



# *J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, January 16, 2019 6:30 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room

This agenda may be revised up to seventy-two (72) hours prior to the meeting.



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## I. Opening Items

### A. Call the Meeting to Order - Stephanie Haan-Amato

1. Roll Call - Robyn Rehbein - 2 minutes

### B. Conflict of Interest

*Statement*

### C. Reading of Mission Statement - Stephanie Haan-Amato - 2 minutes

*J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*

### D. Approval of Agenda - Stephanie Haan-Amato - 5 minutes

### E. Approval of December 12, 2018 Regular Meeting Minutes - Stephanie Haan-Amato - 2 minutes

*Vote*

## II. Public Input

### A. Public Input - Stephanie Haan-Amato

1. Public Input - 15 minutes

2. Staff Input - 15 minutes

## III. Finance

### A. Approve November Finance Committee Report - Martin Lopez - 5 minutes

*Vote*

### B. BAR 535-000-1819-0016-I - Gina Trujillo and Martin Lopez - 5 minutes

*Roll Call Vote*

### C. Technology Technician Salary Schedule - Gina Trujillo and Sharon Myers - 5 minutes

*Vote*

### D. Lunch Monitor Salary Schedule - Gina Trujillo and Sharon Myers - 5 minutes

*Vote*

## IV. Governance

### A. Member Training Requirement Progress Update and Efforts - Robyn Rehbein - 10 minutes

*Discussion*

## V. Executive Director Support and Evaluation

A. Executive Director Report - Sharon Myers - 15 minutes

*Discussion*

VI. Policy - Stephanie Haan-Amato

A. Policy Committee Report - Stephanie Haan-Amato - 5 minutes

*Discussion*

B. Complaints - Sherry Booth - 5 minutes

*Vote*

C. Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual - Stephanie Haan-Amato - 5 minutes

*Vote*

D. Food Allergy and Intolerance - Stephanie Haan-Amato - 5 minutes

*Discussion*

E. Wellness - Sherry Booth - 5 minutes

*Discussion*

F. School-Sponsored Activities - Stephanie Haan-Amato

*Discussion*

G. Pest Management - Stephanie Haan-Amato - 5 minutes

*Discussion*

H. Training and Experience Policy, Revision to Employee Policy Manual - Stephanie Haan-Amato - 5 minutes

*Status discussion*

VII. Committee Check-Ins and Updates - Stephanie Haan-Amato - 5 minutes

A. Academic Oversight Committee - Sherry Booth

B. Parent Advisory Council - Janet Acosta

C. Gifted Advisory Council - Janet Acosta

D. Facilities and Safety Committee - Arthur Berkson

E. Development Committee - Carrie Hamblen and Janet Acosta

F. Audit Committee - Martin Lopez

G. Membership Committee - Robyn Rehbein

VIII. Other Business - Stephanie Haan-Amato

A. Member Goals for the Year Check-In - Robyn Rehbein - 5 minutes

*Discussion*

B. Open Discussion - 15 minutes

IX. Closing Items

A. Adjourn - 1 minutes

*Roll Call Vote*



**DRAFT-J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, December 12, 2018 6:30 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room**

**I. Opening Items**

- A. The J. Paul Taylor Academy Governance Council met in open session on December 12, 2018. The meeting was called to order at 6:40 p.m. to conduct a Regular meeting.
  - 1. Roll was called by Robyn Rehbein: Governance Council members Tomasa Shanbhag (currently a non-voting member), Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez, and Robyn Rehbein were present. Member Sherry Booth was present by telephone. A quorum was confirmed. Members Janet Acosta and Carrie Hamblen were absent and had notified the board of their absences; Chair, Stephanie Haan-Amato, noted that the absences were excused. Christy Takacs, Executive Director, Sharon Myers, Assistant Executive Director, and Tamara Alexander, Staff Member were present. No members of the public were present.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest. No conflicts were noted by those in attendance.
- C. Martin Lopez read the Mission Statement: *J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well-rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*
- D. Arthur Berkson moved to approve the agenda for December 12, 2018, Regular Meeting. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. Arthur Berkson moved to approve the minutes for November 14, 2018 Regular Meeting. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

**II. Public Input**

**A. Public Input**

- 1. Chair, Stephanie Haan-Amato, called for any public input. There was no public input as there were no members of the public present.
- 2. Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

**III. Finance**

- A. Martin Lopez reviewed the October, 2018 Finance Committee Report. The report included a review of Operations and Activities Accounts, Expenditures and Revenue and is attached today's agenda. The committee recommends the approval of the finance items on today's agenda. Robyn Rehbein moved to approve the October, 2018 Finance Committee Report and all finance documents.

included in the agenda. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

- B. Budget Adjustment Request 535-000-1819-0011-IB was discussed. This BAR is for Capital Outlay for the Lease of the school building. Robyn Rehbein moved to approve the Budget Adjustment Request 535-000-1819-0011-IB. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes by roll call vote Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- C. Budget Adjustment Requests 535-000-1819-0012M through 535-000-1819-0014M were discussed. These BARs are for furniture, substitute funds and vision insurance, nurse employment, a stipend for the kitchen audit, added time for social worker services, and gross receipts taxes for the Financial Audit. Arthur Berkson moved to approve the Budget Adjustment Requests 535-000-1819-0012M through 535-000-1819-0014M. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- D. Arthur Berkson moved to postpone the Technology Technician Salary Schedule approval until changes can be made to make it congruent with the other Salary Schedules and it will be put on the January 16, 2019 Regular Meeting agenda. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. Arthur Berkson moved to postpone Lunch Monitor Salary Schedule until changes can be made to make it congruent with the other Salary Schedules and it will be put on the January 16, 2019 Regular meeting agenda. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- F. Martin Lopez briefly discussed changing the check expiration time limit from one year to 90 days. Arthur Berkson moved to change the check expiration time limit from one year to 90 days. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

#### IV. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment was at 200 students on the 80<sup>th</sup> day, even with a loss of 4 students since the last meeting. Attrition information for this school year was displayed (including the 4 new additions). The 40<sup>th</sup>, 80<sup>th</sup> and 120<sup>th</sup> target dates were also displayed. Ms. Takacs also discussed the school updates of staff development, past events, and upcoming events.

#### V. Policy

- A. Policy Committee Report was given by Stephanie Haan-Amato. The report was included in the agenda for today's meeting.
- B. The Discipline and Suspension Policy was discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Discipline and Suspension Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- C. The Enrollment of Homeless Students Policy was briefly discussed by Sherry Booth. Arthur Berkson moved to approve the Enrollment of Homeless Students Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with

Martin Lopez and Robyn Rehbein.

- D. The Procurement Policy was discussed by Stephanie Haan-Amato. Arthur Berkson commented on the first page on going with the vendor with the best price versus lowest price. Robyn Rehbein moved to approve the Procurement Policy. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. The School-Sponsored Activities Policy was discussed by Stephanie Haan-Amato. This policy was revamped and approved recently but is back for revision. It is proposed that the form teachers complete for activities be removed and the form becomes an office administrative form. It was then discussed whether the board should be involved in approving forms or if it is up to the Executive Director's discretion. The Permission Slip for field trips was also discussed, however, it hasn't been a part of the policy before this point. The Policy Committee feels like the forms should be up to the Executive Director and the decision on approval of such activities should also be up to the Executive Director. It was suggested this policy to go back to the Policy Committee for discussion and Governance Council Members are to submit suggestions and thoughts to Stephanie Haan-Amato to be discussed at the next policy meeting.
- F. The Complaints Policy was discussed by Stephanie Haan-Amato and Sherry Booth. This is for families and had some revisions and updates to language. There were edits suggested for the form and will be sent to Stephanie Haan-Amato.
- G. The Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual was also briefly discussed by Stephanie Haan-Amato and Christy Takacs. This policy is needed for funding that JPTA receives. The policy committee recommends this to be up for approval as an addition to the Employee Policy Manual on the next agenda.
- H. The delays in Food Allergy and Intolerance Policy, Wellness Policy, and T&E Policy were briefly discussed by Stephanie Haan-Amato and Sherry Booth. These three policies are still being worked on and will be up for review soon. The Wellness plan contained in the Safe School's Plan will be sent to the Policy Committee for review to make sure the plan and policy are aligned. The Policy Committee recommends the Wellness Policy be completed this school year. The Training and Experience Policy has a conflicting statement that is being reviewed and compared to the CBA and discussion to happen between the CBA team and policy committee. There is a meeting scheduled for the CBA on December 20, 2018.
- I. Upcoming Pest Management Policy was briefly discussed by Christy Takacs and Stephanie Haan-Amato. This is a policy required by PED and is being created.

## VI. Committee Check-Ins and Updates

- A. Christy Takacs and Sherry Booth gave the Academic Oversight Committee report. The Committee met today and reviewed the committee framework. They are looking at proposing some changes to the by-laws. They are also looking to ways of recruiting more parents.
- B. Stephanie Haan-Amato gave a brief report on the Parent Advisory Council. The Scholastic Book fair was discussed. The Move-a-thon was also discussed. Upcoming Activities were also discussed.
- C. The Gifted Advisory Committee report was not given since they have not met since the last update.
- D. Arthur Berkson gave an update on the Facilities and Safety Committee. There haven't been any official meetings but will pick up meeting in January.

- E. The Development Committee (JPTA Foundation) did not have a report due to the absence of the GC Liaisons at this meeting.
- F. Martin Lopez said that the Audit committee has not met, so there was no report.
- G. Membership committee check-in was given by Robyn Rehbein. No official meeting but are still looking to recruit for the treasurer position on the board. There also has not been any submitted interest in the note-taker position. Training was also discussed; the board was reminded that everyone needs to complete their required training for the year.

#### VII. Other Business

- J. Chair, Stephanie Haan-Amato called for any items for open discussion. The Phoenix awards will be awarded tomorrow morning. Grace Village thru Janet Acosta was thanked for their sponsorship of the Phoenix awards.

#### VIII. Closed Session

Martin Lopez moved at 8:36 pm to go into closed session for the following reason: NMSA 1978 and to discuss Limited Personnel Matters closed pursuant to Section 10-15-1-H(2) Limited Personnel Matters Robyn Rehbein seconded the motion. Motion was passed unanimously by roll call vote from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

##### A. Limited Personal Matters: *Executive Director Mid-Year Evaluation*

The Council returned from Closed Session to Open Session at 9:36 pm. Nothing other than Limited Personnel Matters closed pursuant to Section 10-15-1-H(2) Limited Personnel Matters were discussed during the closed session and no action was taken.

#### IX. Closing Items

- K. Robyn Rehbein moved to adjourn the December 12, 2018 Regular Meeting. Arthur Berkson seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein. Meeting was adjourned at 9:36 p.m.

Respectfully Submitted,

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Robyn Rehbein  
JPTA Governance Secretary

Approved \_\_\_\_\_, 2018

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Stephanie Haan-Amato  
JPTA Governance Council Chair

JPTA FINANCE COMMITTEE  
**Monthly Finance Review and Report to the Governance Council**

Fiscal Year: 2019-20

Month in review: NOV

Date: 7 JAN 19

Time: 1830 - 1927

Members present:

Martin Lopez, Jr, GC mbr, , Christy Takacs, Executive Director; Gina Trujillo, Assistant Business Mgr; Mrs. Dosier, Staff; Tomasa Shanbhag GC Member

Initials	Notes on Item(s) Reviewed
MLJR	Bank Reconciliations and Bank Statements – Operations - \$203,041.38 Activities - \$ 34,532.55 total - \$237,573.90
MLJR	Cash Report PED cash report submitted was: \$ <b>229,978.52</b> Operating: <b>198,374.36</b> Activities: <b>31,604.16</b>
MLJR	Revenue and Expense Reports - We spoke about the level of budget expensed for this time of year. We looked at line items that were 30% and 10% above and below the benchmark of 20% expenditures of budget. Ms. Takacs and Ms. Trujillo explained their plan to ensure appropriately expensed the budget.
MLJR	Check Voucher Report and Check Review Reviewed: 4270 Christy Takacs \$190.92; 4273 Monica Kiser \$10.92; 4274 Oscar Ramos, PCSW \$720.27; 4278 Liberty National Life Insurance \$338.26; 4296 Oscar Ramos, PCSW \$1,522.87; 4303 Liberty National Life Insurance \$309.76
MLJR	Budget Adjustment Request (BARS) None
MLJR	Other: - <b>Update:</b> Sharon will provide update at GC Meeting. Ms. Takacs brought up she was reserved about purchases laptops due to potential large expense of a student software system we may have to purchase. She will discuss during the regular GC meeting.



School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 11/30/2018

**PED Cash Report  
 for 2018-2019 Fiscal Year**

County: Dona Ana  
 PED No. : 535-001

Previous Year Report ending date	06/30/2018 11/30/2018	OPERATIONAL FUND 11000	TEACHERAGE FUND 12000	TRANSPORTATION FUND 13000	INST. MATERIALS FUND 14000	FOOD SERVICES FUND 21000	ATHLETICS FUND 22000	NON-INSTRUCT. FUND 23000
<b>Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.</b>								
Total Cash Balance 06/30/2018	+OR-	139,686.28	0.00	0.00	34,648.77	22,612.13	0.00	32,455.17
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	595,075.00	0.00	0.00	6,789.62	24,215.50	0.00	14,996.46
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2018	=	734,761.28	0.00	0.00	41,438.39	46,827.63	0.00	47,451.63
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(589,092.05)	0.00	0.00	(13,141.99)	(26,429.38)	0.00	(15,847.47)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	145,669.23	0.00	0.00	28,296.40	20,398.25	0.00	31,604.16
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	23,216.54	0.00	0.00	0.00	386.14	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2018	=	168,885.77	0.00	0.00	28,296.40	20,784.39	0.00	31,604.16
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(20,420.64)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 11/30/2018	+OR-	148,465.13	0.00	0.00	28,296.40	20,784.39	0.00	31,604.16

School District: PED		<b>PED Cash Report</b>				County:	Dona Ana	
Charter Name: J. Paul Taylor Academy		<b>for 2018-2019 Fiscal Year</b>				PED No. :	535-001	
Month/Quarter 11/30/2018								
		FEDERAL FLOWTHROUGH FUND 24000	FEDERAL DIRECT FUND 25000	LOCAL GRANTS FUND 26000	STATE FLOWTHROUGH FUND 27000	STATE DIRECT FUND 28000	LOCAL OR STATE FUND 29000	BOND BUILDING FUND 31100
Total Cash Balance 06/30/2018	=	(32,224.93)	985.96	197.69	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	52,306.12	347.27	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2018	=	20,081.19	1,333.23	197.69	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(30,813.92)	(626.69)	(75.79)	(12,563.00)	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(10,732.73)	706.54	121.90	(12,563.00)	0.00	0.00	0.00
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	2,461.82	0.00	0.00	413.27	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2018	=	(8,270.91)	706.54	121.90	(12,149.73)	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	8,270.91	0.00	0.00	12,149.73	0.00	0.00	0.00
Total Ending Cash 11/30/2018	+OR-	0.00	706.54	121.90	0.00	0.00	0.00	0.00

School District: PED		<b>PED Cash Report</b>				County:	Dona Ana	
Charter Name: J. Paul Taylor Academy		<b>for 2018-2019 Fiscal Year</b>				PED No. :	535-001	
Month/Quarter 11/30/2018								
		PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY LOCAL 31300	SPECIAL CAPITAL OUTLAY STATE 31400	SPECIAL CAPITAL OUTLAY FEDERAL 31500	CAPITAL IMPROV. HB 33 31600	CAPITAL IMPROV. SB9 31700	CAPITAL IMPROV. SB9 - LOCAL 31701
Total Cash Balance 06/30/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 11/30/2018	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00

School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 11/30/2018

**PED Cash Report  
 for 2018-2019 Fiscal Year**

County: Dona Ana  
 PED No. : 535-001

	ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	ED. TECH EQUIP ACT 31900	PSCOC 20% FUND 32100	DEBT SERVICE FUND 41000	DEFERRED SICK LEAVE FUND 42000	ED TECH DEBT SERVICE FUND 43000	GRAND TOTAL ALL FUNDS
Total Cash Balance 06/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198,361.07
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	693,729.97
Prior Year Warrants Voided	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	892,091.04
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(688,590.29)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,500.75
<b>Other Reconciling Items</b>								
Payroll Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,477.77
**Adjustments - Provide Full Explanation on Last Page	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	229,978.52
Total Outstanding Loans *** Provide Full Explanation on Last Page	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 11/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	229,978.52

School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 11/30/2018

**PED Cash Report  
 for 2018-2019 Fiscal Year**

COUNTY: Dona Ana  
 PED No. : 535-001

B	C	D +	E +	F +OR-	G +OR-	H +	I	J +OR-
From Bank Statements				Adjustments to Bank Statements		Adjusted Bank Balance	Description	Adjustment Amount
		Statement	Overnight	Net Outstanding Items	Outstanding			
Account Name/Type	Bank	Balance	Investments	(Checks) Deposits	Interbank transfers		From line 12 Grand Total All	229,978.52
Checking		0.00	0.00	0.00	0.00	0.00		0.00
Citizens Bank Operation		203,041.38	0.00	(4,667.02)	0.00	198,374.36		0.00
Citizens Bank Activities		34,532.55	0.00	(2,928.39)	0.00	31,604.16		0.00
<b>Totals</b>		<b>237,573.93</b>	<b>0.00</b>	<b>(7,595.41)</b>	<b>0.00</b>	<b>229,978.52</b>		<b>229,978.52</b>

0.00

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

NOTE: Total Column H must  
 equal total Column J

\* PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)

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

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
	0.00		
	0.00		
	0.00		

\*\* OTHER RECONCILING ITEMS (LINE 8 & 9)

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

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	23,216.54		Payroll liabilities for ERB, State, health, dental, vision, ltd and voluntary deductions.
21000	386.14		Payroll liabilities for ERB, State, ltd and voluntary deductions.
24101	726.86		Payroll liabilities ERB, State and basic life
24106	1,734.96		Payroll liabilities for ERB, State, health, dental, vision, ltd and voluntary deductions.
27125	413.27		Payroll liabilities for State Withholding tax

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

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

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	8,270.91	24000	Pending RFR's
11000	12,149.73	27000	Pending RFR's
	0.00		

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

Signature of Licenced Business Manager

Date

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 11/30/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance
11/1/2018	\$ 207,810.21	11/30/2018	\$ 203,041.38

Date	Source Document	Item Number	Description	Deposit	Withdrawal
10/3/2018	807	4239	National Education Association		\$ 436.94
10/25/2018	502	4263	Christy Takacs		\$ 190.92
10/25/2018	502	4264	Emmanuel Diaz		\$ 14.66
10/25/2018	502	4266	The Bugyman Exterminator		\$ 81.23
11/2/2018	503		Shamrock Foods		\$ 4,399.26
11/2/2018	503	4267	ACES		\$ 125.10
11/2/2018	503	4268	American Linen		\$ 173.85
11/2/2018	503	4269	Bureau of Education and Resear		\$ 259.00
11/2/2018	503	4270	Christy Takacs		\$ 190.92
11/2/2018	503	4271	City of Las Cruces		\$ 356.57
11/2/2018	503	4272	Food Service Solutions		\$ 995.00
11/2/2018	503	4273	Monica Kiser		\$ 10.92
11/2/2018	503	4274	Oscar Ramos, PCSW		\$ 720.27
11/2/2018	503	4275	Spectrum Technologies		\$ 247.05
11/2/2018	812	4276	AFLAC		\$ 224.16
11/2/2018	812	4277	Globe Life		\$ 138.66
11/2/2018	812	4278	Liberty National Life Insuranc		\$ 338.26
11/2/2018	812	4279	National Education Association		\$ 436.94
11/3/2018	813		NMPSIA		\$ 13,645.68
11/3/2018	814		Retiree Health Care		\$ 2,435.17
11/3/2018	817		Citizens Bank		\$ 7,891.08
11/8/2018	504	4280	ACES		\$ 125.10
11/8/2018	504	4281	American Document Services		\$ 3.94
11/8/2018	504	4282	Cooperative Educational Servic		\$ 150.00
11/8/2018	504	4283	Discovery Education		\$ 3,645.74
11/8/2018	504	4284	El Paso Electric		\$ 1,340.13
11/8/2018	504	4285	MatthewsFox		\$ 54.22
11/8/2018	504	4286	Phillips Enterprises		\$ 54.16
11/8/2018	504	4287	Sonrisa Therapy Services		\$ 633.61
11/8/2018	505	4288	Scripps National Spelling Bee		\$ 167.50
11/15/2018	818		Citizens Bank		\$ 28,813.13
11/15/2018	819		NM Department of Taxation and		\$ 1,501.86
11/15/2018	820		Educational Retirement Board		\$ 19,771.67
11/20/2018	506	4294	NM Coalition of Charter School		\$ 450.00
11/20/2018	506	4295	Office Depot		\$ 179.04
11/20/2018	506	4297	Sonrisa Therapy Services		\$ 1,143.04
11/26/2018	821		Citizens Bank		\$ 11,151.25
11/29/2018	287	287	November Operational	\$ 134,651.60	
11/30/2018	823		Citizens Bank		\$ 29,689.80

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 11/30/2018

11/30/2018	824		Citizens Bank		\$ 7,317.00
11/30/2018	288	288	Final Nov oper	\$ 82.40	
<b>Subtotal</b>				<b>\$ 134,734.00</b>	<b>\$ 139,502.83</b>

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date:  
11/30/2018

Last Reconciled	Beginning Balance	Statement Date
11/1/2018	\$ (743.73)	11/30/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
3/7/2018	466	4010	Monica Kiser		\$ 19.98
11/20/2018	506	4289	ACES		\$ 562.95
11/20/2018	506	4290	Christy Takacs		\$ 372.92
11/20/2018	506	4291	Comcast Cable		\$ 197.25
11/20/2018	506	4292	Emmanuel Diaz		\$ 117.50
11/20/2018	506	4293	Jamie Sells		\$ 44.72
11/20/2018	506	4296	Oscar Ramos, PCSW		\$ 1,522.87
11/29/2018	507	4298	Barnes and Noble		\$ 649.41
11/29/2018	507	4299	Emmanuel Diaz		\$ 26.26
11/29/2018	507	4300	Office Depot		\$ 189.78
11/29/2018	822	4301	AFLAC		\$ 144.72
11/29/2018	822	4302	Globe Life		\$ 138.66
11/29/2018	822	4303	Liberty National Life Insuranc		\$ 309.76
11/29/2018	822	4304	National Education Association		\$ 370.24
<b>Subtotal</b>				<b>\$ -</b>	<b>\$ 4,667.02</b>



Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 11/30/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
11/02/2018	503	00010059	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 503; Fund=21000	\$ -	\$ 5,579.03
11/02/2018	503	00010059	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 503; Fund=11000	\$ -	\$ 1,448.99
11/02/2018	503	00010059	24154-0000-11012-0000-000000-0000	Disbursement for Voucher: 503; Fund=24154	\$ -	\$ 449.92
11/02/2018	812	00010060	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 812	\$ -	\$ 4.70
11/02/2018	812	00010060	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 812	\$ -	\$ 1,133.32
11/03/2018	813	00010061	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 813	\$ -	\$ 12,326.32
11/03/2018	813	00010061	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 813	\$ -	\$ 14.14
11/03/2018	813	00010061	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 813	\$ -	\$ 1,300.52
11/03/2018	813	00010061	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 813	\$ -	\$ 4.70
11/03/2018	814	00010064	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 814	\$ -	\$ 77.66
11/03/2018	814	00010064	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 814	\$ -	\$ 51.76
11/03/2018	814	00010064	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 814	\$ -	\$ 28.32
11/03/2018	814	00010064	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 814	\$ -	\$ 2,277.43
11/03/2018	817	00010115	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 817	\$ -	\$ 7,361.13
11/03/2018	817	00010115	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 817	\$ -	\$ 195.98
11/03/2018	817	00010115	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 817	\$ -	\$ 135.89
11/03/2018	817	00010115	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 817	\$ -	\$ 198.08
11/08/2018	504	00010080	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 504; Fund=11000	\$ -	\$ 2,211.16
11/08/2018	504	00010080	24154-0000-11012-0000-000000-0000	Disbursement for Voucher: 504; Fund=24154	\$ -	\$ 150.00
11/08/2018	504	00010080	14000-0000-11012-0000-000000-0000	Disbursement for Voucher: 504; Fund=14000	\$ -	\$ 3,645.74
11/08/2018	505	00010084	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 505; Fund=11000	\$ -	\$ 167.50
11/15/2018	818	00010138	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 818	\$ -	\$ 1,040.35
11/15/2018	818	00010138	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 818	\$ -	\$ 513.18
11/15/2018	818	00010138	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 818	\$ -	\$ 1,079.76
11/15/2018	818	00010138	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 818	\$ -	\$ 26,179.84
11/15/2018	819	00010143	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 819	\$ -	\$ 1,490.36
11/15/2018	819	00010143	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 819	\$ -	\$ 3.96
11/15/2018	819	00010143	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 819	\$ -	\$ 7.54
11/15/2018	820	00010145	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 820	\$ -	\$ 636.96
11/15/2018	820	00010145	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 820	\$ -	\$ 378.68
11/15/2018	820	00010145	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 820	\$ -	\$ 18,550.35
11/15/2018	820	00010145	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 820	\$ -	\$ 205.68
11/20/2018	00010204	00010204	11000-0000-11012-0000-000000-0000	Paid out of wrong fund for NMCCS-Christy	\$ 225.00	\$ -
11/20/2018	00010204	00010204	24154-0000-11012-0000-000000-0000	Paid out of wrong fund for NMCCS-Christy	\$ -	\$ 225.00
11/20/2018	506	00010137	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 506; Fund=11000	\$ -	\$ 4,172.65
11/20/2018	506	00010137	24154-0000-11012-0000-000000-0000	Disbursement for Voucher: 506; Fund=24154	\$ -	\$ 417.64
11/26/2018	821	00010203	27125-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 821	\$ -	\$ 3,034.73
11/26/2018	821	00010203	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 821	\$ -	\$ 135.89
11/26/2018	821	00010203	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 821	\$ -	\$ 198.08
11/26/2018	821	00010203	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 821	\$ -	\$ 117.12
11/26/2018	821	00010203	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 821	\$ -	\$ 7,665.43
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece	\$ 220.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece	\$ 70.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece	\$ 46.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece	\$ 157.35	\$ -

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 11/30/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	220.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	24.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	106.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	70.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	60.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	20.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	50.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	20.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	564.75	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	2,405.47	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	115.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	374.45	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	150.00	\$ -
11/29/2018	287	00010239	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	181.70	\$ -
11/29/2018	287	00010239	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	119,015.00	\$ -
11/29/2018	287	00010239	14000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	158.40	\$ -
11/29/2018	287	00010239	24101-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	3,206.02	\$ -
11/29/2018	287	00010239	24106-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	3,350.00	\$ -
11/29/2018	287	00010239	24106-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	3,397.70	\$ -
11/29/2018	287	00010239	24154-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	478.84	\$ -
11/29/2018	287	00010239	24154-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 287;Rece \$	190.92	\$ -
11/29/2018	507	00010208	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 507; Fund=11000	\$ -	\$ 865.45
11/29/2018	822	00010207	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 822	\$ -	\$ 3.68
11/29/2018	822	00010207	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 822	\$ -	\$ 959.70
11/30/2018	288	00010248	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 288;Rece \$	82.40	\$ -
11/30/2018	823	00010236	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 823	\$ -	\$ 27,474.04
11/30/2018	823	00010236	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 823	\$ -	\$ 662.23
11/30/2018	823	00010236	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 823	\$ -	\$ 513.18
11/30/2018	823	00010236	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 823	\$ -	\$ 1,040.35
11/30/2018	824	00010237	27125-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 824	\$ -	\$ 7,317.00
<b>Total</b>					<b>\$ 134,959.00</b>	<b>\$ 143,651.12</b>

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date:  
11/30/2018

	Bank Reconciliation + Outstanding = ExpectedGL - ActualGL = Difference													
Beginning Balance	\$	207,810.21	+	\$	(743.73)	=	\$	207,066.48	-	\$	207,066.48	=	\$	-
Deposits/Debits	\$	134,734.00	+	\$	-	=	\$	134,734.00	-	\$	134,959.00	=	\$	(225.00)
Withdrawals/Credits	\$	(139,502.83)	+	\$	(3,923.29)	=	\$	(143,426.12)	-	\$	(143,651.12)	=	\$	225.00
Total	\$	203,041.38		\$	(4,667.02)		\$	198,374.36		\$	198,374.36		\$	-



# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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Date 11/30/18  
PRIMARY ACCOUNT  
ENCLOSURES

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J PAUL TAYLOR ACADEMY  
OPERATIONAL ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES NM 88005

## \*\*\*\*\*CHECKING

ACCOUNT TITLE: J PAUL TAYLOR ACADEMY  
OPERATIONAL ACCOUNT

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SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	41
ACCOUNT NUMBER	XXXXXX1801	Statement Dates	11/01/18 thru 12/02/18
PREVIOUS BALANCE	207,810.21	DAYS IN THE STATEMENT PERIOD	32
29 DEPOSITS/CREDITS	134,734.00	AVERAGE LEDGER	245,373.01
39 CHECKS/DEBITS	139,502.83	AVERAGE COLLECTED	245,373.01
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	203,041.38		

## DEPOSITS AND ADDITIONS

Date	Description	Amount
11/01	FOODSERV FOODSERVSOL SV9T 242071753578156PPD	222.00
11/01	FOODSERV FOODSERVSOL SV9T 242071753578239PPD	342.75
11/01	VNDR PYMT State of New Mex 091000015796338CCD	3,350.00
11/01	DEPOSIT	220.00 DP
11/02	VNDR PYMT State of New Mex 091000017826555CCD	2,405.47
11/02	DEPOSIT	70.00 DP
11/05	DEPOSIT	46.00 DP
11/06	DEPOSIT	157.35 DP
11/07	DEPOSIT	220.00 DP
11/08	FOODSERV FOODSERVSOL SV9T 242071754514310PPD	115.00
11/09	VNDR PYMT State of New Mex 091000013546009CCD	119,015.00
11/09	DEPOSIT	24.00 DP
11/09	DEPOSIT	106.00 DP
11/13	DEPOSIT	70.00 DP
11/14	DEPOSIT	60.00 DP
11/14	DEPOSIT	178.40 DP
11/15	FOODSERV FOODSERVSOL SV9T 242071750557005PPD	20.00



# CITIZENS BANK

## OF LAS CRUCES

Genuine Hometown Banking

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Date 11/30/18  
PRIMARY ACCOUNT  
ENCLOSURES

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J PAUL TAYLOR ACADEMY  
OPERATIONAL ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES NM 88005

SMALL BUS CHKG NONPROF

XXXXXX1801 (Continued)

DEPOSITS AND ADDITIONS		
Date	Description	Amount
11/15	FOODSERV FOODSERVSOL SV9T 242071750556936PPD	354.45
11/15	DEPOSIT	50.00 DP
11/19	VNDR PYMT State of New Mex 091000012694823CCD	478.84
11/23	FOODSERV FOODSERVSOL SV9T 242071750904258PPD	50.00
11/23	FOODSERV FOODSERVSOL SV9T 242071750904185PPD	100.00
11/27	DEPOSIT	20.00 DP
11/28	VNDR PYMT State of New Mex 091000012985334CCD	190.92
11/28	VNDR PYMT State of New Mex 091000012985378CCD	3,206.02
11/28	VNDR PYMT State of New Mex 091000012985285CCD	3,397.70
11/29	FOODSERV FOODSERVSOL SV9T 242071754509526PPD	35.00
11/29	FOODSERV FOODSERVSOL SV9T 242071754509455PPD	146.70
11/30	DEPOSIT	82.40 DP

CHECKS AND WITHDRAWALS		
Date	Description	Amount
11/06	PAYMENTS J Paul Tayl or 112201289082728CTX	2,435.17-
11/06	PAYMENTS J Paul Tayl or 112201289083047CTX	13,645.68-
11/08	INSURANCE AFLAC 021000025570759CCD	224.16-
11/13	SHAMROCK F SHAMROCK FOODS N 042000011412913PPD	4,399.26-
11/15	USATAXPYMT IRS 061036010206024CCD	7,891.08-
11/15	WEB PAY NMERB 091000016419484CCD	19,771.67-
11/15	PAYROLL J Paul Tayl or 112201289113001PPD	28,813.13-
11/16	TRD PMNT TAX_REV_CRS_ECKS 091000015331641CCD	1,501.86-
11/30	PAYROLL J Paul Tayl or 112201289113001PPD	7,317.00-
11/30	USATAXPYMT IRS 061036010020957CCD	11,151.25-



# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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Date 11/30/18  
PRIMARY ACCOUNT  
ENCLOSURES

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J PAUL TAYLOR ACADEMY  
OPERATIONAL ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES NM 88005

SMALL BUS CHKG NONPROF

XXXXXX1801 (Continued)

## CHECKS AND WITHDRAWALS

Date	Description	Amount
11/30	PAYROLL J Paul Taylor 112201289113001PPD	29,689.80-

## STATEMENT CODE SUMMARY

CODE	DESCRIPTION
DP	DEPOSIT \SERIAL

## SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
11/05	4239	436.94	11/19	4278	338.26
11/14	4263*	190.92	11/19	4279	436.94
11/02	4264	14.66	11/19	4280	125.10
11/01	4266*	81.23	11/15	4281	3.94
11/14	4267	125.10	11/15	4282	150.00
11/13	4268	173.85	11/14	4283	3,645.74
11/13	4269	259.00	11/13	4284	1,340.13
11/14	4270	190.92	11/19	4285	54.22
11/13	4271	356.57	11/14	4286	54.16
11/14	4272	995.00	11/14	4287	633.61
11/19	4273	10.92	11/15	4288	167.50
11/08	4274	720.27	11/29	4294*	450.00
11/13	4275	247.05	11/29	4295	179.04
11/13	4277*	138.66	11/27	4297*	1,143.04

\* DENOTES MISSING CHECK NUMBERS

## DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11/01	211,863.73	11/09	316,545.67	11/23	245,892.77
11/02	214,324.54	11/13	309,701.15	11/27	244,769.73
11/05	213,933.60	11/14	304,104.10	11/28	251,564.37
11/06	198,010.10	11/15	247,731.23	11/29	251,117.03
11/07	198,230.10	11/16	246,229.37	11/30	203,041.38
11/08	197,400.67	11/19	245,742.77		

\* \* \* E N D O F S T A T E M E N T \* \* \*

**Credit.**

Date: 11/1/2018  
Items: 2  
Amount: \$220.00  
Batch ID: 4916759817  
Account ID: 324590 1746254  
Acct Num: 133561801

### Credit

DEPOSIT Date: 11/01 Amount: \$220.00

**DEPOSIT TICKET**  
FOR CLEAR COPY PRESS FINISH WITH BALL POINT PEN

**CITIZENS BANK**  
FOR NORTH CAROLINA  
CREDIT UNIONS  
MEMBER

**DATE** 11/2/18

CURRENCY	DOLLARS	CENTS
COIN	20	00
LAST CHECK	4227	50 00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	70	00

**J. PAUL TAYLOR ACADEMY**  
OPERATIONAL ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

15010000911 00335568010 003

95-128/1122

**TOTAL ITEMS** 2

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED  
ENDORSED AND SIGNED BY AN AKA  
FOR IMMEDIATE RETENTION

70.00

00-02

9C10681  
81/02/11

33440049100

NEWCOM

108195557

334440049100 11-02-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT    Date: 11/02    Amount: \$70.00

[illegible]

46.00  
 11/20/87  
 00000003040025700 11-05-2018 <112201289>  
 Citizens Bank of Las Cruces  
 Las Cruces, NM

DEPOSIT    Date: 11/05    Amount: \$46.00

		DOLLARS	CENTS
		7	00
		35	
		100	00
		50	00
		2318	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		\$	157.35

**J. PAUL TAYLOR ACADEMY**  
OPERATIONAL ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

⑆501000091⑆    ⑈0133561801⑈    003

95-128/1122  
TOTAL ITEMS [ ]  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED  
ENDORSE HERE BY SIGNING IN THE SPACE PROVIDED FOR EACH ITEM.  
(FOR DEPOSIT ONLY)

157.35

157-35

133561901  
Transit:  
Branch: CITIZENS BANK OF LAS CRUCES  
Las Cruces, NM

23 11/08/18

DEPOSIT Date: 11/06 Amount: \$157.35

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS HARDY WITH BALL POINT PEN

**CITIZENS BANK**  
OF TEXAS  
MEMBER FDIC

NO. 1017718

DATE 11/7/18

CURRENCY	COIN	LAST CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

DOLLARS **220.00**

CENTS

**\$ 220.00**

**J. PAUL TAYLOR ACADEMY**  
OPERATIONAL ACCOUNT  
400 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

1501000911 0133561801 003

95-128/1222

**TOTAL ITEMS** 1

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

**220.00**

00-00  
13869801  
11/07/11 11:00 AM  
DOCUMENT  
33456002  
Las Cruces, NM

DEPOSIT    Date: 11/07    Amount: \$220.00

**DEPOSIT TICKET**  
FOR CASH OR PRESS PAPER WITH FULL POINT FEN

**CITIZENS BANK**  
CASH & CREDIT

NO OTHER DEPOSITS ALLOWED

**DATE** 11/9/18

		DOLLARS	CENTS
CURRENCY		6	20
COIN			
LAST CHECK			
1		100	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

**\$**
106
00

**J. PAUL TAYLOR ACADEMY**  
 OPERATIONAL ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

⑆50⑆00009⑆⑆ ⑈013356180⑈ 003

**STARBUCKS**

PLEASE RETURN TO STARBUCKS  
IF NOT AVAILABLE, RETURN TO  
CITIZENS BANK

95-128/1 122

**TOTAL**  
ITEMS 2

106.00

00'90T

108195331

24-23891 04002 0200 24002 108195331

81780711 04002 0200 24002 108195331

33640021600 11-09-2018 <112201289>

Citizens Bank of Las Cruces

Las Cruces, NM

DEPOSIT Date: 11/09 Amount: \$106.00

[illegible]

DEPOSIT Date: 11/09 Amount: \$24.00

00-07

108192637  
HISSE  
INSTRUMENTS 334680004000 11-13-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/13 Amount: \$70.00

Credit

DEPOSIT Date: 11/14 Amount: \$178.40

Credit

DEPOSIT Date: 11/14 Amount: \$60.00

Credit

DEPOSIT    Date: 11/15    Amount: \$50.00

[illegible]

DEPOSIT Date: 11/27 Amount: \$20.00



1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check withdrawal, ATM/Debit Card transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM/Debit Card transactions withdrawn from your account during this statement period.
3. Using the chart below, list any deposits, transfers to your account, outstanding checks, ATM/Debit Card withdrawals, ATM/Debit Card payments or any other withdrawals (including any from previous months) that are listed in your register but not shown on your statement.

[illegible]

This amount should be the same  
as the current balance shown in  
your check register.....\$

TO REPORT LOST OR STOLEN CREDIT CARDS:  
CALL (1800) 423-7503 ANYTIME



Please see the section entitled YOUR BILLING RIGHTS on your Revolving Credit Statement.

**Redacted**: pages 6-10 of this bank statement, which contain only cancelled checks, pursuant to the Public Records Act because of personal identification information contained therein

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
11/30/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance
11/1/2018	\$ 31,767.84	11/30/2018	\$ 34,532.55

Date	Source Document	Item Number	Description	Deposit	Withdrawal
10/25/2018	502	1165	Christy Takacs		\$ 87.41
10/25/2018	502	1166	Robertson & Sons Violin Shop		\$ 156.42
11/2/2018	503	1167	A Children's Theatre		\$ 501.00
11/2/2018	503	1168	Jennifer Rogers		\$ 93.94
11/2/2018	503	1169	Little Cesars Pizza/Sizzling P		\$ 125.00
11/8/2018	504	1171	Sarah Dozier		\$ 69.22
11/20/2018	506	1173	SchoolLife		\$ 89.70
11/29/2018	286	286	November activity	\$ 2,824.40	
11/30/2018	289	289	Final Nov. Activity	\$ 1,063.00	
<b>Subtotal</b>				<b>\$ 3,887.40</b>	<b>\$ 1,122.69</b>

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
11/30/2018

Last Reconciled	Beginning Balance	Statement Date
11/1/2018	\$ (358.70)	11/30/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
6/13/2018	483	1136	Ci Ci's Pizza		\$ 114.87
11/2/2018	503	1170	Mary Helen Ratje		\$ 96.29
11/20/2018	506	1172	Jennifer Rogers		\$ 93.42
11/29/2018	507	1174	Jamie Sells		\$ 194.83
11/29/2018	507	1175	Little Cesars Pizza/Sizzling P		\$ 125.00
11/29/2018	507	1176	NMSU Music Department		\$ 405.00
11/29/2018	507	1177	Scholastic Book Fairs		\$ 1,898.98
<b>Subtotal</b>				<b>\$ -</b>	<b>\$ 2,928.39</b>

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date: 11/30/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
11/02/2018	503	00010059	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 503; Fund=23000	\$ -	\$ 816.23
11/08/2018	504	00010080	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 504; Fund=23000	\$ -	\$ 69.22
11/20/2018	506	00010137	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 506; Fund=23000	\$ -	\$ 183.12
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 25.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 25.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 25.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 350.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 50.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 264.61	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 350.60	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 861.40	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 150.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 424.27	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 231.52	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 47.00	\$ -
11/29/2018	286	00010238	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 286;Receipt	\$ 20.00	\$ -
11/29/2018	507	00010208	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 507; Fund=23000	\$ -	\$ 2,623.81
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 346.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 17.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 50.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 6.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 10.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 19.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 50.00	\$ -
11/30/2018	289	00010249	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 289;Receipt	\$ 565.00	\$ -
<b>Total</b>					<b>\$ 3,887.40</b>	<b>\$ 3,692.38</b>

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
11/30/2018

		<b>Bank Reconciliation + Outstanding</b>		<b>= ExpectedGL - ActualGL</b>		<b>= Difference</b>	
Beginning Balance	\$	31,767.84	+ \$ (358.70)	= \$ 31,409.14	- \$ 31,409.14	= \$	-
Deposits/Debits	\$	3,887.40	+ \$ -	= \$ 3,887.40	- \$ 3,887.40	= \$	-
Withdrawals/Credits	\$	(1,122.69)	+ \$ (2,569.69)	= \$ (3,692.38)	- \$ (3,692.38)	= \$	-
<b>Total</b>	<b>\$</b>	<b>34,532.55</b>	<b>\$ (2,928.39)</b>	<b>\$ 31,604.16</b>	<b>\$ 31,604.16</b>	<b>\$</b>	<b>-</b>



# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

[Citizens Home Page](#) [Secure E-Mail](#)

Date 11/30/18  
PRIMARY ACCOUNT  
ENCLOSURES

Page 1  
XXXXXX1802  
25

J PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES NM 88005

## \*\*\*\*\*CHECKING

ACCOUNT TITLE: J PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT

Download our Mobile App Today!  
The convenience of online banking on your smart phone  
Visit us at [www.citizenslc.com](http://www.citizenslc.com) for more information

SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	25
ACCOUNT NUMBER	XXXXXX1802	Statement Dates	11/01/18 thru 12/02/18
PREVIOUS BALANCE	31,767.84	DAYS IN THE STATEMENT PERIOD	32
18 DEPOSITS/CREDITS	3,887.40	AVERAGE LEDGER	32,647.41
7 CHECKS/DEBITS	1,122.69	AVERAGE COLLECTED	32,629.60
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	34,532.55		

## DEPOSITS AND ADDITIONS

Date	Description	Amount
11/05	DEPOSIT	25.00 DP
11/07	DEPOSIT	25.00 DP
11/09	DEPOSIT	25.00 DP
11/13	DEPOSIT	350.00 DP
11/14	DEPOSIT	50.00 DP
11/15	DEPOSIT	264.61 DP
11/15	DEPOSIT	350.60 DP
11/16	DEPOSIT	861.40 DP
11/19	DEPOSIT	150.00 DP
11/19	DEPOSIT	231.52 DP
11/19	DEPOSIT	424.27 DP
11/27	DEPOSIT	47.00 DP
11/29	DEPOSIT	33.00 DP
11/29	DEPOSIT	70.00 DP
11/30	DEPOSIT	19.00 DP
11/30	DEPOSIT	50.00 DP
11/30	DEPOSIT	346.00 DP
11/30	DEPOSIT	565.00 DP

## STATEMENT CODE SUMMARY

CODE	DESCRIPTION	SERIAL
DP	DEPOSIT	\SERIAL



# CITIZENS BANK

## OF LAS CRUCES

Genuine Hometown Banking

[Citizens Home Page](#) [Secure E-Mail](#)

Date 11/30/18  
PRIMARY ACCOUNT  
ENCLOSURES

Page 2  
XXXXXX1802  
25

J PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES NM 88005

SMALL BUS CHKG NONPROF

XXXXXX1802 (Continued)

### SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
11/14	1165	87.41	11/13	1169	125.00
11/01	1166	156.42	11/14	1171*	69.22
11/15	1167	501.00	11/27	1173*	89.70
11/08	1168	93.94			

\* DENOTES MISSING CHECK NUMBERS

### DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11/01	31,611.42	11/13	31,817.48	11/27	33,449.55
11/05	31,636.42	11/14	31,710.85	11/29	33,552.55
11/07	31,661.42	11/15	31,825.06	11/30	34,532.55
11/08	31,567.48	11/16	32,686.46		
11/09	31,592.48	11/19	33,492.25		

\* \* \* E N D O F S T A T E M E N T \* \* \*



## Remote Deposit

Credit

J Paul Taylor Academy  
 J Paul Taylor Activity acct 1802  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/5/2018  
 Items: 1  
 Amount: \$25.00  
 Batch ID: 4946635713  
 Account ID: 324590 1746258  
 Acct Num: 133561802

Credit

DEPOSIT Date: 11/05 Amount: \$25.00

## Remote Deposit

Credit

J Paul Taylor Academy  
 J Paul Taylor Activity acct 1802  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/7/2018  
 Items: 1  
 Amount: \$25.00  
 Batch ID: 4961743673  
 Account ID: 324590 1746258  
 Acct Num: 133561802

Credit

DEPOSIT Date: 11/07 Amount: \$25.00

DEPOSIT TICKET  
 FOR CLEAR COPY, PRESS FRONT WITH BALL POINT PEN

CITIZENS BANK  
 OF LAS CRUCES

DATE: 11/9/18

CURRENCY	COIN	AMOUNT
25.00		

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

25.00

95-128/1122  
 TOTAL ITEMS: 1  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

25.00

15010000912 00133561802 003

DEPOSIT Date: 11/05 Amount: \$25.00

DEPOSIT

DEPOSIT Date: 11/07 Amount: \$25.00

DEPOSIT

DEPOSIT Date: 11/07 Amount: \$25.00

DEPOSIT Date: 11/09 Amount: \$25.00

DEPOSIT TICKET  
 FOR CLEAR COPY, PRESS FRONT WITH BALL POINT PEN

CITIZENS BANK  
 OF LAS CRUCES

DATE: 11/13/18

CURRENCY	COIN	AMOUNT
30.00		
50.00		

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

350.00

95-128/1122  
 TOTAL ITEMS: 2  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

350.00

15010000912 00133561802 003

DEPOSIT Date: 11/09 Amount: \$25.00

DEPOSIT

DEPOSIT Date: 11/09 Amount: \$25.00

DEPOSIT

DEPOSIT Date: 11/09 Amount: \$25.00

DEPOSIT Date: 11/13 Amount: \$350.00

## Remote Deposit

Credit

J Paul Taylor Academy  
 J Paul Taylor Activity acct 1802  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/14/2018  
 Items: 1  
 Amount: \$50.00  
 Batch ID: 4908054613  
 Account ID: 324590 1746258  
 Acct Num: 133561802

Credit

DEPOSIT Date: 11/14 Amount: \$50.00

DEPOSIT TICKET  
 FOR CLEAR COPY, PRESS FRONT WITH BALL POINT PEN

CITIZENS BANK  
 OF LAS CRUCES

DATE: 11-15-18

CURRENCY	COIN	AMOUNT
349.00		
1.00		
60.00		

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

350.60

95-128/1122  
 TOTAL ITEMS: 3  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

350.60

15010000912 00133561802 003

DEPOSIT Date: 11/14 Amount: \$50.00

DEPOSIT

DEPOSIT Date: 11/14 Amount: \$50.00

DEPOSIT

DEPOSIT Date: 11/14 Amount: \$50.00

DEPOSIT Date: 11/15 Amount: \$350.00

DEPOSIT Date: 11/15 Amount: \$350.00

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-15-18

CURRENCY: 241.00  
COIN: 1.00  
TOTAL: 242.00

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

264.61

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

264.61

03320022500 11-15-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/15 Amount: \$264.61

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-16-18

CURRENCY: 801.00  
COIN: 36.06  
TOTAL: 837.06

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

861.40

DEPOSIT Date: 11/15 Amount: \$264.61

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

861.40

0345990002500 11-16-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/16 Amount: \$861.40

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-17-18

CURRENCY: 218.00  
COIN: 13.52  
TOTAL: 231.52

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

231.52

DEPOSIT Date: 11/16 Amount: \$861.40

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

231.52

03141700000200 11-19-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/19 Amount: \$231.52

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-16-18

CURRENCY: 340.00  
COIN: 18.30  
TOTAL: 358.30

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

424.27

Book fair

DEPOSIT Date: 11/19 Amount: \$231.52

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

424.27

03141700000400 11-19-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/19 Amount: \$424.27

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-17-18

CURRENCY: 150.00  
COIN: 0.00  
TOTAL: 150.00

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

150.00

Holiday Bazaar

DEPOSIT Date: 11/19 Amount: \$424.27

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

150.00

0346250006300 11-27-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/19 Amount: \$150.00

**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**  
PO BOX 200 LAS CRUCES, NM 88005

DATE: 11-27-18

CURRENCY: 38.00  
COIN: 5.00  
TOTAL: 43.00

J. PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT  
402 W COURT AVE BLDG #2  
LAS CRUCES, NM 88005

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

47.00

DEPOSIT Date: 11/19 Amount: \$150.00

95-128/1122  
TOTAL ITEMS: 2  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL.

47.00

0346250006300 11-27-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT Date: 11/27 Amount: \$47.00

DEPOSIT Date: 11/27 Amount: \$47.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
**J Paul Taylor Activity acct 1802**  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/29/2018  
 Items: 3  
 Amount: \$70.00  
 Batch ID: 5040166753  
 Account ID: 324590 1746258  
 Acct Num: 133561802

**Credit**

DEPOSIT Date: 11/29 Amount: \$70.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/29/18

CURRENCY: 32.00  
 COIN: 3.00  
 TOTAL: 35.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

DEPOSIT Date: 11/29 Amount: \$70.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/29/18

CURRENCY: 32.00  
 COIN: 3.00  
 TOTAL: 35.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

DEPOSIT Date: 11/29 Amount: \$33.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 18.50  
 COIN: 1.50  
 TOTAL: 20.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

*Field for*

DEPOSIT Date: 11/29 Amount: \$33.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 18.50  
 COIN: 1.50  
 TOTAL: 20.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

DEPOSIT Date: 11/30 Amount: \$19.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
**J Paul Taylor Activity acct 1802**  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/30/2018  
 Items: 15  
 Amount: \$565.00  
 Batch ID: 5051245653  
 Account ID: 324590 1746258  
 Acct Num: 133561802

**Credit**

DEPOSIT Date: 11/30 Amount: \$565.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
**J Paul Taylor Activity acct 1802**  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 11/30/2018  
 Items: 1  
 Amount: \$50.00  
 Batch ID: 5051245605  
 Account ID: 324590 1746258  
 Acct Num: 133561802

**Credit**

DEPOSIT Date: 11/30 Amount: \$50.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 346.00  
 COIN: 0.00  
 TOTAL: 346.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

*move-a-lm*

DEPOSIT Date: 11/30 Amount: \$50.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 346.00  
 COIN: 0.00  
 TOTAL: 346.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

DEPOSIT Date: 11/30 Amount: \$346.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 346.00  
 COIN: 0.00  
 TOTAL: 346.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

DEPOSIT Date: 11/30 Amount: \$346.00

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

**CITIZENS BANK OF LAS CRUCES**

DATE: 11/30/18

CURRENCY: 346.00  
 COIN: 0.00  
 TOTAL: 346.00

J. PAUL TAYLOR ACADEMY  
 ACTIVITY ACCOUNT  
 402 W COURT AVE BLDG #2  
 LAS CRUCES, NM 88005

150100009112 00133561802 003

### Account Balance Calculation Worksheet

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check withdrawal, ATM/Debit Card transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM/Debit Card transactions withdrawn from your account during this statement period.
3. Using the chart below, list any deposits, transfers to your account, outstanding checks, ATM/Debit Card withdrawals, ATM/Debit Card payments or any other withdrawals (including any from previous months) that are listed in your register but not shown on your statement.

ITEMS OUTSTANDING		
NUMBER	AMOUNT	
<b>TOTAL</b>	<b>\$</b>	

- ✓ **ENTER**
- A. The NEW BALANCE shown on your statement.....\$ \_\_\_\_\_
- ✓ **ADD**
- B. Any deposits listed in your register or transfers into your account that are not shown on your statement
- |     |       |
|-----|-------|
| \$  | _____ |
| \$  | _____ |
| \$  | _____ |
| +\$ | _____ |
- TOTAL...\$ \_\_\_\_\_
- ✓ **CALCULATE THE SUBTOTAL ....\$** \_\_\_\_\_  
(Add Parts A and B)
- ✓ **SUBTRACT**
- C. The total outstanding checks and withdrawals from the chart above...\$ \_\_\_\_\_
- ✓ **CALCULATE THE ENDING BALANCE**  
(Part A + Part B - Part C)  
This amount should be the same as the current balance shown in your check register.....\$ \_\_\_\_\_

TO REPORT LOST OR STOLEN  
CASH & CHECK CARDS:  
CALL 1(888) 422-0010 ANYTIME

TO REPORT LOST OR STOLEN CREDIT CARDS:  
CALL 1(800) 423-7503 ANYTIME

Interested in a Mortgage Loan?

Call 647-4109 or 528-6300

Interested in a Home Construction Loan?

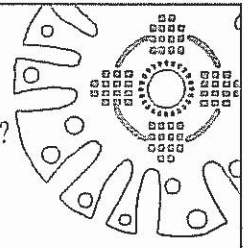
Call 647-4132

Interested in a Home Equity Loan?

We specialize in them! Call 647-4164

Interested in an easy way to pay bills?

Call 647-4164 to sign up for Bill Pay



### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Call us or write to us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than **60 DAYS** after we sent you the **FIRST** statement on which the problem or error appeared.

1. Tell us your name and account number.
  2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
  3. Tell us the dollar amount and date of the suspected error.
- If you tell us orally, we may require that you send us your inquiry in writing within 10 business days. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. For errors involving new accounts, point-of-sale, or foreign-initiated transactions, we may take up to 90 days to investigate your complaint or question. For new accounts, we may take up to 20 business days to credit your account for the amount you think is in error. We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation.

### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR CHECK DEBIT ITEMS (OTHER THAN ELECTRONIC)

Call us or write to us at the address shown on the front of this statement as soon as you can if you think your statement or check is wrong or if you need more information about a debit listed on the statement or check. We must hear from you no later than **30 DAYS** after we sent you the **FIRST** statement on which the problem or error appeared.

1. Tell us your name and account number.
  2. Describe the error or the debit you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
  3. Tell us the dollar amount and date of the suspected error.
- If you tell us orally, we may require that you send us your inquiry in writing within 10 business days. We may require you to present the item to us, if it was returned to you in your statement, so that we can send it through the proper channels to return credit to your account. We may also require that you complete additional documentation in the event of a forgery or alteration of an item. If you do not notify us within 30 days after we send you the first statement on which the problem or error appeared, we may not re-credit your account.

### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR OVERDRAFT LINE OF CREDIT (READY RESERVE)

Please see the section entitled **YOUR BILLING RIGHTS** on your Revolving Credit Statement.

**Redacted**: pages 6-7 of this bank statement, which contain only cancelled checks, pursuant to the Public Records Act because of personal identification information contained therein

Accounting Cycle: FY 2019; Voucher: <All>; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 11/1/2018; End Date: 11/30/2018

Warrant Date	Warrant Number	Vendor	Amount
11/02/2018		Shamrock Foods	\$ 4,399.26
11/02/2018	1167	A Children's Theatre	\$ 501.00
11/02/2018	1168	Jennifer Rogers	\$ 93.94
11/02/2018	1169	Little Cesars Pizza/Sizzling Platter	\$ 125.00
11/02/2018	1170	Mary Helen Ratje	\$ 96.29
11/02/2018	4267	ACES	\$ 125.10
11/02/2018	4268	American Linen	\$ 173.85
11/02/2018	4269	Bureau of Education and Research	\$ 259.00
11/02/2018	4270	Christy Takacs	\$ 190.92
11/02/2018	4271	City of Las Cruces	\$ 356.57
11/02/2018	4272	Food Service Solutions	\$ 995.00
11/02/2018	4273	Monica Kiser	\$ 10.92
11/02/2018	4274	Oscar Ramos, PCSW	\$ 720.27
11/02/2018	4275	Spectrum Technologies	\$ 247.05
11/08/2018	1171	Sarah Dozier	\$ 69.22
11/08/2018	4280	ACES	\$ 125.10
11/08/2018	4281	American Document Services	\$ 3.94
11/08/2018	4282	Cooperative Educational Services	\$ 150.00
11/08/2018	4283	Discovery Education	\$ 3,645.74
11/08/2018	4284	El Paso Electric	\$ 1,340.13
11/08/2018	4285	MatthewsFox	\$ 54.22
11/08/2018	4286	Phillips Enterprises	\$ 54.16
11/08/2018	4287	Sonrisa Therapy Services	\$ 633.61
11/08/2018	4288	Scripps National Spelling Bee	\$ 167.50
11/20/2018	1172	Jennifer Rogers	\$ 93.42
11/20/2018	1173	SchoolLife	\$ 89.70
11/20/2018	4289	ACES	\$ 562.95
11/20/2018	4290	Christy Takacs	\$ 372.92
11/20/2018	4291	Comcast Cable	\$ 197.25
11/20/2018	4292	Emmanuel Diaz	\$ 117.50
11/20/2018	4293	Jamie Sells	\$ 44.72
11/20/2018	4294	NM Coalition of Charter School	\$ 450.00
11/20/2018	4295	Office Depot	\$ 179.04
11/20/2018	4296	Oscar Ramos, PCSW	\$ 1,522.87
11/20/2018	4297	Sonrisa Therapy Services	\$ 1,143.04
11/29/2018	1174	Jamie Sells	\$ 194.83
11/29/2018	1175	Little Cesars Pizza/Sizzling Platter	\$ 125.00
11/29/2018	1176	NMSU Music Department	\$ 405.00
11/29/2018	1177	Scholastic Book Fairs	\$ 1,898.98
11/29/2018	4298	Barnes and Noble	\$ 649.41
11/29/2018	4299	Emmanuel Diaz	\$ 26.26
11/29/2018	4300	Office Depot	\$ 189.78
<b>Total</b>			<b>\$ 22,800.46</b>

**Primary Sort Element Secondary Sort Element**  
 11000 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-1000-511C	Instruction-Salari	\$ 3,000.00	\$ 3,000.00	\$ 1,728.94	\$ 1,728.94	\$ -	\$ 1,728.94	\$ 1,271.06
11000-1000-511C	Instruction-Salari	\$ 477,226.00	\$ 477,226.00	\$ 179,120.33	\$ 179,120.33	\$ 299,992.21	\$ 479,112.54	\$ (1,886.54)
11000-1000-511C	Instruction-Salari	\$ 46,704.00	\$ 40,976.00	\$ 14,327.28	\$ 14,327.28	\$ 23,878.72	\$ 38,206.00	\$ 2,770.00
11000-1000-511C	Instruction-Salari	\$ 23,159.00	\$ 23,159.00	\$ 8,662.14	\$ 8,662.14	\$ 14,436.86	\$ 23,099.00	\$ 60.00
11000-1000-511C	Instruction-Salari	\$ 71,194.00	\$ 73,489.00	\$ 27,530.36	\$ 27,530.36	\$ 45,827.64	\$ 73,358.00	\$ 131.00
11000-1000-511C	Instruction-Salari	\$ 59,984.00	\$ 63,417.00	\$ 23,781.42	\$ 23,781.42	\$ 36,846.58	\$ 60,628.00	\$ 2,789.00
11000-1000-511C	Instruction-Salari	\$ 19,014.00	\$ 19,014.00	\$ 7,129.53	\$ 7,129.53	\$ 11,882.47	\$ 19,012.00	\$ 2.00
11000-1000-513C	Instruction-Additi	\$ 15,500.00	\$ 15,500.00	\$ 4,504.13	\$ 4,504.13	\$ 8,905.87	\$ 13,410.00	\$ 2,090.00
11000-1000-5211	Instruction-Educa	\$ 99,076.00	\$ 99,076.00	\$ 35,943.84	\$ 35,943.84	\$ 60,461.51	\$ 96,405.35	\$ 2,670.65
11000-1000-5211	Instruction-ERA -	\$ 14,256.00	\$ 14,256.00	\$ 5,171.79	\$ 5,171.79	\$ 8,699.40	\$ 13,871.19	\$ 384.81
11000-1000-5221	Instruction-FICA I	\$ 35,152.00	\$ 35,152.00	\$ 12,949.72	\$ 12,949.72	\$ 20,924.68	\$ 33,874.40	\$ 1,277.60
11000-1000-5222	Instruction-Medic	\$ 10,379.00	\$ 10,379.00	\$ 3,868.40	\$ 3,868.40	\$ 6,334.43	\$ 10,202.83	\$ 176.17
11000-1000-5231	Instruction-Health	\$ 60,000.00	\$ 60,000.00	\$ 20,759.55	\$ 20,759.55	\$ 35,048.55	\$ 55,808.10	\$ 4,191.90
11000-1000-5231	Instruction-Life	\$ 1,050.00	\$ 1,050.00	\$ 364.25	\$ 364.25	\$ 599.25	\$ 963.50	\$ 86.50
11000-1000-5231	Instruction-Denta	\$ 4,700.00	\$ 4,700.00	\$ 1,656.54	\$ 1,656.54	\$ 2,760.90	\$ 4,417.44	\$ 282.56
11000-1000-5231	Instruction-Vision	\$ 800.00	\$ 800.00	\$ 298.07	\$ 298.07	\$ 503.85	\$ 801.92	\$ (1.92)
11000-1000-5231	Instruction-Disabi	\$ 950.00	\$ 1,533.00	\$ 358.57	\$ 358.57	\$ 653.55	\$ 1,012.12	\$ 520.88
11000-1000-5231	Instruction-Other	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00
11000-1000-5271	Instruction-Worke	\$ 10,236.00	\$ 9,653.00	\$ 9,653.00	\$ 9,653.00	\$ -	\$ 9,653.00	\$ -
11000-1000-5272	Instruction-Worke	\$ 175.00	\$ 175.00	\$ 43.70	\$ 43.70	\$ 13.80	\$ 57.50	\$ 117.50
11000-1000-5333	Instruction-Profes	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
11000-1000-5341	Instruction-Other	\$ 3,000.00	\$ 3,000.00	\$ 2,297.67	\$ 2,297.67	\$ 604.65	\$ 2,902.32	\$ 97.68
11000-1000-5371	Instruction-Other	\$ 600.00	\$ 600.00	\$ 167.50	\$ 167.50	\$ -	\$ 167.50	\$ 432.50
11000-1000-5581	Instruction-Stude	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
11000-1000-5581	Instruction-Emplo	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
11000-1000-5591	Instruction-Other	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
11000-1000-5611	Instruction-Softw	\$ 4,500.00	\$ 4,500.00	\$ 4,398.74	\$ 4,398.74	\$ -	\$ 4,398.74	\$ 101.26
11000-1000-5611	Instruction-Gener	\$ 17,502.00	\$ 17,502.00	\$ 6,417.51	\$ 6,417.51	\$ 2,592.27	\$ 9,009.78	\$ 8,492.22
11000-1000-5733	Instruction-Suppl	\$ 800.00	\$ 800.00	\$ 242.56	\$ 242.56	\$ 953.99	\$ 1,196.55	\$ (396.55)
<b>Subtotal</b>		<b>\$ 981,107.00</b>	<b>\$ 981,107.00</b>	<b>\$ 371,375.54</b>	<b>\$ 371,375.54</b>	<b>\$ 581,921.18</b>	<b>\$ 953,296.72</b>	<b>\$ 27,810.28</b>

**Primary Sort Element Secondary Sort Element**  
 11000 Function:2100 - Support Services-Students

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2100-511C	Support Services	\$ -	\$ -	\$ 868.75	\$ 868.75	\$ 1,733.87	\$ 2,602.62	\$ (2,602.62)
11000-2100-511C	Counselor/Social	\$ -	\$ 2,386.00	\$ 2,385.68	\$ 2,385.68	\$ -	\$ 2,385.68	\$ 0.32
11000-2100-5211	Support Services	\$ -	\$ 332.00	\$ 331.62	\$ 331.62	\$ -	\$ 331.62	\$ 0.38
11000-2100-5211	Support Services	\$ -	\$ 48.00	\$ 47.71	\$ 47.71	\$ -	\$ 47.71	\$ 0.29
11000-2100-5221	Support Services	\$ -	\$ 148.00	\$ 201.77	\$ 201.77	\$ 70.15	\$ 271.92	\$ (123.92)
11000-2100-5222	Support Services	\$ -	\$ 35.00	\$ 47.20	\$ 47.20	\$ 16.33	\$ 63.53	\$ (28.53)
11000-2100-5271	Support Services	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -
11000-2100-5272	Support Services	\$ -	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ 3.00
11000-2100-5321	Support Services	\$ 9,000.00	\$ 9,000.00	\$ 1,996.53	\$ 1,996.53	\$ 5,280.00	\$ 7,276.53	\$ 1,723.47
11000-2100-5321	Support Services	\$ 33,000.00	\$ 33,000.00	\$ 7,864.74	\$ 7,864.74	\$ 24,647.56	\$ 32,512.30	\$ 487.70
11000-2100-5321	Support Services	\$ 3,100.00	\$ 3,100.00	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 600.00
11000-2100-5321	Support Services	\$ 15,000.00	\$ 12,048.00	\$ 3,889.49	\$ 3,889.49	\$ 8,162.00	\$ 12,051.49	\$ (3.49)
11000-2100-5341	Support Services	\$ -	\$ 3,000.00	\$ 762.50	\$ 762.50	\$ 2,237.50	\$ 3,000.00	\$ -
11000-2100-5341	Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2100-5371	Support Services	\$ 3,800.00	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 800.00
11000-2100-5591	Support Services	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
11000-2100-5611	Support Services	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
<b>Subtotal</b>		<b>\$ 64,750.00</b>	<b>\$ 64,750.00</b>	<b>\$ 18,995.99</b>	<b>\$ 18,995.99</b>	<b>\$ 44,647.41</b>	<b>\$ 63,643.40</b>	<b>\$ 1,106.60</b>

**Primary Sort Element Secondary Sort Element**  
 11000 Function:2200 - Support Services-Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
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11000-2200-511C Technology Tech	\$	-	\$	7,500.00	\$	2,812.50	\$	2,812.50	\$	4,687.50	\$	7,500.00	\$	-
11000-2200-5221Support Services	\$	-	\$	466.00	\$	174.42	\$	174.42	\$	290.70	\$	465.12	\$	0.88
11000-2200-5222Support Services	\$	-	\$	109.00	\$	40.77	\$	40.77	\$	67.95	\$	108.72	\$	0.28
11000-2200-5272Support Services	\$	-	\$	10.00	\$	2.30	\$	2.30	\$	-	\$	2.30	\$	7.70
11000-2200-5341Support Services	\$	10,000.00	\$	1,915.00	\$	-	\$	-	\$	-	\$	-	\$	1,915.00
<b>Subtotal</b>	<b>\$</b>	<b>10,000.00</b>	<b>\$</b>	<b>10,000.00</b>	<b>\$</b>	<b>3,029.99</b>	<b>\$</b>	<b>3,029.99</b>	<b>\$</b>	<b>5,046.15</b>	<b>\$</b>	<b>8,076.14</b>	<b>\$</b>	<b>1,923.86</b>

**Primary Sort Element Secondary Sort Element**

11000 Function:2300 - Support Services-General Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2300-511C	Executive Director's Office	\$ 88,000.00	\$ 88,000.00	\$ 36,666.70	\$ 36,666.70	\$ 51,333.30	\$ 88,000.00	\$ -
11000-2300-511C	Secretary	\$ 35,000.00	\$ 35,000.00	\$ 12,057.75	\$ 12,057.75	\$ 20,096.25	\$ 32,154.00	\$ 2,846.00
11000-2300-513C	Additional Compensation	\$ 3,100.00	\$ 3,100.00	\$ 1,021.06	\$ 1,021.06	\$ 625.06	\$ 1,646.12	\$ 1,453.88
11000-2300-5211	Support Services	\$ 17,810.00	\$ 17,810.00	\$ 6,914.61	\$ 6,914.61	\$ 9,950.96	\$ 16,865.57	\$ 944.43
11000-2300-5211	Support Services	\$ 2,565.00	\$ 2,565.00	\$ 994.89	\$ 994.89	\$ 1,431.70	\$ 2,426.59	\$ 138.41
11000-2300-5221	Support Services	\$ 7,945.00	\$ 7,945.00	\$ 3,084.13	\$ 3,084.13	\$ 4,438.54	\$ 7,522.67	\$ 422.33
11000-2300-5222	Support Services	\$ 1,858.00	\$ 1,858.00	\$ 721.34	\$ 721.34	\$ 1,038.04	\$ 1,759.38	\$ 98.62
11000-2300-5231	Health	\$ 24,000.00	\$ 24,000.00	\$ 9,369.57	\$ 9,369.57	\$ 13,875.12	\$ 23,244.69	\$ 755.31
11000-2300-5231	Support Services	\$ 200.00	\$ 200.00	\$ 65.80	\$ 65.80	\$ 98.70	\$ 164.50	\$ 35.50
11000-2300-5231	Support Services	\$ 1,300.00	\$ 1,300.00	\$ 501.08	\$ 501.08	\$ 741.44	\$ 1,242.52	\$ 57.48
11000-2300-5231	Vision	\$ 250.00	\$ 250.00	\$ 86.97	\$ 86.97	\$ 128.66	\$ 215.63	\$ 34.37
11000-2300-5231	Support Services	\$ 350.00	\$ 350.00	\$ 127.60	\$ 127.60	\$ 178.64	\$ 306.24	\$ 43.76
11000-2300-5271	Workers Compensation	\$ 1,679.00	\$ 1,679.00	\$ 1,679.00	\$ 1,679.00	\$ -	\$ 1,679.00	\$ -
11000-2300-5272	Support Services	\$ 28.00	\$ 28.00	\$ 6.90	\$ 6.90	\$ -	\$ 6.90	\$ 21.10
11000-2300-5333	Professional Development	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
11000-2300-5341	Support Services	\$ 14,000.00	\$ 14,331.00	\$ 9,708.75	\$ 9,708.75	\$ 4,776.67	\$ 14,485.42	\$ (154.42)
11000-2300-5341	Support Services	\$ 7,000.00	\$ 7,000.00	\$ 5,017.09	\$ 5,017.09	\$ 1,009.31	\$ 6,026.40	\$ 973.60
11000-2300-5371	Support Services	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00
11000-2300-554C	Support Services	\$ 1,000.00	\$ 669.00	\$ -	\$ -	\$ -	\$ -	\$ 669.00
11000-2300-5581	Support Services	\$ 3,000.00	\$ 3,000.00	\$ 225.00	\$ 225.00	\$ 1,125.00	\$ 1,350.00	\$ 1,650.00
11000-2300-5581	Employee travel	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
11000-2300-5591	Support Services	\$ 1,700.00	\$ 1,700.00	\$ -	\$ -	\$ -	\$ -	\$ 1,700.00
11000-2300-5611	Support Services	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00
11000-2300-5611	Support Services	\$ 2,000.00	\$ 2,000.00	\$ 1,995.00	\$ 1,995.00	\$ -	\$ 1,995.00	\$ 5.00
11000-2300-5611	General Supls & Maint	\$ 1,000.00	\$ 1,000.00	\$ 122.65	\$ 122.65	\$ 43.30	\$ 165.95	\$ 834.05
11000-2300-5733	Supply Assets (unexp)	\$ 700.00	\$ 700.00	\$ 129.98	\$ 129.98	\$ -	\$ 129.98	\$ 570.02
Subtotal		\$ 218,435.00	\$ 218,435.00	\$ 90,495.87	\$ 90,495.87	\$ 110,890.69	\$ 201,386.56	\$ 17,048.44

**Primary Sort Element Secondary Sort Element**

11000 Function:2400 - Support Services-School Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2400-511C	Support Services	\$ 28,750.00	\$ 32,200.00	\$ 13,329.20	\$ 13,329.20	\$ 18,870.80	\$ 32,200.00	\$ -
11000-2400-5211	Support Services	\$ 4,000.00	\$ 4,476.00	\$ 1,852.75	\$ 1,852.75	\$ 2,623.03	\$ 4,475.78	\$ 0.22
11000-2400-5211	Support Services	\$ 575.00	\$ 645.00	\$ 266.60	\$ 266.60	\$ 377.44	\$ 644.04	\$ 0.96
11000-2400-5221	Support Services	\$ 1,785.00	\$ 1,997.00	\$ 826.40	\$ 826.40	\$ 1,169.98	\$ 1,996.38	\$ 0.62
11000-2400-5222	Support Services	\$ 420.00	\$ 467.00	\$ 193.23	\$ 193.23	\$ 273.56	\$ 466.79	\$ 0.21
11000-2400-5231	Support Services	\$ 4,205.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2400-5231	Support Services	\$ 57.00	\$ 57.00	\$ 23.50	\$ 23.50	\$ 30.55	\$ 54.05	\$ 2.95
11000-2400-5231	Support Services	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2400-5272	Support Services	\$ 10.00	\$ 10.00	\$ 2.30	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-2400-5611	Support Services	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
Subtotal		\$ 39,972.00	\$ 39,972.00	\$ 16,493.98	\$ 16,493.98	\$ 23,345.36	\$ 39,839.34	\$ 132.66

**Primary Sort Element Secondary Sort Element**

11000 Function:2500 - Central Services

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2500-511C	Central Services-	\$ -	\$ 5,000.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 3,750.00
11000-2500-5211	Central Services-	\$ -	\$ 695.00	\$ 173.75	\$ 173.75	\$ -	\$ 173.75	\$ 521.25



11000-2500-5211Central Services-	\$ -	\$ 100.00	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	\$ 75.00
11000-2500-5221Central Services-	\$ -	\$ 310.00	\$ 77.50	\$ 77.50	\$ -	\$ 77.50	\$ 232.50
11000-2500-5222Central Services-	\$ -	\$ 73.00	\$ 18.13	\$ 18.13	\$ -	\$ 18.13	\$ 54.87
11000-2500-5272Central Services-	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 10.00
11000-2500-5341Central Services-	\$ 58,000.00	\$ 51,812.00	\$ 12,499.89	\$ 12,499.89	\$ 37,499.99	\$ 49,999.88	\$ 1,812.12
11000-2500-5371Central Services-	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
11000-2500-5611Central Services-	\$ 13,400.00	\$ 13,400.00	\$ 13,382.46	\$ 13,382.46	\$ -	\$ 13,382.46	\$ 17.54
11000-2500-5611Central Services-	\$ 300.00	\$ 300.00	\$ 159.42	\$ 159.42	\$ 23.32	\$ 182.74	\$ 117.26

**Subtotal** \$ 71,850.00 \$ 71,850.00 \$ 27,586.15 \$ 27,586.15 \$ 37,523.31 \$ 65,109.46 \$ 6,740.54

**Primary Sort Element Secondary Sort Element**

11000 Function:2600 - Operation &amp; Maintenance of Plant

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2600-5111	Operation & Main	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2600-5111	Operation & Main	\$ 25,806.00	\$ 25,806.00	\$ 10,667.50	\$ 10,667.50	\$ 14,934.50	\$ 25,602.00	\$ 204.00
11000-2600-5211	Operation & Main	\$ 3,600.00	\$ 3,600.00	\$ 1,482.80	\$ 1,482.80	\$ 2,075.92	\$ 3,558.72	\$ 41.28
11000-2600-5211	Operation & Main	\$ 520.00	\$ 520.00	\$ 213.40	\$ 213.40	\$ 298.76	\$ 512.16	\$ 7.84
11000-2600-5221	Operation & Main	\$ 1,600.00	\$ 1,600.00	\$ 661.40	\$ 661.40	\$ 925.96	\$ 1,587.36	\$ 12.64
11000-2600-5222	Operation & Main	\$ 380.00	\$ 380.00	\$ 154.70	\$ 154.70	\$ 216.58	\$ 371.28	\$ 8.72
11000-2600-5231	Operation & Main	\$ 57.00	\$ 57.00	\$ 23.50	\$ 23.50	\$ 32.90	\$ 56.40	\$ 0.60
11000-2600-5231	Operation & Main	\$ 100.00	\$ 100.00	\$ 31.50	\$ 31.50	\$ 44.10	\$ 75.60	\$ 24.40
11000-2600-5231	Operation & Main	\$ 200.00	\$ 200.00	\$ 31.60	\$ 31.60	\$ 60.76	\$ 92.36	\$ 107.64
11000-2600-5272	Operation & Main	\$ 10.00	\$ 10.00	\$ 2.30	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-2600-5431	Operation & Main	\$ 200.00	\$ 200.00	\$ 54.16	\$ 54.16	\$ -	\$ 54.16	\$ 145.84
11000-2600-5431	Operation & Main	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
11000-2600-5441	Operation & Main	\$ 20,213.00	\$ 20,213.00	\$ 9,167.53	\$ 9,167.53	\$ 9,800.00	\$ 18,967.53	\$ 1,245.47
11000-2600-5441	Operation & Main	\$ 1,763.00	\$ 1,763.00	\$ 257.60	\$ 257.60	\$ 875.00	\$ 1,132.60	\$ 630.40
11000-2600-5441	Operation & Main	\$ 5,000.00	\$ 5,000.00	\$ 1,742.40	\$ 1,742.40	\$ 2,030.00	\$ 3,772.40	\$ 1,227.60
11000-2600-5441	Operation & Main	\$ 3,363.00	\$ 3,363.00	\$ 977.35	\$ 977.35	\$ 1,400.00	\$ 2,377.35	\$ 985.65
11000-2600-5462	Operation & Main	\$ 2,763.00	\$ 2,763.00	\$ 956.36	\$ 956.36	\$ 1,729.35	\$ 2,685.71	\$ 77.29
11000-2600-5521	Operation & Main	\$ 16,864.00	\$ 16,864.00	\$ 16,864.00	\$ 16,864.00	\$ -	\$ 16,864.00	\$ -
11000-2600-5591	Operation & Main	\$ 700.00	\$ 700.00	\$ 194.16	\$ 194.16	\$ 368.23	\$ 562.39	\$ 137.61
11000-2600-5611	Operation & Main	\$ 8,000.00	\$ 7,700.00	\$ 1,763.01	\$ 1,763.01	\$ 1,412.75	\$ 3,175.76	\$ 4,524.24
11000-2600-5733	Operation & Main	\$ -	\$ 300.00	\$ 186.95	\$ 186.95	\$ -	\$ 186.95	\$ 113.05
Subtotal		\$ 91,239.00	\$ 91,239.00	\$ 45,432.22	\$ 45,432.22	\$ 36,204.81	\$ 81,637.03	\$ 9,601.97

**Primary Sort Element Secondary Sort Element**

11000 Function:2900 - Other Support Services

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2900-5821Restricted expend	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
<b>Subtotal</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

**Primary Sort Element Secondary Sort Element**

11000 Function:3100 - Food Services Operations

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-3100-5111	Food Services Op	\$ 33,150.00	\$ 33,150.00	\$ 12,431.25	\$ 12,431.25	\$ 20,718.75	\$ 33,150.00	\$ -
11000-3100-5211	Food Services Op	\$ 4,610.00	\$ 4,610.00	\$ 1,727.91	\$ 1,727.91	\$ 2,810.35	\$ 4,538.26	\$ 71.74
11000-3100-5211	Food Services Op	\$ 665.00	\$ 665.00	\$ 248.67	\$ 248.67	\$ 404.45	\$ 653.12	\$ 11.88
11000-3100-5221	Food Services Op	\$ 2,060.00	\$ 2,060.00	\$ 770.76	\$ 770.76	\$ 1,253.60	\$ 2,024.36	\$ 35.64
11000-3100-5222	Food Services Op	\$ 485.00	\$ 485.00	\$ 180.27	\$ 180.27	\$ 293.20	\$ 473.47	\$ 11.53
11000-3100-5231	Food Services Op	\$ 59.00	\$ 59.00	\$ 21.15	\$ 21.15	\$ 35.25	\$ 56.40	\$ 2.60
11000-3100-5271	Food Services Op	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ -
11000-3100-5272	Food Services Op	\$ 10.00	\$ 10.00	\$ 2.30	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-3100-5333	Food Services Op	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Subtotal		\$ 41,639.00	\$ 41,639.00	\$ 15,682.31	\$ 15,682.31	\$ 25,515.60	\$ 41,197.91	\$ 441.09

**Primary Sort Element Secondary Sort Element**  
 14000 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
14000-1000-561C	Instruction-Instruc	\$ -	\$ 5,000.00	\$ 629.18	\$ 629.18	\$ -	\$ 629.18	\$ 4,370.82
14000-1000-5611	Instruction-Instruc	\$ 40,718.00	\$ 35,718.00	\$ 12,512.81	\$ 12,512.81	\$ 77.17	\$ 12,589.98	\$ 23,128.02
<b>Subtotal</b>		<b>\$ 40,718.00</b>	<b>\$ 40,718.00</b>	<b>\$ 13,141.99</b>	<b>\$ 13,141.99</b>	<b>\$ 77.17</b>	<b>\$ 13,219.16</b>	<b>\$ 27,498.84</b>

**Primary Sort Element Secondary Sort Element**  
 21000 Function:3100 - Food Services Operations

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
21000-3100-511C	Food Services Op	\$ 12,500.00	\$ 17,622.00	\$ 7,164.00	\$ 7,164.00	\$ 10,681.38	\$ 17,845.38	\$ (223.38)
21000-3100-5211	Food Services Op	\$ 1,700.00	\$ 1,700.00	\$ 659.63	\$ 659.63	\$ 983.55	\$ 1,643.18	\$ 56.82
21000-3100-5211	Food Services Op	\$ 250.00	\$ 250.00	\$ 94.96	\$ 94.96	\$ 141.60	\$ 236.56	\$ 13.44
21000-3100-5221	Food Services Op	\$ 775.00	\$ 1,125.00	\$ 444.19	\$ 444.19	\$ 643.51	\$ 1,087.70	\$ 37.30
21000-3100-5222	Food Services Op	\$ 182.00	\$ 262.00	\$ 103.87	\$ 103.87	\$ 150.51	\$ 254.38	\$ 7.62
21000-3100-5231	Food Services Op	\$ 59.00	\$ 59.00	\$ 21.15	\$ 21.15	\$ 35.25	\$ 56.40	\$ 2.60
21000-3100-5231	Food Services Op	\$ 70.00	\$ 70.00	\$ 18.09	\$ 18.09	\$ 30.90	\$ 48.99	\$ 21.01
21000-3100-5272	Food Services Op	\$ 10.00	\$ 10.00	\$ 4.60	\$ 4.60	\$ 2.30	\$ 6.90	\$ 3.10
21000-3100-5333	Food Services Op	\$ 1,000.00	\$ 570.00	\$ -	\$ -	\$ -	\$ -	\$ 570.00
21000-3100-5371	Food Services Op	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	\$ 50.00	\$ 250.00	\$ -
21000-3100-5431	Food Services Op	\$ 200.00	\$ 800.00	\$ 263.75	\$ 263.75	\$ -	\$ 263.75	\$ 536.25
21000-3100-5591	Food Services Op	\$ 2,590.00	\$ 2,590.00	\$ 730.17	\$ 730.17	\$ 1,015.00	\$ 1,745.17	\$ 844.83
21000-3100-5611	Food Services Op	\$ 1,000.00	\$ 1,000.00	\$ 995.00	\$ 995.00	\$ -	\$ 995.00	\$ 5.00
21000-3100-5611	Food Services Op	\$ 50,000.00	\$ 44,878.00	\$ 14,910.14	\$ 14,910.14	\$ 28,067.00	\$ 42,977.14	\$ 1,900.86
21000-3100-5611	Food Services Op	\$ 2,000.00	\$ 2,000.00	\$ 819.83	\$ 819.83	\$ 1,000.00	\$ 1,819.83	\$ 180.17
21000-3100-5733	Food Services Op	\$ 1,000.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00
<b>Subtotal</b>		<b>\$ 73,586.00</b>	<b>\$ 73,586.00</b>	<b>\$ 26,429.38</b>	<b>\$ 26,429.38</b>	<b>\$ 42,801.00</b>	<b>\$ 69,230.38</b>	<b>\$ 4,355.62</b>

**Primary Sort Element Secondary Sort Element**  
 21000 Function:3300 - Community Services Operations

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
21000-3300-512C	Salary	\$ 1,547.00	\$ 1,547.00	\$ -	\$ -	\$ -	\$ -	\$ 1,547.00
<b>Subtotal</b>		<b>\$ 1,547.00</b>	<b>\$ 1,547.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,547.00</b>

**Primary Sort Element Secondary Sort Element**  
 23000 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
23000-1000-5371	Instruction-Other	\$ 1,000.00	\$ 1,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ 900.00
23000-1000-5581	Instruction-Emplo	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
23000-1000-5581	Student Travel	\$ 5,000.00	\$ 5,000.00	\$ 1,167.81	\$ 1,167.81	\$ 523.08	\$ 1,690.89	\$ 3,309.11
23000-1000-5581	Instruction-Emplo	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
23000-1000-5591	Instruction-Other	\$ 15,000.00	\$ 15,000.00	\$ 7,302.20	\$ 7,302.20	\$ 1,163.83	\$ 8,466.03	\$ 6,533.97
23000-1000-5611	Instruction-Gener	\$ 35,000.00	\$ 35,000.00	\$ 6,677.47	\$ 6,677.47	\$ 1,372.06	\$ 8,049.53	\$ 26,950.47
23000-1000-5733	Fixed assets (ove	\$ 24,553.00	\$ 24,553.00	\$ -	\$ -	\$ -	\$ -	\$ 24,553.00
23000-1000-5733	Instruction-Suppl	\$ 12,397.00	\$ 12,397.00	\$ 599.99	\$ 599.99	\$ 167.43	\$ 767.42	\$ 11,629.58
<b>Subtotal</b>		<b>\$ 94,450.00</b>	<b>\$ 94,450.00</b>	<b>\$ 15,847.47</b>	<b>\$ 15,847.47</b>	<b>\$ 3,226.40</b>	<b>\$ 19,073.87</b>	<b>\$ 75,376.13</b>

**Primary Sort Element Secondary Sort Element**  
 24101 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
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24101-1000-511CInstruction-Salari	\$ 28,577.00	\$ 30,863.00	\$ 11,443.76	\$ 11,443.76	\$ 19,419.24	\$ 30,863.00	\$ -
24101-1000-513CAdditional Compe	\$ 4,500.00	\$ 2,214.00	\$ -	\$ -	\$ -	\$ -	\$ 2,214.00
24101-1000-5211Instruction-Educa	\$ 4,600.00	\$ 4,600.00	\$ 1,590.74	\$ 1,590.74	\$ 2,699.38	\$ 4,290.12	\$ 309.88
24101-1000-5211Instruction-ERA -	\$ 662.00	\$ 662.00	\$ 228.85	\$ 228.85	\$ 388.35	\$ 617.20	\$ 44.80
24101-1000-5221Instruction-FICA I	\$ 2,055.00	\$ 2,055.00	\$ 709.46	\$ 709.46	\$ 1,203.89	\$ 1,913.35	\$ 141.65
24101-1000-5222Instruction-Medic	\$ 480.00	\$ 480.00	\$ 165.98	\$ 165.98	\$ 281.70	\$ 447.68	\$ 32.32
24101-1000-5231Instruction-Life	\$ 59.00	\$ 59.00	\$ 21.15	\$ 21.15	\$ 35.25	\$ 56.40	\$ 2.60
24101-1000-5272Instruction-Worke	\$ 10.00	\$ 10.00	\$ 2.30	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
24101-1000-5333Professional Devi	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
24101-1000-5611General Supls & I	\$ 1,711.00	\$ 1,711.00	\$ 350.99	\$ 350.99	\$ 172.84	\$ 523.83	\$ 1,187.17

<b>Subtotal</b>	<b>\$ 43,654.00</b>	<b>\$ 43,654.00</b>	<b>\$ 14,513.23</b>	<b>\$ 14,513.23</b>	<b>\$ 24,200.65</b>	<b>\$ 38,713.88</b>	<b>\$ 4,940.12</b>
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**Primary Sort Element Secondary Sort Element**

24106 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24106-1000-511CInstruction-Salari		19,555.00	\$ 19,555.00	\$ 7,332.75	\$ 7,332.75	\$ 12,221.25	\$ 19,554.00	\$ 1.00
24106-1000-513CAdditional Compe		1,500.00	\$ 1,400.00	\$ 285.72	\$ 285.72	\$ 714.28	\$ 1,000.00	\$ 400.00
24106-1000-5211Instruction-Educa		2,928.00	\$ 2,928.00	\$ 1,058.97	\$ 1,058.97	\$ 1,798.05	\$ 2,857.02	\$ 70.98
24106-1000-5211Instruction-ERA -		422.00	\$ 422.00	\$ 152.40	\$ 152.40	\$ 258.75	\$ 411.15	\$ 10.85
24106-1000-5221Instruction-FICA I		1,303.00	\$ 1,303.00	\$ 454.59	\$ 454.59	\$ 757.65	\$ 1,212.24	\$ 90.76
24106-1000-5222Instruction-Medic		306.00	\$ 306.00	\$ 110.43	\$ 110.43	\$ 187.50	\$ 297.93	\$ 8.07
24106-1000-5231Instruction-Health		10,072.00	\$ 10,172.00	\$ 3,789.51	\$ 3,789.51	\$ 6,301.05	\$ 10,090.56	\$ 81.44
24106-1000-5231Instruction-Life		57.00	\$ 57.00	\$ 21.15	\$ 21.15	\$ 35.25	\$ 56.40	\$ 0.60
24106-1000-5231Instruction-Denta		685.00	\$ 685.00	\$ 256.68	\$ 256.68	\$ 427.80	\$ 684.48	\$ 0.52
24106-1000-5231Instruction-Vision		119.00	\$ 119.00	\$ 44.55	\$ 44.55	\$ 74.25	\$ 118.80	\$ 0.20
24106-1000-5272Instruction-Worke		10.00	\$ 10.00	\$ 2.30	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
24106-1000-5333Instruction-Profes		1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24106-1000-5333Instruction-Profes		-	\$ 1,200.00	\$ 671.84	\$ 671.84	\$ -	\$ 671.84	\$ 528.16
24106-1000-5611Software		100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
24106-1000-5611Instruction-Gener		4,680.00	\$ 4,680.00	\$ -	\$ -	\$ 152.00	\$ 152.00	\$ 4,528.00
24106-1000-5733Instruction-Suppl		4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
<b>Subtotal</b>		<b>\$ 47,437.00</b>	<b>\$ 47,437.00</b>	<b>\$ 14,180.89</b>	<b>\$ 14,180.89</b>	<b>\$ 22,927.83</b>	<b>\$ 37,108.72</b>	<b>\$ 10,328.28</b>

**Primary Sort Element Secondary Sort Element**

24106 Function:2100 - Support Services-Students

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24106-2100-5321Support Services		1,300.00	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
<b>Subtotal</b>		<b>\$ 1,300.00</b>	<b>\$ 1,300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300.00</b>

**Primary Sort Element Secondary Sort Element**

24154 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24154-1000-513CAdditional Compe		1,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
24154-1000-5211Instruction-Educa		139.00	\$ 278.00	\$ -	\$ -	\$ -	\$ -	\$ 278.00
24154-1000-5211Instruction-ERA -		20.00	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00
24154-1000-5221Instruction-FICA I		62.00	\$ 124.00	\$ -	\$ -	\$ -	\$ -	\$ 124.00
24154-1000-5222Instruction-Medic		15.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
24154-1000-5333Instruction-Profes		2,489.00	\$ 4,528.00	\$ 643.64	\$ 643.64	\$ 25.00	\$ 668.64	\$ 3,859.36
<b>Subtotal</b>		<b>\$ 3,725.00</b>	<b>\$ 7,000.00</b>	<b>\$ 643.64</b>	<b>\$ 643.64</b>	<b>\$ 25.00</b>	<b>\$ 668.64</b>	<b>\$ 6,331.36</b>

**Primary Sort Element Secondary Sort Element**

24154 Function:2300 - Support Services-General Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
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24154-2300-533CProfessional Dev	\$	1,000.00	\$	2,000.00	\$	1,476.16	\$	1,476.16	\$	-	\$	1,476.16	\$	523.84
<b>Subtotal</b>		<b>\$ 1,000.00</b>		<b>\$ 2,000.00</b>		<b>\$ 1,476.16</b>		<b>\$ 1,476.16</b>		<b>\$ -</b>		<b>\$ 1,476.16</b>		<b>\$ 523.84</b>

**Primary Sort ElementSecondary Sort Element**

24154 Function:2400 - Support Services-School Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24154-2400-533CSupport Services	\$	-	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>

**Primary Sort ElementSecondary Sort Element**

24189 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24189-1000-511CSalaries	\$	4,311.00	\$ 4,311.00	\$ -	\$ -	\$ 4,311.00	\$ 4,311.00	\$ -
24189-1000-513CAdditional compe	\$	1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
24189-1000-5211ERB	\$	209.00	\$ 209.00	\$ -	\$ -	\$ -	\$ -	\$ 209.00
24189-1000-5211Retiree Health	\$	30.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
24189-1000-5221Fica	\$	361.00	\$ 361.00	\$ -	\$ -	\$ 267.25	\$ 267.25	\$ 93.75
24189-1000-5222Medicare	\$	85.00	\$ 85.00	\$ -	\$ -	\$ 62.54	\$ 62.54	\$ 22.46
24189-1000-5272Workers comp en	\$	4.00	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ 4.00
24189-1000-5611General supplies	\$	3,500.00	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -
<b>Subtotal</b>		<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,140.79</b>	<b>\$ 8,140.79</b>	<b>\$ 1,859.21</b>

**Primary Sort ElementSecondary Sort Element**

25153 Function:2100 - Support Services-Students

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
25153-2100-5611Support Services	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25153-2100-5611General Supls & I	\$	1,433.00	\$ 1,433.00	\$ 626.69	\$ 626.69	\$ -	\$ 626.69	\$ 806.31
<b>Subtotal</b>		<b>\$ 1,433.00</b>	<b>\$ 1,433.00</b>	<b>\$ 626.69</b>	<b>\$ 626.69</b>	<b>\$ -</b>	<b>\$ 626.69</b>	<b>\$ 806.31</b>

**Primary Sort ElementSecondary Sort Element**

26204 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
26204-1000-5611General Supls & I	\$	197.00	\$ 197.00	\$ 75.79	\$ 75.79	\$ -	\$ 75.79	\$ 121.21
<b>Subtotal</b>		<b>\$ 197.00</b>	<b>\$ 197.00</b>	<b>\$ 75.79</b>	<b>\$ 75.79</b>	<b>\$ -</b>	<b>\$ 75.79</b>	<b>\$ 121.21</b>

**Primary Sort ElementSecondary Sort Element**

27107 Function:2200 - Support Services-Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
27107-2200-5611Support Services	\$	1,798.00	\$ 1,798.00	\$ 1,798.00	\$ 1,798.00	\$ -	\$ 1,798.00	\$ -
<b>Subtotal</b>		<b>\$ 1,798.00</b>	<b>\$ 1,798.00</b>	<b>\$ 1,798.00</b>	<b>\$ 1,798.00</b>	<b>\$ -</b>	<b>\$ 1,798.00</b>	<b>\$ -</b>

**Primary Sort ElementSecondary Sort Element**

27125 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
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27125-1000-513C Other compensat	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
27125-1000-513C Other compensat	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
27125-1000-5221 fca deduction	\$ 620.00	\$ 620.00	\$ 620.00	\$ 620.00	\$ -	\$ 620.00	\$ -
27125-1000-5222 Medicare deducti	\$ 145.00	\$ 145.00	\$ 145.00	\$ 145.00	\$ -	\$ 145.00	\$ -
<b>Subtotal</b>	<b>\$ 10,765.00</b>	<b>\$ 10,765.00</b>	<b>\$ 10,765.00</b>	<b>\$ 10,765.00</b>	<b>\$ -</b>	<b>\$ 10,765.00</b>	<b>\$ -</b>

**Primary Sort Element Secondary Sort Element**

31700 Function:4000 - Capital Outlay

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
31700-4000-5733	Capital Outlay-Su	\$ 17,764.00	\$ 17,764.00	\$ -	\$ -	\$ -	\$ -	\$ 17,764.00
<b>Subtotal</b>		<b>\$ 17,764.00</b>	<b>\$ 17,764.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,764.00</b>
<b>Total</b>		<b>\$ 1,918,366.00</b>	<b>\$ 1,923,641.00</b>	<b>\$ 688,590.29</b>	<b>\$ 688,590.29</b>	<b>\$ 966,493.35</b>	<b>\$ 1,655,083.64</b>	<b>\$ 268,557.36</b>

balance on pg.4 cash report  
Year to expenditures

Cycle: FY 2019; Begin Date: 11/1/2018; End Date: 11/30/2018; Account Type: Revenue; Subtotal Elements: Fund,Function,Object; Filter: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000') ; Subtotal By Account Type: Yes

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
11000-0000-43101-0000-535001-0000	State Equalization Guarantee	\$ (119,015.00)	\$ (1,446,107.00)	\$ (595,075.00)	\$ -	\$ (851,032.00)	41.15
<b>Subtotal of Element: Revenue</b>		<b>\$ (119,015.00)</b>	<b>\$ (1,446,107.00)</b>	<b>\$ (595,075.00)</b>	<b>\$ -</b>	<b>\$ (851,032.00)</b>	41.15
<b>Subtotal of Element: [Object] 43101 - State Equalization Guarantee</b>		<b>\$ (119,015.00)</b>	<b>\$ (1,446,107.00)</b>	<b>\$ (595,075.00)</b>	<b>\$ -</b>	<b>\$ (851,032.00)</b>	41.15
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ (119,015.00)</b>	<b>\$ (1,446,107.00)</b>	<b>\$ (595,075.00)</b>	<b>\$ -</b>	<b>\$ (851,032.00)</b>	41.15
<b>Subtotal of Element: [Fund] 11000 - Operational</b>		<b>\$ (119,015.00)</b>	<b>\$ (1,446,107.00)</b>	<b>\$ (595,075.00)</b>	<b>\$ -</b>	<b>\$ (851,032.00)</b>	41.15
14000-0000-43211-0000-535001-0000	Instructional Materials – Cash	\$ -	\$ (6,790.00)	\$ (6,789.62)	\$ -	\$ (0.38)	99.99
<b>Subtotal of Element: Revenue</b>		<b>\$ -</b>	<b>\$ (6,790.00)</b>	<b>\$ (6,789.62)</b>	<b>\$ -</b>	<b>\$ (0.38)</b>	99.99
<b>Subtotal of Element: [Object] 43211 - Instructional Materials – Cash</b>		<b>\$ -</b>	<b>\$ (6,790.00)</b>	<b>\$ (6,789.62)</b>	<b>\$ -</b>	<b>\$ (0.38)</b>	99.99
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ -</b>	<b>\$ (6,790.00)</b>	<b>\$ (6,789.62)</b>	<b>\$ -</b>	<b>\$ (0.38)</b>	99.99
<b>Subtotal of Element: [Fund] 14000 - Instructional Materials</b>		<b>\$ -</b>	<b>\$ (6,790.00)</b>	<b>\$ (6,789.62)</b>	<b>\$ -</b>	<b>\$ (0.38)</b>	99.99
21000-0000-41603-0000-535001-0000	Fees - Adults/Food Services	\$ (24.00)	\$ (800.00)	\$ (259.00)	\$ -	\$ (541.00)	32.37
<b>Subtotal of Element: Revenue</b>		<b>\$ (24.00)</b>	<b>\$ (800.00)</b>	<b>\$ (259.00)</b>	<b>\$ -</b>	<b>\$ (541.00)</b>	32.38
<b>Subtotal of Element: [Object] 41603 - Fees - Adults/Food Services</b>		<b>\$ (24.00)</b>	<b>\$ (800.00)</b>	<b>\$ (259.00)</b>	<b>\$ -</b>	<b>\$ (541.00)</b>	32.38
21000-0000-41604-0000-535001-0000	Fees - Students/Food Services	\$ (2,507.65)	\$ (25,000.00)	\$ (12,118.65)	\$ -	\$ (12,881.35)	48.47
<b>Subtotal of Element: Revenue</b>		<b>\$ (2,507.65)</b>	<b>\$ (25,000.00)</b>	<b>\$ (12,118.65)</b>	<b>\$ -</b>	<b>\$ (12,881.35)</b>	48.47
<b>Subtotal of Element: [Object] 41604 - Fees - Students/Food Services</b>		<b>\$ (2,507.65)</b>	<b>\$ (25,000.00)</b>	<b>\$ (12,118.65)</b>	<b>\$ -</b>	<b>\$ (12,881.35)</b>	48.47
21000-0000-44500-0000-535001-0000	Restricted Grants - Federal Flow-through	\$ (2,405.47)	\$ (40,000.00)	\$ (11,837.85)	\$ -	\$ (28,162.15)	29.59
<b>Subtotal of Element: Revenue</b>		<b>\$ (2,405.47)</b>	<b>\$ (40,000.00)</b>	<b>\$ (11,837.85)</b>	<b>\$ -</b>	<b>\$ (28,162.15)</b>	29.59
<b>Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through</b>		<b>\$ (2,405.47)</b>	<b>\$ (40,000.00)</b>	<b>\$ (11,837.85)</b>	<b>\$ -</b>	<b>\$ (28,162.15)</b>	29.59
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ (4,937.12)</b>	<b>\$ (65,800.00)</b>	<b>\$ (24,215.50)</b>	<b>\$ -</b>	<b>\$ (41,584.50)</b>	36.80
<b>Subtotal of Element: [Fund] 21000 - Food Services</b>		<b>\$ (4,937.12)</b>	<b>\$ (65,800.00)</b>	<b>\$ (24,215.50)</b>	<b>\$ -</b>	<b>\$ (41,584.50)</b>	36.80
23000-0000-41701-0000-535001-0000	Fees - Activities	\$ (3,487.40)	\$ (30,500.00)	\$ (11,146.46)	\$ -	\$ (19,353.54)	36.54

Cycle: FY 2019; Begin Date: 11/1/2018; End Date: 11/30/2018; Account Type: Revenue; Subtotal Elements: Fund,Function,Object; Filter: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000') ; Subtotal By Account Type: Yes

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
<b>Subtotal of Element: Revenue</b>		\$ (3,487.40)	\$ (30,500.00)	\$ (11,146.46)	\$ -	\$ (19,353.54)	36.55
<b>Subtotal of Element: [Object] 41701 - Fees - Activities</b>		\$ (3,487.40)	\$ (30,500.00)	\$ (11,146.46)	\$ -	\$ (19,353.54)	36.55
23000-0000-41705-0000-535001-0000	Fees - Users	\$ -	\$ (3,000.00)	\$ -	\$ -	\$ (3,000.00)	0.00
<b>Subtotal of Element: Revenue</b>		\$ -	\$ (3,000.00)	\$ -	\$ -	\$ (3,000.00)	0.00
<b>Subtotal of Element: [Object] 41705 - Fees - Users</b>		\$ -	\$ (3,000.00)	\$ -	\$ -	\$ (3,000.00)	0.00
23000-0000-41920-0000-535001-0000	Contributions/Donations - Private Sources (N	\$ (400.00)	\$ (10,000.00)	\$ (3,850.00)	\$ -	\$ (6,150.00)	38.50
<b>Subtotal of Element: Revenue</b>		\$ (400.00)	\$ (10,000.00)	\$ (3,850.00)	\$ -	\$ (6,150.00)	38.50
<b>Subtotal of Element: [Object] 41920 - Contributions/Donations - Private Sources (No</b>		\$ (400.00)	\$ (10,000.00)	\$ (3,850.00)	\$ -	\$ (6,150.00)	38.50
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		\$ (3,887.40)	\$ (43,500.00)	\$ (14,996.46)	\$ -	\$ (28,503.54)	34.47
<b>Subtotal of Element: [Fund] 23000 - Non-Instructional Support</b>		\$ (3,887.40)	\$ (43,500.00)	\$ (14,996.46)	\$ -	\$ (28,503.54)	34.47
24101-0000-44500-0000-535001-0000	Restricted Grants - Federal Flow-through	\$ (3,206.02)	\$ (28,732.00)	\$ (15,444.65)	\$ -	\$ (13,287.35)	53.75
<b>Subtotal of Element: Revenue</b>		\$ (3,206.02)	\$ (28,732.00)	\$ (15,444.65)	\$ -	\$ (13,287.35)	53.75
<b>Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through</b>		\$ (3,206.02)	\$ (28,732.00)	\$ (15,444.65)	\$ -	\$ (13,287.35)	53.75
24101-0000-44504-0000-535001-0000	Federal Flowthrough Prior Year	\$ -	\$ (14,922.00)	\$ -	\$ -	\$ (14,922.00)	0.00
<b>Subtotal of Element: Revenue</b>		\$ -	\$ (14,922.00)	\$ -	\$ -	\$ (14,922.00)	0.00
<b>Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year</b>		\$ -	\$ (14,922.00)	\$ -	\$ -	\$ (14,922.00)	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		\$ (3,206.02)	\$ (43,654.00)	\$ (15,444.65)	\$ -	\$ (28,209.35)	35.38
<b>Subtotal of Element: [Fund] 24101 - Title I - IASA</b>		\$ (3,206.02)	\$ (43,654.00)	\$ (15,444.65)	\$ -	\$ (28,209.35)	35.38
24106-0000-44500-0000-535001-0000	Restricted Grants - Federal Flow-through	\$ (6,747.70)	\$ (32,898.00)	\$ (34,191.65)	\$ -	\$ 1,293.65	103.93
<b>Subtotal of Element: Revenue</b>		\$ (6,747.70)	\$ (32,898.00)	\$ (34,191.65)	\$ -	\$ 1,293.65	103.93
<b>Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through</b>		\$ (6,747.70)	\$ (32,898.00)	\$ (34,191.65)	\$ -	\$ 1,293.65	103.93

Cycle: FY 2019; Begin Date: 11/1/2018; End Date: 11/30/2018; Account Type: Revenue; Subtotal Elements: Fund,Function,Object; Filter: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000') ; Subtotal By Account Type: Yes

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
24106-0000-44504-0000-535001-0000	Federal Flowthrough Prior Year	\$ -	\$ (15,839.00)	\$ -	\$ -	\$ (15,839.00)	0.00
<b>Subtotal of Element: Revenue</b>		<b>\$ -</b>	<b>\$ (15,839.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,839.00)</b>	0.00
<b>Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year</b>		<b>\$ -</b>	<b>\$ (15,839.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,839.00)</b>	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ (6,747.70)</b>	<b>\$ (48,737.00)</b>	<b>\$ (34,191.65)</b>	<b>\$ -</b>	<b>\$ (14,545.35)</b>	70.16
<b>Subtotal of Element: [Fund] 24106 - Entitlement IDEA-B</b>		<b>\$ (6,747.70)</b>	<b>\$ (48,737.00)</b>	<b>\$ (34,191.65)</b>	<b>\$ -</b>	<b>\$ (14,545.35)</b>	70.16
24154-0000-44500-0000-535001-0000	Restricted Grants - Federal Flow-through	\$ (669.76)	\$ (4,725.00)	\$ (2,669.82)	\$ -	\$ (2,055.18)	56.50
<b>Subtotal of Element: Revenue</b>		<b>\$ (669.76)</b>	<b>\$ (4,725.00)</b>	<b>\$ (2,669.82)</b>	<b>\$ -</b>	<b>\$ (2,055.18)</b>	56.50
<b>Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through</b>		<b>\$ (669.76)</b>	<b>\$ (4,725.00)</b>	<b>\$ (2,669.82)</b>	<b>\$ -</b>	<b>\$ (2,055.18)</b>	56.50
24154-0000-44504-0000-535001-0000	Federal Flowthrough Prior Year	\$ -	\$ (5,275.00)	\$ -	\$ -	\$ (5,275.00)	0.00
<b>Subtotal of Element: Revenue</b>		<b>\$ -</b>	<b>\$ (5,275.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,275.00)</b>	0.00
<b>Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year</b>		<b>\$ -</b>	<b>\$ (5,275.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,275.00)</b>	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ (669.76)</b>	<b>\$ (10,000.00)</b>	<b>\$ (2,669.82)</b>	<b>\$ -</b>	<b>\$ (7,330.18)</b>	26.70
<b>Subtotal of Element: [Fund] 24154 - Teacher/Principal Training &amp; Recruiting</b>		<b>\$ (669.76)</b>	<b>\$ (10,000.00)</b>	<b>\$ (2,669.82)</b>	<b>\$ -</b>	<b>\$ (7,330.18)</b>	26.70
24189-0000-44500-0000-535001-0000	Student Support and Academic Enrichment	\$ -	\$ (10,000.00)	\$ -	\$ -	\$ (10,000.00)	0.00
<b>Subtotal of Element: Revenue</b>		<b>\$ -</b>	<b>\$ (10,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,000.00)</b>	0.00
<b>Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through</b>		<b>\$ -</b>	<b>\$ (10,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,000.00)</b>	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ -</b>	<b>\$ (10,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,000.00)</b>	0.00
<b>Subtotal of Element: [Fund] 24189 - Student Support and Academic Enrichment</b>		<b>\$ -</b>	<b>\$ (10,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,000.00)</b>	0.00
25153-0000-44301-0000-535001-0000	Revenue	\$ -	\$ (700.00)	\$ (347.27)	\$ -	\$ (352.73)	49.61
<b>Subtotal of Element: Revenue</b>		<b>\$ -</b>	<b>\$ (700.00)</b>	<b>\$ (347.27)</b>	<b>\$ -</b>	<b>\$ (352.73)</b>	49.61
<b>Subtotal of Element: [Object] 44301 - Other Restricted Grants - Federal Direct</b>		<b>\$ -</b>	<b>\$ (700.00)</b>	<b>\$ (347.27)</b>	<b>\$ -</b>	<b>\$ (352.73)</b>	49.61
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		<b>\$ -</b>	<b>\$ (700.00)</b>	<b>\$ (347.27)</b>	<b>\$ -</b>	<b>\$ (352.73)</b>	49.61



Cycle: FY 2019; Begin Date: 11/1/2018; End Date: 11/30/2018; Account Type: Revenue; Subtotal Elements: Fund,Function,Object; Filter: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000') ; Subtotal By Account Type: Yes

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
<b>Subtotal of Element: [Fund] 25153 - Title XIX MEDICAID 3/21 Years</b>		\$ -	\$ (700.00)	\$ (347.27)	\$ -	\$ (352.73)	49.61
27107-0000-43204-0000-535001-0000	revenue	\$ -	\$ (1,798.00)	\$ -	\$ -	\$ (1,798.00)	0.00
<b>Subtotal of Element: Revenue</b>		\$ -	\$ (1,798.00)	\$ -	\$ -	\$ (1,798.00)	0.00
<b>Subtotal of Element: [Object] 43204 - Prior Year Balances</b>		\$ -	\$ (1,798.00)	\$ -	\$ -	\$ (1,798.00)	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		\$ -	\$ (1,798.00)	\$ -	\$ -	\$ (1,798.00)	0.00
<b>Subtotal of Element: [Fund] 27107 - 2012 GO Bond Student Library SB-66</b>		\$ -	\$ (1,798.00)	\$ -	\$ -	\$ (1,798.00)	0.00
27125-0000-43202-0000-535001-0000	Excellence in Teaching	\$ -	\$ (10,765.00)	\$ -	\$ -	\$ (10,765.00)	0.00
<b>Subtotal of Element: Revenue</b>		\$ -	\$ (10,765.00)	\$ -	\$ -	\$ (10,765.00)	0.00
<b>Subtotal of Element: [Object] 43202 - State Flow-through Grant</b>		\$ -	\$ (10,765.00)	\$ -	\$ -	\$ (10,765.00)	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		\$ -	\$ (10,765.00)	\$ -	\$ -	\$ (10,765.00)	0.00
<b>Subtotal of Element: [Fund] 27125 - Excellence in Teaching</b>		\$ -	\$ (10,765.00)	\$ -	\$ -	\$ (10,765.00)	0.00
31700-0000-43204-0000-535001-0000	Prior year balance	\$ -	\$ (17,764.00)	\$ -	\$ -	\$ (17,764.00)	0.00
<b>Subtotal of Element: Revenue</b>		\$ -	\$ (17,764.00)	\$ -	\$ -	\$ (17,764.00)	0.00
<b>Subtotal of Element: [Object] 43204 - Prior Year Balances</b>		\$ -	\$ (17,764.00)	\$ -	\$ -	\$ (17,764.00)	0.00
<b>Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet</b>		\$ -	\$ (17,764.00)	\$ -	\$ -	\$ (17,764.00)	0.00
<b>Subtotal of Element: [Fund] 31700 - Capital Improvements SB-9</b>		\$ -	\$ (17,764.00)	\$ -	\$ -	\$ (17,764.00)	0.00
<b>Total</b>		\$ (138,463.00)	\$ (1,705,615.00)	\$ (693,729.97)	\$ -	\$ (1,011,885.03)	40.67

Balance on cash report  
page 4 current yr revenue

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:** 535-000-1819-0016-I  
**Fund Type:** General Fund / Capital  
Outlay / Debt Service  
**Adjustment Type:** Increase

**Fiscal Year:** 2018-2019

**Entity Name:** J. Paul Taylor

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

**Contact:** Virginia Trujillo, Asst. Business Mgr

**Total Approved Budget (Flowthrough):**

**Phone:** 575-642-1413

**Email:** gtrujillo@swrecnm.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 31700.0000.43202 \$9,167

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31700 Capital Improvem ents SB-9	4000 Capital Outlay	56113 Software	0000 No Program	0000 No Job Class		\$9,167	\$9,167	
					Sub Total	\$9,167		
					Indirect Cost			
					DOC. TOTAL	\$9,167		

**Justification:**

SB9 matching allocation

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

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

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

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



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
<http://www.ped.state.nm.us>

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 14, 2018

**MEMORANDUM**

**To:** Superintendents, Charter School Directors, and Business Managers

**From:** Marian Rael, Acting Deputy Secretary, Finance and Operations

A handwritten signature in blue ink, appearing to read "Marian Rael", is written over the "From:" line.

**Subject:** 2019 FINAL PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT (SB-9) STATE MATCH

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Pursuant to Chapter 338 of Laws of 2001, a portion of the proceeds from supplemental severance tax bonds are dedicated for the Public School Capital Improvements Act as it pertains to the State Match.

In order to budget the award per the attached allocation, please submit an electronic budget adjustment request through the Operating Budget Management System (OBMS). Utilize **fund code 31700 and revenue code 43202**, and include this memo and allocation as your supporting documentation. The funds will be available on a reimbursement basis. All expenditures must be submitted for reimbursement in OBMS in the fiscal year in which they were incurred.

The following documents are required when submitting an RfR into OBMS:

1. Reimbursement Request Form (<https://webnew.ped.state.nm.us/bureaus/capital-outlay/request-for-reimbursement/>)
2. Invoice(s)
3. Proof of payment – copy of check or bank statement
4. General Ledger Expenditure report

All recipients are advised to expend these awarded funds, as well as past award balances, in a timely manner. Review the enclosed copy of 22-25-2 NMSA 1978 which provides definitions of the allowable uses for this funding.

If you need additional information regarding the use of these funds, please contact Iris K. Romero at (505) 827-7646, e-mail [irisk.romero@state.nm.us](mailto:irisk.romero@state.nm.us), or Amanda Lupardus at (505) 827-6613, e-mail [amanda.lupardus@state.nm.us](mailto:amanda.lupardus@state.nm.us).

Enclosures (2)

Cc: Antonio Ortiz, Director, Student Services and Transportation

## 22-25-2. Definitions.

As used in the Public School Capital Improvements Act:

A. "program unit" means the product of the program element multiplied by the applicable cost differential factor, as defined in Section 22-8-2 NMSA 1978; and

B. "capital improvements" means expenditures, including payments made with respect to lease-purchase arrangements as defined in the Education Technology Equipment Act [Chapter 6, Article 15A NMSA 1978] or the Public School Lease Purchase Act [Chapter 22, Article 26A NMSA 1978] but excluding any other debt service expenses, for:

- 1) erecting, remodeling, making additions to, providing equipment for or furnishing public school buildings;
- 2) purchasing or improving public school grounds;
- 3) maintenance of public school buildings or public school grounds, including the purchasing or repairing of maintenance equipment and participating in the facility information management system as required by the Public School Capital Outlay Act [Chapter 22, Article 24 NMSA 1978] and including payments under contracts with regional education cooperatives for maintenance support services and expenditures for technical training and certification for maintenance and facilities management personnel, but excluding salary expenses of school district employees;
- 4) purchasing activity vehicles for transporting students to extracurricular school activities;
- 5) purchasing computer software and hardware for student use in public school classrooms; and
- 6) purchasing and installing education technology improvements, excluding salary expenses of school district employees, but including tools used in the educational process that constitute learning and administrative resources, and which may also include:
  - (a) satellite, copper and fiber-optic transmission; computer and network connection devices; digital communication equipment, including voice, video and data equipment; servers; switches; portable media devices, such as discs and drives to contain data for electronic storage and playback; and the purchase or lease of software licenses or other technologies and services, maintenance, equipment and computer infrastructure information, techniques and tools used to implement technology in schools and related facilities; and
  - (b) improvements, alterations and modifications to, or expansions of, existing buildings or tangible personal property necessary or advisable to house or otherwise accommodate any of the tools listed in this paragraph.

**2018-2019  
PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT  
FINAL ALLOCATIONS**

DISTRICT/CHARTER SCHOOL	STATE MATCH
ALAMOGORDO	\$ 148,836
ALBUQUERQUE	\$ 2,042,419
ACE (APS)	\$ 8,246
ALBUQUERQUE CHARTER ACADEMY	\$ 7,154
ALB TALENT DEV SECONDARY	\$ 4,129
ALICE KING COMMUNITY SCHOOL	\$ 11,095
CHRISTINE DUNCAN COMMUNITY	\$ 8,171
CIEN AGUAS INTERNATIONAL ST. CHARTER (APS)	\$ 10,618
CORRALES INTERNATIONAL	\$ 6,125
COTTONWOOD CLASSICAL ST. CHARTER (APS)	\$ 18,225
DIGITAL ARTS & TECH ACADEMY	\$ 7,255
EAST MOUNTAIN	\$ 9,175
EL CAMINO REAL	\$ 7,594
GORDON BERNELL	\$ 10,907
HEALTH LEADERSHIP CHARTER (APS)	\$ 4,443
INT'L SCHOOL MESA DEL SOL ST. CHARTER (APS)	\$ 7,857
LA ACADEMIA DE ESPERANZA	\$ 8,296
LA RESOLANA LEADERSHIP (APS)	\$ 1,795
LOS PUENTES	\$ 4,757
MONTESSORI OF THE RIO GRANDE	\$ 5,460
MOUNTAIN MAHOGANY	\$ 4,719
NATIVE AMERICAN COMM ACAD.	\$ 10,895
NEW MEXICO INTERNATIONAL	\$ 5,648
NUESTROS VALORES	\$ 4,092
PAPA	\$ 9,539
ROBERT F. KENNEDY	\$ 8,196
SIEMBRA LEADERSHIP HIGH SCHOOL (APS)	\$ 2,084
SOUTH VALLEY	\$ 15,476
TECHNOLOGY LEADERSHIP (APS)	\$ 4,531
TWENTY FIRST CENT.	\$ 6,125
WILLIAM W & JOSEPHINE DORN CHARTER (APS)	\$ 1,393
ALBUQUERQUE INSTI. MATH & SCI. (AIMS) ST. (APS)	\$ 9,112
ALBUQUERQUE SCHOOL OF EXCELLENCE ST. CHAR (APS)	\$ 13,380
ALBUQUERQUE SIGN LANGUAGE ST. CHARTER (APS)	\$ 2,448
AMY BIEHL ST. CHARTER (APS)	\$ 7,343
CESAR CHAVEZ COMM. ST. CHARTER (APS)	\$ 5,096
CORAL COMMUNITY (APS)	\$ 5,209
EXPLORE ACADEMY (ALBUQUERQUE)	\$ 5,912
GILBERT L. SENA STATE CHARTER (APS)	\$ 4,205
HORIZON ACADEMY WEST ST. CHARTER (APS)	\$ 11,673
LA PROMESA ST. CHARTER (APS)	\$ 8,673
MEDIA ARTS COLLAB. ST. CHARTER (APS)	\$ 6,163
MISSION ACHIEVEMENT & SUCCESS-MAS (APS)	\$ 24,563

**2018-2019  
PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT  
FINAL ALLOCATIONS**

DISTRICT/CHARTER SCHOOL	STATE MATCH
MONTESSORI ELEMENTARY ST. CHARTER (APS)	\$ 10,531
NEW AMERICA CHARTER SCHOOL ST. CH. (APS)	\$ 7,769
NORTH VALLEY ACADEMY ST. CHARTER (APS)	\$ 11,773
SOUTH VALLEY PREP ST. CHARTER (APS)	\$ 3,878
SOUTHWEST AER.,MATH & SCIENCE-SAMS (APS)	\$ 6,690
SOUTHWEST PREPATORY LEARNING CENTER (APS)	\$ 4,908
SOUTHWEST SECONDARY LEARNING CENTER (APS)	\$ 6,376
THE GREAT ACADEMY (APS)	\$ 4,016
TIERRA ADENTRO ST. CHARTER (APS)	\$ 7,092
ANIMAS	\$ 14,095
ARTESIA	\$ 87,184
AZTEC	\$ 65,681
MOSAIC ACADEMY CHARTER	\$ 4,140
BELEN	\$ 93,514
BERNALILLO	\$ 74,688
BLOOMFIELD	\$ 68,482
CAPITAN	\$ 14,776
CARLSBAD	\$ 176,502
JEFFERSON MONT. ACAD.	\$ 5,322
PECOS CONNECTIONS	\$ 14,590
CARRIZOZO	\$ 6,321
CENTRAL CONS.	\$ 237,254
DREAM DINE' (CENTRAL)	\$ 1,018
CHAMA VALLEY	\$ 12,737
CIMARRON	\$ 13,638
MORENO VALLEY HIGH	\$ 1,941
CLAYTON	\$ 14,866
CLOUDCROFT	\$ 12,306
CLOVIS	\$ 751,487
COBRE CONS.	\$ 38,219
CORONA	\$ 4,504
CUBA	\$ 19,839
DEMING	\$ 492,319
DEMING CESAR CHAVEZ	\$ 15,338
DES MOINES	\$ 4,859
DEXTER	\$ 168,084
DORA	\$ 57,206
DULCE	\$ 21,289
ELIDA	\$ 22,778
ESPAÑOLA	\$ 200,156
LA TIERRA MONTESSORI (ESPANOLA)	\$ 5,634
MCCURDY CHARTER SCHOOL (ESPANOLA)	\$ 30,122
ESTANCIA	\$ 36,100
EUNICE	\$ 20,935

**2018-2019  
PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT  
FINAL ALLOCATIONS**

<b>DISTRICT/CHARTER SCHOOL</b>	<b>STATE MATCH</b>
FARMINGTON	\$ 315,159
NEW MEXICO VIRTUAL ACADEMY	\$ 14,375
FLOYD	\$ 65,765
FT. SUMNER	\$ 9,414
GADSDEN	\$ 2,279,333
GALLUP	\$ 1,973,722
MIDDLE COLLEGE HIGH	\$ 17,730
DZIT DIT LOOL DEAP (GALLUP)	\$ 4,746
SIX DIRECTIONS (GALLUP)	\$ 12,984
GRADY	\$ 52,756
GRANTS	\$ 519,392
HAGERMAN	\$ 111,263
HATCH	\$ 229,276
HOBBS	\$ 221,779
HONDO	\$ 10,755
HOUSE	\$ 30,038
JAL	\$ 13,320
JEMEZ MOUNTAIN	\$ 7,579
LINDRITH AREA HERITAGE	\$ 889
JEMEZ VALLEY	\$ 10,036
SAN DIEGO RIVERSIDE CHARTER	\$ 3,225
WALATOWA CHARTER HIGH (JEMEZ VALLEY)	\$ 1,648
LAKE ARTHUR	\$ 5,560
LAS CRUCES	\$ 1,104,576
ALMA D' ARTE STATE CHARTER (LAS CRUCES)	\$ 8,090
J. PAUL TAYLOR ACADEMY (LAS CRUCES)	\$ 9,167
LA ACADEMIA DOLORES HUERTA (LAS CRUCES)	\$ 7,471
LAS MONTANAS (LAS CRUCES)	\$ 7,540
NEW AMERICA SCHOOL (LAS CRUCES)	\$ 11,550
LAS VEGAS CITY	\$ 42,099
LOGAN	\$ 10,660
LORDSBURG	\$ 14,383
LOS ALAMOS	\$ -
LOS LUNAS	\$ 828,866
SCHOOL OF DREAMS ST. CHARTER (LOS LUNAS)	\$ 45,547
LOVING	\$ 16,127
LOVINGTON	\$ 99,186
MAGDALENA	\$ 87,813
MAXWELL	\$ 27,761
MELROSE	\$ 28,155
MESA VISTA	\$ 9,190
MORA	\$ 13,763
MORIARTY	\$ 55,422

**2018-2019  
PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT  
FINAL ALLOCATIONS**

DISTRICT/CHARTER SCHOOL	STATE MATCH
ESTANCIA VALLEY (MORIARTY)	\$ 11,102
MOSQUERO	\$ 3,682
MOUNTAINAIR	\$ 8,950
PECOS	\$ 17,819
PEÑASCO	\$ 39,158
POJOAQUE	\$ 235,260
PORTALES	\$ 318,946
QUEMADO	\$ 6,690
QUESTA	\$ 12,860
RED RIVER VALLEY (QUESTA)	\$ 2,872
ROOTS & WINGS (QUESTA)	\$ 1,784
RATON	\$ 23,403
RESERVE	\$ 6,283
RIO RANCHO	\$ 979,596
ASK ACADEMY ST. CHARTER (RIO RANCHO)	\$ 28,527
SANDOVAL ACADEMY OF BIL ED SABLE (RIO RANCHO)	\$ 5,476
ROSWELL	\$ 921,750
SIDNEY GUTIERREZ	\$ 6,031
ROY	\$ 32,692
RUIDOSO	\$ 47,084
SAN JON	\$ 43,264
SANTA FE	\$ 310,854
ACAD FOR TECH & CLASSICS	\$ 9,543
MASTERS PROGRAM ST. CHARTER (SANTA FE)	\$ 5,064
MONTE DEL SOL (SANTA FE)	\$ 8,274
NEW MEXICO CONNECTIONS (SANTA FE)	\$ 46,172
NEW MEXICO SCHOOL FOR THE ARTS ST. CH (SANTA FE)	\$ 5,437
TIERRA ENCANTADA CHARTER (SANTA FE)	\$ 7,428
TURQUOISE TRAIL (SANTA FE)	\$ 11,459
SANTA ROSA	\$ 26,042
SILVER CITY CONS.	\$ 68,507
ALDO LEOPOLD ST. CHARTER (SILVER CITY)	\$ 4,218
SOCORRO	\$ 150,806
COTTONWOOD CHARTER	\$ 17,408
SPRINGER	\$ 6,283
TAOS	\$ 56,955
ANANSI CHARTER	\$ 4,948
TAOS CHARTER	\$ 5,446
VISTA GRANDE	\$ 2,340
TAOS ACADEMY ST. CHARTER (TAOS)	\$ 5,306
TAOS INTEGRATED SCHOOL OF ARTS ST. (TAOS)	\$ 3,938
TAOS INTERNATIONAL (TAOS)	\$ 5,165
TATUM	\$ 11,406
TEXICO	\$ 48,450



**2018-2019  
PUBLIC SCHOOL CAPITAL IMPROVEMENTS ACT  
FINAL ALLOCATIONS**

<b>DISTRICT/CHARTER SCHOOL</b>	<b>STATE MATCH</b>
TRUTH OR CONSEQUENCES	\$ 33,681
TUCUMCARI	\$ 123,919
TULAROSA	\$ 127,080
VAUGHN	\$ 4,801
WAGON MOUND	\$ 4,623
WEST LAS VEGAS	\$ 150,364
RIO GALLINAS CHARTER SCHOOL	\$ 9,895
ZUNI	\$ 447,024
<b>TOTAL</b>	<b>\$ 18,194,160</b>



# *J. PAUL TAYLOR ACADEMY*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



## Technology Technician School Year 2017-2018

Step	Non Degreed	Degreed
0	12.00	17.00
1	12.24	17.34
2	12.48	17.69
3	12.72	18.04
4	12.97	18.40
5	13.22	18.77
6	13.48	19.14
7	13.74	19.53
8	14.01	20.00
9	14.29	20.40
10	14.57	20.81
11	14.86	21.22
12	15.15	21.65
13	15.45	22.08
14	15.75	22.52
15	16.06	22.97

Step: Each step is one year of qualified experience in this position or similar position.

Non-Degreed: Entry-level skills as a computer technician.

Degreed: Obtained a Technology degree (Associate's or higher) from an accredited university or college.

Technician works for 10 hours per week for 12 months. No benefits are included in this position except deductions required by law.

This schedule is a one-year document that reflects placement only. This schedule does not reflect future movement.

	Ethics 1 hour required	Fiscal Responsibility 3 hours required	Academic Data 2 hours required	Open Government 1 hour required	Legal/Organizational 1 hour required	Introductory Training 7 hours required for new members only	Introductory 2 hour Virtual Training	Totals
Stephanie Haan-Amato	1	3	2	1	1			8
Robyn Rehbein								0
Carrie Hamblen								0
Martin Lopez, Jr.								0
Shaharazad Booth								0
Janet Acosta	1	3	2	1	1			8
Arthur Berkson								0
Tomasa Shanbhag								0

Training Hours  
Needed  
0  
8  
8  
8  
8  
0  
8  
10



# *J. PAUL TAYLOR ACADEMY*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



## Assistant Director's Report

January 16, 2019 Governance Council Meeting

## Enrollment-Current year

200 Students as of December 14, 2018 (Waitlisted=161)

Enrollment (Waitlisted)

20 (42) – Kindergarten

20 (20) – 1<sup>st</sup> Grade

23 (16) – 2<sup>nd</sup> Grade

23 (28) – 3<sup>rd</sup> Grade

22 (16) – 4<sup>th</sup> Grade

24 (14) – 5<sup>th</sup> Grade

23 (20) – 6<sup>th</sup> Grade

24 (5) – 7<sup>th</sup> Grade

21 (0) – 8<sup>th</sup> Grade

NMPED Enrollment Count Dates for SY 2018-19

40<sup>th</sup> – Oct. 10

80<sup>th</sup> – Dec. 3

120<sup>th</sup> – Feb. 13



# Demographics (12/6/2018)

- ◇ 96 Female students to 104 Male students
- ◇ 104 Hispanic
- ◇ 87 Caucasian
- ◇ 4 Asian
- ◇ 3 African-American
- ◇ 1 Native-American
- ◇ 1 Pacific Islander

# ATTRITION FOR SY 2018-19 YTD

Grade	After School Started	
8	7/13/2018	Moved to a school in El Paso
6	7/10/2018	Moved to White Sands School due to transportation
1	7/13/2018	No Show Call-went to LCPS school due to transportation
7	7/13/2018	No Show Call-moved to a charter in CO
8	7/16/2018	Tried it out and didn't work for her?
8	8/10/2018	Moved to Connections Academy due to transportation
6	11/23/2018	Moved to Mesa Middle School due to transportation
7	11/23/2018	Moved to Mesa Middle School due to transportation
8	12/5/2018	Moved out of state
1	12/5/2018	Moved out of state
	<b>Before School Started</b>	
4	Notified before school started	Moved to El Paso
1	Notified before school started	Move to Christian School
6	Notified before school started	Move to Christian School
2	Notified before school started	Moved to Catholic School
4	Notified before school started	Moved to LCPS school for same schedule as siblings
	<b>Notified Before Year End</b>	
4	Notified May 2018	Moved out of state
1	Notified May 2018	Moved out of state
7	Notified May 2018	Moved out of state
3	Notified May 2018	Moved out of state
8	Notified May 2018	Moved out of state

# School Updates

## ❖ Early Release Day (January)

- ❖ General Staff Meeting
- ❖ Testing Training (Sarah)
- ❖ Istation and Close Reading Strategies (Sheryl)

## ❖ Student Information System Update

- ❖ Vendors/Costs/Funding

## ❖ Upcoming Events

- ❖ January 15<sup>th</sup> – Site Visit
- ❖ January 21<sup>st</sup> – MLK Day – No School
- ❖ February 6<sup>th</sup> – Early Release
- ❖ February 12<sup>th</sup> – 5<sup>th</sup>-8<sup>th</sup> Gr. Orchestra Concert @ 7:00
- ❖ February 18<sup>th</sup> – President's Day – No School



J. PAUL TAYLOR ACADEMY  
**Policy Committee Meeting Minutes**  
1/10/19 • 3:30 pm

In attendance: Mattie Kannard, Christy Takacs, Stephanie Haan-Amato, and Sherry Booth

Updates from last meeting

1. Stephanie reported that the Discipline & Suspension, Procurement, and Enrollment of Homeless Students Policies were approved at the December 12 GC meeting.
2. Stephanie also reported that the School-Sponsored Activities, Complaints, and Restriction of References Involving Sexual Misconduct Policies were presented at the December GC meeting. A few grammatical edits to the Complaints Policy form were suggested by Robyn Rehbein and made. GC members discussed possible changes to the School-Sponsored Activities policy, and it was agreed that members would propose potential language for the committee to consider.
3. Stephanie stated that the GC agreed to the extended timeframe needed for the Food Allergy and Intolerance and Wellness Policies.
4. The Policies website has been updated. The Complaints and Restriction of References Involving Sexual Misconduct policy drafts have been posted for review, and the updated and approved versions of the Discipline & Suspension, Procurement, and Enrollment of Homeless Students Policies have been posted.

T & E Policy, p. 31-32 of JPTA Employee Policy Manual, Christy Takacs and Stephanie Haan-Amato

At the last policy committee meeting, the committee drafted language to address the conflicting sentences in the current T&E Policy, which is part of the Employee Policy Manual. Christy reported that the proposed language was presented to the CBA Team at a meeting on December 20, 2018. Changes to the CBA can only occur during negotiations in the spring. If the proposed changes are accepted by the Team in the Spring, the changes will also be made to the policy and presented to the GC for approval. If the proposed changes are not accepted by the Team, the policy will be edited so that the conflicting sentence is resolved and also aligns to the CBA. A date has not yet been set for spring negotiations.

School-Sponsored Activities, Mattie Kannard

Sherry and Stephanie reported that the GC held a discussion when this policy was introduced at the December 12 meeting. The conversation involved the removal of the Activity Request Form from the policy, and discussion also ensued about the school's activity permission slip. Concerns were raised about how liability and student safety are managed through the forms associated with school-sponsored activities. Stephanie invited GC members to submit potential policy language regarding the forms by email for consideration by the committee.

A GC member submitted the following potential language by email:

“The Activity Request Form must include at a minimum the following information: date of activity, time of activity, staff personnel attending activity, special considerations for activity including IEP needs, special dietary/allergy related needs, and emergency plans.”

The committee discussed this potential language, which lists the minimum components to be included on the Activity Request Form. Members agreed that the Executive Director should be responsible for ensuring that such forms contain the needed information and that a policy is not the appropriate place to specify this content.

The committee drafted the following language to be included instead:

“The ED shall ensure that the Activity Request Form, Permission Slip, and any other School-Sponsored Activity Forms comply with all school policies and include all necessary information to safeguard students and staff.”

#### Wellness, Sherry Booth

Sherry presented revisions to the Wellness Policy. She made the language consistent and defined all acronyms. She asked whether some of the examples of activities listed in the policy were still relevant, and many were not. The committee edited the policy to be more general and have fewer specific examples.

#### Pest Management Policy, Christy Takacs and Stephanie Haan-Amato

Christy and Stephanie presented a proposed new Pest Management Policy draft in response to NMAC 6.29.1.9(O). The committee discussed the meaning of the language in section II regarding notification. There were no changes suggested.

#### Food Allergy and Intolerance, Stephanie Haan-Amato

Stephanie introduced the proposed changes to the Food Allergy and Intolerance policy, which were made after meetings or communication with the School Nurse, Health Care Assistants, and Kitchen Director. There were two fairly major changes and several smaller ones. The requirement to submit a physician-signed notice of a food allergy every year was removed upon recommendation by the School Nurse in alignment with the local district's policy. Now a physician-signed form will only be provided upon initial notification to the school. Parents or guardians will provide updates if any changes to the student's condition occurs and will notify the school if accommodations are no longer required. Also, the requirement for a physician's assistance with the form for milk intolerance was removed. The parent or guardian is now able to declare a milk intolerance by completing a form without their physician.

#### Policy Review Calendar

The committee reviewed the status of the policies on the calendar (attached).

#### Next Steps

Another meeting was not scheduled because no further committee work is anticipated for the rest of the school year. If discussion is needed after the CBA Team negotiations in the spring regarding the T & E Policy, a meeting will be scheduled.

JPTA POLICY COMMITTEE  
**2018-19 POLICY REVIEW CALENDAR**

<b>POLICY</b>	<b>COMMITTEE REVIEW MONTH</b>	<b>GC MEETING REVIEW MONTH</b>	<b>GC MEETING VOTE MONTH</b>	<b>COMMITTEE PERSON</b>
<b>Textbooks</b>	June	July	July	Stephanie
<b>Parent Advisory Committee</b>	June	August	September	Stephanie
<b>Academic Oversight Committee</b>	August	September	October	Sherry
<b>Student Meal Payment and Rights</b>	August	September	October	Christy and Stephanie
<b>Community Use of School Facilities</b>	September	October	November	Stephanie
<b>Discipline and Suspension</b>	October	November	December	Christy and Mattie
<b>Procurement</b>	October	November	December	Stephanie
<b>Resolving Disputes for Homeless Students</b>	Aug./Sept.	November	December	Sherry
<b>Complaints</b>	November	December	January	Sherry
<b>Food Allergy and Intolerance</b>	Nov./Dec.	January	February	Stephanie
<b>Restriction of References Involving Sexual Misconduct</b>	November	December	January	Stephanie and Christy
<b>School-Sponsored Activities</b>	November	Dec./Jan.	February	Mattie
<b>Wellness</b>	Nov./Dec.	January	February	Sherry
<b>Pest Management</b>	December	January	February	Stephanie and Christy
<b>Training &amp; Experience</b>	November	Spring?	Spring?	Stephanie and Christy

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# POLICY & PROCEDURE: COMPLAINTS

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: \_\_\_\_\_

**Proposed Revision: December 2018**

## Informal Complaints

Parents/guardians are advised to go to the person most directly involved in the situation to attempt to find a resolution. If the parent/guardian is not able to agree with the resolution offered at the meeting with the person most directly involved, the parent/guardian may move forward to the formal complaint process.

If the child's safety is in jeopardy, the concern automatically is upgraded to the formal complaint process with the Executive Director (ED).

Suggestions or comments regarding general school activities can be directed to the Parent Advisory Committee (PAC).

Suggestions or comments regarding curriculum can be directed to the Academic Oversight Committee (AOC).

## Formal complaints with ED

The parent/guardian may fill out a complaint form and submit the form via email or regular mail to the school address.

Upon receipt of the complaint the ED has three (3) business days to contact the parent/guardian to obtain additional details or let him/her know what steps have or will be taken towards resolution. If the parent/guardian and ED agree that the situation is resolved, no further action is necessary.

If the issue remains unresolved, the ED must schedule a meeting with the parent/guardian within seven (7) business days.

At this meeting the parent/guardian and ED attempt to find a resolution. A person, appointed by the ED will be in attendance at the meeting to take notes. Others with pertinent information may also attend with the mutual agreement of the parent/guardian and the ED. Any resolution identified at this stage will be put in writing for the parents/guardian and ED to sign.

If a resolution is not reached at this meeting, the ED and parent/guardian will schedule a meeting within ten (10) business days with two (2) Governance Council (GC) members without a conflict of interest to serve as mediators. The ED will provide copies of the written complaint and previous meeting's notes to participating GC members with the notice of the meeting. The GC members will meet with the parent/guardian and ED to decide upon a resolution, which will then become the standard by which the parent or guardian, ED and any other involved personnel will be bound to operate.

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## Policy Complaints

If the complaint regards school policy matters, the complainant is advised to go directly to the GC. Public input time at GC Meetings is an opportune time for this communication, or concerns may be directed to the GC Chair. Meeting dates and times and GC members' email addresses can be found on the JPTA webpage.

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**Deleted:** GC Governance Council members may also be contacted outside of GC Governance Council Meetings for the sole purpose of discussing policy matters, however no final action or decision can be made without majority consent of the GC Governance Council.

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# J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegría de Aprender



Date: \_\_\_\_\_

Name(s) of Complainant(s): \_\_\_\_\_  
\_\_\_\_\_

Name of student and relationship to student (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Description of situation including date ~~that~~ it began or occurred:

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Describe steps that have been taken to resolve the issue and their dates:

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How would you prefer the situation to be resolved?:

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- i. record;
- ii. Departures from these procedures are considered harmless unless the party can demonstrate prejudice;
- iii. Decision. The arbitrator will issue a written decision within thirty (30) working days of the hearing, which will contain findings of fact and conclusions of law;
- iv. Final Decision. Decisions by the arbitrator are final and binding on both *J. Paul Taylor Academy* and the employee; the decision may not be appealed unless the decision was procured by corruption, fraud, deception or collusion, in which case it will be appealed to the Second Judicial District Court for the State of New Mexico.
- v. Costs/Fees. The employee and *J. Paul Taylor Academy* will pay their own fees, expenses and costs; the arbitrator may assign to either party, or both of them, the fees and costs of the independent arbitrator.
- vi. Compensation after discharge. Payment of compensation to any certified school instructor or certified administrator will terminate as of the date a final decision, provided by the Governance Council. If the contract is to be paid monthly during a twelve (12) month period for services to be performed during a period less than twelve (12) months, the person will be entitled to a pro rata share of the compensation payments due for the period during the twelve (12) months in which no serves were to be performed.

#### ***10.4 EXIT INTERVIEWS***

In the case of a voluntary resignation, *J. Paul Taylor Academy* may request an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about *J. Paul Taylor Academy*. During the exit interview, employees can provide insights into areas for improvement that *J. Paul Taylor Academy* can make. Every attempt will be made to keep all information confidential.

#### ***10.5 RETURN OF J. PAUL TAYLOR ACADEMY PROPERTY***

Property issued/purchased for you, such as, but not limited to, computer equipment, keys, and communication devices, must be returned to *J. Paul Taylor Academy* at the time of an employee's separation of employment from *J. Paul Taylor Academy*. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees will be required to sign a wage deduction authorization form for this purpose.

#### ***10.6 POST-EMPLOYMENT INQUIRIES***

*J. Paul Taylor Academy* does not respond to oral requests for references. In the event an employee's employment with *J. Paul Taylor Academy* is terminated, either voluntarily or involuntarily, *J. Paul Taylor Academy* may be able to provide a reference to potential employers only if the employee has completed and signed a release form. Employees of *J. Paul*

*Taylor Academy* should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to the Executive Director.

## **10.7 RESTRICTION OF REFERENCES INVOLVING SEXUAL MISCONDUCT**

*J. Paul Taylor Academy* shall not assist an employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if school management knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Exceptions may be made if the information giving rise to the probable cause:

1. has been properly reported to law enforcement with jurisdiction over the alleged misconduct and has been reported to any other authorities as required by Federal, State, or local law; and
2. the matter has been officially closed or the prosecutor or police with jurisdiction has investigated the allegations and notified school officials that there is insufficient information to establish sexual misconduct regarding a minor or student in violation of the law; the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

Legal Reference: Section 8546, ESEA (20 U.S.C. § 7926)

## **SECTION 11 – EMPLOYEE PROTECTIONS**

### **11.1 GRIEVANCE PROCEDURE**

It is important that you bring any employment-related problems or issues to the attention of *J. Paul Taylor Academy*. If you feel that anything has occurred that is unfair to you, or if you have any complaints, requests, or constructive criticism regarding employment-related issues, policies, or procedures, discuss it with the person with whom you have the issue first, if applicable, and then follow the steps set forth in this procedure. If the problem involves harassment of any kind, please see the complaint procedure set forth in Harassment, section 3.3 of this manual.

For exempt employees covered by the CBA, please see the CBA for the grievance procedure that applies to you.

This grievance procedure does not apply to complaints about the following situations:

1. The contents of an evaluation or the discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by his/her supervisor;



# POLICY: FOOD ALLERGY AND INTOLERANCE

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: October 8, 2014

PROPOSED REVISION: JANUARY 2019

## I. Purpose

This policy sets forth the procedures that support the health and well-being of J. Paul Taylor Academy (JPTA) students and staff at school or school-sponsored events who have food intolerances and food allergies, especially those that may be life threatening. It is divided into management of milk intolerance, non-life threatening, and life-threatening food allergies.

This policy establishes protocols that address preventative measures to reduce exposure to food allergens in school facilities and school-sponsored activities, professional development of staff, coordination of services, and emergency response procedures.

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## II. Definitions

- A. *Milk intolerance* is an adverse food-induced reaction that does not involve the immune system. When the person drinks milk products, symptoms such as gas, bloating, and abdominal pain may occur.
- B. A *food allergy* is an adverse reaction to a food or food component that involves the body's immune system. Usually a protein in a food, the allergen is perceived by the body as foreign, and the body produces specific antibodies to it called Immunoglobulin E (IgE). The next time the food is eaten by the allergic person, his or her IgE triggers the release of histamines and other chemicals that cause the inflammatory response.
  - a. Symptoms of a food allergy vary and range from mild to severe to life threatening. 1) skin: seen as hives, rashes, or eczema; 2) the gastrointestinal tract: vomiting, abdominal cramps, and diarrhea; 3) the respiratory system: a tingling sensation in the mouth, swelling of the tongue and the throat, and difficulty breathing; and 4) the cardiovascular system: a drop in blood pressure, loss of consciousness, shock.
- C. *Anaphylaxis* is a potentially life-threatening medical condition in allergic individuals after exposure to their specific allergens. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock that are potentially fatal. An anaphylactic response may occur within minutes of the exposure, although onset may occur one (1) to two (2) hours after contact.

D. *Epinephrine* is the drug used to treat an anaphylactic reaction. It works to reverse the symptoms and helps to prevent their progression. It is available by prescription in self-injecting devices such as EpiPen or Auvi-Q.

E. The Allergy and Anaphylaxis Form is a form that all parents/guardians of students with food intolerances or allergies will have their physician complete. A physician-provided form may be provided in substitution if all necessary information is included. This form is not required for milk intolerance (see Milk Intolerance Form below).

F. An Individualized Allergy Health Care Plan (IHCP) is the plan of care written for any student with a life-threatening allergy whose health care needs affect or have the potential to affect the student's safe and optimal school attendance and academic performance. It includes any special or emergency procedures when the student is on school property, provisions for field trips, along with any other related services or program modifications needed to meet the student's health needs.

G. The Milk Intolerance Form is the form that parents/guardians will complete and submit to alert school personnel of milk intolerance and approve milk substitutions.

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### III. Professional Development

A. Professional development shall be provided annually to all staff and will include:

1. Food intolerances/food allergies
2. Preventative measures to reduce exposure to food allergens
3. Use of EpiPens
4. Signs and symptoms of allergic reactions
5. Appropriate responses
6. Documentation of training participation

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### IV. Procedure for Milk Intolerance

A. The parent/guardian of a student with milk intolerance must complete a Milk Intolerance Form stating the student's milk intolerance and approving substitutions for milk.

B. The form shall be kept in the student file.

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### V. Procedures for Non-Life-Threatening Allergies

A. When a parent/guardian of a student with a non-life-threatening food allergy notifies the school, the parent/guardian must complete an Allergy and Anaphylaxis form with the assistance of their primary care provider or submit a physician-provided form. This must include information concerning the student's allergy, foods that must be avoided, and the appropriate treatment for

reactions. In addition, the parent/guardian shall provide a history of past allergic reactions, including triggers and warning signs. It is the parent/guardian's responsibility to immediately update the school about any changes to the student's condition or to the treatment plan for reactions as well as provide medications for the treatment of allergic reactions.

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- B. The Executive Director (ED) or designee, teacher, school health personnel (if necessary), any other appropriate school personnel, and the parent/guardian will meet to develop a plan specifying how the school will accommodate the student's food allergies. JPTA will modify meals provided by the school in order to meet the student's special dietary needs. The kitchen staff shall provide comparable substitutions for the foods that must be avoided for all documented food allergies.

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- C. With parental consent, an informational sheet will be developed that includes the child's photo, their teacher(s), and allergen(s). This information sheet shall be provided to the nurse, kitchen staff, and teacher.

- D. If accommodations for reported allergies are no longer required, the parent/guardian must provide a physician's note stating as much or complete and submit a Declination of Accommodations Form.

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#### VI. Procedures for Life-Threatening Food Allergies

- A. When a parent/guardian of a student with a life-threatening food allergy notifies the school, the parent/guardian must complete an Allergy and Anaphylaxis form with the assistance of their primary care provider or submit a physician-provided form. This must include information concerning the student's allergy, foods that must be avoided, and the appropriate treatment for reactions. In addition, the parent/guardian shall provide a history of past allergic reactions, including triggers and warning signs. It is the parent/guardian's responsibility to immediately update the school about any changes to the student's condition or to treatment for reactions.

- B. The ED or designee, teacher, school health personnel (if necessary), any other appropriate school personnel, and the parent/guardian will meet to develop a plan specifying how the school will accommodate the student's food allergies. An Individualized Health Care Plan (IHCP) will be developed and include the following items:
1. Type of allergies designated by recognized medical authority
  2. School meal program, including dining area accommodations
  3. Cooking and classroom activities, including classroom rewards and parties
  4. Parent/guardian's signed consent to administer all medications
  5. Description of student's past allergic reactions, including triggers and warning signs
  6. Parent/guardian's interest in participating in the training/orientation in

the student's classroom

7. Notice that parents have been encouraged to provide their child with a medical alert identification
8. After-school snacks if the child attends a school administered program
9. Designation of staff responsible for administering medications and necessary training for administering the medications
10. Special care for field/activity trips, including bus and lunch coolers
11. With parental consent, an informational sheet will be developed that includes the child's photo, their teacher(s), and allergen(s). This information sheet shall be provided to the appropriate school health personnel, kitchen staff, and teacher.
12. Kitchen staff will be informed of the plan developed at the meeting.

C. The following additional steps will be taken for a child with a life-threatening allergy:

1. The ED shall develop and implement a plan to ensure that all certified and non-certified staff, volunteers, monitors, security, and substitutes are fully informed of the contents of the IHCP. The ED shall also ensure that a CPR trained employee is always present in the school when the student is in attendance.
2. With the assistance of the student's teacher, classmates and their families will be educated regarding the student's food allergy. The food allergen will be considered when planning class projects, snacks, rewards and celebrations. If appropriate, with written consent from the parent/guardian, other parents/guardians in the school community shall be informed of the food allergy. When necessary, a letter may be distributed from the ED, in consultation with the parent/guardian of the child with life-threatening food allergies, requesting cooperation for avoiding sending possible food allergens to school.
3. Parents/guardians are responsible for providing all emergency medications as ordered by a recognized medical authority to be stored at school and required to safeguard the student. Medications shall be appropriately stored in an easily accessible, secure location.
4. Following an allergic reaction, the student, parent/guardian(s), teacher, and any staff present during the allergic reaction will meet to discuss the incident, assuring the child's safety and discussing appropriate changes in order to prevent another reaction.

D. If accommodations for reported allergies are no longer required, the parent/guardian must provide a physician's note stating as much or complete and submit a Declination of Accommodations Form.

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# POLICY: WELLNESS

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: February 11, 2015

PROPOSED REVISION: JANUARY 2019

## I. PURPOSE

J. Paul Taylor Academy (JPTA) recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. JPTA is committed to providing a healthy school environment that promotes student wellness, by providing nutritious foods and beverages, physical education, nutrition education, and regular physical activity as part of the total learning experience. JPTA is committed to keeping children more active to improve their health, reduce the likeliness of childhood obesity, and improve their thought processes.

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## II. FAMILY, SCHOOL & COMMUNITY INVOLVEMENT

Family, school and community involvement means an integrated family, school and community approach for enhancing the health and well-being of students. The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment that is conducive to student health and academic achievement. This inclusive atmosphere features a shared responsibility that supports healthy children and families. Effective partnerships between families, schools, and communities support the development and the maintenance of this comprehensive learning environment.

To ensure implementation of the Family, School, & Community Involvement, JPTA has established a School Health Advisory Council ("SHAC") that has the responsibility to make recommendations to Governance Council (GC) in the development, revision, implementation, and evaluation of the Wellness Policy. Generally, the SHAC shall include parent(s), school food authorities, GC member(s), school administrator(s), school staff, student(s), community member(s), and a representative from each of the components of the coordinated school health program.

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The SHAC shall meet for this purpose a minimum of two times annually, and report to the GC a minimum of once per year.

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## III. NUTRITION EDUCATION

JPTA nutrition education includes teaching, encouraging, and supporting healthy lifelong eating habits of our students. Nutrition education and healthy eating support proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

A. Nutrition Guidelines. JPTA will adhere to or exceed the nutrition guidelines set forth in 6.12.5.8. NMAC, to include:

- If and when JPTA provides school sponsored fund raisers during the normal school hours, JPTA will meet or exceed the minimum guidelines set forth in 6.12.5.8 (1)(C) NMAC.
- Guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent (50%) of the offerings shall be healthy choices in accordance with the requirements set forth in 6.12.5.8 (2)(C) NMAC.

B. Nutrition Education: JPTA will provide nutrition education activities that align with the New Mexico health education content standards with benchmarks and performance standards

as set forth in 6.30.2.19 NMAC. JPTA employs individuals with experience in nutritious meal planning to include introduction of unfamiliar healthy foods regularly. Meals are prepared on sight using select, non-bulk food items for lunch and breakfast preparation; e.g. salads, fruits, whole grains and milk.

#### IV. PHYSICAL EDUCATION AND OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

J. Paul Taylor JPTA emphasizes and encourages physical activity before, during and after the school day. JPTA has an extended school day to ensure adequate time for students to engage in physical activity. To encourage movement, our dress code for all students and staff emphasizes comfortable clothes conducive to activity. JPTA's daily school dress code for both staff and students requires athletic or tennis shoes, polo or t-shirts, and khakis or jeans.

Kindergarten – 5<sup>th</sup> grade student at JPTA have daily physical education and 6<sup>th</sup> – 8<sup>th</sup> grade students have physical education three (3) days a week with a certified teacher. JPTA students are encouraged to move their bodies, develop basic physical skills, and adopt an active lifestyle. The program is based on the New Mexico Physical Education Standards and Benchmarks set forth in 6.30.2.19 NMAC.

JPTA physical activity opportunities are diverse and developmentally appropriate activities for all students of a competitive and non-competitive nature. JPTA also incorporates physical education as a component of the regular curriculum learning projects.

#### V. SUN PROTECTION

JPTA is committed to sun-safety. Teachers and staff encourage student use of sun protection.

#### VI. STAFF WELLNESS

JPTA encourages staff wellness because it is essential to providing the best program for students.

Legal Reference: 6.12.6 NMAC

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**Deleted:** The school also provides other opportunities for students to explore fitness options, including, e.g. Yoga instruction and physical activities with the Nintendo "Wii" computer games.

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**Deleted:** Before school, children have access to the physical education equipment used in their PE classes on the primary and intermediate playgrounds, as well as standard playground equipment. Elementary students have a morning recess and all classes take a daily walk around the neighborhood. When a class is having a difficult time focusing on their studies, teachers are encouraged to take a short exercise break.

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# POLICY: SCHOOL-SPONSORED ACTIVITIES

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: July 18, 2018

PROPOSED REVISION: DECEMBER 2018

## I. Purpose

This policy serves to provide guidelines for the review and approval of student activities sponsored by J. Paul Taylor Academy (JPTA).

## II. Definitions

For purposes of this policy, the following definitions shall apply:

1. Typical School Day – Each day that the school is educating students according to the academic calendar and from 8:00 am until 3:15 pm on or off school grounds.
2. School-Sponsored Activities – Activities that are planned and conducted by JPTA personnel and approved by the Executive Director (ED). School sponsored activities may take place on or off school property and during or after the Typical School Day.
3. Non-School Sponsored Activities – Activities that do not meet the criteria of School-Sponsored Activities.
4. Elevated Risk Activities – Activities that expose JPTA, its Governance Council, its employees and/or students to greater risk of personal injury, property damage, or general liability than those experienced in a typical school setting. These risks are identified by the ED as either “increased”, “managed”, or “high” risk as defined below:
  - a. Increased Risk Activities– School-Sponsored Activities that impose greater risk than those in a typical school setting.
  - b. Managed Risk Activities – Activities that have been identified as Elevated Risk Activities, and therefore, have systematically applied and documented procedures and policies consistent with any existing JPTA rules, policies or procedures to reduce associated risks to an acceptable level.
  - c. High Risk Activities - Activities that are identified as too difficult to control and/or monitor and/or beyond the scope of acceptable risk for JPTA, and therefore beyond approval.

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## III. Responsibilities

### a. Executive Director

- i. All School-Sponsored Activities shall be reviewed, as outlined below, and approved by the ED prior to being scheduled and announced. The ED shall be exclusively vested with the authority to approve and not approve School-Sponsored activities.
- ii. The ED shall ensure that the Activity Request Form, Permission Slip, and any other School-Sponsored Activity forms comply with all school policies and include all necessary information to safeguard students and staff.
- iii. School-Sponsored Activity Safety Plans **Activity Request Forms** must be submitted and approved prior to any trip leaving school grounds.
- iv. The ED shall ensure that all contracts and agreements are approved in accordance with school policy and established procedures.

- v. The ED shall be the signatory on all such contracts and agreements. JPTA will not be financially responsible for, and has no obligation to reimburse, individuals or businesses for contracts or agreements that lack authorized signatures.
- vi. The ED will be responsible for ensuring that the School-Sponsored Activity is consistent with the educational mission of the school, extends learning opportunities to participants, and that participation in the activity is open to all qualified students.

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b. Staff Sponsor

- i. The sponsor must submit an Activity Request Form and a field trip Safety Plan prior to executing the activity.
- ii. The staff sponsor shall attend all meetings, functions, or practices of the activity, advise and supervise students, and keep the ED informed regarding the activity.
- iii. Permission Slips shall be provided to, signed, and collected from guardians of all students attending off-site activities.

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c. Review Process

- 1. An Activity Request Form must be submitted to the ED at least two weeks before the proposed activity. and include: name of staff sponsor; a description and purpose of the activity; date, time, and place of the activity; cost; any contracts/agreements required for participation in the activity; and any additional information that may assist the administrator in reviewing the request. The sponsor must submit activities that require more time to review and/or develop management plans with sufficient time to process. An approved activity request is an approval only for the activities described in the request. The request form shall have a Policy: School-Sponsored Activities Page 3 statement to that effect. Any deviations from those activities are the responsibility of the Activity Sponsor per the Compliance section below.
- 2. Activities and programs that are excluded from the school's insurance coverage are prohibited.
- 3. The ED determines whether the activity is an Elevated Risk activity and if so, categorizes it as an Increased, Managed or High Risk Activity. Activities identified as non-Elevated Risk Activities may be approved without further action.
- 4. Any Activities that the ED considers to be potentially High Risk will be denied.
- 5. The ED will return a copy of the Activity Request Form or other written approval to the requestor with a mark of approval or denial, or a request for further information. The original request shall be kept for school records.

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IV. Non-School Sponsored Activities

- a. Activities that are sponsored by non-JPTA individuals or non-JPTA organizations shall not be planned during the school day, monies shall not be collected in the school, and information concerning the trip shall not be discussed or distributed in the school or during the school day.
- b. The Governance Council and the school shall assume no responsibility or liability for Non-School Sponsored Activities.

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- c. Employees shall not, during the regular school day, participate in, advertise, promote, or enroll students for ~~Non-School Sponsored Activities~~, ~~Non-School Sponsored~~ travel-study programs, or ~~Non-School Sponsored~~ trips.
- d. Employees shall not use school system funds, resources, or equipment to advertise, promote, or enroll students for non-school sponsored activities.
- e. Travel agencies or other organizations that are not established as ~~school~~-sponsored business partners shall not be permitted to come into school for the purpose of advertising, promoting, or enrolling students for non-school sponsored travel-study programs or trips.
- f. Nothing in this policy will preclude an established school-sponsored business partnership from disseminating materials about such programs as long as the materials clearly indicate that the activity is not affiliated with, sponsored by, or endorsed by ~~JPTA~~.
- g. Students who participate in a non-school sponsored activity and who are absent during all or part of the school day shall be counted as unexcused absent unless the ~~ED~~ grants permission prior to the activity per the JPTA ~~Compulsory Attendance~~ policy.

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V. Compliance

All employees are responsible for adherence to ~~school~~ policies, rules, and procedures as established here, and when entering into contracts and agreements for School-Sponsored Activities.

VI. Records

All school-approved activities shall be kept on file for a minimum of two years.

# POLICY: PEST MANAGEMENT

J PAUL TAYLOR ACADEMY

[www.jaultayloracademy.org](http://www.jaultayloracademy.org)

Adoption date: \_\_\_\_\_

## PROPOSED JANUARY 2019

### I. Purpose

J. Paul Taylor Academy (JPTA) will ensure that a responsible pest management program is implemented at the school. This policy establishes pest management practices and restrictions.

### II. Notification of Pesticide Application

At the beginning of each year, and when new students register, JPTA will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. These parents/guardians will be notified in writing prior to pesticide application. In emergency cases where a pest infestation threatens the health or safety of JPTA students or staff, no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

### III. Application of Pesticides

Pesticides will only be applied in or on the outside of the school building when a pest is present, and will not be applied on a regular or calendar basis unless it is to treat an infestation and is a part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence, such as droppings, body parts, or damage that is typically done by the pest.

### IV. Restrictions

No pesticide shall be applied to JPTA school grounds and no pest control device, as defined in the New Mexico Pesticide Control Act, may be used on JPTA grounds except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture (NMDA).

No pesticide may be applied on JPTA school grounds except by those persons certified in the applicable category and currently licensed by the NMDA or by employees under their direct supervision.

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

Written records of pesticide applications will be kept for three years at the school and be available upon request to parents, guardians, students, teachers, and staff.

Legal Reference: 6.29.1.9(O) NMAC