



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
October 16, 2019
6:30 pm**

**Eagle Nest Elementary/Middle School
225 Lake Avenue
Eagle Nest, NM 87718**

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

Eagle Nest Elementary/Middle School
Wednesday, October 16, 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. September 18, 2019 - Regular Board Meeting
- VI. Student and Staff Recognitions
 - A. Ashlynn Selph – Student Representative
- VII. Presentations
 - A. Doug Patterson, Living Designs Group – Facility Master Plan
- VIII. Public Forum
- IX. Strategic Planning Report
- X. Policy B-900 - Board Organizational Meeting – 2nd Reading (Discussion/Action)
- XI. Policy C-0600 - CBI Evaluation of Superintendent – 2nd Reading (Discussion/Action)
- XII. NMSBA Policy Service Advisory 198-202 – 1st Reading (Discussion/Action)
- XIII. NMSBA-Policy-Advisory-185-197 – 2nd Reading (Discussion/Action)
- XIV. Consider Approval of Consent Agenda Items (Discussion/Action)
 - A. Approval of the Disbursement Detail, Deposit Listing, Expenditure and Revenue Report, Budget Adjustments, Fund Cash Balance, Finance Memo, and Investment Report.
- XV. School Board Report
 - A. Region III Meeting, Monday, October 21, 2019 – West Las Vegas
 - B. 2019 – Annual Convention - December 5-7 2019, Embassy Suites, Albuquerque, NM
 - C. 2020 – Board Member Institute - January 23-25, 2020, Eldorado Hotel, Santa Fe, NM

XVI. Superintendent's Report

A. Safety Issues for District Playgrounds – POMS & Associates Report

XVII. Executive Session

A. Superintendent Evaluation

XVIII. Next Regular School Board Meeting Agenda Items

XIX. Adjournment

The next Regular School Board Meeting is scheduled for Wednesday, November 13, 2019 Cimarron High School Media Center; 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

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

CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

Moreno Valley High School
Wednesday, September 18, 2019
6:30 pm

I. Call to Order

- Mr. Wier called the meeting to order at 6:32 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, Member was absent. There was a quorum.

IV. Consider Approval of Agenda (Action)

- Mrs. Hooker made the motion to delete Item XII from the Agenda. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I; The motion carries.
- Mrs. Hooker made the motion to approve the amended agenda. Mrs. Lindsey 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. August 21, 2019 - Regular Board Meeting

- Mr. Anderson made the motion to approve the August 21, 2019 Regular Board Meeting Minutes. Mrs. Hooker 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. Tammy Dunn, Director – New Staff Information

VII. Presentations

A. Doug Patterson, Living Designs Group – Facility Master Plan

VIII. Public Forum

IX. Policy B-900 - Board Organizational Meeting – 1st Reading (Discussion)

- Revise Policy to read “the Board shall at its first regular meeting in January administer the oath of office to newly elected members and elect from its membership a President, Vice-president, and Secretary”.

- X. Policy C-0600 - CBI Evaluation of Superintendent – 1st Reading (Discussion)
Revise Policy to read “The Board shall conduct a written summative evaluation of the Superintendent once per year in December as described below. The Board shall conduct quarterly formative evaluations of the Superintendent in the months of March, June, and September.
- Goals should be changed to three per year.
- XI. NMSBA Policy Service Advisory 198-202 – 1st Reading (Discussion/Action)
- XII. NMSBA-Policy-Advisory-185-197 – 2nd Reading (Discussion)
- XIII. 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, Investment Report.
- Mrs. Hooker made the motion to approve the Consent Agenda Items. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mrs. Hooker, I. The motion carries.
- XIV. School Board Report
- A. Region III Meeting, Monday, October 21, 2019 – West Las Vegas
- B. 2019 – Annual Convention - December 5-7 2019, Embassy Suites, Albuquerque, NM
- Mr. Wier will not attend
- C. 2020 – Board Member Institute - January 23-25, 2020, Eldorado Hotel, Santa Fe, NM
- XV. Superintendent’s Report
- A. Enrollment
- XVI. Next Regular School Board Meeting Agenda Items
- Executive Session
 - All policies
 - Safety Issues for ENEMS Playground
- XVII. Adjournment
- Mr. Anderson made a motion to adjourn meeting. Mrs. Hooker 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 8:41 pm.

The next Regular School Board Meeting is scheduled for Wednesday, October 16, 2019 at Eagle Nest Elementary/Middle School; Meeting Time – 6:30 pm

Approval of Minutes:

Bret E. Wier
School Board President

Date

Annie J. Lindsey
School Board Secretary

Date

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

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B-0900 © BDA

BOARD ORGANIZATIONAL MEETING

The officers of the Board shall consist of a President, Vice-president and Secretary, all of whom shall hold office for one (1) year or until their successors are elected and have been qualified. *For the purpose of organization of the Board, the Board shall at its first regular meeting in January administer the oath of office to newly elected members and elect from its membership a President, Vice-president, and Secretary.*

The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The Board shall use the following procedure to elect various officers:

The floor shall be opened to nominations for the office to be voted upon. At this time, the names of possible appointees shall be put forward by the members and debated. When the debate ends, the President shall call the roll of the members, and each member shall cast his vote. The votes shall not be tallied until all members have voted. The nominee who receives the highest number of votes shall be appointed to the office of nomination.

The new President of the Board shall take office upon election. Election for the Vice-president shall then take place and following that the election of the Secretary. Each officer shall take office upon election to that position. Whenever there is a vacancy in a Board office, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

Adopted: date of manual adoption

LEGAL REF.: [22-5-7 NMSA](#)

[22-5-8 NMSA](#)

[22-5-9 NMSA](#)

[22-5-9.1 NMSA](#)

CROSS REF.: [BDB](#) - Board Officers

[BE](#) - School Board Meetings

[BEC](#) - Executive Sessions/Open Meetings

[BEDA](#) - Notification of Board Meetings

(Suggested additions in *italics* deletions in ~~striketroughs~~)

C-0600 © CBI

EVALUATION OF SUPERINTENDENT

The Board shall conduct a written summative evaluation of the Superintendent at least four times (Quarterly) each year as described below. The Board shall conduct *quarterly* formative evaluations of the Superintendent in the months of *March, June, September and December*. Evaluations are confidential and shall be conducted in executive session.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

To enable the re-employment decision to be made in a timely manner, the completed written *summative* evaluation shall be presented to and discussed with the Superintendent in an executive session with the Board prior to any re-employment decision by the Board.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument (C-0631) not later than November 30. The Board President shall schedule a meeting not later than December 31, when the Board will devote an executive session to the summative evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Board.

Upon the conclusion of the evaluation, the Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: date of manual adoption

Amended: date of amendment

LEGAL REF.: [22-5-4 NMSA](#)
[22-5-14 NMSA](#)

CROSS REF.: [CBA](#) - Qualifications and Duties of Superintendent

Cimarron Municipal Schools Superintendent Evaluation

Summative Assessment by the Board of the Performance of the Superintendent

This form is Exhibit C-0631 referenced the Cimarron Municipal Schools Superintendent Evaluation Policy C-0600

1. Board Relations: The superintendent provides leadership to accomplish the Board's goals and actively communicates progress on those goals to all members of the Board. The superintendent works effectively with the Board to formulate district policy, defining mutual expectations of performance with the Board and demonstrates good school governance to the Board. The superintendent works effectively with the Board to administer all policies established by the Board.

	Very good	Good	Fair	Poor	No opportunity to observe
Effectively communicates with all members of the Board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates events which may require Board awareness and attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively works with the Board at all Board meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommends appropriate policy issues to the Board for their consideration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively shares governance of the school district with the Board following the partition of responsibilities described by state law and district policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively and appropriately responds to school-board input and requests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

2. Staff Relations: The superintendent works effectively with staff to develop a strong district team. The superintendent is visible and accessible to staff and communicates effectively with them. The superintendent demonstrates respect for all levels of staff within the district and works to support the development of all members of the district team. The superintendent delegates and holds administrators accountable for decisions, progress of students, or lack thereof with appropriate consequences in accord with applicable legal/procedural due process standards.

	Very good	Good	Fair	Poor	No opportunity to observe
Knows and interacts with staff members who serve the district in a variety of roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visits staff work spaces while staff are engaged in work on a regular basis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets with staff regularly formally and informally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values and solicits staff input prior to making decisions affecting staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports professional development for all staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters pride in our district and high morale among faculty and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

3. Communications: The superintendent demonstrates and utilizes the skills necessary to establish effective two-way communications with students, staff, parents, and the community as a whole including beneficial relationships with the media. The superintendent responds appropriately to community feedback and builds community support for the district.

	Very good	Good	Fair	Poor	No opportunity to observe
Develops formal and informal techniques to gain external perceptions of district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and invites involvement of all stakeholders to fully participate in the process of schooling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands the role of media in shaping and forming opinions as well as how to work with the media.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeks and values input from a wide range of sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

4. Community Relations: The superintendent is an educational leader who promotes the success of all students by collaborating with staff, students, families and community members to respond to diverse community interests and needs. The superintendent promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

	Very good	Good	Fair	Poor	No opportunity to observe
Provides leadership for improving parent/student/community involvement in the schools.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establishes effective school/community relations, school/business partnerships and public service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formulates and implements plans for external communication, including communication of the school district priorities to the community and media.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides community service and leadership for developing a positive rapport between the school and the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates respect for the diversity in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

5. Instructional Leadership: The superintendent promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all members of the school community. The superintendent supports the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

	Very good	Good	Fair	Poor	No opportunity to observe
Sets priorities in the context of improving student achievement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very good	Good	Fair	Poor	No opportunity to observe
Articulates and promotes high expectations for teaching and student learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops, communicates, and implements a collective vision of comprehensive school improvement through the Cimarron Municipal Schools Strategic Plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formulates procedures for gathering, analyzing and using district data for decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaboratively develops, implements, and monitors change process to improve student and adult learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively champions the district's overarching goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

6. Organizational Management: The superintendent gathers and analyzes data for decision making and for making recommendations to the Board on the operations of the district. The superintendent ensures efficient and effective use of district financial resources. The superintendent demonstrates the skills necessary to meet internal and external customer expectations and to effectively allocate resources to maintain a clean, safe, and healthy working environment for staff and students.

	Very good	Good	Fair	Poor	No opportunity to observe
Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring, purchasing, and budget development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops and monitors long range plans for school and district technology and information systems making informed decisions about computer hardware and software and staff development and training needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively manages subordinates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

7. Values and Ethics: The superintendent is an educational leader who promotes the success of all students by acting consistently with integrity and fairness. The superintendent understands and models an appropriate value system, ethical behavior, and moral leadership. The superintendent exhibits multi-cultural and ethnic understanding and coordinates with social agencies and human services to help all students grow and develop as caring, informed citizens.

	Very good	Good	Fair	Poor	No opportunity to observe
Models a high standard of moral and ethical behavior in all interactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates integrity in all actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manifest a professional code of ethics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explores and develops ways to find common ground in dealing with difficult and divisive issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes the value that moral and ethical practices are established and practiced in every classroom and throughout the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

8. Superintendent's Goals: The Superintendent *shall have three annual goals a year* that will be placed below for each Board member to assess.

Very good progress on goal	Good progress on goal	Fair progress on goal	Poor or no progress on goal	No opportunity to observe
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

9. Are there any other comments you wish to offer which will help the Superintendent improve his performance?

10. Evaluator:

Name

POLICY SERVICES

ADVISORY

Volume 16, Number 4
2019

August

CONTENTS

Policy Advisory No. 198 GCH - Professional Staff Orientation and Training

Policy Advisory No. 199 GDH - Support Staff Orientation and Training

Policy Advisory No. 200 IJNDB - Use of Technology Resources In Instruction

Policy Advisory No. 201 JICD - Student Harassment / Bullying / Cyberbullying Prevention

..... JICD-R - Student Harassment / Bullying / Cyberbullying Prevention

..... JICD-E - Student Harassment / Bullying / Cyberbullying Prevention

Policy Advisory No. 202 JK - Student Discipline

Policy Advisory Discussion

The following advisory information is provided in response to the enactment of The Safe Schools for All Students Act per Senate Bill 288 of the 2019 New Mexico Legislative Session effective July 1, 2019 and requiring the enforcement of the adopted policies by January 1, 2020.

THE FOLLOWING INFORMATION AND SET OF ADVISORIES MAY BE SUBJECT TO THE NEW MEXICO PUBLIC EDUCATION DEPARTMENT (PED) PROVIDING WRITTEN INTERPRETATIONS OR ADOPTING REGULATIONS (NMAC) IN THE FUTURE. HOWEVER, POLICY SERVICES FELT THAT "THE SAFE SCHOOLS FOR ALL STUDENTS ACT" (THE ACT) NEEDED TO BE INTERPRETED AND POLICIES AVAILABLE AS EARLY AS POSSIBLE IN THE SCHOOL YEAR 2019-2020 TO INSURE DISTRICTS HAVE THE OPPORTUNITY FOR COMPLIANCE BEFORE THE JANUARY DEADLINE .

Action other than policy adoption

Below you will find the points made in the e-mail from PED by Dean Hopper on August 23, 2019 relative to the Senate Bill 288. Policy Services has chosen to point out where the requirements cited are located in the new policy and to repeat the 'outside of policy activities' that will be needed to conform to Senate Bill 288.

In addition to the required policy and procedures, each school district is required to include the bullying prevention policy and procedures for reporting in student handbooks using developmentally and culturally appropriate language. Following adoption of the bullying prevention policy, each district shall establish a bullying prevention program for students that will align with the new Mexico Health Education Content Standards with Benchmarks and Performance Standards (<https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/school-health-resources/>).

Bullying prevention training shall also be incorporated into new employee training, as well as provided annually, following adoption of the local policy, to all employees and volunteers who have significant contact with students. Bullying prevention policies and the point of contact information shall be posted on the district website and updated annually.

The Act in Policy

The Act requires school districts and charter schools to adopt and enforce a policy by January 1, 2020 that:

- Prevents instances of bullying and cyberbullying on its property, at school or district sponsored events and on school sponsored transportation inclusive of electronic communication. (See page 1 of JICD.)
- Includes definitions as set forth in the Act. (See page 1 **Definitions** of JICD.)
- Includes a statement prohibiting bullying and a statement prohibiting retaliation against those who report or witness bullying. (See second paragraph under **Reporting and Investigating** in JICD.)
- Sets forth procedures for reporting bullying and for reporting instances of retaliation for reporting an act of bullying. Reports may be made orally, in the preferred language of the

reporter, anonymously, and by parents in written form. (See **Reporting and Investigation** in JICD.)

District policies should also include procedures for the prompt investigation of reported bullying, cyberbullying, and retaliation that:

- Are to be the responsibility of a school or district administrator who investigates or supervises investigation of all reports. (See **Reporting and Investigation** in JICD.)
- Include procedures for notification to parents/guardians of students alleged to have committed an act of bullying and the students targeted by the alleged act. (See Investigation in Regulation JICD-R.) School employees who witness bullying or who receive reports of bullying are required to notify the designated administrator within two calendar days. (See **Reporting and Investigation** in JICD.)
- Include an appeal process for both the student accused of bullying and the student who is the target of bullying should either be unsatisfied with the investigation outcome. (See *Appeal* in Regulation JICD-R.)
- Develop a student safety support plan for students who are identified as the targets of bullying to be developed in order to protect the students from further acts of bullying. (See paragraph 5 of **Reporting and Investigation** of Policy JICD)

The policies that follow are recommended for adoption by policy services.

Policy Advisory No. 198.....GCH - Professional Staff Orientation and Training. The addition to this policy was that orientation would include bullying prevention and reporting for new teachers and that some training would be provided to all professional staff annually as required by The Act and other laws.

Policy Advisory No. 199.....GDH - Support Staff Orientation and Training. The addition to this policy was that orientation would include bullying prevention and reporting for new support staff and volunteers and that some training would be provided to all support staff and volunteers.

Policy Advisory No. 200.....IJNDB - Use of Technology Resources In Instruction. For purposes of emphasizing the prohibition of bullying a sentence was added to this policy defining the prohibited behavior.

Policy Advisory No. 201.....JICD - Student Harassment / Bullying / Cyberbullying Prevention. Please note that the content of Policy, Regulation and Exhibit JICD has been completely reorganized because of The Safe Schools For All Students Act (The Act). First The Act repealed Section 22-2-21 NMSA 1978, which was the basis for the former Policy JICD. The Act substituted a new Section 22-35-1 et seq. NMSA 1978 with different definitions and

requirements from the repealed Section. Policy Services has used the Memo from the Public Education Department regarding The Act to provide guidance in reviewing the new policy and procedures. Districts are encouraged, however, to read the The Act prior to reading the proposed Policy, Regulation and Exhibit. Districts should note that the underlying purpose of this policy and The ACT is to try to identify and correct bullying behavior through non-punitive means that would keep the perpetrators in the school setting.

Policy Advisory No. 202.....JK - Student Discipline. Policy JK was modified only to include the citation of The Safe Schools For All Students Act. The regulation JK-R was changed, however, to add harassment, bullying or cyberbullying as prohibited activities, to incorporate the definition of of the prohibited cyberbullying activity, and to correct the content of the side heading Student Disciplinary Proceeding.

Materials of a legal nature in support of these advisories may be found below. If you have any questions or requests please 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.

Advisory 198

PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees. Those new staff members not present at the orientation/training will be given a program of the same or similar content on or immediately after employment by their immediate supervisor. All staff are required to participate in annual training as underlined per statute. At a minimum, the orientation and training will may cover the following items and will include all statutorily required training as determined by the Superintendent:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Terms of employment.
- Disciplinary and conduct rules and procedures.
 - Annually, train staff regarding behavioral supports or behavioral management and the use of restraint and seclusion techniques.
 - Provide activities that create an awareness among staff of homeless student behaviors and direct them toward strategies and support so that out of school suspension or expulsion would be used only as a last resort.
- Bullying prevention and reporting.
- Salary and fringe-benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.
- Child abuse reporting responsibilities.

Adopted: date of manual adoption

LEGAL REF.: 22-35-1 NMSA *et seq.* NMSA
6.11.2.10 NMAC

29 U.S.C. 653

42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001, as amended by the Every Student
Succeeds Act (ESSA) of 2015

CROSS REF.:

GBEBB - Staff Conduct with Students

GBGC - Employee Assistance

JICD - Harassment / Bullying / Cyberbullying Prevention

JK - Student Discipline

JLF - Child Abuse / Child Protection

JLI - Student Safety

Advisory 199

SUPPORT STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees and volunteers. Those new staff members not present at the orientation/training will be given a program of the same or similar content on or immediately after employment by their immediate supervisor. All staff are required to participate in the underlined training annually per statute. ~~At a minimum, t~~ The orientation and training will may cover the following items and will include all statutorily required training as determined by the Superintendent:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Terms of employment.
- General disciplinary rules and procedures.
- Bullying prevention and reporting.
- Salary and fringe benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.

Adopted: date of manual adoption

LEGAL REF.: 22-35-1 *et seq.* NMSA
6.11.2.10 NMAC
29 U.S.C. 653
42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001, as amended by the Every Student
Succeeds Act (ESSA) of 2015

CROSS REF.: GBEBB - Staff Conduct with Students
GBGC - Employee Assistance
JICD - Harassment / Bullying / Cyberbullying Prevention

JK - Student Discipline
JLF - Child Abuse / Child Protection
JLI - Student Safety

Advisory 200

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, flash drives, memory cards or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to receive instruction in and follow its guidelines and procedures for appropriate use. Instruction in appropriate online behavior shall include how to interact with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS user agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Web and Internet Publishing

Documents created for the Web must have a purpose that falls within at least one of the following two categories: (1) Support of curriculum, instruction, and learning, and (2) Communication with parents and the community.

All information must accurately reflect the mission, goals, policies, program, and activities of the School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate, or it should relate to activities of the District or the schools within the District.

Filtering and Internet Safety

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school are prohibited.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of manual adoption

LEGAL REF.: 22-35-1 *et seq.* NMSA
20 U.S.C. 9134, The Children's Internet Protection Act
47 U.S.C. 254, Communications Act of 1934 (The Children's
Internet Protection Act)

CROSS REF.: EGD - Use of Technology in Office Services

Advisory 201

**STUDENT HARASSMENT / BULLYING /
CYBERBULLYING PREVENTION**

Harassment, bullying and cyberbullying are prohibited on school property:

- including electronic communication on or with the use of its property;
- at sponsored functions; and
- on its to-and-from-school transportation or transportation by the District to or from any school-sponsored event.

Electronic communication is prohibited if it is:

- directed at a student,
- published with the intent that it be seen by or disclosed to that student and others, and
- substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school.

Anti-bullying and prevention shall be included as a part of the health education curriculum as set forth in the New Mexico Administrative Code and incorporated annually in the instruction for all students.

Definitions for purposes of this policy:

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally, and that:
 - may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic; or on an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics; and
 - can be reasonably predicted to:

- ▲ place a student in reasonable fear of physical harm to the student's person or property;
 - ▲ cause a substantial detrimental effect on a student's physical or mental health;
 - ▲ substantially interfere with a student's academic performance or attendance; or
 - ▲ substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution or grantee.
- "Cyberbullying" means any bullying that takes place through electronic communication.
- "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording.
- "Gender identity" means a student's self-perception, or perception of that student by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.
- "Local school board" includes the governing body of a charter school.
- "Physical or cognitive disability" means a physical or cognitive impairment that substantially limits one or more of a student's major life activities.
- "Progressive discipline" means disciplinary action, other than suspension or expulsion from school, that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:
 - meeting with the student and the student's parents;
 - reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 - counseling;
 - anger management;
 - health counseling or intervention;

- mental health counseling;
 - participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 - community service; and
 - in-school detention or suspension, which may take place during lunchtime, after school or during weekends.
- "Sexual orientation" means heterosexuality, homosexuality or bisexuality, whether actual or perceived."

Reporting and Investigation

School employees and volunteers having significant contact with students shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

Any student, parent or person may report an allegation of bullying by contacting a school employee with information that will allow the administration to contact those who may be involved. A school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers. Retaliation for witnessing or reporting bullying is prohibited and the person initiating such retaliation is subject to disciplinary action. Reports of retaliation shall be made in the same manner as those for bullying.

The employee shall elicit from a student, parent or person the particulars determined by the Superintendent to be necessary for the allegation to be investigated. When the allegation is submitted in a manner other than on a prescribed form, the particulars of the allegation must be written on the form as immediately as possible after receipt by the employee. The employee may assist the student, parent or person in completing the information form or may enter the information needed from any provided verbal or other source. A student, parent or person making an allegation should sign and date the information provided, however, unsigned forms are to be processed in the same manner as signed forms. No formal disciplinary measures may be taken based solely upon an anonymously submitted complaint. A school staff member, support staff member or volunteer shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

When the school staff member receiving the information or observing the act is other than a school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than two (2) days after the staff member receives or observes the allegation of bullying. If a school administrator is included in the

allegation, the information shall be transmitted to the next higher administrative supervisor. A failure by the school staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall designate a school administrator at each campus to investigate all reports of bullying and shall supervise the investigation of all reports of bullying. Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment resulting from harassment, bullying or cyberbullying that may include:

- counseling;
- mediation;
- development of a student safety support plan for protection of the targeted student;
- discipline up to but not including expulsion (see "progressive discipline" in **Definitions** above).

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy. Reference policy JK for implementation of permissible penalties within the context of progressive discipline referent to all of the surrounding circumstances including:

- the nature of the incident;
- the developmental age of the student who is bullying as well as the student who has been bullied; and
- any history of problem behavior from the student who is bullying.

The district shall document reports and investigations of bullying by school and shall maintain those records for no less than four years making such reports as shall be necessary to both state and federal authorities.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be:

- posted conspicuously in each school building;

- made a part of the student handbook in such form and such language as may provide the best understanding for the student and parent population ; and
- posted on the district web site.

Forms for submitting complaints are to be available to students, parents, other persons, and staff in the school offices.

Reports or investigative information relative to harassment, bullying and cyberbullying shall be maintained by staff and the District and shared only in accord with the Family Education Rights and Privacy Act and conforming District discipline and conduct policies. Records of investigation and reported information sufficient to meet both state and federal reporting requirements on these topics shall be maintained.

Adopted: date of manual adoption

LEGAL REF.: 22-35-1 *et seq.* NMSA
 28-1-2 *et seq.* NMSA
 6.12.7.8 NMAC
 6.29.6.8 NMAC

CROSS REF.: AC - Nondiscrimination/Equal Opportunity
 ACA - Sexual Harassment
 IJNDB - Use of Technology Resources in Instruction
 JB - Equal Educational Opportunities
 JIC - Student Conduct
 JII - Student Concerns, Complaints, and Grievances
 JK - Student Discipline
 JKD - Student Suspension/Expulsion
 JR - Student Records
 KE - Public Concerns and Complaints

REGULATION**REGULATION****STUDENT HARASSMENT / BULLYING
CYBERBULLYING PREVENTION**

Procedures When a school staff member receives the information regarding a suspected bullying offense, the staff member will transmit it to the school administrator not later than two (2) days following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level.

At a minimum, the school employee shall provide the identifying information on the suspected bullying offense in writing and with such specificity of names, places and times as to permit an investigation to be carried out by the administration. The written suspected bullying offense report should be signed by the person providing the information and the school employee. However, an anonymous report will be processed in the same manner as a signed form but no formal disciplinary measures may be taken based solely on the anonymous submission.

The staff member reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A failure by the staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

Investigation The incident will be investigated by the designated school administrator. Confidentiality of records and student information shall be observed in the process. The procedures to be followed are:

- An investigation of the reported suspected offense or activity shall be made within five (5) school days of the date of the report when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
- The investigator shall initiate appropriate action pursuant to the investigation to safeguard the welfare of the targeted student and circumscribe any further actions by the perpetrator through proper disciplinary or informal means.

- The investigator shall meet with the student and parent of the student who is the target of the suspected offense at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the discussion. If the investigating administrator believes from information gathered in his professional capacity that notifying the parents would endanger the health or well-being of the student, notification may be delayed as appropriate. Such action shall include:
 - notifying the parent telephonically, by e-mail, or in writing by mail or personal service;
 - providing the date, time and place for a meeting to be held with the student, parent and administrator;
 - identifying appropriate specialized supports needed to help the student; and
 - enlisting the parents' support in preventing further bullying.
- The investigator shall contact the parents of the student alleged to have committed the act as soon as possible to seek cooperation in alleviating the suspected bullying. Confidentiality of records and student information shall be observed in the process of making such contact. Such action shall include:
 - notify the parent telephonically, by e-mail, or in writing by mail or personal service;
 - providing the date, time and place for a meeting to be held with the parent and administrator;
 - Identifying appropriate specialized supports needed to help the student address the underlying causes of the actions with the parents;
 - establishing nonpunitive consequences for the student at the school level, if possible, considering the circumstances; and
 - apprising the student and the parent of the consequences of violations of student rules of conduct.

Appeal Upon conclusion of the investigation should either the student accused of bullying or the target of the bullying take exception to the outcome of the investigation, an appeal may be made to the Superintendent of schools in writing. The Superintendent will review the actions taken based upon the application of appropriate school policy and procedure. The Superintendent will review the report and procedures and may refer the actions for further consideration, affirm the action or make such changes as may be in accord with current policy and procedure. The determination of the Superintendent is final.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy JIC, JK and JKD..

The district shall document reports and investigations of bullying by each school and shall maintain those records for no less than four years making such reports as may be required to the state and federal authorities.

EXHIBIT **EXHIBIT**

**STUDENT HARASSMENT / BULLYING
CYBERBULLYING PREVENTION**

(To be filed with the school administrator, the administrator's supervisor,
or with the Superintendent)

Additional pages may be attached if more space is needed.

Targeted Student Name: _____ Date:

Grade : _____

Person or Persons alleged to be harassing, bullying, or
cyberbullying:

Specify the suspected offense by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, people, and places.

Date of the of the incident or offense(s): _____

Provide what you would expect as an outcome to the incident reported.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name

Address

Telephone Number

I certify that this information is correct to the best of my knowledge.

Signature of Student/Parent/Other Person

Date Signed

Staff Member
Receiving Complaint

Date Received

Signature of Investigating Administrator

Date Signed

The investigating administrator shall give one (1) copy to the Superintendent and retain one (1) copy for the file.

Advisory 202

STUDENT DISCIPLINE

Parents, school personnel and students shall be involved in the development of policies, and public hearings before the Board shall be held during the formulation of these policies in the high school attendance areas within each district or on a district-wide basis for those districts that have no high school. The Superintendent shall prepare and recommend the final format of discipline policies and develop procedures for the discipline of students that comply with state laws and regulations. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Adopted: date of manual adoption

LEGAL REF.: 22-35-3 NMSA (1978)
 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

CROSS REF.: JIC - Student Conduct
 JKA - Corporal Punishment
 JKD - Student Suspension/Expulsion
 JR - Student Records

REGULATION**REGULATION****STUDENT DISCIPLINE**

The following are prohibited activities:

- Criminal or delinquent acts;
- Gang related activity;
- Sexual harassment
- Disruptive conduct;
- Refusal to identify self; and
- Refusal to cooperate with school personnel; and,
- Harassment, bullying or cyberbullying

A student may be subject to disciplinary action when the student engages in the above or those below:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - Fighting or engaging in violent behavior.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

- Selling, distributing, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;
 - Selling, distributing, using, or possessing weapons, fireworks, or other dangerous instruments or contraband;
 - Selling, using, or possessing obscene materials;
 - Using profane, vulgar, or abusive language (including ethnic slurs);
 - Gambling;
 - Hazing;
 - Engaging in lewd behavior;
 - Engaging in harassing, cyberbullying or bullying of another student.
- Engages in any of the following forms of academic misconduct:
 - Lateness for, missing, or leaving school or class without permission or excuse;
 - Cheating (including but not limited to copying, using unauthorized assistance in any form help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion);
 - Plagiarism.
 - Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
 - Uses electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school.
 - Has a record of excessive absenteeism.
 - Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the

circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Parent-student disciplinary conference.
- Directed reflective activities.
- Anger management training referral.
- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Expulsion.

Depending upon the nature of the violation, and the surrounding circumstances, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all

other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Any ~~teacher, administrator, Board member, parent,~~ student or other person may report a violation of student disciplinary rules to ~~a~~ school staff member or administrator. The employee will then report this to an administrator who ~~The administrator~~ will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized on the district web site, in student handbooks and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

RELEVANT STATUES, RULES AND CITATIONS

Please be aware that the formatting on the citation is not as intended by the Compilation Commission web site because of the method of transfer. You may find the citation at <https://nmonesource.com/nmos/en/nav.do> , enter 22-35-1

22-35-1. Short title.

This act [22-35-1 through [22-35-5 NMSA 1978](#)] may be cited as the "Safe Schools for All Students Act".

History: [Laws 2019, ch. 181, § 1.](#)

ANNOTATIONS

Effective dates. — [Laws 2019, ch. 181, § 7](#) made Laws 2019, ch. 181 effective July 1, 2019.

22-35-2. Definitions.

As used in the Safe Schools for All Students Act:

A. "bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally, and that:

(1) may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic; or on an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics; and

(2) can be reasonably predicted to:

(a) place a student in reasonable fear of physical harm to the student's person or property;

(b) cause a substantial detrimental effect on a student's physical or mental health;

(c) substantially interfere with a student's academic performance or attendance; or

(d) substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution or grantee;

B. "cyberbullying" means any bullying that takes place through electronic communication;

C. "electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording;

D. "gender identity" means a student's self-perception, or perception of that student by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth;

- E. "local school board" includes the governing body of a charter school;
- F. "physical or cognitive disability" means a physical or cognitive impairment that substantially limits one or more of a student's major life activities;
- G. "progressive discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:
- (1) meeting with the student and the student's parents;
 - (2) reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 - (3) counseling;
 - (4) anger management;
 - (5) health counseling or intervention;
 - (6) mental health counseling;
 - (7) participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 - (8) community service; and
 - (9) in-school detention or suspension, which may take place during lunchtime, after school or during weekends; and
- H. "sexual orientation" means heterosexuality, homosexuality or bisexuality, whether actual or perceived.

History: [Laws 2019, ch. 181, § 2.](#)

ANNOTATIONS

Effective dates. — [Laws 2019, ch. 181, § 7](#) made Laws 2019, ch. 181 effective July 1, 2019.

22-35-3. Bullying prevention policies; adoption and enforcement.

- A. By January 1, 2020, each local school board shall adopt and enforce policies to:
- (1) prevent bullying:
 - (a) on its property, including electronic communication on or with the use of its property;
 - (b) at sponsored functions; and
 - (c) on its to-and-from-school transportation or any school-sponsored transportation; and
 - (2) prohibit electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school.

B. Each local school board shall control the content of its policy; provided that the policy includes:

- (1) the definitions as set forth in the Safe Schools for All Students Act;
- (2) a statement prohibiting bullying;
- (3) a statement prohibiting retaliation against persons who report or witness incidents of bullying;
- (4) a list of consequences, including progressive discipline approaches that can result from an identified incident of bullying that are designed to:
 - (a) appropriately correct the bullying behavior;
 - (b) prevent another occurrence of bullying or retaliation;
 - (c) protect the target of the bullying;
 - (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on: 1) the nature of the incident; 2) the developmental age of the student who is bullying; and 3) any history of problem behavior from the student who is bullying; and
 - (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school;
- (5) a procedure for reporting bullying or retaliation for reporting an act of bullying, including:
 - (a) a flexible reporting system that allows for reporting orally and in the student's preferred language;
 - (b) a method for reporting bullying anonymously; provided that no formal disciplinary measures shall be taken solely on the basis of an anonymous report; and
 - (c) a method for parents to file written reports of suspected bullying; and
- (6) a procedure for prompt investigation of reports of violations of the policy and of complaints of bullying or retaliation, including:
 - (a) designation of a school administrator to investigate or supervise the investigation of all reports of bullying and to ensure that such investigation is completed promptly after the receipt of any report made under the Safe Schools for All Students Act;
 - (b) a procedure for notification of the parents of the student alleged to have committed an act of bullying and the parents of the students targeted by the alleged act; provided that if the administrator believes, in the administrator's professional capacity, that notifying the parents would endanger the health or well-being of a student, the administrator may delay such notification as appropriate;
 - (c) a benchmark that school employees who witness acts of bullying or receive reports of bullying notify the designated administrator not later than two days after the school employee witnesses or receives a report of bullying;

(d) an appeal process for a student accused of bullying or a student who is the target of bullying who is not satisfied with the outcome of the initial investigation; and

(e) development of a student safety support plan for students who are targets of bullying that addresses safety measures the school will take to protect targeted students against further acts of bullying.

C. Each local school board shall include bullying prevention policies and procedures for reporting bullying in student handbooks using developmentally and culturally appropriate language. Policies shall be produced and disseminated in appropriate languages for any school district in which a substantial portion of the student population speaks a language other than English at home.

D. Each public school shall document reports and investigations of bullying and shall maintain those records for no less than four years.

E. Each local school board shall establish procedures for public schools to report aggregate incidents of bullying and incidents of harassment under any applicable federal or state law, along with responses to these incidents, and report this information annually to the department.

History: [Laws 2019, ch. 181, § 3.](#)

ANNOTATIONS

Effective dates. — [Laws 2019, ch. 181, § 7](#) made Laws 2019, ch. 181 effective July 1, 2019.

22-35-4. Bullying prevention programs establishment.

A. Following adoption of a bullying prevention policy, each public school shall:

- (1) establish an annual bullying prevention program for students included in New Mexico's health education content standards with benchmarks and performance standards;
- (2) provide annual training on bullying prevention to all employees and volunteers who have significant contact with students; and
- (3) incorporate information on the bullying prevention policy into new employee training.

B. Each school district and public school shall develop a plan for the way in which the policy is to be publicized, including:

- (1) making each school district's anti-bullying policy, and developmentally, culturally and linguistically appropriate variants of the policy, available on public websites;
- (2) identifying a point of contact for bullying-related concerns; and
- (3) informing parents and students about the policy at least annually through student handbooks and other resources.

History: [Laws 2019, ch. 181, § 4.](#)

ANNOTATIONS

Effective dates. — [Laws 2019, ch. 181, § 7](#) made Laws 2019, ch. 181 effective July 1, 2019.

22-35-5. Department duties; school district and charter school report cards.

A. The department shall:

(1) issue guidance for bullying prevention programs and policies in accordance with the Safe Schools for All Students Act; and

(2) within one hundred twenty days of the effective date of the Safe Schools for All Students Act:

(a) promulgate rules for a model policy for local school boards on bullying prevention in accordance with that act, as well as any developmentally, culturally or linguistically appropriate variants of the policy;

(b) provide guidance to local school boards relating to effective forms of progressive discipline to reduce bullying and school violence; and

(c) provide guidance to local school boards on effective bullying prevention programs to reduce bullying and school violence.

B. At the same time as or as part of the annual accountability report, each school district and charter school shall report on the status of its implementation of the provisions of the Safe Schools for All Students Act, including the aggregate number of incidents of bullying in the state, the aggregate number of incidents of harassment under any applicable federal or state laws, the aggregate number of responsive actions taken by public schools by type of action, a tabulation of the number of incidents associated with each distinguishing characteristic defined in the Safe Schools for All Students Act, the department's evaluation of the sufficiency of funding for bullying prevention programs and any recommendations for policy or programmatic change to improve the addressing of bullying issues in the state.

History: [Laws 2019, ch. 181, § 5.](#)

ANNOTATIONS

Effective dates. — [Laws 2019, ch. 181, § 7](#) made [Laws 2019, ch. 181](#) effective July 1, 2019.

POLICY SERVICES

ADVISORY

Volume 16, Number 3

July 2019

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Policy Advisory Discussion

House Bill 236/a was enacted by the 2019 New Mexico Legislature as the "Attendance for Success Act" and is now compiled as 22-12A-1 et. seq. NMSA. The new law repeals and replaces the "Compulsory School Attendance Law" formerly 22-12-1 to 22-12-10 NMSA. The new law is currently in effect and requires local school boards to modify the policies and procedures by which attendance is enforced and records are maintained and reported. Due to the length and complexity of the new law, several policies and procedures were required to be modified. Normally Policy Services would simply provide the updated policies with a brief explanation of what the changes mean in terms of the educational practices necessary for their implementation. With an entirely new attendance law, Policy Services has chosen to provide an outline of what the new law, "Attendance for Success Act," will require for implementation as well as the policies and procedures. Districts will see that there are also modifications to how special subgroups within the school population are provided for by policy. The following steps, taken from the law, will provide an outline for districts to follow for compliance with the new attendance act.

Know The Terminology

- "School day" means a portion of the school day that is at least one-half of a student's approved program.
- "Absent" means not in attendance for a class or school day for any reason, whether excused or not, provided that "absent" does not apply to participation in interscholastic extracurricular activities.

- "Attendance improvement plan" means a tiered data-informed system for public schools and school districts to identify students who are chronically or excessively absent and to aid public schools in developing whole-school prevention strategies and targeted interventions.
- "Chronic absence rate" means the percentage of students, in the aggregate and disaggregated by the subgroups, required for reporting pursuant to the federal Every Student Succeeds Act, in a public school and a school district who have been enrolled for at least ten days and who have missed ten percent or more of school days since the beginning of the school year.
- "Chronically absent" or "chronic absenteeism" means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.
- "Excessively absent" or "excessive absenteeism" means a student who is identified as needing intensive support and has not responded to intervention efforts implemented by the public school.
- "Excused absence" means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board.
- "Medical absence" or "medically absent" means that a student is not in attendance for a class or a school day for a parent- or doctor-authorized medical reason or the student is a pregnant or parenting student.
- "Unexcused absence" means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board.

Know The Reporting Categories For Prevention Of Student Absence

- "Whole school prevention" means universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason.
- "Individualized prevention" means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason.
- "Early intervention" means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason.

- "Intensive support" means interventions for students who are missing twenty percent or more of classes or school days for any reason.

Begin Gathering Attendance Data

- Gather attendance data from the last school year and assess based upon the reporting categories for prevention of student absence.
- Start gathering attendance data for the current school year based upon the reporting categories for prevention of student absence.

Know How To Aggregate And Disaggregate Attendance Data By Schools And Student Subgroups Into Reporting Categories

- Assess chronic absences and divide school data into reporting categories required for reporting pursuant to the federal "Every Student Succeeds Act." This will include racial and ethnic identity and disability status, as well as homeless and foster care students who have been enrolled for at least ten days and who have missed ten percent or more of school days since the beginning of the school year.
- Differentiate the public schools based on their chronic absence rates into no fewer than four categories.
- Differentiate the student subgroups into no fewer than four categories based on their chronic absence rates.

Form An Attendance Team

- Attendance team means a group of school-based administrators, teachers, staff, other school personnel and community members who collaborate to implement an attendance improvement plan.
- Attendance teams may be formed in whole or in part from preexisting groups or teams within a public school. The team may also be formed for the explicit purpose of improving school attendance. School districts shall reserve time for school personnel to collaborate as an attendance team.
- School districts shall provide support and guidance to attendance teams on transportation and school scheduling options when these are identified as barriers to school attendance.

The District Shall Develop An Attendance Improvement Plan Using The Reporting Categories To Include:

- specific school district supports and resources available to public schools at each level to further the implementation of their attendance improvement plans;
- attendance improvement targets for public schools or subpopulations with chronic absence rates of ten percent or greater, developed in collaboration with each public school; and
- an attendance improvement target for school districts with chronic absence rates of ten percent or greater.

Reporting The Attendance Improvement Plan

- Each school district shall report its attendance improvement plan to the department no later than forty-five days after the beginning of the school year.
- At the end of each school year, each school district shall report to the local school board and to the public on the school district's website, the progress made on its attendance improvement plan as follows:
 - a description of the supports and resources provided to public schools at each tier of the attendance improvement plan;
 - the extent to which public schools with chronic absence rates greater than ten percent achieved their attendance improvement targets;
 - the extent to which the school district achieved its attendance improvement targets;
 - barriers and challenges to reducing chronic absence rates, as reported by the public school and school district personnel;
 - effective school-based practices, as evidenced by decreased chronic absence rates; and
 - recommendations for improvement during the next school year at both the public school and school district level.

THE FOLLOWING SET OF ADVISORIES MAY BE SUBJECT TO THE PUBLIC EDUCATION DEPARTMENT (PED) WRITING INTERPRETATIONS OR ADOPTING REGULATIONS (NMAC) IN THE FUTURE. HOWEVER, POLICY SERVICES FELT THAT THE "ATTENDANCE FOR SUCCESS ACT" NEEDED TO BE INTERPRETED AND POLICIES AVAILABLE PRIOR TO THE SCHOOL YEAR 2019-2020 TO ALLOW FOR THE ASSESSMENT OF DATA FROM PREVIOUS SCHOOL YEARS AND TO ESTABLISH NEW METHODS OF COLLECTION AND INTERPRETATION OF DATA . THEREFORE, POLICY SERVICES HAS WRITTEN THE ENCLOSED POLICIES, PROCEDURES AND SUGGESTED STEPS FOR IMPLEMENTATION BASED UPON THE 2019 LEGISLATIVE ENACTMENT,

HOUSE BILL 236. THE CONTENT OF THE BILL MAY BE ACCESSED BY COMPUTER USING THE WEB ADDRESS PROVIDED FOLLOWING THE POLICIES BELOW.

The policies that follow are recommended for adoption by policy services.

Policy Advisory No. 185 IHBCA - Programs for Pregnant/Parenting Students. Changes to this policy include a further definition for a parenting student, indicating that the children must be under 13 years of age and needing care. With this definition of a parenting student, the law permits four (4) days of excused absence for child care with time for make up of school work for either student parent of a child under 13 years of age needing care. The policy also indicates the new law's provision of at least ten (10) days of approvable medical absence for the documented birth of a student's child and make up time for school work missed. The exhibit was modified to identify both pregnant and parenting students. No gender is noted in the statute for the student who provides documentation of the birth of the student's child. For this reason the medical absence and make up following the birth of a child should be extended to either the student father or mother or both.

Policy Advisory No. 186 IKEA - Make up Opportunities. Originally, the make up policy was optional. With the recognition of pregnant and parenting students and now the new attendance act, this policy has become required. It now reflects the reasons students may be excused as found in Policy JH, as revised. Districts should review the regulation to determine if it meets their requirements and the way they currently handle excused and unexcused absence make up work. Please keep in mind that the new act has as its intent the encouragement of not only attendance but completion of the work required for success in classes and for graduation. In light of this emphasis, consider carefully before reducing grades and preventing credit on make up assignments.

Policy Advisory No. 187 JE - Student Attendance. Student attendance is the policy chosen to be the copy of the overall "Attendance Policy" required to be provided to all parents of students in the school and published on the public schools web site per 22-12A-6 D NMSA. The regulation JE-RA reflects the change in record keeping needed to show compliance with the keeping of attendance and records on interventions initiated. New regulation JE-RB has been prepared to identify the newly required appointment of an attendance team. The composition of the team as required by law and the functions it is to provide are indicated therein.

One of the intervention strategies mentioned in the requirements for a student attendance policy and also in the charges to the Attendance Team is establishing partnerships between the public school and community organizations, such as civic, business and professional groups, organizations and recreational groups, social and out-of-school programs. Policy Services recognizes that this type of community school cooperation brings into play the Family Education Rights and Privacy Act. Rather than try to explain the relations that can be established, the privacy issues and under what circumstances these organizations can be

involved in the school interventions, Policy Services has included a reference to a guidance document from Family Policy Compliance Office U.S. Department of Education that explains these factors. You can find the WEB site address to download this document at the end of the advisories.

Policy Advisory No. 188 JEA - Compulsory Attendance Ages. There were some naming changes in the law governing this policy and some minor but important clarifications were made. A school age person has been further defined and the responsibility for attendance has been more clearly stated.

Policy Advisory No. 189 JEB - Entrance Age Requirements. The definition of the child that may be admitted to kindergarten has been clarified.

Policy Advisory No. 190 JFAA - Admission of Resident Students. The new law indicates that a school age person who is a client as defined in Section 43-1-3 NMSA in a state institution has a right to attend public schools in the district in which the institution is located if certain conditions are met. This has been added by citation rather than by explaining the conditions. Attendance is based upon either the districts appraisal and review or as a result of an appeal process through Special Education rules of the Public Education Department.

Policy Advisory No. 191 JFAB - Tuition/Admission of Nonresident Students. The new language added to this policy specifically authorizes the admission of any school-age person, not a resident, where there are sufficient school accommodations to provide for them. This language allows the admission of the children of staff who live outside of the district should your district wish to have that option.

Policy Advisory No. 192 JFC - Student Withdrawal from School/Dropouts. Added to withdrawals is the hardship waiver, attendance at private or home school, and the change based upon the Attendance for Success Act focusing on chronic absence rather than truancy.

Policy Advisory No. 193 JH - Student Absences and Excuses. In the case of the new attendance law, the emphasis is on prevention of chronic absence and increasing attendance not on whether the student is excused or unexcused. Reasons for student absences to be excused or unexcused are more clearly spelled out in this revision. The requirement that allows a student to make up missed work is now in this policy. Included are the definitions for unexcused absence and excused absence. Note that per the law, Policy Services has chosen to include the school administrator being given the authority to approve reasons for absence based upon the circumstances. The law allows additional reasons for excused absences to be provided by policy.

Policy Advisory No. 194 JHB - Truancy / Chronic Absence. The name of this policy, regulation and exhibits has been altered to reflect the change from tracking only unexcused absences known as truancy to the new acts tracking of all chronic absences regardless of being excused

or unexcused. With the change from a Compulsory School Attendance Law to the Attendance for Success Act this title now reflects most of 22-12A-8, 11, 12 and 13 NMSA. The policy provides the directions for handling chronic and unexcused absences by indicating the intervention definitions, how interventions are to be implemented and what will result upon a lack of success with the interventions. The regulation indicates record keeping requirements for all absences and what parents may request in the way of attendance data with timelines.

The exhibits found in JHB include some of the interventions the district may use with absent or chronically absent students. A form letter that may be used to contact parents and a form for recording the actions to be taken with a student in cooperation with the parents or the legal guardian. Also found in an exhibit are instructions from the "Attendance for Success Act" on how to develop a school improvement plan and a whole school absence prevention strategy.

Policy Advisory No. 195 JHCB - Released Time for Religious Instruction. The changes to this policy were very minor but lead to the conclusion that religious instruction is given more deference in that it should not interfere with a student's normal schedule, rather than using the term "shall not." Allowing make up work in case of interference furthers this indication.

Policy Advisory No. 196 JJJ - Extracurricular Activity Eligibility. Specific language regarding grade point average, minimum length of grading periods, and when the academic record is applied relative to extracurricular activity eligibility were included in the Attendance for Success Act in Section 10. These were therefore added to this policy replacing the language from the New Mexico Activities Association Handbook Section. 6. Policy Services suspects this may be revisited in the future but the language was clearly stated in Section 10 of 22-12A NMSA.

Policy Advisory No. 197 LF - Relations with State Education Agencies. Also included in Section 10 of 22-12A NMSA was the waiver option for the maximum number of days of absence due to participation in state or national competition that is not an interscholastic extracurricular activity. This was placed with other waivers that may be obtained through the Secretary of Public Education as provided for in State law. A procedure for obtaining this waiver is to be developed by the Secretary.

Notes

Several of the bills passed by the 2019 legislature still require the Public Education Department (PED) to prepare regulatory documents. Those requiring PED action before Policy Services can prepare policy advisories are SB 48 on diabetes management, HB 129 on arming school security officers, SB 288 on bullying prevention, and SB 398 on screening for Dyslexia.

Policy Services is currently experiencing difficulty with the web links for statutory citations from the on line policy manual documents. This is due to the New Mexico Compilation Commission assuming responsibility for providing free access to all New Mexico laws. In doing so they changed the format and web location Policy Services was using. Policy Services is in the

process of arranging for the updating of all statutory links in school district web policy manuals. This may take a month or so. Your patience would be appreciated during the transition period. In the meantime any person wishing access to New Mexico Statutes can obtain this by using the following address in their computer web browser:
<https://www.nmcompcomm.us/search-laws/>

Materials of a legal nature in support of these advisories may be found below. If you have any questions or requests please 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.

Advisory 185

**PROGRAMS FOR PREGNANT /
PARENTING STUDENTS**

Pregnant and parenting students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through the public schools.

Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interests.

Pregnant students shall notify school authorities of their status as soon as it is ascertained. At least ten (10) days of medical absence may be approved for a student who provides documentation of the birth of the student's child and time shall be provided for the student to make up the work.

Pregnant and parenting students of children under thirteen (13) shall be permitted additional four (4) days of excused absences for a child needing care such purposes upon proper documentation in accord with policy and statute. Time shall be provided for the student to make up the school work missed during the absence. The Superintendent will establish procedures as necessary to implement this policy.

Parenting students shall not bring their children to school during the regular school day. Student's children will only be permitted in specified classes when requested by an instructor with the approval of the building administration. They are not to be in any other area of the school campus.

Adopted: date of manual adoption

LEGAL REF.: ~~22-12-2 NMSA (1978)~~
~~22-12-8 NMSA (1978)~~
~~22-12-3.1 NMSA (1978)~~
22-12A-9 NMSA

CROSS REF.: AD - Educational Philosophy/School District Mission
 IHBF - Homebound Instruction
IKEA - Make Up Opportunities
 JIE - Pregnant / Parenting Student

REGULATION

REGULATION

**PROGRAMS FOR PREGNANT /
PARENTING STUDENTS**

The District affirms the right of a pregnant/parenting student to continue ~~her~~ participation in the public school program.

As soon as the pregnancy is medically confirmed, the student shall consult with a member of the counseling staff or the principal for the purpose of planning ~~her~~ an educational program.

The pregnant student may remain in ~~her~~ the present school program with modifications as necessary, until the birth of ~~her~~ a baby is imminent or until ~~her~~ the physician states that continued participation would be detrimental to ~~her~~ the student's health.

Efforts will be made to see that ~~the~~ educational programs of the students ~~is~~ are disrupted as little as possible; that ~~she~~ they receive information on available health and counseling services, as well as instruction; and that ~~she is~~ they are encouraged to return to school after delivery or following the child's needed care.

Advisory 186

MAKE UP OPPORTUNITIES

The Superintendent shall develop and implement standards that shall apply to requirements for student make up assignments ~~during~~ because of absence for appropriate reasons. Among those reasons are parent or doctor authorized medical absences, pregnancy, care for a child under 13, religious instruction, tribal obligations, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

Adopted: date of manual adoption

LEGAL REF.: 22-12A-9 NMSA.

CROSS REF.: EBAA - Reporting of Hazards/Warning Systems
IHBCA - Programs for Pregnant / Parenting Students
JH - Student Absences and Excuses

REGULATION**REGULATION****MAKE UP OPPORTUNITIES**

The following standards shall apply in the District for make up work due to student absence. Adjustments may be made when it is in the best interest of the student(s).

- It will be the student's responsibility to ask for make up work and to arrange for a time to make up tests when the student returns from an absence.
- ~~If the teacher is unable to supply the student with a make up assignment, the student will not be held responsible for that make up assignment.~~
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the make up assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment, ~~or withhold credit on the assignment.~~
- When a student has been absent for illness, ample time will be given for make up work once the student returns to school.
- In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, etc.), or when the parent notifies the office that the student will be absent more than one (1) week for other reasons ~~(e.g., vacation)~~, teachers may provide required assignments in advance or send assignments to the student.

Advisory 187

STUDENT ATTENDANCE

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled, A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

Pregnant and parenting students must have the same educational opportunities as their peers.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

The district shall provide interventions for students who are missing school, depending on the number of absences.

Intervention is called for if a student misses 5% or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
 - counseling, training and placement for employment;.
 - drug and alcohol abuse counseling;
 - family crisis counseling; and
 - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

The attendance team may be convened to establish;

- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

If a student misses 20% or more of the classes or days of school. The attendance team shall:

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
 - establishing nonpunitive consequences for the student at the school level,
 - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
 - apprising the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.

If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:

- absence data,
- preventive measures,
- resources to address the causes, and
- a corrective action plan and interventions including follow-up procedures.

Adopted: date of manual adoption

LEGAL REF.: 22-12A-1 et. seq. NMSA
6.10.4.9 NMAC
6.10.8.7 NMAC
6.10.8.8 NMAC
6.10.8.9 NMAC
6.10.8.10 NMAC
6.11.2.9 NMAC
42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001, as amended by the Every Student
Succeeds Act (ESSA) of 2015
New Mexico Activities Association Handbook Sec. 6

CROSS REF.: IHBCA - Programs for Pregnant/Parenting Students
IKEA - Make up Opportunities
JE - Student Attendance
JEA - Compulsory Attendance Ages
JFAA - Admission of Resident Students
JFAB - Tuition/Admission of Nonresident Students
JFC - Student Withdrawal from School/Dropouts
JH - Student Absences and Excuses
JHB - Truancy / Chronic Absence
JHCB - Released time for Religious Instruction
JJJ - Extracurricular Activity Eligibility
LF - Relations with State Education Agencies

REGULATION**REGULATION****STUDENT ATTENDANCE****Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained and reported.

Record Keeping and Reports

The following records shall be kept for each student with absences exceeding the individual prevention level of 5% or more who have been enrolled for 10 days or more identified as habitually truant:

- Attempts to notify the parent of student ~~unexcused~~ absences on any given day,
- Attempts to improve attendance by a talk with parent,
- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in ~~school~~ an educational setting.

REGULATION**REGULATION****STUDENT ATTENDANCE**

An attendance team shall be established at each school in the district comprised of administrators, teachers, staff and community members whose responsibilities will include:

- Recommending evidence-based metrics to provide early identification of students at risk of chronic or excessive absenteeism.
- Developing and implementing an attendance improvement plan that;
 - keeps students in an educational setting.
 - assists a student's family to remove barriers to the student's regular school attendance or attendance in another educational setting.
 - provides additional educational opportunities to student's who are struggling with attendance.
- Establishing intervention efforts to keep students in the educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence related actions.
- Examining for accuracy class attendance records, absence reports, and documentation required for chronically or excessively absent students and any other absence reports required by the Public Education Department per the Attendance for Success Act.
- Assessing community-based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the Family Educational Rights and Privacy Act exceptions.

Advisory 188

COMPULSORY ATTENDANCE AGES

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second birthday on the first day of the school year and meets other criteria provided in the Public School Finance Act.

Any parent, guardian or person having custody and control of a person subject to the provisions of the ~~Compulsory School Attendance Law~~ Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, ~~or~~ received a ~~general educational development certificate~~ school equivalency credential or withdrawn on a hardship waiver.

A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district ~~or charter school~~ in which the child is a resident or enrolled and the school district ~~or charter school~~ shall not excuse a student from attending school except as provided in the ~~Compulsory School Attendance Law~~ Attendance for Success Act or for parent-authorized medical reasons.

Adopted: date of manual adoption

LEGAL REF.: 22-1-2 NMSA
~~22-12-2 NMSA~~
22-12A-4 NMSA

CROSS REF.: JE - Student Attendance
 JH - Student Absences and Excuses
 JHB - Truancy

Advisory 189

ENTRANCE AGE REQUIREMENTS

Special Preschool

A child evaluated and recommended for special services for a disability in accord with statute, and who is at least three (3) years of age at any time during the school year, may be admitted to preschool.

Kindergarten

~~A "school-age person" means a person who is~~ A child who has reached at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year may be admitted to kindergarten.

High School

A person who has not received a high school diploma or its equivalent and qualifies on the basis of standards and qualifying examinations may enter high school.

Adopted: date of manual adoption

LEGAL REF.: 22-1-2 NMSA (1978)
~~22-12-1 NMSA (1978) et seq.~~
22-12A-1 et seq NMSA

CROSS REF.: JHD - Exclusions and Exemptions from School Attendance
 JLC - Student Health Services and Requirements

Advisory 190

ADMISSION OF RESIDENT STUDENTS

A student who is a resident of the District and who meets the applicable requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

- A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- A student who is seventeen (17) years of age or older and whose place of residence is in the District.
- A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- A school age person institutionalized per 43-1-3 NMSA and recommended for placement in public schools..

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may include, without limitation, landlord-tenant agreements, rent receipts, and receipts for utility payments.

A student found to have an invalid enrollment shall be disenrolled from school in accordance with the procedure set forth in Section 6.10.4.9 NMAC.

Adopted: date of manual adoption

LEGAL REF.: 22-12A-3 NMSA
43-1-3 NMSA (1978)
6.10.4.9 NMAC
42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001, as amended by the Every Student
Succeeds Act (ESSA) of 2015

CROSS REF.: IKEB - Acceleration
JFAB - Admission of Nonresident Students
JFABD - Admission of Homeless Students
JFB - Open Enrollment
JG - Assignment of Students to Classes and Grade Levels
JLCB - Immunizations of Students
JR - Student Records
JRCA - Request for Transfer of Records

Advisory 191

**TUITION / ADMISSION OF
NONRESIDENT STUDENTS**

The Board may admit as students school-age persons who do not live within the school district to the schools when there are sufficient school accommodations to provide for them.

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of New Mexico who meets the age and other requirements for open enrollment established by state law and District policy may be admitted to a school without payment of tuition.

Out-of-state school age persons may be admitted when there are sufficient school accommodations to provide for them and tuition may be charged. The tuition shall not exceed the amount generated by the public school fund for school-age persons similarly situated within the district for the current year. The amount of the tuition payable for the school year may be reduced by the District average ad valorem tax per pupil as determined by the ad valorem tax credit utilized in calculating state equalization guarantee distribution if the parent or guardian for the student pays an ad valorem property tax for school purposes within the District.

Adopted: date of manual adoption

LEGAL REF.: ~~22-12-5 NMSA (1978)~~
22-12A-7 NMSA
 42 U.S.C. 11301, McKinney-Vento Homeless Assistance
 Act of 2001, as amended by the Every Student
 Succeeds Act (ESSA) of 2015

CROSS REF.: IKEB - Acceleration
 JFABD - Admission of Homeless Students
 JFB - Open Enrollment
 JG - Assignment of Students to Classes and Grade Levels
 JLCB - Immunizations of Students
 JR - Student Records
 JRCA - Request for Transfer of Records

Advisory 192

STUDENT WITHDRAWAL FROM SCHOOL / DROPOUTS

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school.
- A request from a student who has reached eighteen (18) years of age.
- An approved hardship waiver for a student who is between sixteen and eighteen (18) years of age.
- Absence of more than ten (10) consecutive days; provided that withdrawals do not include ~~truants and habitual truants~~ children that the school district is required to intervene with and keep in an educational setting as provided in ~~Section 22-12-9 NMSA 1978~~ the Attendance for Success Act.
- Attendance in a private school or home school.
- Expulsion or long-term suspension.

Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.

Adopted: date of manual adoption

LEGAL REF.: 22-8-2 NMSA (1978)
~~22-12-2 NMSA (1978)~~
~~22-12-9 NMSA (1978)~~
22-12A-1 et seq NMSA

CROSS REF.: JF - Student Admissions

Advisory 193

STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to ~~those reasons approved by the school administration such as~~, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations, written consent of a parent and approval of the principal are required. A student may be excused for parent or doctor authorized medical reasons. Time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

Adopted: date of manual adoption

LEGAL REF.: ~~22-12-2 NMSA (1978)~~
 ~~22-12-8 NMSA (1978)~~
 22-12A-6 NMSA
 22-12A-9 NMSA

CROSS REF.: JE - Student Attendance
 JHB - Truancy/Chronic Absence

STUDENT ABSENCES AND EXCUSES

When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.

State law mandates that parents are responsible for children to be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

Advisory 194

TRUANCY / CHRONIC ABSENCE**Interventions for Student Absences**

Chronic absence differs from truancy in that it tracks both excused and unexcused absences.

The district shall provide interventions for students who are missing school, depending on the number of absences.

Individual prevention is called for if a student misses 5% or more but less than 10% of classes or days of school. For elementary school absences the parent is to be contacted by the attendance team for discussion, middle school and high school absence discussions by the attendance team are to be with the parent and student. The discussions shall inform them of;

- the student's attendance history,
- interventions or services available to the student or family, and
- consequences of further absences which may include referral to the children, youth and families department for excessive absenteeism,

Early Intervention is called for if a student misses 10% or more but less than 20% of classes or days of school. The attendance team shall;

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting.

The attendance team shall be convened to establish;

- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

Intensive Support is called for if a student misses 20% or more of the classes or days of school. The attendance team shall;

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
 - establishing nonpunitive consequences for the student at the school level,
 - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
 - apprise the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.

If a student does not respond to intensive support as implemented above by continued absence (excessive absenteeism), the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the superintendent within ten (10) days of the identification of the student excessively absent.

~~A student with five (5) unexcused absentees within a school year is a a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is "habitually truant." The Superintendent will establish procedures to identify and intervene with students in need of early intervention, beginning with contacting parents and requesting an opportunity to discuss interventions. Discipline Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.~~

~~Parents of "habitually truant" students are to receive notice of such which shall include a specific date, time and place for the "habitually truant" student's parent to meet with school personnel to develop intervention strategies for keeping the student in an educational setting. Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.~~

~~An excused absence shall be as determined in Policy JH but statutes and regulations relative to notice and intervention do not apply to any absence if the parent has contacted the school to explain the absence.~~

Adopted: date of manual adoption

LEGAL REF. 22-8-2 NMSA (1978)
 ~~22-12-7 NMSA (1978)~~
 ~~22-12-8 NMSA (1978)~~
 ~~22-12-9 NMSA (1978)~~
 22-12A-9 NMSA
 22-12A-11 NMSA
 22-12A-12 NMSA
 6.10.8.7 NMAC
 6.10.8.8 NMAC
 6.10.8.9 NMAC
 6.10.8.10 NMAC

CROSS REF.: JE - Student Attendance
 JEA - Compulsory Attendance Ages
 JH - Student Absences and Excuses

REGULATION**REGULATION****TRUANCY / CHRONIC ABSENCE****Interventions for Student Absences****~~Parental Involvement~~**

~~Upon a student's fifth (5th) unexcused absence within a school year parent(s)/guardian(s) shall be contacted to inform them of the absences and to meet and establish a cooperative arrangement to prevent future absences by identifying:~~

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:

- ~~the cause(s)~~ absence data,
- preventive measures,
- resources to address the causes, and
- a corrective action plan and interventions including follow-up procedures.

~~The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).~~

~~Notice of Habitual Truancy~~

~~Upon a student's tenth (10th) unexcused absence within a school year, written notice of the habitual truancy shall be given by regular mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. The notice shall include the date, time and place for the parent to meet with a district representative to develop intervention strategies focused on keeping the student in school.~~

~~Should an additional unexcused absence occur after delivery of a written notice of habitual truancy, the probation services office of the district where the student resides shall be notified within seven (7) days.~~

~~Follow up with the probation office shall be accomplished within a reasonable time to determine the disposition of the violation of the Compulsory School Attendance Law, and may, if no referral was made to the children's court, include contact with the children's court attorney to determine what action is to be taken. If the probation office determined that the~~

~~parent or guardian may have caused the habitual truancy and no charges have been filed, the school district may contact the district attorney's office to determine what action will be taken.~~

Record Keeping

The following records shall be kept for each student with absences exceeding the individual prevention level of 5% or more but less than 10% of classes or days of school ~~identified as habitually truant:~~

- Attempts to notify the parent of student ~~unexcused~~ absences on any given day,
- Attempts to improve attendance by a talk with parent,
- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in ~~school~~ an educational setting.

Reporting

The following shall be reported as required by PED

- The total number of days each student
 - has missed for excused and unexcused absences, and
 - was enrolled by school .
- Within which tier of the Attendance For Success Act did each absent student fall, and
 - what were the student's demographics.
- The number of students, by school, referred to children, youth and families department for
 - excessive absences, and by
 - aggregated and disaggregated subgroups.

TRUANCY / CHRONIC ABSENCE

Interventions for Student Absences

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- _____ • assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- _____ • making referrals to health care and social service providers;
- _____ • collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- _____ • recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- _____ • establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- _____ • identifying and coordinating age-appropriate resources for students in need of:
 - _____ ▪ counseling, training and placement for employment;
 - _____ ▪ drug and alcohol abuse counseling;
 - _____ ▪ family crisis counseling; and
 - _____ ▪ mental health counseling.
- _____ • promoting family support and parent education programs; and
- _____ • seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

EXHIBIT **EXHIBIT**

TRUANCY / CHRONIC ABSENCE

Interventions for Student Absences

The following letter may be used for the students in need of intervention

Dear _____ :

This letter is to inform you that the School District has noted absences on the part of (student name) _____ that exceed established guidelines for school attendance.

Your child has missed a minimum of 10% of the the classes or days of school and is in need of establishing conditions under which missing school can be remedied.

A representative of the school will meet with you to discuss methods of preventing future absences and to identify interventions that may ensure that your child will continue to receive an appropriate public education. Please make the time to attend the meeting. The following date and time has been established for the meeting. Please contact us by telephone or return mail to confirm your attendance at the time and location noted.

Date _____ Time _____

Location _____

If you have any questions, please contact me at _____.

Sincerely,

TRUANCY / CHRONIC ABSENCE

DEVELOPING A SCHOOL IMPROVEMENT AND ATTENDANCE IMPROVEMENT PLAN

School Improvement Plan

School districts shall differentiate public schools based on their chronic absence rates into no fewer than four categories.

School districts shall differentiate student subpopulations based on their chronic absence rates into no fewer than four categories.

Using the differentiation scheme pursuant to Attendance for Success Act, a school district shall develop attendance improvement plans that include the following elements:

- _____ • specific school district supports and resources available to public schools at each level to further the implementation of their attendance improvement plans;
- _____ • attendance improvement targets for public schools or subpopulations with chronic absence rates of ten percent or greater, developed in collaboration with each public school; and
- _____ • an attendance improvement target for the school district with chronic absence rates of ten percent or greater.

Each school district shall report its attendance improvement plan to the department no later than forty-five days after the beginning of the school year. The department may allow a school district to report its attendance improvement plan as part of the educational plan for student success.

At the end of each school year, each school district shall report to the local school board and to the public on the school district's website, the progress made on its attendance improvement plan, to include:

- _____ • a description of the supports and resources provided to public schools at each tier of absence of the attendance improvement plan;
- _____ • the extent to which public schools with chronic absence rates greater than ten percent achieved their attendance improvement targets;
- _____ • the extent to which the school district achieved its attendance improvement targets;
- _____ • barriers and challenges to reducing chronic absence rates, as reported

by the public school and school district personnel;

_____ • effective school-based practices, as evidenced by decreased chronic absence rates; and

_____ • recommendations for improvement during the next school year at both the public school and school district level.

Attendance Improvement Plan

A public school shall initiate the enforcement of the provisions of the Attendance for Success Act for its enrolled students. The enforcement policies of a public school shall focus on prevention and intervention.

Beginning in the 2020-2021 school year, a public school with five percent or greater of students with a chronic absence rate during the prior school year, or with five percent or greater of one or more subpopulations of students with a chronic absence rate during the prior school year, shall develop an attendance improvement plan no later than thirty days after the beginning of each new school year, and again no later than thirty days after the beginning of the spring semester, to be submitted to the department and may be part of the public school's educational plan for student success.

A public school, regardless of its chronic absence rate, shall develop and implement a whole-school absence prevention strategy to be reported to the department as part of the public school's educational plan for student success.

An attendance improvement plan shall include:

_____ • attendance data for each of the preceding two school years and the current school year, including:

- _____ ▪ the public school's overall absence rate;
- _____ ▪ chronic absence rates disaggregated by student subpopulation;
- _____ ▪ chronic absence rates disaggregated by grade level; and
- _____ ▪ student attendance for every day of the school year;

_____ • school-wide identification of potential root causes of chronic and excessive absenteeism through one or more of the following:

- _____ ▪ national or local research;
- _____ ▪ analysis of supportive factors and barriers;
- _____ ▪ student surveys or focus groups;
- _____ ▪ youth participatory research; or
- _____ ▪ other appropriate school-based research methods;

_____ • identification of strategies for each tier of the attendance improvement plan;

_____ • identification of performance measures for each strategy; and

_____ • a data-collection plan for performance measures.

_____ 7.

_____ 8. Student agrees to attend classes and commits to cooperating with the planned interventions.

Student's Signature _____

Date _____

Parent/guardian agrees to contact the school for absences during the school year and to cooperate with the planned interventions.

Parent's Signature _____

Date _____

Approved: _____
Principal's signature

Annual review of Action Plan:

___ Number of excused absences

___ Number of unexcused absences

Transcripts and attendance records

For the _____ school year, should / should not be continued on an intervention plan.

School representative signature

Parent's signature

Date

Advisory 195

**RELEASED TIME FOR
RELIGIOUS INSTRUCTION**

Students at the school may be granted released time to attend religion classes near the school campus under the following conditions and guidelines:

- The person who has custody of the student has given written consent.
- Any religious instruction or exercise takes place at a suitable place away from school property designated by a church or religious denomination or group.
- Released time ~~shall~~ should not interfere with the student's normal schedule.
- ~~Any tardiness related to religious instruction will be unexcused~~ Time shall be provided for the student to make up the school work if missed during the absence.
- School credit will not be given for religion classes, nor will the course title be placed on the permanent record of the student.
- Discipline problems, reporting to parents, and attendance and other procedures necessary to religion class operation shall be the responsibility of the religion class instructors or supervisors.

Adopted: date of manual adoption

LEGAL REF.: ~~22-12-3 NMSA (1978)~~
 22-12A-9 NMSA

Advisory 196

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 in accord with ~~Section 6.2 on Scholarship of the New Mexico Athletic Association handbook~~ the following:
 - ~~Fall 2018 eligibility will be based on the 2nd semester grades from 2017-2018 school year and must be~~ A public school student shall have at least a grade average of 2.0 on a 4.0 scale adjusted for honors points with no F's or failures either cumulatively or for the grading period immediately preceding participation to be able to participate in any interscholastic extracurricular activity. A grading period shall be not less than six (6) weeks; ~~Eligibility will be determined by semester grades.~~
 - Eligibility may be reestablished following each ~~semester~~ grading period; and ~~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 (six [6] week periods) falls within the semester, eligibility will be checked at that point also.~~

- ~~The cumulative period eligibility for participation shall be applied beginning with the student's academic record in the may only be used at the beginning of a semester and must include all high school semester grades beginning with the ninth (9th) grade year. This provision may be used if the student has no more than one (1) 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, and
 - Ineligibility is determined to be necessary.
- Support services 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.

~~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 student's individual education programs for those receiving C and D level services.

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)~~
22-12A-10 NMSA
6.11.2.9 NMAC
New Mexico Activities Association Handbook Sec. 6

CROSS REF.: JJIB - Interscholastic Sports

Advisory 197

**RELATIONS WITH STATE
EDUCATION AGENCIES**

It shall be the policy of the District to cooperate with the state educational agencies in the attainment of educational goals and objectives.

**Waiver from The New Mexico
Administrative Code**

A waiver from specific administrative rules may be requested, in accord with 22-2-2.1 and 22-5-14, by submitting such request to the Secretary of Education for approval. Such requests from the Board may include:

- The graduation requirement as provided in Section 22-2-8.4 NMSA 1978 [recompiled];
- Evaluation standards for school personnel; and
- Other requirements of the Public School Code [Chapter 22 NMSA 1978] that impede innovation in education, if the waiver request is supported by the teachers at the requesting school and the requesting school's local school board.

Waivers granted pursuant to 22-2-2.1 shall begin in the school year following that in which a public school exceeds educational standards and may remain in effect as long as the school continues to exceed educational standards.

The Secretary shall only waive requirements that do not conflict with the federal No Child Left Behind Act of 2001 or rules adopted pursuant to that act.

The superintendent may apply to the Secretary for a waiver of the following provisions of the Public School Code:

- The length of the school day,
- Staffing patterns,
- Subject areas,
- The purchase of instructional materials for the purpose of implementing a collaborative school improvement program for an individual public school; and

- The number of absences for participation in any state or national competition that is not an interscholastic extracurricular activity.

Adopted: date of manual adoption

LEGAL REF.: 22-2-2.1 NMSA (1978)
22-5-14 NMSA (1978)
22-12A-10 NMSA (1978)
6.29.1.10 NMAC

RELEVANT STATUTES, RULES AND CITATIONS

The Bills and materials that are referenced in the advisories above make up an additional 44 pages in PDF format. Policy Services has chosen to provide a reference to the WEB site where these documents can be found rather than include them in the text which the district will download. Please use the references below starting with https in an internet browser to get to the sites indicated.

House Bill 236 "Attendance for Success Act" 29 pages-
<https://www.nmlegis.gov/Sessions/19%20Regular/final/HB0236.pdf>

**The Family Educational Rights and Privacy Act Guidance on Sharing Information with
Community-Based Organizations 15 pages-**
https://studentprivacy.ed.gov/sites/default/files/resource_document/file/ferpa-and-community-based-orgs.pdf

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Disbursement Detail Listing

Date Range: 09/01/2019-09/30/2019

ACTIVITIES BANK ACCOUNT

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11012	09/04/2019	2018	CHIC-FIL-A (GERILLOS ROAD)	8/24/19-#620684	23403.1000.56118.1010.008000.0000	MEALS FOR VB SCRIMMAGE ESPANOLA	\$148.22
						Check Total:	\$148.22
11013	09/04/2019	2018	CRYSTAL SISNEROS	8/30/19	23403.1000.56118.1010.008000.0000	MEALS FOR VB AT MOUNTAINAIR TOURNEY	\$135.73
						Check Total:	\$135.73
11014	09/04/2019	2018	EUGENE E. JACQUEZ	2019-001	23428.1000.56118.1010.008000.0000	HAY BALES	\$5,280.00
						Check Total:	\$5,280.00
11015	09/04/2019	2018	GIRL SCOUTS OF NEW MEXICO TRAILS, INC.	8/13/19	23426.1000.53711.1010.008000.0000	GIRL SCOUTS – HOFFMAN HALL AUGUST 12 TH CHECK	\$225.00
						Check Total:	\$225.00
11016	09/04/2019	2018	GMRI, INC.	20016 - 8/29/19	23403.1000.56118.1010.008000.0000	MEALS FOR VB AT MOUNTAINAIR TOURNEY	\$136.59
						Check Total:	\$136.59
11017	09/04/2019	2018	MCDONALD'S (LAS VEGAS)	ORDER 21 - 8/31/19	23403.1000.56118.1010.008000.0000	MEALS FOR MOUNTAINAIR TOURNEY	\$73.48
						Check Total:	\$73.48
11018	09/04/2019	2018	PALO ALTO, INC	8/30/19-TICKET #1025	23403.1000.53711.1010.008000.0000	MEALS FOR MOUNTAINAIR VOLLEYBALL TOURNAMENT	\$132.01
						Check Total:	\$132.01
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	WELCOMB – LICE COMB	\$12.99
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	OPTI CLEAR EYE DROPS	\$7.17
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	WATER JEL FIRST AID ANTISEPTIC	\$8.37
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	HYDROCORTISONE %	\$10.47
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	DIOTAME	\$39.95

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	GENERIC COUGH DROPS – HONEY/LEMON	\$4.26
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	ALLERGY RELIEF – GENERAL BENADRYL	\$10.50
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	PEPTO BISMAL CHILDREN'S CHEWABLE	\$16.58
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	GENERIC CHILDREN'S ALLERGY LIQUID	\$6.98
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	CHILDREN'S ACETAMINOPHEN LIQUID	\$5.78
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	APAP – 500	\$32.45
11019	09/04/2019	2018	SCHOOL NURSE SUPPLY INC	0752091-IN	23416.1000.56118.1010.008000.0000	IBUPROPHEN CHILDREN'S LIQUID	\$12.58
						Check Total:	\$168.08
11020	09/12/2019	2022	INTERNATIONAL BANK (STARTING CASH)	9/12/19.	23403.1000.56118.1010.008000.0000	START CASH FOR CONCESSIONS	\$200.00
						Check Total:	\$200.00
11021	09/13/2019	2024	BLAKE'S LOTABURGER (TAOS #57)	9/7/19	23403.1000.56118.1010.008000.0000	MEALS FOR CROSS COUNTRY AT PENASCO 9/7	\$71.52
						Check Total:	\$71.52
11022	09/13/2019	2024	MACKENZIE ROMERO	8/22/19	23403.1000.56118.1010.008000.0000	FINGERPRINTING	\$44.00
11022	09/13/2019	2024	MACKENZIE ROMERO	8/22/19	23403.1000.56118.1010.008000.0000	FUNDAMENTAL OF	\$45.00
11022	09/13/2019	2024	MACKENZIE ROMERO	8/22/19	23403.1000.56118.1010.008000.0000	FIRST AIDE	\$45.00
11022	09/13/2019	2024	MACKENZIE ROMERO	8/22/19	23403.1000.56118.1010.008000.0000	NMPED LICENSE	\$35.00
						Check Total:	\$169.00
11023	09/13/2019	2024	PUPPET THEATRE LOS TITIRITEROS	9/13/19	23464.1000.53711.1010.008000.0000	MARRONETTE PUPPET SHOW PRE-K – 2ND PLEASE	\$300.00
						Check Total:	\$300.00
11024	09/13/2019	2024	THE PORCH	CROSS COUNTRY	23403.1000.56118.1010.008000.0000	SACK LUNCHESES FOR CROSS COUNTRY AT MORA MEET	\$168.00
						Check Total:	\$168.00
11025	09/19/2019	2026	AMAZON.COM CREDIT PLAN	836947866398	23403.1000.56118.1010.008000.0000	KODAK MINI 2 PHOTO PRINTER CARTRIDGE MC ALL	\$69.98

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	\$69.98
11026	09/19/2019	2026	DION'S PIZZA (CORPORATE OFFICE)	9/12/19	23446.1000.56118.1010.008000.0000	PIZZA NOT TO EXCEED \$200.00	\$196.06
						Check Total:	\$196.06
11027	09/19/2019	2026	ENTOURAGE YEARBOOKS	1042683001	23400.1000.56118.1010.008000.0000	ENTOURAGE YEARBOOK DEPOSIT	\$100.00
						Check Total:	\$100.00
11028	09/19/2019	2026	FAIRFIELD INN (ALBUQUERQUE)V933538		23446.1000.55817.1010.008000.0000	SINGLE ROOMS (KING)	\$269.88
11028	09/19/2019	2026	FAIRFIELD INN (ALBUQUERQUE)V933538		23446.1000.55817.1010.008000.0000	DOUBLE ROOMS (2 QUEENS)	\$719.69
						Check Total:	\$989.57
11029	09/19/2019	2026	MCDONALD'S (TAOS)	9/14/19	23403.1000.56118.1010.008000.0000	MEALS FOR CROSS COUNTRY IN TAOS 9/14	\$190.75
						Check Total:	\$190.75
						Bank Total:	\$8,753.99

OPERATIONAL ACCOUNT

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42104	09/04/2019	2019	ACORN PETROLEUM INC.	977622	13000.2700.56212.0000.008000.0000	2019-2020 - DIESEL FUEL FOR TO AND FROM ROUTE	\$547.46
						Check Total:	\$547.46
42105	09/04/2019	2019	AMBER ARCHULETA	8/25-8/28/19	11000.2300.53330.0000.008000.0000	MEAL REIMBURSEMENT - STARS CONFERENCE -	\$40.98
42105	09/04/2019	2019	AMBER ARCHULETA	8/25-8/28/19	11000.2300.53330.0000.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$52.98
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	11000.2600.54416.0000.008000.0000	2019-2020 - LONG DISTANCE AND LOCAL	\$34.65
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	11000.2600.54416.0000.008033.0000	2019-2020 - LONG DISTANCE AND LOCAL	\$16.15
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	11000.2600.54416.0000.008034.0000	2019-2020 - LONG DISTANCE AND LOCAL	\$60.23
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	11000.2600.54416.0000.008036.0000	2019-2020 - LONG DISTANCE AND LOCAL	\$16.14
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	13000.2700.54416.0000.008000.0000	2019-2020 - LONG DISTANCE AND LOCAL	\$142.75
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19	31701.4000.54315.0000.008000.0000	FIRE ALARM EQUIPMENT	\$61.22
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19.	11000.2600.54416.0000.008000.0000	2019-2020 INTERNET - ADMINISTRATION	\$39.92
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19.	11000.2600.54416.0000.008033.0000	2019-2020 INTERNET - CES	\$39.92
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19.	11000.2600.54416.0000.008034.0000	2019-2020 INTERNET - CHS	\$39.92
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19.	11000.2600.54416.0000.008036.0000	2019-2020 INTERNET -	\$39.92
42106	09/04/2019	2019	BACA VALLEY TELEPHONE CO INC	9/1-9/30/19.	13000.2700.54416.0000.008000.0000	2019-2020 INTERNET - TRANSPORTATION	\$39.91
						Check Total:	\$530.73
42107	09/04/2019	2019	BENITA CECILLE	1095	22000.1000.56118.9000.008034.0000	COACHES T-SHIRTS	\$829.50
42107	09/04/2019	2019	BENITA CECILLE	1095	22000.1000.56118.9000.008034.0000	PLUS SIZES	\$23.00
						Check Total:	\$852.50
42108	09/04/2019	2019	BENNETT'S LLC	16806	31701.4000.56118.0000.008034.0000	ANGLE IRON - 1 1/2 X 1/4	\$146.00

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42108	09/04/2019	2019	BENNETT'S LLC	19-C37604	31701.4000.54315.0000.008000.0000	2019-2020 - MONTHLY CYLINDER RENTAL	\$32.48
						Check Total:	\$178.48
42109	09/04/2019	2019	BURCO CHEMICAL & SUPPLY INC	21201	31701.4000.56118.0000.008034.0000	GAS OVEN FOR SPED/LIFE SKILLS ROOM	\$649.00
						Check Total:	\$649.00
42110	09/04/2019	2019	CARQUEST RATON	5728-313923	31701.4000.54315.0000.008000.0000	2019-2020 - CAR PARTS AND FLUIDS	\$65.06
42110	09/04/2019	2019	CARQUEST RATON	5728-314188	13000.2700.54314.0000.008000.0000	2019-2020 - PARTS & EQUIPMENT FOR ROUTE	\$31.96
						Check Total:	\$97.02
42111	09/04/2019	2019	COMMUNITY TECH SOLUTIONS	08-19 CMSD	31900.4000.53414.0000.008000.0000	2019-2020 - TECHNOLOGY SUPPORT	\$297.91
						Check Total:	\$297.91
42112	09/04/2019	2019	DAYS INN OF LOS LUNAS	8/29-8/31/19	11000.1000.53711.9000.008034.0000	ROOMS FOR VB TOURNAMENT IN	\$943.25
						Check Total:	\$943.25
42113	09/04/2019	2019	EDULASTIC	INV-3022	31900.4000.53414.0000.008000.0000	ACCESS TO EDULASTIC PLATFORM	\$696.00
42113	09/04/2019	2019	EDULASTIC	INV-3022	31900.4000.53414.0000.008000.0000	ACCESS TO KEY DATA'S INSPECT COMMON CORE	\$391.50
						Check Total:	\$1,087.50
42114	09/04/2019	2019	HURTADO SPEECH THERAPY LLC	3001	11000.2100.53212.2000.008000.0000	2019-2020 - SPEECH THERAPY SERVICES	\$4,780.77
						Check Total:	\$4,780.77
42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008000.0000	2019-2020 - VOIP SERVICE - ADMIN	\$160.93
42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008033.0000	2019-2020 - VOIP SERVICE - CES	\$146.92
42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008034.0000	2019-2020 - VOIP SERVICE - CHS	\$165.92
42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008036.0000	2019-2020 - VOIP SERVICE - CMS	\$146.93
42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008047.0000	2019-2020 - VOIP SERVICE - ENES	\$245.93

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42115	09/04/2019	2019	JIVE COMMUNICATIONS, INC	V225330	11000.2600.54416.0000.008048.0000	2019-2020 - VOIP SERVICE - ENMS	\$245.93
Check Total:							\$1,112.56
42116	09/04/2019	2019	MELISSA C SMITH	200614	13000.2700.53711.0000.008000.0000	REIMBURSEMENT FOR CDL PHYSICAL	\$110.00
Check Total:							\$110.00
42117	09/04/2019	2019	PHOENIX MECHANICAL, LLC	7069549	31701.4000.54315.0000.008033.0000	SNAKE & UNCLOG GREASE TRAP AT CEMS	\$930.87
42117	09/04/2019	2019	PHOENIX MECHANICAL, LLC	7069549	31701.4000.54315.0000.008036.0000	SNAKE & UNCLOG GREASE TRAP TO CEMS	\$930.88
Check Total:							\$1,861.75
42118	09/04/2019	2019	S R ROBERTS INC	9036	11000.2300.56118.0000.008000.0000	ACTIVITY CHECKS - STARTING NUMBER 11251	\$556.42
Check Total:							\$556.42
42119	09/04/2019	2019	SHI INTERNATIONAL CORP	B10484511	31900.4000.56118.0000.008033.0000	ACER CHROMEBOOK FOR	\$4,722.24
42119	09/04/2019	2019	SHI INTERNATIONAL CORP	B10484511	31900.4000.56118.0000.008047.0000	ACER CHROMEBOOK FOR	\$4,722.24
42119	09/04/2019	2019	SHI INTERNATIONAL CORP	B10490499	31900.4000.56118.0000.008033.0000	CHROMBEBOOK MANAGEMENT LICENSES	\$379.04
42119	09/04/2019	2019	SHI INTERNATIONAL CORP	B10490499	31900.4000.56118.0000.008047.0000	CHROMBEBOOK MANAGEMENT LICENSES	\$379.04
Check Total:							\$10,202.56
42120	09/04/2019	2019	T-MOBILE USA, INC	7/21-8/20/19	31900.4000.54416.0000.008000.0000	2019-2020 - DISTRICT CELL PHONES	\$8.18
Check Total:							\$8.18
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144562	11000.2300.56118.0000.008000.0000	GOLDEN ROD PAPER	\$60.00
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008047.0000	BROTHER PRINTER INK - CYAN	\$7.39
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008047.0000	BORTHER PRINTER INK - MAGENTA	\$7.39
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008047.0000	BROTHER PRINTER INK - BLACK	\$12.75
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008047.0000	BROTHER PRINTER INK - YELLOW	\$14.78
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008048.0000	BROTHER PRINTER INK - YELLOW	\$14.78
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008048.0000	BROTHER PRINTER INK - BLACK	\$12.75

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008048.0000	BORTHER PRINTER INK – MAGENTA	\$7.39
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	144793	31701.4000.56118.0000.008048.0000	BROTHER PRINTER INK – CYAN	\$7.39
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	145303	11000.2300.56118.0000.008000.0000	HANGING FOLDER FRAME	\$18.00
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	145303	11000.2300.56118.0000.008000.0000	CANNED AIR	\$7.00
42121	09/04/2019	2019	TASCOSA OFFICE MACHINES INC	145313	11000.2300.56118.0000.008000.0000	RECEIPTS BOOKS – TRIPLICATE	\$66.00
Check Total:							\$235.62
42122	09/04/2019	2019	TIFFANY AIRINGTON	HOBBY LOBBY	11000.1000.56118.1010.008034.0000	2019–2020 – CLASSROOM SUPPLIES	\$200.00
Check Total:							\$200.00
42123	09/04/2019	2019	TOTAL EQUIPMENT & RENTAL OF ALBUQUERQUE	P24581	31701.4000.54315.0000.008000.0000	PURCHASE PARTS TO REPAIR BOBCAT	\$1,220.35
42123	09/04/2019	2019	TOTAL EQUIPMENT & RENTAL OF ALBUQUERQUE	W06104	31701.4000.54315.0000.008000.0000	PURCHASE PARTS TO REPAIR BOBCAT	\$298.88
Check Total:							\$1,519.23
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	11000.2600.54415.0000.008033.0000	2019–2020 – CES WATER	\$162.38
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	11000.2600.54415.0000.008034.0000	2019–2020 – CHS WATER	\$450.58
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	11000.2600.54415.0000.008036.0000	2019–2020 – CMS WATER	\$162.39
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	13000.2700.54415.0000.008000.0000	2019–2020 – TRANSPORTATION	\$144.99
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	31701.4000.54315.0000.008000.0000	2019–2020 – ADMIN SOLID WASTE	\$78.12
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	31701.4000.54315.0000.008033.0000	2019–2020 – CES SOLID WASTE	\$78.12
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	31701.4000.54315.0000.008034.0000	2019–2020 – CHS SOLID WASTE	\$78.12
42124	09/04/2019	2019	VILLAGE OF CIMARRON	8/1-8/30/19	31701.4000.54315.0000.008036.0000	2019–2020 – CMS SOLID WASTE	\$78.12
Check Total:							\$1,232.82
42128	09/10/2019		MORENO VALLEY HIGH SCHOOLV416709		11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL ACCOUNTS PAYABLE	\$69,476.12
Check Total:							\$69,476.12
42129	09/10/2019	2020	INTERNATIONAL BANK	CIMMUNISDS15-9/10/19	41000.5000.53414.0000.008000.0000	DEBT SERVICE – SEMI ANNUAL PAYING AGENT FEE	\$134.84

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42129	09/10/2019	2020	INTERNATIONAL BANK	CIMMUNISDS15-9/10/19	41000.5000.58311.0000.008000.0000	DEBT SERVICE – PRINCIPAL DUE	\$270,000.00
42129	09/10/2019	2020	INTERNATIONAL BANK	CIMMUNISDS15-9/10/19	41000.5000.58322.0000.008000.0000	DEBT SERVICE – INTEREST DUE	\$24,387.50
						Check Total:	\$294,522.34
42130	09/10/2019	2021	INTERNATIONAL BANK	CIMARRONSD17-9/10/19	41000.5000.53414.0000.008000.0000	DEBT SERVICE – SEMI ANNUAL PAYING AGENT FEE	\$134.84
42130	09/10/2019	2021	INTERNATIONAL BANK	CIMARRONSD17-9/10/19	41000.5000.58311.0000.008000.0000	DEBT SERVICE – PRINCIPAL DUE	\$110,000.00
42130	09/10/2019	2021	INTERNATIONAL BANK	CIMARRONSD17-9/10/19	41000.5000.58322.0000.008000.0000	DEBT SERVICE – INTEREST DUE	\$27,767.20
						Check Total:	\$137,902.04
42142	09/12/2019	2023	INTERNATIONAL BANK (STARTING CASH)	9/12/19	11000.1000.56118.9000.008034.0000	START CASH FOR GATE	\$200.00
						Check Total:	\$200.00
42143	09/13/2019	2025	ALL SPORTS TROPHIES INC	192726	11000.1000.53711.9000.008034.0000	VOLLEYBALL TROPHY – 1ST PLACE	\$25.00
42143	09/13/2019	2025	ALL SPORTS TROPHIES INC	192726	11000.1000.53711.9000.008034.0000	2ND PLACE	\$22.00
42143	09/13/2019	2025	ALL SPORTS TROPHIES INC	192726	11000.1000.53711.9000.008034.0000	3RD PLACE	\$19.00
42143	09/13/2019	2025	ALL SPORTS TROPHIES INC	192726	11000.1000.53711.9000.008034.0000	ALL TOURNAMENT MEDALS	\$48.00
42143	09/13/2019	2025	ALL SPORTS TROPHIES INC	192726	11000.1000.53711.9000.008034.0000	SHIPPING	\$20.00
						Check Total:	\$134.00
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	467535794474	13000.2700.56118.0000.008000.0000	WIHA 26590 NUT DRIVER SET WITH PRECISION	\$37.45
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	799776553597	31900.4000.56118.0000.008033.0000	60 WATT BLUE TOOTH SPEAKER FOR CEMS	\$118.98
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	799776553597	31900.4000.56118.0000.008034.0000	60 WATT BLUE TOOTH SPEAKER FOR CHS	\$118.98
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	799776553597	31900.4000.56118.0000.008036.0000	60 WATT BLUE TOOTH SPEAKER FOR CEMS	\$137.28
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	836345633845	31701.4000.56118.0000.008000.0000	CANOPIES	\$756.75
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	853493937348	13000.2700.56118.0000.008000.0000	DELL VOSTRO BATTERY	\$30.71
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	895996659544	14000.1000.56111.1010.008034.0000	GLENCO HEALTH	\$100.92
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	AA BATTERIES	\$27.26
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	AAA BATTERIES	\$60.81
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	9 VOLT	\$9.99
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	C BATTERIES	\$9.89
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	D BATTERIES	\$12.82

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42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	FILE FOLDERS	\$29.54
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	HIGHLIGHTERS	\$11.48
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	EXPO MARKERS	\$19.80
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	TAPE	\$34.22
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	CORRECTION TAPE	\$34.65
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	POST IT NOTES	\$29.97
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	FILE FOLDERS	\$21.76
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	CLOROX WIPES	\$42.76
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	PAPER CLIPS	\$15.96
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	STAPLE REMOVER	\$14.80
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	CRAYOLA MARKERS	\$23.96
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	DOUBLE SIDED TAPE	\$35.84
42144	09/13/2019	2025	AMAZON.COM CREDIT PLAN	956977854547	11000.1000.56118.1010.008034.0000	POST IT NOTES SMALL	\$47.08
						Check Total:	\$1,783.66
42145	09/13/2019	2025	BENNETT'S LLC	16895	31701.4000.56118.0000.008000.0000	OXYGEN CYLINDER	\$44.53
42145	09/13/2019	2025	BENNETT'S LLC	16895	31701.4000.56118.0000.008000.0000	ACETYLENE CYLINDER	\$106.85
42145	09/13/2019	2025	BENNETT'S LLC	16895	31701.4000.56118.0000.008000.0000	SUR CHARGE FOR	\$4.00
42145	09/13/2019	2025	BENNETT'S LLC	16895	31701.4000.56118.0000.008000.0000	DELIVERY CHARGE	\$10.83
						Check Total:	\$166.21
42146	09/13/2019	2025	BURCO CHEMICAL & SUPPLY INC	21263	31701.4000.56118.0000.008000.0000	TOILET TISSUE ROSSES 96/CASE	\$393.60
42146	09/13/2019	2025	BURCO CHEMICAL & SUPPLY INC	21263	31701.4000.56118.0000.008000.0000	DMQ DAMP MOP GET	\$223.20
42146	09/13/2019	2025	BURCO CHEMICAL & SUPPLY INC	21263	31701.4000.56118.0000.008000.0000	SPRAYAWAY GLASS	\$205.92
42146	09/13/2019	2025	BURCO CHEMICAL & SUPPLY INC	21263	31701.4000.56118.0000.008000.0000	ROLL PAPER TOWELS	\$41.26
42146	09/13/2019	2025	BURCO CHEMICAL & SUPPLY INC	21263	31701.4000.56118.0000.008000.0000	BROWN PAPER TOWELS -	\$343.12
						Check Total:	\$1,207.10
42147	09/13/2019	2025	CARQUEST RATON	5728-313760	13000.2700.54314.0000.008000.0000	2019-2020 - PARTS & EQUIPMENT FOR ROUTE	\$52.99
						Check Total:	\$52.99
42148	09/13/2019	2025	CDWG INC	TRK7747	31900.4000.56118.0000.008000.0000	PROMETHEAN APTMS-3	\$505.00
						Check Total:	\$505.00
42149	09/13/2019	2025	CHRISTINE MAY	100	11000.2100.53218.2000.008033.0000	2019-2020 - TVI SERVICES	\$650.23
						Check Total:	\$650.23
42150	09/13/2019	2025	CIMARRON MUNICIPAL SCHOOLS	BUS 103 - VOLLEYBALL	11000.1000.55817.9000.008034.0000	VB TO MOUNTAINAIR TOURNAMENT	\$93.60
						Check Total:	\$93.60
42151	09/13/2019	2025	DAELENA POTTER	9/4-9/6/19	24106.1000.53330.2000.008000.0000	MEAL REIMBURSEMENT - SPED DIRECTOR'S ACADEMY	\$44.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42151	09/13/2019	2025	DAELENA POTTER	9/4-9/6/19	24106.1000.53330.2000.008000.0000	PARTIAL DAY PER DIEM	\$12.00
						Check Total:	\$56.00
42152	09/13/2019	2025	EMBASSY SUITES (ALBUQUERQUE)	DAELENA POTTER	24106.1000.53330.2000.008000.0000	DAELENA POTTER - 9/4-9/6/19 -	\$214.08
						Check Total:	\$214.08
42153	09/13/2019	2025	HAROLD WHITE	20190831-001	31900.4000.53414.0000.008034.0000	SPECIFY, PURCHASE, INSTALLATION OF VIDEO	\$908.42
						Check Total:	\$908.42
42154	09/13/2019	2025	INSTITUTE FOR TEACHING AND LEADING INC	1055	31900.4000.53414.0000.008000.0000	2019-2020 - SERVICE CONTRACT	\$1,625.00
42154	09/13/2019	2025	INSTITUTE FOR TEACHING AND LEADING INC	1057	31900.4000.53414.0000.008000.0000	2019-2020 - SERVICE CONTRACT	\$1,272.72
42154	09/13/2019	2025	INSTITUTE FOR TEACHING AND LEADING INC	1058	31900.4000.53414.0000.008000.0000	2019-2020 - SERVICE CONTRACT	\$1,272.72
						Check Total:	\$4,170.44
42155	09/13/2019	2025	JEREMY SMITH	200614	13000.2700.53711.0000.008000.0000	REIMBURSEMENT FOR CDL PHYSICAL	\$110.00
						Check Total:	\$110.00
42156	09/13/2019	2025	KIT CARSON ELECTRIC COOPERATIVE INC	07/01-08/01/19	11000.2600.54411.0000.008047.0000	2019-2020 - ENES ELECTRICITY	\$399.59
42156	09/13/2019	2025	KIT CARSON ELECTRIC COOPERATIVE INC	07/01-08/01/19	11000.2600.54411.0000.008048.0000	2019-2020 - ENMS ELECTRICITY	\$399.59
						Check Total:	\$799.18
42157	09/13/2019	2025	LIVING DESIGNS GROUP INC	2019-299	31701.4000.56118.0000.008000.0000	FACILITY MASTER PLAN	\$11,486.90
						Check Total:	\$11,486.90
42158	09/13/2019	2025	MANNON MOTION, LTD. CO.	C20191	11000.2100.53214.2000.008000.0000	2019-2020 - PHYSICAL THERAPY SERVICES	\$751.19
						Check Total:	\$751.19
42159	09/13/2019	2025	NATURE SCAPES INC	18254	31701.4000.54315.0000.008034.0000	2019-2020 - JANITORIAL CONTRACT CIMARRON	\$2,456.41
42159	09/13/2019	2025	NATURE SCAPES INC	18254	31701.4000.54315.0000.008034.0000	GRT @ 8.1458%	\$200.09
42159	09/13/2019	2025	NATURE SCAPES INC	18255	31701.4000.54315.0000.008033.0000	GRT @ 8.1458%	\$121.70
42159	09/13/2019	2025	NATURE SCAPES INC	18255	31701.4000.54315.0000.008033.0000	2018-2019 - JANITORIAL CONTRACT CIMARRON	\$1,494.05
42159	09/13/2019	2025	NATURE SCAPES INC	18255	31701.4000.54315.0000.008036.0000	2018-2019 - JANITORIAL CONTRACT CIMARRON	\$1,494.05
42159	09/13/2019	2025	NATURE SCAPES INC	18255	31701.4000.54315.0000.008036.0000	GRT @ 8.1458%	\$121.70

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42159	09/13/2019	2025	NATURE SCAPES INC	18256	31701.4000.54315.0000.008047.0000	2019-2020 - JANITORIAL CONTRACT EAGLE NEST	\$1,538.07
42159	09/13/2019	2025	NATURE SCAPES INC	18256	31701.4000.54315.0000.008047.0000	GRT @ 7.5208%	\$115.67
42159	09/13/2019	2025	NATURE SCAPES INC	18256	31701.4000.54315.0000.008048.0000	GRT @ 7.5208%	\$115.68
42159	09/13/2019	2025	NATURE SCAPES INC	18256	31701.4000.54315.0000.008048.0000	2019-2020 - JANITORIAL CONTRACT EAGLE NEST	\$1,538.08
42159	09/13/2019	2025	NATURE SCAPES INC	18257	31701.4000.54315.0000.008000.0000	2019-2020 - JANITORIAL CONTRACT CIMARRON	\$201.27
42159	09/13/2019	2025	NATURE SCAPES INC	18257	31701.4000.54315.0000.008000.0000	GRT @ 8.1458%	\$16.40
Check Total:							\$9,413.17
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	2019-2020 SY	11000.1000.53711.9000.008034.0000	NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION -	\$50.00
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	2019-2020 SY	11000.1000.53711.9000.008034.0000	NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION -	\$25.00
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	218375	11000.1000.56118.9000.008034.0000	VOLLEYBALL SCOREBOOK	\$40.00
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	218375	11000.1000.56118.9000.008034.0000	CROSS COUNTRY	\$20.00
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	218375	11000.1000.56118.9000.008034.0000	VB RULEBOOK	\$10.00
42160	09/13/2019	2025	NEW MEXICO ACTIVITIES ASSOCIATION	218375	11000.1000.56118.9000.008034.0000	VB CASEBOOK	\$10.00
Check Total:							\$155.00
42161	09/13/2019	2025	ORTIZ & ZAMORA ATTORNEYS AT LAW LLC	7527	11000.2300.53413.0000.008000.0000	2019-2020 LEGAL ASSISTANCE	\$108.44
Check Total:							\$108.44
42162	09/13/2019	2025	PENASCO INDEPENDENT SCHOOL DISTRICT	2019-001	11000.1000.53711.9000.008034.0000	ENTRY FEE FOR CROSS COUNTRY AT PENASCO	\$50.00
Check Total:							\$50.00
42163	09/13/2019	2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3309572147	31701.4000.54315.0000.008000.0000	2019-2020 - POSTAGE MACHINE LEASE	\$57.48
Check Total:							\$57.48
42164	09/13/2019	2025	RECORDS ACE HARDWARE	304650	31701.4000.54315.0000.008000.0000	2019-2020 - CIMARRON MAINTENANCE & REPAIRS	\$10.37
Check Total:							\$10.37
42165	09/13/2019	2025	RENEE LEDOUX	9/3/19	11000.1000.53711.9000.008034.0000	OFFICIAL FOR ENMS VOLLEYBALL VS MAXWELL	\$27.00
42165	09/13/2019	2025	RENEE LEDOUX	9/3/19	11000.1000.53711.9000.008034.0000	MILEAGE	\$20.25
Check Total:							\$47.25

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42166	09/13/2019	2025	RHONDA J LEE-HICKS	31	11000.2100.53213.2000.008000.0000	2019-2020 - OCCUPATIONAL THERAPY	\$3,120.00
						Check Total:	\$3,120.00
42167	09/13/2019	2025	SHI INTERNATIONAL CORP	B10533164	31900.4000.56118.0000.008034.0000	K-12 SCHOOL SITE DEVICE LICENSE (100+) - CREATIVE	\$2,429.00
						Check Total:	\$2,429.00
42168	09/13/2019	2025	TAOS HIGH SCHOOL	9/14/19	11000.1000.53711.9000.008034.0000	ENTRY FEE FOR CROSS COUNTRY MEET	\$50.00
						Check Total:	\$50.00
42169	09/13/2019	2025	THE LAMPO GROUP, LLC	7764126	11000.1000.56118.1010.008034.0000	HS STUDENT TEXT	\$192.42
						Check Total:	\$192.42
42170	09/13/2019	2025	VILLAGE OF EAGLE NEST	7/5-8/26/19	11000.2600.54415.0000.008047.0000	2019-2020 - ENES WATER	\$313.82
42170	09/13/2019	2025	VILLAGE OF EAGLE NEST	7/5-8/26/19	11000.2600.54415.0000.008048.0000	2019-20120 - ENMS WATER	\$313.83
						Check Total:	\$627.65
42171	09/13/2019	2025	ZIA NATURAL GAS COMPANY	7/31-9/3/19	11000.2600.54412.0000.008033.0000	2019-2020 - CES NATURAL GAS	\$76.49
42171	09/13/2019	2025	ZIA NATURAL GAS COMPANY	7/31-9/3/19	11000.2600.54412.0000.008034.0000	2019-2020 - CHS NATURAL GAS	\$175.89
42171	09/13/2019	2025	ZIA NATURAL GAS COMPANY	7/31-9/3/19	11000.2600.54412.0000.008036.0000	2019-2020 - CMS NATURAL GAS	\$76.50
42171	09/13/2019	2025	ZIA NATURAL GAS COMPANY	7/31-9/3/19	13000.2700.54412.0000.008000.0000	2019-2020 - TRANSPORTATION NATURAL	\$41.81
						Check Total:	\$370.69
42172	09/19/2019	2027	ACORN PETROLEUM INC.	000980432	13000.2700.56212.0000.008000.0000	2019-2020 - DIESEL FUEL FOR TO AND FROM ROUTE	\$1,254.88
						Check Total:	\$1,254.88
42173	09/19/2019	2027	ALBUQUERQUE MARRIOTT PYRAMID NORTH	FALL CONFERENCE	11000.1000.53711.9000.008034.0000	NMAA FALL CONFERENCE - ALBERTA MARTINEZ -	\$209.54
42173	09/19/2019	2027	ALBUQUERQUE MARRIOTT PYRAMID NORTH	FALL CONFERENCE	11000.1000.53711.9000.008034.0000	NMAA FALL CONFERENCE - ERICA MCDANIEL -	\$209.54
						Check Total:	\$419.08
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	434943873463	11000.1000.56118.9000.008034.0000	SPALDING NBA STREET BASKETBALL SIZE 7 29.5	\$54.95
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	434943873463	11000.1000.56118.9000.008034.0000	SPALDING NBA STREET BASKETBALL SIZE 6 28.5	\$39.46
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	445653437573	13000.2700.56118.0000.008000.0000	LOTUS & WINDOWARE 63 X	\$115.41
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	447437837343	11000.1000.56118.9000.008034.0000	GATORADE 32 OZ CONTOUR STYLE SQUEEZE	\$71.44

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	495483355755	13000.2700.56118.0000.008000.0000	LOTUS & WINDOWARE 39 X	\$145.62
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	495483355755	13000.2700.56118.0000.008000.0000	LOTUS & WINDOWARE 72 X	\$127.38
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	545984965654	13000.2700.56118.0000.008000.0000	LOTUS & WINDOWARE 30.5 X 72	\$112.06
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	654763884439	31900.4000.56113.0000.008000.0000	CRUCIAL MX500 1TB 3D NANO SATA 2.5 INTERTAL	\$107.95
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	HOOPSKING BASKETBALL DRIBBLING AND SHOOTING	\$46.18
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	REEHUT 7.5 INCH PLASTIC SPORT TRAINING TRAFFIC	\$23.99
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	REHUT 7.5 INCH PLASTIC SPORT TRAINING TRAFFIC	\$13.49
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	WILSON EVOLUTION GAME BASKETBALL OFFICIAL 29.5 "	\$357.60
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	REEHUT 7.5 INCH PLASTIC SPORT TRAINING TRAFFIC	\$12.99
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	BLTZPRO AGILITY LADDER SOCCER CONES KIT	\$21.95
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	FANGSTAR JUMP ROPES SPEED SKIPPING ROPES	\$39.96
42174	09/19/2019	2027	AMAZON.COM CREDIT PLAN	964495744474	11000.1000.56118.9000.008034.0000	SUPER Z OUTLET SPORTS BALL BAG DRAWSTRING	\$21.98
						Check Total:	\$1,312.41
42175	09/19/2019	2027	CIMARRON CHAMBER OF COMMERCE	sep2019-13	11000.2300.53711.0000.008000.0000	2019-2020 - MEMBERSHIP DUES	\$100.00
						Check Total:	\$100.00
42176	09/19/2019	2027	CIMARRON MUNICIPAL SCHOOLS	BUS #103 - BAND	11000.1000.55817.9000.008034.0000	BUS FOR BAND TO STATE FAIR	\$168.50
42176	09/19/2019	2027	CIMARRON MUNICIPAL SCHOOLS	BUS #103 - PECOS	11000.1000.55817.9000.008034.0000	BUS FOR CMS VOLLEYBALL TO PECOS 9/6	\$98.81
42176	09/19/2019	2027	CIMARRON MUNICIPAL SCHOOLS	BUS #25 - QUESTA	11000.1000.55817.9000.008034.0000	BUS FOR CHS VOLLEYBALL TO QUESTA 9/9	\$28.44
						Check Total:	\$295.75
42177	09/19/2019	2027	COOPERATIVE EDUCATIONAL SERVICES	24-093242	31701.4000.54500.0000.008034.0000	OVERHEAD DOOR - INSTALL THREE (3) SECTIONAL	\$7,969.26

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42177	09/19/2019	2027	COOPERATIVE EDUCATIONAL SERVICES	24-093242	31701.4000.54500.0000.008034.0000	CHANGE ORDER #1	\$3,250.00
Check Total:							\$11,219.26
42178	09/19/2019	2027	FAIRFIELD INN (ALBUQUERQUE)FOLIO #96809		25153.2100.53330.0000.008000.0000	ROBERT ARELLANO – 9/11–9/13/19 –	\$179.92
42178	09/19/2019	2027	FAIRFIELD INN (ALBUQUERQUE)FOLIO #96810		25153.2100.53330.0000.008000.0000	SARAH VIGIL – 9/11–9/13/19 –	\$179.92
Check Total:							\$359.84
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	MIGHTY MAGNETS – 22 PIECE SET	\$20.95
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	CANVAS PANELSANN	\$41.30
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	PET ANIMAL LACING	\$19.95
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	TIE-UP SHOE	\$9.95
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	YOU ARE IMPORTANT BOARD BOOKS – SET OF 7	\$54.95
42179	09/19/2019	2027	KAPLAN ELEMENTARY	00050202459	24101.1000.56118.1010.008033.0000	REDUCE AND REUSE RECYCLING CENTER	\$50.75
Check Total:							\$197.85
42180	09/19/2019	2027	MINER'S COLFAX MEDICAL CENTER	CIMARRON TRANSPORTAT	13000.2700.53711.0000.008000.0000	AMERICAN HEART ASSOCIATION FIRST	\$220.00
Check Total:							\$220.00
42181	09/19/2019	2027	NATURE SCAPES INC	18263	31701.4000.54500.0000.008047.0000	REPAIR EXISTING CONCRETE SLAB FOR ENEMS OUTDOOR	\$6,457.50
42181	09/19/2019	2027	NATURE SCAPES INC	18263	31701.4000.54500.0000.008048.0000	REPAIR EXISTING CONCRETE SLAB FOR ENEMS OUTDOOR	\$6,457.50
Check Total:							\$12,915.00
42182	09/19/2019	2027	PAUL'S PEST CONTROL	8/7/19	31701.4000.54315.0000.008000.0000	2019–2020 – PEST CONTROL SERVICES FOR	\$477.22
Check Total:							\$477.22
42183	09/19/2019	2027	RENEE LEDOUX	PAYMENT ADJUSTMENT	11000.1000.53711.9000.008034.0000	ADJUSTMENT TO PAYMENT FOR MIDSCHOOL VB GAME	\$8.00
Check Total:							\$8.00
42184	09/19/2019	2027	ROBERT M. ARELLANO	9/11-9/13/19	25153.2100.53330.0000.008000.0000	MEAL REIMBURSEMENT – HEALTH AIDE	\$14.54
42184	09/19/2019	2027	ROBERT M. ARELLANO	9/11-9/13/19	25153.2100.53330.0000.008000.0000	PARTIAL DAY PER DIEM	\$12.00
Check Total:							\$26.54
42185	09/19/2019	2027	ROBERTS TRUCK CENTER	814007918	13000.2700.54314.0000.008000.0000	MICROPHONE – PA	\$209.50
Check Total:							\$209.50

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
42186	09/19/2019	2027	SPRINGER ELECTRIC COOPERATIVE INC	35478	11000.2600.54411.0000.008033.0000	2019-2020 - CES ELECTRICITY	\$936.13
42186	09/19/2019	2027	SPRINGER ELECTRIC COOPERATIVE INC	35478	11000.2600.54411.0000.008034.0000	2019-2020 - CHS ELECTRICITY	\$2,165.78
42186	09/19/2019	2027	SPRINGER ELECTRIC COOPERATIVE INC	35478	11000.2600.54411.0000.008036.0000	2019-2020 - CMS ELECTRICITY	\$936.14
42186	09/19/2019	2027	SPRINGER ELECTRIC COOPERATIVE INC	35478	13000.2700.54411.0000.008000.0000	2019-2020 - TRANSPORTATION DEPT	\$192.20
Check Total:							\$4,230.25
42187	09/19/2019	2027	WHITE SANDS DRUG & ALCOHOL COMPLIANCE	19-538	11000.2300.55915.0000.008000.0000	2019 -2020 QUARTERLY DRUG & ALCOHOL	\$1,333.80
Check Total:							\$1,333.80
42188	09/19/2019	2027	ZEBS RESTAURANT	2019-9/16/19	29102.2300.53711.0000.008000.0000	TEACHER IN-SERVICE	\$425.25
Check Total:							\$425.25
Bank Total:							\$603,882.34
Manual Checks Recap							
42128	09/10/2019	11439	MORENO VALLEY HIGH SCHOOL	MANUAL	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL	\$69,476.12
Check Total:							\$69,476.12
Manual Checks Total:							\$69,476.12
Voided Checks							
42127	09/10/2019	11439	MORENO VALLEY HIGH SCHOOL	VOID	11000.0000.21100.0000.000000.0000	VOID: PRINTED INCORRECT	\$69,476.12
Check Total:							\$69,476.12
Voided Checks Total:							\$69,476.12

<u>Fund</u>	<u>Amount</u>
11000	\$93,024.40
13000	\$3,667.08
14000	\$100.92
22000	\$852.50
23400	\$100.00
23403	\$1,495.28
23416	\$168.08
23426	\$225.00
23428	\$5,280.00
23446	\$1,185.63
23464	\$300.00
24101	\$197.85
24106	\$270.08
25153	\$386.38
29102	\$425.25
31701	\$52,441.30
31900	\$20,092.20
41000	\$432,424.38
Fund Totals:	\$612,636.33

End of Report

Disbursements Grand Total: \$612,636.33

Cimarron Municipal Schools

Deposit Listing

Date: 09/01/2019 - 09/30/2019

ACTIVITIES

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared?	Clear Date	Void Date
363035235	09/03/2019	CHS - BAND RENTAL	\$0.00	\$50.00	\$50.00			
363035236	09/04/2019	CHS - BAND RENTAL	\$0.00	\$115.00	\$115.00			
363035237	09/05/2019	CEMS - LIFETOUCH DONATION & SNACK SALES	\$26.00	\$205.60	\$231.60			
363035238	09/06/2019	CHS - SHOP	\$320.00	\$80.00	\$400.00			
363035239	09/11/2019	CHS - BAND	\$0.00	\$45.00	\$45.00			
363035240	09/12/2019	CEMS - SNACK SALES	\$31.00	\$0.00	\$31.00			
363035241	09/14/2019	CHS - CONCESSIONS	\$2,063.00	\$0.00	\$2,063.00			
363035242	09/17/2019	CEMS - SNACK SALES	\$24.00	\$0.00	\$24.00			
363035243	09/17/2019	CEMS - PLANT SALES	\$0.00	\$131.00	\$131.00			
363035244	09/17/2019	ENEMS - FUNDRAISER	\$36.00	\$0.00	\$36.00			
363035245	09/18/2019	CHS - SHOP	\$60.00	\$20.00	\$80.00			
363035246	09/27/2019	CHS - CLASS OF 2021	\$917.00	\$70.00	\$987.00			
363035247	09/27/2019	CHS - DONATIONS	\$0.00	\$300.00	\$300.00			
363035248	09/25/2019	CEMS - SNACK SALES	\$30.00	\$0.00	\$30.00			
Total Deposits for Bank:		14	Total Amount:	\$3,507.00	\$1,016.60			
					\$4,523.60			

OPERATIONAL

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared?	Clear Date	Void Date
363035143	09/03/2019	ENEMS - CAFETERIA	\$43.50	\$0.00	\$43.50			
363035144	09/04/2019	ENEMS - CAFETERIA	\$120.90	\$64.00	\$184.90			
363035145	09/04/2019	CHS - CAFETERIA	\$6.00	\$39.00	\$45.00			
363035146	09/04/2019	CEMS - CAFETERIA	\$2.50	\$0.00	\$2.50			
363035147	09/06/2019	COLFAX COUNTY TREASURER - JULY 2019 DISTRIBUTION	\$0.00	\$19,876.70	\$19,876.70			
363035148	09/05/2019	ENEMS - CAFETERIA	\$27.40	\$0.00	\$27.40			
363035149	09/06/2019	NMPED - 25233 - G5 REAP	\$0.00	\$484.82	\$484.82			
363035150	09/10/2019	SEG - OPERATIONAL - SEPTEMBER 2019	\$0.00	\$433,792.00	\$433,792.00			
363035151	09/09/2019	NMPED - 13000 - TRANSPORTATION - SEPTEMBER 2019	\$0.00	\$41,934.00	\$41,934.00			
363035152	09/06/2019	CEMS - CAFETERIA	\$0.00	\$50.00	\$50.00			
363035153	09/06/2019	CHS - CAFETERIA	\$3.00	\$0.00	\$3.00			
363035154	09/06/2019	ENEMS - CAFETERIA	\$99.50	\$0.00	\$99.50			
363035155	09/10/2019	ENEMS - CAFETERIA	\$35.50	\$0.00	\$35.50			
363035156	09/12/2019	TURNER FOUNDATION, INC	\$0.00	\$12,500.00	\$12,500.00			
363035157	09/11/2019	ENEMS - CAFETERIA	\$15.50	\$50.00	\$65.50			
363035158	09/12/2019	ENEMS - CAFETERIA	\$3.85	\$0.00	\$3.85			
363035159	09/12/2019	CHS - CAFETERIA	\$45.50	\$0.00	\$45.50			
363035160	09/12/2019	CHS - CAFETERIA	\$0.00	\$21.00	\$21.00			
363035161	09/13/2019	HPREC - MEDICAID - AUGUST 2019	\$0.00	\$1,626.98	\$1,626.98			
363035162	09/13/2019	CIMARRON MUNICIPAL SCHOOLS - DIESEL REIMBURSEMENT	\$0.00	\$93.60	\$93.60			
363035163	09/13/2019	ENEMS - PRE-K	\$75.00	\$0.00	\$75.00			
363035164	09/13/2019	CHS - GATE MONEY - ANA ARCHULETA TOURNAMENT	\$1,015.00	\$0.00	\$1,015.00			
363035165	09/13/2019	ENEMS - CAFETERIA	\$18.20	\$0.00	\$18.20			
363035166	09/17/2019	CHS - CAFETERIA	\$3.00	\$0.00	\$3.00			
363035167	09/17/2019	CEMS - CAFETERIA	\$22.50	\$75.50	\$98.00			
363035168	09/17/2019	CEMS - PRE-K	\$0.00	\$75.00	\$75.00			
363035169	09/17/2019	ENEMS - PRE-K	\$150.00	\$75.00	\$225.00			
363035170	09/17/2019	ENEMS - CAFETERIA	\$8.30	\$0.00	\$8.30			
363035171	09/17/2019	NMPED - 24154 - TITLE II	\$0.00	\$9,308.99	\$9,308.99			
363035172	09/17/2019	NMPED - 24154 - TITLE II	\$0.00	\$1,303.36	\$1,303.36			
363035173	09/18/2019	SPRINGER MUNICIPAL SCHOOLS - ANA ARCHULETA TOURN	\$0.00	\$100.00	\$100.00			
363035174	09/18/2019	BOK FINANCIAL - ED TECH - REQUISITION #1	\$0.00	\$5,395.12	\$5,395.12			

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared? Clear Date	Void Date
363035175	09/19/2019	CIMARRON MUNICIPAL SCHOOLS - DIESEL REIMBURSEMENT	\$0.00	\$295.75	\$295.75		
363035176	09/19/2019	CEMS - PRE-K	\$75.00	\$0.00	\$75.00	09/19/2019	09/19/2019
363035177	09/18/2019	ENEMS - CAFETERIA	\$130.85	\$0.00	\$130.85		
363035178	09/18/2019	ENEMS - PRE-K	\$0.00	\$75.00	\$75.00		
363035179	09/18/2019	CEMS - PRE-K	\$75.00	\$0.00	\$75.00		
363035180	09/19/2019	ENEMS - CAFETERIA	\$42.55	\$175.00	\$217.55		
363035181	09/19/2019	CEMS - PRE-K	\$0.00	\$75.00	\$75.00		
363035182	09/20/2019	ENEMS - CAFETERIA	\$2.30	\$50.00	\$52.30		
363035183	09/20/2019	CEMS - PRE-K	\$0.00	\$75.00	\$75.00		
363035184	09/20/2019	CHS - CAFETERIA	\$9.00	\$0.00	\$9.00		
363035185	09/20/2019	CEMS - CAFETERIA	\$2.50	\$70.00	\$72.50		
363035186	09/24/2019	NMPED - 27109 - INSTRUCTIONAL MATERIALS	\$0.00	\$35,753.35	\$35,753.35		
363035187	09/24/2019	ENEMS - CAFETERIA	\$21.20	\$71.50	\$92.70		
363035188	09/25/2019	COLFAX COUNTRY TREASURER - AUGUST DISTRIBUTION	\$0.00	\$9,224.87	\$9,224.87		
363035189	09/25/2019	UNITED STATES POSTAL SERVICE- OCTOBER 2019 RENT	\$0.00	\$459.17	\$459.17		
363035191	09/30/2019	NMPED - 24109 - IDEA B	\$0.00	\$621.03	\$621.03		
363035192	09/27/2019	CHS - GATE - VOLLEYBALL	\$430.00	\$16.00	\$446.00		
363035193	09/26/2019	CEMS - CAFETERIA	\$0.00	\$50.00	\$50.00		
363035194	09/26/2019	ENEMS - CAFETERIA	\$32.00	\$0.00	\$32.00		
363035195	09/27/2019	ENEMS - CAFETERIA	\$140.40	\$0.00	\$140.40		
Total Deposits for Bank:		52	Total Amount:	\$2,655.95	\$573,876.74	\$576,532.69	
Total Deposits:		66	Total Amount:	\$6,162.95	\$574,893.34	\$581,056.29	

End of Report

Cimarron Municipal Schools

Date: 9/1/2019 - 9/30/2019

BOARD EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.0000.00000.0000.000000.0000	UNDESIGNATED	\$4,876,522.00	\$16,590.30	\$4,893,112.30	\$361,995.98	\$826,683.02	\$4,066,429.28	\$3,750,074.02	\$316,355.26	6.47%
	FUND: OPERATIONAL - 11000	\$4,876,522.00	\$16,590.30	\$4,893,112.30	\$361,995.98	\$826,683.02	\$4,066,429.28	\$3,750,074.02	\$316,355.26	6.47%
13000.0000.00000.0000.000000.0000	UNDESIGNATED	\$461,269.00	\$0.00	\$461,269.00	\$34,029.24	\$92,356.58	\$368,912.42	\$310,306.93	\$58,605.49	12.71%
	FUND: PUPIL TRANSPORTATION - 13000	\$461,269.00	\$0.00	\$461,269.00	\$34,029.24	\$92,356.58	\$368,912.42	\$310,306.93	\$58,605.49	12.71%
14000.0000.00000.0000.000000.0000	UNDESIGNATED	\$45,971.00	\$0.00	\$45,971.00	\$100.92	\$10,100.92	\$35,870.08	\$2,246.25	\$33,623.83	73.14%
	FUND: INSTRUCTIONAL MATERIALS - 14000	\$45,971.00	\$0.00	\$45,971.00	\$100.92	\$10,100.92	\$35,870.08	\$2,246.25	\$33,623.83	73.14%
21000.0000.00000.0000.000000.0000	UNDESIGNATED	\$273,486.00	\$0.00	\$273,486.00	\$3,614.70	\$27,068.33	\$246,417.67	\$245,210.48	\$1,207.19	0.44%
	FUND: FOOD SERVICES - 21000	\$273,486.00	\$0.00	\$273,486.00	\$3,614.70	\$27,068.33	\$246,417.67	\$245,210.48	\$1,207.19	0.44%
22000.0000.00000.0000.000000.0000	UNDESIGNATED	\$34,879.00	\$0.00	\$34,879.00	\$852.50	\$3,212.73	\$31,666.27	\$734.94	\$30,931.33	88.68%
	FUND: ATHLETICS - 22000	\$34,879.00	\$0.00	\$34,879.00	\$852.50	\$3,212.73	\$31,666.27	\$734.94	\$30,931.33	88.68%
24101.0000.00000.0000.000000.0000	UNDESIGNATED	\$126,318.00	\$0.00	\$126,318.00	\$4,144.43	\$8,258.60	\$118,059.40	\$40,041.72	\$78,017.68	61.76%
	FUND: TITLE I - IASA - 24101	\$126,318.00	\$0.00	\$126,318.00	\$4,144.43	\$8,258.60	\$118,059.40	\$40,041.72	\$78,017.68	61.76%
24106.0000.00000.0000.000000.0000	UNDESIGNATED	\$133,404.00	\$0.00	\$133,404.00	\$10,199.12	\$15,809.20	\$117,594.80	\$104,010.62	\$13,584.18	10.18%
	FUND: ENTITLEMENT IDEA-B - 24106	\$133,404.00	\$0.00	\$133,404.00	\$10,199.12	\$15,809.20	\$117,594.80	\$104,010.62	\$13,584.18	10.18%
24109.0000.00000.0000.000000.0000	UNDESIGNATED	\$11,294.00	\$0.00	\$11,294.00	\$980.80	\$1,601.83	\$9,692.17	\$10,298.35	(\$606.18)	-5.37%
	FUND: PRESCHOOL IDEA-B - 24109	\$11,294.00	\$0.00	\$11,294.00	\$980.80	\$1,601.83	\$9,692.17	\$10,298.35	(\$606.18)	-5.37%
24132.0000.00000.0000.000000.0000	UNDESIGNATED	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$42.00	\$19,958.00	99.79%
	FUND: IDEA-B RESULTS PLAN - 24132	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$42.00	\$19,958.00	99.79%
24154.0000.00000.0000.000000.0000	UNDESIGNATED	\$31,267.00	\$0.00	\$31,267.00	\$416.24	\$835.48	\$30,431.52	\$11,050.70	\$19,380.82	61.98%
	FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154	\$31,267.00	\$0.00	\$31,267.00	\$416.24	\$835.48	\$30,431.52	\$11,050.70	\$19,380.82	61.98%
24189.0000.00000.0000.000000.0000	UNDESIGNATED	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: TITLE IV - 24189	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%
25153.0000.00000.0000.000000.0000	UNDESIGNATED	\$52,408.00	\$0.00	\$52,408.00	\$2,305.70	\$3,932.68	\$48,475.32	\$43,623.50	\$4,851.82	9.26%
	FUND: TITLE XIX MEDICAID 3/21 YEARS - 25153	\$52,408.00	\$0.00	\$52,408.00	\$2,305.70	\$3,932.68	\$48,475.32	\$43,623.50	\$4,851.82	9.26%
25233.0000.00000.0000.000000.0000	UNDESIGNATED	\$9,696.00	\$11,163.00	\$20,859.00	\$248.46	\$733.28	\$20,125.72	\$7,268.36	\$12,857.36	61.64%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	\$9,696.00	\$11,163.00	\$20,859.00	\$248.46	\$733.28	\$20,125.72	\$7,268.36	\$12,857.36	61.64%
26156.0000.00000.0000.000000.0000	UNDESIGNATED	\$17,744.00	\$0.00	\$17,744.00	\$0.00	\$0.00	\$17,744.00	\$1,658.00	\$16,086.00	90.66%
	FUND: TURNER FOUNDATION - 26156	\$17,744.00	\$0.00	\$17,744.00	\$0.00	\$0.00	\$17,744.00	\$1,658.00	\$16,086.00	90.66%
26179.0000.00000.0000.000000.0000	UNDESIGNATED	\$870.00	\$0.00	\$870.00	\$0.00	\$0.00	\$870.00	\$0.00	\$870.00	100.00%
	FUND: A PLUS FOR ENERGY - 26179	\$870.00	\$0.00	\$870.00	\$0.00	\$0.00	\$870.00	\$0.00	\$870.00	100.00%
27107.0000.00000.0000.000000.0000	UNDESIGNATED	\$6,388.00	\$0.00	\$6,388.00	\$0.00	\$0.00	\$6,388.00	\$1,766.47	\$4,621.53	72.35%
	FUND: 2012 GO BOND - 27107	\$6,388.00	\$0.00	\$6,388.00	\$0.00	\$0.00	\$6,388.00	\$1,766.47	\$4,621.53	72.35%
27149.0000.00000.0000.000000.0000	UNDESIGNATED	\$147,000.00	\$63,000.00	\$210,000.00	\$16,002.21	\$30,346.30	\$179,653.70	\$116,316.29	\$63,337.41	30.16%
	FUND: PREK INITIATIVE - 27149	\$147,000.00	\$63,000.00	\$210,000.00	\$16,002.21	\$30,346.30	\$179,653.70	\$116,316.29	\$63,337.41	30.16%
27155.0000.00000.0000.000000.0000	UNDESIGNATED	\$0.00	\$1,141.00	\$1,141.00	\$0.00	\$0.00	\$1,141.00	\$0.00	\$1,141.00	100.00%
	FUND: BREAKFAST FOR ELEM STUDENTS - 27155	\$0.00	\$1,141.00	\$1,141.00	\$0.00	\$0.00	\$1,141.00	\$0.00	\$1,141.00	100.00%
29102.0000.00000.0000.000000.0000	UNDESIGNATED	\$62,753.00	\$0.00	\$62,753.00	\$425.25	\$4,065.47	\$58,687.53	\$9,087.85	\$49,599.68	79.04%
	FUND: PRIVATE DIR GRANTS (CATEGORICAL) - 29102	\$62,753.00	\$0.00	\$62,753.00	\$425.25	\$4,065.47	\$58,687.53	\$9,087.85	\$49,599.68	79.04%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31100.0000.00000.0000.000000.0000	UNDESIGNATED	\$626.00	\$0.00	\$626.00	\$0.00	\$0.00	\$626.00	\$0.00	\$626.00	100.00%
	FUND: BOND BUILDING - 31100	\$626.00	\$0.00	\$626.00	\$0.00	\$0.00	\$626.00	\$0.00	\$626.00	100.00%
31600.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,985.00	\$0.00	\$1,985.00	\$0.27	\$0.27	\$1,984.73	\$0.00	\$1,984.73	99.99%
	FUND: HB 33 - 31600	\$1,985.00	\$0.00	\$1,985.00	\$0.27	\$0.27	\$1,984.73	\$0.00	\$1,984.73	99.99%
31701.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,785,024.00	\$0.00	\$1,785,024.00	\$52,552.54	\$211,663.43	\$1,573,360.57	\$289,717.59	\$1,283,642.98	71.91%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31701	\$1,785,024.00	\$0.00	\$1,785,024.00	\$52,552.54	\$211,663.43	\$1,573,360.57	\$289,717.59	\$1,283,642.98	71.91%
31900.0000.00000.0000.000000.0000	UNDESIGNATED	\$628,472.00	\$0.00	\$628,472.00	\$20,092.20	\$111,806.73	\$516,665.27	\$178,762.63	\$337,902.64	53.77%
	FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900	\$628,472.00	\$0.00	\$628,472.00	\$20,092.20	\$111,806.73	\$516,665.27	\$178,762.63	\$337,902.64	53.77%
41000.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,044,267.00	\$0.00	\$1,044,267.00	\$432,503.81	\$432,590.90	\$611,676.10	\$0.00	\$611,676.10	58.57%
	FUND: DEBT SERVICES - 41000	\$1,044,267.00	\$0.00	\$1,044,267.00	\$432,503.81	\$432,590.90	\$611,676.10	\$0.00	\$611,676.10	58.57%
43000.0000.00000.0000.000000.0000	UNDESIGNATED	\$1,129,926.00	\$0.00	\$1,129,926.00	\$77.82	\$537,021.94	\$592,904.06	\$0.00	\$592,904.06	52.47%
	FUND: TOTAL ED. TECH. DEBT SERVICE SUBFUND - 43000	\$1,129,926.00	\$0.00	\$1,129,926.00	\$77.82	\$537,021.94	\$592,904.06	\$0.00	\$592,904.06	52.47%
Grand Total:		\$10,911,569.00	\$91,894.30	\$11,003,463.30	\$940,542.19	\$2,328,087.69	\$8,675,375.61	\$5,122,216.70	\$3,553,158.91	32.29%

End of Report

Cimarron Municipal Schools

REVENUE REPORT

Date: 9/1/2019 - 9/30/2019

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$176,638.00)	\$0.00	(\$176,638.00)	\$0.00	\$0.00	(\$176,638.00)	\$0.00	(\$176,638.00)	100.00%
11000.0000.11112.0000.000000.0000	RESTRICTED CASH	(\$17,739.00)	\$0.00	(\$17,739.00)	\$0.00	\$0.00	(\$17,739.00)	\$0.00	(\$17,739.00)	100.00%
11000.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$158,480.00)	\$0.00	(\$158,480.00)	(\$2,519.50)	(\$5,300.84)	(\$153,179.16)	\$0.00	(\$153,179.16)	96.66%
11000.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$13,774.00)	\$0.00	(\$13,774.00)	\$0.00	\$0.00	(\$13,774.00)	\$0.00	(\$13,774.00)	100.00%
11000.0000.41500.0000.000000.0000	INTEREST INCOME	(\$22,000.00)	\$0.00	(\$22,000.00)	\$0.00	(\$2,545.47)	(\$19,454.53)	\$0.00	(\$19,454.53)	88.43%
11000.0000.41910.0000.000000.0000	RENTALS	(\$60,100.00)	\$0.00	(\$60,100.00)	(\$459.17)	(\$1,836.68)	(\$58,263.32)	\$0.00	(\$58,263.32)	96.94%
11000.0000.41922.0000.000000.0000	INSTRUCTIONAL SUPPORT - CATEGORICAL	(\$13,000.00)	\$0.00	(\$13,000.00)	(\$675.00)	(\$675.00)	(\$12,325.00)	\$0.00	(\$12,325.00)	94.81%
11000.0000.41923.0000.000000.0000	ADMINISTRATION - CATEGORICAL	(\$43,000.00)	\$0.00	(\$43,000.00)	\$0.00	\$0.00	(\$43,000.00)	\$0.00	(\$43,000.00)	100.00%
11000.0000.43101.0000.000000.0000	STATE EQUALIZATION GUARANTEE	(\$4,354,777.00)	\$0.00	(\$4,354,777.00)	(\$362,898.00)	(\$1,088,694.00)	(\$3,266,083.00)	\$0.00	(\$3,266,083.00)	75.00%
11000.0000.43120.0000.000000.0000	CHARTER SCHOOL ADMIN REVENUE	(\$17,014.00)	\$0.00	(\$17,014.00)	(\$1,417.88)	(\$4,253.64)	(\$12,760.36)	\$0.00	(\$12,760.36)	75.00%
11000.0000.46100.0000.000000.0000	CAPITAL CONTRIBUTIONS	\$0.00	(\$16,590.30)	(\$16,590.30)	\$0.00	(\$16,590.30)	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$4,876,522.00)	(\$16,590.30)	(\$4,893,112.30)	(\$367,969.55)	(\$1,119,895.93)	(\$3,773,216.37)	\$0.00	(\$3,773,216.37)	77.11%
	FUND: OPERATIONAL - 11000	(\$4,876,522.00)	(\$16,590.30)	(\$4,893,112.30)	(\$367,969.55)	(\$1,119,895.93)	(\$3,773,216.37)	\$0.00	(\$3,773,216.37)	77.11%
13000.0000.43206.0000.000000.0000	TRANSPORTATION DISTRIBUTION	(\$461,269.00)	\$0.00	(\$461,269.00)	(\$41,934.00)	(\$125,802.00)	(\$335,467.00)	\$0.00	(\$335,467.00)	72.73%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$461,269.00)	\$0.00	(\$461,269.00)	(\$41,934.00)	(\$125,802.00)	(\$335,467.00)	\$0.00	(\$335,467.00)	72.73%
	FUND: PUPIL TRANSPORTATION - 13000	(\$461,269.00)	\$0.00	(\$461,269.00)	(\$41,934.00)	(\$125,802.00)	(\$335,467.00)	\$0.00	(\$335,467.00)	72.73%
14000.0000.11112.0000.000000.0000	RESTRICTED CASH	(\$45,971.00)	\$0.00	(\$45,971.00)	\$0.00	\$0.00	(\$45,971.00)	\$0.00	(\$45,971.00)	100.00%
14000.0000.43207.0000.000000.0000	INSTRUCTIONAL MATERIALS - CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	(\$1.00)	\$1.00	\$0.00	\$1.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$45,971.00)	\$0.00	(\$45,971.00)	\$0.00	(\$1.00)	(\$45,970.00)	\$0.00	(\$45,970.00)	100.00%
	FUND: INSTRUCTIONAL MATERIALS - 14000	(\$45,971.00)	\$0.00	(\$45,971.00)	\$0.00	(\$1.00)	(\$45,970.00)	\$0.00	(\$45,970.00)	100.00%
21000.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$29,390.00)	\$0.00	(\$29,390.00)	\$0.00	\$0.00	(\$29,390.00)	\$0.00	(\$29,390.00)	100.00%
21000.0000.41603.0000.000000.0000	FEES-ADULTS/FOOD SERVICES	(\$4,300.00)	\$0.00	(\$4,300.00)	(\$423.50)	(\$651.00)	(\$3,649.00)	\$0.00	(\$3,649.00)	84.86%
21000.0000.41604.0000.000000.0000	FEES-STUDENTS/FOOD SERVICES	(\$23,000.00)	\$0.00	(\$23,000.00)	(\$1,128.45)	(\$2,968.60)	(\$20,031.40)	\$0.00	(\$20,031.40)	87.09%
21000.0000.43215.0000.000000.0000	INTER GOVERNMENTAL CONTRACT REVENUE	(\$1,900.00)	\$0.00	(\$1,900.00)	\$0.00	\$0.00	(\$1,900.00)	\$0.00	(\$1,900.00)	100.00%
21000.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$214,896.00)	\$0.00	(\$214,896.00)	\$0.00	(\$18,601.21)	(\$196,294.79)	\$0.00	(\$196,294.79)	91.34%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$273,486.00)	\$0.00	(\$273,486.00)	(\$1,551.95)	(\$22,220.81)	(\$251,265.19)	\$0.00	(\$251,265.19)	91.87%
	FUND: FOOD SERVICES - 21000	(\$273,486.00)	\$0.00	(\$273,486.00)	(\$1,551.95)	(\$22,220.81)	(\$251,265.19)	\$0.00	(\$251,265.19)	91.87%
22000.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$21,879.00)	\$0.00	(\$21,879.00)	\$0.00	\$0.00	(\$21,879.00)	\$0.00	(\$21,879.00)	100.00%
22000.0000.41701.0000.000000.0000	FEES - ACTIVITIES	(\$13,000.00)	\$0.00	(\$13,000.00)	(\$1,561.00)	(\$1,561.00)	(\$11,439.00)	\$0.00	(\$11,439.00)	87.99%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$34,879.00)	\$0.00	(\$34,879.00)	(\$1,561.00)	(\$1,561.00)	(\$33,318.00)	\$0.00	(\$33,318.00)	95.52%
	FUND: ATHLETICS - 22000	(\$34,879.00)	\$0.00	(\$34,879.00)	(\$1,561.00)	(\$1,561.00)	(\$33,318.00)	\$0.00	(\$33,318.00)	95.52%
24101.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$109,989.00)	\$0.00	(\$109,989.00)	\$0.00	(\$30,132.89)	(\$79,856.11)	\$0.00	(\$79,856.11)	72.60%
24101.0000.44504.0000.000000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	(\$16,329.00)	\$0.00	(\$16,329.00)	\$0.00	\$0.00	(\$16,329.00)	\$0.00	(\$16,329.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$126,318.00)	\$0.00	(\$126,318.00)	\$0.00	(\$30,132.89)	(\$96,185.11)	\$0.00	(\$96,185.11)	76.15%
	FUND: TITLE I - IASA - 24101	(\$126,318.00)	\$0.00	(\$126,318.00)	\$0.00	(\$30,132.89)	(\$96,185.11)	\$0.00	(\$96,185.11)	76.15%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
24106.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$133,404.00)	\$0.00	(\$133,404.00)	\$0.00	(\$48,795.32)	(\$84,608.68)	\$0.00	(\$84,608.68)	63.42%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$133,404.00)	\$0.00	(\$133,404.00)	\$0.00	(\$48,795.32)	(\$84,608.68)	\$0.00	(\$84,608.68)	63.42%
	FUND: ENTITLEMENT IDEA-B - 24106	(\$133,404.00)	\$0.00	(\$133,404.00)	\$0.00	(\$48,795.32)	(\$84,608.68)	\$0.00	(\$84,608.68)	63.42%
24109.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$11,294.00)	\$0.00	(\$11,294.00)	(\$621.03)	(\$4,085.02)	(\$7,208.98)	\$0.00	(\$7,208.98)	63.83%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$11,294.00)	\$0.00	(\$11,294.00)	(\$621.03)	(\$4,085.02)	(\$7,208.98)	\$0.00	(\$7,208.98)	63.83%
	FUND: PRESCHOOL IDEA-B - 24109	(\$11,294.00)	\$0.00	(\$11,294.00)	(\$621.03)	(\$4,085.02)	(\$7,208.98)	\$0.00	(\$7,208.98)	63.83%
24132.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$20,000.00)	\$0.00	(\$20,000.00)	\$0.00	(\$25,749.89)	\$5,749.89	\$0.00	\$5,749.89	-28.75%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$20,000.00)	\$0.00	(\$20,000.00)	\$0.00	(\$25,749.89)	\$5,749.89	\$0.00	\$5,749.89	-28.75%
	FUND: IDEA-B RESULTS PLAN - 24132	(\$20,000.00)	\$0.00	(\$20,000.00)	\$0.00	(\$25,749.89)	\$5,749.89	\$0.00	\$5,749.89	-28.75%
24154.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$14,946.00)	\$0.00	(\$14,946.00)	(\$10,612.35)	(\$10,612.35)	(\$4,333.65)	\$0.00	(\$4,333.65)	29.00%
24154.0000.44504.0000.000000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	(\$16,321.00)	\$0.00	(\$16,321.00)	\$0.00	\$0.00	(\$16,321.00)	\$0.00	(\$16,321.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$31,267.00)	\$0.00	(\$31,267.00)	(\$10,612.35)	(\$10,612.35)	(\$20,654.65)	\$0.00	(\$20,654.65)	66.06%
	FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154	(\$31,267.00)	\$0.00	(\$31,267.00)	(\$10,612.35)	(\$10,612.35)	(\$20,654.65)	\$0.00	(\$20,654.65)	66.06%
24183.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,828.00)	\$20,828.00	\$0.00	\$20,828.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,828.00)	\$20,828.00	\$0.00	\$20,828.00	0.00%
	FUND: USDA EQUIPMENT - 24183	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,828.00)	\$20,828.00	\$0.00	\$20,828.00	0.00%
24189.0000.44500.0000.000000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
	FUND: TITLE IV - 24189	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
25233.0000.44301.0000.000000.0000	OTHER RESTRICTED GRANTS-FED DIRECT	(\$9,696.00)	(\$11,163.00)	(\$20,859.00)	(\$484.82)	(\$484.82)	(\$20,374.18)	\$0.00	(\$20,374.18)	97.68%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$9,696.00)	(\$11,163.00)	(\$20,859.00)	(\$484.82)	(\$484.82)	(\$20,374.18)	\$0.00	(\$20,374.18)	97.68%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	(\$9,696.00)	(\$11,163.00)	(\$20,859.00)	(\$484.82)	(\$484.82)	(\$20,374.18)	\$0.00	(\$20,374.18)	97.68%
26156.0000.11112.0000.000000.0000	RESTRICTED CASH	(\$17,744.00)	\$0.00	(\$17,744.00)	\$0.00	\$0.00	(\$17,744.00)	\$0.00	(\$17,744.00)	100.00%
26156.0000.41920.0000.000000.0000	CONTRIBUTIONS AND DONATIONS FROM PRIVATE	\$0.00	\$0.00	\$0.00	(\$12,500.00)	(\$12,500.00)	\$12,500.00	\$0.00	\$12,500.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$17,744.00)	\$0.00	(\$17,744.00)	(\$12,500.00)	(\$12,500.00)	(\$5,244.00)	\$0.00	(\$5,244.00)	29.55%
	FUND: TURNER FOUNDATION - 26156	(\$17,744.00)	\$0.00	(\$17,744.00)	(\$12,500.00)	(\$12,500.00)	(\$5,244.00)	\$0.00	(\$5,244.00)	29.55%
26179.0000.11112.0000.000000.0000	RESTRICTED CASH	(\$870.00)	\$0.00	(\$870.00)	\$0.00	\$0.00	(\$870.00)	\$0.00	(\$870.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$870.00)	\$0.00	(\$870.00)	\$0.00	\$0.00	(\$870.00)	\$0.00	(\$870.00)	100.00%
	FUND: A PLUS FOR ENERGY - 26179	(\$870.00)	\$0.00	(\$870.00)	\$0.00	\$0.00	(\$870.00)	\$0.00	(\$870.00)	100.00%
27107.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	(\$6,388.00)	\$0.00	(\$6,388.00)	\$0.00	(\$5,100.20)	(\$1,287.80)	\$0.00	(\$1,287.80)	20.16%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$6,388.00)	\$0.00	(\$6,388.00)	\$0.00	(\$5,100.20)	(\$1,287.80)	\$0.00	(\$1,287.80)	20.16%
	FUND: 2012 GO BOND - 27107	(\$6,388.00)	\$0.00	(\$6,388.00)	\$0.00	(\$5,100.20)	(\$1,287.80)	\$0.00	(\$1,287.80)	20.16%
27109.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	(\$35,753.00)	(\$35,753.00)	(\$35,753.35)	(\$35,753.35)	\$0.35	\$0.00	\$0.35	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$35,753.00)	(\$35,753.00)	(\$35,753.35)	(\$35,753.35)	\$0.35	\$0.00	\$0.35	0.00%
	FUND: INSTRUCTIONAL MATERIALS-GAA 2019 - 27109	\$0.00	(\$35,753.00)	(\$35,753.00)	(\$35,753.35)	(\$35,753.35)	\$0.35	\$0.00	\$0.35	0.00%
27149.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	(\$147,000.00)	(\$63,000.00)	(\$210,000.00)	\$0.00	(\$13,367.69)	(\$196,632.31)	\$0.00	(\$196,632.31)	93.63%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$147,000.00)	(\$63,000.00)	(\$210,000.00)	\$0.00	(\$13,367.69)	(\$196,632.31)	\$0.00	(\$196,632.31)	93.63%
	FUND: PREK INITIATIVE - 27149	(\$147,000.00)	(\$63,000.00)	(\$210,000.00)	\$0.00	(\$13,367.69)	(\$196,632.31)	\$0.00	(\$196,632.31)	93.63%

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
27155.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	(\$1,141.00)	(\$1,141.00)	\$0.00	\$0.00	(\$1,141.00)	\$0.00	(\$1,141.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	(\$1,141.00)	(\$1,141.00)	\$0.00	\$0.00	(\$1,141.00)	\$0.00	(\$1,141.00)	100.00%
	FUND: BREAKFAST FOR ELEM STUDENTS - 27155	\$0.00	(\$1,141.00)	(\$1,141.00)	\$0.00	\$0.00	(\$1,141.00)	\$0.00	(\$1,141.00)	100.00%
29102.0000.11112.0000.000000.0000	RESTRICTED CASH	(\$62,753.00)	\$0.00	(\$62,753.00)	\$0.00	\$0.00	(\$62,753.00)	\$0.00	(\$62,753.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$62,753.00)	\$0.00	(\$62,753.00)	\$0.00	\$0.00	(\$62,753.00)	\$0.00	(\$62,753.00)	100.00%
	FUND: PRIVATE DIR GRANTS (CATEGORICAL) - 29102	(\$62,753.00)	\$0.00	(\$62,753.00)	\$0.00	\$0.00	(\$62,753.00)	\$0.00	(\$62,753.00)	100.00%
31100.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$626.00)	\$0.00	(\$626.00)	\$0.00	\$0.00	(\$626.00)	\$0.00	(\$626.00)	100.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$626.00)	\$0.00	(\$626.00)	\$0.00	\$0.00	(\$626.00)	\$0.00	(\$626.00)	100.00%
	FUND: BOND BUILDING - 31100	(\$626.00)	\$0.00	(\$626.00)	\$0.00	\$0.00	(\$626.00)	\$0.00	(\$626.00)	100.00%
31600.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$1,985.00)	\$0.00	(\$1,985.00)	\$0.00	\$0.00	(\$1,985.00)	\$0.00	(\$1,985.00)	100.00%
31600.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	\$0.00	\$0.00	\$0.00	(\$26.65)	(\$26.65)	\$26.65	\$0.00	\$26.65	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$1,985.00)	\$0.00	(\$1,985.00)	(\$26.65)	(\$26.65)	(\$1,958.35)	\$0.00	(\$1,958.35)	98.66%
	FUND: HB 33 - 31600	(\$1,985.00)	\$0.00	(\$1,985.00)	(\$26.65)	(\$26.65)	(\$1,958.35)	\$0.00	(\$1,958.35)	98.66%
31700.0000.43202.0000.000000.0000	STATE FLOWTHROUGH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$26,963.00)	\$26,963.00	\$0.00	\$26,963.00	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	\$0.00	\$0.00	\$0.00	\$0.00	(\$26,963.00)	\$26,963.00	\$0.00	\$26,963.00	0.00%
	FUND: STATE MATCH SB-9 - 31700	\$0.00	\$0.00	\$0.00	\$0.00	(\$26,963.00)	\$26,963.00	\$0.00	\$26,963.00	0.00%
31701.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$922,418.00)	\$0.00	(\$922,418.00)	\$0.00	\$0.00	(\$922,418.00)	\$0.00	(\$922,418.00)	100.00%
31701.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$807,508.00)	\$0.00	(\$807,508.00)	(\$11,124.22)	(\$23,880.45)	(\$783,627.55)	\$0.00	(\$783,627.55)	97.04%
31701.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$55,098.00)	\$0.00	(\$55,098.00)	\$0.00	\$0.00	(\$55,098.00)	\$0.00	(\$55,098.00)	100.00%
31701.0000.41500.0000.000000.0000	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,629.97)	\$2,629.97	\$0.00	\$2,629.97	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$1,785,024.00)	\$0.00	(\$1,785,024.00)	(\$11,124.22)	(\$26,510.42)	(\$1,758,513.58)	\$0.00	(\$1,758,513.58)	98.51%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31701	(\$1,785,024.00)	\$0.00	(\$1,785,024.00)	(\$11,124.22)	(\$26,510.42)	(\$1,758,513.58)	\$0.00	(\$1,758,513.58)	98.51%
31900.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$622,472.00)	\$0.00	(\$622,472.00)	\$0.00	\$0.00	(\$622,472.00)	\$0.00	(\$622,472.00)	100.00%
31900.0000.41500.0000.000000.0000	INTEREST INCOME	(\$6,000.00)	\$0.00	(\$6,000.00)	\$0.00	(\$1,823.59)	(\$4,176.41)	\$0.00	(\$4,176.41)	69.61%
31900.0000.45110.0000.000000.0000	SALE OF BOND	\$0.00	\$0.00	\$0.00	(\$5,395.12)	(\$5,395.12)	\$5,395.12	\$0.00	\$5,395.12	0.00%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$628,472.00)	\$0.00	(\$628,472.00)	(\$5,395.12)	(\$7,218.71)	(\$621,253.29)	\$0.00	(\$621,253.29)	98.85%
	FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900	(\$628,472.00)	\$0.00	(\$628,472.00)	(\$5,395.12)	(\$7,218.71)	(\$621,253.29)	\$0.00	(\$621,253.29)	98.85%
41000.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$562,123.00)	\$0.00	(\$562,123.00)	\$0.00	\$0.00	(\$562,123.00)	\$0.00	(\$562,123.00)	100.00%
41000.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$447,185.00)	\$0.00	(\$447,185.00)	(\$7,943.47)	(\$16,652.89)	(\$430,532.11)	\$0.00	(\$430,532.11)	96.28%
41000.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$33,659.00)	\$0.00	(\$33,659.00)	\$0.00	\$0.00	(\$33,659.00)	\$0.00	(\$33,659.00)	100.00%
41000.0000.41500.0000.000000.0000	INTEREST INCOME	(\$1,300.00)	\$0.00	(\$1,300.00)	\$0.00	(\$1,666.50)	\$366.50	\$0.00	\$366.50	-28.19%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$1,044,267.00)	\$0.00	(\$1,044,267.00)	(\$7,943.47)	(\$18,319.39)	(\$1,025,947.61)	\$0.00	(\$1,025,947.61)	98.25%
	FUND: DEBT SERVICES - 41000	(\$1,044,267.00)	\$0.00	(\$1,044,267.00)	(\$7,943.47)	(\$18,319.39)	(\$1,025,947.61)	\$0.00	(\$1,025,947.61)	98.25%
43000.0000.11111.0000.000000.0000	UNRESTRICTED CASH	(\$583,792.00)	\$0.00	(\$583,792.00)	\$0.00	\$0.00	(\$583,792.00)	\$0.00	(\$583,792.00)	100.00%
43000.0000.41110.0000.000000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$490,171.00)	\$0.00	(\$490,171.00)	(\$7,781.69)	(\$16,879.88)	(\$473,291.12)	\$0.00	(\$473,291.12)	96.56%
43000.0000.41113.0000.000000.0000	OIL AND GAS TAXES	(\$54,463.00)	\$0.00	(\$54,463.00)	\$0.00	\$0.00	(\$54,463.00)	\$0.00	(\$54,463.00)	100.00%
43000.0000.41500.0000.000000.0000	INTEREST INCOME	(\$1,500.00)	\$0.00	(\$1,500.00)	\$0.00	(\$288.49)	(\$1,211.51)	\$0.00	(\$1,211.51)	80.77%
	FUNCTION: REVENUE/BALANCE SHEET - 0000	(\$1,129,926.00)	\$0.00	(\$1,129,926.00)	(\$7,781.69)	(\$17,168.37)	(\$1,112,757.63)	\$0.00	(\$1,112,757.63)	98.48%
	FUND: TOTAL ED. TECH. DEBT SERVICE SUBFUND - 43000	(\$1,129,926.00)	\$0.00	(\$1,129,926.00)	(\$7,781.69)	(\$17,168.37)	(\$1,112,757.63)	\$0.00	(\$1,112,757.63)	98.48%
Grand Total:		(\$10,859,161.00)	(\$127,647.30)	(\$10,986,808.30)	(\$505,259.20)	(\$1,573,096.81)	(\$9,413,711.49)	\$0.00	(\$9,413,711.49)	85.68%

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

<u>TYPE OF BAR</u>	<u>BAR#</u>	<u>ACCOUNT</u>	<u>JUSTIFICATION</u>
MAINTENANCE	15	11000 - OPERATIONAL	BUDGET MAINTENANCE
INCREASE	30	26156 - TURNER FOUNDATION	INCREASE
MAINTENANCE	31	11000 - OPERATIONAL	BUDGET MAINTENANCE
MAINTENANCE	32	24106 - IDEA B	BUDGET MAINTENANCE
INITIAL	33	24118 - FRESH FRUITS & VEGETABLE	INITIAL
MAINTENANCE	34	29102 - PRIVATE GRANTS	BUDGET MAINTENANCE
MAINTENANCE	35	24101 - TITLE I	BUDGET MAINTENANCE
TRANSFER	36	24101 - TITLE I	BUDGET MAINTENANCE
INITIAL	37	27103 - DUAL CREDIT	INITIAL
MAINTENANCE	38	13000 - TRANSPORTATION	BUDGET MAINTENANCE
VOID	39	24106 - IDEA B	
VOID	40	24106 - IDEA B	

PLEASE SEE ATTACHED BARS FOR DETAILED INFORMATION

Bar Increases/Decreases:

*****REQUEST PERMISSION TO PROCESS BARS FOR 2019-20
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: 008-000-1920-0015-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance



Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY
Budget Period: Jul 1 2019 12:00AM To: Jun 30 2020 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	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$70,345	✓ (\$7,613)	✓ \$62,732	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,300	✓ (\$1,300)	✓	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$28,000	✓ (\$8,000)	\$20,000 ✓	
11000 Operational	2100 Support Services-Students	53214 Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$48,000	✓ (\$20,000)	✓ \$28,000	
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$42,000	✓ (\$21,000)	✓ \$21,000	
11000 Operational	2200 Support Services-Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$8,682	✓ (\$7,000)	✓ \$1,682	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$25,636	✓ (\$12,000)	✓ \$13,636	
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$27,385	✓ (\$5,000)	✓ \$22,385	
11000 Operational	2500 Central Services	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$24,008	✓ (\$8,000)	✓ \$16,008	
11000 Operational	2600 Operation & Maintenance of Plant	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$18,873	✓ (\$4,000)	✓ \$14,873	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$389	✓ \$200	✓ \$589	
11000 Operational	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$2,318	✓ \$2,000	✓ \$4,318	
11000 Operational	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class	\$461	✓ \$200	✓ \$661	
11000 Operational	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$325	✓ \$150	✓ \$475	
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$46,000	✓ \$3,000	✓ \$49,000	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class		✓ \$50,000	✓ \$50,000	
11000 Operational	2100 Support Services-Students	53215 Psychologists/Counselors - Contracted	2000 Special Programs	0000 No Job Class	\$24,099	✓ \$21,713	✓ \$45,812	

11000 Operational	2200 Support Services-Instructional	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,688	✓ \$100	✓ \$1,788	
11000 Operational	2200 Support Services-Instructional	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$238	✓ \$100	✓ \$338	
11000 Operational	2200 Support Services-Instructional	52210 FICA Payments	0000 No Program	0000 No Job Class	\$740	✓ \$1,000	✓ \$1,740	
11000 Operational	2200 Support Services-Instructional	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$173	✓ \$500	✓ \$673	
11000 Operational	2200 Support Services-Instructional	52312 Life	0000 No Program	0000 No Job Class	\$43	✓ \$200	✓ \$243	
11000 Operational	2200 Support Services-Instructional	52314 Vision	0000 No Program	0000 No Job Class	\$77	✓ \$50	✓ \$127	
11000 Operational	2300 Support Services-General Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$13,940	✓ \$6,500	✓ \$20,440	
11000 Operational	2300 Support Services-General Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$2,131	✓ \$1,000	✓ \$3,131	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$6,213	✓ \$2,000	✓ \$8,213	
11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,596	✓ \$500	✓ \$2,096	
11000 Operational	2300 Support Services-General Administration	52315 Disability	0000 No Program	0000 No Job Class	\$109	✓ \$150	✓ \$259	
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	0000 No Job Class	\$221	✓ \$100	✓ \$321	
11000 Operational	2400 Support Services-School Administration	52315 Disability	0000 No Program	0000 No Job Class	\$260	✓ \$200	✓ \$460	
11000 Operational	2500 Central Services	52315 Disability	0000 No Program	0000 No Job Class	\$114	✓ \$100	✓ \$214	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1614 Maintenance	\$40,403	✓ \$4,000	✓ \$44,403	
11000 Operational	2600 Operation & Maintenance of Plant	52313 Dental	0000 No Program	0000 No Job Class	\$823	✓ \$50	✓ \$873	
11000 Operational	2600 Operation & Maintenance of Plant	52314 Vision	0000 No Program	0000 No Job Class	\$148	✓ \$50	✓ \$198	
11000 Operational	2600 Operation & Maintenance of Plant	52315 Disability	0000 No Program	0000 No Job Class	\$55	✓ \$50	✓ \$105	
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:

8/21/2019

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

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

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Mary Sciacca	Business Manager	8/26/2019 1:29:48 PM
Adan Estrada	Superintendent	8/26/2019 2:09:41 PM
Mary Sciacca	Local / Governance Board	8/26/2019 2:10:59 PM

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

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

Doc. ID: 008-000-1920-0030-I
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 12:00AM
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 26156.0000.41921 \$12,500

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26156 Turner Foundatio n	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$2,500	\$2,500	\$5,000	
26156 Turner Foundatio n	1000 Instruction	55817 Student Travel	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,000	\$2,000	\$7,000	
26156 Turner Foundatio n	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$9,244	\$8,000	\$17,244	
Sub Total						\$12,500		
Indirect Cost								
DOC. TOTAL						\$12,500		

Justification:

Budget Increase

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: 008-000-1920-0031-M
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 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	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$70,159	(\$1,376)	\$68,783	
11000 Operational	2500 Central Services	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$16,008	(\$1,124)	\$14,884	
11000 Operational	2100 Support Services-Students	53215 Psychologists/Counselors - Contracted	2000 Special Programs	0000 No Job Class	\$45,812	\$2,500	\$48,312	
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: 008-000-1920-0032-M
 Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2019	To: 06/30/2020
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	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$3,500	(\$500)	\$3,000	
24106 Entitlement IDEA-B	2100 Support Services-Students	56118 General Supplies and Materials	2000 Special Programs	0000 No Job Class		\$500	\$500	
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: 008-000-1920-0033-IB
 Fund Type: Flowthrough
 Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 24118.0000.44500 \$2,661

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24118	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class		\$2,661	\$2,661	
Sub Total						\$2,661		
Indirect Cost								
DOC. TOTAL						\$2,661		

Justification:

Initial Budget

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

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

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

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

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: 008-000-1920-0034-M

Fund Type: Direct Grant

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY
Budget Period: Jul 1 2019 12:00AM To: Jun 30 2020 12:00AM
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29102 Private Dir Grants (Categorical)	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$4,266	(\$300)	\$3,966	
29102 Private Dir Grants (Categorical)	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$8,500	\$300	\$8,800	
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: 008-000-1920-0035-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY
Budget Period: 07/01/2019 To: 06/30/2020 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
24101 Title I - ESEA	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1414 Teachers- Preschool (exclude Special Ed)	\$25,000	(\$25,000)		
24101 Title I - ESEA	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,000	(\$2,475)	\$2,525	
24101 Title I - ESEA	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$23,423	\$23,423	
24101 Title I - ESEA	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$4,001	\$2,852	\$6,853	
24101 Title I - ESEA	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$2,000	\$1,200	\$3,200	
					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: 008-000-1920-0036-T

Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2019	To: 06/30/2020
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
24101 Title I - ESEA	2200 Support Services-Instruction	51100 Salaries Expense	0000 No Program	1213 Library/Media Assistants	\$54,379	(\$22,237)	\$32,142	
24101 Title I - ESEA	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$22,237	\$22,237	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Transfer

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: 008-000-1920-0037-IB
Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27103.0000.43202 \$1,384

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$1,384	\$1,384	
Sub Total						\$1,384		
Indirect Cost								
DOC. TOTAL						\$1,384		

Justification:

Initial Budget

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

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

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

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

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: 008-000-1920-0038-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msciacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2019	To: 06/30/2020
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
13000 Pupil Transportation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1114 Administrative Assistants	\$30,068	(\$589)	\$29,479	
13000 Pupil Transportation	2700 Student Transportation	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$37,471	(\$400)	\$37,071	
13000 Pupil Transportation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1612 Substitutes-Other Leave	\$5,000	\$589	\$5,589	
13000 Pupil Transportation	2700 Student Transportation	52313 Dental	0000 No Program	0000 No Job Class	\$1,296	\$400	\$1,696	
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: 008-000-1920-0039-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact: Mary Sciacca, Business Manager

Total Approved Budget (Flowthrough):

Phone: 5753762445

Email: msclacca@cimarronschools.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2019	To: 06/30/2020
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	53330 Professional Development	2000 Special Programs	0000 No Job Class	\$1,500	(\$100)	\$1,400	
24106 Entitlement IDEA-B	1000 Instruction	56118 General Supplies and Materials	2000 Special Programs	0000 No Job Class	\$378	\$100	\$478	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Void/Disapproval Reason: Incorrect Entry.

Justification:

Maintenance

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

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

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

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

Approvals by Digital Signature		
<u>Name</u>	<u>Role</u>	<u>Date</u>
Mary Sciacca		10/9/2019 2:11:57 PM

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

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

Doc. ID: 008-000-1920-0040-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2019-2020

Entity Name: Cimarron

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

Contact:

Total Approved Budget (Flowthrough):

Phone:

Email:

FLOWTHROUGH ONLY	Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 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
					Indirect Cost			
					DOC. TOTAL	\$0		

Void/Disapproval Reason: Accidentally Created.

Justification:

Compliance w/lt Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

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

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

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

Approvals by Digital Signature

Name	Role	Date
Mary Sciacca		10/9/2019 2:13:23 PM

Voided

Cimarron Municipal Schools

Fund Balances

September 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	\$262,753.95	\$1,119,895.93	(\$826,683.02)	\$169,284.00	\$725,250.86	\$558,557.73	\$166,693.13
13000	PUPIL TRANSPORTATION	\$14.59	\$125,802.00	(\$92,356.58)	\$0.00	\$33,460.01	\$33,475.23	(\$15.22)
14000	INSTRUCTIONAL MATERIALS	\$45,839.06	\$1.00	(\$10,100.92)	\$0.00	\$35,739.14	\$35,739.14	\$0.00
21000	FOOD SERVICES	\$29,036.40	\$22,220.81	(\$27,068.33)	\$0.00	\$24,188.88	\$24,188.88	\$0.00
22000	ATHLETICS	\$32,716.79	\$1,561.00	(\$3,212.73)	\$0.00	\$31,065.06	\$31,065.06	\$0.00
23200	ZANE CD SCHOLARSHIP	\$12,444.52	\$69.82	\$0.00	\$0.00	\$12,514.34	\$12,514.34	\$0.00
23201	CARDWELL SCHOLARSHIP CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23202	MASONIC SCHOLARSHIP	\$10,785.15	\$0.00	\$0.00	\$0.00	\$10,785.15	\$10,785.15	\$0.00
23400	CHS ANNUAL YEARBOOK	\$630.24	\$0.00	(\$100.00)	\$0.00	\$530.24	\$530.24	\$0.00
23401	ACTIVITY INTEREST	\$3,785.01	\$641.60	(\$131.24)	\$0.00	\$4,295.37	\$4,295.37	\$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	\$22,020.77	\$300.00	(\$2,690.60)	\$0.00	\$19,630.17	\$19,630.17	\$0.00
23404	JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND	\$47,097.47	\$0.00	\$0.00	\$0.00	\$47,097.47	\$47,097.47	\$0.00
23405	JUAN MARTINEZ SCHOLARSHIP FUND	\$18,650.88	\$0.00	\$0.00	\$0.00	\$18,650.88	\$18,650.88	\$0.00
23406	CHS CHEERLEADERS	\$540.30	\$0.00	\$0.00	\$0.00	\$540.30	\$540.30	\$0.00
23407	FAMILY GROUP 6-8	\$2,824.18	\$0.00	\$0.00	\$0.00	\$2,824.18	\$2,824.18	\$0.00
23408	CEMOP	\$3,094.16	\$131.00	(\$582.65)	\$0.00	\$2,642.51	\$2,642.51	\$0.00
23409	CEMS YEARBOOK	\$947.62	\$500.00	(\$100.00)	\$0.00	\$1,347.62	\$1,347.62	\$0.00
23410	CEMS ACTIVITY	\$1,359.97	\$344.60	\$0.00	\$0.00	\$1,704.57	\$1,704.57	\$0.00
23411	CEMS ART	\$148.28	\$0.00	\$0.00	\$0.00	\$148.28	\$148.28	\$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	\$2,065.17	\$500.00	(\$168.08)	\$0.00	\$2,397.09	\$2,397.09	\$0.00
23417	CHS CLASS OF 2020	\$4,957.77	\$0.00	\$0.00	\$0.00	\$4,957.77	\$4,957.77	\$0.00
23419	CHS CLASS OF 2021	\$2,180.45	\$3,050.00	\$0.00	\$0.00	\$5,230.45	\$5,230.45	\$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	\$825.29	\$0.00	\$0.00	\$0.00	\$825.29	\$825.29	\$0.00
23424	CMS STUDENT COUNCIL	\$668.51	\$0.00	\$0.00	\$0.00	\$668.51	\$668.51	\$0.00
23425	CMS 8TH GRADE DANCE	\$214.60	\$0.00	\$0.00	\$0.00	\$214.60	\$214.60	\$0.00
23426	ENEMS ACTIVITY	\$10,440.46	\$1,477.44	(\$510.22)	\$0.00	\$11,407.68	\$11,407.68	\$0.00
23427	ENEMS STAFF	\$80.39	\$0.00	\$0.00	\$0.00	\$80.39	\$80.39	\$0.00
23428	ENMS BARN FUND	\$18,707.59	\$2,000.00	(\$5,280.00)	\$0.00	\$15,427.59	\$15,427.59	\$0.00
23429	EN AQUAPONICS	\$35.18	\$0.00	\$0.00	\$0.00	\$35.18	\$35.18	\$0.00
23430	ENEMS ART PROGRAM	\$255.64	\$0.00	\$0.00	\$0.00	\$255.64	\$255.64	\$0.00
23431	ENEMS YEARBOOK	\$1,891.67	\$0.00	\$0.00	\$0.00	\$1,891.67	\$1,891.67	\$0.00
23432	EN VOCATIONAL ED	\$2.46	\$0.00	\$0.00	\$0.00	\$2.46	\$2.46	\$0.00
23433	TRAILS END RANCH	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	\$0.00
23434	ENMS STUDENT COUNCIL	\$1,707.86	\$0.00	\$0.00	\$0.00	\$1,707.86	\$1,707.86	\$0.00
23435	EN PBIS COMMITTEE	\$519.98	\$386.00	\$0.00	\$0.00	\$905.98	\$905.98	\$0.00

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
27107	2012 GO BOND	(\$5,100.20)	\$5,100.20	\$0.00	(\$5,101.00)	(\$5,101.00)	\$0.00	(\$5,101.00)
27109	INSTRUCTIONAL MATERIALS-GAA 2019	\$0.00	\$35,753.35	\$0.00	\$0.00	\$35,753.35	\$35,753.35	\$0.00
27114	CENTER FOR TEACHER EXCELLENCE PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27125	EXCELLENCE IN TEACHING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27138	INCENTIVES FOR SCHOOL IMPR ACT PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27149	PREK INITIATIVE	(\$13,367.69)	\$13,367.69	(\$30,346.30)	(\$13,368.00)	(\$43,714.30)	(\$30,346.28)	(\$13,368.02)
27155	BREAKFAST FOR ELEM STUDENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27171	2010 GOB IM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27181	"STEM" TEACHER INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27183	NM GROWN FVV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27195	TEACHERS HARD TO STAFF STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28178	GEAR-UP CHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29102	PRIVATE DIR GRANTS (CATEGORICAL)	\$64,840.22	\$0.00	(\$4,065.47)	\$0.00	\$60,774.75	\$60,774.75	\$0.00
31100	BOND BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31600	HB 33	\$1,984.60	\$26.65	(\$0.27)	\$0.00	\$2,010.98	\$2,010.98	\$0.00
31700	STATE MATCH SB-9	(\$29,963.00)	\$26,963.00	\$0.00	(\$29,963.00)	(\$32,963.00)	(\$3,000.00)	(\$29,963.00)
31701	CAPITAL IMPROVEMENTS SB-9	\$964,712.67	\$26,510.42	(\$211,663.43)	\$0.00	\$779,559.66	\$779,559.66	\$0.00
31900	ED. TECHNOLOGY EQUIPMENT ACT	\$1,125,467.04	\$7,218.71	(\$111,806.73)	\$0.00	\$1,020,879.02	\$1,020,879.02	\$0.00
41000	DEBT SERVICES	\$525,858.81	\$18,319.39	(\$432,590.90)	\$0.00	\$111,587.30	\$111,587.30	\$0.00
43000	TOTAL ED. TECH. DEBT SERVICE SUBFUND	\$620,369.37	\$17,168.37	(\$537,021.94)	\$0.00	\$100,515.80	\$100,515.80	\$0.00
	Grand Total:	\$3,764,838.93	\$1,586,558.25	(\$2,339,489.10)	\$0.00	\$3,011,908.08	\$3,014,598.87	(\$2,690.79)

End of Report

CIMARRON MUNICIPAL SCHOOLS

To: Board Members
From: Lawana Whitten
Date: October 1, 2019
Re: Variance explanations for Septemeber 2019

11000 Operational	Intra-Fund Loans paid that crossed fiscal years	\$169,284.00
11000 Operational	NMPSIA	(\$2,590.87)
13000 Transportation	NMPSIA	(\$15.22)
24106 Entitlement IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$46,167.00)
24109 Preschool IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$3,464.00)
24132 IDEA-B	Intra-Fund Loans paid that crossed fiscal years	(\$25,750.00)
24154 Title II	Intra-Fund Loans paid that crossed fiscal years	(\$10,737.00)
24183 USDA	Intra-Fund Loans paid that crossed fiscal years	(\$20,828.00)
24189 TITLE IV	Intra-Fund Loans paid that crossed fiscal years	(\$13,906.00)
25153 Medicaid	NMPSIA	(\$84.68)
27107 GEO BOND	Intra-Fund Loans paid that crossed fiscal years	(\$5,101.00)
27149 PRE-K	Intra-Fund Loans paid that crossed fiscal years	(\$13,368.00)
31700 STATE MATCH	Intra-Fund Loans paid that crossed fiscal years	(\$29,963.00)

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 (19-20) for last year (18-19) as RFR's were received in August.

It will show as a variance until the new year.

NM State Treasurer's Office Investment Pool - LGIP

September 2019

9/3/2019	2.07
9/4/2019	2.121
9/5/2019	2.195
9/6/2019	2.109
9/9/2019	2.107
9/10/2019	2.108
9/11/2019	2.138
9/12/2019	2.079
9/13/2019	2.109
9/16/2019	2.109
9/17/2019	2.136
9/18/2019	2.216
9/19/2019	2.092
9/20/2019	2.101
9/23/2019	2.061
9/24/2019	2.041
9/25/2019	2.033
9/26/2019	2.051
9/27/2019	1.998
9/30/2019	2.007

Average	2.116	2.189
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NMPSIA

Cimarron Municipal Schools

Cimarron Elementary & Middle School

Certified Playground Safety Audit

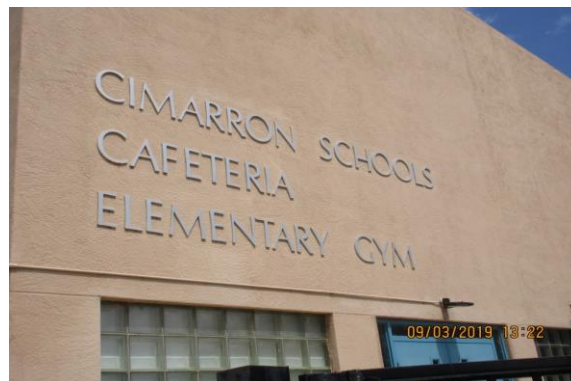


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EXECUTIVE SUMMARY

This report contains the findings of an independent Certified Playground Safety Audit of the specified playground areas of Cimarron Elementary and Middle School. Information contained in this audit was gathered by applying protocol prescribed by the National Playground Safety Institute (NPSI) and the National Recreation and Park Association (NRPA). The audit was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The audit was conducted on September 3, 2019, on behalf of the Cimarron Municipal Schools and at the request of NMPSIA.

The Poms & Associates staff extends its thanks to Adan Estrada, Superintendent and the staff of Cimarron Elementary and Middle School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236.

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW DISCLAIMER

This report was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the inventory of structures. Detailed observations and structure-specific recommendations are found on the pages following the inventory of structures. Some items marked as "No" or "Unacceptable" in the inventory list may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Urgency

I – Immediate

H – High

M – Medium

L – Low

O – Ongoing / Preventative

Capital

C – Capital

NC – Non-Capital

Policies and Procedures		Yes	No	NA	Priority	Recommendations
1	Are detailed installation, maintenance, inspection, and repair records established and maintained for each playground structure and each play area?		X		M - NC	2019-001
2	Are repairs and maintenance performed in accordance with the specifications of the manufacturer?		X		M - NC	2019-002
3	Are playground supervisors trained in the basics of playground safety and safe supervisory techniques?		X		M - NC	2019-003
Signs, Labels, and Information		Yes	No	NA	Priority	Recommendations
4	Are all playground structures equipped with labels or other markings that identify the manufacturer of the equipment?		X		L - NC	2019-004
5	Are installation warning labels posted on each piece of equipment to warn installers of the hazards of installing the equipment over hard surfaces, such as concrete?		X		M - NC	2019-005

6	Are signs or labels present on each playground specifying the intended user age group of the area?		X		M - NC	2019-006
7	Are signs or labels recommending adult supervision present on each playground?		X		M - NC	2019-007

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW RECOMMENDATIONS

Policies and Procedures

1. Are detailed installation, maintenance, inspection, and repair records established and maintained for each playground structure and each play area?

Recommendation Number: 2019-001

Observations:

- It was not determined whether detailed installation, maintenance, inspection, and repair records for each piece of playground equipment are established and maintained.
- It was not determined whether documented inspections of the playground areas and equipment are conducted on a regular basis.

Recommendations:

- Detailed installation, inspection, maintenance and repair records for each playground area and piece of equipment should be established and maintained.
- The equipment should be inspected on a regular basis; however, at least monthly, the inspection should be documented in writing.
- Inspection documentation should include the name of the inspector(s), the date of the inspection and should note any problems found and/or repairs made.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook. Detailed installation, inspection, maintenance and repair records for each playground area and piece of equipment should be established and maintained.
- ASTM F1487-11 13. Maintenance 13.1 Public Use Playground Equipment - The designer or manufacturer of each play structure shall provide to the owner/operator clear and concise inspection, maintenance, and repair instructions, including but not limited to, what, when, and how to inspect, maintain, and repair.
- ASTM F1487-11 13. Maintenance 13.3 Records - The owner/operator shall establish and maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment area.

2. Are repairs and maintenance performed in accordance with the specifications of the manufacturer?

Recommendation Number: 2019-002

Observations:

- Some of the recommendations in this inspection may include performing maintenance or making modifications to existing playground equipment.

Recommendations:

- Any modifications beyond routine maintenance should be performed with the manufacturer's approval and guidance. Only replacement parts, materials, and fasteners approved by the manufacturer should be used when modifying equipment.
- Written documentation of manufacturer approval and guidelines for any modifications should be obtained prior to starting any modifications.
- All written correspondence and documentation received from the manufacturer should be retained throughout the life of the equipment.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook - All repairs and replacements of equipment parts should be completed following the manufacturer's instructions.
- ASTM F1487-11 13. Maintenance 13.1 Public Use Playground Equipment - The designer or manufacturer of each play structure shall provide to the owner/operator clear and concise inspection, maintenance, and repair instructions, including but not limited to, what, when, and how to inspect, maintain, and repair.

3. Are playground supervisors trained in the basics of playground safety and safe supervisory techniques?

Recommendation Number: 2019-003

Observations:

- It was not determined whether training is provided to playground supervisors.
- Inappropriate use of playground equipment can increase the risk of injury.

Recommendations:

- Playground supervisors should receive documented initial and periodic refresher training that includes, but is not limited to, the proper use of playground equipment, behavior correction techniques, and safe supervision methods.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook 2.2.7 The quality of the supervision depends on the quality of the supervisor's knowledge of safe play behavior. Playground designers should be aware of the type of supervision most likely for their given playground. Depending on the location and nature of the playground, the supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground. Parents and playground supervisors should be aware that not all playground equipment is appropriate for all children who may use the playground. Supervisors should look for posted signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Supervisors may also use the information in Table 1 to determine the suitability of the equipment for the children they are supervising. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries. Supervisors should understand the basics of playground safety such as:
 - Checking for broken equipment and making sure children don't play on it.
 - Checking for and removing unsafe modifications, especially ropes tied to equipment, before letting children play.
 - Checking for properly maintained protective surfacing.
 - Making sure children are wearing foot wear.

Signs, Labels, and Information

4. Are all playground structures equipped with labels or other markings that identify the manufacturer of the equipment?

Recommendation Number: 2019-004

Observations:

- Labels that provide information regarding the identity of the manufacturer or the custom designer of the product were not readily apparent on all equipment.

Recommendations:

- The manufacturer and/or custom designer should be contacted to obtain labels that contain the required information.
- The labels should comply with the description found in Section 14 of ASTM F1487.
- The labels should be replaced if they are removed or become illegible.

Standards:

- ASTM International, Standard F-1487-11. 15 Manufacturer Identification. 15.1 All play structures and composite play structures shall be required to have the manufacturer's identification.

5. Are installation warning labels posted on each piece of equipment to warn installers of the hazards of installing the equipment over hard surfaces, such as concrete?

Recommendation Number: 2019-005

Observations:

- Labels that inform, warn, and educate purchasers, installers, and those supervising children who play on the equipment about the danger of installing equipment over hard surfaces were not readily apparent on all equipment.

Recommendations:

- The manufacturer and/or custom designer should be contacted to obtain labels that contain the required information.
- The labels should comply with the description found in Section 14 of ASTM F1487.
- The labels should be replaced if they are removed or become illegible.

Standards:

- ASTM International, Standard F-1487-11. Signs or labels or both. 14.2.5 Warning message communicating the hazard of play equipment located over hard surfaces, when applicable.

6. Are signs or labels present on each playground specifying the intended user age group of the area?

Recommendation Number: 2019-006

Observations:

- Signs to indicate the age appropriateness of the equipment were not present in each playground area.

Recommendations:

- Signs should be posted near each of the playground areas to indicate the age appropriateness of the equipment located in that playground area.
- Equipment that is inappropriate for users younger than 5 years old should be signed accordingly.
- Additional signage should be posted as appropriate, based on the unique characteristics of each playground and District Policy.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

Standards:

- ASTM International, Standard F-1487-11. Signs and labels or both. 14.1 Posting of signs and/or labels shall be the responsibility of the owner/operator of the play equipment. The information regarding the intended ages of users shall be provided by the manufacturer, designer, or consultant.

7. Are signs or labels recommending adult supervision present on each playground?

Recommendation Number: 2019-007

Observations:

- Signs recommending adult supervision were not posted in the play areas.

Recommendations:

- Signs or labels providing information as to the age appropriateness of users and “adult supervision is recommended” should be posted on all playgrounds.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

Standards:

- ASTM International, Standard F-1487-11. Standard Consumer Safety Performance Specification for Playground Equipment for Public. F-1487-11-14. Signs or Labels or Both. 14.2.2 Information message communicating supervision recommendation.

CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION DISCLAIMER

This report was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the inventory of structures. Detailed observations and structure-specific recommendations are found on the pages following the inventory of structures. Some items marked as "No" or "Unacceptable" in the inventory list may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Urgency

I – Immediate

H – High

M – Medium

L – Low

O – Ongoing / Preventative

Capital

C – Capital

NC – Non-Capital

Kindergarten Playground Equipment		Yes	No	NA	Priority	Recommendations
1	Structure # 1 - See Saw		X		M - NC	2019-008
2	Structure # 2 - Target climber		X		M - NC	2019-009
Lower Grade Playground Equipment		Yes	No	NA	Priority	Recommendations
3	Structure # 1 - Swing 1		X		M - NC H - NC	2019-010 2019-011
4	Structure # 2 - Swing 2		X		H - NC	2019-012
5	Structure # 3 - Composite		X		M - NC	2019-013
6	Structure # 4 - Slide		X		M - NC	2019-014
Upper Grade Playground Equipment		Yes	No	NA	Priority	Recommendations
7	Structure # 1 - Overhead ladder		X		M - NC	2019-015
8	Structure # 2 - Overhead slide		X		M - NC	2019-016
9	Structure # 3 - Climber		X		M - NC	2019-017
10	Structure # 4 - Overhead spinner		X		M - NC	2019-018

CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION RECOMMENDATIONS

Kindergarten Playground Equipment

1. Structure # 1 - See Saw

Recommendation Number: 2019-008

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



2. Structure # 2 - Target climber

Recommendation Number: 2019-009

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.



Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.

Lower Grade Playground Equipment

3. Structure # 1 - Swing 1

Recommendation Number: 2019-010

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



Recommendation Number: 2019-011**Maximum Fall Height:**

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

**Use Zone:**

- The use zones were compliant.

Unusual or Hazardous Conditions:

- One or more of the swing hangers were excessively worn.

Structure Specific Recommendations:

- All chains, clevis hangers, and other fastening components should be removed and replaced when they show wear of 25% or more. Chain and fastening components of all playground equipment should be inspected on a monthly basis to identify unsafe conditions and implement corrective action in a timely manner.

4. Structure # 2 - Swing 2

Recommendation Number: 2019-012

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- The swing hanger brackets appeared to be loose. They were not parallel to the ground. They may have shifted because they were loose, or they may not have been properly installed.

Structure Specific Recommendations:

- The swing hanger brackets should be realigned so that the clamp components are parallel to the ground.



5. Structure # 3 - Composite

Recommendation Number: 2019-013

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



6. Structure # 4 - Slide

Recommendation Number: 2019-014

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



Upper Grade Playground Equipment

7. Structure # 1 - Overhead ladder

Recommendation Number: 2019-015

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



8. Structure # 2 - Overhead slide

Recommendation Number: 2019-016

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



9. Structure # 3 - Climber

Recommendation Number: 2019-017

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



10. Structure # 4 - Overhead spinner

Recommendation Number: 2019-018

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



END OF DOCUMENT

NMPSIA

Cimarron Municipal Schools

Cimarron Elementary & Middle School

Loss Control & Safety Audit

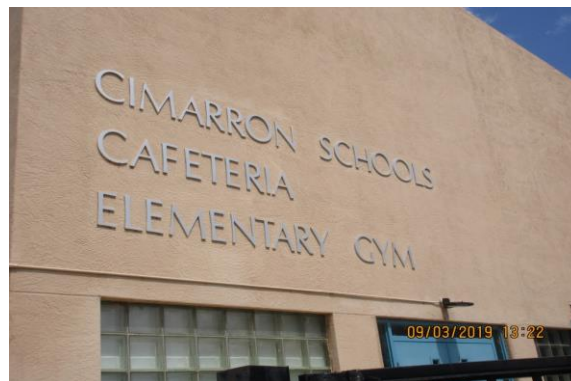


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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Cimarron Elementary and Middle School. The audit was conducted on September 3, 2019, on behalf of the Cimarron Municipal Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures.

The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Adan Estrada, Superintendent, and the staff of Cimarron Elementary and Middle School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

GENERAL CONDITIONS INSPECTION DISCLAIMER

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GENERAL CONDITIONS INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Building Conditions		Yes	No	NA	Priority	Recommendations
1	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - M - NC	2019-001
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
2	Are fire doors inspected, functional, and properly maintained?		X		3,4 - C,D - M - NC	2019-002
					3,4 - C,D - M - NC	2019-003
					3,4 - C,D - M - NC	2019-004
					3,4 - C,D - M - NC	2019-005
Emergency Action Equipment & Systems		Yes	No	NA	Priority	Recommendations
3	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X		3,4 - B,C,D - M - NC	2019-006
Mechanical and Utility Systems		Yes	No	NA	Priority	Recommendations
4	Are electrical fixtures properly installed, properly protected, and free of damage?		X		3,4 - B - H - NC	2019-007
					2,5 - B - L - NC	2019-008

GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

Building Conditions

1. Do building structures and finish materials appear to be in good condition and free of visible deterioration?

Recommendation Number: 2019-001

Observations:

- The wooden trim and/or other wooden building components were deteriorated and/or dry-rotted in some places.

Recommendations:

- The wooden building materials and the trim should be thoroughly examined to determine the extent of the damage and to determine the necessary corrective action.
- The deteriorated wooden components should be repaired and/or replaced.



Standards:

- IPMC, Exterior Property Areas - Section 304.4 - Structural Members All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.
- NMAC Statewide Adequacy Standards 6.27.30.8 A (1) - General Requirements A. Building condition. A school facility must be safe and capable of being maintained. (1) Structural. A school facility must be structurally sound. A school facility shall be considered structurally sound and safe if the building presents no imminent danger or major visible signs of decay or distress

Doors, Exits, and Means of Egress

2. Are fire doors inspected, functional, and properly maintained?

Recommendation Number: 2019-002

Observations:

- The practice of wedging or blocking the fire doors open was observed.
- This practice prohibits the fire doors from functioning properly in a fire situation.

Recommendations:

- Fire doors should not be disabled or propped in an open position.



- All the fire doors should be inspected on a monthly basis to identify and correct problems quickly.
- A qualified person should inspect, service, and/or repair all fire doors annually and as necessary. All inspections and repairs should be documented.

Standards:

- IPMC, Fire-Resistance Ratings Section 703.2 - Opening Protectives: Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

Recommendation Number: 2019-003**Observations:**

- Some of the roll paper that is used in classroom displays did not have markings to indicate that it was treated with a flame-retardant material.
- Use of untreated roll paper in classroom displays permits the rapid spread of fire.

Recommendations:

- Only paper treated with a flame-retardant material should be purchased and used in classroom displays. The flame-retardant treatment must be completed by a qualified person and in accordance with the requirements of the State Fire Code.
- Roll paper which has not been treated should be gathered and properly disposed of or returned to the manufacturer or distributor.

Standards:

- IFC, Chapter 8, 807.4.4.2 Artwork. Artwork and teaching materials shall be limited on walls of corridors to not more than 20 percent of the wall area if sprinklers are not present; and 50 percent of walls if sprinklers are present.



- NFPA 101 10.2.5.3 - limits bulletin boards, posters, and paper attached directly to the walls to not more than 20 percent of the wall area. There is an exception in the educational and day-care chapters that permits up to 50 percent of the wall area to be covered if the building is protected with automatic sprinklers.

Recommendation Number: 2019-004

Observations:

- Paper was observed over the windows of the classroom doors.
- This practice compromises the security of the room's occupants and violates the requirement to keep doors free of decorations.

Recommendations:

- This practice should be discontinued.
- No paper or combustible items should be placed on the door.
- The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.



Standards:

- Good Loss Prevention Practices - The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.
- NFPA 80, Chapter 4.1.4.3 Signs shall not be installed on glazing material on fire doors.
- OSHA 29 CFR 1910.37(a)(1) Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.
- NFPA 80 Chapter 4.1.4.4 Signs shall not be installed on the surface of fire doors so as to impair or otherwise interfere with the proper operation of the fire door.

Recommendation Number: 2019-005**Observations:**

- This practice compromises the security of the room's occupants and violates the requirement to keep doors free of decorations.

Recommendations:

- This practice should be discontinued.
- No paper or combustible items should be placed on the door.
- The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.

**Standards:**

- Good Loss Prevention Practices - The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.
- NFPA 80, Chapter 4.1.4.3 Signs shall not be installed on glazing material on fire doors.
- OSHA 29 CFR 1910.37(a)(1) Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.
- NFPA 80 Chapter 4.1.4.4 Signs shall not be installed on the surface of fire doors so as to impair or otherwise interfere with the proper operation of the fire door.

Emergency Action Equipment & Systems

3. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?

Recommendation Number: 2019-006

Observations:

- Fire extinguishers were not properly wall mounted in some areas.
- This exposes the fire extinguishers to damage and can cause delay finding them in an emergency.

Recommendations:

- A fire extinguisher that weighs 40 pounds or less should be mounted so that the top is no higher than five feet above the floor.
- A fire extinguisher that weighs more than 40 pounds, but less than 75 pounds, should be installed so the top is no higher than three and one-half feet above the floor.
- A fire extinguisher that weighs more than 75 pounds should be secured to an approved, wheeled fire extinguisher cart.



Standards:

- OSHA 29 CFR 1910.252(c)(2)Ventilation for general welding and cutting.
 - 1910.252(c)(2)(i)General. Mechanical ventilation shall be provided when welding or cutting is done on metals not covered in paragraphs (c)(5) through(c)(12) of this section. (For specific materials, see the ventilation requirements of paragraphs (c)(5) through (c)(12) of this section.)
 - 1910.252(c)(2)(i)(A)In a space of less than 10,000 cubic feet (284 m(3)) per welder.
 - 1910.252(c)(2)(i)(B)In a room having a ceiling height of less than 16 feet (5 m).
 - 1910.252(c)(2)(i)(C)In confined spaces or where the welding space contains partitions, balconies, or other structural barriers to the extent that they significantly obstruct cross ventilation.
 - 1910.252(c)(2)(ii)Minimum rate. Such ventilation shall be at the minimum rate of 2,000 cubic feet (57 m(3)) per minute per welder, except where local exhaust hoods and booths as per paragraph (c)(3) of this section, or airline respirators approved by the U.S. Bureau of Mines for such purposes are provided. Natural ventilation is considered sufficient for welding or cutting operations where the restrictions in paragraph (c)(2)(i) of this section are not present.
 - 1910.252(c)(3)Local exhaust hoods and booths. Mechanical local exhaust ventilation may be by means of either of the following: 1910.252(c)(3)(i)Hoods. Freely movable hoods intended to be placed by the welder as near as practicable to the work being welded and provided with a rate of air-flow sufficient to maintain a velocity in the direction of the hood of 100 linear feet (30 m) per minute in the zone of welding when the hood is at its most remote distance from the point of welding.
- NFPA 10, Chapter 6 - Standard for Portable Fire Extinguishers 6.1.3.1 Fire extinguishers shall be conspicuously located where they are readily accessible and immediately available in case of a fire. 6.1.3.8.1 Fire extinguishers having a gross weight not exceeding 40 lb. shall be installed so that the top of the fire extinguisher is not more than 5 feet above the floor.

Mechanical and Utility Systems

4. Are electrical fixtures properly installed, properly protected, and free of damage?

Recommendation Number: 2019-007

Observations:

- Exterior electric outlets and/or switches were missing their weatherproof caps.
- This condition exposes the fixtures to contamination and damage and increases the risk of electric shock.

Recommendations:

- Missing covers should be replaced, or the fixtures should be replaced as needed with appropriately rated outlets and/or switches.



Standards:

- 29 CFR 1910, Subpart S 305.(j)(2)(v)- Electrical Equipment for general use—(2)Receptacles, cord connectors, and attachment plugs (caps).(v) A receptacle installed outdoors in a location protected from the weather or in other damp locations shall have an enclosure for the receptacle that is weatherproof when the receptacle is covered (attachment plug cap not inserted and receptacle covers closed).

Recommendation Number: 2019-008**Observations:**

- Some of the light fixtures were missing diffusers.
- Light diffusers reduce glare, protect the light bulbs from damage, and reduce the hazards created by broken glass should bulbs break.

Recommendations:

- Missing light diffusers should be replaced.
- Specially designed plastic sleeves may be used in place of light diffusers for fluorescent light bulbs.

**Standards:**

- IPMC, Mechanical and Electrical Requirements -Section 605.1 - Electrical Equipment Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- NMAC 6.27.30.8 B General Requirements. Building systems. Building systems in a school facility must be in working order and capable of being properly maintained. Building systems include roof, plumbing, telephone, electrical and heating and cooling systems as well as fire alarm, 2-way internal communication, appropriate technological infrastructure and security systems.

CLASSROOM AND OFFICE INSPECTION DISCLAIMER

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CLASSROOM AND OFFICE INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4 - C,D - M - NC	2019-009

CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

Classroom and Office Section

1. Are classroom decorations displayed in a safe and acceptable manner?

Recommendation Number: 2019-009

Observations:

- Some of the roll paper that is used in classroom displays did not have markings to indicate that it was treated with a flame-retardant material.
- Use of untreated roll paper in classroom displays permits the rapid spread of fire.

Recommendations:

- Only paper treated with a flame-retardant material should be purchased and used in classroom displays. The flame-retardant treatment must be completed by a qualified person and in accordance with the requirements of the State Fire Code.
- Roll paper which has not been treated should be gathered and properly disposed of or returned to the manufacturer or distributor.



Standards:

- IFC, Chapter 8, 807.4.4.2 Artwork. Artwork and teaching materials shall be limited on walls of corridors to not more than 20 percent of the wall area if sprinklers are not present; and 50 percent of walls if sprinklers are present.
- NFPA 101 10.2.5.3 - limits bulletin boards, posters, and paper attached directly to the walls to not more than 20 percent of the wall area. There is an exception in the educational and day-care chapters that permits up to 50 percent of the wall area to be covered if the building is protected with automatic sprinklers.

KITCHEN FACILITIES INSPECTION DISCLAIMER

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KITCHEN FACILITIES INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Tools, Equipment, and Machinery		Yes	No	NA	Priority	Recommendations
1	Are knives properly stored in racks, blocks, and/or sheathes?		X		4,5 - C,D - M - NC	2019-010

KITCHEN FACILITIES INSPECTION RECOMMENDATIONS

Tools, Equipment, and Machinery

1. Are knives properly stored in racks, blocks, and/or sheathes?

Recommendation Number: 2019-010

Observations:

- Knives were observed in kitchen utility drawers with other cooking utensils.
- These storage conditions pose laceration hazards.

Recommendations:

- All knives should be stored in a proper knife storage rack or block to reduce the potential for laceration injuries.
- If a storage rack or block is not available, knives should be stored in a drawer with each knife sheathed in a blade protector and/or present handle to the employee.



Standards:

- Good Loss Prevention Practices
- NMAC 7.6.2 Food Handling: If a storage rack or block is not available, knives should be stored in a drawer with each knife sheathed in a blade protector and/or present handle to the employee.

END OF DOCUMENT

NMPSIA
Cimarron Municipal Schools
Cimarron High School

Loss Control & Safety Audit



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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Cimarron High School. The audit was conducted on September 3, 2019, on behalf of the Cimarron Municipal Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Adan Estrada, Superintendent, and the staff of Cimarron High School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

GENERAL CONDITIONS INSPECTION DISCLAIMER

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GENERAL CONDITIONS INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

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Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Building Conditions		Yes	No	NA	Priority	Recommendations
1	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - L - NC	2019-001
2	Are stairs and ramps in good condition and equipped with handrails where required?		X		2,3,4 - B,D - M - NC	2019-002
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
3	Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		X		3,4 - C,D - M - NC	2019-003
Mechanical and Utility Systems		Yes	No	NA	Priority	Recommendations
4	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		4 - B,D - H - NC	2019-004

5	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		X		2,4 - B - H - NC	2019-005
Chemicals and Chemical Storage		Yes	No	NA	Priority	Recommendations
6	Are employees familiar with the location and use of Safety Data Sheets?		X		2,3,4,5 - C,D - H - NC	2019-006
Housekeeping and Storage Practices		Yes	No	NA	Priority	Recommendations
7	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X		2,3,4 - C,D - M - NC	2019-007
Disabled Access		Yes	No	NA	Priority	Recommendations
8	Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?		X		4 - A,B - M - NC 3,4,5 - A,B - M - NC	2019-008 2019-009
9	Is signage provided at entrances, facilities, or other non-accessible services to direct disabled persons to entrances, facilities, or services that are accessible?		X		4 - A - M - NC	2019-010
General Conditions – Other		Yes	No	NA	Priority	Recommendations
10	Are other general conditions free of apparent hazards or concerns?		X		4 - B - M - NC 2,3,4 - C,D - H - NC	2019-011 2019-012

GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

Building Conditions

1. Do building structures and finish materials appear to be in good condition and free of visible deterioration?

Recommendation Number: 2019-001

Observations:

- Some of the soffit material is missing.
- The openings in the soffit permit birds to roost in these areas.
- These conditions pose health and fire hazards.

Recommendations:

- The soffit material should be installed.

Standards:

- Good Loss Prevention Practices-The bird droppings and nesting materials should be removed, and the soffit screens replaced.
- IPMC, Exterior Property Areas - Section 304.6 - Exterior Walls All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- IPMC, Exterior Property Areas - Section 302.5 - Rodent Harborage All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.



2. Are stairs and ramps in good condition and equipped with handrails where required?

Recommendation Number: 2019-002

Observations:

- The roof access ladder was obstructed with stored items.
- This practice impedes quick access to the roof in an emergency.

Recommendations:

- Stored items should be removed and relocated to provide access to the roof ladder.
- A clear aisle should be maintained to the roof access ladder at all times.



Standards:

- Good Loss Prevention Practices-Stored items should be removed and relocated to provide access to the roof ladder.
- SEC. 5. Duties(a) Each employer -- (1) shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;(2) shall comply with occupational safety and health standards promulgated under this Act. OSHA General Duty Clause 29 Sec.5. duties(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

Doors, Exits, and Means of Egress

3. Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?

Recommendation Number: 2019-003

Observations:

- The practice of wedging or blocking the fire doors open was observed.
- This practice prohibits the fire doors from functioning properly in a fire situation.

Recommendations:

- Fire doors should not be disabled or propped in an open position.
- All the fire doors should be inspected on a monthly basis to identify and correct problems quickly.
- A qualified person should inspect, service, and/or repair all fire doors annually and as necessary. All inspections and repairs should be documented.

Standards:

- IPMC, Fire-Resistance Ratings Section 703.2
- Opening Protectives: Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.



Mechanical and Utility Systems

4. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?

Recommendation Number: 2019-004

Observations:

- Electric panelboards and switchboards were obstructed with stored materials and/or furnishings.
- Obscuring and obstructing electric panelboard cabinets and/or switchboards delays or prevents access in an emergency.



Recommendations:

- All stored materials and/or furnishings around and over electric panelboard cabinets and/or switchboards should be removed to ensure that their locations are clearly visible.
- A clearance of 36 inches should be maintained horizontally around electric panelboard cabinets and/or switchboards.
- The area between the floor to a height of 30 inches above electric panelboard cabinets and/or switchboards should be kept clear of obstructions.

Standards:

- 29 CFR 1910, Subpart S - 1910.303(g)(1)(vii) Switchboards, panelboards, and distribution boards installed for the control of light and power circuits, and motor control centers shall be located in dedicated spaces and protected from damage. 1910.303(g)(1)(vii)(A) For indoor installation, the dedicated space shall comply with the following: 1910.303(g)(1)(vii)(A)(1) The space equal to the width and depth of the equipment and extending from the floor to a height of 1.83 m (6.0 ft) above the equipment or to the structural ceiling, whichever is lower, shall be dedicated to the electrical installation. Unless isolated from equipment by height or physical enclosures or covers that will afford adequate mechanical protection from vehicular traffic or accidental contact by unauthorized personnel or that complies with paragraph (g)(1)(vii)(A)(2) of this section, piping, ducts, or equipment foreign to the electrical installation may not be located in this area; 1910.303(g)(1)(vii)(A)(2) The space equal to the width and depth of the equipment shall be kept clear of foreign systems unless protection is provided to avoid damage from condensation, leaks, or breaks in such foreign systems. This area shall extend from the top of the electric equipment to the structural ceiling;
- OSHA, Subpart S, 29 CFR 1910.303(h)(3) Work space about equipment. Sufficient space shall be provided and maintained about electric equipment to permit ready and safe operation and

maintenance of such equipment. Where energized parts are exposed, the minimum clear work space may not be less than 1.98 m (6.5 ft) high (measured vertically from the floor or platform) or less than 914 mm (3.0 ft) wide (measured parallel to the equipment). The depth shall be as required in paragraph (h)(5)(i) of this section. In all cases, the work space shall be adequate to permit at least a 90-degree opening of doors or hinged panels.

- 29 CFR 1910, Subpart S - Electrical - 1910.303(b)(1)Examination. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
- 29 CFR 1910, Subpart S - Electrical - 1910.303(g)(1)(ii)Working space required by this standard may not be used for storage.

5. Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?

Recommendation Number: 2019-005

Observations:

- Some of the electrical wiring was exposed.
- Exposed wiring poses an electric shock hazard.

Recommendations:

- Exposed wiring should be safely capped and concealed in accordance with Code requirements.

Standards:

- OSHA CFR 1910 303 g (2) (1) Subpart S Except as elsewhere required or permitted by this standard, live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by use of approved cabinets or other forms of approved enclosures or by any of the following means:



Chemicals and Chemical Storage

6. Are employees familiar with the location and use of Safety Data Sheets?

Recommendation Number: 2019-006

Observations:

- Safety Data Sheets (SDSs) were not readily available for all hazardous materials used within the science laboratories.

Recommendations:

- SDSs for all hazardous materials utilized and/or stored within the science laboratories should be kept readily available.
- Please ensure a chemical hygiene plan as required by OSHA is available in the school.



Standards:

- IFC, Chapter 4 - Emergency Planning and Preparedness - Reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies.
- OSHA Brief Hazard Communication Standard: Safety Data Sheets The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs. The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s). Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., firefighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element. The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

Housekeeping and Storage Practices

7. Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?

Recommendation Number: 2019-007

Observations:

- Stored items were stacked to the ceiling in some areas.
- Some of the items stored overhead were not secured.

Recommendations:

- Items should not be stacked to the ceiling; a 24-inch clearance should be maintained between the top of stored items and the ceiling.
- The minimum clearance between sprinklers and the stored material below should be 18 inches.
- Stored material should not create a hazard. It should be limited in height and piled, stacked, or racked in a manner designed to prevent it from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and sheets should be used where necessary to make the storage arrangements stable.



Standards:

- OSHA 29 CFR Subpart L 1910.159(c)(10) Sprinkler spacing. The employer shall assure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents and suitable sensitivity to possible fire hazards. The minimum vertical clearance between sprinklers and material below shall be 18 inches (45.7 cm).
- IFC 315.3.1 Ceiling Clearance - Storage shall be maintained 2 feet (24 inches) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.
- 29 CFR 1910, Subpart N - Materials Handling and Storage - 1910.176(b) Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse. 1910.176(c) Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

Disabled Access

8. Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?

Recommendation Number: 2019-008

Observations:

- The required elevated signs designating accessible parking spaces were not provided.

Recommendations:

- The required elevated, accessible parking signs should be provided. The signs may be post-mounted or mounted to a building or fence.



Standards:

- ADA - ADAAG - Parking and Passenger Loading Zone 4.6.4* Signage. Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility. Spaces shall have an additional sign "Van-Accessible" mounted below the symbol of accessibility. Such signs shall be located so they cannot be obscured by a vehicle parked in the space.

Recommendation Number: 2019-009

Observations:

- The painted lines and ground level signs in the parking lots were faded.
- This condition can result in damage to vehicles from improper parking and parking in unauthorized locations.

Recommendations:

- The parking stripes and ground level signs should be repainted as needed.
- Consideration should be given to installing signposts with weather-resistant signs to designate the different parking areas.



Standards:

- Good Loss Prevention Practices-This condition can result in damage to vehicles from improper parking and parking in unauthorized locations.
- IPMC SECTION 302.3EXTERIOR PROPERTY AREAS Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.

- NMAC 6.27.30.10 School Site. A school site shall be of sufficient size to accommodate safe access, parking, drainage and security. Additionally, the site shall be provided with an adequate source of water and appropriate means of effluent disposal. A. Safe access. A school site shall be configured for safe and controlled access that separates pedestrian from vehicular traffic. If buses are used to transport students, then separate bus loading/unloading areas shall be provided wherever possible. Dedicated student drop-off and pickup areas shall be provided for safe use by student passengers arriving or departing by automobile. B. Parking. A school site shall include a maintainable surfaced area that is stable, firm and slip resistant and is large enough to accommodate 1.5 parking spaces /staff FTE and one student space /four high school students. If this standard is not met, alternative parking may be approved after the sufficiency of parking at the site is reviewed by the council using the following criteria: (1) availability of street parking around the school; (2) availability of any nearby parking lots; (3) availability of public transit; (4) number of staff who drive to work on a daily basis; and (5) average number of visitors on a daily basis.

9. Is signage provided at entrances, facilities, or other non-accessible services to direct disabled persons to entrances, facilities, or services that are accessible?

Recommendation Number: 2019-010

Observations:

- Appropriate signage was broken and/or missing from the doors of some accessible restrooms.

Recommendations:

- Appropriate signs should be posted on or near the doors of accessible restrooms to indicate that the restrooms are accessible.

Standards:

- 2010 ADA Standards for Accessible Design - 2010 Standards for Titles 11 and 11 Facilities: 2004 ADAAG - Signage 703 Signs703.1 General. Signs shall comply with 703. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.



General Conditions – Other

10. Are other general conditions free of apparent hazards or concerns?

Recommendation Number: 2019-011

Observations:

- Evidence of bird infestation, such as accumulated bird droppings and/or nests, was observed.
- Bird infestations may pose property damage and health hazards.



Recommendations:

- The extent of the infestation should be determined, and an appropriate bird deterrent program implemented.
- Certain physical measures may curb the bird problem, such as vertical spikes and high-tension wires in roosting areas.
- The local Vector Control Agency may be contacted for assistance in developing and implementing this program.
- Any pesticide application should be performed in accordance with the Healthy School Act.
- Bird nests, bird droppings and any other debris should be removed.
- Although not likely, the nesting materials and the droppings should be handled as though they contain infectious agents:

Standards:

- Good Loss Prevention Practices-The extent of the infestation should be determined, and an appropriate bird deterrent program implemented. Certain physical measures may curb the bird problem, such as vertical spikes and high-tension wires in roosting areas. The local Vector Control Agency may be contacted for assistance in developing and implementing this program. Any pesticide application should be performed in accordance with the Healthy School Act. Bird nests, bird droppings and any other debris should be removed. Although not likely, the nesting materials and the droppings should be handled as though they contain infectious agents:
- IPMC, Section 309 - Pest Elimination 309.1 Infestation. All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

Recommendation Number: 2019-012**Observations:**

- Evidence of incense and/or candle burning was observed in one of the classrooms.
- The presence of incandescent heat sources, such as candles and incense, increases the risk of fire. In addition, except under certain circumstances, open flame devices are prohibited on school grounds.
- Incense, smoke particulates, scented candles, perfumes, and other aromatic substances may irritate respiratory illnesses and conditions.

**Recommendations:**

- The practice of burning candles, incense, or other objects should be discontinued.
- Consideration should be given to developing and implementing a Fire Prevention Policy that restricts the burning of candles, incense, or any other objects.

Standards:

- IFC, Chapter 3 - General Precautions Against Fire - 305.1 Clearance from ignition sources. Clearance between ignition sources, such as luminaires, heaters, flame-producing devices and combustible materials, shall be maintained in an approved manner. 308.1.5 Location near combustibles. Open flames such as from candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials

CLASSROOM AND OFFICE INSPECTION DISCLAIMER

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CLASSROOM AND OFFICE INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
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Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?		X		2,4 - A,D - H - NC 3,4 - A,D - H - NC	2019-013 2019-014

CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

Classroom and Office Section

1. Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?

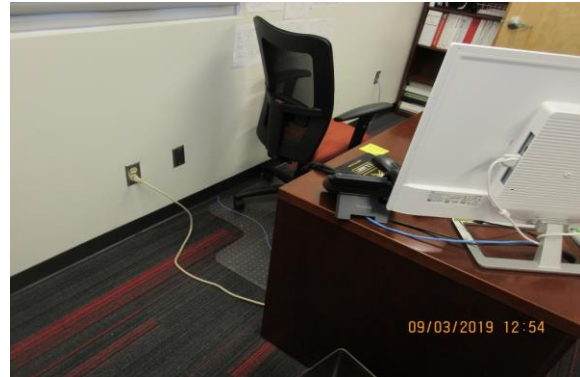
Recommendation Number: 2019-013

Observations:

- Extension cords and/or power cords were placed across pedestrian aisles.
- This practice poses trip/fall hazards and exposes the cords to damage.

Recommendations:

- Electrical cords should not be placed across aisles. If possible, furnishings should be rearranged, or permanent wiring should be installed.
- If electrical cords must be placed across aisles, electrical cord covers should be utilized to protect the cords and reduce trip hazards.



Standards:

- 29 CFR 1910, Subpart S - Electrical 1910.305(g)(2)(iii) Flexible cords and cables shall be connected to devices and fittings so that strain relief is provided that will prevent pull from being directly transmitted to joints or terminal screws.
- OSHA General Duty Clause SEC. 5. Duties(a) Each employer -- (1) shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;(2) shall comply with occupational safety and health standards promulgated under this Act. (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

Recommendation Number: 2019-014**Observations:**

- Extension cords and/or power strip devices were piggybacked together.
- This practice increases the risk of fire.

Recommendations:

- The practice of piggybacking extension cords and/or power strip devices should be discontinued.
- Equipment should be connected directly to the electrical supply or, if this is not possible, a single extension cord or single power strip device may be used.
- Power strip devices with longer cords should be provided where needed to cover the distance between the equipment and the receptacle.

Standards:

- OSHA 29 CFR 1910.305(g)(2)(ii) Flexible cords may be used only in continuous lengths without splice or tap. Hard-service cord and junior hard-service cord No. 14 and larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.
- OSHA 29 CFR 1910 Subpart S - Electrical 1910.305 Wiring methods, components, and equipment for general use - (g) Flexible cords and Cables - (iv) Unless specifically permitted otherwise in paragraph (g)(1)(ii) of this section, flexible cords and cables may not be used: [A] As a substitute for the fixed wiring of a structure; [B] Where run through holes in walls, ceilings, or floors; [C] Where run through doorways as, windows, or similar openings; [D] Where attached to building surfaces; [E] Where concealed behind building walls, ceilings, or floors, or; [F] Where installed in raceways, except as otherwise permitted in this subpart.



ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS DISCLAIMER

Loss Control is a daily responsibility of your District's management. NMPSIA's visits and related efforts are not to be considered, and not intended by NMPSIA, to be a substitute for all or part of the District's loss control programs. Any recommendations made by NMPSIA are also drawn from limited conditions physically observed at the time of the site visit, and do not necessarily address each and every possible loss potential, code or other statutory violations, or exception to good practices and procedures. Further, the absence of comment (or recommendations) on a given area does not mean the area is in compliance with all applicable codes and statutes, is in conformation with good practice and procedures, or is without a loss potential.

ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Athletic Areas, Gymnasium, and Locker Room Section		Yes	No	NA	Priority	Recommendations
1	Are athletic areas, equipment, and facilities otherwise free of apparent hazards?		X		2,5 - B - M - NC	2019-015

ATHLETIC AREAS, GYMNASIUM, AND LOCKER ROOM INSPECTIONS RECOMMENDATIONS

Athletic Areas, Gymnasium, and Locker Room Section

1. Are athletic areas, equipment, and facilities otherwise free of apparent hazards?

Recommendation Number: 2019-015

Observations:

- The mirror in the weight room is broken.

Recommendations:

- The mirror should be replaced.

Standards:

- Good Loss Prevention Practices



END OF DOCUMENT



Poms & Associates
Risk Services

NMPSIA
Cimarron Municipal Schools
Eagle Nest Elementary School
Certified Playground Safety Audit



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EXECUTIVE SUMMARY

This report contains the findings of an independent Certified Playground Safety Audit of the specified playground areas of Eagle Nest Elementary School. Information contained in this audit was gathered by applying protocol prescribed by the National Playground Safety Institute (NPSI) and the National Recreation and Park Association (NRPA). The audit was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The audit was conducted on September 3, 2019, on behalf of the Cimarron Municipal Schools and at the request of NMPSIA.

The Poms & Associates staff extends its thanks to Adan Estrada, Superintendent and the staff of Eagle Nest Elementary School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW DISCLAIMER

This report was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the inventory of structures. Detailed observations and structure-specific recommendations are found on the pages following the inventory of structures. Some items marked as "No" or "Unacceptable" in the inventory list may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Urgency

I – Immediate

H – High

M – Medium

L – Low

O – Ongoing / Preventative

Capital

C – Capital

NC – Non-Capital

Policies and Procedures		Yes	No	NA	Priority	Recommendations
1	Are detailed installation, maintenance, inspection, and repair records established and maintained for each playground structure and each play area?		X		M - NC	2019-001
2	Are repairs and maintenance performed in accordance with the specifications of the manufacturer?		X		M - NC	2019-002
3	Are playground supervisors trained in the basics of playground safety and safe supervisory techniques?		X		M - NC	2019-003
Signs, Labels, and Information		Yes	No	NA	Priority	Recommendations
4	Are all playground structures equipped with labels or other markings that identify the manufacturer of the equipment?		X		L - NC	2019-004
5	Are installation warning labels posted on each piece of equipment to warn installers of the hazards of installing the equipment over hard surfaces, such as concrete?		X		M - NC	2019-005

6	Are signs or labels present on each playground specifying the intended user age group of the area?		X		M - NC	2019-006
7	Are signs or labels recommending adult supervision present on each playground?		X		M - NC	2019-007

CERTIFIED PLAYGROUND SAFETY AUDIT - OVERVIEW RECOMMENDATIONS

Policies and Procedures

1. Are detailed installation, maintenance, inspection, and repair records established and maintained for each playground structure and each play area?

Recommendation Number: 2019-001

Observations:

- It was not determined whether detailed installation, maintenance, inspection, and repair records for each piece of playground equipment are established and maintained.
- It was not determined whether documented inspections of the playground areas and equipment are conducted on a regular basis.

Recommendations:

- Detailed installation, inspection, maintenance and repair records for each playground area and piece of equipment should be established and maintained.
- The equipment should be inspected on a regular basis; however, at least monthly, the inspection should be documented in writing.
- Inspection documentation should include the name of the inspector(s), the date of the inspection and should note any problems found and/or repairs made.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook. Detailed installation, inspection, maintenance and repair records for each playground area and piece of equipment should be established and maintained.
- ASTM F1487-11 13. Maintenance 13.1 Public Use Playground Equipment - The designer or manufacturer of each play structure shall provide to the owner/operator clear and concise inspection, maintenance, and repair instructions, including but not limited to, what, when, and how to inspect, maintain, and repair.
- ASTM F1487-11 13. Maintenance 13.3 Records - The owner/operator shall establish and maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment area.

2. Are repairs and maintenance performed in accordance with the specifications of the manufacturer?

Recommendation Number: 2019-002

Observations:

- Some of the recommendations in this inspection may include performing maintenance or making modifications to existing playground equipment.

Recommendations:

- Any modifications beyond routine maintenance should be performed with the manufacturer's approval and guidance. Only replacement parts, materials, and fasteners approved by the manufacturer should be used when modifying equipment.
- Written documentation of manufacturer approval and guidelines for any modifications should be obtained prior to starting any modifications.
- All written correspondence and documentation received from the manufacturer should be retained throughout the life of the equipment.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook - All repairs and replacements of equipment parts should be completed following the manufacturer's instructions.
- ASTM F1487-11 13. Maintenance 13.1 Public Use Playground Equipment - The designer or manufacturer of each play structure shall provide to the owner/operator clear and concise inspection, maintenance, and repair instructions, including but not limited to, what, when, and how to inspect, maintain, and repair.

3. Are playground supervisors trained in the basics of playground safety and safe supervisory techniques?

Recommendation Number: 2019-003

Observations:

- It was not determined whether training is provided to playground supervisors.
- Inappropriate use of playground equipment can increase the risk of injury.

Recommendations:

- Playground supervisors should receive documented initial and periodic refresher training that includes, but is not limited to, the proper use of playground equipment, behavior correction techniques, and safe supervision methods.

Standards:

- CPSC, Publication 325, Public Playground Safety Handbook 2.2.7 The quality of the supervision depends on the quality of the supervisor's knowledge of safe play behavior. Playground designers should be aware of the type of supervision most likely for their given playground. Depending on the location and nature of the playground, the supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground. Parents and playground supervisors should be aware that not all playground equipment is appropriate for all children who may use the playground. Supervisors should look for posted signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Supervisors may also use the information in Table 1 to determine the suitability of the equipment for the children they are supervising. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries. Supervisors should understand the basics of playground safety such as:
 - Checking for broken equipment and making sure children don't play on it.
 - Checking for and removing unsafe modifications, especially ropes tied to equipment, before letting children play.
 - Checking for properly maintained protective surfacing.
 - Making sure children are wearing foot wear.

Signs, Labels, and Information

4. Are all playground structures equipped with labels or other markings that identify the manufacturer of the equipment?

Recommendation Number: 2019-004

Observations:

- Labels that provide information regarding the identity of the manufacturer or the custom designer of the product were not readily apparent on all equipment.

Recommendations:

- The manufacturer and/or custom designer should be contacted to obtain labels that contain the required information.
- The labels should comply with the description found in Section 14 of ASTM F1487.
- The labels should be replaced if they are removed or become illegible.

Standards:

- ASTM International, Standard F-1487-11. 15 Manufacturer Identification. 15.1 All play structures and composite play structures shall be required to have the manufacturer's identification.

5. Are installation warning labels posted on each piece of equipment to warn installers of the hazards of installing the equipment over hard surfaces, such as concrete?

Recommendation Number: 2019-005

Observations:

- Labels that inform, warn, and educate purchasers, installers, and those supervising children who play on the equipment about the danger of installing equipment over hard surfaces were not readily apparent on all equipment.

Recommendations:

- The manufacturer and/or custom designer should be contacted to obtain labels that contain the required information.
- The labels should comply with the description found in Section 14 of ASTM F1487.
- The labels should be replaced if they are removed or become illegible.

Standards:

- ASTM International, Standard F-1487-11. Signs or labels or both. 14.2.5 Warning message communicating the hazard of play equipment located over hard surfaces, when applicable.

6. Are signs or labels present on each playground specifying the intended user age group of the area?

Recommendation Number: 2019-006

Observations:

- Signs to indicate the age appropriateness of the equipment were not present in each playground area.

Recommendations:

- Signs should be posted near each of the playground areas to indicate the age appropriateness of the equipment located in that playground area.
- Equipment that is inappropriate for users younger than 5 years old should be signed accordingly.
- Additional signage should be posted as appropriate, based on the unique characteristics of each playground and District Policy.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

Standards:

- ASTM International, Standard F-1487-11. Signs and labels or both. 14.1 Posting of signs and/or labels shall be the responsibility of the owner/operator of the play equipment. The information regarding the intended ages of users shall be provided by the manufacturer, designer, or consultant.

7. Are signs or labels recommending adult supervision present on each playground?

Recommendation Number: 2019-007

Observations:

- Signs recommending adult supervision were not posted in the play areas.

Recommendations:

- Signs or labels providing information as to the age appropriateness of users and “adult supervision is recommended” should be posted on all playgrounds.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

Standards:

- ASTM International, Standard F-1487-11. Standard Consumer Safety Performance Specification for Playground Equipment for Public. F-1487-11-14. Signs or Labels or Both. 14.2.2 Information message communicating supervision recommendation.

CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION (LARGE) DISCLAIMER

This report was completed by Richard McKelvey, CPSI, HRCI-C, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

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CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION (LARGE)

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Urgency

I – Immediate

H – High

M – Medium

L – Low

O – Ongoing / Preventative

Capital

C – Capital

NC – Non-Capital

Kindergarten Playground Equipment		Yes	No	NA	Priority	Recommendations
1	Structure # 1 - See Saw		X		O - NC	2019-008
2	Structure # 2 - Composite 1		X		O - NC	2019-009
3	Structure # 3 - Tire swing		X		H - NC	2019-010
Lower Grade Playground Equipment		Yes	No	NA	Priority	Recommendations
4	Structure # 1 - Overhead spinner		X		H - C	2019-011
5	Structure # 2 - Pull up		X		H - C	2019-012
6	Structure # 3 - Swing 1		X		H - C	2019-013
				H - NC	2019-014	
				H - NC	2019-015	
7	Structure # 4 - Swing 2		X		H - C	2019-016
8	Structure # 5 - Loop pull up		X		H - C	2019-017
9	Structure # 6 - Circle climber		X		H - C	2019-018
10	Structure # 7 - balance poles		X		H - NC	2019-019

11	Structure # 8 - Overhead ladder		X		H - C	2019-020
12	Structure # 9 - Climber		X		H - C	2019-021
Upper Grade Playground Equipment		Yes	No	NA	Priority	Recommendations
13	Structure # 1 - Overhead slider		X		H - C	2019-022
14	Structure # 2 - Pull up 2		X		H - C	2019-023
15	Structure # 3 - Composite 2		X		H - C	2019-024
16	Structure # 4 - Net Climber		X		H - C	2019-025
17	Structure # 5 - Loop climber		X		H - C	2019-026
18	Structure # 6 - Slide		X		H - C	2019-027
19	Structure # 7 - Composite 3		X		H - C	2019-028
20	Structure # 8 - Composite 4		X		H - C	2019-029

CERTIFIED PLAYGROUND SAFETY AUDIT - EQUIPMENT INVENTORY AND EVALUATION (LARGE) RECOMMENDATIONS

Kindergarten Playground Equipment

1. Structure # 1 - See Saw

Recommendation Number: 2019-008

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



2. Structure # 2 - Composite 1

Recommendation Number: 2019-009

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



3. Structure # 3 - Tire swing

Recommendation Number: 2019-010

Maximum Fall Height:

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- Some of the protective surfacing was depleted, displaced, and tracked away, particularly in high traffic areas.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- One of the chains is broken.

Structure Specific Recommendations:

- The chain should be repaired.



Lower Grade Playground Equipment

4. Structure # 1 - Overhead spinner

Recommendation Number: 2019-011

Maximum Fall Height:

- The maximum fall height was 72 inches; this was measured from the hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

5. Structure # 2 - Pull up

Recommendation Number: 2019-012

Maximum Fall Height:

- The maximum fall height was 88 inches; this was measured from the hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

6. Structure # 3 - Swing 1

Recommendation Number: 2019-013

Maximum Fall Height:

- The maximum fall height was 96 inches; this was measured from the top of the chain to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

Recommendation Number: 2019-014**Maximum Fall Height:**

- The maximum fall height was 96 inches; this was measured from the top of the chain to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- One or more of the swing hangers were excessively worn.
- The swing seats were damaged, this can cause lacerations.

Structure Specific Recommendations:

- All chains, clevis hangers, and other fastening components should be removed and replaced when they show wear of 25% or more. Chain and fastening components of all playground equipment should be inspected on a monthly basis to identify unsafe conditions and implement corrective action in a timely manner.
- The seats should be replaced.



Recommendation Number: 2019-015**Maximum Fall Height:**

- The maximum fall height was 96 inches; this was measured from the top of the chain to the surfacing material

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- There were additional chain links hanging from the S-hook connections near the clevises. This condition poses an attractive nuisance and could entangle the swing connector.

Structure Specific Recommendations:

- The extra chain links hanging from the swing hangers should be trimmed and the scrap discarded.



7. Structure # 4 - Swing 2

Recommendation Number: 2019-016

Maximum Fall Height:

- The maximum fall height was 104 inches; this was measured from the top of the chain to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

8. Structure # 5 - Loop pull up

Recommendation Number: 2019-017

Maximum Fall Height:

- The maximum fall height was 84 inches; this was measured from the hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.

Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.



9. Structure # 6 - Circle climber

Recommendation Number: 2019-018

Maximum Fall Height:

- The maximum fall height was 81 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

10. Structure # 7 - balance poles**Recommendation Number: 2019-019****Maximum Fall Height:**

- The maximum height and/or ground clearances will be in compliance when the protective surfacing is topped off to its original level.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- None noted, other than ongoing maintenance concerns.

Structure Specific Recommendations:

- None noted, other than ongoing maintenance concerns noted elsewhere in this report.



11. Structure # 8 - Overhead ladder

Recommendation Number: 2019-020

Maximum Fall Height:

- The maximum fall height was 78 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

12. Structure # 9 - Climber

Recommendation Number: 2019-021

Maximum Fall Height:

- The maximum fall height was 82 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

Upper Grade Playground Equipment

13. Structure # 1 - Overhead slider

Recommendation Number: 2019-022

Maximum Fall Height:

- The maximum fall height was 72 inches; this was measured from hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

14. Structure # 2 - Pull up 2

Recommendation Number: 2019-023

Maximum Fall Height:

- The maximum fall height was 92 inches; this was measured from hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

15. Structure # 3 - Composite 2

Recommendation Number: 2019-024

Maximum Fall Height:

- The maximum fall height was 117 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

16. Structure # 4 - Net Climber

Recommendation Number: 2019-025

Maximum Fall Height:

- The maximum fall height was 65 inches; this was measured from the top of the net to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

17. Structure # 5 - Loop climber

Recommendation Number: 2019-026

Maximum Fall Height:

- The maximum fall height was 72 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

18. Structure # 6 - Slide

Recommendation Number: 2019-027

Maximum Fall Height:

- The maximum fall height was 98 inches; this was measured from the platform to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

19. Structure # 7 - Composite 3

Recommendation Number: 2019-028

Maximum Fall Height:

- The maximum fall height was 84 inches; this was measured from top platform to the surfacing material.

Protective Surfacing:

- Some playground areas are provided with sand as protective surfacing. It was not determined whether the sand is periodically treated or maintained.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.

Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.



20. Structure # 8 - Composite 4

Recommendation Number: 2019-029

Maximum Fall Height:

- The maximum fall height was 77 inches; this was measured from the top hand hold to the surfacing material.

Protective Surfacing:

- The protective surfacing consisted of compressed coarse sand of varying depths.

Use Zone:

- The use zones were compliant.

Unusual or Hazardous Conditions:

- Nine inches of compressed sand is only listed to provide a critical height rating of 48 inches; therefore, the protective surfacing should be changed to an appropriate type and depth of material to provide the required critical height rating. The minimum critical height rating provided should meet or exceed the maximum height of the protected equipment. If the installed protective surfacing is listed to provide an adequate critical height rating, then documentation of this should be obtained from the manufacturer.



Structure Specific Recommendations:

- CPSC Public Playground Safety Handbook. Table 2. Minimum compressed loose-fill surfacing depths. 6 Inches Of shredded/recycled rubber(Loose-Fill Material) Protects to Fall Height of 10(feet)9 inches of sand (Loose-Fill Material) Protects to Fall Height of 4(feet)9 inches of pea gravel (Loose-Fill Material) Protects to Fall Height of 5(feet)9 inches of Wood/mulch (non-CCA) (Loose-Fill Material) Protects to Fall Height of 7(feet)9 inches of Wood chips (Loose-Fill Material) Protects to Fall Height of 10(feet)All of these materials should either come with a report that says they have been tested to meet these standards or tested when installed.

END OF DOCUMENT

NMPSIA
Cimarron Municipal Schools
Eagle Nest Elementary School
Loss Control & Safety Audit



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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Eagle Nest Elementary School. The audit was conducted on September 3, 2019, on behalf of the Cimarron Municipal Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified, and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures.

The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Adan Estrada, Superintendent, and the staff of Eagle Nest Elementary School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

GENERAL CONDITIONS INSPECTION DISCLAIMER

Loss Control is a daily responsibility of your District's management. NMPSIA's visits and related efforts are not to be considered, and not intended by NMPSIA, to be a substitute for all or part of the District's loss control programs. Any recommendations made by NMPSIA are also drawn from limited conditions physically observed at the time of the site visit, and do not necessarily address each and every possible loss potential, code or other statutory violations, or exception to good practices and procedures. Further, the absence of comment (or recommendations) on a given area does not mean the area is in compliance with all applicable codes and statutes, is in conformation with good practice and procedures, or is without a loss potential.

GENERAL CONDITIONS INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?		X		3,5 - A,B - O - NC	2019-001
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
2	Is the site emergency evacuation map posted near all classroom and/or office doors?		X		1,4 - A - H - NC	2019-002
3	Are fire doors inspected, functional, and properly maintained?		X		3,4 - C,D - M - NC	2019-003
					3,4 - C,D - M - NC	2019-004
					3,4 - C,D - M - NC	2019-005
					3,4 - C,D - M - NC	2019-006
Mechanical and Utility Systems		Yes	No	NA	Priority	Recommendations
4	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		3,4,5 - B,D - H - NC	2019-007

Chemicals and Chemical Storage		Yes	No	NA	Priority	Recommendations
5	Are employees familiar with the location and use of Safety Data Sheets?		X		4 - A - H - NC	2019-008
Disabled Access		Yes	No	NA	Priority	Recommendations
6	Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?		X		4 - A,B - M - NC	2019-009
General Conditions – Other		Yes	No	NA	Priority	Recommendations
7	Are other general conditions free of apparent hazards or concerns?		X		2,3,4,5 - C,D - M - NC	2019-010

GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

Exterior Areas

1. Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?

Recommendation Number: 2019-001

Observations:

- Some tree branches hung over building roofs. This can cause the accumulation of debris on roofs and the clogging of roof drains.
- These conditions can cause building damage including water intrusion.



Recommendations:

- If possible, tree branches should be trimmed away from buildings so that they do not hang over the rooftops.
- Tree debris should be cleared from rooftops and roof drains as needed to facilitate proper drainage. The accumulation of debris on roofs should not be allowed.

Standards:

- Good Loss Prevention Practices - Trees should be regularly trimmed before branches become overgrown. Consideration should be given to removing and/or replacing trees that provide roof access. Replacement trees should be planted far enough away from the buildings to prevent them from overhanging the building roofs when they mature. Tree debris should be cleared from rooftops and roof drains as needed to facilitate proper drainage. The accumulation of debris on roofs should not be allowed.
- NMAC 6.27.30.8 A: Building condition. A school facility must be safe and capable of being maintained. Some tree branches hung over building roofs. This can cause the accumulation of debris on roofs and the clogging of roof drains. These conditions can cause building damage including water intrusion. The frequency of tree trimming was not determined. Some of the branches of some of the larger trees appeared to be overgrown. The branches of the larger, more mature trees on this site could pose an injury hazard if the limbs were to break and fall. The trees around some buildings provided access to the building roofs. Some of the trees provide access to the building rooftops. This condition poses an attractive nuisance and compromises site security.

Doors, Exits, and Means of Egress

2. Is the site emergency evacuation map posted near all classroom and/or office doors?

Recommendation Number: 2019-002

Observations:

- Emergency evacuation maps were not clearly posted near the exit door of every room to facilitate emergency evacuation and emergency response.

Recommendations:

- Evacuation maps depicting the primary and secondary (if applicable) evacuation routes and designated gathering areas should be posted near the exit door of every room.
- Consideration should be given to including the location of fire extinguishers, fire alarm pull stations, emergency shutoff switches, and other emergency equipment and areas on each map.

Standards:

- OSHA, 29 CFR, Part 1910, Subpart E -Exit Routes, Emergency Action Plans, Section Subpart E Appendix 1910.38.1 - The use of floor plans or workplace maps which clearly show the emergency escape routes should be included in the emergency action plan. Color coding will aid employees in determining their route assignments.



3. Are fire doors inspected, functional, and properly maintained?

Recommendation Number: 2019-003

Observations:

- Some of the roll paper that is used in classroom displays did not have markings to indicate that it was treated with a flame-retardant material.
- Use of untreated roll paper in classroom displays permits the rapid spread of fire.

Recommendations:

- Only paper treated with a flame-retardant material should be purchased and used in classroom displays. The flame-retardant treatment must be completed by a qualified person and in accordance with the requirements of the State Fire Code.
- Roll paper which has not been treated should be gathered and properly disposed of or returned to the manufacturer or distributor.

Standards:



- IFC, Chapter 8, 807.4.4.2 Artwork. Artwork and teaching materials shall be limited on walls of corridors to not more than 20 percent of the wall area if sprinklers are not present; and 50 percent of walls if sprinklers are present.
- NFPA 101 10.2.5.3 - limits bulletin boards, posters, and paper attached directly to the walls to not more than 20 percent of the wall area. There is an exception in the educational and day-care chapters that permits up to 50 percent of the wall area to be covered if the building is protected with automatic sprinklers.

Recommendation Number: 2019-004**Observations:**

- The practice of wedging or blocking the fire doors open was observed.
- This practice prohibits the fire doors from functioning properly in a fire situation.

Recommendations:

- Fire doors should not be disabled or propped in an open position.
- All the fire doors should be inspected on a monthly basis to identify and correct problems quickly.
- A qualified person should inspect, service, and/or repair all fire doors annually and as necessary. All inspections and repairs should be documented.

Standards:

- IPMC, Fire-Resistance Ratings Section 703.2 - Opening Protectives: Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.



Recommendation Number: 2019-005**Observations:**

- The practice of wedging or blocking the fire doors open was observed.
- This practice prohibits the fire doors from functioning properly in a fire situation.

Recommendations:

- Fire doors should not be disabled or propped in an open position.
- All the fire doors should be inspected on a monthly basis to identify and correct problems quickly.
- A qualified person should inspect, service, and/or repair all fire doors annually and as necessary. All inspections and repairs should be documented.

Standards:

- IPMC, Fire-Resistance Ratings Section 703.2 - Opening Protectives: Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.



Recommendation Number: 2019-006**Observations:**

- Paper was observed over the windows of the classroom doors.
- This practice compromises the security of the room's occupants and violates the requirement to keep doors free of decorations.

Recommendations:

- This practice should be discontinued.
- No paper or combustible items should be placed on the door.
- The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.

Standards:

- Good Loss Prevention Practices - The windows in the doors should be kept unobstructed to help reduce the risk of collision between persons using the doors from opposite sides and to ensure that the security of the rooms can be viewed from the hall.
- NFPA 80, Chapter 4.1.4.3 Signs shall not be installed on glazing material on fire doors.
- OSHA 29 CFR 1910.37(a)(1) Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.
- NFPA 80 Chapter 4.1.4.4 Signs shall not be installed on the surface of fire doors so as to impair or otherwise interfere with the proper operation of the fire door.



Mechanical and Utility Systems

4. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?

Recommendation Number: 2019-007

Observations:

- One or more electric panelboards that were accessible to unauthorized persons were unlocked.
- This permits unauthorized access to the circuit breakers.



Recommendations:

- The doors of all panelboard cabinets located in public hallways and rooms should be kept locked at all times.
- This will reduce the risk of the intentional activation or deactivation of circuit breakers.

Standards:

- Good Loss Prevention Practices-The doors of all panelboard cabinets located in public hallways and rooms should be kept locked at all times. This will reduce the risk of the intentional activation or deactivation of circuit breakers.
- 29 CFR 1910, Subpart S - Electrical - 1910.303(g)(2)Guarding of live parts.
1910.303(g)(2)(i)Except as elsewhere required or permitted by this standard, live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by use of approved cabinets or other forms of approved enclosures or by any of the following means: 1910.303(g)(2)(i)(A)By location in a room, vault, or similar enclosure that is accessible only to qualified persons;1910.303(h)(2)(i)Electrical installations in a vault, room, or closet or in an area surrounded by a wall, screen, or fence, access to which is controlled by lock and key or other approved means, are considered to be accessible to qualified persons only. The type of enclosure used in a given case shall be designed and constructed according to the hazards associated with the installation.

Chemicals and Chemical Storage

5. Are employees familiar with the location and use of Safety Data Sheets?

Recommendation Number: 2019-008

Observations:

- The collection of Safety Data Sheets (SDSs) was incomplete at the time of the audit.

Recommendations:

- SDSs for hazardous substances used by employees should be obtained and stored in a readily accessible location and manner.
- SDSs should be reviewed for accuracy and completeness at least annually.

Standards:

- 29 CFR 1910, Subpart L - Fire Protection



Disabled Access

6. Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?

Recommendation Number: 2019-009

Observations:

- No van accessible parking spaces were provided.
- The required elevated signs designating accessible parking spaces were not provided.

Recommendations:

- At least one parking space should be van accessible (11 feet wide) for the use of side-mounted lifts and aids, or one van accessible space should be provided for every 6 accessible spaces provided. EXCEPTION: Van parking spaces shall be permitted to be 96 inches wide minimum where the access aisle is 96 wide minimum.
- Accessible parking spaces should be located to eliminate the need for persons with disabilities to travel behind parked cars.
- For every 6 or fraction of six ADA parking spaces, at least one shall be a van parking space.
- The required elevated, accessible parking signs should be provided. The signs may be post-mounted or mounted to a building or fence.



Standards:

- 2010 ADA Standards for Titles II and III Facilities: 2004 ADAAG - 208.2.4 Van Parking Spaces. At least one parking space should be van accessible (11 feet wide) for the use of side-mounted lifts and aids, or one van accessible space should be provided for every 6 accessible spaces provided. EXCEPTION: Van parking spaces shall be permitted to be 96 inches wide minimum where the access aisle is 96 wide minimum.
- 2010 ADA Standards for Titles II and III Facilities: 2004 ADAAG - 502.2 Vehicle Spaces Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.
- ADA - ADAAG - Parking and Passenger Loading Zone 4.6.4* Signage. Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility. Spaces shall have an additional sign "Van-Accessible" mounted below the symbol of accessibility. Such signs shall be located so they cannot be obscured by a vehicle parked in the space.

General Conditions – Other

7. Are other general conditions free of apparent hazards or concerns?

Recommendation Number: 2019-010

Observations:

- Some of the trophies were not secured.
- These unsecured items pose falling object hazards.
- Disgruntled staff/student/visitor can use unsecured trophies as weapons.

Recommendations:

- Stored items should not create a hazard. Items should be shelved or racked in a manner designed to prevent them from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and/or sheets should be used where necessary to make storage stable.
- Velcro, mounting putty, glue, or some other type of device should be used to secure large and/or heavy items stored overhead in public assembly areas and classrooms. Securing the items will prevent falling object and use as a weapon hazards. If the items cannot be secured, they should be removed.



Standards:

- 29 CFR 1910, General Duty Clause 5(a)(1)(a) Each employer -- (1) shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

CLASSROOM AND OFFICE INSPECTION DISCLAIMER

Loss Control is a daily responsibility of your District's management. NMPSIA's visits and related efforts are not to be considered, and not intended by NMPSIA, to be a substitute for all or part of the District's loss control programs. Any recommendations made by NMPSIA are also drawn from limited conditions physically observed at the time of the site visit, and do not necessarily address each and every possible loss potential, code or other statutory violations, or exception to good practices and procedures. Further, the absence of comment (or recommendations) on a given area does not mean the area is in compliance with all applicable codes and statutes, is in conformation with good practice and procedures, or is without a loss potential.

CLASSROOM AND OFFICE INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4 - C,D - M - NC	2019-011 2019-012
2	Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?		X		3,4 - A,D - H - NC	2019-013
3	Are classrooms and offices otherwise free of apparent hazards or concerns?		X		4,5 - B,C,D - M - NC	2019-014

CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

Classroom and Office Section

1. Are classroom decorations displayed in a safe and acceptable manner?

Recommendation Number: 2019-011

Observations:

- Some of the roll paper that is used in classroom displays did not have markings to indicate that it was treated with a flame-retardant material.
- Use of untreated roll paper in classroom displays permits the rapid spread of fire.



Recommendations:

- Only paper treated with a flame-retardant material should be purchased and used in classroom displays. The flame-retardant treatment must be completed by a qualified person and in accordance with the requirements of the State Fire Code.
- Roll paper which has not been treated should be gathered and properly disposed of or returned to the manufacturer or distributor.

Standards:

- IFC, Chapter 8, 807.4.4.2 Artwork. Artwork and teaching materials shall be limited on walls of corridors to not more than 20 percent of the wall area if sprinklers are not present; and 50 percent of walls if sprinklers are present.
- NFPA 101 10.2.5.3 - limits bulletin boards, posters, and paper attached directly to the walls to not more than 20 percent of the wall area. There is an exception in the educational and day-care chapters that permits up to 50 percent of the wall area to be covered if the building is protected with automatic sprinklers.

Recommendation Number: 2019-012**Observations:**

- Some of the roll paper that is used in classroom displays did not have markings to indicate that it was treated with a flame-retardant material.
- Use of untreated roll paper in classroom displays permits the rapid spread of fire.

Recommendations:

- Only paper treated with a flame-retardant material should be purchased and used in classroom displays. The flame-retardant treatment must be completed by a qualified person and in accordance with the requirements of the State Fire Code.
- Roll paper which has not been treated should be gathered and properly disposed of or returned to the manufacturer or distributor.

**Standards:**

- IFC, Chapter 8, 807.4.4.2 Artwork. Artwork and teaching materials shall be limited on walls of corridors to not more than 20 percent of the wall area if sprinklers are not present; and 50 percent of walls if sprinklers are present.
- NFPA 101 10.2.5.3 - limits bulletin boards, posters, and paper attached directly to the walls to not more than 20 percent of the wall area. There is an exception in the educational and day-care chapters that permits up to 50 percent of the wall area to be covered if the building is protected with automatic sprinklers.

2. Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?

Recommendation Number: 2019-013

Observations:

- Extension cords and/or power strip devices were piggybacked together.
- This practice increases the risk of fire.

Recommendations:

- The practice of piggybacking extension cords and/or power strip devices should be discontinued.
- Equipment should be connected directly to the electrical supply or, if this is not possible, a single extension cord or single power strip device may be used.
- Power strip devices with longer cords should be provided where needed to cover the distance between the equipment and the receptacle.



Standards:

- OSHA 29 CFR 1910.305(g)(2)(ii) Flexible cords may be used only in continuous lengths without splice or tap. Hard-service cord and junior hard-service cord No. 14 and larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.
- OSHA 29 CFR 1910 Subpart S - Electrical 1910.305 Wiring methods, components, and equipment for general use - (g) Flexible cords and Cables - (iv) Unless specifically permitted otherwise in paragraph (g)(1)(ii) of this section, flexible cords and cables may not be used: [A] As a substitute for the fixed wiring of a structure; [B] Where run through holes in walls, ceilings, or floors; [C] Where run through doorways as, windows, or similar openings; [D] Where attached to building surfaces; [E] Where concealed behind building walls, ceilings, or floors, or; [F] Where installed in raceways, except as otherwise permitted in this subpart.

3. Are classrooms and offices otherwise free of apparent hazards or concerns?

Recommendation Number: 2019-014

Observations:

- It was not determined whether emergency eyewash stations are inspected and tested on a regular basis.

Recommendations:

- All emergency eyewash stations should be tested and flushed weekly to verify proper



operation. Plumbed units should be flushed for at least three minutes.

- All inspection information should be documented and maintained for at least one year.

Standards:

- 29 CFR 1910, Subpart K - Medical and First Aid
- ANSI Z358.1 - 2004, Emergency Eyewash and Shower Equipment

KITCHEN FACILITIES INSPECTION DISCLAIMER

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KITCHEN FACILITIES INSPECTION

Contact: Adan Estrada, Superintendent

Auditor: Richard McKelvey, CPSI, HRCI-C

Member Agency: Cimarron Municipal Schools

JPA Client: NMPSIA

Inspection Concluded: September 3, 2019

Hazard Type	Hazard Scope	Hazard Urgency	Capital
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Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Tools, Equipment, and Machinery		Yes	No	NA	Priority	Recommendations
1	Are knives properly stored in racks, blocks, and/or sheathes?		X		4,5 - C,D - M - NC	2019-015

KITCHEN FACILITIES INSPECTION RECOMMENDATIONS

Tools, Equipment, and Machinery

1. Are knives properly stored in racks, blocks, and/or sheathes?

Recommendation Number: 2019-015

Observations:

- Knives were observed in kitchen utility drawers with other cooking utensils.
- These storage conditions pose laceration hazards.

Recommendations:

- All knives should be stored in a proper knife storage rack or block to reduce the potential for laceration injuries.
- If a storage rack or block is not available, knives should be stored in a drawer with each knife sheathed in a blade protector and/or present handle to the employee.



Standards:

- Good Loss Prevention Practices
- NMAC 7.6.2 Food Handling: If a storage rack or block is not available, knives should be stored in a drawer with each knife sheathed in a blade protector and/or present handle to the employee.

END OF DOCUMENT