

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 19, 2018
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. August 15, 2018 – Regular Board Meeting
- VI. Public Forum
- VII. Art Melendres – Modrall Sperling (Discussion/Action)
 - A. Necessity Resolution
- VIII. Consider Approval of the Permanent Cash Transfer (Discussion/Action)
- IX. Audit/Finance Committee Report
- X. Strategic Planning Committee Report
 - A. Status of SMART Goals
 - B. Status of Mission/Vision Video & Logo
- XI. Consider Approval of the Strategy Document (Discussion/Action)
- XII. Safety Committee Report
- XIII. Student and Staff Recognitions
- XIV. Policy Service Advisory – 158-163 (Discussion)
- XV. Policy Service Advisory – 164-165 (Discussion)
- XVI. Old Business (Discussion/Action)

- XVII. New Business (Discussion/Action)
 - A. Consider Approval of Repair of CHS Track
 - B. Consider Approval of the 2018-2019 Open Meetings Act Resolution
 - C. Consider Approval of 2018-2019 REAP Grant

- XVIII. 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.

- XIX. School Board Training Report
 - A. Region III Meeting, Monday, October 15, 2018 – Cimarron, NM
 - B. 2018 NMSBA Annual Convention, December 7 – December 8, 2018

- XX. Superintendent’s Report
 - A. CHS Construction Update
 - B. School grades, especially CMS and what the plan is for improvement
 - C. PARCC Results to parents
 - D. Title IX Assurance

- XXI. Executive Session
 - A. Sale or Purchase of Real Estate (Discussion)
 - 1. Transportation Facility

- XXII. Consider Approval of Purchase of 160 E. 11th Street, Cimarron, NM to be used as the Transportation Facility (Discussion/Action)

- XXIII. Next Regular School Board Meeting Agenda Items

- XXIV. Adjournment

The next Regular School Board Meeting is scheduled for Wednesday, October 17, 2017 at Cimarron Administration Board Room; 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

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

- I. Call to Order
 - Mr. Wier called the meeting to order at 6:34 pm
- II. Roll Call
 - Mr. Wier, President; Mr. Anderson, Vice-President; Mrs. Lindsey, Secretary; Mr. Gonzales, Member; Mrs. Hooker, Member were all present. There was a quorum.
- III. Pledge of Allegiance
- IV. Consider Approval of Minutes (Action)
 - A. July 18, 2018 – Regular Board Meeting
 - Mr. Gonzales made the motion to approve the Regular Board Minutes for July 18, 2018. Mr. Anderson seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- V. Consider Approval of Agenda (Action)
 - Mrs. Hooker made the motion to amend the agenda to move Item XA before VI. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
 - Mr. Lindsey made the motion to approve the amended agenda. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- VI. Strategic Planning Committee Report
- VII. Safety Committee Report
- VIII. Public Forum
- IX. Student and Staff Recognitions
- X. Presentations (Discussion)
 - A. April Yates – Results from her Dissertation

- XI. Clint Elkins – George K. Baum & Associates (Discussion/Action)
- A. Proposed Financing Timetable
 - B. Resolution
 - Mr. Gonzales made the motion to approve the Proposed Financing Timetable and Resolution. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- XII. Addition of Physics for 6th Grade (Discussion)
- XIII. Policy Service Advisory – 157 (Discussion)
- XIV. Sample School Board Resolution (Discussion)
- XV. Old Business (Discussion/Action)
- XVI. New Business (Discussion/Action)
- XVII. Consider Approval of Consent Agenda Items (Discussion/Action)
- A. Approval of the List of Warrants, Expenditure and Revenue Report, Budget Adjustments, Cash Transfers and Reconciliation, SB9, TECH Tax Report and NMPED Cash Report.
 - Mr. Gonzales made the motion to approve the Consent Agenda Items. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- XVIII. Consider Approval of proposals for 2018-2019 Special Education Services (Discussion/Action)
- A. Occupational Therapy Services for Rhonda Hicks
 - Mr. Gonzales made the motion to approve the proposal for Occupational Therapy Services – Rhonda Hicks. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
 - B. TVI (Teacher for Visually Impaired) for Cristina Cisneros
 - Mr. Gonzales made the motion to approve the proposal for TVI – Cristina Cisneros. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
 - C. Physical Therapy for Kori Mannon, Mannon Motion, LTD. Co.
 - Mrs. Hooker made the motion to approve the proposal for Physical Therapy – Kori Mannon, Mannon Motion, LTD. CO. Mr. Anderson seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.

- D. Speech Therapy for Hurtado Speech Therapy, LLC
 - Mr. Anderson made the motion to approve the proposal for Speech Therapy – Hurtado Speech Therapy, LLC. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.

- E. Orientation & Mobility for Ashlynn Peterson
 - Mrs. Hooker made the motion to approve the proposal for Orientation & Mobility – Ashlynn Peterson. Mr. Gonzales seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.

XIX. Consider approval of purchase of Chromebooks from SHI International Corp. (Discussion/Action)

- Mr. Gonzales made the motion to approve the purchase of Chromebooks from SHI International Corp. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.

XX. School Board Training Report
A. Region III Meeting, Monday, October 15, 2018 – Cimarron, NM

XXI. Superintendent’s Report

- A. CHS Construction Update
- B. NMPED Rule Change
- C. NMPED Graduation Requirement Change
- D. NMPED Rule Change for Licensure Requirement
- E. New Staff

XXII. Next Regular School Board Meeting Agenda Items

- Policy Advisory 157
- Review of Home School Policy
- School Attendance Presentation

XXIII. Adjournment

- Mr. Gonzales made the motion to adjourns. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- Meeting was adjourned at 9:07 pm

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

Approval of Minutes:

Bret E. Wier _____ Date
School Board President

Annie J. Lindsey _____ Date
School Board Secretary

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.

**EXCERPT FROM A REGULAR MEETING
OF THE BOARD OF EDUCATION OF
CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3**

The Board of Education of Cimarron Municipal School District No. 3, County of Colfax, State of New Mexico, as governing board (the "Board") of Cimarron Municipal School District No. 3 (the "District"), met in a regular meeting in full conformity with law and the rules and regulations of the Board at Moreno Valley High School, 56 Camino Grande, Angel Fire, New Mexico, on September 19, 2018, at the hour of 6:30 p.m. Upon roll call, the following members were found to be present:

PRESENT:

ABSENT:

ALSO PRESENT:

Upon motion duly made the following resolution was adopted:

**CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3
COLFAX COUNTY, NEW MEXICO
RESOLUTION**

RESOLUTION DETERMINING THE NECESSITY FOR LEASE PURCHASE OF EDUCATION TECHNOLOGY EQUIPMENT, ESTIMATE OF COST, STATEMENT OF SOURCE OF FUNDS FOR LEASE PURCHASE PAYMENTS, ESTIMATED TAX RATE AND DIRECTING DISTRICT'S FINANCIAL ADVISOR AND BOND COUNSEL TO PREPARE A LEASE PURCHASE ARRANGEMENT FOR THE DISTRICT'S ACQUISITION OF CERTAIN EDUCATIONAL TECHNOLOGY EQUIPMENT AND ESTABLISHING DATE FOR MEETING TO CONSIDER A RESOLUTION GRANTING FINAL APPROVAL TO THE LEASE PURCHASE OF EDUCATION TECHNOLOGY EQUIPMENT

WHEREAS, on September 19, 2018, the Board of Education of the Cimarron Municipal School District No.3 ("Board" and "District" respectively) Colfax County, New Mexico has determined it is in the best interest of the District to acquire education technology equipment by entering into a lease purchase arrangement under the Education Technology Equipment Act, NMSA 1978, Sections 6-15A-1 to 6-15A-16 ("Act"); and

WHEREAS, the Board has been provided adequate information regarding the necessity to enter into a lease purchase arrangement, pursuant to the Act, to lease purchase up to \$500,000 of certain education technology equipment to facilitate the Technology Master Plan of the District, and to pay the costs related to the financing of such lease purchase arrangement; and

WHEREAS, the Board desires to have its Financial Advisor, George K. Baum and Bond Counsel, Modrall, Sperling, Roehl Harris & Sisk, PA, draft and assemble the necessary documentation for a public sale of a lease purchase arrangement transaction to allow the District to receive the education technology equipment as soon as possible and over the next five years; and

WHEREAS, before initiating any proceedings for the final approval of a lease purchase arrangement, the District is required to give notice of the proposed lease purchase arrangement to the School Budget Planning and Finance Analysis Unit of the New Mexico Public Education Department pursuant to Section 6-15A-4 of the Act; and

WHEREAS, the Board desires to authorize the appropriate officers, employees and agents of the District and the District's Financial Advisor and Bond Counsel to take any action necessary to enable the District to enter into a lease purchase arrangement, with Board approval, on November 21, 2018.

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3 THAT:

Section 1. The Board has determined and does determine that there is a necessity to enter into a lease purchase arrangement for the lease purchase of educational technology equipment at an estimated cost of \$500,000 as authorized pursuant to the Act.

Section 2. The District's staff, Financial Advisor and Bond Counsel are hereby authorized and directed to take all actions necessary so that the actions of the Board relating to the lease purchase arrangement may be considered by the Board at a special meeting on October 17, 2018 at 6:15 pm.

Section 3. It is the present intention of the Board that the lease purchase arrangement contemplated hereby, be structured pursuant to the recommendations of the District's Financial Advisor. The Note will be sold at a negotiated sale to an investor, which is expected to be the New Mexico Finance Authority. The Financial Advisor's preliminary structure is attached hereto as Exhibit A.

Section 4. A summary of the lease purchase agreement, to be utilized as reviewed by the Board is attached as Exhibit B.

Section 5. The Board hereby determines that the estimated rate of the property tax to be levied to pay the required payments of principal and interest pursuant to the lease purchase agreement, stated in mil per thousand dollars of assessed valuation for property tax purposes, will be \$1.29 per \$1,000 of assessed value in tax years 2019, 2020, and 2021. The District reserves the right in the best interest of the District and to assure that adequate funds are available to pay the Lease Purchase Agreement to vary the mill levy amount.

Section 6. A special meeting to consider final approval of the lease purchase arrangement is called and set for October 17, 2018 at the hour of 6:15 p.m. being not more than four weeks and not less than three weeks from the date of the adoption of this Resolution.

Section 7. The President of the Board and the Secretary of the Board be, and the same hereby are, authorized and directed to have published a notice of the special meeting to be held on October 17, 2018, in the *Taos News*, a newspaper of general circulation in the District, once each week for the two weeks immediately preceding the meeting, i.e. during the week of October 3, 2018 and October 10, 2018, and the Secretary of the Board is hereby authorized and directed to give such other notice of the sale of lease purchase agreement and the regular meeting as she shall determine. The Notice will include the information required by Section 6-15A-8B (1)-(7).

Section 8. The President of the Board and the Superintendent of the District are hereby authorized to make any filings, notices, applications or take any other action necessary, including notice to the School Budget Planning Unit of the New Mexico Public

Education Department and the approval of any official statement related to any general obligation lease purchase certificates of participation, if necessary.

Section 9. All recitals and findings contained in the preamble hereof are found to be true and correct and are made a part of this Resolution. This Resolution shall take effect on the date adopted and approved as set forth below.

[Signature Page Follows]

PASSED AND ADOPTED this 19th day of September, 2018.

BOARD OF EDUCATION OF CIMARRON
MUNICIPAL SCHOOL DISTRICT NO. 3

[SEAL]

By: _____
President

ATTEST:

By: _____
Secretary

The motion to adopt the resolution upon being put to a vote was passed and adopted on the following recorded vote:

Those Voting Aye: _____

Those Voting Nay: _____

Those Absent: _____

_____ (__) members of the Board having voted in favor of the motion, the President declared the motion carried and the resolution adopted, whereupon the President and Secretary signed the resolution. The Secretary was directed to enter the foregoing proceedings and resolution upon the records of the minutes of the Board.

After transaction of other business not related to the lease purchase agreement, upon motion duly made and carried, the meeting was adjourned.

BOARD OF EDUCATION OF CIMARRON
MUNICIPAL SCHOOL DISTRICT NO. 3

[SEAL]

By: _____
President

ATTEST:

By: _____
Secretary

EXHIBIT A

Expected Structure of the Lease Purchase Arrangement

Approval:

Regular Board meeting on September 19, 2018 at 6:30 p.m.

Interest Component:

Rent Payments: Semi-annually on February 1, and August 1, commencing on February 1, 2019.

Combined Principal and Interest Component:

Rent Payments: Annually in the following years and estimated amounts:

Tax Exempt

Series 2018			
<u>TYE</u> <u>10/30</u>	<u>Principal</u> <u>August 1</u>	<u>Estimated</u> <u>Coupon</u>	<u>Estimated</u> <u>Interest</u>
8/01/19	\$156,100	1.780%	5,263.95
8/01/20	200,000	1.890%	5,084.58
8/01/21	63,950	2.040%	1,304.58
TOTAL	\$420,050		11,653.11

Taxable

Series 2018			
<u>TYE</u> <u>10/30</u>	<u>Principal</u> <u>August 1</u>	<u>Estimated</u> <u>Coupon</u>	<u>Estimated</u> <u>Interest</u>
8/01/19	\$79,950	2.830%	1,514.67
TOTAL	\$79,950		1,514.67

Prepayment:

Rent Payments under the Lease Purchase Arrangements may not be prepaid.

Closing:

Closing is expected to occur on November 21, 2018.

EXHIBIT B

Summary of Lease Purchase Agreement

1. The Lease Purchase Agreement amount shall be \$500,000 payable at closing for the lease purchase of education technology equipment. Lease purchase payments (“Rent Payments”) constituting the principal component thereof shall begin on August 1, 2019 and be paid annually thereafter until paid in full according to the following schedule provided, that in no event shall the term of the Lease Purchase Agreement exceed five years:

Tax Exempt

Series 2018			
<u>TYE</u> <u>10/30</u>	<u>Principal</u> <u>August 1</u>	<u>Estimated</u> <u>Coupon</u>	<u>Estimated</u> <u>Interest</u>
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Taxable

Series 2018			
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8/01/19	\$79,950	2.830%	1,514.67
TOTAL	\$79,950		1,514.67

2. The interest component of rent payments shall be paid semiannually at a rate not to exceed 5% on each February 1 and August 1, payment commencing February 1, 2019.

3. The source of funds for the Rent Payments shall be derived from an annual levy of ad valorem taxes sufficient to meet the payments of principal and interest due, provided that the District may apply any other funds that may be in its general fund or investment income actually received from investments and available for that purpose to the payments due or any prepayment premium payable in connection with such lease purchase arrangements as the same become due; and upon such payments the levy or levies provided for may thereupon to that extent be reduced.

4. The State covenants that the lease purchase arrangement shall at all times be free from taxation by the State, except for estate or gift taxes and taxes on transfers.

5. The proposed Lease Purchase Agreement also provides that the District will maintain possession and title to the education technology equipment during the term of said Agreement and the Lessor under said Agreement does not retain a perfected security interest in any equipment.

6. The Lease Purchase Agreement provides for maintenance of the equipment, insurance, the payment of taxes, if any, remedies in the event of default, and in the event of damage, destruction or condemnation of the education technology equipment, for payment of related costs in the acquisition of the education technology and the funding of the lease purchase agreement, and contains other provisions relating to notice, choice of law and administration of the Lease Purchase Agreement required by the Lessor.

Technology Equipment and Software Cimarron Municipal Schools

Equipment

500+ iPads current - to be phased out for life of device Chromebooks - 500 @ \$250ea = \$125,000

3D printer 3 @ \$1,550 = \$4,500

40 laptops (for teacher replacement)/yr @ \$750/ea = \$56,250

Color Laser Printer - one at the high school - \$2,000

Printers - 3 (Speed), 4 (admin) 7 @ \$500/ea - \$3,500

Tablets - 50 @\$200/ea = \$10,000

Misc.; covers, carts, headphones, broadcast headphones, chromecast, dongles, adapters, cables, batteries, campus camera sets, 3D printer ink - \$50,000

25 document cameras (ipevo) - \$1,600 = \$40,000

2 Performing Arts Center Sound System= \$10,000

WI-FI Upgrades \$10,000

Security Cameras in hall ways and exterior doors 3 schools = \$60,000

Total Hardware = \$371,250

Soft Ware

Software Applications and Educational software will support the implementation of MS Server Operating System Office 365 Licensing technology integration curriculum. Educational staff will be able to use academic software to support individualized instruction for students. \$4200 per year x5 years = \$21,000

Assessment tools

Discovery \$4,600 = \$23,000

DIBELS - Math \$650 = \$3250

Achieve 3000 \$3,000= \$15,000

IXL = \$7500

TOTAL SOFTWARE = \$69,750

SUBMIT ORIGINAL TO:
School Budget & Finance Analysis Bureau Education Building - Room 221 300 Don Gaspar Santa Fe, NM 87501-2786
TELEPHONE NO. (505) 827-3860

PED 994
REV 5/02

CASH TRANSFER REQUEST

FISCAL YEAR 2018-2019

DISTRICT: CIMARRON MUNICIPAL SCHOOLS

PED # 8

In compliance with State Board of Education Regulation, the following cash transfer(s) is/are requested:

FOR A PERMANENT TRANSFER OF CASH FOR THE FOLLOWING REASON:
TRANSFER OF CASH FROM 24101 TO 11000-LOANS WERE NOT PAID BACK TO OPERATIONAL FROM FEDERAL FUNDS
FROM PRIOR YEARS,THE CASH IS IN THE ACCOUNT AND TRANSFERS NEED TO BE DONE TO GET THE MONEY BACK INTO OPERA

OTHER: _____

COMPLIANCE WITH SECTION 10-15-1, NMSA, 1978 COMPILATION:
 The requested Cash Transfer(s) was/were authorized at a
 scheduled Board of Education meeting open to the public on

_____ Date Local Board Approval

FROM FUND/ SUBFUND NO.	TO FUND/ SUBFUND NO.	AMOUNT
24101	11000	48764

- 1. Does cash control ledger balance (bank balance) reflect sufficient cash balance to transfer from?
- 2. Is justification for each transfer included?

	YES	NO
X	<input type="checkbox"/>	<input type="checkbox"/>
X	<input type="checkbox"/>	<input type="checkbox"/>

_____ SUPERINTENDENT

_____ DATE

TO: SCHOOL DISTRICT/COUNTY TREASURER _____, New Mexico

YOU ARE HEREBY AUTHORIZED TO MAKE THE REQUESTED CASH TRANSFER(S).

APPROVED BY: _____
 Director, School Budget & Finance Analysis Unit DATE



Cimarron Municipal Schools

Five-Year
Strategic Plan
2018-2023

*Inspiring our students to reach their individual
potential in an ever-changing world.*

**Cimarron Municipal Schools
Five-Year Strategic Plan
2018-2023**

Adopted _____

**125 N. Collison Avenue
Cimarron, NM 87714
575-376-2445
<http://www.cimarronschools.org>**

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 challenging and safe educational environment through staff who know and nurture every child.

Values:

We are a PREMIER school district with familia at our core.

Pride

Respect

Excellence

faMilia

Integrity

Empathy

Relationships

Focus Areas:

COLLABORATION

LEADERSHIP

COMMUNICATION

HEALTH & SAFETY

TECHNOLOGY

EXCELLENCE

PROGRAMMING

COLLABORATION

We believe:

- ❖ in our community and that the support of parents, families, local businesses, organizations and community members is key to our school district's success
- ❖ we are stronger together and that working collaboratively is important to the future of Cimarron Municipal Schools

Cimarron Municipal School District will strengthen collaborative efforts at all levels to support district-wide goals:

- **Between the district and our community**
- **Between schools within the district**
- **Across staff engaged in teaching the same subject area and/or grade levels**
- **Within the same school campus**

COMMUNICATION

We believe:

- ❖ communication is paramount and that communication channels for the district should be clearly defined, highly accessible and organized for disseminating information in a timely manner to the stakeholders
- ❖ the success of our students depends upon interactive communication with our families
- ❖ we can engage our community to a higher level by telling the stories of Cimarron Municipal School District students, teachers and leaders: we want our students to feel both proud of where they are from and well-prepared for the world they are entering

Interactive communication within, from and to the Cimarron Municipal School District will become clear, consistent, reliable and timely, with identified channels, responsible parties and trainings.

- **Between teachers, students and families**
- **Between the schools, students and families**
- **Between the district and our community**
- **Between schools within the district and administration and the board**
- **Within each school campus**

EXCELLENCE - STUDENT

We believe:

- ❖ it is the individual responsibility of each student to strive for excellence in all areas of education – in the classroom, extracurricular activities and the community
- ❖ in high achievement through rigorous programs for every student as we work to prepare them for our time and all time, whether their pathway lies in college or career
- ❖ teaching our students to be good citizens and stewards is as important as the academic curriculum that they learn

Cimarron Municipal School District students of all ages, abilities and grade levels will be supported in their pursuit of excellence through high academic expectations.

EXCELLENCE - STAFF

We believe:

- ❖ it is the individual responsibility of each teacher and staff member to be dedicated to excellence in all areas of education, teaching, learning and leading
- ❖ staff in all roles should be encouraged to seek growth and professional development opportunities
- ❖ each staff member should know and nurture each student; the student-teacher relationship must always be at the center of the learning experience
- ❖ teamwork, collaboration and relationships in our community make Cimarron Municipal School District a great place to live and work

All teachers and staff will be engaged, empowered and supported in developing their practice with a commitment to continuous growth.

LEADERSHIP

We believe:

- ❖ the Cimarron Municipal School District Board, Superintendent and district administration are committed to providing innovative, forward-oriented leadership
- ❖ the district must operate with financial stability and sustainability as well as transparency about how monies within the district are used
- ❖ everybody – students, teachers and parents – can be empowered to be a leader in our district

Cimarron Municipal School District is committed to developing leadership qualities in all stakeholders.

<insert a photo>

HEALTH AND SAFETY

We believe:

- ❖ every student and staff member should feel safe, welcome, respected and supported at school
- ❖ in providing clean, well-maintained and up-to-date facilities and buses for our students and staff to thrive

Cimarron Municipal School District is committed to providing modern, clean and safe facilities and transport for our students and staff to assure that they are safe, welcome, respected and supported.

PROGRAMMING

We believe:

- ❖ that by our existing resources creatively and by reaching out to our community, we can expand the opportunities offered to the students of Cimarron Municipal Schools
- ❖ expanding our offerings of courses and pathways and clearly communicating these to our families and community can help attract new students to our district and to enrich and support the educational experience of our current students

Cimarron Municipal School District commits to working collaboratively and creatively to continually expand and evolve the programming offered to our students.

TECHNOLOGY

We believe:

- ❖ the use of technology in school will prepare our students to function more effectively in an ever-changing global society
- ❖ technology can be used to support and enhance learning while expanding course offerings for our students
- ❖ that technology can support readiness and individualized programming

Cimarron Municipal School District will use technology effectively and efficiently to support improved outcomes for students and teachers; allowing teachers to recover time to be best spent connecting with students one-on-one or in small groups and to individualize student-centered instruction in terms of skills and/or course of study.

Acknowledgements

We would like to thank the Strategy Committee:

Adan Estrada

Cindy Carr

Cortney Chancellor

Debra Luksich

Julie Vigil

Lucy Brazil

Mindy Vigil

Ronald Anderson

Austin Vargas

Cindy Orthman

Daelena Potter

Elizabeth LeBlanc

Lee Mills

Matthew Dean

Nancy Hooker

And each parent, staff member and community member who participated in this process via the surveys and meetings that took place in the Spring of 2018. Your input was invaluable.

Cimarron Municipal School Board

Bret Weir, President

Ron Anderson, Vice President

Annie Lindsey, Secretary

Matthew Gonzales, Member

Nancy Hooker, Member

125 N. Collison Avenue

Cimarron, NM 87714

575-376-2445

<http://www.cimarronschools.org>

POLICY SERVICES

ADVISORY

Volume 15, Number 2

August 2018

CONTENTS

Policy Advisory No. 158 IKAB - Report Cards / Progress Reports

**Policy Advisory No. 159 IKACA - Parent Conferences
IKACA-R - Parent Conferences
(Literacy Proficiency Notification and Conference)**

Policy Advisory No. 160 IKE - Promotion and Retention of Students

**Policy Advisory No. 161 IKEB - Acceleration
IKEB-R - Acceleration**

Policy Advisory No. 162 IKF - Graduation Requirements

**Policy Advisory No. 163 JG - Assignment of Students to
Classes and Grade Levels
JG-R - Assignment of Students to
Classes and Grade Levels**

Policy Advisory Discussion

The following advisories are recommended for adoption by Policy Services to provide direction to staff on the implementation of recently adopted and revised New Mexico Administrative Code (NMAC) changes. The effective date for the NMAC changes indicated was 7/24/2018. Most of the recommendations are the result of the addition of 6.19.9 NMAC regarding early literacy remediation, interventions, and family engagement for K-3 students. Policy IKF, Graduation Requirements, is the only Policy change based on the revision of 6.19.7 NMAC, which establishes the way schools may implement the demonstration of competencies for high school graduation. **It is suggested that the documents 6.19.9 NMAC and 6.19.7 NMAC, found following the recommended policies, be read in their entirety before reviewing the recommended policies and regulations.**

6.19.9 NMAC is a refinement of 22-2C-6 NMSA, remediation programs; promotion policies; and restrictions. Essentially 6.19.9 NMAC inserts the additional requirement that an early literacy test be used multiple times for grades K - 3.

Instead of using the term academically proficient as in the statute, the Public Education Department (PED) has developed a new sub set by regulation, (NMAC) which is called grade level literacy for use with K -3 students. The language of the NMAC mimics the statutory requirements while adding notice, parent involvement, remediation steps, reporting, grade acceleration, and exemptions for grades K-3. The material has the appearance of being a subset of the original law while making additions that go beyond the scope of the original legislative enactment. These additions require that grade acceleration be offered, not a current requirement in statute, administrative and teaching duties be expanded by additional procedures to accommodate acceleration, and numerous reporting requirements be added.

Policy Advisory No. 158 IKAB - Report Cards / Progress Reports. A statement of the purpose of the progress report based on the benchmark assessment for literacy to be given to K-3 students is added to this policy. As read, the rule 6.19.9 NMAC intends that parent notification of the result of the assessment be used in the parent contact. It is unlikely that the midyear assessment would be available at the time of mid-year report cards, thus the inclusion of the statutory language for the notification and inclusion as a literacy progress report.

Policy Advisory No. 159 IKACA - Parent Conferences. Since a parent conference is required by 6.19.9 NMAC for K-3 students not proficient in literacy was added to the already required conference for those not academically proficient, a statement was added to the Parent Conference policy indicating the additional literacy proficiency requirement. If the student makes a passing score on literacy, that student could still fall under the academically insufficient guidelines. Regulation IKACA-R was also developed to present the specific requirements regarding the content of the written notice to parents and the conduct of the conference as well as the follow-up plans that are required in the new rule.

Policy Advisory No. 160 IKE - Promotion and Retention of Students. Another change to the language of the promotion and retention statute, 22-2C-6 NMSA is made by rule 6.19.9 NMAC. It provides that exemptions to retention other than the grade eight exemption or the parent waiver could be allowed under certain circumstances for K-3 students. This change is reflected in a bullet addition to the policy. Additionally, the change to the notice for a K-3 student who does not obtain grade level proficiency by the end of year benchmark assessment for literacy is noted by the addition of a paragraph adding the substitution of the retention option of the statute to the notice requirements.

Policy Advisory No. 161 IKEB - Acceleration. The new rule, 6.19.9 NMAC adds both whole grade and subject matter acceleration options for K-3 students, as well as suggesting that districts provide additional options. The K-3 addition of acceleration options is reflected in policy by an additional paragraph. Because the new rule includes specific directions on the minimum eligibility requirements, those directions were included in the addition of regulation IKEB-R. These changes will likely promote substantial additional teacher and administrative paperwork in the assignment of students to classes because of specific considerations required for acceleration eligibility.

Policy Advisory No. 162 IKF - Graduation Requirements. There has been considerable discussion over the past two years regarding graduation by use of Alternate Demonstration of Competency (ADC). Some districts have even developed policy on this issue. Districts should, by the imposition of the revised rule 6.19.7 NMAC, be informed that the PED has now assumed almost complete control of ADC. In part 8D of 6.19.7 NMAC the PED posits: "LEAs and school boards may offer all or some of the ADCs outlined in 6.19.7 NMAC with the exception of assessments required by the state. LEAs and school boards shall not provide options that are not outlined by the department." To clarify the new rule in policy IKF, policy services simply added the statement "in accordance with 6.19.7 NMAC" to the second bullet of the graduation requirements. Each district should look at their units required for graduation when making any change to this policy. Since this policy contains the minimum requirements for graduation, any district that has added requirements to the state minimum should give notice to Policy Services upon adoption as to the changes in the policy they have adopted. Those districts should not assume that the current language in their policy will automatically be brought over to the newly adopted policy.

One new twist on the graduation requirements, PED will: "In accordance with 6.19.7 NMAC, the department shall annually develop and publish a graduation manual for each graduating class starting with the class of 2022." Since that class enters this year as freshmen, the department intends to publish this manual. Be warned that the PED interpretation of some graduation requirements have been found to be inconsistent with the statutes. When the document comes out Policy Services will make a thorough review of the requirements. Also, once these requirements are published, no other requirements can be made by the State for the class of 2022 per state statute.

Policy Advisory No. 163 JG - Assignment of Students to Classes and Grade Levels. Policy JG is modified by changing the second paragraph to reflect the requirements of 6.19.9 NMAC relative to the allowance of parents to request acceleration. Because the new rule includes specific directions on the minimum eligibility requirements, these directions are included in the regulation JG-R. The changes will likely promote substantial additional teacher and administrative paperwork in the assignment of students to classes and grade levels because of specific considerations required for acceleration eligibility.

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

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

REPORT CARDS / PROGRESS REPORTS

District Report Cards

Each school district must distribute copies of the state-wide indicators, containing the descriptions and information required by code.

The School District Report Card may be used to make such a report.

Student Progress Reports

It is essential that students' progress in school be fully communicated to their parents.

Each school will report students' progress to the students and to their parents or guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The Superintendent will develop progress report forms or cards in accordance with this policy.

The following specific requirements are established:

- Parents will be informed regularly, and at least four (4) times a year, as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.
- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the goals stated in the student's individualized education program (IEP) by the end of the school year.

K through 3 Literacy
Progress Report

If a K through 3 student is not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, the student's teacher shall notify the student's parent or legal guardian formally, in writing, and hold a parent-teacher conference.

Adopted: date of manual adoption

LEGAL REF.: 22-2C-6 NMSA (1978)
6.19.9 NMAC

CROSS REF.: IKACA - Parent Conferences
IKAB - Report Cards/Progress Reports

PARENT CONFERENCES

A parent shall be notified no later than the end of the second grading period that the parent's child is not academically proficient, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in becoming academically proficient. For the student in K - 3 who is not proficient in literacy, the parents shall be notified formally, in writing following the middle of year benchmark assessment for literacy and a parent-teacher conference will be held. Specific academic deficiencies and remediation strategies shall be explained to the student's parent and a written intervention plan developed containing time lines, academic expectations and the measurements to be used to verify that a student has overcome academic deficiencies.

The Superintendent will establish procedures for such conferences. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year.

Adopted: date of manual adoption

LEGAL REF.: 22-2C-6 NMSA (1978)
6.19.9 NMAC

CROSS REF.: IKAB - Report Cards/Progress Reports
IKE - Promotion and Retention of Students

REGULATION**REGULATION****PARENT CONFERENCES****(Literacy Proficiency Notification and Conference)**

- Written notification shall include:
 - student performance on the benchmark assessment for literacy and ongoing progress monitoring;
 - specific interventions implemented to-date;
 - strategies for parents or legal guardians to implement at home; and
 - parent or legal guardian options including: (i) daily intervention; (ii) remediation; or (iii) alternative programs.

- During the parent-teacher conference, the teacher shall review:
 - the student's performance in comparison to grade-level literacy standards;
 - results that indicate the student is not proficient in literacy as determined by benchmark assessments for literacy;
 - goals for student growth that will lead to proficiency in literacy by the end of the academic year; and
 - whether or not the student is on track to be college and career ready as measured by the middle of the year benchmark assessment for literacy.

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

PROMOTION AND RETENTION OF STUDENTS

Regular Education

The District is dedicated to the continuous development of each student.

The Board shall approve School-District-developed remediation programs and academic improvement programs to provide special instructional assistance to students in grades one (1) through eight (8) who do not demonstrate academic proficiency. The cost of remediation programs and academic improvement programs shall be borne by the School District. Remediation programs and academic improvement programs shall be incorporated into the School District's educational plan for student success and filed with the department.

Remediation programs and academic improvement programs include tutoring, extended day or week programs, summer programs and other research-based interventions and models for student improvement.

Diagnosis of weaknesses identified by a student's academic achievement may serve as criteria in assessing the need for remedial programs or retention.

Grades One through Eight

At the end of grades one (1) through seven (7), three (3) options are available, dependent on a student's academic proficiency:

- The student is academically proficient and shall enter the next higher grade;
- The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, he shall enter the next higher grade; or
- The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall be:
 - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or

- Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency; or
- If a K-3 student, an exemption from promotion may be allowed only for good cause or pursuant to the completion of a retention waiver letter provided by the District in accordance with 6.19.9.10 NMAC.

At the end of the eighth (8th) grade, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

Grades K - 3 Literacy **Insufficiency**

If a student has not achieved grade-level literacy proficiency by the end of year benchmark assessment for literacy, the student's teacher shall notify the student's parent or legal guardian formally, in writing, as at the midyear but with the retention option pursuant to 22-2C-6 NMSA.

Grades Nine through Twelve

The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine (9) through twelve (12) shall be borne by the parent; however, where parents are determined to be indigent according to guidelines established by the department, the School District shall bear those costs.

Special Education

Any student qualified as a special education eligible student who is unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education.

Adopted: date of manual adoption

LEGAL REF.: 22-2C-6 NMSA (1978)
6.19.9 NMAC

CROSS REF: IHBC - Programs for At-Risk/Disadvantaged
IKAB - Report Cards/Progress Reports
IKACA - Parent Conferences

ACCELERATION

Acceleration includes whole-grade promotion. For a K - 3 student subject matter acceleration is also to be offered. Additional options may be included per 6.19.9.11 NMAC for K - 3 students.

When circumstances indicate that acceleration ~~in-grade placement~~ is in the best interest of the student, close cooperation between the parents and all school personnel involved is imperative. Each student will have individual consideration, and decisions will be made only after a careful study of facts relating to the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with the Superintendent. Parental involvement in all steps of the process is vital. Parental consent to the acceleration of a student should be in writing.

If parents do not approve of a decision regarding the acceleration of the student, they may appeal the decision to the Superintendent. Further appeal, if necessary, may be made to the Board.

Adopted: date of manual adoption

LEGAL REF.: 22-2C-6 NMSA (1978)
6.19.9 NMAC

CROSS REF.: IKE - Promotion and Retention of Students

REGULATION**REGULATION****ACCELERATION**

Each principal shall inform parents or legal guardians and K - 3 students of the options available at the school and the associated eligibility requirements for each option. If the parent or legal guardian selects one of these options, and the student meets the eligibility requirements established by the LEA, the student shall be provided the opportunity to participate in the acceleration option.

Eligibility requirements for K-3 acceleration to be included at a minimum are:

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

GRADUATION REQUIREMENTS

Regular Education

Ninth grade class of 2009-2010 and after. A minimum of twenty-four (24) units of credit aligned to the state academic content and performance standards as listed below are required for graduation for those beginning with the ninth (9th) grade class of 2009-2010. A student may receive a high school diploma of excellence after having demonstrated accomplishment of the standards or a portfolio of standards-based indicators in mathematics, reading and language arts, writing, social studies, and science adopted by the Secretary of Public Education. A student may also receive the Seal of Bilingual-Biliteracy on the diploma of excellence and have it noted on the school transcript by studying and attaining proficiency in a language other than English. If a student exits from the school system at the end of grade twelve (12) without having satisfied the above requirements, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. If within five (5) years after a student exits from the school system, the student satisfies the requirements listed, the student may receive a high school diploma of excellence. Graduation requirements shall not be changed for a student entering the ninth grade from the requirements specified in law at the time the student enrolled in the ninth (9th) grade.

Graduation requirements may be met as follows:

- By successful completion of subject area course requirements.
- By mastery of the standards or a portfolio of standards-based indicators adopted by the Secretary of Public Education in accordance with 6.19.7 NMAC and other competency requirements for the subject as determined by the Board.
- By earning credits through correspondence courses that meet graduation requirements and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board.

Graduation requirements are:

For students entering as ninth graders in 2009-2010 at least one (1) unit of the following twenty-four (24) units must be earned in an advanced placement or honors program, a dual-credit course or distance learning course.

English (grammar, nonfiction writing and literature emphasis)	4.0 units
*Math (one [1] equal to algebra II or higher unless parents sign off and a financial literacy course may meet one of the required units)	4.0 units
*Science (two [2] with a laboratory component)	3.0 units
United States History and Geography, World History and Geography, and Government and Economics and one- half (1/2) unit of New Mexico History	3.5 units
Physical Education or marching band or Jr. ROTC or NMAA sanctioned interscholastic sports.....	1.0 unit
Career cluster course, workplace readiness or language.....	1.0 unit
**Electives including student service learning	<u>7.5 units</u>
Total	<u>24.0 units</u>

*For students entering the ninth (9th) grade in the 2017-2018 school year and after, a course in computer science may satisfy either a unit of mathematics or science, but not both, if taken after competency is determined in the subject for which the unit is applied.

**For students entering the eighth (8th) grade in the 2012-2013 school year and after, a course in health education is required prior to graduation.

A student shall develop and file an updated final next-step plan during the senior year and prior to graduation that conforms with the requirements for a student curriculum plan pursuant to 22-13-1.1 NMSA 1978. The plan shall explain any differences from previous interim next-step plans, shall be filed with the principal of the student's high school and shall be signed by the student, the student's parent or guardian and the student's guidance counselor or other school official charged with coursework planning for the student. An individualized education program (IEP) filed with the principal that meets the applicable transition and procedural requirements of the federal Individuals with Disabilities in Education Act for qualified students shall satisfy the next-step requirements for that student.

Final examinations shall be administered to all students in all classes offered for credit.

Parents are to be notified in writing not later than the conclusion of the third (3rd) nine (9)-weeks grading period of their student's senior year if the student is at risk of not meeting all graduation requirements. Progress reports are to be provided to parents and students at each grading period.

A high school student required to transfer to an out-of-state school by the transfer of the student's parents, who are members of the New Mexico National Guard or the armed forces of the United States, may request that a diploma be issued by the New Mexico high school of transfer. The student must meet the guidelines and comply with the requirements of the New Mexico Statutes Annotated regarding military dependent transfers and their courses and grades must meet or exceed New Mexico's requirements for graduation as determined by the School District.

Special Education

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma or diploma of excellence. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student.

Adopted: date of manual adoption

LEGAL REF.: 22-13-1.1 NMSA (1978)
22-13-1.4 NMSA (1978)
6.19.7 NMAC
6.29.1.9 NMAC

CROSS REF.: IGD - Curriculum Adoption
IGE - Curriculum Guides and Course Outlines
IHA - Basic Instructional Program
IIE - Student Schedules and Course Loads
IKA - Grading/Assessment Systems
JFABC - Admission of Transfer Students
JG - Assignment of Students to Classes

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students who apply for admission to grades one (1) through twelve (12) on the basis of prior schooling outside the District will be placed initially at the grade levels they have reached elsewhere subject to determination of accomplishment of standards required for that placement.

Assignment of a student to classes (classroom or subjects) ~~shall be~~ are generally made based upon the student's grade-level assignment, completion of any prerequisites, achievement of any required standard, and any classroom limitations or class-size guidelines, in that order. Per 6.19.9 NMAC, a K-3 student whose parents have requested acceleration, will be given consideration for grade level and class based on guidelines in the accompanying regulation.

The Superintendent shall establish procedures for guiding the review and assignment of students to classes and grade levels.

Adopted: date of manual adoption

LEGAL REF.: 22-2C-6 NMSA (1978)
6.19.9 NMAC

CROSS REF.: IKE - Promotion, Retention and Acceleration of Students
IKEB - Acceleration
IKF - Graduation Requirements
JFABC - Admission of Transfer Students
JFB - Open Enrollment

REGULATION**REGULATION****ASSIGNMENT OF STUDENTS TO
CLASSES AND GRADE LEVELS****Elementary School**

The principal will determine whether there should be any change in the grade-level placement of the student. In making such determination, the principal will be guided by teacher recommendations and consultation with the parent(s).

Assignment of a student to classes shall be the responsibility of the principal. after consideration of the student's grade-level assignment, completion of any prerequisites, the student's achievement, and any classroom limitations or class-size guidelines. Upon a parent or guardian's request for acceleration of a K-3 student, the following should be considered:

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

High School

The principal shall establish the number of credits needed for a student to be placed at a particular grade level. The determination of grade level will be made based upon progress toward graduation requirements normally expected of a student to graduate in a four (4)-year period. Students will be assigned to grade levels based upon the credits earned and accepted by the District.

The principal of the high school will prepare a list of prerequisites for classes offered in the high school, specifically stating grade level and credit or achievement required before a pupil can take a specific class or subject. Also included shall be a statement of priority for assignment to a class or subject - with classroom limits based upon number of sections offered or scheduled - and/or the class-size guidelines. The list developed will be submitted to the Superintendent for approval. All subjects offered in the high school will be included in the list.

The principal of the high school ~~will designate~~ may delegate responsibility for determining the grade level and specific classes or subject assignment of a student. The assignments shall be made consistent with policy, regulations, and approved school guidelines.

RELEVANT STUTUES, RULES AND CITATIONS

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

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

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

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

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

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

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

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

6.19.7.7 DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.19.7.8 GENERAL REQUIREMENTS FOR DEMONSTRATIONS OF COMPETENCY:

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

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

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

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

(a) artifacts which are not the product of the student's independent work;

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

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

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

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

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

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

- (1) a college placement assessment;
- (2) a workforce readiness assessment; or
- (3) an alternative demonstration of competency.

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

6.19.7.9 DATA REPORTING AND GRADUATION RATES:

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

- (1) recipients of the New Mexico diploma of excellence who did not utilize an ADC; and
- (2) recipients of the New Mexico diploma of excellence who utilized at least one ADC to demonstrate competency for high school graduation, disaggregated by the type of ADC used and the core content area.

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

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

C. Recordkeeping. Electronic records of alternative demonstrations of competency shall be kept by LEAs for no fewer than five years and in accordance with federal and state requirements. [6.19.7.9 NMAC - Rp, 6.19.7.9 NMAC, 7/24/2018]

6.19.7.10 DEMONSTRATION OF COMPETENCY IN MATHEMATICS:

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

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

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

- (a) EOC in algebra II, geometry, pre-calculus, or integrated mathematics II or III; or
- (b) alternative assessments in mathematics as defined in the graduation manual.

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

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

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

- (a) earn a grade of at least 3.0 on a 4.0 scale in the coursework required for graduation in algebra II, geometry, or integrated mathematics II or III;

- (b) meet the performance level of “approaches expectations” on the primary demonstration of competency for algebra II, geometry, integrated mathematics II or III;
 - (c) enroll in and pass no fewer than four courses over the duration of grade 12, including a course in algebra II, geometry, or integrated mathematics II or III;
 - (d) earn an offer letter from a branch of the United States military for full-time enlistment;
 - (e) earn acceptance into an apprenticeship; or
 - (f) complete a department-approved internship for credit.
- (2) A competency-based alternative in mathematics shall be one of the following:
- (a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in mathematics, as determined by the department;
 - (b) completion of a program of study with courses that integrate state standards for mathematics, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale; or
 - (c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in a mathematics course approved by the department. [6.19.7.10 NMAC - Rp, 6.19.7.10 NMAC, 7/24/2018]

6.19.7.11 DEMONSTRATION OF COMPETENCY IN READING:

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

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

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

- (a) EOC in grade 11 or 12 reading; or
- (b) alternative assessments in reading as defined in the graduation manual.

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

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

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

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

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

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

- (a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in grade 11 or 12 reading, as determined by the department;
- (b) completion of a program of study with courses that integrate state standards for reading, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale; or
- (c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in an English language arts course approved by the department. [6.19.7.11 NMAC - Rp, 6.19.7.11 NMAC, 7/24/2018]

6.19.7.12 DEMONSTRATION OF COMPETENCY IN WRITING:

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

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

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

- (a) EOC in grade 11 or 12 writing; or
- (b) alternative assessments in writing as defined in the graduation manual.

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

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

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

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

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

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

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

6.19.7.13 DEMONSTRATION OF COMPETENCY IN SCIENCE:

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

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

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

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

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

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

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

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

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

6.19.7.14 DEMONSTRATION OF COMPETENCY IN SOCIAL STUDIES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) The review team shall include, at a minimum:

- (a) a highly effective or exemplary high school teacher as measured by the NMTEACH evaluation system as defined in 6.69.8 NMAC;
- (b) a district level employee or school administrator;
- (c) tribal leadership or a designee, if needed, as determined through tribal consultation; and
- (d) the student's IEP case manager, if applicable.

(2) The review team may include:

- (a) a representative from a partnering postsecondary institution;
- (b) a member of the business community; or
- (c) a member of the local school board or governing body. [6.19.7.15 NMAC - N, 7/24/2018]

HISTORY OF 6.19.7 NMAC:

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

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

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

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

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

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

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

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

6.19.9.7 DEFINITIONS:

A. “Academic improvement plan” means a written document developed by the student assistance team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended day or week school and tutoring.

B. “Benchmark assessment for literacy” means a common, districtwide assessment for student literacy that diagnoses and regularly measures the acquisition of reading skills, including phonemic awareness, letter knowledge, alphabetic decoding, vocabulary, spelling, comprehension and fluency to be given at the beginning of the year, middle of the year, and end of the year.

C. “English language learner” means a student whose first or heritage language is not English and who is unable to read, write, speak, or understand English at a level comparable to grade-level English proficient peers and native English speakers.

D. “Individual student report” means the report that indicates a student’s performance on the required state assessment using scale scores, performance levels, and performance indicators.

E. “Intervention” means the intensive, targeted instruction of individual students or small groups of students, as determined by student performance on the benchmark assessment for literacy, and included as part of the academic improvement plan.

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

NEW MEXICO SCHOOL BOARDS ASSOCIATION

G. “Remediation” means tutoring, extended school day or school week programs, summer programs, and other evidence-based interventions and proven models for student improvement.

H. “Student assistance team” or “SAT” means a group consisting of a student’s:

- (1) teacher;
- (2) school counselor;
- (3) school administrator; and

(4) parent or legal guardian.

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

6.19.9.8 GENERAL REQUIREMENTS FOR INTERVENTION, NOTIFICATION, AND REPORTING:

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

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

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

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

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

- (a) number of students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy;
- (b) number of student assistance teams convened for students not proficient in literacy; and
- (c) number of parent notification letters sent regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, pursuant to 6.19.9.9 NMAC.

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

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

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

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

- (b) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy, promoted to the next grade;
- (c) number of students at performance level one in English language arts, according to his or her grade three individual student report for the state assessment;
- (d) explanation of final determinations of student retention and promotion for which student performance on the end of year benchmark assessment for literacy was not the deciding factor;
- (e) copy of the LEA's retention waiver letter template;
- (f) copies of all parent notification letters sent to parents or legal guardians regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, pursuant to 6.19.9.9 NMAC; and
- (g) copies of all retention waiver letters signed by parents or legal guardians for individual students not proficient in literacy, as determined by the end of year benchmark assessment for literacy. [6.19.9.8 NMAC - N, 7/24/2018]

6.19.9.9 PARENT OR LEGAL GUARDIAN NOTIFICATION AND ENGAGEMENT:

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

(1) Written notification shall include:

- (a) student performance on the benchmark assessment for literacy and ongoing progress monitoring;
- (b) specific interventions implemented to-date;
- (c) strategies for parents or legal guardians to implement at home; and
- (d) parent or legal guardian options including:
 - (i) daily intervention;
 - (ii) remediation; or
 - (iii) alternative programs.

(2) During the parent-teacher conference, the teacher shall review:

- (a) the student's performance in comparison to grade-level literacy standards;
- (b) results that indicate the student is not proficient in literacy as determined by benchmark assessments for literacy;
- (c) goals for student growth that will lead to proficiency in literacy by the end of the academic year; and
- (d) whether or not the student is on track to be college and career ready as measured by the middle of the year benchmark assessment for literacy.

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

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

- (1) Written notification shall include:
 - (a) student performance on the benchmark assessment for literacy;
 - (b) specific interventions implemented to-date;
 - (c) strategies for parents or legal guardians to implement at home; and
 - (d) a retention option pursuant to Section 22-2C-6 NMSA 1978.
- (2) Retention shall ensure that a student receives an additional year of

instruction in the same

grade with an amended academic improvement plan. If a student's parent or legal guardian decides not to retain the student, the parent or legal guardian shall sign a retention waiver expressing their desire for the student to be promoted to the next higher grade with an academic improvement plan designed to address specific deficiencies, including those in early literacy. A retention waiver shall only prevent the student's retention for one school year. If the student fails to reach academic proficiency, as determined by the benchmark assessment for literacy and other measures, the school shall retain the student the following year.

D. Parents and legal guardians shall be notified of their students' results on required state assessments and provided with their individual student reports no later than 30 days following receipt by LEAs. [6.19.9.9 NMAC - N, 7/24/2018]

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

A. Good cause exemptions shall be limited to the following:

- (1) students with disabilities whose individualized education programs (IEPs) indicate that participation in the benchmark assessment for literacy is not appropriate, pursuant to Subsection I of Section 22-2C6 NMSA 1978, or other applicable state laws and regulations;
- (2) students with disabilities who:
 - (a) participate in the benchmark assessment for literacy;
 - (b) have IEPs or section 504 plans that reflect that they have received literacy intervention for more than two years;
 - (c) have not reach proficiency in literacy; and
 - (d) were previously retained in kindergarten or grades one, two, or three.
- (3) students who have been previously retained in their current grade; or
- (4) students identified as English language learners who have had fewer than three years of instruction in schools in the United States.

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

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

C. The school principal shall review and discuss the recommendation with the SAT and determine whether or not the student qualifies for the requested exemption. If the school principal determines that, based on the provided documentation, the student qualifies for the requested exemption, the school principal shall make such a recommendation in writing to the superintendent or charter school administrator. The superintendent or charter school administrator shall accept or reject the school principal's recommendation in writing.

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

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

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

B. Additional options may include the following:

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

level content. [6.19.9.11 NMAC - N, 7/24/2018]

6.19.9.12 ELIGIBILITY AND PROCEDURAL REQUIREMENTS FOR ACCELERATION:

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

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

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

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

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

(1) the student's performance on a locally determined assessment;

(2) the student's performance as indicated on his or her individual student report;

(3) the student's grade point average;

(4) the student's attendance record;

(5) the student's conduct record;

(6) recommendations from one or more of the student's teachers in core-curricula courses;

(7) recommendations from a certified school counselor or social worker, if one is assigned to the school in which the student is enrolled; and

(8) recommendations from the student's parent or legal guardian. [6.19.9.12 NMAC - N, 7/24/2018]

HISTORY OF 6.19.9 NMAC: [RESERVED]

POLICY SERVICES

ADVISORY

Volume 15, Number 4

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CONTENTS

Policy Advisory No. 164 GCH - Professional Staff Orientation and Training

Policy Advisory No. 165 JFABD - Admission of Homeless Students

..... JFABD-R - Admission of Homeless Students

..... JFABD-EA - Admission of Homeless Students

Policy Advisory Discussion. Effective July 1, 2018 parts of 6.11.2 NMSA were revised or added by the Public Education Department (PED). Those were:

- 6.11.2.7 NMAC **Definitions** - covering the definition of words used in the chapter, but not requiring inclusion in Board policy;
- 6.11.2.10 (E) NMAC **Restraint and Seclusion** - adding a requirement for annual training of personnel on behavior intervention, management techniques and use of restraint and seclusion techniques;
- 6.11.2.10 (H) NMAC **Discipline of students experiencing homelessness** - adding limits on discipline of homeless students, developing staff awareness of homeless student behavior and developing alternatives to out of school suspension or expulsion; and

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09/04/2018

Policy Services

1

- 6.11.2.10 (I) NMAC **Discipline of students with disabilities** - adding materials already required or determined in Federal rules governing discipline of students with disabilities and already included in policy JKD on Student Suspension and Expulsion.

The definitions of 6.11.2.7 NMAC are to be used in the interpretation of Chapter 11 Part 2 of Title 6, and need not be in Board policy. Much of the material added to 6.11.2.10 (E) and (I) was already incorporated in policies JLI on Student Safety and JKD on Student Suspension and Expulsion. The revisions to policies below reflects the changes that require compliance indicated in the additions to 6.11.2 NMAC that are not included in the two policies mentioned in the sentence above.

Policy Advisory 164 - GCH - Professional Staff Orientation and Training. As explained in the discussion, policy GHC is modified to incorporate the requirements of training and development of staff awareness pertaining to restraint and seclusion and homeless student discipline respectively. Also added are cross references to policies pertinent to some of the activities and legal references. The additions were made as subheadings under disciplinary and conduct rules and procedures. In order that all professional staff are given the training and awareness, a sentence was added in the opening paragraph requiring such orientation by immediate supervisors of all new staff if they were not present for the orientation program.

Policy Advisory 165 - JFABD - Admission of Homeless Students. Policy Services would like our clients to note that the statement by PED per 6.11.2.10 (H) "Removing students experiencing homelessness from school shall be used only as a last resort, pursuant to the requirements of 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act." is not being incorporated in JKD on Student Suspension and Expulsion. JKD provides the court interpretations, statutory and regulatory procedures implementing short and long-term suspensions and expulsions for all categories of students. Instead, Policy Services assigned the duties described in 6.11.2.10 (H) to the Homeless Liaison Officer in JFABD on Admission of Homeless Students. This assignment includes making all professional staff aware of the requirements of 6.11.2.10 (H) including the section on disciplinary removal of homeless students only as a last resort. A summary of the homeless liaison duties is added to policy JFABD. JFABD-R is modified to remove the name of the State Homeless Coordinator, making the policy more generic and less likely to need correction. Exhibit JFABD-E, providing the job description of the Homeless Liaison person, is changed by adding the additional assignments implementing discipline of students experiencing homelessness as found in 6.11.2.10 (H) .

The Policies, Regulation and Exhibit are recommended for adoption by Policy Services to assist Boards in giving direction to their administration and staff for compliance with the latest PED directives.

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09/04/2087

Policy Services

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

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09/04/2087

Policy Services

3

ADVISORY

164

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09/04/2087

Policy Services

4

PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees. Those 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. At a minimum, this program will cover the following items:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Terms of employment.
- ~~General~~ 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.
- 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

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09/04/2087

Policy Services

LEGAL REF.: 6.11.2.10 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.: GBEBB - Staff Conduct with Students
GBGC - Employee Assistance
JK - Student Discipline
JLF - Child Abuse / Child Protection
JLI - Student Safety

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09/04/2087

Policy Services

ADVISORY

165

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09/04/2087

Policy Services

7

ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with New Mexico State Laws and New Mexico Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

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09/04/2087

Policy Services

The Chief Executive Officer will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- continue the student's education in the school of origin for the duration of homelessness;
 - in any case in which a family becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.
- Review records for homeless students:
 - identify patterns in disciplinary actions for the homeless students;
 - create an awareness among staff of the types of behaviors homeless students may exhibit; and
 - encourage behavioral alternatives and offer disciplinary methods to all new professional staff so that out of school suspension and expulsion of homeless students will be used only as a last resort.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

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09/04/2087

Policy Services

Adopted: date of manual adoption

LEGAL REF.: 6.10.3.1 NMAC
6.11.2.10 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.: EEAA - Walkers and Riders
GCH - Professional Staff Orientation and Training
IKEB - Acceleration
JF - Student Admissions
JFAA - Admission of Resident Students
JFAB - Admission of Nonresident 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

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09/04/2087

Policy Services

ADMISSION OF HOMELESS STUDENTS

(Notice)

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015 [722 (e)(3)(C)] and the New Mexico Administrative Code Section 6.10.3.1 *et seq.*, the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below. This notice should be provided in a language the student, parent or guardian can understand.

Admission

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

Admission Disputes

If a dispute arises over school selection or enrollment in a school:

- the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- the parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;

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- the student, parent, or guardian shall be referred to the liaison for homeless students, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute in accord with the procedure found in the New Mexico Administrative Code; and
- in the case of an unaccompanied youth, the liaison for homeless students shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

Enrollment Decision

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Parent Rights (Student if Unaccompanied)

The parent or guardian of a homeless student (student if unaccompanied) has the right to:

- Continue the student's education in the school of origin for the duration of homelessness:
 - in any case in which a family becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.
- Appeal if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian. Upon appeal the district has ten (10) days to reconsider the initial determination and make a final decision as to the position taken.
 - An appeal shall be made on the forms provided by the school.
 - If not satisfied by the result of the appeal further appeal may be made to the state level through the State Coordinator of Education for Homeless whose contact information is given below.
- Enroll in, and have full and equal opportunity to succeed in school without being segregated from the non-homeless student population.

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09/04/2087

Policy Services

- Receive educational services for which such families and students are eligible, including:
 - Transportation services and meals programs;
 - Head Start and Even Start programs and preschool programs administered by the School; and
 - Referrals to health care and immunization services, dental services, mental health services, and other appropriate services.
- Identification of service without being stigmatized as homeless by school personnel.
- Obtain assistance of advocates or attorneys.
- Provide written or oral documentation to support their position.

A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at;

District: [REDACTED]
 Attn: [REDACTED]
 [REDACTED]
 [REDACTED]
 Telephone: [REDACTED]
 E-mail: [REDACTED]

The District Liaison for Homeless shall ensure that the parent or guardian of a homeless student, and any unaccompanied youth is:

- assisted in accessing transportation to the selected school;
- provided assistance in exercise of the right to attend the school of choice and other necessary services;
- and is provided the notice information in a manner and form understandable to the recipient and if necessary and to the extent feasible, in the native language of the recipient.

A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Homeless Children and Youths to appeal if not satisfied with the resolution of a dispute at the local level. The contact information is listed below;

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09/04/2087

Policy Services

~~Dana Malone~~, McKinney-Vento Homeless Education
State Coordinator
New Mexico Public Education Department
Coordinated School Health and Wellness Bureau
120 S. Federal Place, Room 206
Santa Fe, NM 87501
Telephone: (505) 827-1464
E-mail: ~~Dana.Malone@state.nm.us~~

The State Coordinator is the appeal authority having jurisdiction over the local school district.

The signature below indicates that the signatory has received and understands this information on rights.

Signature of Parent, Legal Guardian
(or unaccompanied student) _____ Date

One (1) copy to signatory and one (1) to the District liaison officer file.

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09/04/2087

Policy Services

ADMISSION OF HOMELESS STUDENTS

LIAISON POSITION

The ~~School~~ District shall designate a liaison for homeless students and, in conjunction with the state coordinator, shall inform school personnel, service providers, and advocates working with homeless families of the duties of the ~~School~~ liaison.

The ~~School~~ District Liaison for Homeless Students shall ensure that:

- homeless students are identified by school personnel and through coordination activities with other entities and agencies;
- homeless students enroll in, and have full and equal opportunity to succeed in, the District's schools;
- homeless families and students receive educational services for which such families and students are eligible, including:
 - Head Start and Even Start programs and preschool programs administered by the School; and
 - referrals to health care and immunization services, dental services, mental health services, and other appropriate services;
- the parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- homeless students receive free meals and are appropriately coded and entered in the student-teacher accountability system;
- public notice of the educational rights of homeless students is disseminated where such students receive services under the Homeless Assistance Act, such as:
 - schools;

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- family shelters; and
- soup kitchens.
- disputes over school selection or enrollment in a school are mediated in a manner that:
 - immediately admits the student to the school in which enrollment is sought, pending resolution of the dispute;
 - provides the parent or guardian of the student with a written explanation of the school's decision regarding the school selection or enrollment, and informs the parent, guardian, or student of the rights to appeal the decision;
 - expeditiously carries out the dispute resolution process after receiving notice of the dispute; and
 - in the case of an unaccompanied youth, ensures that the student is immediately enrolled in school pending resolution of the dispute;
- fully informs the parent or guardian of a homeless student, and any unaccompanied youth, of all transportation services, including arrangements for transportation to the school of origin;
- assists the parent or guardian of a homeless student, and any unaccompanied youth, in accessing transportation to the selected school;
- staff are informed and aware of the types of behaviors exhibited by homeless students that might subject them to disciplinary action; and:
 - provide strategies and supports through the student assessment team process for matters of homeless student discipline;
 - encourage alternatives to out of school suspension or expulsion of homeless students through alternative discipline in all cases possible; and
 - connect the homeless student and parent with mental health services as needed for school disciplinary issues

As a part of the duties, the School District Liaison for Homeless Students will coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students.

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09/04/2087

Policy Services

The ~~School~~ School District Liaison for Homeless Students will forward the dispute resolution process form of the Public Education Department along with the written explanation of the school's decision to the Department's homeless liaison within five (5) calendar days of the school's final decision regarding a dispute on placement of the homeless student, if the decision is contrary to the homeless parent or child. The following information shall be included:

- School name, address, phone and fax number;
- Student's name, identification number, grade, and address;
- Parent, guardian or complaining party's name, relationship to student, address, and phone number;
- Whether student lives in a shelter;
- Name of school child or youth chooses to be enrolled in pending resolution of dispute;
- Whether school enrolled in is school of origin;
- Reason for complaint;
- Signature of parent guardian or complaining party; and
- The principal's actions on the complaint.

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09/04/2087

Policy Services

STATUTES OR ADMINISTRATIVE CODE APPLICABLE TO THE POLICIES AND DISCUSSION

TITLE 6 PRIMARY AND SECONDARY EDUCATION
CHAPTER 11 PUBLIC SCHOOL ADMINISTRATION - STUDENT RIGHTS AND RESPONSIBILITIES
PART 2 RIGHTS AND RESPONSIBILITIES OF THE PUBLIC SCHOOLS AND PUBLIC
 SCHOOL STUDENTS

6.11.2.1 ISSUING AGENCY: Public Education Department
[08/15/1997, 07/30/1999; 6.11.2.1 NMAC - Rn, 6 NMAC 1.4.1, 11/30/2000; A, 11/13/2009]

6.11.2.2 SCOPE: This rule applies to public schools and public school students.
[08/15/1997; 6.11.2.2 NMAC - Rn, 6 NMAC 1.4.2, 11/30/2000; A, 11/13/2009]

6.11.2.3 STATUTORY AUTHORITY: This rule is adopted pursuant to Sections 22-2-1,
22-2-2, and 22-5-4.12 NMSA 1978 and 42 U.S.C. 11431 et seq., the McKinney-Vento
Homelessness Assistance Act.
[8/15/1997; 6.11.2.3 NMAC - Rn, 6 NMAC 1.4.3, 11/30/2000; A, 11/13/2009; A, 7/1/2018]

6.11.2.4 DURATION: Permanent
[08/15/1997; 6.11.2.4 NMAC - Rn, 6 NMAC 1.4.4, 11/30/2000]

6.11.2.5 EFFECTIVE DATE: August 27, 1997, unless a later date is cited at the end of
a section.
[08/15/1997; 6.11.2.5 NMAC - Rn, 6 NMAC 1.4.5 & A, 11/30/2000]

6.11.2.6 OBJECTIVE: To provide a comprehensive framework within which local
school boards and local school districts can carry out their educational mission and exercise
their authority and responsibility to provide a safe environment for student learning, and
further to provide students and parents with an understanding of the basic rights and
requirements necessary to effectively function in the educational community.
[08/15/1997; 6.11.2.6 NMAC - Rn, 6 NMAC 1.4.6, 11/30/2000]

6.11.2.7 DEFINITIONS:
A. "Administrative authority" means the local school district superintendent,
a principal or a person authorized by either to act officially in a matter involving school

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09/04/2087

Policy Services

discipline or the maintenance of order. The term may include school security officers, but only to the extent of their authority as established under written local school board policies.

B. "Criminal acts" are acts defined as criminal under federal and state law, and any applicable municipal or county criminal ordinances.

C. "Delinquent acts" are acts so defined in Subsection A of Section 32A-2-3 NMSA 1978 of the Delinquency Act.

D. "Detention" means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free for recess or to leave school.

E. "Disciplinarian" means a person or group authorized to impose punishment after the facts have been determined by a hearing authority.

F. "Disruptive conduct" means willful conduct which:
(1) materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or
(2) leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.

G. "Expulsion" means the removal of a student from school either permanently or for an indefinite time exceeding 10 school days or a locally established lesser period.

H. "Gang related activity" is disruptive conduct.

I. "Hearing authority" means a person or group designated to hear evidence and determine the facts of a case at the required formal hearing.

J. "Immediate removal" means the removal of a student from school for one school day or less under emergency conditions and without a prior hearing.

K. "In-school suspension" means suspending a student from one or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere.

L. "Legal limits" include the requirements of the federal and state constitutions and governing statutes, standards and regulations, and also include the fundamental common-law requirement that rules of student conduct be reasonable exercises of the schools' authority in pursuance of legitimate educational and related functions. There are special limitations arising from constitutional guarantees of protected free speech and expression which must be balanced against the schools need to foster an educational atmosphere free from undue disruptions to appropriate discipline.

M. "Long-term suspension" means the removal of a student from school for a specified time exceeding either 10 school days or any lesser period a local school board may set as a limit on temporary suspension.

N. "Mechanical restraint" means the use of any device or material attached

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or adjacent to the student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove, but "mechanical restraint" does not include mechanical supports or protective devices.

O. "Parent" means the natural parent, a guardian or other person or entity having custody and control of a student who is subject to the Compulsory School Attendance Law, Section 22-12-1 et seq. NMSA 1978, or the student if the student is not subject to compulsory attendance.

P. "Physical restraint" means the use of physical force without the use of any device or material that restricts the free movement of all or a portion of a student's body, but "physical restraint" does not include physical escort.

Q. "Public school" means the campus of and any building, facility, vehicle or other item of property owned, operated, controlled by or in the possession of a local school district. For purposes of student discipline, the term also includes any non-school premises being used for school-sponsored activities.

R. "Refusal to cooperate with school personnel" means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.

S. "Refusal to identify self" means a person's willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.

T. "Restraint" when not otherwise modified means mechanical or physical restraint.

U. "Review authority" is a person or group authorized by the local board to review a disciplinarian's final decision to impose a long-term suspension or expulsion.

V. "Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. "Seclusion" does not mean the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

W. "Sexual harassment", regarding students, means unwelcome or unwanted conduct of a sexual nature (verbal, non-verbal or physical) when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of the advancement of a student in school programs or activities;
- (2) submission to or rejection of such conduct by a student is used as the basis for decisions/opportunities affecting the student;
- (3) such conduct substantially interferes with a student's learning or creates an intimidating, hostile or offensive learning environment.

X. "School personnel" means all members of the staff, faculty and administration employed by the local school board. The term includes school security

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officers, school bus drivers and their aides, and also authorized agents of the schools, such as volunteers or chaperons, whose responsibilities include supervision of students.

Y. "Student" means a person who is enrolled in one or more classes at a public school or a person who was a student during the previous school year and is participating in a school sponsored activity connected with his or her prior status as a student.

Z. "Student experiencing homelessness" means children and youth as defined by Section 725(2) of the federal McKinney-Vento Act.

AA. "Temporary suspension" means the removal of a student from school for a specified period of 10 school days or less after a rudimentary hearing.

BB. "Weapon" as set forth in Section 22-5-4.7 NMSA 1978 means:
(1) any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion; and
(2) any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device. [8/15/1997; 6.11.2.7 NMAC - Rn, 6 NMAC 1.4.7, 11/30/2000; A, 7/1/2018]

6.11.2.8 GENERAL PROVISIONS:

A. Jurisdiction over students. All officials, employees and authorized agents of the public schools whose responsibilities include supervision of students shall have comprehensive authority within constitutional bounds to maintain order and discipline in school. In exercising this authority, such officials, employees and authorized agents of the public schools may exercise such powers of control, supervision, and correction over students as may be reasonably necessary to enable them to properly perform their duties and accomplish the purposes of education. This authority applies whenever students are lawfully subject to the schools' control, regardless of place. During such periods, public school authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the schools' authority. The foregoing is intended to reflect the common law regarding the rights, duties and liabilities of public school authorities in supervising, controlling and disciplining students. Nothing herein shall be construed as enlarging the liability of public school authorities beyond that imposed by statute, common law or public education department rule.

B. School authority over non-students. In furtherance of the state's compelling interest in the orderly operation of the public schools and school activities, school officials have the following forms of authority over non-students whose actions adversely affect school operations or activities.

(1) On school property: Local school boards may prohibit entry to and provide for the removal from any public school building or grounds of any person who

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09/04/2087

Policy Services

refuses to identify him/herself and state a lawful purpose for entering. Any person who refuses may be removed by school authorities, who may use reasonable physical force to accomplish the removal. Alternately, a person who refuses and who then refuses a lawful request to leave school premises may be subject to arrest by law officers for criminal offenses including but not limited to criminal trespass, interference with the educational process or disorderly conduct. A person who does identify him/herself and states a lawful purpose may nevertheless be subject to removal by school officials for engaging in activities prohibited by this rule. The person may also be subject to arrest by law officers if (s)he is committing any crime.

(2) Off school property: Public school authorities have indirect and limited authority over the activities of non-students off school property. To the extent that non-students' conduct at or near schools or school-sponsored activities may constitute a criminal offense, including the crimes of interference with the educational process, disorderly conduct or criminal trespass (after refusing a lawful request to leave), school authorities may request law enforcement agencies to arrest the offenders.

C. Statement of policy. A primary responsibility of the New Mexico public schools and their professional staffs shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual or group and the legal processes whereby necessary changes are effected.

(1) The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each carries with it a corresponding obligation.

(2) The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes.

(3) Teachers, administrators and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for teaming in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed.

(4) Nothing in this rule shall be held to affect the due process rights of school employees or their use of any local school district grievance procedure. This rule does not address employment disputes.

D. Local school board authority: Local school boards have both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established within their school districts. Within legal limits as defined in Subsection L. of 6.11.2.7 NMAC above, and subject to the minimums prescribed in

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09/04/2087

Policy Services

this rule, local boards have discretion to develop such rules, regulations, policies and procedures as they deem appropriate to local conditions, including policies which afford students more protection than the minimums established here. Local school boards and administrative authorities which deem it appropriate may provide for student, community or appropriate state and local agency participation in the formulation and enforcement of school rules.

E. Severability: Any part of this rule found by adjudication before a competent tribunal to be contrary to law shall be stricken without effect to the remainder. [08/15/1997; 6.11.2.8 NMAC - Rn, 6 NMAC 1.4.8, 11/30/2000; A, 11/13/2009]

6.11.2.9 RULES OF CONDUCT FOR NEW MEXICO PUBLIC SCHOOLS: The acts specified in Subsection A. of 6.11.2.9 NMAC below are prohibited in all the public schools of New Mexico. Within legal limits as defined in Subsection L. of 6.11.2.7 NMAC above, local school boards have discretion to develop rules of conduct governing all others area of student and school activity.

A. Prohibited activities: The commission of or participation in the activities designated below is prohibited in all New Mexico public schools and is prohibited for students whenever they are subject to school control. Acts prohibited by this rule:

- (1) criminal or delinquent acts;
- (2) gang related activity;
- (3) sexual harassment;
- (4) disruptive conduct;
- (5) refusal to identify self; and
- (6) refusal to cooperate with school personnel.

B. Regulated activities: Beyond those activities designated above as prohibited, all other areas of student conduct may be regulated within legal limits by local school boards as they deem appropriate to local conditions. Conduct by non students which affects school operations may be regulated within legal limits pursuant to any of the forms of authority described in Subsection B. of 6.11.2.8 NMAC above. Activities subject to local board regulation within legal limits include, but are not limited to:

- (1) school attendance;
- (2) use of and access to the public schools, including:
 - (a) restrictions on vehicular traffic on school property,
 - (b) prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings while school is in session; and
 - (c) reasonable standards of conduct for all persons attending school- sponsored activities or other activities on school property;
- (3) students' dress and personal appearance;
- (4) use of controlled substances, alcohol and tobacco in the public

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09/04/2087

Policy Services

schools;

- (5) speech and assembly within the public schools;
- (6) publications distributed in the public schools;
- (7) the existence, scope and conditions of availability of student privileges, including extracurricular activities and rules governing participation;
- (8) by statute, Section 22-5-4.7 NMSA 1978, each school district is required to adopt a policy providing for the expulsion from school, for a period of not less than one year, of any student who is determined to have knowingly brought a weapon to a school under the jurisdiction of the local board; the local school board or the superintendent of the school district may modify the expulsion requirement on a case-by-case basis; the special rule provisions of Subsection D. of 6.11.2.11 NMAC apply to students with disabilities;
- (9) the discipline of students for out-of-school conduct having a direct and immediate effect on school discipline or the general safety and welfare of the school.

[08/15/1997; 6.11.2.9 NMAC - Rn, 6 NMAC 1.4.9, 11/30/2000; A, 11/13/2009]

6.11.2.10 ENFORCING RULES OF CONDUCT:

A. Enforcing attendance requirements. Formal enforcement action under the Compulsory School Attendance Law, supra, and the Family Services Act, Section 32A-3A-1 et seq. NMSA 1978 shall be initiated whenever a student's absences indicate that the law is being violated. An administrative authority who has reason to believe a student is violating local school board attendance policies may take whatever further disciplinary action is deemed appropriate under local policies.

B. Search and seizure: School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

(1) Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

(2) Who may search. Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

(3) When search permissible. Unless local school board policy provides otherwise, an authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same

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09/04/2087

Policy Services

conditions and also when the administrative authority has reasonable cause to believe that a search is necessary to help maintain school discipline.

(4) **Conduct of searches; witnesses.** The following requirements govern the conduct of permissible searches by authorized persons.

(a) **School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise.** When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

(b) **Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.**

(c) **Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex.** The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

(5) **Seizure of items:** Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

(6) **Notification of law enforcement authorities:** Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

C. **Basis for disciplinary action:** A student may appropriately be disciplined by administrative authorities in the following circumstances:

(1) **for committing any act which endangers the health or safety of students, school personnel or others for whose safety the public school is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated;**

(2) **for violating valid rules of student conduct established by the local school board or by an administrative authority to whom the board has delegated rulemaking authority, when the student knew or should have known of the rule in question or that the conduct was prohibited; or**

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(3) for committing acts prohibited by this rule, when the student knew or should have known that the conduct was prohibited.

D. Selection of disciplinary sanctions: Within legal limits as defined in Subsection L of 6.11.2.7 NMAC above, local school boards have discretion to determine the appropriate sanction(s) to be imposed for violations of rules of student conduct, or to authorize appropriate administrative authorities to make such determinations.

(1) School discipline and criminal charges: Appropriate disciplinary actions may be taken against students regardless of whether criminal charges are also filed in connection with an incident.

(2) Nondiscriminatory enforcement: Local school boards and administrative authorities shall not enforce school rules or impose disciplinary punishments in a manner which discriminates against any student on the basis of race, religion, color, national origin, ancestry, sex, or disability, except to the extent otherwise permitted or required by law or regulation. This statement shall not be construed as requiring identical treatment of students for violation of the same rule; it shall be read as prohibiting differential treatment which is based on race, religion, color, national origin, ancestry, sex, or disability rather than on other differences in individual cases or students.

E. Restraint and seclusion: In accordance with Section 22-5-4.12 NMSA 1978, each school shall follow requirements for the use of restraint and seclusion techniques.

(1) Schools shall establish and review annually policies and procedures, as approved by the local school board or governing body, for the use of restraint and seclusion techniques. Such policies and procedures shall require and describe appropriate training for school personnel and shall include requirements in relation to the use of restraint and seclusion techniques.

(a) A school may permit the use of restraint and seclusion techniques on any student pursuant to the requirements in Section 22-5-4.12 NMSA 1978.

(b) Less restrictive interventions, including positive behavioral intervention supports or other comparable behavior management techniques, shall be implemented prior to the use of restraint and seclusion techniques.

(c) If a restraint or seclusion technique is used on a student, trained and authorized school employees shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use, pursuant to the requirements in Section 22-5-4.12 NMSA 1978.

(2) Districts or charter schools shall develop and implement an annual training for designated school personnel regarding positive behavioral intervention supports or comparable behavior management techniques and the use of restraint and seclusion techniques. In the event that new designated school personnel are employed within the school after the provision of the annual training, the principal of the school, or a person authorized to act officially in a matter involving school discipline or the maintenance

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09/04/2087

Policy Services

of order within the school, shall ensure that a training is provided to new designated school personnel within 60 days of employment.

(3) Schools shall update school safety plans.

(a) A school safety plan pursuant to requirements of Paragraph (7) of Subsection D of 6.12.6.8 NMAC shall include additional minimum requirements.

(i) The school safety plan shall not be specific to any individual student.

(ii) The school safety planning team shall include at least one of each of the following: administrator, educator, and special education expert and may include a counselor or social worker, nurse, and school resource officer or security staff.

(b) A school safety plan pursuant to requirements of Paragraph 7 of Subsection D of 6.12.6.8 NMAC shall be submitted to the department on a triennial basis, on a schedule as determined by the department. Notice of school safety plan submittal will be provided by the department to local education agencies 90 days prior to the due date.

(4) Schools shall establish reporting and documentation procedures pursuant to the requirements listed in Section 22-5-4.12 NMSA 1978. In addition, schools shall provide written or oral assurance of secure storage and access to written documentation in accordance with 20 U.S.C. § 1232g; 34 CFR Part 99, Family Educational Rights and Privacy Act, as well as any other applicable federal or state laws or rules governing the privacy of such documents.

(5) Exemptions to the requirements prescribed in Subsection E of 6.11.2.10 NMAC shall be pursuant to Subsections G and H of Section 22-5-4.12 NMSA 1978.

F. Corporal punishment: Corporal punishment shall be prohibited by each local school board and each governing body of a charter school pursuant to Subsection B of Section 22-5-4.3 NMSA 1978. Restraint or seclusion techniques used in compliance with Subsection E of 6.11.2.10 NMAC shall not be deemed to be corporal punishment.

G. Detention, suspension and expulsion: Where detention, suspension or expulsion is determined to be the appropriate penalty, it may be imposed only in accordance with procedures that provide at least the minimum safeguards prescribed in 6.11.2.12 NMAC, below. Suspensions or expulsions of students with disabilities shall be subject to the further requirements of Subsection I of 6.11.2.10 NMAC and 6.11.2.11 NMAC below.

H. Discipline of students experiencing homelessness: Removing students experiencing homelessness from school shall be used only as a last resort, pursuant to the requirements in 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act.

(1) Public schools shall develop discipline policies and procedures that are reviewed at least annually and align with local school board or governing body policies. Policies and procedures shall:

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(a) through professional development activities, create an awareness among educators and administrators of the types of behaviors that students experiencing homelessness may exhibit due to homelessness and provide strategies and supports to address the behaviors through the student assistance team process in accordance with Subsection D of 6.29.1.9 NMAC;

(b) take into account the issues related to a student's homelessness by talking with the student and applicable staff and families prior to taking disciplinary action;

(c) consult with school behavior response teams or other applicable personnel to assign appropriate discipline related to the behavior;

(d) implement discipline alternatives to out of school suspensions or expulsions or classroom removals, if possible; and

(e) connect students with mental health services as needed.

(2) Public schools shall review school discipline records and data of students experiencing homelessness in order to identify any patterns in disciplinary actions that indicate an unfair bias against the students. The collection and review of such records shall be in compliance with the Family Educational Rights and Privacy Act, as well as any other applicable federal or state laws or rules governing the privacy of such documents.

I. Discipline of students with disabilities: Students with disabilities are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other children in the program. However, the public schools are required by state law and regulations to meet the individual educational needs of students with disabilities to the extent that current educational expertise permits. Public school personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with the other requirements of 6.11.2.11 NMAC, is appropriate for a student with a disability who violates a code of conduct as provided in 34 CFR Sec. 300.530.

(1) Long-term suspensions or expulsions of students with disabilities shall be governed by the procedures set forth in 6.11.2.11 NMAC below.

(2) Temporary suspensions of students with disabilities may be imposed in accordance with the normal procedures prescribed in Subsection D of 6.11.2.12 NMAC below, provided that the student is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of Paragraph (3) of Subsection I of 6.11.2.10 NMAC below.

(3) Program prescriptions. A student with a disability's individualized education program (IEP), under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), need not affirmatively authorize disciplinary actions which are not otherwise in conflict with this rule. However, the IEP team may prescribe or prohibit specified disciplinary measures for an individual student with a disability by including

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09/04/2087

Policy Services

appropriate provisions in the student's IEP. Administrative authorities shall adhere to any such provisions contained in a student with a disability's IEP, except that an IEP team may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this rule.

(4) Immediate removal. Immediate removal of students with disabilities may be done in accordance with the procedures of Subsection C of 6.11.2.12 NMAC below.

(5) A student who has not been determined to be eligible for special education and related services under 6.31.2 NMAC and who has engaged in behavior that violated a code of student conduct may assert any of the protections provided for in this subsection if the conditions set forth in 34 CFR Sec. 300.534 have been met.

(6) Referral to and action by law enforcement and judicial authorities.

(a) Nothing in these rules of conduct prohibits an administrative authority from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability.

(b) Transmittal of records.

(i) An administrative authority reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted, for consideration by the appropriate authorities, to whom the administrative authority reports the crime.

(ii) An administrative authority reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

[08/15/1997; 6.11.2.10 NMAC - Rn, 6 NMAC 1.4.10, 11/30/2000; A, 6/29/2007; A, 11/13/2009; A, 10/31/2011; A, 7/1/2018]

6.11.2.11 DISCIPLINARY REMOVALS OF STUDENTS WITH DISABILITIES:

A. General. The following rules shall apply when a student with a disability under IDEA violates a rule of conduct as set forth in this rule which may result in:

(1) long-term suspension or expulsion; or

(2) any other disciplinary change of the student's current educational placement as specified in the federal regulations implementing IDEA at 34 CFR Secs. 300.530 through 300.536 and these or other public education department rules and standards.

B. When behavior is not a manifestation of disability. For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that

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09/04/2087

Policy Services

gave rise to the violation of the school code is determined not to be a manifestation of the child's disability pursuant to Subsection C of this section, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except as provided in Subsection I of this section.

C. Manifestation determination.

(1) Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a rule of student conduct, the administrative authority, the parent and relevant members of the child's IEP team (as determined by the parent and the administrative authority) must review all relevant information in the student's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine:

(a) if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or

(b) if the conduct in question was the direct result of the administrative authority's failure to implement the IEP.

(2) The conduct must be determined to be a manifestation of the child's disability if the administrative authority, the parent and relevant members of the child's IEP team determine that a condition in either Subparagraph (a) or (b) of Paragraph (1) of Subsection C of 6.11.2.11 NMAC was met.

(3) If the administrative authority, the parent and relevant members of the child's IEP team determine the condition described in Subparagraph (b) of Paragraph (1) of Subsection C of 6.11.2.11 NMAC was met, the administrative authority must take immediate steps to remedy those deficiencies.

D. Determination that behavior is manifestation of disability. If the administrative authority, the parent and relevant members of the IEP team make the determination that the conduct was a manifestation of the child's disability, the IEP team must comply within 34 CFR Sec. 300.530(f).

E. Special circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child's behavior involves one of the special circumstances listed in 34 CFR Sec. 300.530(g). For purposes of this subsection, the definitions provided in 34 CFR Sec. 300.530(i) shall apply.

F. Determination of setting. The student's IEP team determines the interim alternative educational setting for services under Subsections B and E of this section.

G. Change of placement because of disciplinary removals. For purposes of removals of a student with a disability from the child's current educational placement under 6.11.2.11 and 6.11.2.12 NMAC, a change of placement occurs if the conditions provided in 34

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CFR Sec. 300.536 are met.

H. **Parental notification.** On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the administrative authority must notify the parents of that decision, and provide the parents the procedural safeguards notice described in 34 CFR Sec. 300.504.

I. **Services.** A student with a disability who is removed from the student's current placement pursuant to this section must continue to receive special education and related services as provided in 34 CFR Sec. 300.530(d).

J. **Appeal.**

(1) The parent of a student with a disability who disagrees with any decision regarding the placement or the manifestation determination under this section, or an administrative authority that believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a complaint pursuant to Subsection I of 6.31.2.13 NMAC.

(2) A hearing officer who hears a matter under Paragraph (1) of Subsection J of 6.11.2.11 NMAC, has the authority provided in 34 CFR Sec. 300.532(b).

(3) When an appeal under this subsection has been made by either the parent or the administrative authority, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified in Subsections B or E of this section, whichever ever occurs first, unless the parent and the administrative authority agree otherwise.

[08/15/1997; 6.11.2.11 NMAC - Rn, 6 NMAC 1.4.11 & A, 11/30/2000; A, 9/15/2005; A, 6/29/2007; A, 11/13/2009]

6.11.2.12 PROCEDURE FOR DETENTIONS, SUSPENSIONS AND EXPULSIONS: The authority of the state and of local school boards to prescribe and enforce standards of conduct for public school students must be exercised consistently with constitutional safeguards of individual student rights. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules. But it is a property right which may only be denied where school authorities have adhered to the minimum procedural safeguards required to afford the student due process of law. This section prescribes minimum requirements for detention, in-school suspension and temporary, long-term or permanent removal of students from the public schools. Local school boards may adopt procedures which afford students more protection than this rule requires. The procedures in this section apply only to disciplinary detentions, suspensions and expulsions. They do not apply to disenrollment of students who fail to meet immunization, age, residence or other requirements for valid enrollment, nor to the removal

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09/04/2087

Policy Services

from school membership reports of students who have been absent from school for 10 consecutive school days in accordance with Subsection B of Section 22-8-2 NMSA 1978. Nothing in this section should be construed as prohibiting school boards or administrative authorities from involving other school staff, students and members of the community in the enforcement of rules of student conduct to the extent they believe is appropriate.

A. **Post-suspension placement of students.** Any student suspended from school shall be delivered directly by a school official to the student's parent(s), legal guardian or an adult designated by the parent(s) or the legal guardian, or kept on school grounds until the usual end of the school day.

B. **Students with disabilities.** This section does not apply to long-term suspension or expulsion of students who are disabled pursuant to the IDEA or Section 504. The procedures for long-term suspension or expulsion of disabled students are set forth in Section 6.11.2.11 NMAC above. School personnel under this section may remove a student with a disability who violates a rule of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under Subsection G of 6.11.2.11 NMAC above).

C. **Immediate removal:** Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following rules.

(1) A rudimentary hearing, as required for temporary suspensions, shall follow as soon as possible.

(2) Students shall be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a temporary suspension imposed in connection with the same incident(s).

(3) The school shall exert reasonable efforts to inform the student's parent of the charges against the student and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the school day following the immediate removal, the school shall on that day mail a written notice with the required information to the parent's address of record.

D. **Temporary suspension.**

(1) A local school board may limit temporary suspensions to periods shorter than 10 school days.

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09/04/2087

Policy Services

(2) A student facing temporary suspension shall first be informed of the charges against him or her and, if (s)he denies them, shall be told what evidence supports the charge(s) and be given an opportunity to present his or her version of the facts. The following rules apply.

(a) The hearing may be an informal discussion and may follow immediately after the notice of the charges is given.

(b) Unless the administrative authority decides a delay is essential to permit a fuller exploration of the facts, this discussion may take place and a temporary suspension may be imposed within minutes after the alleged misconduct has occurred.

(c) A student who denies a charge of misconduct shall be told what act(s) (s)he is accused of committing, shall be given an explanation of the evidence supporting the accusation(s) and shall then be given the opportunity to explain his or her version of the facts. The administrative authority is not required to divulge the identity of informants, although (s)he should not withhold such information without good cause. (S)he is required to disclose the substance of all evidence on which (s)he proposes to base a decision in the matter.

(d) The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), or to call witnesses to verify the student's version of the incident, but none of these is prohibited.

(e) The school shall exert reasonable efforts to inform the student's parent of the charges against the student and their possible or actual consequence as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the first full day of suspension, the school shall on that day mail a written notice with the required information to the parent's address of record.

E. In-school suspension.

(1) In-school suspension may be imposed with or without further restriction of student privileges. Any student who is placed in an in-school suspension which exceeds 10 school days must be provided with an instructional program that meets both state and local educational requirements. Student privileges, however, may be restricted for longer than 10 school days.

(2) In-school suspensions of any length shall be accomplished according to the procedures for a temporary suspension as set forth above. A local school board may limit the length of in-school suspensions which may be accomplished under temporary suspension procedures. No in-school suspension student shall be denied an opportunity to eat lunch or reasonable opportunities to go to the restroom.

F. Detention.

(1) Detention may be imposed in connection with in-school

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suspension, but is distinct from in-school suspension in that it does not entail removing the student from any of his or her regular classes.

(2) The authority of the schools to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure. No detained student shall be denied an opportunity to eat lunch or reasonable opportunities to go to the restroom. Reasonable periods of detention may be imposed in accordance with the procedures for temporary suspension.

G. Long-term suspension and expulsion.

(1) Each local school board shall authorize appropriate administrative authorities to initiate procedures leading to long-term suspension or expulsion. Where prompt action to suspend a student long-term is deemed appropriate, a temporary suspension may be imposed while the procedures for long-term suspension or expulsion are activated. However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the student must be returned to school pending the final outcome unless the provisions of Subparagraphs (j) and (k) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC below apply.

(2) A student who has been validly expelled or suspended is not entitled to receive any educational services from the local district during the period of the exclusion from school. A local school board may provide alternative arrangements, including correspondence courses at the student's or parent's expense pursuant to public education department requirements, if the board deems such arrangements appropriate.

(3) Each local school board shall establish, or shall authorize appropriate administrative authorities to establish, appropriate processes for handling long-term suspensions and expulsions. Unless the terms expressly indicate otherwise, nothing in the procedures below shall be construed as directing that any required decision be made by any particular person or body or at any particular level of administrative organization.

(4) The following rules shall govern the imposition of long-term suspensions or expulsions:

(a) Hearing authority; disciplinarian. The same person or group may, but need not, perform the functions of both hearing authority and disciplinarian. Where the functions are divided, the hearing authority's determination of the facts is conclusive on the disciplinarian, but the disciplinarian may reject any punishment recommended by the hearing authority.

(b) Review authority. Unless the local school board provides otherwise, a review authority shall have discretion to modify or overrule the disciplinarian's decision, but may not impose a harsher punishment. A review authority shall be bound by a hearing authority's factual determinations except as provided in Subparagraph

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09/04/2087

Policy Services

(o) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC below.

(c) **Disqualification.** No person shall act as hearing authority, disciplinarian or review authority in a case where (s)he was directly involved in or witnessed the incident(s) in question, or if (s)he has prejudged disputed facts or is biased for or against any person who will actively participate in the proceedings.

(d) **Local board participation.** A local board may act as hearing authority, disciplinarian or review authority for any cases involving proposed long-term suspensions or expulsions. Whenever a quorum of the local board acts in any such capacity, however, the Open Meetings Act, Section 10-15-1 et seq., NMSA 1978 requires a public meeting.

(e) **Initiation of procedures.** An authorized administrative authority shall initiate procedures for long-term suspension or expulsion of a student by designating a hearing authority and disciplinarian in accordance with local board policies, scheduling a formal hearing in consultation with the hearing authority and preparing and serving a written notice meeting the requirements of Subparagraph (h) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC below.

(f) **Service of notice.** The written notice shall be addressed to the student, through his or her parent(s), and shall be served upon the parent(s) personally or by mail.

(g) **Timing of hearing.** The hearing shall be scheduled no sooner than five nor later than 10 school days from the date of receipt of the notice by the parent(s). The hearing authority may grant or deny a request to delay the hearing in accordance with the provisions of Subparagraph (i) of Paragraph (4) of Subparagraph (i) of Subsection G of 6.11.2.12 NMAC below.

(h) **Contents of notice.** The written notice must contain all of the following information, parts of which may be covered by appropriate reference to copies of any policies or regulations furnished with the notice:

(i) the school rule(s) alleged to have been violated, a concise statement of the alleged act(s) of the student on which the charge(s) are based and a statement of the possible penalty;

(ii) the date, time and place of the hearing, and a statement that both the student and parent are entitled and urged to be present;

(iii) a clear statement that the hearing will take place as scheduled unless the hearing authority grants a delay or the student and parent agree to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default;

(iv) a statement that the student has the right to be represented at the hearing by legal counsel, a parent or some other representative

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09/04/2087

Policy Services

designated in a written notice filed at least seventy-two (72) hours before the hearing with the contact person named pursuant to Item (vi) of Subparagraph (h) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC below;

(v) a description of the procedures governing the hearing;

(vi) the name, business address and telephone number of a contact person through whom the student, parent or designated representative may request a delay or seek further information, including access to any documentary evidence or exhibits which the school proposes to introduce at the hearing; and

(vii) any other information, materials or instructions deemed appropriate by the administrative authority who prepares the notice.

(i) Delay of hearing. The hearing authority shall have discretion to grant or deny a request by the student or the appropriate administrative authority to postpone the hearing. Such discretion may be limited or guided by local school board policies not otherwise inconsistent with this rule.

(j) Students status pending hearing. Where a student has been suspended temporarily and a formal hearing on long-term suspension or expulsion will not occur until after the temporary suspension has expired, the student shall be returned to school at the end of the temporary suspension unless:

(i) the provisions of Subparagraph (k) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC below apply, or

(ii) the student and parent(s) have knowingly and voluntarily waived the students right to return to school pending the outcome of the formal proceedings, or

(iii) the appropriate administrative authority has conducted an interim hearing pursuant to a written local school board policy made available to the student which affords further due process protection sufficient to support the student's continued exclusion pending the outcome of the formal procedures.

(k) Waiver of hearing; voluntary compliance or negotiated penalty. A student and his or her parent(s) may elect to waive the formal hearing and review procedures and comply voluntarily with the proposed penalty, or may waive the hearing and review and negotiate a mutually acceptable penalty with the designated disciplinarian. Such a waiver and compliance agreement shall be made voluntarily, with knowledge of the rights being relinquished, and shall be evidenced by a written document signed by the student, the parent(s), and the appropriate school official.

(l) Procedure for hearing and decision. The formal hearing is not a trial. It is an administrative hearing designed to ensure a calm, orderly determination by an impartial hearing authority of the facts of a case of alleged serious misconduct. Technical rules of evidence and procedure do not apply. The following-rules

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09/04/2087

Policy Services

govern the conduct of the hearing and the ultimate decision.

(i) The school shall have the burden of proof of misconduct.

(ii) The student and his or her parent shall have the following rights: The right to be represented by legal counsel or other designated representative, however, the school is not required to provide representation; the right to present evidence, subject to reasonable requirements of substantiation at the discretion of the hearing authority and subject to exclusion of evidence deemed irrelevant or redundant; the right to confront and cross-examine adverse witnesses, subject to reasonable limitation by the hearing authority; the right to have a decision based solely on the evidence presented at the hearing and the applicable legal rules, including the governing rules of student conduct.

(iii) The hearing authority shall determine whether the alleged act(s) of misconduct have been proved by a preponderance of the evidence presented at a hearing at which the student or a designated representative have appeared.

(iv) If no one has appeared on the students behalf within a reasonable time after the announced time for the hearing, the hearing authority shall determine whether the student, through the parent, received notice of the hearing. If so, the hearing authority shall review the schools' evidence to determine whether it is sufficient to support the charges(s) of misconduct.

(v) A hearing authority who is also a disciplinarian shall impose an appropriate sanction if (s)he finds that the allegations of misconduct have been proved under the standards of either Item (iii) or (iv) of Subparagraph (I) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC above. A hearing authority who is not a disciplinarian shall report its findings, together with any recommended sanction, to the disciplinarian promptly after the hearing.

(vi) Arrangements to make a tape recording or keep minutes of the proceedings shall be made by the administrative authority who scheduled the hearing and prepared the written notice. A verbatim written transcript is not required, but any minutes or other written record shall fairly reflect the substance of the evidence presented.

(vii) The hearing authority may announce a decision on the question of whether the allegation(s) of misconduct have been proved at the close of the hearing. A hearing authority who is also a disciplinarian may also impose a penalty at the close of the hearing.

(viii) In any event, the hearing authority shall prepare and mail or deliver to the student, through the parent, a written decision within five working days after the hearing. The decision shall include a concise summary of the evidence upon which the hearing authority based its factual determinations. A hearing authority who is

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09/04/2087

Policy Services

also a disciplinarian shall include in the report a statement of the penalty, if any, to be imposed, and shall state reasons for the chosen penalty. A hearing authority who is not a disciplinarian shall forward a copy of his or her written decision to the disciplinarian forthwith. The disciplinarian shall prepare a written decision, including reasons for choosing any penalty imposed, and mail or deliver it to the student, through the parent, within five working days of receipt of the hearing authority's report.

(ix) A disciplinarian who is not a hearing authority may observe but not participate in the proceedings at a formal hearing. If the disciplinarian has done so and if the hearing authority announces a decision at the close of the hearing, the disciplinarian may also announce his or her decision at that time.

(x) The disciplinarian's decision shall take effect immediately upon initial notification to the parent, either at the close of the hearing or upon receipt of the written decision. If initial notification is by mail, the parent shall be presumed to have received the notice on the fifth calendar day after the date of mailing unless a receipt for certified mail, if used, indicates a different date of receipt.

(m) Effect of decision. If the hearing authority decides that no allegation(s) of misconduct have been proved, or if the disciplinarian declines to impose a penalty despite a finding that an act or acts of misconduct have been proved, the matter shall be closed. If the disciplinarian imposes any sanction on the student, the decision shall take effect immediately upon notification to the parent and shall continue in force during any subsequent review.

(n) Right of review. Unless the local school board was the disciplinarian, a student aggrieved by a disciplinarian's decision after a formal hearing shall have the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-school suspension exceeding one school semester or a denial or restriction of student privileges for one semester or longer. A local school board may grant a right of review for less severe penalties. Local school boards shall establish appropriate mechanisms for review except where the local board was the disciplinarian, in which case its decision is final and not reviewable administratively. A student request for review must be submitted to the review authority within 10 school days after the student is informed of the disciplinarian's decision.

(o) Conduct of review. Unless the local board provides otherwise, a review authority shall have discretion to modify the disciplinarian's decision, including imposing any lesser sanction deemed appropriate. A review authority shall be bound by the hearing authority's factual determinations unless the student persuades the review authority that a finding of fact was arbitrary, capricious or unsupported by substantial evidence or that new evidence which has come to light since the hearing and which could not with reasonable diligence have been discovered in time for the hearing would manifestly change the factual determination. Upon any such finding, the review authority shall have

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09/04/2087

Policy Services

discretion to receive new evidence, reconsider evidence introduced at the hearing or conduct a de novo hearing. In the absence of any such finding, the review shall be limited to an inquiry into the appropriateness of the penalty imposed.

(p) **Form of review.** Unless the local board provides otherwise, a review authority shall have discretion to conduct a review on the written record of the hearing and decision in the case, to limit new submissions by the aggrieved student and school authorities to written materials or to grant a conference or hearing at which the student and his or her representative, and school authorities may present their respective views in person. Where a conference or hearing is granted, the record-keeping requirements of Item(vi) of Subparagraph (l) of Paragraph (4) of Subsection G of 6.11.2.12 NMAC above apply.

(q) **Timing of review.** Except in extraordinary circumstances, a review shall be concluded no later than 15 working days after a student's written request for review is received by the appropriate administrative authority.

(r) **Decision.** A review authority may announce a decision at the close of any conference or hearing held on review. In any event, the review authority shall prepare a written decision, including concise reasons, and mail or deliver it to the disciplinarian, the hearing authority and the student, through the parent, within 10 working days after the review is concluded.

(s) **Effect of decision.** Unless the local school board provides otherwise, a review authority's decision shall be the final administrative action to which a student is entitled.

[08/15/1997; 6.11.2.12 NMAC - Rn, 6 NMAC 1.4.12, 11/30/2000; A, 6/29/2007; A, 11/13/2009]

HISTORY OF 6.11.2 NMAC:

PRE-NMAC HISTORY: The material in this part was derived from that previously filed with the State Records Center and Archives under: State Board of Education (SBE) Regulation No. 68-2, Loco Parentis, filed February 6, 1968;

SBE Regulation No. 71-5, Rights and Responsibilities of the Public Schools, filed July 1, 1971; SBE Regulation No. 71-6, Rights and Responsibilities of the Public Schools, filed August 26, 1971;

Amendment No. 1 to SBE Regulation 71- 6, Amendment to State Board Rights and Responsibilities, filed June 19, 1972;

SBE Regulation No. 73-9, Jurisdiction Over Students, filed May 07, 1973;

SBE Regulation No. 77-3, Rights and Responsibilities of the Public Schools and Public School Students, filed July 12, 1977;

Amendment 1 to SBE Regulation No. 77-3, Rights and Responsibilities of the Public Schools and Public School Students, filed November 23, 1977;

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Amendment 2 to SBE Regulation No. 77-3, Rights and Responsibilities of the Public Schools and Public School Students, filed November 23, 1977;
SBE Regulation 81-3, Rights and Responsibilities of the Public Schools and Public School Students, filed June 15, 1981;
Amendment 1 to SBE Regulation 81-3, Rights and Responsibilities of the Public Schools and Public School Students, filed October 2, 1995.

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Policy Services

CIMARRON HIGH SCHOOL TRACK

	Track Repair & Resurface	Demo & Repair Drain	Total Bid
<p>General Acrylics 22222 North 22nd Avenue Phoenix, AZ 85027 602-571-5809 ifudge@generalacrylics.com</p>	<p>\$ 103,625.98</p>	<p>N/A - Did Not Want to Bid</p>	<p>\$ 103,625.98</p>
This Does Not Fix Problem Areas			
<p>Lone Mountain Contracting 125 Bosque Farms Blvd Boseque Farms, NM 87068 505-869-2996 tessie@lonemountain.com</p>	<p>\$ 135,912.95</p>	<p>\$ 58,955.62</p>	<p>\$ 194,868.57</p>
<p>Robert Cohen Company, LLC 1311 Cuesta Abajo Ct. NE Albuquerque, NM 87113 877-395-1978</p>	<p>\$ 267,192.46</p>	<p>\$ 129,523.08</p>	<p>\$ 396,715.54</p>



March 2, 2017

Alberta Martinez
Athletic Director
Cimarron High School
165 N. Collison Ave.
Cimarron, NM. 87714

Re: Resurfacing of running track at Cimarron High School

Dear Alberta,

I have attached our pricing per our CES contract for repair, resurfacing and striping. Our price quote includes all labor, materials, tools and equipment necessary to complete the Scope of work as follows:

SCOPE OF WORK

- Approx. 44,172 SF
- Cut and patch cracks and wear spots in surface, including cracks in the D area.
- Clean and prepare for new surfacing
- Apply Spurtan Respray, **red** structural spray coats...(2) Two per manufacturer's specifications.
- Stripe with existing orientation per NFHS requirements
NOTE: Pricing to stencil "RAMS" or additional line markings can be provided for an additional cost.
- Clean up all debris from surfacing and striping.

EXCLUDES: Repairing or replacing Acco Drain, resurfacing in color other than red, distance markings on field events, unique logos or stencils, trimming and re-glueing/hand troweling interior and exterior edge of running track.

Thank you for the opportunity and please call with any questions!

Sincerely,

Justin Fudge
Account Executive
(602)571-5809
jfudge@generalacrylics.com

(602) 569-9377 • Fax (623) 298-1310 • Toll Free (800) 436-2279
22222 N 22nd Avenue • Phoenix, AZ 85027
www.generalacrylics.com



AZ Contractors # ROC077085/ ROC034868 • NV Contractors # 0059476 • NM Contractors # 30964 •
UT Contractors # 7406753-5501



PROPOSAL SUBMITTED TO:

Alberta Martinez
 Athletic Director
 Cimarron High School
 165 N. Collison Ave. Cimmaron, NM. 87714

Date: 3/2/2017

COOPERATIVE EDUCATIONAL SERVICES UNIT PRICE PROPOSAL

Job site:

Per your request General Acrylics, Inc. respectfully submits the following proposal to supply all materials, equipment and labor to perform the following work per Cooperative Educational Services Contract # 15-02AB-R103 - ALL Running Track And Court Surfaces – Materials, Installation, Repair and Renovation
 Repair, respray and restripe the running track and field events

LINE ITEMS	UNITS	CES DISCOUNTED PRICES	PER UNIT	TOTAL PER LINE ITEM
RESTORATION				
Preparation, cleaning of existing stable asphalt/concrete base, prior to installation of track surfacing 35,001 or more sf	44,172	\$ 0.05	SF	\$ 2,208.60
Patching existing stable asphalt/concrete base, prior to installation of track surfacing 1 - 500 sf	400	\$ 9.90	SF	\$ 3,960.00
POLYURETHANE TRACK RESURFACING				
Polyurethane (red) track resurfacing with two (2) structural spray coats of pigmented urethane and EPDM rubber mixture 35,001 or more SF	44,172	\$ 1.53	SF	\$ 67,583.16
CRACK FILING OF LATEX OR URETHANE TRACK SURFACES (UP TO 2" WIDE, 2" DEEP)				
Crack filing of latex or urethane track surfaces 51 - 500 lf	300	\$ 8.10	LF	\$ 2,430.00
STRIPING FOR NEW RUNNING TRACKS (ACRYLIC)				
New striping of 6 lanes	1	\$ 7,136.56	6-LANES	\$ 7,136.56
MOBILIZATION & PER DIEM RATES				
Mileage, per mile, each way (TRUCK 1:659 Miles each way)	1318	\$ 0.50	MILE	\$ 659.00
Mileage, per mile, each way (TRUCK 2: 659 Miles each way)	1318	\$ 0.50	MILE	\$ 659.00
Lodging (5 Men x 10 Days)	50	\$ 90.00	NIGHT	\$ 4,500.00
Per Diem (5 Men x 10 Days)	50	\$ 30.00	DAY	\$ 1,500.00
Category 1: Travel Time "Surfacing Crew Person" (4 Men x 9 hour drive in one direction x 75% normal rate or \$28.80 = \$21.60/hour)	72	\$ 21.60	HOUR	\$ 1,555.20
Category 1: Travel Time "Surfacing Crew Foreman/Lead" (1 Man x 9 hour drive in one direction x 75% normal rate or \$49.50 = \$37.13/hour)	18	\$ 37.13	DAY	\$ 668.34
LABOR RATES-SURFACING CREW, RUNNING TRACK				
Surfacing-Crew Foreman/Lead, per hour (edge work, patching, crack filling)	20	\$ 49.50	HOUR	\$ 990.00
Surfacing-Crew person, per hour (Edgework, patching, crack filling) (4 Men x 20 hours x \$28.80 per hour)	80	\$ 28.80	HOUR	\$ 2,304.00
SUBTOTAL:				\$ 96,153.86
BOND				\$ -
TAX RATE:				7.7710% \$ 7,472.12
TOTAL:				\$ 103,625.98

UPON APPROVAL BY COOPERATIVE EDUCATIONAL SERVICES
 PLEASE ISSUE PURCHASE ORDER TO : jjudge@generalacrylics.com
 COOPERATIVE EDUCATIONAL SERVICES
 This project will require monthly progress billings

GENERAL ACRYLICS, INC.

Submitted By:

Justin Fudge

NM License # 30964



LONE MOUNTAIN CONTRACTING

125 Bosque Farms Blvd

Bosque Farms NM 87068

14-Sep-18

Cimarron Municipal Schools
Adan Estrada
Ted Salazar 575-447-1467 (Facilities)
Anita Padilla 575-376-2445 (Procurement)

CES#15-02AB-R102-ALL

Proposal for Budgetary Consideration Cimarron Track Repair

Scope

- 1) Power wash entire track area
- 2) Remove base mat and structural spray from sunken areas (approximately 100 yd²)
- 3) Repair sunken areas using base mat binder and masonry sand bring areas up to required grade
- 4) Supply and install base mat to all repair areas
- 5) Patch holes in D-Area and Long Jump Triple Jump event areas approximately 35 yd² with base mat materials
- 6) Partial cover field and surrounding fencing, sidewalks, bleachers, etc. with protective 6mm plastic to prevent overspray.
- 7) Apply 2 coats of red structural spray on top of existing track surface. Structural spray to be red EPDM granules mixed with red polyurethane binder, apply 1 coat to each direction to create a total track system thickness of 13mm. (40,000-45,000 ft²)
- 8) Clean up around the construction area and remove plastic.
- 9) Stripe 6 lane track in accordance with NFHS and New Mexico standards and regulations.

Exclusions

- Any work not described in the above scope
- Any take-off boards and other athletic equipment not mentioned above.
- Fencing
- Exterior landscaping/grading
- Utilities (and associated connections)
- Scoreboard/Timing systems
- Geotechnical report and associated subgrade findings/conditions
- Permits
- Testing

Subtotal

\$ 125,675.66

NMGRT

\$ 10,237.29

Total

\$ 135,912.95

Includes CES Fee and Bond. See above & below for options, exclusions, and notes.

Your CES Vendor for All-Weather Tracks and Fields, Tennis Courts, and Sports Lighting

Office (505) 869-2996

Statewide (800) 753-3416

Fax (505) 869-2412



Accept	Track Option		
	Option 1 - Remove and Replace damaged ACO drain sections not to exceed 40 sections. Repair existing cracks not to exceed 520 lineal feet	ADD to Base Bid: \$	54,514.94
		NMGRT	\$ 4,440.68
		Total	\$ 58,955.62
No initial	Option 2 - Weed & Grass Removal and Treatment with Commercial Grade Herbicide, Complete Track Interior & 5' Outside Track. <i>Price can be adjusted if area is increased or decreased by owner.</i>	ADD to Base Bid: \$	34,309.68
		NMGRT	\$ 2,794.80
		Total	\$ 37,104.48
No initial	Option 3 - Remove and replace Additional 225 yd ² of wavy area in North turn. Minor wavy area.	ADD to Base Bid: \$	19,170.98
		NMGRT	\$ 1,561.63
		Total	\$ 20,732.61
No initial	Option 4 - Remove and Replace Base Mat and Structural Spray on entire track and events. (40,000-45,000 ft ²) <i>This cost replaces Base Bid.</i>	Total \$	229,954.93
		NMGRT	\$ 18,731.67
		Total	\$ 248,686.60
No initial	Option 5 - Supply and install 520 Lineal feet of 6' chain link fence with wind screen	ADD to Base Bid: \$	21,740.54
		NMGRT	\$ 1,770.94
		Total	\$ 23,511.49

Approved By: The above price, specifications and conditions are satisfactory and are hereby accepted.

Signature _____ Date _____

Note: The above prices are based on the following conditions: All Work to be completed under same contract. Any utility work is not included in price.. The owner will furnish all water and electricity, mark all utilities and provide secure area for construction. Owner will allow entrance to construction site by LMC crew at all times. Owner/GC to provide proper permits, NTC, etc. Progress payments will be made according to the schedule of values furnished by LMC. Payments are due within 30 days from billing. Late payments are charged an 18% per annum late fee. Bid good for 30 days. Prices subject to change.

Your CES Vendor for All-Weather Tracks and Fields, Tennis Courts, and Sports Lighting

Office (505) 869-2996

Statewide (800) 753-3416

Fax (505) 869-2412



LONE MOUNTAIN CONTRACTING

BUILDING A FOUNDATION FOR EXCELLENCE



PERFORMANCE RUNNING TRACKS

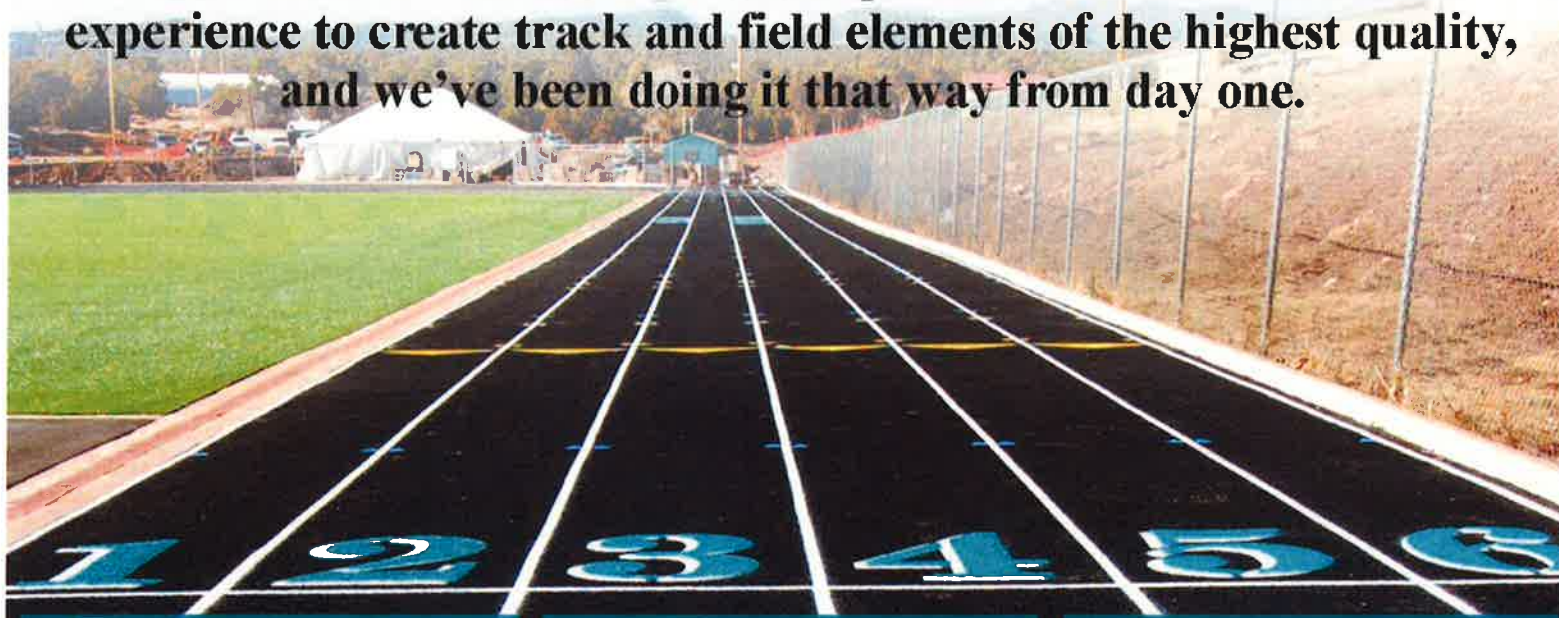
**New Mexico's premier
Track Builder**

**Providing DURABILITY
And RELIABILITY**

Building the Best for Your Athletes

WE KNOW QUALITY TRACKS

Our team of trained experts use precise tools and extensive experience to create track and field elements of the highest quality, and we've been doing it that way from day one.



RESURFACE

Extend the life of your track with a complete resurface. Our track experts can help you find the right resurface system for your track, and give your facility a fresh look.

A quality track resurface is a fantastic alternative for schools that need a new track—but can probably get a little more life out of the old one. You can add years to your track and dollars back into your budget with a LMC track resurface.

REPAIR

Our desert home is tough on tracks. Weather, wear and tear, poor quality installation, misuse, and more can all create cracks, holes and problems on your track. Stay on top of your safety standards and the quality of your track with a yearly inspection. Let our track experts inspect your track. We can make the necessary repairs and recommendations as well as counsel your facilities management on issues to expect or expenses to plan for. Keeping your track well maintained helps to keep your athletes safe and your schools getting the most benefit from your facilities.

RENEW

Whether it's a brand new track or an brand new surface in an existing facility, the time comes for a new track. When you are building a new track, look no further than the award winning experts at Lone Mountain Contracting. From inception to Grand Opening, we take pride in our work and care of our clients. We're thorough, experienced, and local—our kids run on our tracks, so we make sure to build the very best.

Lone Mountain Contracting, Inc.

125 Bosque Farms Blvd, Bosque Farms, NM 87068

P: 505-869-2996 F: 505-869-2412

www.lone-mountain-contracting.com





LONE MOUNTAIN CONTRACTING

**BUILDING A FOUNDATION
FOR EXCELLENCE**

AWARDS AND RECOGNITION

American Sports Builders Association

Outstanding Single-Field Facility of the Year

2015 Santa Fe Ivan Head Stadium, Santa Fe, NM

Distinguished Outdoor Track Facility Award

2007 Track at Tse Yi Gai High School, Pueblo Pintado, NM

2007 Pojoaque Track & Field, Pojoaque Pueblo, NM

2009 Running Track at Bernalillo High School, Bernalillo NM

Distinguished Sports Field Facility Award

2007 Synthetic Turf Football Field at Tse Yi Gai High School, Pueblo Pintado, NM

2008 Red Mountain Middle School Synthetic Turf Field, Deming, NM

Distinguished Single Field Facility Award

2011 Alexander Gusdorf Eco Park High Altitude Soccer Complex, Taos, NM

Distinguished Multi-Field Facility Award

2011 Taos High School Athletic Complex, Taos, NM

2011 Questa High School Multi Field Facility, Questa, NM

Green Facility of the Year Award

2011 Alexander Gusdorf Eco Park, Taos, NM

Distinguished Track & Field Facility

2012 Jemez Valley Warrior Stadium Track & Field, Jemez Pueblo, NM

2016 Escalante High School Athletic Facility, Chama, NM

New Mexico American Society of Landscape Architects

NMASLA Design Award

2011 Design – Constructed Projects: Salazar Green - Salazar Elementary, Santa Fe, NM

CES Million Dollar Club

Ten Million: 2009-2010

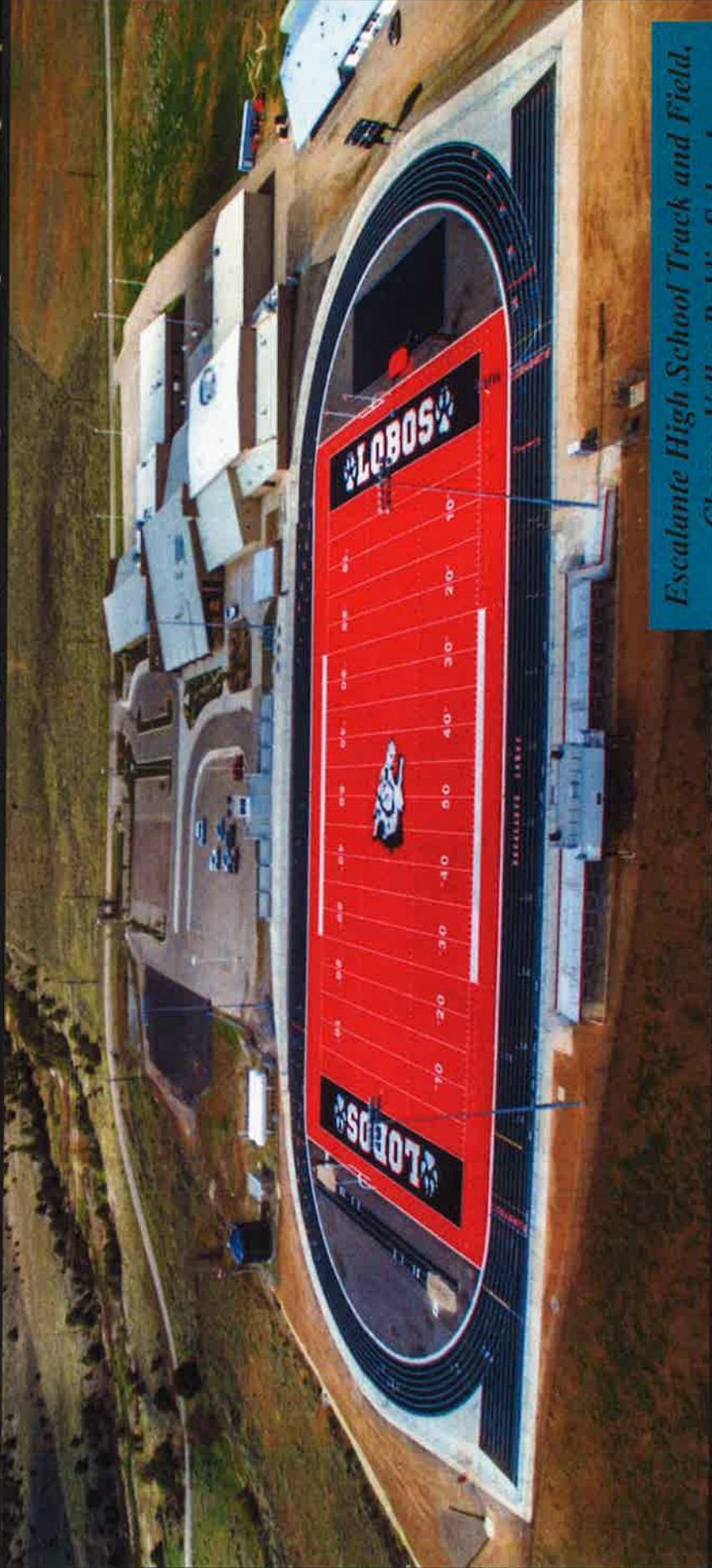
Seven Million: 2012-2013, 2007-2008

Three Million: 2011-2012, 2008-2009, 2010-2011, 2013-2014

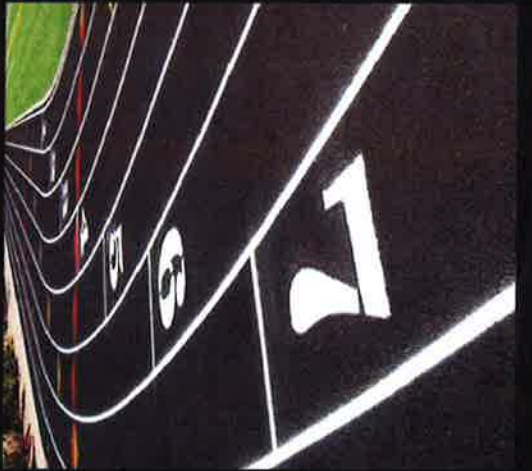
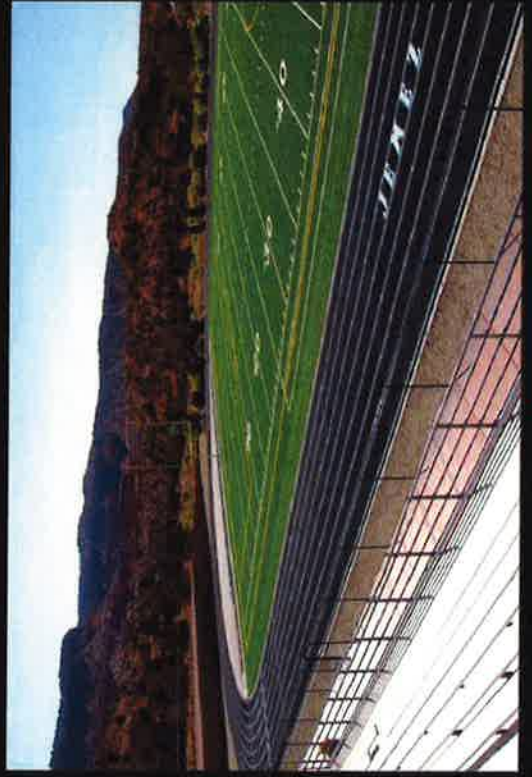
One Million: 2005-2006, 2004-2005, 2006-2007

The New Mexico Private 100

Year 2012



*Escalante High School Track and Field,
Chama Valley Public Schools*



Jemez Valley Sports Complex, Jemez Valley, NM



ASBA Certified Track Builder on Staff
1311 Cuesta Abajo Ct. NE, Ste B
Albuquerque, New Mexico 87113
Toll Free 877-395-1978 Fax 505-243-2975
NM License 61317 GB-98, GF-05
www.sport-surfaces.com

June 15, 2018

Teddy Salazar, Maintenance Supervisor
Cimarron Municipal Schools
125 N. Collision Ave.
Cimarron, NM 87114

Re: Cimarron High School Running Track Repair and Replacement

Dear Mr. Salazar:

We propose to furnish the material, labor, equipment and supervision for the complete work to repair and resurface the running track oval, high jump, and pole vault and long jump/triple jumps at the Cimarron High School running track. Included in the work is:

1. Mask and protect adjacent improvements from damage.
2. Demo and dispose of existing track surface from track oval, high jump, polevault and long jump/triple jumps.
3. Fill, grind and level post-tensioned substrates as needed with two-part polyurethane prior to application of running track system to comply with the rules of the sport. No more than 1/8" deviation from planarity under a 10' straight-edge.
4. Furnish and install approximately 43,100 square feet of new 13mm Sport Surfaces SS-2000 Black Base Mat with Structural Spray polyurethane running track system color Red. Includes an 11mm SBR rubber with polyurethane binder base mat and a UV-resistant 2mm-3mm red polyurethane structural spray wearing coat with red EPDM rubber granules applied in two coats from opposite directions.
5. Stripe lane lines and paint event markings per NFHS guidelines.
6. Clean-up and incidentals for complete work.
7. Prevailing wage.
8. 100% payment & performance bonds.
9. 5-year warranty on track surface.
10. Pricing through CES contract #15-02AB-R101-ALL.

The cost for the work is: \$267,192.46

OPTION #1: Demo and dispose of existing channel drain system. \$30,369.84

OPTION #2: Furnish and install new channel drain system. \$99,153.24

CES PRICING RATIONALE:

TRACK

CES #15-02AB-R101-ALL					
CES Part #	Description	Qty	Unit	Price	Total
CES-2015-052	Demo and Dispose of Track	43,100	SF	\$ 0.55	\$ 23,705.00
CES-2015-050	Level With 2-Part Polyurethane	1,840	SF	\$ 16.50	\$ 30,360.00
CES-2015-029	SSDI-2000 PISS 13mm Track	43,100	SF	\$ 3.25	\$ 140,075.00
CES-2015-041	Add For Red	43,100	SF	\$ 0.65	\$ 28,015.00
CES-2015-045	Mask Facility for Structural Spray	1	EA	\$ 8,600.00	\$ 8,600.00
CES-2015-046	Track Striping	9,450	LF	\$ 1.40	\$ 13,230.00
	Bond			1.5%	\$ 3,941.58
	NMGRT			7.7708%	\$ 19,265.88
					\$ 267,192.46

DEMO DRAIN

CES #15-02AB-R101-ALL					
CES Part #	Description	Qty	Unit	Price	Total
CES-2015-071	Demo & Haul Existing Drain	437	CF	\$ 63.46	\$ 27,732.02
	Bond			1.5%	\$ 448.01
	NMGRT			7.7708%	\$ 2,189.81
					\$ 30,369.84

NEW DRAIN

CES #15-02AB-R101-ALL					
CES Part #	Description	Qty	Unit	Price	Total
CES-2015-089	Channel Drain	1,312	LF	\$ 42.59	\$ 55,878.08
CES-2015-084	Concrete Curb	1,312	LF	\$ 26.42	\$ 34,663.04
	Bond			1.5%	\$ 1,462.69
	NMGRT			7.7708%	\$ 7,149.43
					\$ 99,153.24

Yours truly

ROBERT COHEN CO., LLC

By 
Robert J. Cohen, Managing Member

TRACK REFERENCES:

Benny Baca, Maintenance Manager
Albuquerque Public Schools
505-975-6161

bebaca@aps.edu

West Mesa High School Track
Highland High School Track
Jefferson Middle School Track
Taylor Middle School track
Tony Hillerman Middle School Track
James Monroe Middle School Track

Ron Triplehorn, Director of Construction
Gallup McKinley County Schools
505-721-1107

rtripleh@gmcs.k12.nm.us

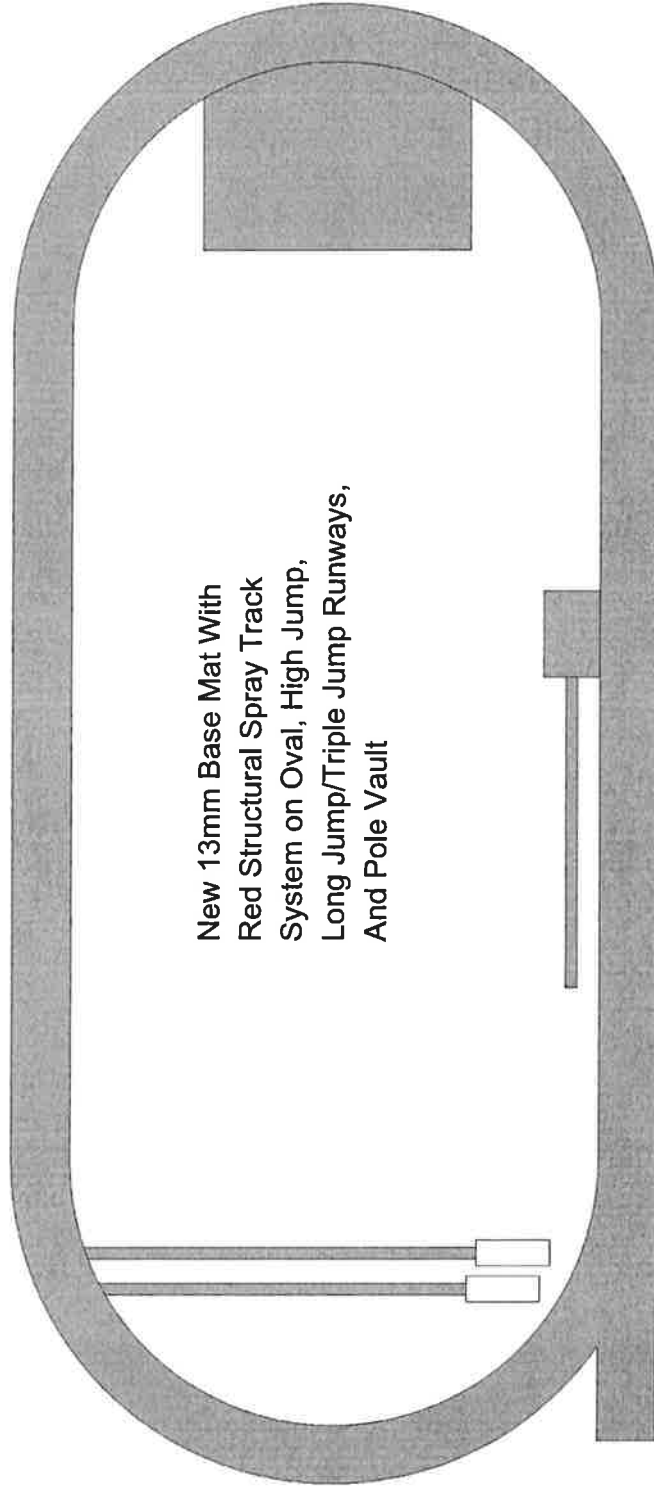
Crownpoint High School Track
Tohatchi High School Track
Navajo Prep high School Track
Thoreau High School Track
Ramah High School Track

Marisa Bonifer, Asst. Director of Maintenance
Santa Fe Public Schools
505-467-3403

mbonifer@sfps.k12.nm.us

Aspen Community School Track

Cimarron High School Running Track



New 13mm Base Mat With
Red Structural Spray Track
System on Oval, High Jump,
Long Jump/Triple Jump Runways,
And Pole Vault

Level and fill with two-part polyurethane sealant.



SS-2000

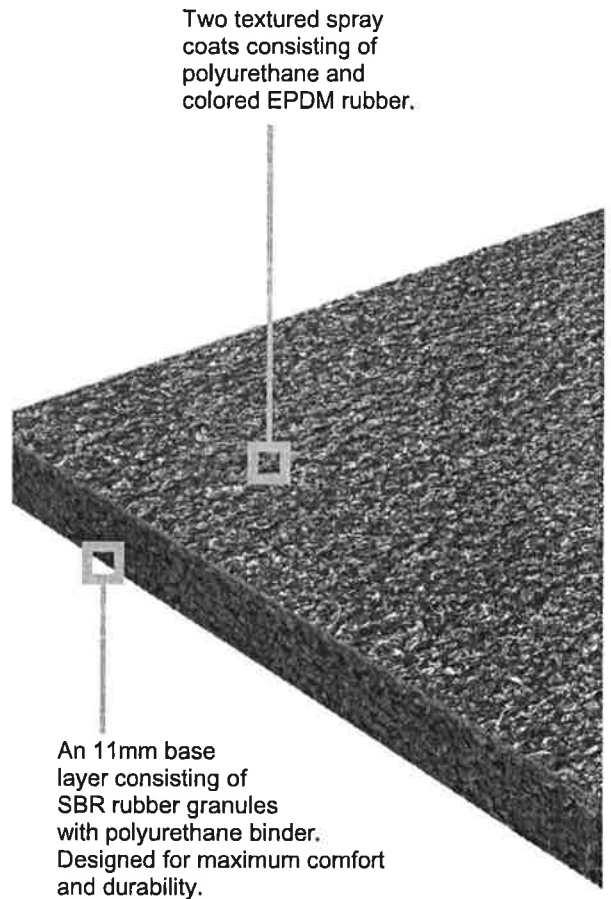
Permeable Track System

Attain maximum athletic performance while preserving precious budget resources with the Sport Surfaces SS-2000. An affordable high-quality permeable all-weather track system designed to provide outstanding shock absorption and energy return throughout the life of the track.

The SS-2000 is a 100% polyurethane bound running track surface that provides **outstanding all-weather performance and durability.**

Starting with a paved-in-place base mat made from high performance polyurethane combined Finally, colored EPDM granules are mixed with a high-solids polyurethane structural spray to provide the **ideal surface for both training and competition.**

Exceptional shock absorption reduces injuries cause by repetitive movements such as experienced during training. **Enhanced energy return** allows every athlete at any level of competition to perform at their personal best.



**PERMEABLE
TRACK SURFACE
THAT PROVIDES ALL-
WEATHER PERFORMANCE**

FOR INFORMATION

Sport Surfaces Distributing, Inc.
1311 Cuesta Abajo Ct NE, Ste B
Albuquerque, NM 87113
877-395-1978
www.sport-surfaces.com



OPEN MEETINGS RESOLUTION
2018-2019

WHEREAS, Section 10-15-1(D) NMSA 1978 requires the Board of Education of the Cimarron Municipal School District, Cimarron, New Mexico (the "Board"), to determine what notice for a public meeting shall be reasonable, and

WHEREAS, due and proper notice of the regular meeting of the Board on August 16, 2017, at which the adoption of this Resolution is to be considered, has been given in accordance with the Open Meetings Resolution of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board that reasonable notice to the public of any meetings of the Board shall consist of:

1. As to any Regular Meeting, either:
 - (a) Public announcement at any previous meeting of the date, time, and place it is to be held, or
 - (b) Electronically posting a notice of the date, time, and place on the Cimarron Municipal Schools' web page www.cimarronschools.org at least seventy-two (72) hours in advance of the meeting, or
 - (c) Distributing notice of the date, time, and place of the meeting to newspapers of general circulation within the school district, at least seventy-two (72) hours in advance of the meeting, or
 - (d) Posting a notice in the Superintendent's office of the date, time, and place at least seventy-two (72) hours in advance of the meeting, or
 - (e) Posting a notice of the date, time, and place in the main hallway of the school district administration building at least seventy-two (72) hours in advance of the meeting, or
 - (f) Posting the schedule of regular meetings of the Board to be held during the year will be posted in the main lobby of the school district's Administrative Building, 125 N. Collison Ave., Cimarron, New Mexico 87714.

All meetings shall be held once per month on the third Wednesday of each month at 6:30 p.m., or as otherwise specified by the Board. The location will be alternately every other month Cimarron Administration Board Room and Eagle Nest Elementary/Middle Schools Board Room, two regular meetings will be held at Moreno Valley High School within a school year or as otherwise specified by the Board. The notice of regular meetings shall include an agenda which contains a list of specific items of business to be discussed or transacted or information on how the public may obtain a copy of such an agenda which

agenda will ordinarily be available at the Superintendent's office and on the Cimarron Municipal Schools' web page. Except in the case of an emergency, the agenda will be available to the public at least seventy-two (72) hours prior to the meeting. Except for emergency matters, the Board will take action only on items that have been officially posted on the final agenda at least thirty-six (36) hours prior to the meeting in compliance with the Open Meetings Act.

2. As to any Special Meeting, either:

(a) Public announcement of the date, time, and place of such meeting at any regular or special meeting held at least three (3) days before the commencement of the special meeting so announced, or

(b) Electronically posting a notice of the date, time, and place on the Cimarron Municipal Schools' web page www.cimarronschools.org at least three (3) days in advance of the meeting, or

(c) Distributing notice of the date, time, and place of the meeting to local television stations, radio stations and newspapers of general circulation within the school district, at least three (3) days in advance of the meeting, or

(d) Posting a notice of the date, time, and place in the Superintendent's office at least three (3) days in advance of the meeting, or

(e) Posting a notice of the date, time, and place in the main lobby of the district's administration building at least three (3) days in advance of the meeting.

The notice of special meetings shall include an agenda which contains a list of specific items of business to be discussed or transacted or information on how the public may obtain a copy of such an agenda which will ordinarily be available at the Superintendent's office and on the Cimarron Municipal Schools' web page. Except in the case of an emergency, the agenda will be available to the public at least seventy-two (72) hours prior to the meeting. Except for emergency matters, the Board will take action only on items that have been officially posted on the final agenda at least thirty-six (36) hours prior to the meeting in compliance with the Open Meetings Act.

3. As to any Emergency Meeting, either:

(a) Distribution notice of the date, time, and place of the meeting to local television stations, radio stations and newspapers of general circulation, at least thirty-six (36) hours in advance of the meeting, or

(b) Electronically posting a notice on the Cimarron Municipal Schools' web page www.cimarronschools.org at least thirty-six (36) hours in advance of the meeting.

(c) If thirty-six (36) hours notice is not possible, as much notice as is practical under the circumstances will be given in accordance with paragraphs 3(a) and (b).

The notice of emergency meetings shall include an agenda which contains a list of specific items of business to be discussed or transacted, or information on how the public may obtain a copy of such an agenda.

Emergency meetings are those meetings necessitated by circumstances which require immediate action to protect the health, safety, and welfare of the students and employees of the district, to protect the property of the district or to avoid substantial financial loss to the district. Within ten (10) days of taking action on an emergency matter, the district shall report to the Attorney General's Office the action taken and the circumstances creating the emergency; provided that no report to the Attorney General is required if a state or national emergency has been declared. Emergency meetings may be called by the President of the Board or by a majority of the members of the Board.

4. As to any Closed Meeting, either:

(a) By adoption of a motion in an open meeting by vote of a majority of the quorum there present, which motion shall state with reasonable specificity the subject to be discussed and the authority for such closure and roll call vote of the members present recorded in the minutes of such open meeting, or

(b) If a closed meeting is to be held other than pursuant to motion and vote as set out in subparagraph (a) above, reasonable notice thereof shall be given pursuant to the requirements of Paragraph 2 above dealing with notice of special meetings.

(c) Any notice of a closed meeting as well as any motion adopted for a closed meeting shall, in addition to other requirements herein set forth, include the following:

(i) identification of the specific authority permitting such closed meeting pursuant to Section 10-15-1(H)(1).

(ii) if the meeting is to be closed as a "limited personnel matter" pursuant to Section 10-15-1(H)(2), the notice shall also specifically set forth whether said meeting is for the purposes of discussion of hiring, promotion, demotion, dismissal, assignment, or resignation or of the investigation or consideration of complaints or charges against any individual public employee, provided that the name of the individual shall not be disclosed.

(iii) if the authority for closure of the meeting is pursuant to an "administrative adjudicatory proceeding" pursuant to Section 10-15-1(H)(3), the notice shall include the caption or title of the proceeding.

(iv) if the authority for closure of the meeting is pursuant to Section 10-15-1(H)(4) relating to personally identifiable information about an individual

student, the notice will identify that the meeting relates to a matter affecting a student without further personal identification.

(v) if the authority for closure of the meeting is pursuant to the collective bargaining negotiations, pursuant to Section 10-15-1(H)(5), said notice shall identify the contract which is the subject matter of the negotiations and the bargaining unit with whom the district is negotiating.

(vi) if the authority for closure of the meetings concern purchases pursuant to Section 10-15-1(E)(6) or for the purpose of discussion of purchase or acquisition of real property or water rights pursuant to Section 10-15-1(H)(8), the notice shall provide a general description of the purchase contemplated.

(vii) in the event the authority for closure of the meeting is to discuss matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to Section 10-15-1(H)(7), then the caption of the pending litigation shall be disclosed in the notice.

(viii) following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting.

5. The live broadcast of any general, special, or emergency meeting, by means of any television or radio facility which regularly broadcasts in the school district shall be permitted.

6. Participation by a member of the Board in a meeting by conference telephone or other similar equipment is permissible when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each Board member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.

7. The Board may recess and reconvene a meeting to a day subsequent to that stated in the meeting notice if, prior to recessing, the Board specifies the date, time, and place for continuation of the meeting and, immediately following the recessed meeting, posts notice of the date, time, and place for the reconvened meeting on or near the door of the place where the original meeting was held and in the Board of Education Office at 165 N. Collison Ave., Cimarron, New Mexico 87714. Only matters appearing on the agenda of the original meeting will be discussed at the reconvened meeting.

8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Board of Education office at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Board of Education Office (575) 376-2445 if a summary or other type of accessible format is needed.

IT IS FURTHER DETERMINED that substantial compliance with any one or more of the foregoing alternatives which may be applicable is reasonable notice, but this determination shall not be construed to prevent the use of additional means or methods of making known the date, time, and place of holding any public meeting, or other information with reference thereto, as may be directed from time to time by or under the authorization of the Superintendent. Further, this Resolution shall not be construed to require notice in instances where the same is not required by law.

All or part of this Resolution may be amended or modified by the Board from time to time.

If any provision or clause of this Resolution is held invalid, such invalidity shall not affect the other provisions or clauses of this Resolution, which can be given effect without the invalid provisions or clauses, and to this end, the provisions and clauses of this resolution are declared to be severable.

ADOPTED AND APPROVED by the Cimarron Municipal School District Board of Education this 19th day of September 2018.

President, Board of Education

ATTEST:

Secretary, Board of Education

S358A180844

Lawana Whitten

Cimarron Municipal Schools

Cimarron Municipal Schools

165 N. Collison Avenue

Cimarron, NM 87714 - 000

S358A180844

Lawana J Whitten
Cimarron Municipal Schools
Cimarron Municipal Schools
165 N. Collison Avenue
Cimarron, NM 87714 - 000



**US Department of Education
Washington, D.C. 20202**

S358A180844

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Cimarron Municipal Schools Cimarron Municipal Schools 165 N. Collison Avenue Cimarron, NM 87714 - 000	2	AWARD INFORMATION <table border="0"> <tr> <td>PR/AWARD NUMBER</td> <td>S358A180844</td> </tr> <tr> <td>ACTION NUMBER</td> <td>1</td> </tr> <tr> <td>ACTION TYPE</td> <td>New</td> </tr> <tr> <td>AWARD TYPE</td> <td>Formula</td> </tr> </table>	PR/AWARD NUMBER	S358A180844	ACTION NUMBER	1	ACTION TYPE	New	AWARD TYPE	Formula																		
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3	PROJECT STAFF RECIPIENT STATE DIRECTOR Lawana Whitten (575) 376-2445 lwhitten@cimarronschools.org EDUCATION PROGRAM CONTACT Robert A Hitchcock (202) 260-1472 robert.hitchcock@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT DESCRIPTION 84.358A SRSA APPLICATION																										
5	KEY PERSONNEL N/A																												
6	AWARD PERIODS <table border="0"> <tr> <td>BUDGET PERIOD</td> <td>07/01/2018 - 09/30/2019</td> </tr> <tr> <td>FEDERAL FUNDING PERIOD</td> <td>07/01/2018 - 09/30/2019</td> </tr> </table> FUTURE BUDGET PERIODS N/A			BUDGET PERIOD	07/01/2018 - 09/30/2019	FEDERAL FUNDING PERIOD	07/01/2018 - 09/30/2019																						
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US Department of Education
Washington, D.C. 20202

S358A180844

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: S358A180844
RECIPIENT NAME: Cimarron Municipal Schools
Cimarron Municipal Schools

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

- 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 - 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (2) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.
 - (3) (1) Grants under the REAP Small Rural School Achievement Program are made subject to the applicable acts and regulations.

This grant is issued in accordance with the provisions of Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act (ESEA), as amended. This award is also subject to the provisions of the Department of Education General Administrative Regulations (EDGAR), 34 CFR Parts 75, 77, 79, 81, 82, 97, 98 and 99, 2 CFR 3485, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

- (2) Funds received under this program may be used to carry out activities authorized under one or more of the following federal programs:

Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies)
Part A of Title II (Supporting Effective Instruction)
Title III (Language Instruction for English Learners and Immigrant Students)
Part A of Title IV (Student Support and Academic Enrichment Grants)
Part B of Title IV (21st Century Community Learning Centers)

- (3) The grantee must obligate funds during the budget period listed in Block 6. Section 421(b) of the General Education Provisions Act, 20 U.S.C. 1225 (b), commonly referred to as the "Tydings Amendment," does not apply to this award, and as such, the additional 12-month period of obligation that applies to many State-administered formula programs does not apply to this program.



**US Department of Education
Washington, D.C. 20202**

S358A180844

GRANT AWARD NOTIFICATION

AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER

Cimarron Municipal Schools
Cimarron Municipal Schools
165 N. Collison Avenue

Cimarron, NM 87714 - 000

SUBJECT: Payee Verification for Grant Award S358A180844

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 024936650

Grantee Name: CIMARRON INDEPENDENT SCHOOL DISTRICT

Payee DUNS/SSN: 024936650

Payee Name: CIMARRON INDEPENDENT SCHOOL DISTRICT

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202

Attn: Stephanie Barnes
Phone: 202-245-8006

SPECIFIC GRANT CONDITIONS FOR PAYMENTS

THE G5 PAYMENTS MODULE

Payments under this award will be made through the G5-Payments module of the U.S. Department of Education's (Department) electronic payments system. The G5 Payments module within the Education Central Automated Processing Systems (EDCAPS) is administered by the Office of the Chief Information Officer, Financial Systems Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, you must first have a G5 User Id and Password. You will need to request a G5 User Id and Password from the Department of Education by submitting an **External Access Security Form**. This form is electronically available during online registration under "*Not Registered? Sign Up*", when you access the website. The Department will issue G5 User IDs and Passwords to those individuals authorized by the payee to access G5 to request funds and report expenditures. User IDs and Passwords cannot be faxed or given over the phone, and may not be shared by multiple users. The External User Access Request Form must be completed and mailed to the following address:

U.S. Department of Education
Office of the Chief Information Officer
Mail Stop – 4138
Attn: G5 Functional Application Team
400 Maryland Avenue, SW
Washington, DC 20202

New grantees will be requested to provide pertinent information before they may begin requesting funds. Information to be provided includes:

- Designation of payee;
- Payee contacts and mailing addresses;
- Depositor account information; and
- Individuals authorized by the payee to access G5 to request funds - these individuals will be provided User IDs and passwords to access G5.

The payee is the entity identified by the grantee to handle the financial aspects of the grant (e.g., request payments, report expenditures, etc.). While a grantee may designate an entity to be its payee, alternatively, a grantee and payee may be the same entity.

Payees may begin requesting funds for the grantee once their award authorization is entered into G5 and the award start date is reached.

A copy of the Department of Education G5 Training Guide (*Guide*) is available on the G5 website at the "Help" link. The guide provides detailed instructions on all electronic payment processes. If you are not Internet capable, please contact the G5 Hotline at toll free 1 (888) 336-8930 to request a hard copy of the Guide.

REQUESTING FUNDS USING THE G5 MODULE

Payees can access the G5-Payments Module on-line to request funds. To access the G5 Payments Module, payees need a Web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using **the PR/Award Number** found in **Block 5** of the **Grant Award Notification**. Instructions for navigating through the G5-Payments screens to make a payment request are given in the G5 Training Guide and in the G5 On Demand training located under the "Help" link. Instructions for modifying payment requests, adjusting drawdown amounts, and viewing award and authorization histories are also included in the Guide.

Those payees who do not have the technology to access G5-Payments on-line may request funds by calling ED's G5 Hotline by at 1-888-336-8930.

AWARD INFORMATION

Payees can get information on this award on-line, or by calling ED's G5 Hotline Staff at 1-888-336-8930.

➤ On-Line:

Payees may access G5 via the Internet at <https://www.G5.gov> to retrieve and view information on their awards, such as:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

➤ ED's G5 Hotline Staff:

Payees can contact a G5 Hotline Staff for information on any award. Because award information is organized in G5 by a unique identifier - the Dun & Bradstreet Number (DUNS Number) - payees should have their DUNS number, identified in **Block 8** of the **Grant Award Notification**, available when contacting a G5 Hotline Staff Representative.

FINANCIAL REPORTS:

When a Payee requests a drawdown of funds by grant award, the Department records this drawdown as an expenditure against the specified grant award. This method of identifying expenditures, at the time of drawdown, and the capability to make adjustments on-line, eliminates the need for the submission of the Federal Cash Transactions Report Form 272. Thus, additional financial reporting generally will not be required, unless otherwise specified by ED.

**An Overview of Single Audit Requirements of States,
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse
1201 East 10th Street
Jeffersonville, Indiana 47132
(301) 763-1551 (voice)
(800) 253-0696 (toll free)
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- (1) **Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- (2) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (3) **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

(5) Report Submission. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB Publications Service, (202) 395-7332. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The OMB web site. The Internet address is www.omb.gov. Look under OMB "Information for Agencies", then in OMB Circulars. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-888-222-9907. (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is www.aicpa.org.

If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits
Office of Inspector General
U.S. Department of Education
Wanamaker Building
100 Penn Square East, Suite 502
Philadelphia, PA 19107
Phone: Voice (215) 656-6900
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
1999 Bryan Street, Suite 2630
Dallas, TX 75201-6817
Phone: Voice (214) 880-3031
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
8930 Ward Parkway, Suite 2401
Kansas City, MO 64114-3302
Phone: Voice (816) 268-0502
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

GRANT ATTACHMENT 8

Trafficking in Persons

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

12/2014

Reporting Prime Awardee Executive Compensation Data As Required under the Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

a. Reporting Total Compensation of the Prime Awardee's Executives:

1. *Applicability and what to report.* The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —

i. the total Federal funding authorized to date under this award is \$25,000 or more; **and**

ii. in the preceding fiscal year, the prime awardee received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

2. *Where, what and when to report.* The prime awardee must report executive compensation described in paragraph **a.1.** of this grant award term as part of its registration profile in the System for Award Management (www.SAM.gov).

i. The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item **b** of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph **a.1.**, the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

b. Definitions. For purposes of this grant award term:

1. *Entity* means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Total compensation** means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**SPECIFIC CONDITIONS FOR DISCLOSING
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state :

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 115-141, Consolidated Appropriations Act, 2018.

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

Registration of Data Universal Numbering System (DUNS) Number and Taxpayer Identification Number (TIN) in the System for Award Management (SAM)

The U.S. Department of Education (Education) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury (Treasury) rather than directly through the Federal Reserve as in the past. The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered DUNS and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee DUNS number is different than your grantee DUNS number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered TINs according to the IRS.

- Social Security Number "[SSN](#)"
- Employer Identification Number "[EIN](#)"
- Individual Taxpayer Identification Number "[ITIN](#)"
- Taxpayer Identification Number for Pending U.S. Adoptions "[ATIN](#)"
- Preparer Taxpayer Identification Number "[PTIN](#)"

If your DUNS number is not currently registered with the SAM, you can easily register by going to www.sam.gov. Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your DUNS is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

System for Award Management and Universal Identifier Requirements

1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

UNITED STATES DEPARTMENT OF EDUCATION

Office of the Chief Financial Officer

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014




UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM

ENCLOSURE 4

DATE: July 12, 2016

TO: Recipients of grants and cooperative agreements

FROM: Tim Soltis 
Delegated the Authority to perform the Duties and Functions of the Chief
Financial Officer

SUBJECT: Department of Education Cash Management Policies for Grants and Cooperative
Agreements

The purpose of this memorandum is to remind the Department of Education's (the Department's) grant and cooperative agreement recipients (grantees) of existing cash management requirements regarding payments. The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management

System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services
Program Support Services
P.O. Box 530231
Atlanta, GA 3035-0231

The remittance should be accompanied by a letter stating that the remittance is for “interest earned on Federal funds” and should include the DUNS number of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

Thank you for your attention to this matter. If you have any questions, please contact Blanca Rodriguez at (202) 245-8153 or blanca.rodriguez@ed.gov

Attachment

**Recipients of ED Grants and Cooperative Agreements
Frequently Asked Questions on
Cash Management**

Q What are the Federal Laws and Regulations Regarding Payments to the States?

A The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, <http://www.fms.treas.gov/fedreg/31cfr205final.pdf>.

Q What is a Treasury-State Agreement (TSA)?

A A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?

A Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at:<http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>

Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?

A If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

Q What if there is no TSA?

A When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

Q Who is responsible for Cash Management?

A Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?

A Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

Q How soon may I draw down funds from the G5 grants management system?

A Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)

Q How may I use Federal funds?

A Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?

A If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

Q Who is responsible for determining the amount of interest owed to the Federal government?

A As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 6, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://ww2.ed.gov/policy/fund/guid/gposbul.html>

Q What information should accompany my interest payment?

A Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).

Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?

A The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?

A A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b)

Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?

A Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

ATTACHMENT S

SPECIAL CONDITIONS FOR DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state —

- (1) the percentage of the total costs of the program or project which will be financed with Federal money;
- (2) the dollar amount of Federal funds for the project or program; and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Public Law 110-497, Providing For The Consideration Of The Senate Amendment To the Bill (HR. 2764) Making Appropriations For The Department Of State, Foreign Operations And Related Programs For The Fiscal Year Ending September 30, 2008, And For Other Purposes: DIVISION G—DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION, AND RELATED AGENCIES APPROPRIATIONS ACT, 2008, Title V—General Provisions, Sec. 506, December 17, 2007.

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Disbursement Detail Listing

Date Range:08/01/2018-08/31/2018

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
ACTIVITIES BANK ACCOUNT							
10764	08/03/2018	1812	JAMES E. DURUAKU	2018-001	23403.1000.53711.1010.008000.0000	H.O.C. BASKETBALL CAMP – 8/3–8/4/18 – \$450 FROM	\$1,450.00
						Check Total:	\$1,450.00
10765	08/03/2018	1812	SAMANTHA OGATA	8/3/2018	23404.1000.53711.1010.008000.0000	CARDWELL STEM SCHOLARSHIP RECIPIENT	\$500.00
						Check Total:	\$500.00
10766	08/08/2018	1813	INTERNATIONAL BANK (STARTING CASH)	8/7/18	23426.1000.53711.1010.008000.0000	STARTING CASH – ENEMS	\$20.00
						Check Total:	\$20.00
10767	08/16/2018	1817	EASTBAY, INC.	831629	23403.1000.56118.1010.008000.0000	NIKE SHOES: HYPERACE 2 – WHITE WITH RED	\$1,200.00
						Check Total:	\$1,200.00
10768	08/24/2018	1821	AMAZON.COM CREDIT PLAN	180677	23483.1000.56118.1010.008000.0000	HEAT TRANSFER	\$8.20
						Check Total:	\$8.20
10769	08/24/2018	1821	FAIRFIELD INN (ALBUQUERQUE)10149		23403.1000.53711.1010.008000.0000	VOLLEYBALL CAMP – 7/20–7/21/18	\$805.39
10769	08/24/2018	1821	FAIRFIELD INN (ALBUQUERQUE)10162		23403.1000.53711.1010.008000.0000	VOLLEYBALL CAMP – 7/20–7/21/18	\$99.00
						Check Total:	\$904.39
10770	08/24/2018	1821	WEX BANK	54881155	23403.1000.55817.1010.008000.0000	FLEET FUEL	\$76.75
10770	08/24/2018	1821	WEX BANK	54881155	23449.1000.55817.1010.008000.0000	FLEET FUEL	\$80.84
10770	08/24/2018	1821	WEX BANK	55268672.	23403.1000.55817.1010.008000.0000	FLEET FUEL	\$141.24
						Check Total:	\$298.83
10771	08/30/2018	1822	ENTOURAGE YEARBOOKS	1033529002	23409.1000.56118.1010.008000.0000	FULL PAYMENT FOR 18/19 SCHOOL YEAR YEARBOOKS	\$596.50
						Check Total:	\$596.50
10772	08/30/2018	1822	FREDDY'S FROZEN CUSTARD & STEAKBURGERS	8/25/18	23403.1000.56118.1010.008000.0000	MEALS FOR JV/V VOLLEYBALL AT ESPANOLA	\$99.97
						Check Total:	\$99.97

10773	08/30/2018	1822	MCDONALD'S (RIO RANCHO)	8/31/18	23403.1000.56118.1010.008000.0000	MEALS IN BERNALILLO	\$116.62
10773	08/30/2018	1822	MCDONALD'S (RIO RANCHO)	8/31/18	23403.1000.56118.1010.008000.0000	MEALS IN BERNALILLO	\$158.20
						Check Total:	\$274.82
						Bank Total:	\$5,352.71

OPERATIONAL ACCOUNT

40527	08/08/2018	1814	ALBERTA L MARTINEZ	7/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT - COACHES CLINIC -	\$42.00
						Check Total:	\$42.00
40528	08/08/2018	1814	ALPINE LUMBER	52157357	31701.4000.54315.0000.008000.0000	LIGHTBULBS DISTRICT WIDE	\$367.50
						Check Total:	\$367.50
40529	08/08/2018	1814	AMBER ARCHULETA	6/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT - 7/30-8/1/18	\$48.99
						Check Total:	\$48.99
40530	08/08/2018	1814	APRIL YATES	7/17-7/20/18	24132.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - RDA SUMMER CONFERENCE	\$69.30
						Check Total:	\$69.30
40531	08/08/2018	1814	ASHLEY GONZALES	7/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT - COACHES CLINIC -	\$46.00
						Check Total:	\$46.00
40532	08/08/2018	1814	BACA VALLEY TELEPHONE CO INC	8/1-8/31/18	11000.2600.54416.0000.008000.0000	2018-2019 INTERNET - ADMINISTRATION	\$272.52
40532	08/08/2018	1814	BACA VALLEY TELEPHONE CO INC	8/1-8/31/18	11000.2600.54416.0000.008033.0000	2018-2019 INTERNET - CES	\$272.52
40532	08/08/2018	1814	BACA VALLEY TELEPHONE CO INC	8/1-8/31/18	11000.2600.54416.0000.008034.0000	2018-2019 INTERNET - CHS	\$272.52
40532	08/08/2018	1814	BACA VALLEY TELEPHONE CO INC	8/1-8/31/18	11000.2600.54416.0000.008036.0000	2018-2019 INTERNET -	\$272.52
40532	08/08/2018	1814	BACA VALLEY TELEPHONE CO INC	8/1-8/31/18	13000.2700.54416.0000.008000.0000	2018-2019 INTERNET - TRANSPORTATION	\$272.51
						Check Total:	\$1,362.59
40533	08/08/2018	1814	BENNETT'S LLC	18-C37498	31701.4000.54315.0000.008000.0000	(2018-2019) MONTHLY CYLINDER RENTAL	\$21.70
						Check Total:	\$21.70
40534	08/08/2018	1814	CARQUEST RATON	5728-287550	31701.4000.54315.0000.008000.0000	2018-2019 - CAR PARTS AND FLUIDS	\$65.76
						Check Total:	\$65.76
40535	08/08/2018	1814	CENTURYLINK	7/25/18	11000.2600.54416.0000.008047.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$155.42

40535	08/08/2018	1814	CENTURYLINK	7/25/18	11000.2600.54416.0000.008048.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$155.43
						Check Total:	\$310.85
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	BLUE SKY BUILDERS, INC	\$258,323.42
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	GRT @ 7.7708%	\$27,569.50
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #2	\$14,023.15
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #3	\$12,524.22
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #6	\$29,780.03
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #5	\$4,679.94
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #7	\$8,632.98
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #8	\$20,988.82
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	24-078713	31100.4000.54500.0000.008034.0000	CHANGE ORDER #9	\$5,830.71
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	44-000200	11000.2300.53330.0000.008000.0000	DESIGNING FOR NEXT GENERATION SCIENCE	\$75.00
40536	08/08/2018	1814	COOPERATIVE EDUCATIONAL SERVICES	44-000217	11000.2300.53330.0000.008000.0000	DESIGNING FOR NEXT GENERATION SCIENCE	\$75.00
						Check Total:	\$382,502.77
40537	08/08/2018	1814	DAELENA POTTER	7/17-7/20/18	24132.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - RDA SUMMER CONFERENCE	\$57.75
						Check Total:	\$57.75
40538	08/08/2018	1814	DANIEL V VIGIL	7/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT - COACHES CLINIC -	\$46.00
						Check Total:	\$46.00
40539	08/08/2018	1814	DAVID EDWARD SALAS	8/2-8/5/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - NMSU WOODROW WILSON	\$40.91
						Check Total:	\$40.91
40540	08/08/2018	1814	INTERNATIONAL BANK (STARTING CASH)	8/7/18.	21000.3100.56118.0000.008000.0000	STARTING CASH - ENEMS	\$20.00
						Check Total:	\$20.00
40541	08/08/2018	1814	JACK SWOPE ESTATE	2017-012	13000.2700.54610.0000.008000.0000	LEASE TRANSPORTATION DEPARTMENT - MARCH -	\$1,400.00
						Check Total:	\$1,400.00

40542	08/08/2018	1814	KIT CARSON ELECTRIC COOPERATIVE INC	6/1-7/2/18	11000.2600.54411.0000.008047.0000	(2018-2019) ENES ELECTRICITY	\$609.24
40542	08/08/2018	1814	KIT CARSON ELECTRIC COOPERATIVE INC	6/1-7/2/18	11000.2600.54411.0000.008048.0000	(2018-2019) ENMS ELECTRICITY	\$609.24
						Check Total:	\$1,218.48
40543	08/08/2018	1814	KIT CARSON TELECOM	71691	11000.2600.54416.0000.008000.0000	(2018-2019) MONTHLY INTERNET SERVICE AT	\$1,485.37
						Check Total:	\$1,485.37
40544	08/08/2018	1814	LEO RENO MARTINEZ	7/23-7/26/18	11000.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - SCIENCE STANDARDS	\$19.42
						Check Total:	\$19.42
40545	08/08/2018	1814	MARY K. LLOYD	7/17-7/20/18	24132.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - RDA SUMMER CONFERENCE	\$59.82
40545	08/08/2018	1814	MARY K. LLOYD	CRITICAL LITERACY 51	24154.1000.53330.1010.008000.0000	REIMBURSEMENT FOR CRITICAL LITERACY - 512	\$400.00
						Check Total:	\$459.82
40546	08/08/2018	1814	MAVERICK GLASS	531	31701.4000.54315.0000.008000.0000	REPAIR BROKEN WINDOW IN SUBURBAN # 5	\$179.99
						Check Total:	\$179.99
40547	08/08/2018	1814	PAUL'S PEST CONTROL	1327	31701.4000.54315.0000.008000.0000	2018-2019 - PEST CONTROL SERVICES FOR	\$646.62
						Check Total:	\$646.62
40548	08/08/2018	1814	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3306758106	31701.4000.54315.0000.008000.0000	2018 -2019 - POSTAGE MACHINE LEASE	\$57.14
						Check Total:	\$57.14
40549	08/08/2018	1814	RAMADA BY WYNDHAM ALBUQUERQUE MIDTOWN	FOLIO #1966	22000.1000.53330.9000.008000.0000	COACHES CLINIC - 7/30-8/1/2018	\$1,270.50
						Check Total:	\$1,270.50
40550	08/08/2018	1814	ZIA NATURAL GAS COMPANY	6/29-7/31/18	11000.2600.54412.0000.008033.0000	(2018-2019) CES NATURAL GAS	\$54.55
40550	08/08/2018	1814	ZIA NATURAL GAS COMPANY	6/29-7/31/18	11000.2600.54412.0000.008034.0000	(2018-2019) CHS NATURAL GAS	\$127.77
40550	08/08/2018	1814	ZIA NATURAL GAS COMPANY	6/29-7/31/18	11000.2600.54412.0000.008036.0000	(2018-2019) CMS NATURAL GAS	\$54.55
40550	08/08/2018	1814	ZIA NATURAL GAS COMPANY	6/29-7/31/18	13000.2700.54412.0000.008000.0000	(2018-2019) TRANSPORTATION NATURAL	\$36.16
						Check Total:	\$273.03
40551	08/10/2018		MORENO VALLEY HIGH SCHOOL	SEG JULY 18	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL ACCOUNTS PAYABLE	\$56,910.56
						Check Total:	\$56,910.56

40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/18.	31701.4000.54315.0000.008000.0000	(2018-2019) ADMIN SOLID WASTE	\$78.12
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/18.	31701.4000.54315.0000.008033.0000	(2018-2019) CES SOLID WASTE	\$78.12
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/18.	31701.4000.54315.0000.008034.0000	(2018-2019) CHS SOLID WASTE	\$78.12
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/18.	31701.4000.54315.0000.008036.0000	(2018-2019) CMS SOLID WASTE	\$78.12
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/2018	11000.2600.54415.0000.008033.0000	(2018-2019) CES WATER	\$731.14
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/2018	11000.2600.54415.0000.008034.0000	(2018-2019) CHS WATER	\$183.05
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/2018	11000.2600.54415.0000.008036.0000	(2018-2019) CMS WATER	\$731.15
40562	08/15/2018	1815	VILLAGE OF CIMARRON	8/15/2018	13000.2700.54415.0000.008000.0000	(2018-2019) TRANSPORTATION	\$144.99
						Check Total:	\$2,102.81
40563	08/16/2018	1816	ALPINE LUMBER	51278881	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE	\$61.98
40563	08/16/2018	1816	ALPINE LUMBER	51278881	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE	\$61.97
40563	08/16/2018	1816	ALPINE LUMBER	51279688	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE	\$7.49
40563	08/16/2018	1816	ALPINE LUMBER	51279688	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE	\$7.50
40563	08/16/2018	1816	ALPINE LUMBER	52158173	31701.4000.54315.0000.008034.0000	CEILING TILES FOR CHS	\$2,330.00
40563	08/16/2018	1816	ALPINE LUMBER	52158174	31701.4000.54315.0000.008000.0000	(2018-2019) MAINTENANCE	\$69.24
40563	08/16/2018	1816	ALPINE LUMBER	52158180	31701.4000.54315.0000.008000.0000	(2018-2019) MAINTENANCE	\$33.98
						Check Total:	\$2,572.16
40564	08/16/2018	1816	BLU DRAGONFLY BREWING & SMOKEHOUSE	ORDER #569	11000.2300.56115.0000.008000.0000	DINNER FOR BOARD	\$70.23
						Check Total:	\$70.23
40565	08/16/2018	1816	CAPITOL PLUS CONSTRUCTION LLC	INV0019	31100.4000.54500.0000.008034.0000	REMOVE & REPLACE CAFETERIA, MEZZANINE &	\$26,500.00
40565	08/16/2018	1816	CAPITOL PLUS CONSTRUCTION LLC	INV018	31701.4000.54315.0000.008034.0000	972 SQUARE FOOT OF FLOOR TILE	\$4,796.00
						Check Total:	\$31,296.00
40566	08/16/2018	1816	EMMA MARTINEZ	2018-001	31701.4000.54315.0000.008000.0000	SUMMER EMPLOYMENT	\$590.00
						Check Total:	\$590.00
40567	08/16/2018	1816	FIRE SAFETY INDUSTRIES	387699	31701.4000.54315.0000.008033.0000	FIRE INSPECTION - CES	\$227.77
40567	08/16/2018	1816	FIRE SAFETY INDUSTRIES	387699	31701.4000.54315.0000.008036.0000	FIRE INSPECTION - CMS	\$227.78
40567	08/16/2018	1816	FIRE SAFETY INDUSTRIES	387700	31701.4000.54315.0000.008047.0000	FIRE INSPECTION - ENES	\$243.99
40567	08/16/2018	1816	FIRE SAFETY INDUSTRIES	387700	31701.4000.54315.0000.008048.0000	FIRE INSPECTION - ENMS	\$243.98
						Check Total:	\$943.52
40568	08/16/2018	1816	HAMMITT INC	7/17/18 & 8/14/18	11000.2300.56115.0000.008000.0000	WATER & SNACKS FOR MEETINGS	\$87.56
40568	08/16/2018	1816	HAMMITT INC	8/12/18	11000.2300.53414.0000.008000.0000	IN SERVICE WATERS & SNACKS	\$180.06

							Check Total:	\$267.62
40569	08/16/2018	1816	INTERNATIONAL BANK (STARTING CASH)	8/16/18	11000.1000.53711.9000.008034.0000	STARTING CASH – ENEMS		\$50.00
							Check Total:	\$50.00
40570	08/16/2018	1816	JODY MARTINEZ	7/23-7/26/18	11000.2300.53330.0000.008000.0000	MEAL REIMBURSEMENT – NM TEACH EVALUATION		\$38.16
							Check Total:	\$38.16
40571	08/16/2018	1816	KIT CARSON ELECTRIC COOPERATIVE INC	6/18-7/18/18	11000.2600.54411.0000.008047.0000	(2018–2019) ENES ELECTRICITY		\$22.39
40571	08/16/2018	1816	KIT CARSON ELECTRIC COOPERATIVE INC	6/18-7/18/18	11000.2600.54411.0000.008048.0000	(2018–2019) ENMS ELECTRICITY		\$22.39
							Check Total:	\$44.78
40572	08/16/2018	1816	NATURE SCAPES INC	18066	31701.4000.54315.0000.008047.0000	2018–2019 – JANITORIAL CONTRACT EAGLE NEST		\$4,911.13
40572	08/16/2018	1816	NATURE SCAPES INC	18066	31701.4000.54315.0000.008047.0000	GRT @ 7.5208%		\$369.36
40572	08/16/2018	1816	NATURE SCAPES INC	18066	31701.4000.54315.0000.008048.0000	GRT @ 7.5208%		\$369.35
40572	08/16/2018	1816	NATURE SCAPES INC	18066	31701.4000.54315.0000.008048.0000	2018–2019 – JANITORIAL CONTRACT EAGLE NEST		\$4,911.13
40572	08/16/2018	1816	NATURE SCAPES INC	18072	31701.4000.54315.0000.008033.0000	RENOVATE BUS PICK UP & DROP OFF ZONE		\$1,650.00
40572	08/16/2018	1816	NATURE SCAPES INC	18072	31701.4000.54315.0000.008036.0000	RENOVATE BUS PICK UP & DROP OFF ZONE		\$1,650.00
							Check Total:	\$13,860.97
40573	08/16/2018	1816	PAMELA TOWRY CHURCH	7/26-7/29/18	11000.1000.53330.1010.008000.0000	HOTEL CHARGES		\$493.85
40573	08/16/2018	1816	PAMELA TOWRY CHURCH	7/26-7/29/18	11000.1000.53330.1010.008000.0000	PLANE TICKET		\$341.60
40573	08/16/2018	1816	PAMELA TOWRY CHURCH	7/26-7/29/18	11000.1000.53330.1010.008000.0000	CONFERENCE REGISTRATION		\$145.00
40573	08/16/2018	1816	PAMELA TOWRY CHURCH	7/26-7/29/18	11000.1000.53330.1010.008000.0000	OTHER CHARGES		\$75.00
40573	08/16/2018	1816	PAMELA TOWRY CHURCH	7/26-7/29/18	11000.1000.53330.1010.008000.0000	MILEAGE TO AIRPORT		\$140.00
							Check Total:	\$1,195.45
40574	08/16/2018	1816	PATRICIA LEDOUX	7/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT – COACHES CLINIC –		\$26.88
							Check Total:	\$26.88
40575	08/16/2018	1816	RECORDS ACE HARDWARE	285764	31701.4000.54315.0000.008000.0000	(2018–2019) CIMARRON MAINTENANCE & REPAIRS		\$37.95
40575	08/16/2018	1816	RECORDS ACE HARDWARE	285765	31701.4000.54315.0000.008000.0000	(2018–2019) CIMARRON MAINTENANCE & REPAIRS		\$93.39
							Check Total:	\$131.34

40576	08/16/2018	1816	SPRINGER ELECTRIC COOPERATIVE INC	31646	11000.2600.54411.0000.008033.0000	(2018-2019) CES ELECTRICITY	\$891.44
40576	08/16/2018	1816	SPRINGER ELECTRIC COOPERATIVE INC	31646	11000.2600.54411.0000.008034.0000	(2018-2019) CHS ELECTRICITY	\$1,433.95
40576	08/16/2018	1816	SPRINGER ELECTRIC COOPERATIVE INC	31646	11000.2600.54411.0000.008036.0000	(2018-2019) CMS ELECTRICITY	\$891.44
40576	08/16/2018	1816	SPRINGER ELECTRIC COOPERATIVE INC	31646	13000.2700.54411.0000.008000.0000	(2018-2019) TRANSPORTATION DEPT	\$115.97
						Check Total:	\$3,332.80
40577	08/16/2018	1816	STEVEN A GONZALES	7/30-8/1/18	22000.1000.53330.9000.008000.0000	MEAL REIMBURSEMENT - COACHES CLINIC -	\$43.77
						Check Total:	\$43.77
40578	08/16/2018	1816	T-MOBILE USA, INC	8/13/18	11000.2600.54416.0000.008000.0000	2018-2019 - DISTRICT CELL PHONES	\$103.86
						Check Total:	\$103.86
40579	08/16/2018	1816	VILLAGE OF EAGLE NEST	JULY 2018	11000.2600.54415.0000.008047.0000	(2018-2019) ENES WATER	\$252.12
40579	08/16/2018	1816	VILLAGE OF EAGLE NEST	JULY 2018	11000.2600.54415.0000.008048.0000	(2018-2019) ENMS WATER	\$252.12
						Check Total:	\$504.24
40580	08/16/2018	1816	WARREN FRESQUEZ	8/16/18	13000.2700.55813.0000.008000.0000	REIMBURSEMENT FOR MILEAGE TO PICK UP BUS AT	\$136.96
						Check Total:	\$136.96
40581	08/16/2018	1818	INTERNATIONAL BANK	8/16/18	41000.5000.53414.0000.008000.0000	SEMI ANNUAL PAYING AGENT FEE	\$134.84
40581	08/16/2018	1818	INTERNATIONAL BANK	8/16/18	41000.5000.58311.0000.008000.0000	PRINCIPAL DUE	\$255,000.00
40581	08/16/2018	1818	INTERNATIONAL BANK	8/16/18	41000.5000.58322.0000.008000.0000	INTEREST DUE	\$26,937.50
						Check Total:	\$282,072.34
40582	08/16/2018	1819	INTERNATIONAL BANK	8/16/18.	41000.5000.53414.0000.008000.0000	SEMI ANNUAL PAYING AGENT FEE	\$134.84
40582	08/16/2018	1819	INTERNATIONAL BANK	8/16/18.	41000.5000.58311.0000.008000.0000	PRINCIPAL DUE	\$295,000.00
40582	08/16/2018	1819	INTERNATIONAL BANK	8/16/18.	41000.5000.58322.0000.008000.0000	INTEREST DUE	\$29,569.97
						Check Total:	\$324,704.81
40583	08/24/2018	1820	AIRGAS USA LLC	9955428272	31701.4000.56118.0000.008000.0000	2018-2019 - LEASE RENEWAL FOR CYLINDERS	\$590.50
						Check Total:	\$590.50
40584	08/24/2018	1820	ALBERTA L MARTINEZ	8/24/18	11000.1000.56118.1010.008034.0000	SY 2018-2019 - CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
40585	08/24/2018	1820	APRIL YATES	8/24/18	11000.1000.56118.1010.008033.0000	CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
40586	08/24/2018	1820	ASHLYNN SELPH	8/24/18	31701.4000.54315.0000.008000.0000	SUMMER EMPLOYMENT	\$360.00
						Check Total:	\$360.00

40587	08/24/2018	1820	BACA VALLEY TELEPHONE CO INC	8/24/18	11000.2600.54416.0000.008000.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$52.83
40587	08/24/2018	1820	BACA VALLEY TELEPHONE CO INC	8/24/18	11000.2600.54416.0000.008033.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$52.83
40587	08/24/2018	1820	BACA VALLEY TELEPHONE CO INC	8/24/18	11000.2600.54416.0000.008034.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$52.83
40587	08/24/2018	1820	BACA VALLEY TELEPHONE CO INC	8/24/18	11000.2600.54416.0000.008036.0000	2018-2019 - LONG DISTANCE AND LOCAL	\$52.83
40588	08/24/2018	1820	CARQUEST RATON	5728-288609	31701.4000.54315.0000.008000.0000	2018-2019 - CAR PARTS AND FLUIDS	\$140.71
						Check Total:	\$211.32
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #1	\$5,827.07
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #2	\$5,099.33
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #7	\$34,531.91
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #9	\$5,830.71
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #10	\$18,436.05
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #11	\$3,964.06
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #12	\$2,135.29
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31100.4000.54500.0000.008034.0000	CHANGE ORDER #12	\$3,222.62
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	24-079267	31701.4000.54500.0000.008034.0000	BLUE SKY BUILDERS, INC	\$348,153.21
40589	08/24/2018	1820	COOPERATIVE EDUCATIONAL SERVICES	36-02-4842	11000.2100.53215.2000.008000.0000	ANCILLARY: PSYCHOLOGIST - TERESA QUIROGA	\$285.28
						Check Total:	\$427,485.53
40590	08/24/2018	1820	CUSTOMINK, LLC	22963938	25233.1000.56118.1010.008000.0000	RISE UP SCHOOL T-SHIRTS	\$784.80
						Check Total:	\$784.80
40591	08/24/2018	1820	CYNTHIA D ORTHMAN	8/24/18	11000.1000.53330.1010.008000.0000	FOUNDATIONS OF LEADERSHIP & TECH - EDLD	\$400.00
						Check Total:	\$400.00
40592	08/24/2018	1820	DANA M. MCBEE	8/24/18	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
40593	08/24/2018	1820	DAVID GONZALES	2018-001	31701.4000.54315.0000.008000.0000	SUMMER TEMPORARY	\$590.00
						Check Total:	\$590.00
40594	08/24/2018	1820	DIANNE CHRISTINE KOGAN	8/24/18	11000.1000.56118.1010.008036.0000	CLASSROOM SUPPLIES	\$73.72
						Check Total:	\$73.72
40595	08/24/2018	1820	E&M INTERNATIONAL, INC	82447	31701.4000.54315.0000.008033.0000	2018 - 2019 - FIRE ALARM	\$225.75

Invoice #	Date	Account #	Vendor Name	Invoice #	Amount	Check #	Description	Amount
40595	08/24/2018	1820	E&M INTERNATIONAL, INC	82447	31701.4000.54315.0000.008036.0000		MONITORING AT CIMARRON 2018 – 2019 – FIRE ALARM MONITORING AT CIMARRON	\$225.75
							Check Total:	\$451.50
40596	08/24/2018	1820	HAMMITT INC	8/15/18	11000.2300.56118.0000.008000.0000		BATTERIES	\$14.76
							Check Total:	\$14.76
40597	08/24/2018	1820	INTERNATIONAL BANK (STARTING CASH)	8/24/18	21000.3100.56118.0000.008000.0000		STARTING CASH – CHS	\$15.00
							Check Total:	\$15.00
40598	08/24/2018	1820	JIVE COMMUNICATIONS, INC	IN20001054529	31900.4000.54416.0000.008047.0000		INSTALL VOIP SYSTEM	\$1,754.39
40598	08/24/2018	1820	JIVE COMMUNICATIONS, INC	IN20001054529	31900.4000.54416.0000.008048.0000		INSTALL VOIP SYSTEM	\$1,754.39
							Check Total:	\$3,508.78
40599	08/24/2018	1820	JOSIAH MARTINEZ	2018-001	31701.4000.54315.0000.008000.0000		SUMMER EMPLOYMENT	\$590.00
							Check Total:	\$590.00
40601	08/24/2018	1820	MACKENZIE ROMERO	8/24/18	31701.4000.54315.0000.008000.0000		SUMMER TEMPORARY	\$80.00
							Check Total:	\$80.00
40602	08/24/2018	1820	MARY ICKES	8/24/18	31701.4000.54315.0000.008000.0000		SUMMER TEMPORARY	\$80.00
							Check Total:	\$80.00
40603	08/24/2018	1820	ORTIZ & ZAMORA ATTORNEYS AT LAW LLC	8/24/18	11000.2300.53413.0000.008000.0000		2018–2019 LEGAL ASSISTANCE	\$2,689.25
							Check Total:	\$2,689.25
40604	08/24/2018	1820	RAYMOND TRUJILLO	2018-001	31701.4000.54315.0000.008000.0000		SUMMER TEMPORARY	\$590.00
							Check Total:	\$590.00
40605	08/24/2018	1820	SUMMIT TRUCK GROUP	414159364	13000.2700.54314.0000.008000.0000		SEAT COVER	\$26.59
							Check Total:	\$26.59
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	67905	11000.1000.56118.1010.008034.0000		TONER CARTRIDGES FOR HP LASERJET 600 M601	\$384.00
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	68606	11000.2300.56118.0000.008000.0000		REMOVABLE PUTTY	\$329.00
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	68606	11000.2300.56118.0000.008000.0000		CORKBOARD BULLETIN BOARD – 1" X 48"	\$33.00
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	68608	13000.2700.56118.0000.008000.0000		8 1/2 X 11 COPY PAPER	\$34.00
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	68608	13000.2700.56118.0000.008000.0000		BLK FINE SHARPIES	\$11.29
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	68608	13000.2700.56118.0000.008000.0000		BROTHER TN760 INK CARTRIDGE	\$344.00
40606	08/24/2018	1820	TASCOSA OFFICE MACHINES INC	71190	11000.2300.56118.0000.008000.0000		CORKBOARD BULLETIN BOARD – 1" X 48"	\$1,067.00
							Check Total:	\$2,202.29
40607	08/24/2018	1820	WEX BANK	54881155.	11000.2100.55813.0000.008000.0000		FLEET FUEL	\$41.16
40607	08/24/2018	1820	WEX BANK	54881155.	11000.2300.53330.0000.008000.0000		FLEET FUEL	\$221.68
40607	08/24/2018	1820	WEX BANK	54881155.	11000.2300.55813.0000.008000.0000		FLEET FUEL	\$114.55
40607	08/24/2018	1820	WEX BANK	54881155.	11000.2600.55813.0000.008000.0000		FLEET FUEL	\$126.99

40607	08/24/2018	1820	WEX BANK	54881155.	11000.2600.55813.0000.008034.0000	FLEET FUEL	\$21.02
40607	08/24/2018	1820	WEX BANK	54881155.	24132.1000.53330.1010.008000.0000	FLEET FUEL	\$77.71
40607	08/24/2018	1820	WEX BANK	55268672	11000.1000.55813.9000.008034.0000	FLEET FUEL	\$357.51
40607	08/24/2018	1820	WEX BANK	55268672	11000.2300.53330.0000.008000.0000	FLEET FUEL	\$76.22
40607	08/24/2018	1820	WEX BANK	55268672	11000.2300.55813.0000.008000.0000	FLEET FUEL	\$75.21
40607	08/24/2018	1820	WEX BANK	55268672	11000.2600.55813.0000.008000.0000	FLEET FUEL	\$203.99
40607	08/24/2018	1820	WEX BANK	55268672	13000.2700.55813.0000.008000.0000	FLEET FUEL	\$68.84
40607	08/24/2018	1820	WEX BANK	55268672	24132.1000.53330.1010.008000.0000	FLEET FUEL	\$81.13
						Check Total:	\$1,466.01
40608	08/24/2018	1820	WOODY'S FURNITURE & APPLIANCE	699876	31701.4000.54315.0000.008034.0000	CAFETERIA CHAIRS – CHS	\$6,000.00
						Check Total:	\$6,000.00
40609	08/24/2018	1820	ZOE SALAZAR	2018-001	31701.4000.54315.0000.008000.0000	SUMMER TEMPORARY	\$590.00
						Check Total:	\$590.00
40622	08/30/2018	1823	ALEXIS JADE MARTINEZ	8/31/18	29102.2300.53711.0000.008000.0000	REPLACE ITEMS STOLEN AT VOLLEYBALL CAMP 7/22/18	\$291.50
						Check Total:	\$291.50
40623	08/30/2018	1823	ALLYSSA SANCHEZ	8/31/18	29102.2300.53711.0000.008000.0000	REPLACE ITEMS STOLEN AT VOLLEYBALL CAMP 7/22/18	\$986.50
						Check Total:	\$986.50
40624	08/30/2018	1823	ALPINE LUMBER	52159192	31701.4000.54315.0000.008000.0000	LUMBER TO REPLACE FLOOR ON TRAILER	\$131.12
40624	08/30/2018	1823	ALPINE LUMBER	52159551	31701.4000.54315.0000.008000.0000	(2018-2019) MAINTENANCE	\$91.08
						Check Total:	\$222.20
40625	08/30/2018	1823	APRIL YATES	8/31/2018	11000.1000.53330.1010.008000.0000	PRINTING COSTS FOR DISSERTATION	\$370.75
						Check Total:	\$370.75
40626	08/30/2018	1823	CIMARRON CHAMBER OF COMMERCE	CMS2019	11000.2300.53711.0000.008000.0000	2018-2019 – MEMBERSHIP DUES	\$100.00
						Check Total:	\$100.00
40627	08/30/2018	1823	CUSTOMINK, LLC	22963939	25233.1000.56118.1010.008000.0000	RISE UP SCHOOL T-SHIRTS	\$850.29
						Check Total:	\$850.29
40628	08/30/2018	1823	DAMON WAGGONER	8/31/18	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$176.16
						Check Total:	\$176.16
40629	08/30/2018	1823	DAVIA A. RICHARD	8/31/18	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$176.43
						Check Total:	\$176.43
40630	08/30/2018	1823	DEBORAH K HILL	8/31/18	11000.1000.56118.1010.008047.0000	CLASSROOM SUPPLIES	\$16.65
40630	08/30/2018	1823	DEBORAH K HILL	8/31/18	11000.1000.56118.1010.008048.0000	CLASSROOM SUPPLIES	\$16.66
						Check Total:	\$33.31
40631	08/30/2018	1823	ESGI SOFTWARE LLC	8/31/18	31900.4000.53414.0000.008000.0000	2018-2019 – 1 YEAR SUBSCRIPTION FOR K-2	\$199.00
						Check Total:	\$199.00

40632	08/30/2018	1823	FUNDED, LLC	1590	11000.2300.53711.0000.008000.0000	2018-2019 - SUCCESS FEE	\$1,500.00
						Check Total:	\$1,500.00
40633	08/30/2018	1823	INTERNATIONAL BANK (STARTING CASH)	8/31/18	21000.3100.56118.0000.008000.0000	STARTING CASH - CEMS	\$20.00
						Check Total:	\$20.00
40634	08/30/2018	1823	JESSLYN N. SELPH	8/31/18	29102.2300.53711.0000.008000.0000	REPLACE STOLEN ITEMS VOLLEYBALL CAMP 7/22/18	\$1,582.50
						Check Total:	\$1,582.50
40635	08/30/2018	1823	KIT CARSON ELECTRIC COOPERATIVE INC	7/2-8/1/18	11000.2600.54411.0000.008047.0000	(2018-2019) ENES ELECTRICITY	\$396.02
40635	08/30/2018	1823	KIT CARSON ELECTRIC COOPERATIVE INC	7/2-8/1/18	11000.2600.54411.0000.008048.0000	(2018-2019) ENMS ELECTRICITY	\$396.02
						Check Total:	\$792.04
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18	31701.4000.54315.0000.008047.0000	REIMBURSEMENT FOR	\$60.00
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18	31701.4000.54315.0000.008048.0000	REIMBURSEMENT FOR	\$60.00
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18/	31701.4000.54315.0000.008047.0000	REIMBURSEMENT FOR	\$37.50
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18/	31701.4000.54315.0000.008047.0000	PRAIRIE DOG EXTERMINATION SERVICES	\$250.00
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18/	31701.4000.54315.0000.008048.0000	PRAIRIE DOG EXTERMINATION SERVICES	\$250.00
40636	08/30/2018	1823	LEWIS MACK KEY	8/31/18/	31701.4000.54315.0000.008048.0000	REIMBURSEMENT FOR	\$37.50
						Check Total:	\$695.00
40637	08/30/2018	1823	M.C. ELECTRIC INC	2194/	31100.4000.53414.0000.008034.0000	CABLING PROJECT AT CHS	\$1,980.00
						Check Total:	\$1,980.00
40638	08/30/2018	1823	MARY JOY GUTHRIDGE	8/31/2018	11000.1000.56118.1010.008048.0000	CLASSROOM SUPPLIES	\$200.00
						Check Total:	\$200.00
40639	08/30/2018	1823	MOUNTAIN SUPPLY	1808-104116	31701.4000.56118.0000.008047.0000	REPLACE FROST BOARDS	\$75.90
40639	08/30/2018	1823	MOUNTAIN SUPPLY	1808-104116	31701.4000.56118.0000.008048.0000	REPLACE FROST BOARDS	\$75.90
						Check Total:	\$151.80
40640	08/30/2018	1823	NEW MEXICO GENERAL SERVICES DEPT	gsd-056451	11000.1000.52500.0000.008000.0000	FY 2019 STATE UNEMPLOYMENT	\$4,795.09
						Check Total:	\$4,795.09
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS COMPANY-AF	4140	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$395.71
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS COMPANY-AF	4140	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$395.71
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS COMPANY-AF	4141	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$100.10
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS COMPANY-AF	4141	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$100.10
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS COMPANY-AF	57722	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$31.08
40641	08/30/2018	1823	NORTHERN NEW MEXICO GAS	57722	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR	\$31.08

40641	08/30/2018	1823	COMPANY-AF NORTHERN NEW MEXICO GAS	57723	11000.2600.54413.0000.008047.0000	EAGLE NEST 2018-2019 PROPANE FOR	\$449.54
40641	08/30/2018	1823	COMPANY-AF NORTHERN NEW MEXICO GAS	57723	11000.2600.54413.0000.008048.0000	EAGLE NEST 2018-2019 PROPANE FOR	\$449.54
						Check Total:	\$1,952.86
40642	08/30/2018	1823	REBEKAH L. ROYBAL	8/31/18	29102.2300.53711.0000.008000.0000	REPLACE STOLEN ITEMS VOLLEYBALL CAMP 7/22/18	\$155.00
						Check Total:	\$155.00
40643	08/30/2018	1823	RECORDS ACE HARDWARE	286200	31701.4000.54315.0000.008000.0000	(2018-2019) CIMARRON MAINTENANCE & REPAIRS	\$25.03
40643	08/30/2018	1823	RECORDS ACE HARDWARE	286300	31701.4000.54315.0000.008000.0000	(2018-2019) CIMARRON MAINTENANCE & REPAIRS	\$164.95
						Check Total:	\$189.98
40644	08/30/2018	1823	RUSSELL'S SUNDRIES	8/31/18	31701.4000.56118.0000.008000.0000	DAK CAULKING FOR HIGH SCHOOL	\$21.96
						Check Total:	\$21.96
40645	08/30/2018	1823	SAFEGUARD BUSINESS SYSTEMS INC	033027020	11000.2300.56118.0000.008000.0000	W2 FORMS (500 PACK)	\$112.47
40645	08/30/2018	1823	SAFEGUARD BUSINESS SYSTEMS INC	033027020	11000.2300.56118.0000.008000.0000	1099 FORMS (50 PACK)	\$67.98
40645	08/30/2018	1823	SAFEGUARD BUSINESS SYSTEMS INC	033027020	11000.2300.56118.0000.008000.0000	W2 ENVELOPES	\$118.55
40645	08/30/2018	1823	SAFEGUARD BUSINESS SYSTEMS INC	033027020	11000.2300.56118.0000.008000.0000	1099 ENVELOPES	\$94.17
						Check Total:	\$393.17
40646	08/30/2018	1823	T-MOBILE USA, INC	7/21-8/20/18	11000.2600.54416.0000.008000.0000	2018-2019 - DISTRICT CELL PHONES	\$207.21
						Check Total:	\$207.21
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	68894	11000.1000.56118.1010.008033.0000	TAPE FOR LABEL MAKER	\$9.00
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	68894	11000.1000.56118.1010.008036.0000	TAPE FOR LABEL MAKER	\$8.99
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	71487	31701.4000.54315.0000.008000.0000	REPLACE COPIER ROLLERS AT EAGLE NEST	\$7.00
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	71555	31701.4000.54315.0000.008000.0000	REPLACE COPIER ROLLERS AT EAGLE NEST	\$7.00
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	71561	31701.4000.54315.0000.008000.0000	REPLACE COPIER ROLLERS AT EAGLE NEST	\$7.00
40647	08/30/2018	1823	TASCOSA OFFICE MACHINES INC	V349518	31701.4000.54315.0000.008000.0000	REPLACE COPIER ROLLERS AT EAGLE NEST	\$7.00
						Check Total:	\$45.99

40648	08/30/2018	1823	TAVENNER'S TOWING & RECOVERY LLC	6171	31701.4000.54315.0000.008000.0000	TOW SERVICE FOR RAM BUS TO TILLERY CHEVROLET IN	\$1,821.07
						Check Total:	\$1,821.07
40649	08/30/2018	1823	THE TAOS NEWS	300049532	11000.2300.53711.0000.008000.0000	LEGAL ADVERTISEMENT FOR IT PROPOSAL	\$97.04
						Check Total:	\$97.04
40650	08/30/2018	1823	TYLER TECHNOLOGIES INC	025-232608	31900.4000.53414.0000.008000.0000	2018-2019 - ASP HOSTING FEE	\$793.80
						Check Total:	\$793.80
						Bank Total:	\$1,583,353.16

Manual Checks Recap

40551	08/10/2018	11412	MORENO VALLEY HIGH SCHOOL	MANUAL	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL	\$56,910.56
						Check Total:	\$56,910.56
						Manual Checks Total:	\$56,910.56

Voided Checks

40600	08/24/2018	1820	M.C. ELECTRIC INC	VOID	31100.0000.21011.0000.000000.0000	VOID: REMITTED INCORRECT	\$3,592.87
						Check Total:	\$3,592.87
						Voided Checks Total:	\$3,592.87

<u>Fund</u>	<u>Amount</u>
11000	\$86,736.76
13000	\$2,591.31
21000	\$55.00
22000	\$1,524.14
23403	\$4,147.17
23404	\$500.00
23409	\$596.50
23426	\$20.00
23449	\$80.84
23483	\$8.20
24132	\$345.71
24154	\$400.00
25233	\$1,635.09
29102	\$3,015.50
31100	\$489,879.81
31701	\$385,891.11
31900	\$4,501.58
41000	\$606,777.15

Fund Totals: \$1,588,705.87

End of Report

Disbursements Grand Total: \$1,588,705.87

Cimarron Municipal Schools

Deposit Listing

Date:08/01/2018-08/31/2018

OPERATIONAL

Deposit Number	Date	Memo	Deposit Total
363034466	08/02/2018	UNITED STATES POSTAL SERVICE	\$459.17
363034472	08/10/2018	SEG - OPERATIONAL - AUGUST	\$403,464.00
363034476	08/08/2018	ENEMS - PRE-K	\$150.00
363034477	08/21/2018	ENEMS - PRE-K	\$150.00
363034480	08/24/2018	ENEMS - PRE-K	\$300.00
363034482	08/23/2018	ENEMS - PRE-K	\$150.00
363034485	08/24/2018	COLFAX COUNTY TREASURER	\$3,887.49
363034487	08/24/2018	ENEMS - PRE-K	\$150.00
363034492	08/29/2018	ENEMS - PRE-K	\$150.00
363034493	08/29/2018	ENEMS - PRE-K	\$300.00
363034496	08/28/2018	ENEMS - PRE-K	\$300.00
363034500	08/31/2018	UNITED STATES POSTAL SERVICE - SEPTEMBER RENT	\$459.17
Total Deposits for Fund:		12	Total Amount: \$409,919.83

PUPIL TRANSPORTATION

Deposit Number	Date	Memo	Deposit Total
363034470	08/10/2018	NMPED - TRANSPORTATION - AUGUST	\$37,567.00
Total Deposits for Fund:		1	Total Amount: \$37,567.00

INSTRUCTIONAL MATERIALS

Deposit Number	Date	Memo	Deposit Total
363034471	08/13/2018	NMPED - 14000 - INSTRUCTIONAL MATERIAL	\$12,964.42
Total Deposits for Fund:		1	Total Amount: \$12,964.42

FOOD SERVICES

Deposit Number	Date	Memo	Deposit Total
363034474	08/21/2018	CEMS - CAFETERIA	\$155.00
363034475	08/16/2018	ENEMS - CAFETERIA	\$275.00
363034478	08/17/2018	ENEMS - CAFETERIA	\$26.00
363034479	08/21/2018	ENEMS - CAFETERIA	\$258.50
363034481	08/22/2018	ENEMS - CAFETERIA	\$37.00
363034483	08/23/2018	ENEMS - CAFETERIA	\$72.30
363034484	08/22/2018	CHS - CAFETERIA	\$147.50
363034486	08/24/2018	ENEMS - CAFETERIA	\$246.00
363034490	08/30/2018	ENEMS - CAFETERIA	\$44.20
363034491	08/29/2018	ENEMS - CAFETERIA	\$60.00
363034494	08/29/2018	CEMS - CAFETERIA	\$37.50
363034495	08/28/2018	CEMS - CAFETERIA	\$6.00
363034497	08/30/2018	CEMS - CAFETERIA	\$6.00
363034498	08/30/2018	CEMS - CAFETERIA	\$20.00
363034499	08/28/2018	ENEMS - CAFETERIA	\$24.50
Total Deposits for Fund:		15	Total Amount: \$1,415.50

CHS RAM PRIDE BOOSTER CLUB

Deposit Number	Date	Memo	Deposit Total
363034867	08/14/2018	AMBER ARCHULETA - VOLLEYBALL SHOES	\$166.00
363034869	08/22/2018	AMBER ARCHULETA - VOLLEYBALL SHOES	\$110.00
363034870	08/22/2018	DONNA & WILLIAM ARCHULETA - ANA ARCHULETA VB	\$350.00
Total Deposits for Fund:		3	Total Amount: \$626.00

JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND

Deposit Number	Date	Memo	Deposit Total
363034866	08/02/2018	MANHATTAN LIFE - CARDWELL SCHOLARSHIP	\$500.00
Total Deposits for Fund:		1	Total Amount: \$500.00

DISTRICT NURSE

Deposit Number	Date	Memo	Deposit Total
363034873	08/22/2018	ENEMS - DONATION UNITED METHODIST CHURCH	\$500.00
Total Deposits for Fund:		1	Total Amount: \$500.00

ENEMS ACTIVITY

Deposit Number	Date	Memo	Deposit Total
363034868	08/17/2018	CHEVRON - YOURCAUSE, LLC	\$144.00
363034871	08/08/2018	ENEMS - DAVID & PHYLLIS HARDY	\$1,000.00
363034872	08/08/2018	ENEMS - LIFETOUCH	\$147.80
363034882	08/30/2018	ENEMS - SNACK SALES	\$10.00
363034883	08/30/2018	ENEMS - DONATION	\$200.00
Total Deposits for Fund:		5	Total Amount: \$1,501.80

BAND-MUSIC PROGRAM

Deposit Number	Date	Memo	Deposit Total
363034874	08/22/2018	ENEMS - BAND	\$615.00
363034875	08/22/2018	ENEMS - BAND	\$230.00
363034877	08/22/2018	CHS - BAND	\$180.00
363034878	08/23/2018	CHS - BAND	\$300.00
363034879	08/23/2018	CHS - BAND	\$275.00
363034880	08/23/2018	CHS - BAND	\$78.00
363034881	08/24/2018	ENEMS - BAND	\$90.00
363034884	08/30/2018	CHS - BAND	\$100.00
Total Deposits for Fund:		8	Total Amount: \$1,868.00

FFA

Deposit Number	Date	Memo	Deposit Total
363034876	08/22/2018	CHS - FFA	\$120.00
Total Deposits for Fund:		1	Total Amount: \$120.00

ENTITLEMENT IDEA-B

Deposit Number	Date	Memo	Deposit Total
363034488	08/01/2018	NMPED - 24160 - IDEA B - ENTITLEMENT	\$24,479.24
363034489	08/01/2018	NMPED - 24106 - IDEA B ENTITLEMENT	\$23,664.56
Total Deposits for Fund:		2	Total Amount: \$48,143.80

BOND BUILDING

Deposit Number	Date	Memo	Deposit Total
363034467	08/02/2018	BANK OF AMERICA - BOND REIMBURSEMENT	\$248,088.20
363034473	08/10/2018	BANK OF ALBUQUERQUE - BOND	\$382,352.77
Total Deposits for Fund:		2	Total Amount: \$630,440.97

CAPITAL IMPROVEMENTS SB-9

Deposit Number	Date	Memo	Deposit Total
363034485	08/24/2018	COLFAX COUNTY TREASURER	\$16,335.26
Total Deposits for Fund: 1			Total Amount: \$16,335.26

DEBT SERVICES

Deposit Number	Date	Memo	Deposit Total
363034485	08/24/2018	COLFAX COUNTY TREASURER	\$14,672.79
Total Deposits for Fund: 1			Total Amount: \$14,672.79

TOTAL ED. TECH. DEBT SERVICE

Deposit Number	Date	Memo	Deposit Total
363034485	08/24/2018	COLFAX COUNTY TREASURER	\$8,255.52
Total Deposits for Fund: 1			Total Amount: \$8,255.52
Total Deposits: 55			Total Amount: \$1,184,830.89

End of Report

**Cimarron Municipal Schools
September 2018 Board Meeting
Budget Adjustment Request(BAR) Approvals/Cash Transfers**

<u>TYPE OF BAR</u>	<u>BAR#</u>	<u>ACCOUNT</u>	<u>JUSTIFICATION</u>
INCREASE	019	25233-REAP	INCREASE BUDGET
MAINTENANCE	020	11000-OPERATIONAL	BUDGET MAINTENANCE
MAINTENANCE	021	11000-OPERATIONAL	BUDGET MAINTENANCE
MAINTENANCE	022	13000-TRANSPORTION	BUDGET MAINTENANCE
MAINTENANCE	023	21000-FOOD SERVICE	BUDGET MAINTENANCE
MAINTENANCE	024	24106-IDEA B	BUDGET MAINTENANCE
MAINTENANCE	025	24106-IDEA B	BUDGET MAINTENANCE
MAINTENANCE	026	24154-TITLE II	BUDGET MAINTENANCE
MAINTENANCE	027	27149-PRE K	BUDGET MAINTENANCE
INITIAL	028	27103-DUAL CREDIT	BUDGET MAINTENANCE
INCREASE	029	24109-IDEA B PRESCHOOL	INCREASE BUDGET
INITIAL	030	24189-TITLE IV	CARRYOVER
MAINTENANCE	031	31100-BOND	BUDGET MAINTENANCE
INCREASE	032	29102-PRIVATE GRANT-FIRE	INCREASE BUDGET

PLEASE SEE ATTACHED BARS FOR DETAILED INFORMATION

Bar Increases/Decreases:

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

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

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

Doc. ID: 008-000-1819-0019-1

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 25233.0000.44301 \$34,183

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25233 Rural Education Achievem ent Program	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$7,100	\$4,000	\$11,100	
25233 Rural Education Achievem ent Program	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$700	\$3,000	\$3,700	
25233 Rural Education Achievem ent Program	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$500	\$3,000	\$3,500	
25233 Rural Education Achievem ent Program	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$500	\$2,000	\$2,500	
25233 Rural Education Achievem ent Program	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$385	\$2,000	\$2,385	
25233 Rural Education Achievem ent Program	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
25233 Rural Education Achievem ent Program	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$484	\$2,000	\$2,484	
25233 Rural Education Achievem ent Program	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class		\$500	\$500	
25233 Rural Education Achievem ent Program	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$254	\$500	\$754	

25233 Rural Education Achievement Program	1000 Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$25	\$250	\$275	
25233 Rural Education Achievement Program	1000 Instruction	53711 Other Charges	1010 Regular Education (K-12) Programs	0000 No Job Class	\$1,109	\$4,000	\$5,109	
25233 Rural Education Achievement Program	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class		\$6,333	\$6,333	
25233 Rural Education Achievement Program	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1217 Secretarial/Clerical/Technical Assistants	\$2,500	\$3,000	\$5,500	
25233 Rural Education Achievement Program	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$150	\$400	\$550	
25233 Rural Education Achievement Program	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$100	\$400	\$500	
25233 Rural Education Achievement Program	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class	\$100	\$400	\$500	
25233 Rural Education Achievement Program	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$100	\$400	\$500	
Sub Total						\$34,183		
Indirect Cost								
DOC. TOTAL						\$34,183		

Justification:
GRANT 18-19

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

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

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

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

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Lawana Whitten	Business Manager	8/24/2018 9:58:34 AM

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

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

Doc. ID: 008-000-1819-0020-M
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$1,387,300	(\$62,052)	\$1,325,248	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1711 Instructional Assistants-Grades 1-12	\$41,918	\$31,000	\$72,918	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1714 Instructional Assistants Preschool	\$9,025	\$2,106	\$11,131	
11000 Operational	1000 Instruction	51300 Additional Compensation	0000 No Program	1416 Teachers-Other Instruction		\$2,500	\$2,500	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$2,245	\$400	\$2,645	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$13,035	\$300	\$13,335	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$2,757	\$200	\$2,957	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,336	\$250	\$1,586	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$4,796	\$4,796	
11000 Operational	1000 Instruction	53330 Professional Development	1010 Regular Education (K-12) Programs	0000 No Job Class	\$10,000	\$10,000	\$20,000	
11000 Operational	1000 Instruction	55813 Employee Travel - Non-Teachers	9000 Co-Curricular and Extra-Curricular Activities	0000 No Job Class	\$800	\$1,000	\$1,800	
11000 Operational	1000 Instruction	55819 Employee Travel - Teachers	1010 Regular Education (K-12) Programs	0000 No Job Class	\$750	\$1,000	\$1,750	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$3,000	\$8,500	\$11,500	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
MAINTENANCE AUGUST

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:

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

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

Doc. ID: 008-000-1819-0021-M
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$30,000	(\$15,656)	\$14,344	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1112 Principals	\$164,791	(\$15,730)	\$149,061	
11000 Operational	2600 Operation & Maintenance of Plant	55200 Property/Liability Insurance	0000 No Program	0000 No Job Class	\$195,954	(\$55,000)	\$140,954	
11000 Operational	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$4,913	\$1,000	\$5,913	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$3,562	\$1,000	\$4,562	
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$58,953	\$3,000	\$61,953	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$389	\$250	\$639	
11000 Operational	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$2,120	\$1,500	\$3,620	
11000 Operational	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class	\$461	\$500	\$961	
11000 Operational	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$257	\$250	\$507	
11000 Operational	2100 Support Services-Students	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$525	\$500	\$1,025	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$21,000	\$7,000	\$28,000	
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$39,000	\$7,000	\$46,000	
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$6,000	\$36,000	\$42,000	
11000 Operational	2200 Support Services-Instruction	51100 Salaries Expense	0000 No Program	1213 Library/Media Assistants	\$20,531	\$100	\$20,631	
11000 Operational	2200 Support Services-Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,854	\$100	\$2,954	
11000 Operational	2200 Support Services-Instruction	52312 Life	0000 No Program	0000 No Job Class	\$42	\$20	\$62	

11000 Operational	2200 Support Services-Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$77	\$20	\$97
11000 Operational	2200 Support Services-Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$400	\$200	\$600
11000 Operational	2300 Support Services-General Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$14,635	\$7,000	\$21,635
11000 Operational	2300 Support Services-General Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$2,106	\$1,000	\$3,106
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$6,528	\$2,000	\$8,528
11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,527	\$300	\$1,827
11000 Operational	2300 Support Services-General Administration	52312 Life	0000 No Program	0000 No Job Class	\$91	\$200	\$291
11000 Operational	2300 Support Services-General Administration	52313 Dental	0000 No Program	0000 No Job Class	\$780	\$100	\$880
11000 Operational	2300 Support Services-General Administration	52314 Vision	0000 No Program	0000 No Job Class	\$57	\$50	\$107
11000 Operational	2300 Support Services-General Administration	52315 Disability	0000 No Program	0000 No Job Class	\$130	\$200	\$330
11000 Operational	2300 Support Services-General Administration	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$300	\$100	\$400
11000 Operational	2300 Support Services-General Administration	56115 Board Expenses	0000 No Program	0000 No Job Class	\$1,000	\$1,000	\$2,000
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$4,000	\$3,000	\$7,000
11000 Operational	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$3,783	\$750	\$4,533
11000 Operational	2400 Support Services-School Administration	52312 Life	0000 No Program	0000 No Job Class	\$134	\$100	\$234
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	\$151	\$200	\$351
11000 Operational	2400 Support Services-School Administration	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$200	\$200	\$400
11000 Operational	2500 Central Services	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$11,588	\$500	\$12,088
11000 Operational	2500 Central Services	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$1,667	\$1,000	\$2,667
11000 Operational	2500 Central Services	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$11,893	\$1,500	\$13,393
11000 Operational	2500 Central Services	52312 Life	0000 No Program	0000 No Job Class	\$140	\$200	\$340
11000 Operational	2500 Central Services	52313 Dental	0000 No Program	0000 No Job Class	\$695	\$300	\$995
11000 Operational	2500 Central Services	52314 Vision	0000 No Program	0000 No Job Class	\$129	\$200	\$329
11000 Operational	2500 Central Services	52315 Disability	0000 No Program	0000 No Job Class	\$50	\$200	\$250

11000 Operational	2600 Operation & Maintenance of Plant	54416 Communication Services	0000 No Program	0000 No Job Class	\$30,000	\$5,149	\$35,149	
					Sub Total	(\$2,597)		
					Indirect Cost			
					DOC. TOTAL	(\$2,597)		

Justification:

MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0022-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
13000 Pupil Transport ation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1622 Bus Drivers	\$102,875	(\$13,000)	\$89,875	
13000 Pupil Transport ation	2700 Student Transportation	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$468	(\$468)		
13000 Pupil Transport ation	2700 Student Transportation	54314 Maintenance & Repair - Buses	0000 No Program	0000 No Job Class	\$12,884	(\$6,000)	\$6,884	
13000 Pupil Transport ation	2700 Student Transportation	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$10,000	(\$4,000)	\$6,000	
13000 Pupil Transport ation	2700 Student Transportation	56211 Gasoline	0000 No Program	0000 No Job Class	\$5,000	(\$5,000)		
13000 Pupil Transport ation	2700 Student Transportation	56215 Tires/Tubes	0000 No Program	0000 No Job Class	\$15,000	(\$13,000)	\$2,000	
13000 Pupil Transport ation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	1622 Bus Drivers		\$2,242	\$2,242	
13000 Pupil Transport ation	2700 Student Transportation	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$4,464	\$293	\$4,757	
13000 Pupil Transport ation	2700 Student Transportation	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$5,306	\$11,676	\$16,982	
13000 Pupil Transport ation	2700 Student Transportation	52312 Life	0000 No Program	0000 No Job Class	\$210	\$350	\$560	
13000 Pupil Transport ation	2700 Student Transportation	52313 Dental	0000 No Program	0000 No Job Class	\$405	\$516	\$921	
13000 Pupil Transport ation	2700 Student Transportation	52314 Vision	0000 No Program	0000 No Job Class	\$71	\$100	\$171	
13000 Pupil Transport ation	2700 Student Transportation	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$154	\$300	\$454	

13000 Pupil Transportation	2700 Student Transportation	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$1,500	\$420	\$1,920	
13000 Pupil Transportation	2700 Student Transportation	54416 Communication Services	0000 No Program	0000 No Job Class	\$2,700	\$3,371	\$6,071	
13000 Pupil Transportation	2700 Student Transportation	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$8,400	\$8,400	
13000 Pupil Transportation	2700 Student Transportation	55813 Employee Travel - Non-Teachers	0000 No Program	0000 No Job Class	\$1,000	\$1,800	\$2,800	
13000 Pupil Transportation	2700 Student Transportation	56212 Diesel Fuel	0000 No Program	0000 No Job Class	\$35,000	\$12,000	\$47,000	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0023-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwritten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$23,370	(\$99)	\$23,271	
21000 Food Services	3100 Food Services Operations	52210 FICA Payments	0000 No Program	0000 No Job Class	\$1,449	(\$200)	\$1,249	
21000 Food Services	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,110	(\$310)	\$800	
21000 Food Services	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$962	(\$421)	\$541	
21000 Food Services	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$11,475	\$955	\$12,430	
21000 Food Services	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$485	\$75	\$560	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:
 MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0024-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$25,197	(\$9,906)	\$15,291	
24106 Entitlement IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1712 Instructional Assistants- Special Education	\$43,217	\$7,306	\$50,523	
24106 Entitlement IDEA-B	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$8,200	\$900	\$9,100	
24106 Entitlement IDEA-B	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$900	\$100	\$1,000	
24106 Entitlement IDEA-B	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$6,845	\$1,500	\$8,345	
24106 Entitlement IDEA-B	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$65	\$100	\$165	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0025-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	2100 Support Services-Students	51100 Salaries Expense	2000 Special Programs	1217 Secretarial/Cleri- cal/Technical Assistants	\$15,434	(\$300)	\$15,134	
24106 Entitlement IDEA-B	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,970	\$100	\$2,070	
24106 Entitlement IDEA-B	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$880	\$50	\$930	
Sub Total						(\$150)		
Indirect Cost								
DOC. TOTAL						(\$150)		

Justification:

MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0026-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$19,409	(\$1,000)	\$18,409	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$970	\$970	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$50	\$30	\$80	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:
MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0027-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27149 PreK Initiative	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1714 Instructional Assistants Preschool	\$6,017	(\$2,100)	\$3,917	
27149 PreK Initiative	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$468	\$50	\$518	
27149 PreK Initiative	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$7,884	\$2,050	\$9,934	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0028-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 27103.0000.43202 \$1,021

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		\$1,021	\$1,021	
Sub Total						\$1,021		
Indirect Cost								
DOC. TOTAL						\$1,021		

Justification:

INITIAL BUDGET 18-19

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

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

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

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

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

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

Doc. ID: 008-000-1819-0029-1

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 24109.0000.44500 \$1,533

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24109 Preschool IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$9,240	\$1,308	\$10,548	
24109 Preschool IDEA-B	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,248	\$100	\$1,348	
24109 Preschool IDEA-B	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$550	\$75	\$625	
24109 Preschool IDEA-B	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$135	\$50	\$185	
Sub Total						\$1,533		
Indirect Cost								
DOC. TOTAL						\$1,533		

Justification:

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: 008-000-1819-0030-IB
Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 24189.0000.44500 \$29,870

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24189 Student Supp Academic Achievme nt Title IV	1000 Instruction	53330 Professional Development	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$8,000	\$8,000	
24189 Student Supp Academic Achievme nt Title IV	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$15,990	\$15,990	
24189 Student Supp Academic Achievme nt Title IV	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$5,880	\$5,880	
Sub Total						\$29,870		
Indirect Cost								
DOC. TOTAL						\$29,870		

Justification:

Initial Budget 17-18 carried over

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: 6/20/2018

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

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

Approvals by Digital Signature		
<u>Name</u>	<u>Role</u>	<u>Date</u>
Lawana Whitten	Business Manager	9/4/2018 10:37:18 AM
Adan Estrada	Superintendent	9/4/2018 10:47:03 AM

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

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

Doc. ID: 008-000-1819-0031-M
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31100 Bond Building	4000 Capital Outlay	54500 Construction Services	0000 No Program	0000 No Job Class	\$1,260,000	(\$1,413)	\$1,258,587	
31100 Bond Building	4000 Capital Outlay	53414 Other Services	0000 No Program	0000 No Job Class	\$20,000	\$1,413	\$21,413	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0032-1
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

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

Revenue 29102.0000.41920 \$13,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29102 Private Dir Grants (Categori cal)	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$5,500	\$6,500	\$12,000	
29102 Private Dir Grants (Categori cal)	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,500	\$6,500	\$12,000	
Sub Total						\$13,000		
Indirect Cost								
DOC. TOTAL						\$13,000		

Justification:

INCREASE FIRE

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

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

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

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

Cimarron Municipal Schools

Fund Balances

Fiscal Year: 2018-2019

Month: August
 Year: 2018
 Fund Type:

Include Cash Balance
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
11000	OPERATIONAL	\$255,751.94	\$732,092.85	(\$413,863.83)	\$0.00	\$573,980.96	\$492,698.80	\$81,282.16
13000	PUPIL TRANSPORTATION	\$4.35	\$75,134.00	(\$46,642.20)	\$0.00	\$28,496.15	\$28,609.80	(\$113.65)
14000	INSTRUCTIONAL MATERIALS	\$42,040.76	\$12,964.42	\$0.00	\$0.00	\$55,005.18	\$55,005.18	\$0.00
21000	FOOD SERVICES	\$47,630.75	\$1,495.50	(\$21,880.35)	\$0.00	\$27,245.90	\$27,245.90	\$0.00
22000	ATHLETICS	\$21,378.95	\$0.00	(\$2,024.14)	\$0.00	\$19,354.81	\$19,354.81	\$0.00
23100	CHS E-STORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23200	ZANE CD SCHOLARSHIP	\$12,162.61	\$70.44	\$0.00	\$0.00	\$12,233.05	\$12,233.05	\$0.00
23201	CARDWELL SCHOLARSHIP CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23202	MASONIC SCHOLARSHIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
23400	CHS ANNUAL YEARBOOK	\$581.54	\$0.00	\$0.00	\$0.00	\$581.54	\$581.54	\$0.00
23401	ACTIVITY INTEREST	\$1,478.46	\$208.72	\$0.00	\$0.00	\$1,687.18	\$1,687.18	\$0.00
23402	CHS ART	\$1,651.69	\$0.00	\$0.00	\$0.00	\$1,651.69	\$1,651.69	\$0.00
23403	CHS RAM PRIDE BOOSTER CLUB	\$25,572.39	\$1,109.39	(\$4,677.70)	\$0.00	\$22,004.08	\$22,004.08	\$0.00
23404	JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND	\$28,359.06	\$500.00	(\$500.00)	\$0.00	\$28,359.06	\$28,359.06	\$0.00
23405	JUAN MARTINEZ SCHOLARSHIP FUND	\$20,088.63	\$0.00	\$0.00	\$0.00	\$20,088.63	\$20,088.63	\$0.00
23406	CHS CHEERLEADERS	\$540.30	\$0.00	\$0.00	\$0.00	\$540.30	\$540.30	\$0.00
23407	FAMILY GROUP 6-8	\$2,676.25	\$0.00	\$0.00	\$0.00	\$2,676.25	\$2,676.25	\$0.00
23408	CEMOP	\$2,663.24	\$0.00	\$0.00	\$0.00	\$2,663.24	\$2,663.24	\$0.00
23409	CEMS YEARBOOK	\$1,288.12	\$0.00	(\$596.50)	\$0.00	\$691.62	\$691.62	\$0.00
23410	CEMS ACTIVITY	\$1,079.72	\$70.00	\$0.00	\$0.00	\$1,149.72	\$1,149.72	\$0.00
23411	CEMS ART	\$25.47	\$0.00	\$0.00	\$0.00	\$25.47	\$25.47	\$0.00
23412	CES PEEWEE BB	\$5.04	\$0.00	\$0.00	\$0.00	\$5.04	\$5.04	\$0.00
23413	CES 3-4 SCIENCE TEACHERS	\$65.90	\$0.00	\$0.00	\$0.00	\$65.90	\$65.90	\$0.00
23415	CHS CLASS OF 2022	\$0.56	\$0.00	\$0.00	\$0.00	\$0.56	\$0.56	\$0.00
23416	DISTRICT NURSE	\$1,842.01	\$500.00	\$0.00	\$0.00	\$2,342.01	\$2,342.01	\$0.00
23417	CHS CLASS OF 2020	\$4,811.78	\$0.00	\$0.00	\$0.00	\$4,811.78	\$4,811.78	\$0.00
23419	CHS CLASS OF 2021	\$137.00	\$0.00	\$0.00	\$0.00	\$137.00	\$137.00	\$0.00
23420	CHS CLASS OF 2018	\$146.44	\$0.00	\$0.00	\$0.00	\$146.44	\$146.44	\$0.00
23421	CHS CLASS OF 2019	\$1,774.12	\$0.00	\$0.00	\$0.00	\$1,774.12	\$1,774.12	\$0.00
23424	CMS STUDENT COUNCIL	\$178.46	\$0.00	\$0.00	\$0.00	\$178.46	\$178.46	\$0.00
23425	CMS 8TH GRADE DANCE	\$68.31	\$0.00	\$0.00	\$0.00	\$68.31	\$68.31	\$0.00

Cimarron Municipal Schools

Fund Balances

Fiscal Year: 2018-2019

Month: August

Include Cash Balance

Year: 2018

Fund Type:

FY End Report

<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>
23426	ENEMS ACTIVITY	\$6,743.96	\$1,501.80	(\$20.00)	\$0.00	\$8,225.76	\$8,225.76	\$0.00
23427	ENEMS STAFF	\$142.98	\$0.00	\$0.00	\$0.00	\$142.98	\$142.98	\$0.00
23428	ENMS BARN FUND	\$7,648.15	\$0.00	\$0.00	\$0.00	\$7,648.15	\$7,648.15	\$0.00
23429	EN AQUAPONICS	\$35.18	\$0.00	\$0.00	\$0.00	\$35.18	\$35.18	\$0.00
23430	ENEMS ART PROGRAM	\$13.15	\$412.25	\$0.00	\$0.00	\$425.40	\$425.40	\$0.00
23431	ENEMS YEARBOOK	\$2,290.35	\$0.00	\$0.00	\$0.00	\$2,290.35	\$2,290.35	\$0.00
23432	EN VOCATIONAL ED	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00	\$42.00	\$0.00
23433	TRAILS END RANCH	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
23434	ENMS STUDENT COUNCIL	\$1,182.86	\$0.00	\$0.00	\$0.00	\$1,182.86	\$1,182.86	\$0.00
23435	EN PBIS COMMITTEE	\$422.21	\$0.00	\$0.00	\$0.00	\$422.21	\$422.21	\$0.00
23440	CHS ACTIVITY	\$1,372.11	\$0.00	(\$385.00)	\$0.00	\$987.11	\$987.11	\$0.00
23442	CHS STUDENT COUNCIL	\$482.84	\$0.00	\$0.00	\$0.00	\$482.84	\$482.84	\$0.00
23445	CHS TEACHERS	\$471.64	\$0.00	\$0.00	\$0.00	\$471.64	\$471.64	\$0.00
23446	BAND-MUSIC PROGRAM	\$6,142.45	\$1,968.00	\$0.00	\$0.00	\$8,110.45	\$8,110.45	\$0.00
23449	FFA	\$739.26	\$120.00	(\$80.84)	\$0.00	\$778.42	\$778.42	\$0.00
23450	CHS NATIONAL HONOR SOCIETY	\$553.46	\$0.00	\$0.00	\$0.00	\$553.46	\$553.46	\$0.00
23451	CHS RAMSHORN	\$1.25	\$0.00	\$0.00	\$0.00	\$1.25	\$1.25	\$0.00
23452	CHS RHOR	\$473.33	\$0.00	\$0.00	\$0.00	\$473.33	\$473.33	\$0.00
23454	CHS SHOP	\$5,908.30	\$0.00	\$0.00	\$0.00	\$5,908.30	\$5,908.30	\$0.00
23455	CHS LASER SHOP/BUSINESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23456	CHS DRAMA CLUB	\$345.75	\$0.00	\$0.00	\$0.00	\$345.75	\$345.75	\$0.00
23457	CHS SNACK PANTRY	\$86.90	\$0.00	\$0.00	\$0.00	\$86.90	\$86.90	\$0.00
23458	CEMS HALOS	\$1,859.20	\$243.00	\$0.00	\$0.00	\$2,102.20	\$2,102.20	\$0.00
23460	ZANE SCHOLARSHIP	\$606.87	\$0.00	\$0.00	\$0.00	\$606.87	\$606.87	\$0.00
23461	STAFF EVENT DONATION	\$252.98	\$0.00	\$0.00	\$0.00	\$252.98	\$252.98	\$0.00
23463	ENEMS LIBRARY	\$770.14	\$0.00	\$0.00	\$0.00	\$770.14	\$770.14	\$0.00
23464	ENES K-2 TEACHERS	\$3,570.30	\$0.00	\$0.00	\$0.00	\$3,570.30	\$3,570.30	\$0.00
23465	ENES 3-5 TEACHERS	\$6,212.40	\$128.00	\$0.00	\$0.00	\$6,340.40	\$6,340.40	\$0.00
23470	EN TUTORING PROGRAM	\$2,130.22	\$0.00	\$0.00	\$0.00	\$2,130.22	\$2,130.22	\$0.00
23471	Undesignated	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00
23479	CHS GRAPHIC ARTS	\$215.30	\$0.00	\$0.00	\$0.00	\$215.30	\$215.30	\$0.00

Cimarron Municipal Schools

Fund Balances

Fiscal Year: 2018-2019

Month: August
 Year: 2018
 Fund Type:

Include Cash Balance
 FY End Report

<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>
23481	CHS RAMS E-STORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23482	CHS BROADCAST	\$395.75	\$0.00	\$0.00	\$0.00	\$395.75	\$395.75	\$0.00
23483	CHS DESIGN	\$7,412.32	\$0.00	(\$8.20)	\$0.00	\$7,404.12	\$7,404.12	\$0.00
23485	ENMS JUNIOR CHAMBER	\$1,795.82	\$0.00	\$0.00	\$0.00	\$1,795.82	\$1,795.82	\$0.00
23486	DISTRICT SAMS REWARDS	\$102.30	\$0.00	\$0.00	\$0.00	\$102.30	\$102.30	\$0.00
23487	WERC ENVIRONMENTAL DESIGN	\$230.83	\$0.00	\$0.00	\$0.00	\$230.83	\$230.83	\$0.00
23488	DISTRICT ATHLETICS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24101	TITLE I - IASA	\$23,091.89	\$25,672.88	(\$4,830.61)	\$0.00	\$43,934.16	\$43,934.16	\$0.00
24106	ENTITLEMENT IDEA-B	(\$45,515.02)	\$48,143.80	(\$5,304.31)	\$0.00	(\$2,675.53)	\$42,847.22	(\$45,522.75)
24109	PRESCHOOL IDEA-B	(\$3,198.58)	\$3,198.79	(\$496.60)	\$0.00	(\$496.39)	\$2,703.61	(\$3,200.00)
24118	FRESH FRUIT AND VEGETABLE	(\$892.34)	\$892.34	\$0.00	\$0.00	\$0.00	\$895.00	(\$895.00)
24120	IDEA-B RISK POOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24132	IDEA-B RESULTS PLAN	(\$19,562.52)	\$19,562.52	(\$5,093.26)	\$0.00	(\$5,093.26)	\$14,466.18	(\$19,559.44)
24154	TEACHER/PRINCIPAL TRAINING & RECRUITING	(\$3,142.44)	\$3,141.44	(\$1,354.20)	\$0.00	(\$1,355.20)	\$1,789.80	(\$3,145.00)
24189	TITLE IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25153	TITLE XIX MEDICAID 3/21 YEARS	\$0.00	\$0.00	(\$1,645.29)	\$0.00	(\$1,645.29)	(\$1,645.29)	\$0.00
25214	TEACHER QUALITY ENHANCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25233	RURAL EDUCATION ACHIEVEMENT PROGRAM	\$0.00	\$0.00	(\$1,635.09)	\$0.00	(\$1,635.09)	(\$1,635.09)	\$0.00
25250	SEG - FEDERAL STIMULUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26156	TURNER FOUNDATION	\$16,773.72	\$0.00	\$0.00	\$0.00	\$16,773.72	\$16,773.72	\$0.00
26179	A PLUS FOR ENERGY	\$870.56	\$0.00	\$0.00	\$0.00	\$870.56	\$870.56	\$0.00
27103	2009 DUAL CREDIT IM/HB2	(\$129.00)	\$129.00	\$0.00	\$0.00	\$0.00	\$129.00	(\$129.00)
27106	2010 GO BONDS STUDENT LIBRARY FUND SB1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27107	2012 GO BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27114	CENTER FOR TEACHER EXCELLENCE PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27138	INCENTIVES FOR SCHOOL IMPR ACT PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27149	PREK INITIATIVE	(\$9,995.52)	\$9,995.52	(\$1,854.91)	\$0.00	(\$1,854.91)	\$8,271.81	(\$10,126.72)
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

Cimarron Municipal Schools

Fund Balances

Fiscal Year: 2018-2019

Month: August

Include Cash Balance

Year: 2018

Fund Type:

FY End Report

<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>
27195	TEACHERS HARD TO STAFF STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28178	GEAR-UP CHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29102	PRIVATE DIR GRANTS (CATEGORICAL)	\$41,853.17	\$11,000.00	(\$3,015.50)	\$0.00	\$49,837.67	\$49,837.67	\$0.00
31100	BOND BUILDING	\$1,364,953.72	\$383,885.04	(\$1,166,244.31)	\$0.00	\$582,594.45	\$582,594.45	\$0.00
31600	HB 33	\$1,677.40	\$12.43	(\$0.12)	\$0.00	\$1,689.71	\$1,689.71	\$0.00
31700	STATE MATCH SB-9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31701	CAPITAL IMPROVEMENTS SB-9	\$1,452,888.10	\$30,805.17	(\$470,463.90)	\$0.00	\$1,013,229.37	\$1,013,229.37	\$0.00
31900	ED. TECHNOLOGY EQUIPMENT ACT	\$912,477.41	\$1,817.25	(\$6,105.44)	\$0.00	\$908,189.22	\$908,189.22	\$0.00
41000	DEBT SERVICES	\$669,413.01	\$26,503.74	(\$606,997.35)	\$0.00	\$88,919.40	\$88,919.40	\$0.00
43000	TOTAL ED. TECH. DEBT SERVICE SUBFUND	\$430,950.81	\$14,770.26	(\$291,260.64)	\$0.00	\$154,460.43	\$154,460.43	\$0.00
Grand Total:		\$5,381,670.78	\$1,408,048.55	(\$3,056,980.29)	\$0.00	\$3,732,739.04	\$3,734,148.44	(\$1,409.40)

End of Report

CIMARRON MUNICIPAL SCHOOLS

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

11000 Operational	Intra-Fund Loans paid that crossed fiscal years	\$82,545.00
11000 Operational	NMPSIA	(\$1,262.84)
13000 Transportation	NMPSIA	(\$113.65)
24106 Entitlement IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$45,511.00)
24106 Entitlement IDEA B	NMPSIA	(\$11.75)
24109 Preschool IDEA B	Intra-Fund Loans paid that crossed fiscal years	(\$3,200.00)
24118 Fresh Fruits & Veg	Intra-Fund Loans paid that crossed fiscal years	(\$895.00)
24132 IDEA-B	Intra-Fund Loans paid that crossed fiscal years	(\$19,565.00)
24132 IDEA-B	NMPSIA	\$5.56
24154 Title II	Intra-Fund Loans paid that crossed fiscal years	(\$3,145.00)
27103 Dual Credit	Intra-Fund Loans paid that crossed fiscal years	(\$129.00)
27149 PRE K	Intra-Fund Loans paid that crossed fiscal years	(\$10,100.00)
27149 PRE K	NMPSIA	(\$26.72)

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

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

It will show as a variance until the new year.

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Date:8/1/2018-8/31/2018

SB9 EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31701.2300.53712.0000.008000.0000	COUNTY TAX COLLECTION COSTS	\$8,098.00	\$0.00	\$8,098.00	\$139.52	\$241.83	\$7,856.17	\$0.00	\$7,856.17	97.01%
OBJECT: COUNTY TAX COLLECTION COSTS - 53712		\$8,098.00	\$0.00	\$8,098.00	\$139.52	\$241.83	\$7,856.17	\$0.00	\$7,856.17	97.01%
FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$8,098.00	\$0.00	\$8,098.00	\$139.52	\$241.83	\$7,856.17	\$0.00	\$7,856.17	97.01%
31701.4000.53330.0000.008000.0000	PROFESSIONAL DEVELOPEMENT	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
OBJECT: PROFESSIONAL DEVELOPEMENT - 53330		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
31701.4000.54315.0000.008000.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$111,800.00	\$0.00	\$111,800.00	\$7,523.35	\$16,370.28	\$95,429.72	\$72,267.29	\$23,162.43	20.72%
31701.4000.54315.0000.008033.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$2,181.64	\$2,259.76	\$117,740.24	\$18,445.16	\$99,295.08	82.75%
31701.4000.54315.0000.008034.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$13,204.12	\$13,282.24	\$106,717.76	\$41,098.52	\$65,619.24	54.68%
31701.4000.54315.0000.008036.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$2,181.65	\$2,259.77	\$117,740.23	\$20,689.97	\$97,050.26	80.88%
31701.4000.54315.0000.008047.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$5,941.45	\$11,995.20	\$108,004.80	\$18,926.05	\$89,078.75	74.23%
31701.4000.54315.0000.008048.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$5,941.43	\$11,995.17	\$108,004.83	\$19,426.06	\$88,578.77	73.82%
OBJECT: MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT (SB9) - 54315		\$711,800.00	\$0.00	\$711,800.00	\$36,973.64	\$58,162.42	\$653,637.58	\$190,853.05	\$462,784.53	65.02%
31701.4000.54500.0000.008000.0000	CONSTRUCTION SERVICES	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	100.00%
31701.4000.54500.0000.008033.0000	CONSTRUCTION SERVICES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$4,407.07	\$65,592.93	\$9,408.69	\$56,184.24	80.26%
31701.4000.54500.0000.008034.0000	CONSTRUCTION SERVICES	\$420,000.00	\$0.00	\$420,000.00	\$348,153.21	\$348,153.21	\$71,846.79	\$4,629.44	\$67,217.35	16.00%
31701.4000.54500.0000.008036.0000	CONSTRUCTION SERVICES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$4,407.07	\$65,592.93	\$9,408.69	\$56,184.24	80.26%
31701.4000.54500.0000.008047.0000	CONSTRUCTION SERVICES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
31701.4000.54500.0000.008048.0000	CONSTRUCTION SERVICES	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	100.00%
OBJECT: CONSTRUCTION SERVICES - 54500		\$730,000.00	\$0.00	\$730,000.00	\$348,153.21	\$356,967.35	\$373,032.65	\$23,446.82	\$349,585.83	47.89%
31701.4000.56118.0000.008000.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$612.46	\$29,195.63	\$20,804.37	\$8,173.44	\$12,630.93	25.26%
31701.4000.56118.0000.008033.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
31701.4000.56118.0000.008034.0000	GENERAL SUPPLIES AND MATERIALS	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$25,744.87	\$74,255.13	\$0.00	\$74,255.13	74.26%
31701.4000.56118.0000.008036.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
31701.4000.56118.0000.008047.0000	GENERAL SUPPLIES AND MATERIALS	\$25,000.00	\$0.00	\$25,000.00	\$75.90	\$75.90	\$24,924.10	\$0.00	\$24,924.10	99.70%
31701.4000.56118.0000.008048.0000	GENERAL SUPPLIES AND MATERIALS	\$25,000.00	\$0.00	\$25,000.00	\$75.90	\$75.90	\$24,924.10	\$0.00	\$24,924.10	99.70%
OBJECT: GENERAL SUPPLIES AND MATERIALS - 56118		\$300,000.00	\$0.00	\$300,000.00	\$764.26	\$55,092.30	\$244,907.70	\$8,173.44	\$236,734.26	78.91%
31701.4000.57312.0000.008000.0000	BUSES	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	100.00%
OBJECT: BUSES - 57312		\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	100.00%

31701.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$27,491.00	\$0.00	\$27,491.00	\$0.00	\$0.00	\$27,491.00	\$0.00	\$27,491.00	100.00%
31701.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331		\$187,491.00	\$0.00	\$187,491.00	\$0.00	\$0.00	\$187,491.00	\$0.00	\$187,491.00	100.00%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$2,131,791.00	\$0.00	\$2,131,791.00	\$385,891.11	\$470,222.07	\$1,661,568.93	\$222,473.31	\$1,439,095.62	67.51%
FUND: CAPITAL IMPROVEMENTS SB-9 - 31701		\$2,139,889.00	\$0.00	\$2,139,889.00	\$386,030.63	\$470,463.90	\$1,669,425.10	\$222,473.31	\$1,446,951.79	67.62%
Grand Total:		\$2,139,889.00	\$0.00	\$2,139,889.00	\$386,030.63	\$470,463.90	\$1,669,425.10	\$222,473.31	\$1,446,951.79	67.62%

End of Report

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Date:8/1/2018-:8/31/2018

ED TECH EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31900.4000.53330.0000.008000.0000	PROFESSIONAL DEVELOPEMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	OBJECT: PROFESSIONAL DEVELOPEMENT - 53330	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
31900.4000.53414.0000.008000.0000	OTHER SERVICES	\$58,589.00	\$0.00	\$58,589.00	\$992.80	\$2,492.80	\$56,096.20	\$49,420.34	\$6,675.86	11.39%
31900.4000.53414.0000.008033.0000	OTHER SERVICES	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
31900.4000.53414.0000.008034.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$8,477.69	\$8,522.31	50.13%
31900.4000.53414.0000.008036.0000	OTHER SERVICES	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
31900.4000.53414.0000.008047.0000	OTHER SERVICES	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$2,750.00	\$4,250.00	60.71%
31900.4000.53414.0000.008048.0000	OTHER SERVICES	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$2,750.00	\$4,250.00	60.71%
	OBJECT: OTHER SERVICES - 53414	\$103,589.00	\$0.00	\$103,589.00	\$992.80	\$2,492.80	\$101,096.20	\$63,398.03	\$37,698.17	36.39%
31900.4000.54416.0000.008000.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$103.86	\$2,396.14	\$1,320.95	\$1,075.19	43.01%
31900.4000.54416.0000.008033.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$1,169.60	\$3,830.40	76.61%
31900.4000.54416.0000.008034.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$1,334.40	\$1,165.60	46.62%
31900.4000.54416.0000.008036.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$1,334.40	\$3,665.60	73.31%
31900.4000.54416.0000.008047.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$1,754.39	\$1,754.39	\$3,245.61	\$429.03	\$2,816.58	56.33%
31900.4000.54416.0000.008048.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$1,754.39	\$1,754.39	\$3,245.61	\$429.04	\$2,816.57	56.33%
	OBJECT: COMMUNICATIONS - 54416	\$25,000.00	\$0.00	\$25,000.00	\$3,508.78	\$3,612.64	\$21,387.36	\$6,017.42	\$15,369.94	61.48%
31900.4000.56113.0000.008000.0000	SOFTWARE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
31900.4000.56113.0000.008033.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008034.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008036.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008047.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008048.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
	OBJECT: SOFTWARE - 56113	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
31900.4000.56118.0000.008000.0000	GENERAL SUPPLIES AND MATERIALS	\$73,000.00	\$0.00	\$73,000.00	\$0.00	\$0.00	\$73,000.00	\$46,673.50	\$26,326.50	36.06%
31900.4000.56118.0000.008033.0000	GENERAL SUPPLIES AND MATERIALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$30.00	\$12,970.00	99.77%
31900.4000.56118.0000.008034.0000	GENERAL SUPPLIES AND MATERIALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$95.00	\$12,905.00	99.27%
31900.4000.56118.0000.008036.0000	GENERAL SUPPLIES AND MATERIALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$30.00	\$12,970.00	99.77%
31900.4000.56118.0000.008047.0000	GENERAL SUPPLIES AND MATERIALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$285.00	\$12,715.00	97.81%
31900.4000.56118.0000.008048.0000	GENERAL SUPPLIES AND MATERIALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00	100.00%
	OBJECT: GENERAL SUPPLIES AND MATERIALS - 56118	\$138,000.00	\$0.00	\$138,000.00	\$0.00	\$0.00	\$138,000.00	\$47,113.50	\$90,886.50	65.86%

31900.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$306,589.00	\$0.00	\$306,589.00	\$4,501.58	\$6,105.44	\$300,483.56	\$116,528.95	\$183,954.61	60.00%
FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900		\$306,589.00	\$0.00	\$306,589.00	\$4,501.58	\$6,105.44	\$300,483.56	\$116,528.95	\$183,954.61	60.00%
Grand Total:		\$306,589.00	\$0.00	\$306,589.00	\$4,501.58	\$6,105.44	\$300,483.56	\$116,528.95	\$183,954.61	60.00%

End of Report

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

Daily Net Yield

8/1/2018

1.875



NEW MEXICO SCHOOL BOARDS ASSOCIATION

2018 Annual Convention

December 7 - 8, 2018

Embassy Suites - Albuquerque, NM

REGISTRATION FORM

Billing Address:

School District: _____

Submitted by: _____

Title: _____ Phone: _____

Email: _____

If no RSVP is indicated for the lunch we will assume "not attending".

ATTENDEES NAMES

(please print)

1. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

2. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

3. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

4. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

5. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

6. Name: _____

Title: _____

Friday Awards Lunch..... attending () not attending ()

Conference Fees:

Association Members: \$150.00 per person. **\$175.00 per person after November 16, 2018.** A purchase order is considered payment.

Purchase Order #: _____

(attach copy of P.O.)

Non-Members: \$450.00 per person. **Payment must be made in advance.**

Friday Awards Luncheon: The Awards Luncheon on Friday is included with registration.

Cancellations & Refund Policy

100% refund if registration is canceled in **writing**, by November 9, 2018. 50% refund if registration canceled in **writing**, by November 16, 2018. **NMSBA does not send out confirmations, the district must call or email to confirm registration or cancellations.**

NO SHOWS WILL BE BILLED IF NOT CANCELED BY DATES SHOWN ABOVE. Substitutions will be allowed until Nov. 16, 2018 with no charge. From Nov. 17th until event, a charge of \$50.00 will apply.

HOTEL RATES at the Embassy Suites are \$91.00 Single or \$101.00 Double, plus tax. Please make your room reservations by calling 1-505-245-7100 or 1-800-362-2779. Please indicate purchase order number at time of reservation. To ensure these rates, please make room reservations by November 21 and identify yourself as being with NMSBA.

List of Overflow Hotels for Annual Convention:

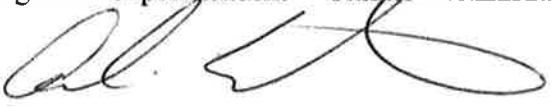
Holiday Inn Hotel & Suites—1501 Sunport Pl. SE – (505) 944-2255
Quality Inn & Suites – 1315 Menaul Blvd. NE – (505) 345-0010
Holiday Inn Express—2500 Menaul Blvd. NE – (505) 881-0544
Holiday Inn Hotel – 5050 Jefferson St. NE – (505) 944-2222

Please email Registration Form & Purchase Order to Carolyn Mole, NMSBA Finance Director: cmole@nmsba.org

New Mexico Public Education Department (NMPED)

**Public Schools with Athletic Programs in Grades 7–12: Title IX Assurance to
School Board or Governing Body**

Instructions: Complete the form and save on your computer. Print the document and sign it. Scan a copy. Upload the scanned copy into the Title IX Assurance Instrument in Web EPSS & Monitoring. After the document is uploaded and saved to the file cabinet, press the “submit to state” button.

School District: Cimarron Municipal Schools	Date: 8-30-2018
School(s): Cimarron High School, Moreno Valley High School, Cimarron Middle School, Eagle Nest Middle School	School(s): Note – Right click here and select Insert to add rows for additional schools.
Name of Superintendent or Charter Administrator Adán Estrada	
Signature Superintendent or Charter Administrator 	

I assure that the school(s) named above is/are in compliance with the following 10 Key Areas of Title IX (check each box that applies):

- Access to Higher Education
- Athletics Under Title IX
- Career Education
- Education for Pregnant and Parenting Students
- Employment
- Learning Environment
- Math and Science
- Sexual Harassment Education
- Standardized Testing
- Technology