies in education settings, through the conduct of technical assistance, professional development, information and resource dissemination, and collaboration activities.

Debt Service Fund (41000) is used to account for the accumulation of resources for the payment of general long-term debt principal and interest.

Additionally, the government reports the following fund types:

The fiduciary funds account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. The fiduciary funds are for student activities.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. *Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity*

Cash and Temporary Investments: The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. State statutes authorize the District to invest in certificates of deposit, obligations of the U.S. Government, and the State Treasurer's Investment Pool. Investments for the District are reported at fair value. The State Treasurer's Pool operates in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

Deposits of funds may be made in interest or non-interest bearing checking accounts in one or more banks or savings and loan associations within the geographical boundaries of the District. Deposits may be made to the extent that they are insured by an agency of the United States or by collateral deposited as security or by bond. The rate of interest in non-demand interest-bearing accounts shall be set by the State Board of Finance, but in no case shall the rate of interest be less than one hundred percent of the asked price on United States treasury bills of the same maturity on the day of deposit.

Excess of funds may be temporarily invested in securities which are issued by the State or by the United States government, or by their departments or agencies, and which are either direct obligations of the State or the United States or are backed by the full faith and credit of those governments.

Restricted Assets: The Debt Service Fund is used to report resources set aside as restricted to make up potential future deficiencies in the revenue bond current debt service account.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies (Continued)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Receivables and Payables: Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements. All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

The District receives monthly income from a tax levy in Colfax County. The funds are collected by the County Treasurer and are remitted to the District the following month. Under the modified accrual method of accounting, the amount remitted by the Colfax County Treasurer in July and August 2018 is considered 'measurable and available' and, accordingly, is recorded as revenue during the year ended June 30, 2018.

Certain Special Revenue Funds are administered on a reimbursement method of funding, other funds are operated on a cash advance method of funding. The funds incurred the cost and submitted the necessary request for reimbursement or advance, respectively.

Prepaid Items: Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

Inventory: The District accounts for its inventories under the consumption method, reporting inventories purchased as an asset. The recognition of the expenditures is deferred until the period in which the inventories are actually consumed. Inventory in the Food Services Fund consists of U.S.D.A. commodities and other purchased food and non-food supplies. The cost of purchased food is recorded as an expenditure at the time individual inventory items are consumed.

Capital Assets: Capital assets, which include property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Information technology equipment, including software, is being capitalized and included in furniture and equipment in accordance with NMAC 2.20.1.9 C (5). Capital expenditures made by the New Mexico Public Schools Facilities Authority are appropriately included in the District's capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. The District expenses the cost of library books when purchased because their estimated useful life is less than one year. Major outlays for capital assets and improvements are capitalized as projects are constructed. No interest was included as part of the cost of capital assets under construction during the year ended June 30, 2018.

Property, plant, and equipment of the primary government are depreciated using the straight line method over the following estimated useful lives:

Buildings	25-50 years
Building improvements	7-20 years
Office equipment	5 years
Vehicles	5 years
Computer equipment	5 years

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 **Summary of Significant Accounting Policies (Continued)**

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Deferred Outflows of Resources – Pensions: The government-wide financial statements report pension related expenses and liabilities for the cost-sharing plan one year in arrears, i.e. expenses and liabilities as of June 30, 2017. Contributions of \$413,661 made by the District in the current fiscal year are thus applicable to a future reporting period where they will then be expensed. As such, they are presented in the Statement of Net Position as a deferred outflow of resources in the current period. The District may also have four other deferred outflows which arise due to the implementation of GASB 68; change in proportion \$147,253; change in assumptions \$3,110,253 and change in investment experience \$19,126.

Deferred Outflows of Resources – OPEB: The government-wide financial statements report other post-employment benefits related expenses and liabilities for the cost-sharing plan one year in arrears, i.e. expenses and liabilities as of June 30, 2017. Contributions of \$58,987 made by the District in the current fiscal year are thus applicable to a future reporting period where they will then be expensed. As such, they are presented in the Statement of Net Position as a deferred outflow of resources in the current period. The District may also have four other deferred outflows which arise due to the implementation of GASB 75; change in proportion; change in assumptions; investment experience; and actuarial experiences which have no balances in the current year.

Unearned revenues: The District recognizes grant revenue at the time the related expense is made if the expenditure of funds is the prime factor for determining eligibility for reimbursement; therefore, amounts received and not expended in the Special Revenue Funds are shown as unearned revenues. At June 30, 2018, the District's unearned revenues were \$51,394 related to Federal grants which had been received but not earned.

Compensated Absences: The District no longer provides for the accrual of leave which is payable upon termination or retirement and is recorded as an expenditure when it is paid. However, one individual remains with the District who had compensated absences at the time the District did away with future accruals. The individual's value of compensated absences was calculated at that time and will be paid out upon retirement.

Long-term Obligations: In the government-wide fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. For bonds issued after the fiscal year ended June 30, 2004, bond premiums and discounts, will be deferred and amortized over the life of the bonds using the effective interest method. Bonds payable of \$6,640,000 at June 30, 2018 are reported net of the applicable bond premium or discount. Bond insurance issuance costs will be reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Net Pension Liability: The District records its proportionate share of the difference between the value of total pension liabilities and plan assets for the State of New Mexico's Employee Retirement Board pension plan. For the year ended June 30, 2018, net pension liability totaled \$10,654,482.

Net Other Post-Employment Benefits Liability: The District records its proportionate share of the difference between the value of total other post-employment benefit (OPEB) liabilities and plan assets for the State of New Mexico's Retiree Health Care plan. For the year ended June 30, 2018, net OPEB liability totaled \$2,822,326.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies (Continued)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Deferred Inflows of Resources – Unavailable Revenues: Governmental funds report unavailable revenues in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Revenues not received within sixty (60) days of year-end are not considered available; therefore, a receivable is recorded for the amount due and a corresponding deferred revenue, is recorded as well. Total unavailable revenues of \$306,377 for property taxes were recorded at June 30, 2018.

Deferred Inflows of Resources – Pensions: Changes in actuarial experience \$164,142, change in investments \$1,462, and change in proportion \$20,728 for the District are applicable to a future reporting period and will be expensed over a five-year period beginning in the next fiscal year. As such, these amounts are presented in the Statement of Net Position as deferred inflows of resources in the current period.

Deferred Inflows of Resources – OPEB: Changes in actuarial experience \$108,306, change in assumptions \$493,448, and change in investment experience \$40,601 for the District are applicable to a future reporting period and will be expensed over a five-year period beginning in the next fiscal year. As such, these amounts are presented in the Statement of Net Position as deferred inflows of resources in the current period.

Net Position or Fund Equity: Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

In the government-wide financial statements, fund equity is classified as net position and is displayed in three components:

Net investment in capital assets: Consists of capital assets including restricted capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position

Restricted Net Position: Consists of net position with constraints placed on the use either by (a) external groups such as creditors, grantors, contributors, or laws or regulation of other governments; or (b) law through constitutional provisions or enabling legislation. Enabling legislation authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. The restricted component consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

Unrestricted Net Position: All other net position that does not meet the definition of “restricted” or “invested in capital assets.”

Fund Balance: In the fund financial statements, governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Some governments may not have policies or procedures that are comparable to those policies that underlie the classifications and therefore would not report amounts in all possible fund balance classifications. In the governmental financial statements, fund balance is classified and is displayed in five components:

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 **Summary of Significant Accounting Policies (Continued)**

D. *Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)*

Nonspendable: Consists of amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts.

Restricted: Consists of amounts that are restricted to specific purposes as a result of a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed: Consist of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts.

Assigned: Consist of amounts that are constrained by the government's *intent* to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

Unassigned: Represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

Pensions: For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Educational Retirement Plan (ERP) and additions to/deductions from ERP's fiduciary net position have been determined on the same basis as they are reported by ERP. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB): For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the New Mexico Retiree Health Care Authority (NMRHCA) and additions to and deductions from NMRHCA's fiduciary net position have been determined on the same basis as they are reported by NMRHCA. For this purpose, NMRHCA recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

E. *Revenues*

Reclassifications: Certain amounts included in the financial statements have been reclassified to conform to the current year presentation.

Interfund Transactions: Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund from expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 **Summary of Significant Accounting Policies (Continued)**

E. Revenues (Continued)

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates affecting the District's financials include management's estimate of the useful lives of capital assets.

State Equalization Guarantee: School districts in the State of New Mexico receive a 'state equalization guarantee distribution' which is defined as "that amount of money distributed to each school district to insure that the school district's operating revenue, including its local and federal revenues as defined in Chapter 22, Section 825, NMSA 1978 is at least equal to the District's program cost. A school district's program costs are determined through the use of various formulas using 'program units' which take into consideration 1) early childhood education; 2) basic education; 3) special education; 4) bilingual-multicultural education; 5) size, etc. Payment is made from the public school fund under the authority of the Director of Public School Finance. The District received \$4,003,395 in state equalization guarantee distributions during the year ended June 30, 2018.

Tax Revenues: The District receives mill levy and ad-valorem tax revenues primarily for debt service and capital outlay purposes. Property taxes are assessed on January 1 of each year and are payable in two equal installments, on November 10th of the year in which the tax bill is prepared and April 10th of the following year with the levies becoming delinquent 30 days (one month) thereafter. In the government-wide financial statements, the District recognizes property tax revenues in the period for which they are levied, net of estimated refunds and uncollectible amounts. The District records only the portion of the taxes considered to be 'measurable' and 'available' in the government fund financial statements, which is within 60 days of year-end. Descriptions of the individual debt service and capital outlay funds contained in these financial statements include information regarding the authority for the collection and use of these taxes. In the financial statements, the mill levy and ad-valorem taxes are broken out into two types: property taxes – residential and commercial and property taxes – oil and gas. Amounts collected from residential and commercial property taxes at June 30, 2018 were \$1,872,166. Amounts collected from oil and gas taxes were \$128,541.

Transportation Distribution: School districts in the State of New Mexico receive student transportation distributions. The transportation distribution is allocated to each school district in accordance with formulas developed by the State Transportation Director and the Director of Public School Finance. The funds shall be used only for the purpose of making payments to each school district for the to-and-from school transportation costs of students in grades K through twelve attending public school within the school district. The District received \$819,514 in transportation distributions during the year ended June 30, 2018.

Instructional Materials: The New Mexico Public Education Department (PED) receives federal material leasing funds from which it makes annual allocations to the various school districts for the purchase of educational materials. Of each allocation, fifty percent is restricted to the requisition of materials listed in the State Board of Education "State Adopted Instructional Material" list, while fifty percent of each allocation is available for purchases directly from vendors. Allocations received from the State for the year ended June 30, 2018 totaled \$12,059.

SB-9 State Match: The Director shall distribute to any school district that has imposed a tax under the Public School Capital Improvements Act (22-25-1 to 22-25-10 NMSA 1978) an amount from the public school capital improvements fund that is equal to the amount by which the revenue estimated to be received from the imposed tax as specified in Subsection B of Section 22-25-3 NMSA 1978, assuming a one hundred percent collection rate, is less than an amount calculated by multiplying the product obtained by the rate imposed in the District under the Public School Capital Improvements Act. The distribution shall be

STATE OF NEW MEXICO
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NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 Summary of Significant Accounting Policies (Continued)

E. Revenues (Continued)

made by December 1, of each year that the tax is imposed in accordance with Section 22-25-3 NMSA 1978. Provided, however, in the event that sufficient funds are not available in the public school capital improvement funds to make the state distribution provided for in this section, the dollar per program unit figure shall be reduced as necessary. The District did not receive any state SB-9 matching funds during the year ended June 30, 2018.

Public School Capital Outlay: Under the provisions of Chapter 22, Article 24, NMSA 1978. The money in the fund may be used only for capital expenditures deemed by the public school capital outlay council necessary for an adequate educational program per Section 22-24-4(B); core administrative functions of the public school facilities authority and for project management expenses upon approval of the council per Section 22-24-4(G); and for the purpose of demolishing abandoned school district facilities, upon application by a school district to the council, per Section 22-24-4(L). Money in the fund shall be disbursed by warrant of the Department of Finance and Administration on vouchers signed by the Secretary of Finance and Administration following certification by the council that the application has been approved. During the year ended June 30, 2018, the District received no special capital outlay funds.

Federal Grants: The District receives revenues from various Federal departments (both direct and indirect), which are legally restricted to expenditures for specific purposes. These programs are reported as Special Revenue Funds. Each program operated under its own budget, which has been approved by the federal department or the flowthrough agency (usually the New Mexico Public Education Department). The various budgets are approved by the Local School Board and the New Mexico Public Education Department. The District also receives reimbursement under the National School Lunch and Breakfast Programs for its food services operations, and the distributions of commodities through the New Mexico Human Services Department.

NOTE 2 Stewardship, Compliance and Accountability

Budgetary Information

Budgets for the General, Special Revenue, Capital Projects, and Debt Service Funds are prepared by management and are approved by the local Board of Education and the School Budget and Planning Unit of the Public Education Department. Auxiliary student activity accounts are not budgeted. Public School Capital Outlay Council expenditures in the Public School Capital Outlay fund are not budgeted at the District level, so there is no budgetary comparison presented. These budgets are prepared on the non-GAAP cash basis, excluding encumbrances, and secure appropriation of funds for only one year. Carryover funds must be re-appropriated in the budget of the subsequent fiscal year. The budget process in the State of New Mexico requires that the ending cash balance be appropriated in the budget of the subsequent fiscal year.

Actual expenditures may not exceed the budget at the function level, the level of budgetary control for districts. Budgets may be amended in two ways. If a budget transfer is necessary within a major category called a 'series,' this may be accomplished with only local board of education approval. If a transfer between 'series' or a budget increase is required, approval must also be obtained from Public School Finance Division.

The School District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. In April or May, the local school board submits to the District Budget Planning Unit (DBPU) of the New Mexico Public Education Department (PED) (100%) a proposed operating budget for the ensuing fiscal year commencing July 1. The operating budget includes proposed expenditures and the means of financing them. All budgets are submitted to the State of New Mexico PED.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 2 Stewardship, Compliance and Accountability (Continued)

Budgetary Information (Continued)

2. In May or June of each year, the proposed “operating” budget will be reviewed and approved by the DBPU and certified and approved by the local school board at a public hearing of which notice has been published by the local school board which fixes the estimated budget for the school district for the ensuing fiscal year.
3. The school board meeting, while not intended for the general public, is open for the general public unless a closed meeting has been called.
4. The “operating” budget will be used by the District until they have been notified that the budget has been approved by the DBPU and the local school board. The budget shall be integrated formally into the accounting system. Encumbrances shall be used as an element of control and shall be integrated into the budget system.
5. The District shall make corrections, revisions and amendments to the estimated budgets fixed by the local school board to recognize actual cash balances and carryover funds, if any. These adjustments shall be reviewed and approved by the DBPU.
6. The superintendent is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the school board and the State of New Mexico Public Education Department.
7. Budget change requests are processed in accordance with Supplement 1 (Budget Preparation and Maintenance) of the Manual of Procedures Public School Accounting and Budgeting. Such changes are initiated by the school district and approved by the DBPU.
8. Legal budget control for expenditures is by function.
9. Appropriations lapse at fiscal year-end. Funds unused during the fiscal year may be carried over into the next fiscal year by budgeting those in the subsequent fiscal year’s budget. The budget schedules included in the accompanying financial statements reflect the approved budget and amendments thereto.
10. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

The board of education may approve amendments to the appropriated budget, which are required when a change is made affecting budgeted ending fund balance. New Mexico state law prohibits a governmental agency from exceeding an individual line item.

The accompanying Statements of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non- GAAP Budgetary Basis) and Actual present comparisons of the legally adopted budget with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, perspective, equity, and timing differences in the excess (deficiency) of revenues and other sources of financial resources for the year ended June 30, 2018, is presented on each funds’ Statement of Revenue, Expenditures, and Changes in Fund Balance – Budget (non-GAAP Budgetary Basis) and Actual.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 3 Cash and Temporary Investments

State statutes authorize the investment of District funds in a wide variety of instruments including certificates of deposit and other similar obligations, state investment pool, money market accounts, and United States Government obligations. All invested funds of the District properly followed State investment requirements as of June 30, 2018.

Deposits of funds may be made in interest or non-interest bearing checking accounts in one or more banks or savings and loan associations within the geographical boundaries of the District. Deposits may be made to the extent that they are insured by an agency of the United States or by collateralized as required by the statute. The rate of interest in non-demand interest-bearing accounts shall be set by the State Board of Finance, but in no case shall the rate of interest be less than one hundred percent of the asked price on United States treasury bills of the same maturity on the day of deposit.

Excess of funds may be temporarily invested in securities which are issued by the State or by the United States Government, or by their departments or agencies, and which are either direct obligations of the State or the United States or are backed by the full faith and credit of those governments. The types of collateral allowed are limited to direct obligations of the United States Government and all bonds issued by any agency, district or political subdivision of the State of New Mexico.

According to the Federal Deposit Insurance Corporation, public unit deposits are funds owned by the public unit. Time deposits, savings deposits and interest bearing NOW accounts of a public unit in an institution in the same state will be insured up to \$250,000 in aggregate and separate from the \$250,000 coverage for public unit demand deposits at the same institution.

Deposits

New Mexico state statutes require collateral pledged for deposits in excess of the federal deposit insurance to be delivered, or a joint safekeeping receipt be issued, to the District for at least one half of the amount on deposit with the institution in excess of federal deposit insurance. The schedule listed below will meet the State of New Mexico Office of the State Auditor's requirements in reporting the insured portion of the deposits.

	International Bank
Total amounts of deposits	\$ 4,429,706
FDIC coverage	250,000
Total uninsured public funds	4,179,706
Collateral requirement (50% of uninsured public funds)	2,089,853
Pledged security	230,186
Total over (under) collateralized	\$ (1,859,667)

The funds are maintained in interest bearing checking accounts and certificates of deposit in International Bank. At year-end the District was under-collateralized by \$1,859,667.

The types of collateral allowed are limited by the section 6-10-16, NMSA 1978.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk, other than following state statutes as put forth in the Public Money Act (Section 6-10-1 to 6-10-63, NMSA 1978).

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 3 Cash and Temporary Investments (Continued)

Deposits – The risk exists when a portion of the District’s deposits are not covered by depository insurance and are:

1. Uncollateralized;
2. Collateralized with securities held by the pledging financial institution; or
3. Collateralized with securities held by the pledging financial institution’s trust department or agent but not in the depositor’s (District’s) name.

At June 30, 2018, \$4,179,706 of the District’s bank balance of \$4,429,706 was exposed to custodial credit risk as it was uninsured and the collateral was not held in the District’s name.

Reconciliation of Cash to the Financial Statements

The carrying amount of deposits and investments shown above are included in the District’s Statement of Net Position as follows:

Reconciliation to Statement of Net Position

Governmental Funds - Balance Sheet

Cash and cash equivalents per Exhibit A-1	\$ 5,430,249
Statement of Fiduciary Net Position - cash per Exhibit D-1	<u>189,871</u>
Total per financial statements	5,620,120
Add outstanding checks and other reconciling items	217,214
Less: temporary investments	(1,361,748)
Less: activity fund annuities	<u>(45,880)</u>
Bank balance of deposits	<u><u>\$ 4,429,706</u></u>

The District utilized pooled accounts for their programs and funds. Negative cash balances in individual funds that were part of the pooled accounts should be reclassified as due to/due from accounts in the combining balance sheets at June 30, 2018. Funds in the 24000’s and 25000’s are federal funds, 27000’s through 29000’s funds are non-federal funds. The following individual funds had negative cash balances as of June 30, 2018:

Fund # Special Revenue Funds:

24106	IDEA-B Entitlement	\$ 39,292
24109	IDEA-B Preschool	2,743
24118	Fresh Fruits and Vegetables	892
24132	IDEA-B Results Plan	17,779
24154	Teacher/Principal Training & Recruiting	2,500
27103	Dual Credit Instructional Materials	129
27149	PreK Initiative	6,190
	Total	<u><u>\$ 69,525</u></u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 3 Cash and Temporary Investments (Continued)

Temporary Investments

At June 30, 2018, the District had \$1,361,748 held in trust by the Bank of Albuquerque. Those funds are held in a U.S. Treasury Money Market Fund. The District does not have the legal authority to move these funds from the trust institution. Information regarding the fund is as follows:

Fund	CUSIP	WAM	Ratings		Net Assets
			S&P	Moody's	
Premier U.S. Government Money Portfolio	00142W843	22 days	AAAm	Aaa-mf	\$5.63 Billion

Interest Rate Risk for Investments. The District does not have a written policy for limiting interest rate risk. However, the average maturity of certificates of deposit is twelve months or less, which is an effective limit of interest rate risk.

Credit Risk. State law limits investments to bonds or negotiable securities of the U. S. Government, the State, municipalities, or school district securities issued by the U.S. Government (or its agencies, either direct obligations or backed and guaranteed by the U.S. Government) and repurchase agreements with banks, savings and loan associations, or credit union. The District has no investment policy that would further limit its investment choices.

Concentration of Credit. The District places no limit on the amount the District may invest in any one issuer. Investments which are over 5% of total investments are the amounts invested in the Lipper Institutional U.S. Treasury Money Market Funds which are invested by the trust institution Bank of Albuquerque.

NOTE 4 Receivables

Receivables as of June 30, 2018 are as follows:

	Major Funds			Other Governmental Funds	Total Governmental Funds
	Operational 11000	Capital Improv. SB-9 31701	Debt Service 41000		
Taxes Receivable	\$ 35,616	\$ 158,150	\$ 89,671	\$ 100,027	\$ 383,464
Due from other governments	25,474	-	-	121,738	147,212
Total receivables	<u>\$ 61,090</u>	<u>\$ 158,150</u>	<u>\$ 89,671</u>	<u>\$ 221,765</u>	<u>\$ 530,676</u>

The above receivables are deemed 100% collectible. In Accordance with GASB No. 33, property tax revenues in the amount of \$306,377 were not collected within the period of availability.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 5 Interfund Receivables, Payables, and Transfers (Continued)

“Interfund balances” have primarily been recorded when funds overdraw their share of pooled cash when the District is waiting for grant reimbursements. The composition of interfund balances at June 30, 2018 is as follows:

Governmental Activities	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Major Funds:		
Operational (11000)	\$ 82,545	\$ -
Non-major Funds:		
IDEA-B Entitlement (24106)	-	45,511
IDEA-B Preschool (24109)	-	3,200
Fresh Fruits and Vegetables (24118)	-	895
IDEA-B Results Plan (24132)	-	19,565
Teacher/Principal Training & Recruiting (24154)	-	3,145
Dual Credit Instructional Materials (27103)	-	129
PreK Initiative (27149)	-	10,100
Totals	<u>\$ 82,545</u>	<u>\$ 82,545</u>

NOTE 6 Capital Assets

A summary of capital assets and changes occurring during the year ended June 30, 2018 follows. Land and construction in progress is not subject to depreciation.

	<u>Balance June 30, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Adjustments</u>	<u>Balance June 30, 2018</u>
Capital assets used in governmental activities:					
Capital assets not being depreciated:					
Land	\$ 1,139,109	\$ -	\$ -	\$ -	\$ 1,139,109
Construction in progress	275,939	2,497,449	(2,353,164)	-	420,224
Total capital assets not being depreciated	<u>1,415,048</u>	<u>2,497,449</u>	<u>(2,353,164)</u>	<u>-</u>	<u>1,559,333</u>
Capital assets being depreciated:					
Land improvements	985,119	-	(25,324)	-	959,795
Buildings and building improvements	24,665,516	2,353,164	(176,602)	1,760,302	28,602,380
Furniture, fixtures, and equipment	4,474,534	629,060	(1,554,570)	-	3,549,024
Total capital assets being depreciated	<u>30,125,169</u>	<u>2,982,224</u>	<u>(1,756,496)</u>	<u>1,760,302</u>	<u>33,111,199</u>
Less accumulated depreciation:					
Land improvements	421,597	51,233	(14,289)	-	458,541
Buildings and building improvements	9,989,445	846,442	(55,957)	297,051	11,076,981
Furniture, fixtures, and equipment	2,955,190	222,841	(1,426,610)	-	1,751,421
Total accumulated depreciation	<u>13,366,232</u>	<u>1,120,516</u>	<u>(1,496,856)</u>	<u>297,051</u>	<u>13,286,943</u>
Total capital assets, net of depreciation	<u>\$ 18,173,985</u>	<u>\$ 4,359,157</u>	<u>\$ (2,612,804)</u>	<u>\$ 1,463,251</u>	<u>\$ 21,383,589</u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 6 Capital Assets (Continued)

Depreciation expense of \$1,120,516 for the year ended June 30, 2018 was allocated as follows:

Governmental activities:

Instruction	\$ 452,353
Support services - students	126,282
Support services - instruction	14,903
Support services - general administration	46,389
School administration	41,011
Central services	24,091
Operation and maintenance of plant	300,186
Student transportation	74,066
Food services	41,235
Total depreciation	<u>\$ 1,120,516</u>

At June 30, 2018, the District had begun a project to remodel the elementary school, middle school, and high school in Cimarron, and this project had remaining estimated commitments of \$809,821.

During the current year, the District has made two adjustments to fixed assets. First, the State allowed for the removal of fixed assets and the related accumulated depreciation for assets which had an initial purchase value of less than \$5,000. The District chose to remove these assets from their books which resulted in a net reduction of \$259,541. Next, when the District constructed the charter school, the auditor had required them to book the building as an asset of the charter school. However, the District funded the building, charters the school under the District, and would own the building if the charter school ceased to exist. As such, the value of the building and the related accumulated depreciation was transferred to the District's assets in the current year which resulted in a net increase of \$1,463,251.

The Schedule of Capital Assets Used by Source and the Schedule of Changes in Capital Assets by Function and Activity have not been prepared because the detailed information is unavailable.

NOTE 7 Long-Term Debt

During the year ended June 30, 2018 the following changes occurred in the liabilities reported in the government- wide statement of net position:

	Balance at 06/30/17	Additions	Deletions	Balance at 06/30/18	Due Within One Year
General Obligation Bonds	\$ 7,535,000	\$ -	\$ 895,000	\$ 6,640,000	\$ 830,000
Compensated Absences	2,854	279	-	3,133	3,133
Total	<u>\$ 7,537,854</u>	<u>\$ 279</u>	<u>\$ 895,000</u>	<u>\$ 6,643,133</u>	<u>\$ 833,133</u>

General Obligations Bonds: General obligation bonds are direct obligations and pledge the full faith and credit of the District. The District has the following outstanding general obligation bonds as of June 30, 2018:

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NOTES TO THE FINANCIAL STATEMENTS
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NOTE 7 Long-Term Debt (Continued)

	Series 2015 GO Bond	Series 2016 GO Ed Tech Note	Series 2017 GO Bond
Issue Date	<u>3/24/2015</u>	<u>8/1/2016</u>	<u>6/23/2017</u>
Original Issue	\$4,000,000	\$1,750,000	\$3,000,000
Maturity Date	9/15/2026	8/1/2021	9/15/2032
Principal	15-Sep	1-Aug	15-Sep
Interest Rate	2.00% and 2.50%	2.00%	1.222% to 3.09%
Principal/Interest	15-Sep	1-Aug	15-Sep
Interest	15-Mar	1-Feb	15-Mar

The annual requirements to amortize the special revenue bonds as of June 30, 2018, including interest payments are as follows:

Fiscal Year Ending June 30,	Total General Obligation Bonds		Total Debt Service
	Principal	Interest	
2019	\$ 830,000	\$ 127,862	\$ 957,862
2020	665,000	114,394	779,394
2021	665,000	101,691	766,691
2022	630,000	89,181	719,181
2023	395,000	89,180	484,180
2024-2028	1,965,000	79,198	2,044,198
2029-2033	<u>1,490,000</u>	<u>54,589</u>	<u>1,544,589</u>
Totals	<u>\$ 6,640,000</u>	<u>\$ 656,095</u>	<u>\$ 7,296,095</u>

In prior years, the general fund was typically used to liquidate long-term liabilities other than debt.

Compensated Absences: The District no longer provides paid leave to employees. However, one individual remains employed by the District whose leave balance was maintained when the District made this policy change. The balance of leave for this individual is \$3,133 at June 30, 2018.

Operating Leases: The District leases office equipment, including copy machines and postage meter machines, under short-term cancelable operating leases.

STATE OF NEW MEXICO
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NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 8 Unearned Revenues

In accordance with the terms of the various grant agreements within the Special Revenue Funds, revenues received in excess of expenditures carry over to the subsequent years, unless such excess revenues are requested to be returned to the grantor. The District had the following unearned revenues at June 30, 2018:

Fund #	Special Revenue Funds:	Amount
24101	Title I IASA	\$ 48,765
24106	IDEA-B Entitlement	<u>2,629</u>
	Total	<u>\$ 51,394</u>

NOTE 9 Risk Management

The District is a member of the New Mexico Public Schools Insurance Authority (NMPSIA). The Authority was created to provide comprehensive core insurance programs by expanding the pool of subscribers to maximize cost containment opportunities for required insurance coverage. The District pays an annual premium to the NMPSIA based on claim experience and the status of the pool. The Risk Management Program includes workers compensation, general and automobile liability, automobile physical damage, and property and crime coverage. Also included under the risk management program are boiler, machinery and student accident insurance.

The NMPSIA provides coverage for up to a maximum of \$500,000,000 for each property damage claim with a \$750 deductible for each building. General liability coverage is afforded to all employees, volunteers and school board members and the limit is subject to the NMSA Tort Claims Act on a per occurrence basis. The automobile and property liability limit is subject to the provisions of the Tort Claims Act. The crime limit is \$250,000 per occurrence for Faithful Performance. A limit of \$250,000 applies to depositor's forgery, credit card forgery and money orders. A limit of \$100,000 applies to Money and Security, which includes a \$750 deductible.

In case the NMPSIA's assets are not sufficient to meet its liability claims, the agreement provides that subscribers, including the District, cannot be assessed additional premiums to cover the shortfall. As of June 30, 2018, there have been no claims that have exceeded insurance coverage.

NOTE 10 Other Required Individual Fund Disclosures

Generally accepted accounting principles require disclosures as part of the Combined Statements of certain information concerning individual funds including:

- A. Deficit fund balance of individual funds. The District the Transportation Fund (13000) reporting a deficit fund balance at June 30, 2018 in the amount of \$112.
- B. Excess of expenditures over appropriations. The District had no funds reporting expenditures over appropriations for the year ended June 30, 2018.
- C. Cash appropriations in excess of available cash balance. For the year ended June 30, 2018, the District had no funds which had cash appropriations in excess of available cash balances.

NOTE 11. General Information on the Pension Plan – Educational Retirement Act

Plan Description. The New Mexico Educational Retirement Act (ERA) was enacted in 1957. The act created the Educational Employees Retirement Plan (Plan) and, to administer it, the New Mexico Educational Retirement Board (NMERB). The Plan is included in NMERB's comprehensive annual financial report. The report can be found on NMERB's web site at https://www.nmerb.org/Annual_report.html.

STATE OF NEW MEXICO
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NOTES TO THE FINANCIAL STATEMENTS
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NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

The Plan is a cost-sharing, multiple-employer pension plan established to provide retirement and disability benefits for certified teachers and other employees of the state's public schools, institutions of higher learning, and agencies providing educational programs. Additional tenets of the ERA can be found in Section 22-11-1 through 22-11-52, NMSA 1978, as amended.

The Plan is considered a component unit of the State's financial reporting entity. The ERA assigns the authority to establish and amend benefit provisions to a seven-member Board of Trustees (Board); the state legislature has authority to set or amend contribution rates and other terms of the Plan which is a pension benefit trust fund of the State of New Mexico. NMERB is self-funded through investment income and educational employer contributions. The Plan does not receive General Fund Appropriations from the State of New Mexico.

All accumulated assets are held by the Plan in trust to pay benefits, including refunds of contributions as defined in the terms of the Plan. Eligibility for membership in the Plan is a condition of employments, as defined Section 22-11-2, NMSA 1978. Employees of public schools, universities, colleges, junior colleges, technical-vocational institutions, state special schools, charter schools, and state agencies providing an educational program, who are employed more than 25% of a full-time equivalency, are required to be members of the Plan, unless specifically excluded.

Benefits provided. A member's retirement benefit is determined by a formula which includes three component parts: 1) the member's final average salary (FAS), 2) the number of years of service credit, and 3) a 0.0235 multiplier. The FAS is the average of the member's salaries for the last five years of service or any other consecutive five-year period, whichever is greater.

Summary of Plan Provisions for Retirement Eligibility. For members employed before July 1, 2010, a member is eligible to retire when one of the following events occurs:

- The member's age and earned service credit add up to the sum of 75 or more,
- The member is at least sixty-five years of age and has five or more years of earned service credit; or
- The member has service credit totaling 25 years or more.

Chapter 288, Laws of 2009 changed the eligibility requirements for new members first employed on, or after, July 1, 2010 and before July 1, 2013. The eligibility for a member who either becomes a new member on or after July 1, 2010 and before July 1, 2013, or at any time prior to July 1, 2010 refunded all member contributions and then becomes re-employed after that July 1, 2010 is as follows:

- The member's age and earned service credit add up to the sum of 80 or more,
- The member is at least sixty-seven years of age and has five or more years of earned service credit; or
- The member has service credit totaling 30 years or more.

Section 2-11-23.2, NMSA 1978 added eligibility requirements for new members who were first employed on or after July 1, 2013, or who were employed before July 1, 2013 but terminated employment and subsequently withdrew all contributions, and returned to work for ERB employer on or after July 1, 2013. These members must meet one of the following requirements.

- The member's minimum age is 55, and has earned 30 or more years of service credit. Those who retire earlier than age 55, but with 30 years of earned service credit will have a reduction in benefits to the actuarial equivalent of retiring at age 55.
- The member's minimum age and earned service credit add up to the sum of 80 or more. Those who retire under the age of 65, and who have fewer than 30 years of earned service credit will receive reduced retirement benefits.
- The member's age is 67 and has earned 5 or more years of service credit.

STATE OF NEW MEXICO
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NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

Forms of Payment. The benefit is paid as a monthly life annuity with a guarantee that, if the payments made do not exceed the member's accumulated contributions plus accumulated interest, determined as of the date of retirement, the balance will be paid in a lump sum to the member's surviving beneficiary.

Benefit Options. The Plan has three benefit options available.

- **Option A – Straight Life Benefit** – The single life annuity option has no reductions to the monthly benefit, and there is not continuing benefit due to a beneficiary or estate, except the balance, if any, of member contributions plus interest less benefits paid prior to the member's death.
- **Option B – Joint 100% Survivor Benefit** – The single life annuity monthly benefit is reduced to provide for a 100% survivor's benefit. The reduced benefit is payable during the life of the member, with the provision that, upon death, the same benefit is paid to the beneficiary for his or her lifetime. If the beneficiary predeceases the member, the member's monthly benefit is increased to the amount the member would have received under Option A Straight Life Benefit. The member's increased monthly benefit commences in the month following the beneficiary's death.
- **Option C – Joint 50% Survivor Benefit** – The single life annuity monthly benefit is reduced to provide for a 50% survivor's benefit. The reduced benefit is payable during the life of the member, with the provision that, upon death, the reduced 50% benefit is paid to the beneficiary for his or her lifetime. If the beneficiary predeceases the member, the member's monthly benefit is increased to the amount the member would have received under Option A Straight Life Benefit. The member's increased monthly benefit commences in the month following the beneficiary's death.

Disability Benefit. An NMERB member is eligible for disability benefits if they have acquired at least ten years of earned service credit and is found totally disabled. The disability benefit is equal to 2% of the member's Final Average Salary (FAS) multiplied by the number of years of total service credits. However, the disability benefit shall not be less than the smaller of (a) one-third of the member's FAS or (b) 2% of the member's FAS multiplied by total years of service credit projected to age 60.

Cost of Living Adjustment (COLA). All retired members and beneficiaries receiving benefits receive an automatic adjustment in their benefit on July 1 following the later of 1) the year a member retires, or 2) the year the member reaches age 65 (Tier 1 and Tier 2) or age 67 (Tier 3).

- Tier 1 membership is comprised of employees who became members prior to July 1, 2010.
- Tier 2 membership is comprised of employees who became members after July 1, 2010, but prior to July 1, 2013.
- Tier 3 membership is comprised of employees who became members on or after July 1, 2013.

As of July 1, 2013, for current and future retirees the COLA was immediately reduced until the plan is 100% funded. The COLA reduction is based on the median retirement benefit of all retirees excluding disability retirements. Retirees with benefits at or below the median and with 25 or more years of service credit will have a 10% COLA reduction; their average COLA will be 1.8%. Once the funding is greater than 90%, the COLA reductions will decrease. The retirees with benefits at or below the median and with 25 or more years of service credit will have a 5% COLA reduction; their average COLA will be 1.9%.

Members on disability retirement are entitled to a COLA commencing on July 1 of the third full year following disability retirement. A member on regular retirement who can prove retirement because of a disability may qualify for a COLA beginning July 1 in the third full year of retirement.

Refund of Contributions. Members may withdraw their contributions only when they terminate covered employment in the State and their former employer(s) certification determination has been received by NMERB. Interest is paid to members when they withdraw their contributions following termination of employment at a rate set by the Board. Interest is not earned on contributions credited to accounts prior to July 1, 1971, or for contributions held for less than one year.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

Contributions. For the fiscal years ended June 30, 2018 and 2017 educational employers contributed to the Plan based on the following rate schedule:

<u>Fiscal Year</u>	<u>Date Range</u>	<u>Wage Category</u>	<u>Member Rate</u>	<u>Employer Rate</u>	<u>Combined Rate</u>	<u>Increase Over Prior Year</u>
2018	7-1-17 to 6-30-18	Over \$20K	10.70%	13.90%	24.60%	0.00%
2018	7-1-17 to 6-30-18	\$20K or less	7.90%	13.90%	21.80%	0.00%
2017	7-1-16 to 6-30-17	Over \$20K	10.70%	13.90%	24.60%	0.00%
2017	7-1-16 to 6-30-17	\$20K or less	7.90%	13.90%	21.80%	0.00%

The contribution requirements of defined benefit plan members and the District and at Moreno Valley High School (MVHS) are established under Chapter 10, Article 11, NMSA 1978. The requirements may be amended by acts of the legislature. For the fiscal year ended June 30, 2018 and 2017 the District paid employee and employer contributions of \$725,285 and \$668,234, and MVHS paid employee and employer contributions of \$90,571 and \$111,202 which equal the amount of the required contributions for each fiscal year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2018, the District reported a liability of \$10,654,482 for its proportionate share of the net pension liability and MVHS reported \$1,784,823. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016. The total pension liability was rolled-forward from the valuation date to the plan year ending June 30, 2017, using generally accepted actuarial principles. The roll-forward incorporates the impact of the new assumptions adopted by the Board on April 21, 2017. There were no other significant events of changes in benefit provisions that required an adjustment to the roll-forward liabilities as of June 30, 2017. Therefore, the employer's portion was established as of the measurement date of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating educational institutions, actuarially determined. June 30, 2017, the District's proportion was 0.09587 %, which was an increase of 0.00184% from its proportion measured as of June 30, 2016. MVHS' proportion was 0.01606% which was a decrease of 0.00155% from its proportion measured at June 30, 2016.

For the year ended June 30, 2018, the District recognized pension expense of \$1,307,068. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Net (Inflows) Outflows</u>
Differences between expected and actual experience	\$ -	\$ (164,142)	\$ (164,142)
Changes of assumptions	3,110,253	-	3,110,253
Net difference between projected and actual earnings on pension plan investments	19,126	(1,462)	17,664
Changes in proportion and differences between contributions and proportionate share of contributions	147,253	(20,728)	126,525
District's contributions subsequent to the measurement date	413,661	-	413,661
Total	<u>\$ 3,690,293</u>	<u>\$ (186,332)</u>	<u>\$ 3,503,961</u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

Deferred outflows of resources of \$413,661 related to pensions resulting from the District’s contributions subsequent to the measurement date of June 30, 2017 will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30,

2019	\$ 1,172,709
2020	1,259,904
2021	745,418
2022	(87,731)
2023	-
Thereafter	-
Total	<u><u>\$ 3,090,300</u></u>

For the year ended June 30, 2018, MVHS recognized pension expense of \$170,871. At June 30, 2018, MVHS reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Net (Inflows) Outflows</u>
Differences between expected and actual experience	\$ 3,204	\$ (27,497)	\$ (24,293)
Changes of assumptions	521,025	-	521,025
Net difference between projected and actual earnings on pension plan investments	-	(245)	(245)
Changes in proportion and differences between contributions and proportionate share of contributions	-	(139,058)	(139,058)
School's contributions subsequent to the measurement date	51,415	-	51,415
Total	<u><u>\$ 575,644</u></u>	<u><u>\$ (166,800)</u></u>	<u><u>\$ 408,844</u></u>

Deferred outflows of resources of \$51,415 related to pensions resulting from MVHS’ contributions subsequent to the measurement date of June 30, 2017 will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30,

2018	\$ 114,159
2019	155,125
2020	102,842
2021	(14,697)
2022	-
Total	<u><u>\$ 357,429</u></u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

Inflation	2.5%										
Salary Increases	3.25% composed of 2.50% inflation, plus a 0.75% productivity increase rate, plus a step-rate promotional increase for members with less than 10 years of service.										
Investment Rate of Return	7.25% compounded annually, net of expenses. This is made up of a 2.50% inflation rate and a 4.75 real rate of return.										
Average of Expected Remaining Service Lives	<table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Fiscal Year</td> <td style="text-align: center;"><u>2017</u></td> <td style="text-align: center;"><u>2016</u></td> <td style="text-align: center;"><u>2015</u></td> <td style="text-align: center;"><u>2014</u></td> </tr> <tr> <td>Service life in years</td> <td style="text-align: center;">3.35</td> <td style="text-align: center;">3.77</td> <td style="text-align: center;">3.92</td> <td style="text-align: center;">3.88</td> </tr> </table>	Fiscal Year	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	Service life in years	3.35	3.77	3.92	3.88
Fiscal Year	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>							
Service life in years	3.35	3.77	3.92	3.88							
Mortality	<p>Healthy males: Based on the RP-2000 Combined Mortality Table with White Collar adjustments, not set back. Generational mortality improvements with Scale BB from the table’s base year of 2000.</p> <p>Healthy females: Based on GRS Southwest Region Teacher Mortality Table, set back one year, generational mortality improvements in accordance with Scale BB from the table’s base year of 2012.</p> <p>Disabled males: RP-2000 Disabled Mortality Table for males, set back three years, projected to 2016 with Scale BB.</p> <p>Disabled females: RP-2000 Disabled Mortality Table for females, no set back, projected to 2016 with Scale BB.</p> <p>Active members: RP-2000 Employee Mortality Tables, with males set back two years and scaled at 80%, and females set back five years and scaled at 70%. Static mortality improvement from the table’s base year of 2000 to the year 2016 in accordance with Scale BB. No future improvement was assumed for preretirement mortality.</p>										
Retirement Age	Experience-based table rates based on age and service, adopted by the Board on June 12, 2015 in conjunction with the six-year experience study for the period ending June 30, 2014.										
Cost-of-Living Increases	1.90% per year, compounded annually.										
Payroll Growth	3.00% per year (with no allowance for membership growth).										
Contribution Accumulation	The accumulated member account balance with interest is estimated at the valuation date by assuming that member contributions increased 5.50% per year for all years prior to the valuation date. Contributions are credited with 4.00% interest, compounded annually, applicable to the account balance in the past as well as future.										
Disability Incidence	Approved rates applied to eligible members with at least 10 years of service.										

The actuarial assumptions and methods are set by the Plan’s Board of Trustees, based upon recommendations made by the Plan’s actuary. The Board adopted new assumptions on April 21, 2017 in conjunction with the six-year actuarial experience study period ending June 30, 2016. At that time, the Board adopted several economic assumption changes, including a decrease in the inflation assumption from 3.00% to 2.50%. The 0.50% decrease in the inflation assumption also led to decreases in the nominal investment return assumption from 7.75% to 7.25%, the assumed annual wage inflation rate from 3.75% to 3.25%, the payroll growth assumption from 3.50% to 3.00%, and the annual assumed COLA from 2.00% to 1.90%.

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NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block approach that includes the following:

- Rate of return projections that are the sum of current yield plus projected changes in price (valuations, defaults, etc.)
- Application of key economic projections (inflation, real growth, dividends, etc.)
- Structural themes (supply and demand imbalances, capital flows, etc.) developed for each major asset class.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Equities	33%	
Fixed Income	26%	
Alternatives	40%	
Cash	1%	
Total	100%	7.25%

Discount rate: A single discount rate of 5.9% was used to measure the total pension liability as of June 30, 2017. This single discount rate was based on a long-term expected rate of return on pension plan investments of 7.25%, and a municipal bond rate of 3.56%, net of expense. Based on the stated assumptions and the projection of cash flows, the plan’s fiduciary net position and future contributions were sufficient to finance the benefit payments through the year 2053. As a result, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the 2053 fiscal year, and the municipal bond rate was applied to all benefit payments after that date.

The projections of cash flows used to determine this single discount rate assumed that plan member and employer contributions will be made at the current statutory levels.

Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate. The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 5.90%, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.90%) or 1-percentage-point higher (6.90%) than the current rate:

<u>1% Decrease (4.90%)</u>	<u>Current Discount Rate (5.90%)</u>	<u>1% Increase (6.90%)</u>
\$ 13,869,486	\$ 10,654,482	\$ 8,026,478

Sensitivity of MVHS’ proportionate share of the net pension liability to changes in the discount rate. The following table presents the MVHS’ proportionate share of the net pension liability calculated using the discount rate of 5.90%, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (4.90%) or one percentage point higher (6.90%) than the current rate.

**STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2018**

NOTE 11 General Information on the Pension Plan – Educational Retirement Act (Continued)

1% Decrease (4.90%)	Current Discount Rate (5.90%)	1% Increase (6.90%)
\$ 2,323,396	\$ 1,784,823	\$ 1,344,584

Pension plan fiduciary net position. Detailed information about the pension plan’s fiduciary net position is available in the separately issued NMERB’s financial reports. The reports can be found on NMERB’s web site at https://www.nmerb.org/Annual_reports.html.

Payables to the pension plan. The District and MVHS remit the legally required employer and employee contributions on a monthly basis to ERB. The ERB requires that the contributions be remitted by the 15th day of the month following the month for which contributions are withheld. At June 30, 2018 the District had \$132,657 due and payable which was paid on July 10, 2018; MVHS had contributions due and payable in the amount of \$2,311 which was paid on July 9, 2018.

NOTE 12 Other Post-Employment Benefits (OPEB) – State Retiree Health Care Act (RHCA)

Plan Description: Employees of the District are provided with OPEB through the Retiree Health Care Fund (the Fund)—a cost-sharing multiple-employer defined benefit OPEB plan administered by the New Mexico Retiree Health Care Authority (NMRHCA). NMRHCA was formed February 13, 1990, under the New Mexico Retiree Health Care Act (the Act) of New Mexico Statutes Annotated, as amended (NMSA 1978), to administer the Fund under Section 10-7C-1-19 NMSA 1978. The Fund was created to provide comprehensive group health insurance coverage for individuals (and their spouses, dependents and surviving spouses) who have retired or will retire from public service in New Mexico.

NMRHCA is an independent agency of the State of New Mexico. The funds administered by NMRHCA are considered part of the State of New Mexico financial reporting entity and are OPEB trust funds of the State of New Mexico. NMRHCA’s financial information is included with the financial presentation of the State of New Mexico.

Benefits Provided: The Fund is a multiple employer cost sharing defined benefit healthcare plan that provides eligible retirees (including terminated employees who have accumulated benefits but are not yet receiving them), their spouses, dependents and surviving spouses and dependents with health insurance and prescription drug benefits consisting of a plan, or optional plans of benefits, that can be contributions to the Fund and by co-payments or out-of-pocket payments of eligible retirees.

Employees covered by benefit terms – At June 30, 2017, the Fund’s measurement date, the following employees were covered by the benefit terms:

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NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 12 Other Post-Employment Benefits (OPEB) – State Retiree Health Care Act (RHCA) (Continued)

Plan membership

Plan membership

Current retirees and surviving spouses	51,208
Inactive and eligible for deferred benefit	11,478
Current active members	<u>97,349</u>
Total	<u><u>160,035</u></u>

Active membership

State general	19,593
State police and corrections	1,886
Municipal general	21,004
Municipal police	3,820
Municipal FTRE	2,290
Educational Retirement Board	<u>48,756</u>
Total	<u><u>97,349</u></u>

Contributions - Employer and employee contributions to the Fund total 3% for non-enhanced retirement plans and 3.75% of enhanced retirement plans of each participating employee's salary as required by Section 10-7C-15 NMSA 1978. The contributions are established by statute and are not based on an actuarial calculation. All employer and employee contributions are non-refundable under any circumstance, including termination of the employer's participation in the Fund. Contributions of employee and employer portions to the Fund from the District were \$88,531 for the year ended June 30, 2018. Employee and employer contributions from MVHS amounted to \$11,096 for the year ended June 30, 2018.

At June 30, 2018, the District reported a liability of \$2,822,326 for its proportionate share of the net OPEB liability while MVHS reported a liability of \$442,744 for its proportionate share. The net OPEB liability was measured as June 30, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The District's proportion of the net OPEB liability was based on actual contributions provided to the Fund for the year ending June 30, 2017, the District's proportion was 0.03044% and MVHS' proportion was 0.00977%.

For the year ended June 30, 2018, the District recognized OPEB expense of \$53,219. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net (Inflows) Outflows
Differences between expected and actual experience	\$ -	\$ (108,306)	\$ (108,306)
Changes of assumptions	-	(493,448)	(493,448)
Net difference between projected and actual earnings on pension plan investments	-	(40,601)	(40,601)
District's contributions subsequent to the measurement date	<u>58,987</u>	-	<u>58,987</u>
Total	<u><u>\$ 58,987</u></u>	<u><u>\$ (642,355)</u></u>	<u><u>\$ (583,368)</u></u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 12 Other Post-Employment Benefits (OPEB) – State Retiree Health Care Act (RHCA) (Continued)

Deferred outflows of resources totaling \$58,987 represent the District’s contributions to the Fund made subsequent to the measurement date and will be recognized as a reduction of net OPEB liability in the year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

Year ended June 30,	
2019	\$ (136,569)
2020	(136,569)
2021	(136,569)
2022	(136,569)
2023	(96,079)
Thereafter	-
Total	<u><u>\$ (642,355)</u></u>

For the year ended June 30, 2018, MVHS recognized OPEB expense of \$10,784. At June 30, 2018, MVHS reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net (Inflows) Outflows
Differences between expected and actual experience	\$ -	\$ (16,990)	\$ (16,990)
Changes of assumptions	-	(77,408)	(77,408)
Net difference between projected and actual earnings on pension plan investments	-	(6,369)	(6,369)
School's contributions subsequent to the measurement date	<u>7,398</u>	<u>-</u>	<u>7,398</u>
Total	<u><u>\$ 7,398</u></u>	<u><u>\$ (100,767)</u></u>	<u><u>\$ (93,369)</u></u>

Deferred outflows of resources totaling \$7,398 represent the MVHS’ contributions to the Fund made subsequent to the measurement date and will be recognized as a reduction of net OPEB liability in the year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

Year ended June 30,	
2019	\$ (21,424)
2020	(21,424)
2021	(21,424)
2022	(21,424)
2023	(15,071)
Thereafter	-
Total	<u><u>\$ (100,767)</u></u>

**STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2018**

NOTE 12 Other Post-Employment Benefits (OPEB) – State Retiree Health Care Act (RHCA) (Continued)

Actuarial assumptions: The total OPEB liability was determined by an actuarial valuation using the following actuarial assumptions:

Valuation Date	June 30, 2017
Actuarial cost method	Entry age normal, level percent of pay, calculated on individual employee basis.
Asset valuation method	Market value of assets
Actuarial assumptions:	
Inflation	2.50% for ERB, 2.25% for PERA
Projected payroll increases	3.50%
Investment rate of return	7.25%, net of OPEB plan investment expense and margin for adverse deviation including inflation.
Health care cost trend rate	8% graded down to 4.5% over 14 years for Non-Medicare medical plan costs and 7.5% graded down to 4.5% over 12 for Medicare medical plan costs

Rate of Return: The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which the expected future real rates of return (net of investment fees and inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, used in the derivation of the long-term expected investment rate of return assumptions.

The best estimates for the long-term expected rate of return is summarized as follows:

Asset Class	Long-Term Rate of Return
U.S. core fixed income	4.1%
U.S. equity - large cap	9.1
Non U.S. - emerging markets	12.2
Non U.S. - developed equities	9.8
Private equity	13.8
Credit and structured finance	7.3
Real estate	6.9
Absolute return	6.1
U.S. equity - small/mid cap	9.1

Discount Rate: The discount rate used to measure the Fund’s total OPEB liability is 3.81% as of June 30, 2017. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates proportional to the actuary determined contribution rates. For this purpose, employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries are not included. Based on those assumptions, the Fund’s

**STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2018**

NOTE 12 Other Post-Employment Benefits (OPEB) – State Retiree Health Care Act (RHCA) (Continued)

fiduciary net position was projected to be available to make all projected future benefit payments for current plan members through the fiscal year ending June 30, 2028. Thus, the 7.25% discount rate was used to calculate the net OPEB liability through 2029. Beyond 2029, the index rate for 20-year, tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Thus, 3.81% is the blended discount rate.

Sensitivity of the net OPEB liability to changes in the discount rate and healthcare cost trend rates: The following presents the net OPEB liability of the District, as well as what the District’s net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.81%) or 1-percentage-point higher (4.81%) than the current discount rate:

1% Decrease (2.81%)	Current Discount Rate (3.81%)	1% Increase (4.81%)
\$ 3,423,437	\$ 2,822,326	\$ 2,350,700

The following presents the net OPEB liability of the District, as well as what the District’s net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Trend Rates	1% Increase
\$ 2,400,583	\$ 2,822,326	\$ 3,151,182

The following presents the net OPEB liability of MVHS, as well as what the School’s net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.81%) or 1-percentage-point higher (4.81%) than the current discount rate:

1% Decrease (2.81%)	Current Discount Rate (3.81%)	1% Increase (4.81%)
\$ 537,042	\$ 442,744	\$ 368,759

The following presents the net OPEB liability of MVHS, as well as what the School’s net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Trend Rates	1% Increase
\$ 376,585	\$ 442,744	\$ 494,333

OPEB plan fiduciary net position: Detailed information about the OPEB plan’s fiduciary net position is available in NMRHCA’s audited financial statements for the year ended June 30, 2017.

Payable changes in the net OPEB liability: At June 30, 2018, the District had no liability due to NMRHCA for the year ended June 30, 2018. MVHS owed \$282 which was paid on July 9, 2018.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 13 Unavailable Revenues

The District had \$306,377 of property taxes which weren't collected within the period of availability. As such, the amount is recorded as a receivable and a deferred inflows of resources in the funds statements; however, for the government-wide statements the amounts are recorded as a receivable and a revenue.

NOTE 14 Concentrations

The District depends on financial resources flowing from, or associated with, both the Federal Government and the State of New Mexico. Because of this dependency, the District is subject to changes in the specific flows of intergovernmental revenues based on modifications to the Federal and State laws and Federal and State appropriations.

NOTE 15 Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the District expects such amount, if any, to be immaterial.

The District is involved in various claims and lawsuits arising in the normal course of business. Although the outcome of these lawsuits is not presently determinable, it is the opinion of the District's legal counsel that resolution of these matters will not have a material adverse effect on the financial condition of the District.

NOTE 16 Tax Abatement Disclosures

GASB Statement No. 77 requires government agencies to identify any tax abatement agreements that affect the government agency and disclose the amount of tax which was abated. There are no reported tax abatements affecting the District.

NOTE 17 Subsequent Accounting Standard Pronouncements

In November 2016, GASB Statement No. 83, *Certain Asset Retirement Obligations*, was issued. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

In January 2017, GASB Statement No. 84 *Fiduciary Activities*, was issued. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

In June 2017, GASB Statement No. 87 *Leases*, was issued. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 17 Subsequent Accounting Standard Pronouncements (Continued)

deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

In April 2018, GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements* was issued. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

In June 2018, GASB Statement No. 89 *Accounting for Interest Cost Incurred Before the End of a Construction Period*, was issued. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

In August 2018, GASB Statement No. 90 *Majority Equity Interests – An Amendment of GASB Statement No. 14 and No. 61*, was issued. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The District is still evaluating how this standard will affect the District.

NOTE 18 Restatement – Change in Accounting Principle

During the year ended June 30, 2018, there was a restatement in the District's financial statements due to the implementation of GASB 75 resulting in a reduction in net position in the amount of \$3,352,475. This includes the District's proportionate share of the beginning net OPEB liability of \$3,405,947 less the 2017 contributions to the pension plan in the amount of \$53,472.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 19 **Prior Period Adjustments**

During the year ended June 30, 2018, there was a prior period adjustment to the District's capital assets resulting in an increase in net position in the amount of \$1,463,251. The school built for Moreno Valley High School was being carried on the School's fixed assets listing and is being adjusted to the District's listing which is the proper location for it.

During the year ended June 30, 2017, the District sold a bond and had transferred the bond premium to the debt fund which services that bond. However, the District had the right to offset the issuance costs with the premium which didn't occur. As such, the cash related to premium, \$42,240, which was less than the issuance costs, were transferred back to the Educational Technology Equipment Act Fund (31900) from the Education Technology Debt Service Fund (43000).

NOTE 20 **Subsequent Events**

A review of subsequent events through October 17, 2018, which is the date the financial statements were available to be issued, indicated nothing of audit significance.

NOTE 21 **Component Units**

Moreno Valley High School

Moreno Valley High School (MVHS) is a dependent charter school formed under NMSA 22-8A and as such is presented as a discrete component unit of Cimarron Municipal School District No. 3. MVHS is presented as a component unit since its charter is annually presented and approved by the District's board and a financial burden exists for the District upon closure of the charter school or when the charter school is in need of financial assistance. Additionally, the New Mexico State Auditor, through Rule 2 NMAC 2.2, requires the inclusion of this unit in the reporting entity. Refer to Notes 1 through 18 for significant policies of MVHS, as the charter school is subject to the same State and Federal regulations and follows the same policies as the District.

The following are summarized details of the charter school's balances and transactions as of June 30, 2018 and for the year then ended:

A. *Financial Statement Presentation*

Under the requirements of GASB Statement No. 34, MVHS is required to present some of its governmental funds as major funds based upon certain criteria. The major funds presented in the supplementary information for the funds statements of the component unit include the following:

Operational Fund (11000) – To account for the primary revenues and expenditures of MVHS, including, but not limited to, student instruction, student support, instructional support, general administration, school administration, central services, and operations and maintenance of plant. Revenues come from district tax levy, state equalization, and other local, state, and federal sources. This fund is considered by PED to be a sub-fund of the General Fund. No minimum balance required according to legislation.

Instructional Materials Fund (14000) – To account for funding designated for instructional materials purchases as authorized by Sections 22-15-1 through 22-15-14, NMSA, 1978 for the purposes of purchasing instructional materials (books, manuals, periodicals, etc.) used in the education of students. This is considered by PED to be a sub-fund of the General Fund. No minimum balance required according to legislation.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 21 **Component Units (Continued)**

Moreno Valley High School (Continued)

A. *Financial Statement Presentation*

Private Direct Grants (29102) – To account for local grants awarded to provide additional funding for specific projects. No minimum balance required according to legislation.

Capital Improvements SB-9 (Local) – (31701) – To account for erecting, remodeling, making additions to, and furnishing of school buildings, or purchasing or improving school grounds or any combination thereof, as identified by the local school board. Financing is provided by a special tax levy as authorized by the Public School District Capital Improvements Act. (22-25-1 to 22-25-10 NMSA 1978).

Education Technology Equipment Act (31900) – To account for State funding to promote the comprehensive integration of advanced technologies in education settings, through the conduct of technical assistance, professional development, information and resource dissemination, and collaboration activities. No minimum balance required according to legislation.

B. *Revenues*

State Equalization Guarantee: MVHS received \$677,914 in state equalization guarantee distributions during the year ended June 30, 2018.

Instructional Materials: Allocations received by MVHS from the State for the year ended June 30, 2018 totaled \$1,483.

SB-9 State Match: MVHS received \$1,910 in state SB-9 matching during the year ended June 30, 2018.

Public School Capital Outlay: Awards for rent assistance totaled \$39,389 during the year ended June 30, 2018 for MVHS.

Tax Revenues: In the year ended June 30, 2018, MVHS collected \$105,185 in property taxes.

C. *Cash and Temporary Investments*

Deposits: New Mexico state statutes require collateral pledged for deposits in excess of the federal deposit insurance to be delivered, or a joint safekeeping receipt be issued, to MVHS for at least one half of the amount on deposit with the institution in excess of federal deposit insurance. The schedule listed below will meet the State of New Mexico Office of the State Auditor's requirements in reporting the insured portion of the deposits.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 21 Component Units (Continued)

Moreno Valley High School (Continued)

C. Cash and Temporary Investments (Continued)

	International Bank	Washington Federal	Total
Total amounts of deposits	\$ 447,894	\$ 19,200	\$ 467,094
FDIC coverage	250,000	19,200	269,200
Total uninsured public funds	197,894	-	197,894
Collateral requirement (50% of uninsured public funds)	98,947	-	98,947
Pledged security	139,036	-	139,036
Total over (under) collateralized	<u>\$ 40,089</u>	<u>\$ -</u>	<u>\$ 40,089</u>

Funds are maintained in non-interest bearing accounts in both financial institutions.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure the government’s deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk, other than following state statutes as put forth in the Public Money Act (Section 6-10-1 to 6-10-63, NMSA 1978).

Deposits – The risk exists when a portion of MVHS’s deposits are not covered by depository insurance and are:

1. Uncollateralized;
2. Collateralized with securities held by the pledging financial institution; or
3. Collateralized with securities held by the pledging financial institution’s trust department or agent but not in the depositor’s (MVHS’s) name.

At June 30, 2018, \$85,140 of MVHS’ bank balance of \$349,214 was exposed to custodial credit risk as it was uninsured and the collateral was not held in MVHS’ name.

The carrying amount of deposits and investments shown above are included in MVHS’ Statement of Net Position as follows:

Reconciliation to Statement of Net Position	
Governmental Funds - Balance Sheet	
Cash and cash equivalents per Statement E-1	\$ 413,723
Statement of Fiduciary Net Position - cash per Statement E-10	19,200
Total per financial statements	<u>432,923</u>
Less: cash on hand	(50)
Add outstanding checks and other reconciling items	<u>34,221</u>
Bank balance of deposits	<u>\$ 467,094</u>

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 21 Component Units (Continued)

Moreno Valley High School (Continued)

D. Receivables

Receivables for MVHS as of June 30, 2018 related to taxes due to Capital Improvements SB-9 (Local) (31701) in the amount of \$18,132.

The above receivables are deemed 100% collectible. In Accordance with GASB No. 33, property tax revenues in the amount of \$14,510 were not collected within the period of availability.

E. Interfund Receivables, Payables, and Transfers

At June 30, 2018, MVHS' had no Interfund receivables, payable, or transfers.

F. Capital Assets

A summary of MVHS' capital assets and changes occurring during the year ended June 30, 2018 follow:

Capital assets used in governmental activities:	Balance June 30, 2017	Additions	Deletions	Adjustments	Balance June 30, 2018
Capital assets being depreciated:					
Buildings and building improvements	\$ 1,775,624	\$ -	\$ (15,322)	\$ (1,760,302)	\$ -
Furniture, fixtures, and equipment	103,951	-	(31,117)	-	72,834
Total capital assets being depreciated	<u>1,879,575</u>	<u>-</u>	<u>(46,439)</u>	<u>(1,760,302)</u>	<u>72,834</u>
Less accumulated depreciation:					
Buildings and building improvements	310,760	-	(13,709)	(297,051)	-
Furniture, fixtures, and equipment	103,951	-	(31,117)	-	72,834
Total accumulated depreciation	<u>414,711</u>	<u>-</u>	<u>(44,826)</u>	<u>(297,051)</u>	<u>72,834</u>
Total capital assets, net of depreciation	<u>\$ 1,464,864</u>	<u>\$ -</u>	<u>\$ (1,613)</u>	<u>\$ (1,463,251)</u>	<u>\$ -</u>

There was no depreciation expense for the year ended June 30, 2018 as all assets are fully depreciated.

The Schedule of Capital Assets Used by Source and the Schedule of Changes in Capital Assets by Function and Activity have not been prepared because the detailed information is unavailable.

G. Other Required Individual Fund Disclosures

1. Deficit fund balance of individual funds. MVHS had no funds reporting a deficit fund balance at June 30, 2018.
2. Excess of expenditures over appropriations. MVHS had no excess expenditures at June 30, 2018.
3. Cash appropriations in excess of available cash balance. For the year ended June 30, 2018, MVHS had no cash appropriations in excess of available cash balances.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 21 **Component Units (Continued)**

Moreno Valley High School (Continued)

H. Unavailable Revenues

MVHS had \$14,510 of property taxes which weren't collected within the period of availability. As such, the amount is recorded as a receivable and a deferred inflow of resources in the funds statements; however, for the government-wide statements the amounts are recorded as a receivable and revenue.

I. Restatement – Change in Accounting Principle

During the year ended June 30, 2018, there was a restatement in MVHS' financial statements due to the implementation of GASB 75 resulting in a reduction in net position in the amount of \$525,329. This includes the MVHS' proportionate share of the beginning net OPEB liability of \$534,298 less the 2017 contributions to the pension plan in the amount of \$8,969.

J. Prior Period Adjustment

During the year ended June 30, 2018, there was a prior period adjustment to MVHS' capital assets resulting in a decrease in net position in the amount of \$1,463,251. The school built for Moreno Valley High School was being carried on the School's fixed assets listing and is being adjusted to the District's listing which is the proper location for it.

Moreno Valley Education Foundation – Component Unit of Moreno Valley High School

Moreno Valley Education Foundation (Foundation) is a separate but affiliated, self-sustaining, not-for-profit organization. The Foundation was established to provide support for Moreno Valley High School and to promote, sponsor, and carry out charitable and related activities for Moreno Valley High School. It is governed by an independent board of volunteers. The Foundation is considered to be a component unit of the Moreno Valley High School because the purpose of the Foundation is to exclusively, or almost exclusively, benefit the District and MVHS by soliciting contributions and managing the funds.

The following are summarized details for the Foundation's balances and transactions as of June 30, 2018 and for the year then ended:

A. Cash and Temporary Investments

The Foundation's cash accounts are held in noninterest-bearing demand checking account at a local financial institution with a carrying amount of \$97,221 at June 30, 2018.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure the Foundation's deposits may not be returned to it. All of the Foundation's accounts are at an insured depository institution insured by the FDIC up to the maximum deposit insurance amount of \$250,000 for demand deposit accounts. At June 30, 2018, the Foundation had no uninsured cash deposits.

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2018

NOTE 21 **Component Units (Continued)**

Moreno Valley Education Foundation (Continued)

B. Capital Assets

A summary of the Foundation's capital assets and changes occurring during the year ended June 30, 2018 follow:

	Balance				Balance
Capital assets used in governmental activities:	June 30, 2017	Additions	Deletions	Adjustments	June 30, 2018
Capital assets not being depreciated:					
Land	\$ 151,920	\$ -	\$ -	\$ -	\$ 151,920
Total capital assets not being depreciated	<u>151,920</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>151,920</u>
Capital assets being depreciated:					
Furniture, fixtures, and equipment	41,696	-	-	-	41,696
Total capital assets being depreciated	<u>41,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,696</u>
Less accumulated depreciation:					
Furniture, fixtures, and equipment	41,696	-	-	-	41,696
Total accumulated depreciation	<u>41,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,696</u>
Total capital assets, net of depreciation	<u>\$ 151,920</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 151,920</u>

The Foundation's capital assets are completely depreciated, as such there is no depreciation for the year.

The Schedule of Capital Assets Used by Source and the Schedule of Changes in Capital Assets by Function and Activity have not been prepared because the detailed information is unavailable.

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REQUIRED SUPPLEMENTARY INFORMATION

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
EDUCATIONAL RETIREMENT BOARD (ERB) PLAN
LAST 10 FISCAL YEARS*
JUNE 30, 2018

Schedule I

Primary Government: Cimarron Municipal School District No. 3

Fiscal Year Ended June 30,	Measurement Date - Year Ended June 30,	District's Proportion of the Net Pension Liability (NPL)	District's Proportionate Share of the NPL	District's Covered-Employee Payroll	District's Proportionate Share of the NPL as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2018	2017	0.09587%	\$ 10,654,482	\$ 2,730,075	390.26%	52.95%
2017	2016	0.09403%	\$ 6,766,806	\$ 2,684,101	252.11%	61.58%
2016	2015	0.09209%	\$ 5,964,915	\$ 2,617,732	227.87%	63.97%
2015	2014	0.09349%	\$ 5,334,279	\$ 2,577,459	206.96%	66.54%

Component Unit: Moreno Valley High School

Fiscal Year Ended June 30,	Measurement Date - Year Ended June 30,	MVHS' Proportion of the Net Pension Liability (NPL)	MVHS' Proportionate Share of the NPL	MVHS' Covered-Employee Payroll	MVHS' Proportionate Share of the NPL as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2018	2017	0.01606%	\$ 1,784,823	\$ 456,739	390.78%	52.95%
2017	2016	0.01761%	\$ 1,267,292	\$ 539,390	234.95%	61.58%
2016	2015	0.01897%	\$ 1,228,737	\$ 566,253	216.99%	63.97%
2015	2014	0.02054%	\$ 1,171,949	\$ 554,162	211.48%	66.54%

* Governmental Accounting Standards Board Statement No. 68 requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for the District is not available prior to fiscal year 2015, the year the statement's requirements became effective.

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF PENSION CONTRIBUTIONS
EDUCATIONAL RETIREMENT BOARD (ERB) PLAN
LAST 10 FISCAL YEARS*
JUNE 30, 2018

Schedule II

Primary Government: Cimarron Municipal School District No. 3

Fiscal Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	District's Covered- Employee Payroll	Contributions as a Percentage of Covered- Employee Payroll
2018	\$ 413,661	\$ 413,661	\$ -	\$ 2,970,833	13.92%
2017	\$ 378,353	\$ 378,353	\$ -	\$ 2,730,075	13.86%
2016	\$ 373,090	\$ 373,090	\$ -	\$ 2,684,101	13.90%
2015	\$ 363,865	\$ 363,865	\$ -	\$ 2,617,732	13.90%

Component Unit: Moreno Valley High School

Fiscal Year Ended June 30,	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	MVHS' Covered- Employee Payroll	Contributions as a Percentage of Covered- Employee Payroll
2018	\$ 51,415	\$ 51,415	\$ -	\$ 369,984	13.90%
2017	\$ 63,857	\$ 63,857	\$ -	\$ 456,739	13.98%
2016	\$ 74,975	\$ 74,975	\$ -	\$ 539,390	13.90%
2015	\$ 74,462	\$ 74,462	\$ -	\$ 566,253	13.15%

* Governmental Accounting Standards Board Statement No. 68 requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for the District is not available prior to fiscal year 2015, the year the statement's requirements became effective.

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
EDUCATIONAL RETIREMENT BOARD (ERB) PLAN
JUNE 30, 2018

Changes in benefit provisions. There were no modifications to the benefit provisions that were reflected in the actuarial valuation as of June 30, 2017.

Changes in assumptions and methods. Actuarial assumptions and methods are set by the Board of Trustee, based upon recommendations made by the Plan's actuary. The Board adopted new assumptions on April 21, 2017 in conjunction with the six-year actuarial experience study period ending June 30, 2016. At that time, The Board adopted a number of economic assumption changes, including a decrease in the inflation assumption from 3.00% to 2.50%. The 0.50% decrease in the inflation assumption also led to decreases in the nominal investment return assumption from 7.75% to 7.25%, the assumed annual wage inflation rate from 3.75% to 3.25%, the payroll growth assumption from 3.50% to 3.00%, and the annual assumed COLA from 2.00% to 1.90%.

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF PROPORTIONATE SHARE OF THE
NET OTHER POST-EMPLOYMENT BENEFITS (OPEB)
RETIREE HEALTH CARE AUTHORITY (RHCA)
LAST 10 FISCAL YEARS*
JUNE 30, 2018

Schedule III

Primary Government: Cimarron Municipal School District No. 3

Fiscal Year Ended June 30,	Measurement Date - Year Ended June 30,	District's Proportion of the Net OPEB Liability	District's Proportionate Share of the Net OPEB Liability	District's Covered-Employee Payroll	District's Proportionate Share of the Net OPEB Liability as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
2018	2017	0.03044%	\$ 2,822,326	\$ 2,673,584	105.56%	11.34%

Component Unit: Moreno Valley High School

Fiscal Year Ended June 30,	Measurement Date - Year Ended June 30,	MVHS' Proportion of the Net OPEB Liability	MVHS' Proportionate Share of the Net OPEB Liability	MVHS' Covered-Employee Payroll	MVHS' Proportionate Share of the Net OPEB Liability as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
2018	2017	0.00977%	\$ 442,744	\$ 448,423	98.73%	11.34%

* Governmental Accounting Standards Board Statement No. 75 requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for the District is not available prior to fiscal year 2018, the year the statement's requirements became effective.

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF OTHER POST-EMPLOYMENT BENEFITS (OPEB) CONTRIBUTIONS
RETIREE HEALTH CARE AUTHORITY (RHCA)
LAST 10 FISCAL YEARS*
JUNE 30, 2018

Schedule IV

Primary Government: Cimarron Municipal School District No. 3

Fiscal Year Ended June 30,	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	District's covered- employee payroll	Contributions as a percentage of covered- employee payroll
2018	58,987	\$ 58,987	\$ -	\$ 2,951,013	2.00%

Component Unit: Moreno Valley High School

Fiscal Year Ended June 30,	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	MVHS' covered- employee payroll	Contributions as a percentage of covered- employee payroll
2018	7,398	\$ 7,398	\$ -	\$ 369,884	2.00%

* Governmental Accounting Standards Board Statement No. 75 requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for the District is not available prior to fiscal year 2018, the year the statement's requirements became effective.

The accompanying notes are an integral part of these financial statements.

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SUPPLEMENTARY INFORMATION

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NONMAJOR GOVERNMENTAL FUNDS

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2018

Statement A-1

	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	TOTAL
ASSETS				
<i>Current assets:</i>				
Cash and temporary investments	\$ 178,659	\$ 1,677	\$ 388,711	\$ 569,047
Accounts receivable				
Taxes	-	27,307	72,720	100,027
Due from other governments	121,738	-	-	121,738
Interfund receivables	-	-	-	-
Inventory	2,494	-	-	2,494
<i>Total assets</i>	<u>\$ 302,891</u>	<u>\$ 28,984</u>	<u>\$ 461,431</u>	<u>\$ 793,306</u>
LIABILITIES				
<i>Current liabilities:</i>				
Accounts payable	\$ 17,979	\$ -	\$ -	\$ 17,979
Accrued payroll liabilities	26,951	-	-	26,951
Interfund payables	82,545	-	-	82,545
Unearned revenue	51,394	-	-	51,394
<i>Total liabilities</i>	<u>178,869</u>	<u>-</u>	<u>-</u>	<u>178,869</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenues - property taxes	-	27,295	58,076	85,371
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>27,295</u>	<u>58,076</u>	<u>85,371</u>
FUND BALANCES				
Nonspendable	2,494	-	-	2,494
Restricted for:				
Grant mandates	69,627	-	-	69,627
Capital projects	-	473	-	473
Debt service	-	-	-	-
Assigned	51,901	1,216	403,355	456,472
Unassigned	-	-	-	-
<i>Total fund balances</i>	<u>124,022</u>	<u>1,689</u>	<u>403,355</u>	<u>529,066</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 302,891</u>	<u>\$ 28,984</u>	<u>\$ 461,431</u>	<u>\$ 793,306</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

Statement A-2

	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	TOTAL
<i>Revenues:</i>				
Property taxes	\$ -	\$ 478	\$ 336,179	\$ 336,657
Oil and gas taxes	-	-	32,568	32,568
State grants	56,707	-	-	56,707
Federal grants	660,325	-	-	660,325
Miscellaneous	18,820	-	-	18,820
Charges for services	51,623	-	-	51,623
Investment income	323	-	3,052	3,375
<i>Total revenues</i>	<u>787,798</u>	<u>478</u>	<u>371,799</u>	<u>1,160,075</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	303,145	-	-	303,145
Support services				
Students	79,124	-	-	79,124
Instruction	76,158	-	-	76,158
General administration	-	5	3,791	3,796
School administration	15,273	-	-	15,273
Central services	13,898	-	-	13,898
Operation & maintenance of plant	-	-	-	-
Student transportation	-	-	-	-
Other support services	-	-	-	-
Food services operations	311,556	-	-	311,556
Community services	-	-	-	-
Capital outlay	-	-	268	268
Debt service				
Principal	-	-	650,000	650,000
Interest	-	-	28,500	28,500
<i>Total expenditures</i>	<u>799,154</u>	<u>5</u>	<u>682,559</u>	<u>1,481,718</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(11,356)</u>	<u>473</u>	<u>(310,760)</u>	<u>(321,643)</u>
<i>Net changes in fund balances</i>	<u>(11,356)</u>	<u>473</u>	<u>(310,760)</u>	<u>(321,643)</u>
<i>Fund balances - beginning of year</i>	135,378	1,216	756,355	892,949
<i>Prior period adjustment</i>	-	-	(42,240)	(42,240)
<i>Adjusted fund balances - beginning of year</i>	<u>135,378</u>	<u>1,216</u>	<u>714,115</u>	<u>850,709</u>
<i>Fund balances - end of year</i>	<u>\$ 124,022</u>	<u>\$ 1,689</u>	<u>\$ 403,355</u>	<u>\$ 529,066</u>

The accompanying notes are an integral part of these financial statements.

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SPECIAL REVENUE FUNDS

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SPECIAL REVENUE FUNDS DESCRIPTIONS
JUNE 30, 2018

The Special Revenue Funds are used to account for Federal, State and Local funded grants. These grants are awarded to the District with the purpose of accomplishing specific educational tasks. Special Revenue Funds include:

Primary Government

Food Services (21000) - This fund is utilized to account for Federal and Local sources of income relating to the food service programs. The Food Service Fund is segregated into two categories, one being the Federal funds and the other being Non-Federal funds. Federal funds consist of National School Lunch Program, which is administered by the State of New Mexico for the purpose of making breakfast and lunch available to all school children and to encourage the domestic consumption of agricultural commodities and other food components. Authority for the creation of this fund is NMSA 22-13-13. No minimum balance required according to legislation.

Athletics (22000) – This fund is used to account for fees generated at athletic activities throughout the School District. The gate receipts are obtained from the general public and are expended in this fund. The authority for creation of this fund is 6.20.2 NMAC. No minimum balance required according to legislation.

Title I IASA (24101) This fund is used to account for the major objectives of the Title I programs are to provide supplemental educational opportunity for academically disadvantaged children in the area of residing. Campuses are identified for program participation by the percentage of students on free or reduced price lunches. Any school with a free and reduced price lunch percentage that is equal to or greater than the total district percentage becomes eligible for program participation. Any student whose test scores fall below District established criteria and who is attending a Title I campus is eligible to receive Title I services. Poverty is the criteria that identify a campus; educational need determines the students to be served. Federal revenues accounted for in this fund are allocated to the District through the New Mexico Department of Education. Authority for creation of this fund is Part A of Chapter I of Title I of Elementary and Secondary Education Act (ESEA) of 1965, as amended, Public Law 103-383. No minimum balance required according to legislation.

IDEA-B Entitlement (24106) – To account for a program funded by a Federal grant to assist the District in providing free appropriate public education to all handicapped children. Funding authorized by Individuals with Disabilities Education Act, Part B, Section 611-620, as amended, Public Laws 91-230, 93-380, 94-142, 98-199, 99-457, 100,639, and 101-476, 20 U.S.C. 1411-1420. No minimum balance required according to legislation.

IDEA-B Preschool (24109) – The objective of the Assistance to States for the Education of Handicapped Children Program is to assist in providing free, appropriate public education to all handicapped children from ages three to five. Federal revenues accounted for in this fund are allocated to the District through the New Mexico Department of Children, Youth and Families. Authority for creation of this fund is Public Law 105-17. No minimum balance required according to legislation.

Fresh Fruits and Vegetables (24118) – To assist States, through cash grants, in providing free fresh fruits and vegetables to school children in designated participating schools beginning in school year 2004/2005. Authorized by National School Lunch Act, as amended, 42 U.S.C. 1769. No minimum balance required according to legislation.

IDEA-B Results Plan (24132) – This account is to support the individual school site's Education Plan for Student Success, or areas in need of improvement as identified through an instructional audit. This is a pilot program for the New Mexico Real Results program required by US Dept. of Education of Special Education Programs. Authority for creation of this fund is the NMPED. No minimum balance required according to legislation.

Teacher/Principal Training & Recruiting (24154) – To improve the skills of teachers and the quality of instruction in mathematics and science, and also to increase the accessibility of such instruction to all students. No minimum balance required according to legislation.

Title XIX Medicaid 3/21 Years (25153) – To provide school-based screening, diagnostic services and other related health services and administrative activities in conformance with the approved Medicaid State Plan in order to improve health and developmental outcomes for children. (P.L. 105-33) No minimum balance required according to legislation.

Rural Education Achievement Program (25233) – To account for funds received under the Small Rural School Achievement Program to enhance education. No minimum balance required according to legislation.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SPECIAL REVENUE FUNDS DESCRIPTIONS
JUNE 30, 2018

Turner Foundation (26156) – The purpose of this grant is to enhance the curriculum by utilizing nontraditional teaching methods (real life learning). No minimum balance required.

A Plus for Energy (26179) – To assist high school lab based science courses in the study of energy resources. No minimum balance required.

Dual Credit Instructional Materials (27103) – To purchase college textbooks for students who dual enroll in college credited courses while still attending high school. No minimum balance required according to legislation.

2012 GO Bonds Student Library Fund (SB66) (27107) – Funds used to purchase library books and library supplies for all school sites. Program is authorized by state statute. No minimum balance required according to legislation.

PreK Initiative (27149) – The Pre-K Initiative program provides high-quality early childhood services (in accordance with the NM Pre-K standards) to four year old children in need. Authorized through 32A-23-1 NMSA 1978. No minimum balance required according to legislation.

Teachers “hard to staff” Stipends (27195) – Funding for stipends for teachers in hard to staff areas as specified by legislation for STEM/hard-to-staff teacher recruitment and/or retention stipends. These teacher stipends are \$5,000 per teacher and may only be awarded to teachers who have met the award criteria. Authorization for this stipend is NMPED. No minimum balance required according to legislation.

Private Direct Grants (29102) – To account for local grants awarded to provide additional funding for specific projects. No minimum balance required according to legislation.

MORENO VALLEY HIGH SCHOOL

Component Unit

IDEA-B Entitlement (24106) – To account for a program funded by a Federal grant to assist the District in providing free appropriate public education to all handicapped children. Funding authorized by Individuals with Disabilities Education Act, Part B, Section 611-620, as amended, Public Laws 91-230, 93-380, 94-142, 98-199, 99-457, 100,639, and 101-476, 20 U.S.C. 1411-1420. No minimum balance required according to legislation.

2012 GO Bonds Student Library Fund (SB66) (27107) – Funds used to purchase library books and library supplies for all school sites. Program is authorized by state statute. No minimum balance required according to legislation.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2018

Statement B-1

	Food Services 21000	Athletics 22000	Title I IASA 24101	IDEA-B Entitlement 24106	IDEA-B Preschool 24109
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 50,440	\$ 21,379	\$ 27,686	\$ 6,219	\$ 457
Accounts receivable					
Taxes	-	-	-	-	-
Due from other governments	-	-	25,673	48,144	3,199
Interfund receivables	-	-	-	-	-
Inventory	2,494	-	-	-	-
<i>Total assets</i>	<u>\$ 52,934</u>	<u>\$ 21,379</u>	<u>\$ 53,359</u>	<u>\$ 54,363</u>	<u>\$ 3,656</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ 17,979	\$ -	\$ -	\$ -	\$ -
Accrued payroll liabilities	2,809	-	4,594	6,223	456
Interfund payables	-	-	-	45,511	3,200
Unearned revenue	-	-	48,765	2,629	-
<i>Total liabilities</i>	<u>20,788</u>	<u>-</u>	<u>53,359</u>	<u>54,363</u>	<u>3,656</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	-	-	-	-	-
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES					
Nonspendable	2,494	-	-	-	-
Restricted for:					
Grant mandates	-	-	-	-	-
Capital projects	-	-	-	-	-
Debt service	-	-	-	-	-
Assigned	29,652	21,379	-	-	-
Unassigned	-	-	-	-	-
<i>Total fund balances</i>	<u>32,146</u>	<u>21,379</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 52,934</u>	<u>\$ 21,379</u>	<u>\$ 53,359</u>	<u>\$ 54,363</u>	<u>\$ 3,656</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2018

Statement B-1

	Fresh Fruits and Vegetables 24118	IDEA-B Results Plan 24132	Teacher/Principal Training & Recruiting 24154	Title XIX Medicaid 3/21 Years 25153	Rural Education Achievement Program 25233
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 3	\$ 1,786	\$ 645	\$ 5,503	\$ 1,134
Accounts receivable					
Taxes	-	-	-	-	-
Due from other governments	892	19,563	3,142	-	-
Interfund receivables	-	-	-	-	-
Inventory	-	-	-	-	-
<i>Total assets</i>	<u>\$ 895</u>	<u>\$ 21,349</u>	<u>\$ 3,787</u>	<u>\$ 5,503</u>	<u>\$ 1,134</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued payroll liabilities	-	1,784	642	5,503	1,134
Interfund payables	895	19,565	3,145	-	-
Unearned revenue	-	-	-	-	-
<i>Total liabilities</i>	<u>895</u>	<u>21,349</u>	<u>3,787</u>	<u>5,503</u>	<u>1,134</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	-	-	-	-	-
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted for:					
Grant mandates	-	-	-	-	-
Capital projects	-	-	-	-	-
Debt service	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
<i>Total fund balances</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 895</u>	<u>\$ 21,349</u>	<u>\$ 3,787</u>	<u>\$ 5,503</u>	<u>\$ 1,134</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2018

Statement B-1

	Turner Foundation 26156	A Plus for Energy 26179	Dual Credit Instructional Materials 27103	2012 GO Bond Student Library Fund (SB66) 27107	PreK Initiative 27149
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 16,774	\$ 870	\$ -	\$ -	\$ 3,910
Accounts receivable					
Taxes	-	-	-	-	-
Due from other governments	-	-	129	-	9,996
Interfund receivables	-	-	-	-	-
Inventory	-	-	-	-	-
<i>Total assets</i>	<u>\$ 16,774</u>	<u>\$ 870</u>	<u>\$ 129</u>	<u>\$ -</u>	<u>\$ 13,906</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued payroll liabilities	-	-	-	-	3,806
Interfund payables	-	-	129	-	10,100
Unearned revenue	-	-	-	-	-
<i>Total liabilities</i>	<u>-</u>	<u>-</u>	<u>129</u>	<u>-</u>	<u>13,906</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	-	-	-	-	-
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted for:					
Grant mandates	16,774	-	-	-	-
Capital projects	-	-	-	-	-
Debt service	-	-	-	-	-
Assigned	-	870	-	-	-
Unassigned	-	-	-	-	-
<i>Total fund balances</i>	<u>16,774</u>	<u>870</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 16,774</u>	<u>\$ 870</u>	<u>\$ 129</u>	<u>\$ -</u>	<u>\$ 13,906</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2018

Statement B-1

	Teachers "hard to staff" Stipends 27195	Private Direct Grants 29102	Total
ASSETS			
<i>Current assets:</i>			
Cash and temporary investments	\$ -	\$ 41,853	\$ 178,659
Accounts receivable			-
Taxes	-	-	-
Due from other governments	-	11,000	121,738
Interfund receivables	-	-	-
Inventory	-	-	2,494
	<u>\$ -</u>	<u>\$ 52,853</u>	<u>\$ 302,891</u>
<i>Total assets</i>			
LIABILITIES			
<i>Current liabilities:</i>			
Accounts payable	\$ -	\$ -	\$ 17,979
Accrued payroll liabilities	-	-	26,951
Interfund payables	-	-	82,545
Unearned revenue	-	-	51,394
	<u>-</u>	<u>-</u>	<u>178,869</u>
<i>Total liabilities</i>			
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenues - property taxes	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total deferred inflows of resources</i>			
FUND BALANCES			
Nonspendable	-	-	2,494
Restricted for:			
Grant mandates	-	52,853	69,627
Capital projects	-	-	-
Debt service	-	-	-
Assigned	-	-	51,901
Unassigned	-	-	-
	<u>-</u>	<u>52,853</u>	<u>124,022</u>
<i>Total fund balances</i>			
<i>Total liabilities, deferred inflows of resources, and fund balances</i>			
	<u>\$ -</u>	<u>\$ 52,853</u>	<u>\$ 302,891</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

Statement B-2

	Food Services 21000	Athletics 22000	Title I IASA 24101	IDEA-B Entitlement 24106	IDEA-B Preschool 24109
<i>Revenues:</i>					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-	-	-
State grants	1,515	-	-	-	-
Federal grants	249,149	-	83,020	129,884	11,117
Miscellaneous	120	-	-	-	-
Charges for services	34,660	16,963	-	-	-
Investment income	323	-	-	-	-
<i>Total revenues</i>	<u>285,767</u>	<u>16,963</u>	<u>83,020</u>	<u>129,884</u>	<u>11,117</u>
<i>Expenditures:</i>					
<i>Current:</i>					
Instruction	-	13,072	20,805	91,796	11,117
Support services					
Students	-	-	-	24,190	-
Instruction	-	-	59,116	-	-
General administration	-	-	-	-	-
School administration	-	-	3,099	-	-
Central services	-	-	-	13,898	-
Operation & maintenance of plant	-	-	-	-	-
Student transportation	-	-	-	-	-
Other support services	-	-	-	-	-
Food services operations	305,836	-	-	-	-
Community services	-	-	-	-	-
Capital outlay	-	-	-	-	-
Debt service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<i>Total expenditures</i>	<u>305,836</u>	<u>13,072</u>	<u>83,020</u>	<u>129,884</u>	<u>11,117</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(20,069)</u>	<u>3,891</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net changes in fund balances</i>	<u>(20,069)</u>	<u>3,891</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - beginning of year</i>	52,215	17,488	-	-	-
<i>Prior period adjustment</i>	-	-	-	-	-
<i>Adjusted fund balances - beginning of year</i>	<u>52,215</u>	<u>17,488</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - end of year</i>	<u>\$ 32,146</u>	<u>\$ 21,379</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

Statement B-2

	Fresh Fruits and Vegetables 24118	IDEA-B Results Plan 24132	Teacher/Principal Training & Recruiting 24154	Title XIX Medicaid 3/21 Years 25153	Rural Education Achievement Program 25233
<i>Revenues:</i>					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-	-	-
State grants	-	-	-	-	-
Federal grants	5,720	58,771	13,410	60,815	48,439
Miscellaneous	-	-	-	-	-
Charges for services	-	-	-	-	-
Investment income	-	-	-	-	-
<i>Total revenues</i>	<u>5,720</u>	<u>58,771</u>	<u>13,410</u>	<u>60,815</u>	<u>48,439</u>
<i>Expenditures:</i>					
<i>Current:</i>					
Instruction	-	58,771	13,410	-	29,230
Support services					
Students	-	-	-	48,641	6,293
Instruction	-	-	-	-	12,916
General administration	-	-	-	-	-
School administration	-	-	-	12,174	-
Central services	-	-	-	-	-
Operation & maintenance of plant	-	-	-	-	-
Student transportation	-	-	-	-	-
Other support services	-	-	-	-	-
Food services operations	5,720	-	-	-	-
Community services	-	-	-	-	-
Capital outlay	-	-	-	-	-
Debt service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<i>Total expenditures</i>	<u>5,720</u>	<u>58,771</u>	<u>13,410</u>	<u>60,815</u>	<u>48,439</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net changes in fund balances</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - beginning of year</i>	-	-	-	-	-
<i>Prior period adjustment</i>	-	-	-	-	-
<i>Adjusted fund balances - beginning of year</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

Statement B-2

	Turner Foundation 26156	A Plus for Energy 26179	Dual Credit Instructional Materials 27103	2012 GO Bond Student Library Fund (SB66) 27107	PreK Initiative 27149
<i>Revenues:</i>					
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-	-	-
State grants	-	-	857	4,126	44,135
Federal grants	-	-	-	-	-
Miscellaneous	7,700	-	-	-	-
Charges for services	-	-	-	-	-
Investment income	-	-	-	-	-
<i>Total revenues</i>	<u>7,700</u>	<u>-</u>	<u>857</u>	<u>4,126</u>	<u>44,135</u>
<i>Expenditures:</i>					
<i>Current:</i>					
Instruction	7,491	-	857	-	44,135
Support services					
Students	-	-	-	-	-
Instruction	-	-	-	4,126	-
General administration	-	-	-	-	-
School administration	-	-	-	-	-
Central services	-	-	-	-	-
Operation & maintenance of plant	-	-	-	-	-
Student transportation	-	-	-	-	-
Other support services	-	-	-	-	-
Food services operations	-	-	-	-	-
Community services	-	-	-	-	-
Capital outlay	-	-	-	-	-
Debt service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<i>Total expenditures</i>	<u>7,491</u>	<u>-</u>	<u>857</u>	<u>4,126</u>	<u>44,135</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>209</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net changes in fund balances</i>	<u>209</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - beginning of year</i>	16,565	870	-	-	-
<i>Prior period adjustment</i>	-	-	-	-	-
<i>Adjusted fund balances - beginning of year</i>	<u>16,565</u>	<u>870</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - end of year</i>	<u>\$ 16,774</u>	<u>\$ 870</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	Teachers "hard to staff" Stipends 27195	Private Direct Grants 29102	Total
<i>Revenues:</i>			
Property taxes	\$ -	\$ -	\$ -
Oil and gas taxes	-	-	-
State grants	6,074	-	56,707
Federal grants	-	-	660,325
Miscellaneous	-	11,000	18,820
Charges for services	-	-	51,623
Investment income	-	-	323
<i>Total revenues</i>	<u>6,074</u>	<u>11,000</u>	<u>787,798</u>
<i>Expenditures:</i>			
<i>Current:</i>			
Instruction	6,074	6,387	303,145
Support services			
Students	-	-	79,124
Instruction	-	-	76,158
General administration	-	-	-
School administration	-	-	15,273
Central services	-	-	13,898
Operation & maintenance of plant	-	-	-
Student transportation	-	-	-
Other support services	-	-	-
Food services operations	-	-	311,556
Community services	-	-	-
Capital outlay	-	-	-
Debt service			
Principal	-	-	-
Interest	-	-	-
<i>Total expenditures</i>	<u>6,074</u>	<u>6,387</u>	<u>799,154</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>-</u>	<u>4,613</u>	<u>(11,356)</u>
<i>Net changes in fund balances</i>	<u>-</u>	<u>4,613</u>	<u>(11,356)</u>
<i>Fund balances - beginning of year</i>	-	48,240	135,378
<i>Prior period adjustment</i>	-	-	-
<i>Adjusted fund balances - beginning of year</i>	<u>-</u>	<u>48,240</u>	<u>135,378</u>
<i>Fund balances - end of year</i>	<u>\$ -</u>	<u>\$ 52,853</u>	<u>\$ 124,022</u>

The accompanying notes are an integral part of these financial statements.

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CAPITAL PROJECTS FUNDS

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
CAPITAL PROJECTS FUNDS DESCRIPTIONS
JUNE 30, 2018

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Primary Government

Capital Improvements HB-33 (31600) – The fund provides financing for the purchase of equipment and capital improvements to School District property. Funding received from a 5 mill property tax levy and interest earned on investments, per House Bill 33. No minimum balance required according to legislation.

MORENO VALLEY HIGH SCHOOL

Component Unit

Public School Capital Outlay Capital Projects Fund (31200) is used to account for funding provided to the District by the State of New Mexico for capital improvement projects approved by the Public School Capital Outlay Council. Funding is authorized by NMAC 6.20.2 through the New Mexico Public Education Department. No minimum balance required according to legislation.

Capital Improvements SB-9 (State Match) – (31700) – To account for erecting, remodeling, making additions to, and furnishing of school buildings, or purchasing or improving school grounds or any combination thereof, as identified by the local school board. Financing is provided by the State of New Mexico’s State Equalization Matching. (22-25-1 to 22-25-10 NMSA 1978).

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR CAPITAL PROJECTS FUNDS
JUNE 30, 2018

Statement C-1

		Capital Improvements HB-33 31600
ASSETS		
<i>Current assets:</i>		
Cash and temporary investments	\$	1,677
Accounts receivable		
Taxes		27,307
Due from other governments		-
Interfund receivables		-
Inventory		-
		-
<i>Total assets</i>	\$	28,984
LIABILITIES		
<i>Current liabilities:</i>		
Accounts payable	\$	-
Accrued payroll liabilities		-
Interfund payables		-
Unearned revenue		-
		-
<i>Total liabilities</i>		-
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenues - property taxes		27,295
<i>Total deferred inflows of resources</i>		27,295
FUND BALANCES		
Nonspendable		-
Restricted for:		
Grant mandates		-
Capital projects		473
Debt service		-
Assigned		1,216
Unassigned		-
		-
<i>Total fund balances</i>		1,689
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	\$	28,984

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDING JUNE 30, 2018

	Capital Improvements HB-33 31600
<i>Revenues:</i>	
Property taxes	\$ 478
Oil and gas taxes	-
State grants	-
Federal grants	-
Miscellaneous	-
Charges for services	-
Investment income	-
<i>Total revenues</i>	478
<i>Expenditures:</i>	
<i>Current:</i>	
Instruction	-
Support services	
Students	-
Instruction	-
General administration	5
School administration	-
Central services	-
Operation & maintenance of plant	-
Student transportation	-
Other support services	-
Food services operations	-
Community services	-
Capital outlay	-
Debt service	
Principal	-
Interest	-
<i>Total expenditures</i>	5
<i>Excess (deficiency) of revenues over (under) expenditures</i>	473
<i>Net changes in fund balances</i>	473
<i>Fund balances - beginning of year</i>	1,216
<i>Prior period adjustment</i>	-
<i>Adjusted fund balances - beginning of year</i>	1,216
<i>Fund balances - end of year</i>	\$ 1,689

The accompanying notes are an integral part of these financial statements.

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DEBT SERVICE FUNDS

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
DEBT SERVICE FUNDS DESCRIPTIONS
JUNE 30, 2018

Debt Service Funds account for the services of general long-term debt not being financed by proprietary or nonexpendable trust funds.

Primary Government

Education Technology Debt Service Fund (43000) – The fund is to account for the debt repayments of the debt incurred through the Education Technology Equipment Act (Capital Projects Fund) (Section 6-15A-1 to 6-15A-16 NMSA 1978). No minimum balance required according to legislation.

MORENO VALLEY HIGH SCHOOL

Component Unit

None

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING BALANCE SHEET
NONMAJOR DEBT SERVICE FUNDS
JUNE 30, 2018

		Education Technology Debt Service 43000
ASSETS		
<i>Current assets:</i>		
Cash and temporary investments	\$	388,711
Accounts receivable		
Taxes		72,720
Due from other governments		-
Interfund receivables		-
Other		-
Inventory		-
		-
<i>Total assets</i>	\$	461,431
LIABILITIES		
<i>Current Liabilities:</i>		
Accounts payable	\$	-
Accrued payroll liabilities		-
Interfund payables		-
Unearned revenue		-
		-
<i>Total liabilities</i>		-
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenues - property taxes		58,076
<i>Total deferred inflows of resources</i>		58,076
FUND BALANCES		
Nonspendable		-
Restricted for:		
Grant mandates		-
Capital projects		-
Debt service		-
Assigned		403,355
Unassigned		-
		-
<i>Total fund balances</i>		403,355
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	\$	461,431

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR DEBT SERVICE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	Education Technology Debt Service <u>43000</u>
<i>Revenues:</i>	
Property taxes	\$ 336,179
Oil and gas taxes	32,568
State grants	-
Federal grants	-
Miscellaneous	-
Charges for services	-
Investment income	3,052
<i>Total revenues</i>	<u>371,799</u>
<i>Expenditures:</i>	
Current:	
Instruction	-
Support services	
Students	-
Instruction	-
General administration	3,791
School administration	-
Central services	-
Operation & maintenance of plant	-
Student transportation	-
Other support services	-
Food services operations	-
Community services	-
Capital outlay	268
Debt service	
Principal	650,000
Interest	28,500
<i>Total expenditures</i>	<u>682,559</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(310,760)</u>
<i>Net changes in fund balances</i>	<u>(310,760)</u>
<i>Fund balances - beginning of year</i>	756,355
<i>Prior period adjustment</i>	<u>(42,240)</u>
<i>Adjusted fund balances - beginning of year</i>	<u>714,115</u>
<i>Fund balances - end of year</i>	<u>\$ 445,595</u>

The accompanying notes are an integral part of these financial statements.

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COMPONENT UNITS

MORENO VALLEY HIGH SCHOOL

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
STATEMENT OF NET POSITION
JUNE 30, 2018

Statement E-1

	<u>Primary Government</u>	<u>Component Unit</u>	<u>Total</u>
	Governmental Activities	Moreno Valley Education Foundation	
ASSETS			
<i>Current assets:</i>			
Cash and cash equivalents	\$ 413,723	\$ 97,221	\$ 510,944
Receivables (net of allowance for uncollectibles)	18,132	-	18,132
<i>Total current assets</i>	<u>431,855</u>	<u>97,221</u>	<u>529,076</u>
<i>Noncurrent assets</i>			
Capital assets (net of accumulated depreciation):			
Land and land improvements	-	151,920	151,920
Furniture, fixtures and equipment	72,834	41,696	114,530
Less: accumulated depreciation	(72,834)	(41,696)	(114,530)
<i>Total noncurrent assets</i>	<u>-</u>	<u>151,920</u>	<u>151,920</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	575,644	-	575,644
Deferred outflows - other post-employment benefits	7,398	-	7,398
<i>Total deferred outflows</i>	<u>583,042</u>	<u>-</u>	<u>583,042</u>
<i>Total assets and deferred outflows of resources</i>	<u>\$ 1,014,897</u>	<u>\$ 249,141</u>	<u>\$ 1,264,038</u>
LIABILITIES			
<i>Current liabilities:</i>			
Accounts payable	\$ 5,396	\$ -	\$ 5,396
Accrued payroll liabilities	5,477	-	5,477
<i>Total current liabilities</i>	<u>10,873</u>	<u>-</u>	<u>10,873</u>
<i>Noncurrent liabilities:</i>			
Net pension liability	1,784,823	-	1,784,823
Net other post-employment benefits liability	442,744	-	442,744
<i>Total noncurrent liabilities</i>	<u>2,227,567</u>	<u>-</u>	<u>2,227,567</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	166,800	-	166,800
Deferred inflows - other post-employment benefits	100,767	-	100,767
<i>Total deferred inflows</i>	<u>267,567</u>	<u>-</u>	<u>267,567</u>
NET POSITION			
Invested in capital assets	-	151,920	151,920
Restricted for:			
Capital projects	250,921	-	250,921
Other purposes - special revenue	87,415	-	87,415
Unrestricted	(1,829,446)	97,221	(1,732,225)
<i>Total net position</i>	<u>(1,491,110)</u>	<u>249,141</u>	<u>(1,241,969)</u>
<i>Total liabilities, deferred inflows of resources, and net position</i>	<u>\$ 1,014,897</u>	<u>\$ 249,141</u>	<u>\$ 1,264,038</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
COMBINING BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

Statement E-3

	Major Funds				
	General Fund		Special Revenue	Capital Projects	
	Operational 11000	Instructional Materials 14000	Private Direct Grants 29102	Capital Improvements SB-9 (Local) 31701	Educational Technology Equipment Act 31900
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 87,784	\$ 5,735	\$ 87,415	\$ 134,285	\$ 98,504
Accounts receivable					
Taxes	-	-	-	18,132	-
<i>Total assets</i>	<u>\$ 87,784</u>	<u>\$ 5,735</u>	<u>\$ 87,415</u>	<u>\$ 152,417</u>	<u>\$ 98,504</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ 5,396	\$ -	\$ -	\$ -	\$ -
Accrued payroll liabilities	5,477	-	-	-	-
<i>Total liabilities</i>	<u>10,873</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	-	-	-	14,510	-
<i>Total deferred inflows of resources</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,510</u>	<u>-</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted for:					
Transportation	-	-	-	-	-
Instructional materials	-	1,766	-	-	-
Grant mandates	-	-	-	-	-
Capital projects	-	-	-	36,820	259
Debt service	-	-	-	-	-
Assigned	76,911	3,969	87,415	101,087	98,245
Unassigned	-	-	-	-	-
<i>Total fund balances</i>	<u>76,911</u>	<u>5,735</u>	<u>87,415</u>	<u>137,907</u>	<u>98,504</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 87,784</u>	<u>\$ 5,735</u>	<u>\$ 87,415</u>	<u>\$ 152,417</u>	<u>\$ 98,504</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
COMBINING BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

Statement E-3

	Non-major Funds				
	Total Major Funds	Special Revenue		Capital Projects	
		IDEA-B Entitlement 24106	2012 GO Bonds Student Library Fund (SB66) 27107	Educational Technology Equipment Grant 31200	Capital Improvements SB-9 (Local) 31700
ASSETS					
<i>Current assets:</i>					
Cash and temporary investments	\$ 413,723	\$ -	\$ -	\$ -	\$ -
Accounts receivable					
Taxes	18,132	-	-	-	-
<i>Total assets</i>	<u>\$ 431,855</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	\$ 5,396	\$ -	\$ -	\$ -	\$ -
Accrued payroll liabilities	5,477	-	-	-	-
<i>Total liabilities</i>	<u>10,873</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues - property taxes	14,510	-	-	-	-
<i>Total deferred inflows of resources</i>	<u>14,510</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES					
Nonspendable	-	-	-	-	-
Restricted for:					
Transportation	-	-	-	-	-
Instructional materials	1,766	-	-	-	-
Grant mandates	-	-	-	-	-
Capital projects	37,079	-	-	-	-
Debt service	-	-	-	-	-
Assigned	367,627	-	-	-	-
Unassigned	-	-	-	-	-
<i>Total fund balances</i>	<u>406,472</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	<u>\$ 431,855</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
COMBINING BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

Statement E-3

	Total Non-major Funds	Total Governmental Activities
ASSETS		
<i>Current assets:</i>		
Cash and temporary investments	\$ -	\$ 413,723
Accounts receivable		
Taxes	-	18,132
	-	18,132
<i>Total assets</i>	\$ -	\$ 431,855
LIABILITIES		
<i>Current liabilities:</i>		
Accounts payable	\$ -	\$ 5,396
Accrued payroll liabilities	-	5,477
	-	10,873
<i>Total liabilities</i>	-	10,873
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenues - property taxes	-	14,510
<i>Total deferred inflows of resources</i>	-	14,510
FUND BALANCES		
Nonspendable	-	-
Restricted for:		
Transportation	-	-
Instructional materials	-	1,766
Grant mandates	-	-
Capital projects	-	37,079
Debt service	-	-
Assigned	-	367,627
Unassigned	-	-
<i>Total fund balances</i>	-	406,472
<i>Total liabilities, deferred inflows of resources, and fund balances</i>	\$ -	\$ 431,855

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
GOVERNMENTAL FUNDS
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2018

Exhibit E-4

	Governmental Funds
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Total fund balances - governmental funds	\$ 406,472
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
The cost of capital assets is	72,834
Accumulated depreciation is	(72,834)
Revenues not collected within sixty days after year-end are considered "available" revenues and are shown as deferred revenues on the balance sheet.	
Delinquent property taxes	14,510
Deferred outflows and inflows of resources related to pensions are applicable to future periods and therefore, are not reported in governmental funds.	
Deferred outflows of resources - pensions	575,644
Deferred outflows of resources - other post-employment benefits	7,398
Deferred inflows of resources - pensions	(166,800)
Deferred inflows of resources - other post-employment benefits	(100,767)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in governmental funds. Long-term and other liabilities at year-end consist of:	
Net pension liability	(1,784,823)
Net other post-employment benefits liability	(442,744)
Total net position - governmental activities	\$ (1,491,110)

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
JUNE 30, 2018

Statement E-5

	Major Funds				
	General Fund		Special Revenue	Capital Projects	
	Operational 11000	Instructional Materials 14000	Private Direct Grants 29102	Capital Improvements SB-9 (Local) 31701	Educational Technology Equipment Act 31900
<i>Revenues:</i>					
<i>Taxes:</i>					
Property	\$ -	\$ -	\$ -	\$ 105,185	\$ -
State grants	677,914	1,483	-	-	-
Federal grants	-	-	-	-	-
Miscellaneous	6,764	-	156,220	-	-
Charges for services	5,757	-	-	-	-
<i>Total revenues</i>	<u>690,435</u>	<u>1,483</u>	<u>156,220</u>	<u>105,185</u>	<u>-</u>
<i>Expenditures:</i>					
<i>Current:</i>					
Instruction	358,242	3,717	24,090	-	-
Support services					
Students	19,955	-	44,715	-	-
Instruction	-	-	-	-	-
General administration	177,176	-	-	1,108	-
School administration	-	-	-	-	-
Central services	-	-	-	-	-
Operation & maintenance of plant	105,790	-	-	-	-
Capital outlay	-	-	-	76,098	29,166
<i>Total expenditures</i>	<u>661,163</u>	<u>3,717</u>	<u>68,805</u>	<u>77,206</u>	<u>29,166</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>29,272</u>	<u>(2,234)</u>	<u>87,415</u>	<u>27,979</u>	<u>(29,166)</u>
<i>Net changes in fund balances</i>	29,272	(2,234)	87,415	27,979	(29,166)
<i>Fund balances - beginning of year</i>	47,639	7,969	-	109,928	127,670
<i>Fund balances - end of year</i>	<u>\$ 76,911</u>	<u>\$ 5,735</u>	<u>\$ 87,415</u>	<u>\$ 137,907</u>	<u>\$ 98,504</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 JUNE 30, 2018

	Non-major Funds				
	Total Major Funds	Special Revenue		Capital Projects	
		IDEA-B Entitlement 24106	2012 GO Bonds Student Library Fund (SB66) 27107	Public School Capital Outlay 31200	Capital Improvements SB-9 (State Match) 31700
<i>Revenues:</i>					
Taxes:					
Property	\$ 105,185	\$ -	\$ -	\$ -	\$ -
State grants	679,397	-	443	39,389	1,910
Federal grants	-	13,898	-	-	-
Miscellaneous	162,984	-	-	-	-
Charges for services	5,757	-	-	-	-
<i>Total revenues</i>	<u>953,323</u>	<u>13,898</u>	<u>443</u>	<u>39,389</u>	<u>1,910</u>
<i>Expenditures:</i>					
Current:					
Instruction	386,049	13,898	-	-	-
Support services					
Students	64,670	-	-	-	-
Instruction	-	-	443	-	-
General administration	178,284	-	-	-	-
School administration	-	-	-	-	-
Central services	-	-	-	-	-
Operation & maintenance of plant	105,790	-	-	-	-
Capital outlay	105,264	-	-	39,389	1,910
<i>Total expenditures</i>	<u>840,057</u>	<u>13,898</u>	<u>443</u>	<u>39,389</u>	<u>1,910</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>113,266</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net changes in fund balances</i>	113,266	-	-	-	-
<i>Fund balances - beginning of year</i>	<u>293,206</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Fund balances - end of year</i>	<u>\$ 406,472</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 JUNE 30, 2018

	Total Non-major Funds	Total Governmental Activities
<i>Revenues:</i>		
Taxes:		
Property	\$ -	\$ 105,185
State grants	41,742	721,139
Federal grants	13,898	13,898
Miscellaneous	-	162,984
Charges for services	-	5,757
<i>Total revenues</i>	55,640	1,008,963
<i>Expenditures:</i>		
Current:		
Instruction	13,898	399,947
Support services		
Students	-	64,670
Instruction	443	443
General administration	-	178,284
School administration	-	-
Central services	-	-
Operation & maintenance of plant	-	105,790
Capital outlay	41,299	146,563
<i>Total expenditures</i>	55,640	895,697
<i>Excess (deficiency) of revenues over (under) expenditures</i>	-	113,266
<i>Net changes in fund balances</i>	-	113,266
<i>Fund balances - beginning of year</i>	-	293,206
<i>Fund balances - end of year</i>	\$ -	\$ 406,472

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

Exhibit E-6

	Governmental Funds
Amounts reported for governmental activities in the Statement of Activities are different because:	
Net change in fund balances - total governmental funds	\$ 113,266
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities. This is the amount by which depreciation exceeds capital outlays for the period.	
Loss on disposal of capital assets	(1,613)
Revenues not collected within 60 days after the fiscal year-end are not considered available revenues in the governmental funds. They are considered revenues in the Statement of Activities. The increase (decrease) in revenues receivable for the year end were:	
Unavailable revenue related to the property taxes receivable	10,360
Governmental funds report district pension contributions as expenditures. However, in the Statement of Activities, the pension benefits earned net of employee contributions is reported as pension expense.	
Difference between prior year pension contributions per entity and amount reported in the pension report	
Pension contributions - current year	51,415
Pension expense	(222,286)
Other post-employment benefits contributions - current year	7,398
Other post-employment benefits expense	(18,182)
Change in net position - total governmental activities	\$ (59,642)

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
OPERATIONAL FUND (11000)
FOR THE YEAR ENDING JUNE 30, 2018

	Budgeted Amounts		Actual	Variance
	Original Budget	Final Budget		
<i>Revenues:</i>				
Property taxes	\$ -	\$ -	\$ -	\$ -
State grants	667,527	677,913	677,914	1
Federal grants	-	-	-	-
Miscellaneous	-	-	6,764	6,764
Charges for services	-	-	5,757	5,757
Interest	-	-	-	-
<i>Total revenues</i>	<u>667,527</u>	<u>677,913</u>	<u>690,435</u>	<u>12,522</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	388,419	383,197	362,183	21,014
Support services				
Students	64,473	24,495	19,955	4,540
Instruction	-	-	-	-
General administration	166,488	182,340	177,176	5,164
School administration	-	-	-	-
Central services	-	-	-	-
Operation & maintenance of plant	88,152	127,886	103,188	24,698
Student transportation	-	-	-	-
Other support services	-	-	-	-
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>707,532</u>	<u>717,918</u>	<u>662,502</u>	<u>55,416</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(40,005)</u>	<u>(40,005)</u>	<u>27,933</u>	<u>67,938</u>
<i>Other financing sources (uses):</i>				
Designated cash	40,005	40,005	-	(40,005)
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>40,005</u>	<u>40,005</u>	<u>-</u>	<u>(40,005)</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>27,933</u>	<u>27,933</u>
<i>Cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>59,851</u>	<u>59,851</u>
Prior period adjustments	-	-	-	-
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>59,851</u>	<u>59,851</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 87,784</u>	<u>\$ 87,784</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ 27,933	
Adjustments to revenues			-	
Adjustments to expenditures			1,339	
Net change in fund balance (GAAP basis)			<u>\$ 29,272</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
INSTRUCTIONAL MATERIALS FUND (14000)
FOR THE YEAR ENDING JUNE 30, 2018

	Budgeted Amounts		Actual	Variance
	Original Budget	Final Budget		
<i>Revenues:</i>				
Property taxes	\$ -	\$ -	\$ -	\$ -
State grants	1,486	1,486	1,483	(3)
Federal grants	-	-	-	-
Miscellaneous	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	-	-
<i>Total revenues</i>	<u>1,486</u>	<u>1,486</u>	<u>1,483</u>	<u>(3)</u>
<i>Expenditures:</i>				
<i>Current:</i>				
Instruction	4,111	9,455	3,717	5,738
Support services				
Students	-	-	-	-
Instruction	-	-	-	-
General administration	-	-	-	-
School administration	-	-	-	-
Central services	-	-	-	-
Operation & maintenance of plant	-	-	-	-
Student transportation	-	-	-	-
Other support services	-	-	-	-
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>4,111</u>	<u>9,455</u>	<u>3,717</u>	<u>5,738</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>(2,625)</u>	<u>(7,969)</u>	<u>(2,234)</u>	<u>5,735</u>
<i>Other financing sources (uses):</i>				
Designated cash	2,625	7,969	-	(7,969)
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>2,625</u>	<u>7,969</u>	<u>-</u>	<u>(7,969)</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>(2,234)</u>	<u>(2,234)</u>
<i>Cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>7,969</u>	<u>7,969</u>
Prior period adjustments	-	-	-	-
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>7,969</u>	<u>7,969</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,735</u>	<u>\$ 5,735</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ (2,234)	
Adjustments to revenues			-	
Adjustments to expenditures			-	
Net change in fund balance (GAAP basis)			<u>\$ (2,234)</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
PRIVATE DIRECT GRANTS SPECIAL REVENUE FUND (29102)
FOR THE YEAR ENDING JUNE 30, 2018

	Budgeted Amounts		Actual	Variance
	Original Budget	Final Budget		
<i>Revenues:</i>				
Property taxes	\$ -	\$ -	\$ -	\$ -
State grants	-	-	-	-
Federal grants	-	-	-	-
Miscellaneous	-	156,220	156,220	-
Charges for services	-	-	-	-
Interest	-	-	-	-
<i>Total revenues</i>	<u>-</u>	<u>156,220</u>	<u>156,220</u>	<u>-</u>
<i>Expenditures:</i>				
Current:				
Instruction	-	65,805	24,090	41,715
Support services				
Students	-	90,415	44,715	45,700
Instruction	-	-	-	-
General administration	-	-	-	-
School administration	-	-	-	-
Central services	-	-	-	-
Operation & maintenance of plant	-	-	-	-
Student transportation	-	-	-	-
Other support services	-	-	-	-
Food services operations	-	-	-	-
Community services	-	-	-	-
Capital outlay	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
<i>Total expenditures</i>	<u>-</u>	<u>156,220</u>	<u>68,805</u>	<u>87,415</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>-</u>	<u>-</u>	<u>87,415</u>	<u>87,415</u>
<i>Other financing sources (uses):</i>				
Designated cash	-	-	-	-
Operating transfers	-	-	-	-
Proceeds from bond issues	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net change in fund balance</i>	<u>-</u>	<u>-</u>	<u>87,415</u>	<u>87,415</u>
<i>Cash or fund balance - beginning of year</i>	-	-	-	-
Prior period adjustments	-	-	-	-
<i>Adjusted cash or fund balance - beginning of year</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Cash or fund balance - end of year</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 87,415</u>	<u>\$ 87,415</u>
<i>Reconciliation to GAAP basis:</i>				
Net change in fund balance (cash basis)			\$ 87,415	
Adjustments to revenues			-	
Adjustments to expenditures			-	
Net change in fund balance (GAAP basis)			<u>\$ 87,415</u>	

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 MORENO VALLEY HIGH SCHOOL (COMPONENT UNIT)
 AGENCY FUNDS
 STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
 JUNE 30, 2018

Statement E-10

	Agency Funds
ASSETS	
<i>Current Assets</i>	
Cash	\$ 19,200
<i>Total assets</i>	\$ 19,200
 LIABILITIES	
<i>Current Liabilities</i>	
Deposits held in trust for others	\$ 19,200
<i>Total liabilities</i>	\$ 19,200

The accompanying notes are an integral part of these financial statements.

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MORENO VALLEY EDUCATION FOUNDATION

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 MORENO VALLEY EDUCATION FOUNDATION (COMPONENT UNIT)
 PROPRIETARY FUND
 STATEMENT OF NET POSITION
 JUNE 30, 2018

Statement F-1

	<u>Primary Government</u>
Assets	
<i>Current assets:</i>	
Cash and cash equivalents	\$ 97,221
<i>Total current assets</i>	<u>97,221</u>
 <i>Noncurrent assets:</i>	
Land	151,920
Equipment	41,696
Less: accumulated depreciation	<u>(41,696)</u>
<i>Total noncurrent assets</i>	<u>151,920</u>
 <i>Total assets</i>	 <u><u>\$ 249,141</u></u>
 Net Position	
Net investment in capital assets	\$ 151,920
Unrestricted	<u>97,221</u>
<i>Total net position</i>	<u>249,141</u>
 <i>Total liabilities and net position</i>	 <u><u>\$ 249,141</u></u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
 CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
 MORENO VALLEY EDUCATION FOUNDATION (COMPONENT UNIT)
 PROPRIETARY FUND
 STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION
 FOR THE YEAR ENDED JUNE 30, 2018

Statement F-2

	Primary Government
Operating Revenues	
Donations	\$ 2,000
<i>Total operating revenues</i>	2,000
Operating Expenses	
Insurance	930
Legal and professional	1,458
Miscellaneous	64
Athletic and Music Equipment	2,510
Professional development	4,103
Science classroom equipment	6,836
Theatre festival	1,379
<i>Total operating expenses</i>	17,280
Operating Income (Loss)	(15,280)
Net position - beginning of year	264,421
Net position, end of year	\$ 249,141

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
MORENO VALLEY EDUCATION FOUNDATION (COMPONENT UNIT)
PROPRIETARY FUND
STATEMENTS OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018

Statement F-3

	<u>Primary Government</u>
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash received from customers	\$ 2,000
Cash payments to vendors for goods and services	<u>(17,280)</u>
Net cash provided by (used in) operating activities	<u>(15,280)</u>
Net increase (decrease) in cash and cash equivalents	(15,280)
Cash and cash equivalents, beginning of period	<u>112,501</u>
Cash and cash equivalents, end of period	<u><u>\$ 97,221</u></u>
Reconciliation of operating income to net cash provided by operating activities	
Operating income (loss)	\$ (15,280)
Adjustments to reconcile operating income to net cash provided by (used in) operating activities	<u>-</u>
Net cash provided by (used in) operating activities	<u><u>\$ (15,280)</u></u>

The accompanying notes are an integral part of these financial statements.

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OTHER SUPPLEMENTAL INFORMATION

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
AGENCY FUNDS
SCHEDULE OF CHANGES IN FIDUCIARY ASSETS AND LIABILITIES
FOR THE YEAR ENDING JUNE 30, 2018

Schedule V

Primary Government

Activity Fund	Description	Balance June 30, 2017	Additions	Deletions	Adjustments	Balance June 30, 2018
100	Pay Pal E-Store	\$ 558	\$ 1	\$ 559	\$ -	\$ -
200	Scholarship CD Cash	-	-	-	-	-
202	Masonic Scholarship	-	10,000	614	-	9,386
400	Annual Yearbook	713	1,340	1,471	-	582
401	Administration	-	1,640	162	-	1,478
402	High School Art	1,652	-	-	-	1,652
403	Booster Club	27,077	32,275	33,780	-	25,572
404	Cardwell Scholarship Fund	28,126	10,749	2,379	-	36,496
405	Juan Martinez Scholarship	20,089	-	-	-	20,089
406	CHS Cheerleaders	540	-	-	-	540
407	High School Photography	492	4,973	2,789	-	2,676
408	Elementary MOP	2,168	1,271	776	-	2,663
409	Elementary Yearbook	624	1,311	647	-	1,288
410	Elementary Principal	1,495	633	1,048	-	1,080
411	Elementary Art	303	-	277	-	26
412	PeeWee Basketball	617	-	612	-	5
413	Elementary Athletics	66	-	-	-	66
415	Class of 2012	1	-	-	-	1
416	District Nurse	1,389	500	47	-	1,842
417	Class of 2020	-	7,160	2,348	-	4,812
419	Class of 2011	2,095	137	2,095	-	137
420	Class of 2013	2,657	1,187	3,697	-	147
421	Activities Bank Acct	776	7,438	6,440	-	1,774
424	CMS Student Council	431	61	313	-	179
425	CMS 8th Grade Dance	79	293	304	-	68
426	ENEMS Principal	6,405	3,811	3,472	-	6,744
427	MS Admin	143	-	-	-	143
428	MS Barn Fund	10,327	7,065	9,744	-	7,648
429	Universal Classroom	35	-	-	-	35
430	MS Art	13	-	-	-	13
431	MS Yearbook	2,359	1,065	1,134	-	2,290
432	EN Vocational ED	-	42	-	-	42
433	Trails End Ranch	-	1,000	-	-	1,000
434	MS Student Council	884	789	490	-	1,183
435	EN PBIS Committee	-	894	472	-	422
440	HS Principal	1,914	1,164	1,706	-	1,372
442	HS Student Council	248	500	265	-	483
445	HS Teachers	572	-	100	-	472
446	Band-Music	2,985	21,535	18,377	-	6,143
449	HS Exploratory	271	5,120	4,652	-	739
450	HS National Honor Society	223	4,009	3,679	-	553
451	Ram's Horn	1	-	-	-	1
452	RHOR	473	-	-	-	473
454	CHS Shop	9,355	8,085	11,532	-	5,908
455	HS Laser Shop/Business	1,498	-	1,498	-	-
456	CHS Drama	-	1,614	1,268	-	346
457	CHS Snack Pantry	-	87	-	-	87
458	Elementary VIP's	1,849	3,678	3,668	-	1,859
460	Zane Scholarship	12,631	638	500	-	12,769
461	100 Years of Excellence	253	-	-	-	253
463	ENEMS Library	756	14	-	-	770
464	ENEMS K-2 Teachers	2,793	3,412	2,635	-	3,570
465	ENEMS 3-4 Teachers	3,360	15,207	12,355	-	6,212
470	MS FCA	2,130	-	-	-	2,130

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
AGENCY FUNDS
SCHEDULE OF CHANGES IN FIDUCIARY ASSETS AND LIABILITIES
FOR THE YEAR ENDING JUNE 30, 2018

Schedule V

Primary Government

Activity Fund	Description	Balance June 30, 2017	Additions	Deletions	Adjustments	Balance June 30, 2018
471	EN Century Link Grant	-	3,500	-	-	3,500
479	HS Graphic Art	299	-	84	-	215
481	CHS Rams E-Store	1,251	-	1,251	-	-
482	CHS Broadcast	2,045	-	1,649	-	396
483	Culinary Arts	5,737	3,698	2,023	-	7,412
485	ENEMS Beta Club	1,796	-	-	-	1,796
486	District Sams Rewards	102	-	-	-	102
487	WERC Environmental Design	231	-	-	-	231
		<u>\$ 164,887</u>	<u>\$ 167,896</u>	<u>\$ 142,912</u>	<u>\$ -</u>	<u>\$ 189,871</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
AGENCY FUNDS
SCHEDULE OF CHANGES IN FIDUCIARY ASSETS AND LIABILITIES
FOR THE YEAR ENDING JUNE 30, 2018

Schedule V

Component Unit: MVHS

Activity Fund	Description	Balance June 30, 2017	Additions	Deletions	Adjustments	Balance June 30, 2018
400	Drama	\$ 354	\$ 3,990	\$ 3,558	\$ -	\$ 786
401	UAV	1	-	-	-	1
403	Band	1,503	-	663	-	840
404	Fundraiser	41	-	-	-	41
405	Recycling/Green	29	-	-	-	29
407	Yearbook	1,283	2,240	1,392	-	2,131
408	Ski/Snowboard	65	289	-	-	354
409	Grants	1,362	46	-	-	1,408
411	Art	307	-	74	-	233
412	Math	239	-	-	-	239
413	BVEF	4,478	4,916	5,296	-	4,098
414	Soccer	-	2,796	68	-	2,728
415	PE	1,333	-	-	-	1,333
416	Greenhouse	64	-	-	-	64
417	Class of 2017	167	3,180	1,400	-	1,947
419	Scholarships	180	-	-	-	180
420	Student Council	34	-	-	-	34
421	Interact Club	1,645	391	95	-	1,941
422	Kitchen	12	-	-	-	12
423	Technology	416	-	-	-	416
424	National Honor Society	-	385	-	-	385
425	Interact Club - Food Bank	1,625	153	328	(1,450)	-
		<u>\$ 15,138</u>	<u>\$ 18,386</u>	<u>\$ 12,874</u>	<u>\$ (1,450)</u>	<u>\$ 19,200</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF PLEDGED COLLATERAL
FOR THE YEAR ENDED JUNE 30, 2018

Schedule VI

Primary Government

<u>Name of Depository</u>	<u>Description of Pledged Collateral</u>	<u>Maturity Date</u>	<u>CUSIP Number</u>	<u>Fair Market Value June 30, 2018</u>
International Bank				
	FNMA	11/1/2037	31418CRG1	\$ 230,186
Total Wells Fargo Bank				<u>\$ 230,186</u>

The securities are held, not in the District's name, at:
 FIMAC Solutions, LLC
 7000 East Belleview Ave. Suite 310
 Greenwood Village, CO 80111

Component Unit: MVHS

<u>Name of Depository</u>	<u>Description of Pledged Collateral</u>	<u>Maturity Date</u>	<u>CUSIP Number</u>	<u>Fair Market Value June 30, 2018</u>
International Bank				
	FNMA Pool	10/1/2047	3140H2AP3	\$ 139,036
Total International Bank				<u>\$ 139,036</u>

The securities are held, not in the School's name, at:
 FIMAC Solutions, LLC
 7000 East Belleview Ave. Suite 310
 Greenwood Village, CO 80111

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH AND TEMPORARY INVESTMENT ACCOUNTS
JUNE 30, 2018

Schedule VII

Primary Government

Bank Name/Account Type	Account Type	Bank Balance	Deposits in Transit	Outstanding Checks/Wires	Other Adjustments	Book Balance
International Bank						
Operational/Capital Projects	Checking	\$ 74,105	\$ -	\$ (128,549)	\$ 230,923	\$ 176,479
Cafeteria Fund	Checking	47,663	-	(32)	-	47,631
SB-9 Account	Checking	1,453,896	-	(149)	-	1,453,747
Debt Service Account	Checking	1,100,364	-	-	-	1,100,364
Education Technology Bonds	Checking	1,394	-	-	-	1,394
Payroll Clearing	Checking	-	-	(317,513)	-	(317,513)
Special Investment Account	Checking	695,316	-	-	-	695,316
Certificate of Deposit	CD	303,462	-	-	-	303,462
Certificate of Deposit	CD	303,694	-	-	-	303,694
Certificate of Deposit	CD	303,927	-	-	-	303,927
Activity Fund	Checking	133,722	-	(1,894)	-	131,828
Zane CD	CD	12,163	-	-	-	12,163
Total International Bank		<u>\$ 4,429,706</u>	<u>\$ -</u>	<u>\$ (448,137)</u>	<u>\$ 230,923</u>	<u>\$ 4,212,492</u>
Bank of Albuquerque						
Capital Project Fund	Trust	<u>\$ 1,361,748</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,361,748</u>
Manhattan Life Insurance Company						
Scholarship Fund	Annuity	\$ 8,431	\$ -	\$ -	\$ -	\$ 8,431
Scholarship Fund	Annuity	18,564	-	-	-	18,564
Scholarship Fund	Annuity	9,501	-	-	-	9,501
Scholarship Fund	Annuity	9,384	-	-	-	9,384
Total Manhattan Life Insurance Company		<u>\$ 45,880</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,880</u>
Total		<u>\$ 5,837,334</u>	<u>\$ -</u>	<u>\$ (448,137)</u>	<u>\$ 230,923</u>	<u>\$ 5,620,120</u>
Cash per financial statements						
Cash and cash equivalents - Government Activities Exhibit A-1						\$ 5,430,249
Fiduciary funds - Exhibit D-1						189,871
						<u>\$ 5,620,120</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH AND TEMPORARY INVESTMENT ACCOUNTS
JUNE 30, 2018

Schedule VII

Component Unit: MVHS

Bank Name/Account Type	Account Type	Bank Balance	Deposits in Transit	Outstanding Checks	Other Adjustments	Book Balance
International Bank						
Operational	Checking	\$ 447,894	\$ -	\$ (24,885)	\$ (9,336)	\$ 413,673
Washington Federal						
Activity	Checking	\$ 19,200	\$ -	\$ -	\$ -	\$ 19,200
Plus cash on hand						\$ 50
Total		<u>\$ 467,094</u>	<u>\$ -</u>	<u>\$ (24,885)</u>	<u>\$ (9,336)</u>	<u>\$ 432,923</u>
Cash per financial statements						
Cash and cash equivalents - Government Activities Statement E-1						\$ 413,723
Fiduciary funds - Statement E-10						19,200
						<u>\$ 432,923</u>

Component Unit: MVEF

Bank Name/Account Type	Account Type	Bank Balance	Deposits in Transit	Outstanding Checks	Other Adjustments	Book Balance
International Bank						
Operating Account	Checking	\$ 97,221	\$ -	\$ -	\$ -	\$ 97,221
Total International Bank		<u>\$ 97,221</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,221</u>
Cash per financial statements						
Cash and cash equivalents - Statement of Net Position Statement F-1						<u>\$ 97,221</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH RECONCILIATIONS
JUNE 30, 2018

Schedule VIII

Primary Government

	Operational 11000	Transportation 13000	Instructional Materials 14000	Food Services 21000
Cash, June 30, 2017	\$ 385,688	\$ 4	\$ 36,717	\$ 50,885
Add:				
Current year revenues	4,370,178	1,012,202	12,059	250,750
Permanent cash transfers	-	-	-	-
Prior period adjustment	-	-	-	-
Loans from other funds	-	-	-	-
Total cash available	4,755,866	1,012,206	48,776	301,635
Less:				
Current year expenditures	(4,305,646)	(1,002,693)	(6,734)	(251,195)
Permanent cash transfers	-	-	-	-
Prior period adjustment	-	-	-	-
Loans to other funds	(82,545)	-	-	-
Cash, June 30, 2018	<u>\$ 367,675</u>	<u>\$ 9,513</u>	<u>\$ 42,042</u>	<u>\$ 50,440</u>

Component Unit - MVHS

	Operational 11000	Transportation 13000	Instructional Materials 14000	Food Services 21000
Cash, June 30, 2017	\$ 59,851	\$ -	\$ 7,969	\$ -
Add:				
Current year revenues	690,435	-	1,483	-
Permanent cash transfers	-	-	-	-
Prior period adjustment	-	-	-	-
Loans from other funds	-	-	-	-
Total cash available	750,286	-	9,452	-
Less:				
Current year expenditures	(662,502)	-	(3,717)	-
Permanent cash transfers	-	-	-	-
Prior period adjustment	-	-	-	-
Loans to other funds	-	-	-	-
Cash, June 30, 2018	<u>\$ 87,784</u>	<u>\$ -</u>	<u>\$ 5,735</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH RECONCILIATIONS
JUNE 30, 2018

Schedule VIII

Primary Government

	Athletics 22000	Federal Flowthrough 24000	Federal Direct 25000	Local Grants 26000	State Flowthrough 27000
Cash, June 30, 2017	\$ 17,488	\$ (6,695)	\$ (1,249)	\$ 17,435	\$ (10,082)
Add:					
Current year revenues	16,963	259,398	110,503	7,700	55,149
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans from other funds	-	72,316	-	-	10,229
Total cash available	34,451	325,019	109,254	25,135	55,296
Less:					
Current year expenditures	(13,072)	(288,223)	(102,617)	(7,491)	(51,386)
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans to other funds	-	-	-	-	-
Cash, June 30, 2018	<u>\$ 21,379</u>	<u>\$ 36,796</u>	<u>\$ 6,637</u>	<u>\$ 17,644</u>	<u>\$ 3,910</u>

Component Unit - MVHS

	Athletics 22000	Federal Flowthrough 24000	Federal Direct 25000	Local Grants 26000	State Flowthrough 27000
Cash, June 30, 2017	\$ -	\$ -	\$ -	\$ -	\$ (2,757)
Add:					
Current year revenues	-	13,898	-	-	3,200
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans from other funds	-	-	-	-	-
Total cash available	-	13,898	-	-	443
Less:					
Current year expenditures	-	(13,898)	-	-	(443)
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans to other funds	-	-	-	-	-
Cash, June 30, 2018	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH RECONCILIATIONS
JUNE 30, 2018

Schedule VIII

Primary Government

	Local / State 29000	Bond Building 31100	Public School Capital Outlay 31200	Capital Improvements HB-33 31600	Capital Improvements SB-9 - State 31700
Cash, June 30, 2017	\$ 48,240	\$ 2,985,635	\$ -	\$ 1,216	\$ -
Add:					
Current year revenues	-	24,334	-	466	-
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans from other funds	-	-	-	-	-
Total cash available	48,240	3,009,969	-	1,682	-
Less:					
Current year expenditures	(6,387)	(1,645,014)	-	(5)	-
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans to other funds	-	-	-	-	-
Cash, June 30, 2018	<u>\$ 41,853</u>	<u>\$ 1,364,955</u>	<u>\$ -</u>	<u>\$ 1,677</u>	<u>\$ -</u>

Component Unit - MVHS

	Local / State 29000	Bond Building 31100	Public School Capital Outlay 31200	Capital Improvements HB-33 31600	Capital Improvements SB-9 31700
Cash, June 30, 2017	\$ -	\$ -	\$ -	\$ -	\$ -
Add:					
Current year revenues	156,220	-	39,389	-	1,910
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans from other funds	-	-	-	-	-
Total cash available	156,220	-	39,389	-	1,910
Less:					
Current year expenditures	(68,805)	-	(39,389)	-	(1,910)
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans to other funds	-	-	-	-	-
Cash, June 30, 2018	<u>\$ 87,415</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF CASH RECONCILIATIONS
JUNE 30, 2018

Schedule VIII

Primary Government

	Capital Improvements SB-9 - Local 31701	Educational Tech Equip 31900	Debt Service 41000	Education Technology Debt Service 43000	Total
Cash, June 30, 2017	\$ 1,941,470	\$ 1,188,589	\$ 309,715	\$ 700,955	\$ 7,666,011
Add:					
Current year revenues	806,033	8,180	711,211	412,555	8,057,681
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	42,240	-	-	42,240
Loans from other funds	-	-	-	-	82,545
Total cash available	2,747,503	1,239,009	1,020,926	1,113,510	15,848,477
Less:					
Current year expenditures	(1,294,615)	(284,293)	(351,513)	(682,559)	(10,293,443)
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	(42,240)	(42,240)
Loans to other funds	-	-	-	-	(82,545)
Cash, June 30, 2018	<u>\$ 1,452,888</u>	<u>\$ 954,716</u>	<u>\$ 669,413</u>	<u>\$ 388,711</u>	<u>\$ 5,430,249</u>

Component Unit - MVHS

	Capital Improvements SB-9 31701	Educational Tech Equip 31900	Debt Service 41000	Education Technology Debt Service 43000	Total
Cash, June 30, 2017	\$ 100,737	\$ 127,670	\$ -	\$ -	\$ 293,470
Add:					
Current year revenues	110,754	-	-	-	1,017,289
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans from other funds	-	-	-	-	-
Total cash available	211,491	127,670	-	-	1,310,759
Less:					
Current year expenditures	(77,206)	(29,166)	-	-	(897,036)
Permanent cash transfers	-	-	-	-	-
Prior period adjustment	-	-	-	-	-
Loans to other funds	-	-	-	-	-
Cash, June 30, 2018	<u>\$ 134,285</u>	<u>\$ 98,504</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 413,723</u>

The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF JOINT POWERS AGREEMENTS
JUNE 30, 2018

Schedule IX

Title: Regional Education Cooperative Joint Powers Agreement

Participants: Cimarron Municipal School District No. 3 and High Plains Regional Educational Center #3

Responsible Party: High Plains Regional Educational Cooperative #3's Governing Council

Description: The parties have agreed to form a Regional Education Cooperative to participate in cooperative programs relating to education related services, provide professional services to the districts, and provide other optional services as needed.

Dates of Operation: August 24, 2012 until either party gives Notice of Intent to Terminate pursuant to the agreement.

Projected Cost: None

Audit Responsibility: High Plains Regional Educational Cooperative #3

Fiscal Agent: High Plains Regional Educational Cooperative #3

Reporting Agency: High Plains Regional Educational Cooperative #3

The accompanying notes are an integral part of these financial statements.

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COMPLIANCE SECTION



Manning Accounting and Consulting Services, LLC

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Wayne Johnson
New Mexico State Auditor
The Office of Management and Budget
And the Board of Education of
Cimarron Municipal School District No. 3
Cimarron, NM

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, the aggregate remaining fund information, and the budgetary comparisons for the general fund of Cimarron Municipal School District No. 3 (the "District"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated October 17, 2018.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist, that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Responses as items MVHS FS 2017-002 and FS 2018-001 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Responses as items NM 2017-001, NM 2017-002, NM 2017-006, NM 2018-001, MVHS NM 2017-001, MVHS NM 2018-001, MVHS NM 2018-002.

Response to Findings

The District's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Manning Accounting and Consulting Services, LLC

Manning Accounting and Consulting Services, LLC

Kirtland, New Mexico

October 17, 2018

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section I – Summary of Audit Results

Financial Statements:

- | | |
|---|------------|
| 1. Type of auditor's report issued | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weakness identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | Yes |
| c. Control deficiencies identified not considered to be significant deficiencies? | Yes |

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section II – Financial Statement Findings – Moreno Valley High School

MVHS FS 2017-002 – Purchase Orders Payment Authorization and Receiving (Significant Deficiency) Repeated and Revised

Criteria: Per the New Mexico Manual of Procedures for Public School Accounting and Budgeting, Supplement 13 – Purchasing, “**the preparation and execution of a duly authorized purchase order must precede the placement of any order for goods, services, or construction.....For each individual purchase contract, a receiving document or other recording instrument (i.e., electronic) shall be present at the delivery site to record the delivery of items or service. Upon verifying and recording the receipt of all the items or services ordered, the receiving document or recording instrument shall be manually or electronically signed by authorized receiving personnel and processed for payment according to procedures established by school district or charter school boards’ of education local procedures.**”

13-1-157 NMSA 1978 Receipt; inspection; acceptance or rejection of deliveries.

The using agency is responsible for inspecting and accepting or rejecting deliveries. **The using agency shall determine whether the quantity is as specified in the purchase order or contract and whether the quality conforms to the specifications referred to or included in the purchase order or contract. If inspection reveals that the delivery does not conform to the quantity or quality specified in the purchase order or contract, the using agency shall immediately notify the central purchasing office. The central purchasing office shall notify the vendor that the delivery has been rejected and shall order the vendor to promptly make a satisfactory replacement or supplementary delivery.** In case the vendor fails to comply, the central purchasing office shall have no obligation to pay for the nonconforming items of tangible personal property. If the delivery does conform to the quantity and quality specified in the purchase order or contract, the using agency shall certify to the central purchasing office that delivery has been completed and is satisfactory.

Additionally, 13-1-158 NMSA 1978 states:

A. **No warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction or items of tangible personal property have been received and meet specifications** or unless prepayment is permitted under Section 13-1-98 NMSA 1978 by exclusion of the purchase from the Procurement Code [13-1-28 through 13-1-199 NMSA 1978].

B. Unless otherwise agreed upon by the parties or unless otherwise specified in the invitation for bids, request for proposals or other solicitation, within fifteen days from the date the central purchasing office or using agency receives written notice from the contractor that payment is requested for services or construction completed or items of tangible personal property delivered on site and received, the central purchasing office or using agency shall issue a written certification of complete or partial acceptance or rejection of the services, construction or items of tangible personal property.

C. **Except as provided in Subsection D of this section, upon certification by the central purchasing office or the using agency that the services, construction or items of tangible personal property have been received and accepted, payment shall be tendered to the contractor within thirty days of the date of certification.** If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the contractor at the rate of one and one-half percent per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, payments shall be tendered to the contractor within five working days of receipt of funds from that funding agency.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section II – Financial Statement Findings (Continued)

MVHS FS 2017-002 – Purchase Orders Payment Authorization and Receiving (Significant Deficiency) Repeated and Revised (Continued)

Condition: During our review of cash disbursements we noted the following instances in which proper procedures were not followed:

- In 10 of 25 items reviewed there was no receiving documentation to verify who received the goods and or service and when they were received. The value of these goods ranged from \$49.00 to \$3,042.35.
- In 4 of 25 items reviewed the purchase of goods or services was incurred prior to the approval of a purchase order.
 - A purchase of \$321.00 was invoiced on 8/29/17 the purchase order was approved on 9/8/17
 - A purchase of \$1,939.87 was invoiced on 3/12/18 the purchase order was approved 3/16/18
 - A purchase of \$172.39 was invoiced on 2/11/18, 2/23/18, and 3/6/18 the purchase order was approved 3/9/18
 - A purchase of \$333.10 was invoiced on 3/1/18 the purchase order was approved on 3/2/18
- In 1 of 25 items reviewed the invoice amount and the check amount did not agree. The invoice amount was \$182.08 and the check was \$330.10.
- In 1 of 25 items reviewed there was no evidence the Charter got 3 quotes prior to purchase as policy requires quotes for purchases over \$10,000

In the prior year's audit the School did not have any documentation to review cash disbursements to verify compliance with state guidelines.

During our review of individually significant items we noted the following instances in which proper procedures were not followed:

- In 5 of 25 items tested the goods and or services were received prior to the authorization of a purchase order
 - A purchase of \$2,992.53 was invoiced 7/31/17 the purchase order was approved 8/9/17
 - A purchase of \$3,411.07 was invoiced 6/20/17 the purchase order was approved 9/8/17
 - A purchase of \$3,512.01 was invoiced 8/15/17 and 9/1/17 the purchase order was approved 9/8/17
 - A purchase of \$3,729.69 was invoiced on 9/19/17 the purchase order was approved 10/20/17
 - A purchase of \$3,411.02 was invoiced on 3/29/18 the purchase order was approved 4/27/18
- In 5 of 25 items tested there was no receiving documentation to verify who received the goods and services and when they were received. The value of these purchases ranged from \$3,042.35 to \$3,755.40.
- In 2 of 25 items tested there was no indication the Charter obtained 3 quotes prior to the purchase of goods and or services as policy requires. The purchase amounts were \$3,042.35 and \$3,755.40.
- The charter did not make its NMPSIA payment on time. Their payment was made in June 2018.

In the previous year's audit there were 12 instances in which there was no purchase order in the file; there were 4 instances in which there was no receiving documentation for the disbursements; there were 4 instances in which there were no invoices in the file to verify proper payment; in one instance the payment amount did not agree with the invoice amount; there were 7 instances in which there was no supporting documentation to review; and in 4 instances payments were made more than 30 days after the due date.

STATE OF NEW MEXICO
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Schedule X

Section II – Financial Statement Findings (Continued)

MVHS FS 2017-002 – Purchase Orders Payment Authorization and Receiving (Significant Deficiency) Repeated and Revised (Continued)

During our review of activity disbursements we noted the following instances in which proper procedures were not followed:

- In 1 of 10 items tested there was no invoice attached to verify check amount to invoice amount
- In 4 of 10 items tested there was no receiving documentation to verify goods and or services were received
- In 5 of 10 items tested the goods and or services were received prior to the authorization of a purchase order.
 - A purchase of \$90.00 was made on 10/6/17 the purchase order was approved on 10/24/17
 - A purchase of \$115.35 was made on 11/28/17 the purchase order was approved on 12/14/17
 - A purchase of \$376.00 was made on 12/15/17 the purchase order was approved on 1/3/18
 - A purchase of \$180.00 was made on 10/23/17 the purchase order was approved on 2/15/18
 - A purchase of \$14.80 was made on 4/14/18 the purchase order was approved on 4/17/18

Cause: School personnel have not followed State guidelines or internal procedures in the payment of services. State and School policy clearly states that the School must have a signed purchase order in place prior to ordering goods and or services and that there is a receiving document to verify goods and services are received. Additionally, the School requires 3 quotes for purchases over \$10,000.

Effect: Internal control over expenditures and the ability of responsible parties to appropriately monitor budgets for which they bear responsibility may be compromised. Not being in compliance with these requirements places the School and the Council at risk for fraud or misuse of public funds

Auditor's Recommendation: We recommend that all personnel be reminded of, or trained in, School and State policy in regards to payment of goods, services, or construction. All School personnel need to be aware that a purchase order must be approved prior to the purchase of goods and services and that all goods and services should be signed for indicating when items were received and by whom.

Responsible official's view:

- Specific corrective action plan for finding:
 - **Date each item is received is now recorded and initialed upon receipt of item. This recording is done on the original PO that is placed within the paperwork and is kept in the vendor file. Regarding check 10008 that is for professional SPED services and we are working with the SPED director to implement a double check system where she would sign off to make sure said services being billed have been performed prior to invoice being paid.**
 - **Training and refreshers have been given to all employees as to the time lines in which requisitions must be submitted before purchases can be made.**
 - **Check 10008 was for professional services (SPED PROVIDER). Please see attached contract and PO.**
- Timeline for completion of corrective action plan:
 - **Item one with exception of check 10008 was addressed 2017/18 and all incoming items are being recorded and initialed on original PO. Time line for professional SPED services will be implemented 10/22/2018.**
 - **Item two was addressed per auditor recommendations all faculty are aware of purchasing processes and are being followed.**
 - **Item three and four we believe were identified in error please see attached documentation to verify proper procedures were followed**

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Schedule X

Section II – Financial Statement Findings (Continued)

MVHS FS 2017-002 – Purchase Orders Payment Authorization and Receiving (Significant Deficiency)
Repeated and Revised (Continued)

- Employee position(s) responsible for meeting the timeline:
 - **Executive Assistant and Director**

STATE OF NEW MEXICO
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Schedule X

Section II – Financial Statement Findings (Continued)

FS 2018-001 – Inadequate Pledged Collateral (Significant Deficiency)

Criteria: [6-10-17 NMSA 1978](#) Any bank or savings and loan association designated as a depository of public money shall deliver securities of the kind specified in [Section 6-10-16](#) NMSA 1978 to a custodial bank described in [Section 6-10-21](#) NMSA 1978 and shall then **deliver a joint safekeeping receipt issued by the custodial bank to the public official** from whom or the public board from which the public money is received for deposit. The **securities delivered shall have an aggregate value equal to one-half the amount of public money to be received** in accordance with Subsection B of [Section 6-10-16](#) NMSA 1978. However, any such bank or savings and loan association may deliver a depository bond executed by a surety company as provided in [Section 6-10-15](#) NMSA 1978 as security for any portion of a deposit of public money.

Condition: During our review of pledged collateral reports for the District we noted that International Bank only provided \$230,186 which was \$1,859,667 short of the required 50% collateralization level required by statute.

Cause: The International Bank branch was going through a change of ownership on June 21, 2018 and because of this transition, the new ownership did not have securities in place until July 6, 2018 at which point sufficient pledged collateral existed.

Effect: The District was exposed to a loss of up to \$1,859,667 for approximately two weeks during the change in ownership of the bank where District deposits are maintained.

Auditor's Recommendation: We recommend that the District ensure that their financial institutions understand the statutory requirement which requires 50% collateralization at all times. The District should also scrutinize these pledged collateral reports when received to verify that proper collateralization exists, and if insufficient collateralization is reported, District personnel should contact the financial institution immediately to correct the oversight.

Responsible official's view:

- Specific corrective action plan for finding:
District personnel will review all collateralization reports when received and will request that the Bank provide a report prior to year-end so that it can verify proper collateralization at June 30th.
- Timeline for completion of corrective action plan:
Immediately
- Employee position(s) responsible for meeting the timeline:
Business Manager

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Schedule X

Section III – Federal Award Findings

There were no findings required to be reported relating to federal awards.

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings

**NM 2017-001 – Purchase Orders Payment Authorization and Receiving (Other Non-Compliance)
Repeated and Revised**

Criteria: Per the New Mexico Manual of Procedures for Public School Accounting and Budgeting, Supplement 13 – Purchasing, “**the preparation and execution of a duly authorized purchase order must precede the placement of any order for goods, services, or construction.....For each individual purchase contract, a receiving document or other recording instrument (i.e., electronic) shall be present at the delivery site to record the delivery of items or service. Upon verifying and recording the receipt of all the items or services ordered, the receiving document or recording instrument shall be manually or electronically signed by authorized receiving personnel and processed for payment according to procedures established by school district or charter school boards’ of education local procedures.**”

13-1-157 NMSA 1978 Receipt; inspection; acceptance or rejection of deliveries.

The using agency is responsible for inspecting and accepting or rejecting deliveries. The using agency shall determine whether the quantity is as specified in the purchase order or contract and whether the quality conforms to the specifications referred to or included in the purchase order or contract. If inspection reveals that the delivery does not conform to the quantity or quality specified in the purchase order or contract, the using agency shall immediately notify the central purchasing office. The central purchasing office shall notify the vendor that the delivery has been rejected and shall order the vendor to promptly make a satisfactory replacement or supplementary delivery. In case the vendor fails to comply, the central purchasing office shall have no obligation to pay for the nonconforming items of tangible personal property. If the delivery does conform to the quantity and quality specified in the purchase order or contract, the using agency shall certify to the central purchasing office that delivery has been completed and is satisfactory.

Additionally, [13-1-158 NMSA 1978](#) states:

“**No warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction or items of tangible personal property have been received and meet specifications or unless prepayment is permitted under [Section 13-1-98](#) NMSA 1978 by exclusion of the purchase from the Procurement Code [[13-1-28](#) NMSA 1978].**”

Condition: During our review of disbursements we noted the following instances in which proper procedures were not followed:

- In 4 of 25 items tested goods and or services were purchased prior to the approval of a valid purchase order.
 - \$207.00 was paid to an official who officiated a game on 9/15/17 the purchase order was approved 9/18/17
 - \$148.17 was paid to an official who officiated a game on 2/2/18 the purchase order was approved on 2/8/18
 - A purchase of \$110.00 was done on 2/21/18 the purchase order was approved on 3/6/18
 - Services of \$2,880.00 were received 5/1-11/18 the purchase order was approved on 5/22/18
- In 9 of 25 items tested there was no receiving documentation to verify who received the goods and services and when. The purchases of these goods and or services ranged from \$21.70 to \$12,007.09
- In 1 of 25 items tested there was no invoice in the file. The amount of this purchase was \$102.36
- In 1 of 25 items tested there was no information describing the breakdown of the payment. \$207.00 was paid to an official but does not list what level of game was officiated, the mileage, or meal allowance paid to the official.
- In 1 of 25 items tested there was no PO in the file. The amount of this purchase was \$2,457.46
- In 1 of 25 items tested the invoice amount did not match the payment. Invoice was for \$3,024 payment amount was \$2,880.

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2017-001 – Purchase Orders Payment Authorization and Receiving (Other Non-Compliance) Repeated and Revised (Continued)

- In 1 of 25 items tested the purchase amount was greater than the authorized amount in the purchase order. The purchase order was authorized for \$113.18 and purchase amount was \$133.18

In the previous year's audit there were 13 instances in which a purchase order was not in the file prior to the purchase of goods and or service, and one instance in which there was no invoice in the file.

During our review of individually significant items we noted the following instances in which proper procedures were not followed:

- In 1 of 45 items tested goods and or services were purchased prior to the approval of a valid purchase order.
 - \$21,892.02 was invoiced on 8/23/17 and purchase order was approved on 9/5/17
- In 1 of 45 items tested there was no indication 3 quotes were obtained. District policy requires 3 quotes for purchase greater than \$10,000
- In 19 of 45 items tested there was no receiving documentation in the file. The value of these purchases ranged from \$14,493.68 to \$669,485.81.

In the previous year's audit there were 15 instances in which there was no receiving documentation, and six instances where a purchase order was completed after the fact.

During our review of activity disbursements we noted the following instances in which proper procedures were not followed:

- In 1 of 25 items tested goods and or services were purchased prior to the approval of a purchase order.
 - A purchase of \$71.51 was invoiced on 8/19/17 the purchase order was approved on 8/22/17

In the previous year's audit there was one instance where a purchase order was not in place prior to the purchase of goods and or services.

During our review of credit card disbursements we noted the following instances in which proper procedures were not followed:

- In 4 of 9 items reviewed there were missing fuel receipts and there was no missing receipt affidavit.

Cause: District personnel have not followed state guidelines or internal procedures in the payment of services. Policy clearly states that the District must have a signed purchase order in place prior to receiving goods and or services and that there is a receiving document to verify goods and services are received. District policy also requires quotes to be obtained for purchases greater than \$10,000.

Effect: Internal control over expenditures and the ability of responsible parties to appropriately monitor budgets for which they bear responsibility may be compromised. Not being in compliance with these requirements places the District and the Board at risk for fraud or misuse of public funds

Auditor's Recommendation: We recommend that all personnel be reminded of, or trained in, District and state policy in regards to payment of goods, services, or construction. All District personnel need to be aware that a purchase order must be approved prior to the purchase of goods and services and that all goods and services should be signed for indicating when items were received and by whom.

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

**NM 2017-001 – Purchase Orders Payment Authorization and Receiving (Other Non-Compliance)
Repeated and Revised (Continued)**

Responsible official's view:

- Specific corrective action plan for finding:
Extensive training is being done in Accounts Payable. Business Manager is checking all payments when being made, for proper procedures.

- Timeline for completion of corrective action plan:
July 1, 2018

- Employee position(s) responsible for meeting the timeline:
Accounts Payable –Business Manager

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2017-002 – Background Checks (Other Non-Compliance) Repeated and Revised

Criteria: [22-10A-5 NMSA 1978](#): Background checks; known convictions; alleged ethical misconduct; reporting required; limited immunity; penalty for failure to report.

A. As used in this section, "ethical misconduct" means unacceptable behavior or conduct engaged in by a licensed school employee and includes inappropriate touching, sexual harassment, discrimination and behavior intended to induce a child into engaging in illegal, immoral or other prohibited behavior.

B. An applicant for initial licensure shall be fingerprinted and shall provide two fingerprint cards or the equivalent electronic fingerprints to the department **to obtain the applicant's federal bureau of investigation record**. Convictions of felonies or misdemeanors contained in the federal bureau of investigation record shall be used in accordance with the Criminal Offender Employment Act [[28-2-1](#) through [28-2-6](#) NMSA 1978]. Other information contained in the federal bureau of investigation record, if supported by independent evidence, may form the basis for the denial, suspension or revocation of a license for good and just cause. Records and related information shall be privileged and shall not be disclosed to a person not directly involved in the licensure or employment decisions affecting the specific applicant. The applicant for initial licensure shall pay for the cost of obtaining the federal bureau of investigation record.

C. **Local school boards and regional education cooperatives shall develop policies and procedures to require background checks on an applicant who has been offered employment, a contractor or a contractor's employee with unsupervised access to students at a public school.**

D. **An applicant for employment who has been initially licensed within twenty-four months of applying for employment with a local school board, regional education cooperative or a charter school shall not be required to submit to another background check if the department has copies of the applicant's federal bureau of investigation records on file. An applicant who has been offered employment, a contractor or a contractor's employee with unsupervised access to students at a public school shall provide two fingerprint cards or the equivalent electronic fingerprints to the local school board, regional education cooperative or charter school to obtain the applicant's federal bureau of investigation record.** The applicant, contractor or contractor's employee who has been offered employment by a regional education cooperative or at a public school may be required to pay for the cost of obtaining a background check. At the request of a local school board, regional education cooperative or charter school, the department is authorized to release copies of federal bureau of investigation records that are on file with the department and that are not more than twenty-four months old. Convictions of felonies or misdemeanors contained in the federal bureau of investigation record shall be used in accordance with the Criminal Offender Employment Act; provided that other information contained in the federal bureau of investigation record, if supported by independent evidence, may form the basis for the employment decisions for good and just cause. Records and related information shall be privileged and shall not be disclosed to a person not directly involved in the employment decision affecting the specific applicant who has been offered employment, contractor or contractor's employee with unsupervised access to students at a public school.

Condition: During our review of personnel files we noted the following instances in which there was insufficient documentation:

- 1 of 14 personnel files reviewed the District had not obtained its own background check and had relied on one submitted by Taos Charter School.

In the previous year's audit the District did not have a background check on one of their employees.

Cause: The District has not followed State guidelines in regards to documentation of background checks. The District was not aware that it couldn't use a background check provided from another institution in the State.

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2017-002 – Background Checks (Other Non-Compliance) Repeated and Revised (Continued)

Effect: The District's failure to maintain a background check report in the employee file is a violation of state statute and puts the District and school at additional risk of liability for any actions that may arise regarding employee conduct and does not comply with state regulations.

Auditor's Recommendation: We recommend that the District establish a policy regarding background checks and ensuring they are properly maintained within the employee personnel file. If a valid background check does not exist in the file then a new background checks should be completed.

Responsible Official's View:

- Specific corrective action plan for finding:
Background Check was requested immediately.

- Timeline for completion of corrective action plan:
Immediately

- Employee position(s) responsible for meeting the timeline:
Payroll/personnel

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2017-006 – Improper Cash Receiving and Depositing (Non-Other Non-Compliance) Repeated and Revised

Criteria: 6.20.2.14 NMAC 1978 CASH CONTROL STANDARDS:

- A. School districts shall establish and maintain a cash management program to safeguard cash and provide prompt and accurate reporting that adheres to cash management requirements of the office of management and budget (OMB) Circular A-102, and applicable state and federal laws and regulations.
- B. The school district shall issue a factory pre-numbered receipt for all money received. Pre-numbered receipts are to be controlled and secured. If a receipt is voided, all copies shall be marked "VOID" and retained in the receipt book.
- C. **Money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day. If the distance to the bank is considerable, or the cash collection is limited to small amounts and/or low volume and it is impractical to meet the twenty-four hour/one banking day requirement, the local board may request approval from the department for an alternative plan. The bank deposit slip shall have the numbers from applicable receipts entered on it or attached as a reference.**
- D. A cash receipts journal is to be used for each fiscal year beginning July 1 and ending June 30, and is to be presented to the school district's auditor during the annual audit.

Condition: During our review of activity cash receipts we noted the following instances where proper procedures were not followed.

- In 3 of 25 items reviewed the money received was not deposited within 24 hours or one banking day of receipt.
 - \$309 was received on 1/15/18 and was deposited on 1/17/18
 - \$115 was received on 1/25/18 and was deposited on 2/8/18
 - \$653 was received on 4/6/18 and was deposited on 4/11/18

In the prior year review of activity receipts, there were at least 5 instances in which there was not sufficient evidence to identify if deposits were being made within 24 hours of receipt of funds.

Cause: The staff of the District did not deposit the funds within 24 hours after receipt. Proper procedures relating to cash receipts were not followed.

Effect: Non-adherence to state statutes places the District in noncompliance and lack of timeliness of deposits and proper receipt documentation could subject the District to a possible occurrence of fraud.

Auditors' Recommendations: We recommend that the District emphasize the importance of timely deposits of receipts. The District should cross-train employees so that more than one individual is able to make deposits to ensure timely deposits are possible. Additionally, those individuals who supervise fundraising activities for the students should be trained in the procedures which are required to follow state and District policies.

Responsible Official's View:

- Specific corrective action plan for finding:
Deposits are being monitored for proper procedures.
- Timeline for completion of corrective action plan:
Immediately
- Employee position(s) responsible for meeting the timeline
Secretaries/Accts Payable

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2018-001 – Improper Reimbursement of Travel Expense (Other Non-Compliance)

Criteria: 2.42.2.9 NMAC 1978: REIMBURSEMENT OF ACTUAL EXPENSES IN LIEU OF PER DIEM RATES:

A. **Applicability:** Upon written request of a public officer or an employee, agency heads may grant written approval for a public officer or employee of that agency or local public body to be reimbursed actual expenses in lieu of the per diem rate where overnight travel is required.

B. **Overnight travel:** For overnight travel for state officers and employees where overnight lodging is required, the public officer or employee will be reimbursed as follows:

(1) **Actual reimbursement for lodging:** A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this Section. Whenever possible, public officers and employees should stay in hotels which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

(2) **Actual reimbursement for meals: Actual expenses for meals are limited by Section 10-8-4(K)(2) NMSA 1978 (1995 Repl. Pamp.) to a maximum of \$30.00 for in-state travel and \$45.00 for out-of-state travel for a 24-hour period.**

(3) **Receipts required:** The public officer or employee must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board. See Appendix B for a sample affidavit.

C. **Return from overnight travel: On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the travel. Divide the total number of hours traveled by 24. The hours remaining constitute the partial day which shall be reimbursed as follows:**

- (1) for less than 2 hours, none;
- (2) for 2 hours but less than 6 hours, \$12.00;
- (3) for 6 hours or more, but less than 12 hours, \$20.00;
- (4) for 12 hours or more, \$30.00;
- (5) no reimbursement for actual expenses will be granted in lieu of partial day per diem rates.

Condition: During our review of travel and per diem compliance testing we noted the following instances in which proper procedures were not followed:

- In 2 of 10 items tested the employee was paid actuals on the final day of an overnight stay, the employee should be paid at the pro-rated per diem rate on their final day.
 - Employee was paid \$9.33 when they should have been paid \$10
 - Employee was paid \$10 when they should have been paid \$12
- In 1 of 10 items tested an employee was not originally reimbursed for drinks in the amount of \$7.62 but has since been paid back.
- In 2 of 10 items reviewed the travel documents did not include the departure and return times to be able to verify partial day rates are being paid correctly.
- In 2 of 10 items tested the travel form was not signed by the superintendent authorizing the payment of actuals.
- District was not having the Superintendent or the Board President approve board member travel.

Cause: The District did not properly calculate the reimbursement rate for meal expenses, is not properly recording departure and arrival times and was not ensuring there was approval for board member travel.

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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings (Continued)

NM 2018-001 – Improper Reimbursement of Travel Expense (Other Non-Compliance)

Effect: The District paid some employee more than the amount allowed by the travel and per diem act and in some cases less than what the employee was entitled to. Employees were not reimbursed at the District and State mandated rates.

Auditor's Recommendation: We recommend that management ensure that they are reimbursing employees properly for qualified expenses and ensure that policies are consistent for all employees and that all travel forms have actual departure and arrival times to accurately reimburse employees.

Responsible Official's View:

- Specific corrective action plan for finding:
All travel reimbursements are being supervised by Business Manager. Accounts Payable is going over them from departure date to return date to be sure everything is correct.
- Timeline for completion of corrective action plan:
Immediately
- Employee position(s) responsible for meeting the timeline:
Accounts Payable/Business Manager

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2017-001 – Late Payment of Employer Contributions (Other Non-Compliance) Repeated and Revised

Criteria:* [10-7C-15 NMSA 1978](#) **Retiree health care fund contributions:*

A. Following completion of the preliminary contribution period, each participating employer shall make contributions to the fund pursuant to the following provisions:

(1) for participating employees who are not members of an enhanced retirement plan, the employer's contribution shall equal:

(d) two percent of each participating employee's salary beginning July 1, 2012;

(2) for participating employees who are members of an enhanced retirement plan, the employer's contribution shall equal:

(d) two and one-half percent of each participating employee's salary beginning July 1, 2012; and

(3) each employer that chooses to become a participating employer after January 1, 1998 shall make contributions to the fund in the amount determined to be appropriate by the board.

B. Following completion of the preliminary contribution period, each participating employee, as a condition of employment, shall contribute to the fund pursuant to the following provisions:

(1) for a participating employee who is not a member of an enhanced retirement plan, the employee's contribution shall equal:

(d) one percent of the employee's salary beginning July 1, 2012;

(2) for a participating employee who is a member of an enhanced retirement plan, the employee's contribution shall equal:

(d) one and one-fourth percent of the employee's salary beginning July 1, 2012; and

(3) as a condition of employment, each participating employee of an employer that chooses to become a participating employer after January 1, 1998 shall contribute to the fund an amount that is determined to be appropriate by the board. Each month, participating employers shall deduct the contribution from the participating employee's salary and shall remit it to the board as provided by any procedures that the board may require.

C. On or after July 1, 2009, no person who has obtained service credit pursuant to Subsection B of Section [10-11-6](#) NMSA 1978, Section [10-11-7](#) NMSA 1978 or Paragraph (3) or (4) of Subsection A of Section [22-11-34](#) NMSA 1978 may enroll with the authority unless the person makes a contribution to the fund equal to the full actuarial present value of the amount of the increase in the person's health care benefit, as determined by the authority.

D. Except for contributions made pursuant to Subsection C of this section, a participating employer that fails to remit before the tenth day after the last day of the month all employer and employee deposits required by the Retiree Health Care Act to be remitted by the employer for the month shall pay to the fund, in addition to the deposits, interest on the unpaid amounts at the rate of six percent per year compounded monthly.

E. Except for contributions made pursuant to Subsection C of this section, the employer and employee contributions shall be paid in monthly installments based on the percent of payroll certified by the employer.

Condition: During our review of RHC contributions we noted in 1 of the months tested the school failed to submit its contribution before the 10th of the month. August's contribution was not made until October 18th.

In the previous year's audit the Charter was late on one of its payments.

Cause: The school has not followed state guidelines in regards to contribution timelines.

Effect: The school's late payment subjects the school to possible late fees and puts them in non-compliance with state guidelines.

STATE OF NEW MEXICO
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SCHEDULE OF FINDINGS AND RESPONSES
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Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2017-001 – Late Payment of Employer Contributions (Other Non-Compliance) Repeated and Revised (Continued)

Auditor's Recommendation: We recommend that the school ensure that RHC contributions are mailed prior to the 10th of the month in which the payment is due.

Responsible Official's View:

- Specific corrective action plan for finding:
 - **We have a three person check system in place to guarantee payments are made on time. Prior to payment being due the Director and Executive Assistant are notified by our Payroll person. At this time the director is notified again by the Executive Assistant and when payment is made the Director notifies the Payroll person and Executive Assistant payment has been made.**

- Timeline for completion of corrective action plan:
 - **Action plan has already been implemented.**

- Employee position(s) responsible for meeting the timeline:
 - **Executive Assistant and Director**

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2018-001 – Improper Travel Expense Payments (Other Non-Compliance)

Criteria: 2.42.2.9 NMAC 1978 REIMBURSEMENT OF ACTUAL EXPENSES IN LIEU OF PER DIEM RATES:

A. **Applicability:** Upon written request of a public officer or an employee, agency heads may grant written approval for a public officer or employee of that agency or local public body to be reimbursed actual expenses in lieu of the per diem rate where overnight travel is required.

B. **Overnight travel:** For overnight travel for state officers and employees where overnight lodging is required, the public officer or employee will be reimbursed as follows:

(1) **Actual reimbursement for lodging:** A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this Section. Whenever possible, public officers and employees should stay in hotels which offer government rates. Agencies, public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the agency head or chairperson of the governing board on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.

(2) **Actual reimbursement for meals:** Actual expenses for meals are limited by Section 10-8-4(K)(2) NMSA 1978 (1995 Repl. Pamp.) to a maximum of \$30.00 for in-state travel and \$45.00 for out-of-state travel for a 24-hour period.

(3) **Receipts required:** The public officer or employee must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board. See Appendix B for a sample affidavit.

C. **Return from overnight travel:** On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the travel. Divide the total number of hours traveled by 24. The hours remaining constitute the partial day which shall be reimbursed as follows:

- (1) for less than 2 hours, none;
- (2) for 2 hours but less than 6 hours, \$12.00;
- (3) for 6 hours or more, but less than 12 hours, \$20.00;
- (4) for 12 hours or more, \$30.00;
- (5) **no reimbursement for actual expenses will be granted in lieu of partial day per diem rates.**

Condition: During our review of travel and per diem we noted the following instances in which proper procedures were not followed:

- In 1 of 6 items reviewed the travel form was not signed by the employee doing the traveling and the file did not have the actual invoice for the hotel stay it only had the reservation confirmation. The value of this reimbursement was \$206.57
- In 4 of 6 items reviewed the employee was paid actuals on the final day of travel when returning from an overnight stay. When an employee returns from an overnight stay they are entitled to the partial day per diem rates based on the number of hours they were absent. The value of these reimbursements were \$34.39, \$112.79, \$42.51, \$32.34.
- In all of the items we reviewed there is no authorizing signature allowing for the paying of actual expenditures.
- An employee was reimburse for expenditures outside of the time the employee was traveling. According to the travel form the employee left on 6/13/17 but receipts were for 6/12/17. The employee was reimbursed \$71.90
- In 1 of 6 items reviewed reimbursement of expenses seemed to occur outside of the listed travel dates.

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SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2018-001 – Improper Travel Expense Payments (Other Non-Compliance) (Continued)

In the previous year’s audit the School did not have any documentation to review their compliance with the travel and per diem act.

Cause: The School has not maintained proper documentation and was unaware of some of the requirements of travel reimbursements per State statutes.

Effect: The School is not in compliance with State and School statutes and policies.

Auditor’s Recommendation: We recommend that management keep proper records as required by law. We also recommend that the travel reimbursement form be revised to account for proper authorizing and certifying signatures and that all personnel be trained in the proper completion of the revised travel form. Further training in the State statute for travel and per diem reimbursement should be obtained so that the Director and Business Manager are comfortable with the requirements of the law.

Responsible Official’s View:

- Specific corrective action plan for finding:
 - **Additional documentation has been implemented to include all pertinent information for making sure travel forms are signed, proper prorated per diem or actuals are paid accordingly, and actual travel dates are recorded correctly for reimbursement.**
- Timeline for completion of corrective action plan:
 - **The corrective plan has already been implemented.**
- Employee position(s) responsible for meeting the timeline:
 - **Executive Assistant and Director.**

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2018-002 – Improper Cash Receiving and Depositing (Other Non-Compliance)

Criteria: 6.20.2.13 FINANCIAL STANDARDS NMAC 1978:

A. General ledger: **All school districts shall establish and maintain a general ledger in accordance with GAAP.** The general ledger will be comprised of individual funds and account groups using the department's uniform chart of accounts and shall be reconciled every fiscal year with department records

6.20.2.14 CASH CONTROL STANDARDS NMAC 1978:

A. School districts shall establish and maintain a cash management program to safeguard cash and provide prompt and accurate reporting that adheres to cash management requirements of the office of management and budget (OMB) Circular A-102, and applicable state and federal laws and regulations.

B. **The school district shall issue a factory pre-numbered receipt for all money received.** Pre-numbered receipts are to be controlled and secured. If a receipt is voided, all copies shall be marked "VOID" and retained in the receipt book.

C. **Money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day.** If the distance to the bank is considerable, or the cash collection is limited to small amounts and/or low volume and it is impractical to meet the twenty-four hour/one banking day requirement, the local board may request approval from the department for an alternative plan. The bank deposit slip shall have the numbers from applicable receipts entered on it or attached as a reference.

D. A cash receipts journal is to be used for each fiscal year beginning July 1 and ending June 30, and is to be presented to the school district's auditor during the annual audit.

K. All bank accounts shall be reconciled on a monthly basis. Reconciled bank statements are to be reviewed by the business manager and/or assistant superintendent for business administration. The bank statement, deposit slips, and canceled checks shall be made available to the district's auditor during the annual audit.

J. The school district shall maintain a cash control ledger for each fund/subfund where all transactions affecting cash are recorded. Cash balances reported to the department shall be the same as the district's cash control ledger and annual audit.

Condition: During our review of receipts we identified the following instances in which proper procedures were not followed:

- In 1 of 9 receipts reviewed the School did not issue a receipt for monies received. \$77,750.00 was deposited on 8/14/17. The description for these funds was donations from private sources.

Cause: The School early in the year was not receipting or recording revenues and expenses in a timely manner. However, since these issues were brought to the attention of the Director and new Business Manager, the School has corrected those issues going forward.

Effect: Non-adherence to state statutes places the School in noncompliance and lack of timeliness of deposits could subject the School to a possible occurrence of fraud. Additionally, financial statements are not correct if items are entered late into the financial system.

Auditors' Recommendations: We recommend that the Schools emphasize the importance of timely deposits of receipts. The District should cross-train employees so that more than one individual is able to make deposits to ensure timely deposits are possible. The School should continue to make the changes which it has since the first part of the year.

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule X

Section IV – Section 12-6-5 NMSA 1978 Findings – Moreno Valley High School (Continued)

MVHS NM 2018-002 – Improper Cash Receiving and Depositing (Other Non-Compliance)

Responsible Official's Plan:

- Specific corrective action plan for finding:
 - **We are working on having coverage for front desk so either the Executive Assistant or Director can break away to make deposits within the 24-hour time frame. We would also like to submit a request to allot for more than 24 hours in which to make deposits as there are only two administrative people.**

- Timeline for completion of corrective action plan:
 - **The first part of our action plan has already taken place. The second part of our action plan we would like to have the letter of request submitted by no later than 10/23/2018**

- Employee position(s) responsible for meeting the timeline:
 - **Executive Assistant and Director**

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2018

Schedule VIII

Section V – Prior Year Audit Findings

Financial Section Findings

Cimarron Municipal School District No. 3

FS 2017-001 – Improper Recording of Journal Entries – Resolved
FS 2017-002 – Failure to Follow Proper Internal Controls Related to Payroll – Resolved
FS 2017-003 – Improper Recording and Maintenance of Fixed Assets – Resolved

Moreno Valley High School

2016-002 – Improperly Completed Form I-9 – Resolved
MVHS FS 2017-001 – Improper Cash Control Measures – Resolved
MVHS FS 2017-002 – Purchase Orders, Payment Authorization, Documentation and Receiving – Repeated and Revised
MVHS FS 2017-003 – Improper Education Retirement Contributions – Resolved
MVHS FS 2017-004 – Improper Recording of Journal Entries – Resolved

Moreno Valley Education Foundation

There were no findings required to be reported relating to financial section.

Federal Award Findings

There were no findings required to be reported relating to federal awards.

Section 12-6-5 NMSA 1978 Findings

Cimarron Municipal School District No. 3

NM 2017-001 – Purchase Orders Payment Authorization and Receiving – Repeated and Revised
NM 2017-002 – Background Checks – Repeated and Revised
NM 2017-003 – Improper Retiree Health Care Contributions – Resolved
NM 2017-004 – Improper Approval of Budget Adjustment – Resolved
NM 2017-005 – Failure to Assign Statutory Preference and Bids and RFP's – Resolved
NM 2017-006 – Improper Cash Receiving and Depositing – Repeated and Revised
NM 2017-007 – Budgetary Controls and Cash Appropriations – Resolved

Moreno Valley High School

MVHS NM 2017-001 – Late Payment of Employer Contributions – Repeated and Revised
MVHS NM 2017-002 – Improper Disposition of Fixed Assets – Resolved
MVHS NM 2017-003 – Background Checks – Resolved
MVHS NM 2017-004 – Budgetary Controls – Resolved
MVHS NM 2017-005 – Annual Physical Inventory Certification by the Council - Resolved

STATE OF NEW MEXICO
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
OTHER DISCLOSURES
FOR THE YEAR ENDED JUNE 30, 2018

Auditor Prepared Financials

Manning Accounting and Consulting Services, LLC assisted in the preparation of the financial statements presented in this report. The District's management has reviewed and approved the financial statements and related notes and they believe that their records adequately support the financial statements.

Exit Conference

The contents of this report were discussed on October 17, 2018. The following individuals were in attendance.

Cimarron Municipal School District No. 3

Ronald L. Anderson, Board President
Adán Estrada, Superintendent
Nancy Hooker, Audit Committee Member
Lawana Whitten, Business Manager

Manning Accounting and Consulting Services, LLC

Byron Manning, CPA, Managing Partner
Chris Manning, Staff Accountant

Moreno Valley High School

Rogers Lanon, Council President
Tammy DeVine, Council Vice-President
Tammy Dunn, Director

Moreno Valley Education Foundation

Henry Garland, Board Treasurer
Linda Wier, Board Member