



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria 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



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**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 80th 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 40th, 80th and 120th 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

- 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,

Robyn Rehbein
JPTA Governance Secretary

Approved _____, 2018

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: \$ 229,978.52 Operating: 198,374.36 Activities: 31,604.16 |
| 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: - Update: 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 |
|---|--------------------------|------------------------------|-----------------------------|---------------------------------|----------------------------------|--------------------------------|----------------------------|--------------------------------|
| Refer to "Instructions for PED Cash Report" for details on how to properly complete this form. | | | | | | | | |
| 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 |
| Other Reconciling Items | | | | | | | | |
| 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 | | PED Cash Report | | | | County: Dona Ana | | | |
|---|------|--------------------------------|---------------------------|-------------------------|------------------------------|-------------------------|---------------------------|--------------------------|------|
| Charter Name: J. Paul Taylor Academy | | for 2018-2019 Fiscal Year | | | | PED No. : | | 535-001 | |
| Month/Quarter 11/30/2018 | | | | | | | | | |
| | | FEDERAL FLOWTHROUGH FUND | FEDERAL DIRECT FUND | LOCAL GRANTS FUND | STATE FLOWTHROUGH FUND | STATE DIRECT FUND | LOCAL OR STATE FUND | BOND BUILDING FUND | |
| | | 24000 | 25000 | 26000 | 27000 | 28000 | 29000 | 31100 | |
| Total Cash Balance 06/30/2018 | = | (32,224.93) | 985.96 | 197.69 | 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) | + | 52,306.12 | 347.27 | 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 | 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 | 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 | 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 | 0.00 |
| Total Cash | = | (10,732.73) | 706.54 | 121.90 | (12,563.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Reconciling Items | | | | | | | | | |
| Payroll Liabilities | + | 2,461.82 | 0.00 | 0.00 | 413.27 | 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 | 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 | 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 | 0.00 |
| Total Ending Cash 11/30/2018 | +OR- | 0.00 | 706.54 | 121.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| School District: PED | | PED Cash Report | | | | County: Dona Ana | | | |
|---|------|----------------------------------|-----------------|-----------------|-----------------|-------------------|-----------------|-----------------|------|
| Charter Name: J. Paul Taylor Academy | | for 2018-2019 Fiscal Year | | | | PED No. : 535-001 | | | |
| Month/Quarter 11/30/2018 | | PUBLIC SCHOOL | SPECIAL CAPITAL | SPECIAL CAPITAL | SPECIAL CAPITAL | CAPITAL IMPROV. | CAPITAL IMPROV. | CAPITAL IMPROV. | |
| | | CAPITAL OUTLAY | OUTLAY LOCAL | OUTLAY STATE | OUTLAY FEDERAL | HB 33 | SB9 | SB9 - LOCAL | |
| | | 31200 | 31300 | 31400 | 31500 | 31600 | 31700 | 31701 | |
| Total Cash Balance 06/30/2018 | = | 0.00 | 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 | 0.00 |
| 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 | 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 | 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 | 0.00 |
| Total Cash | = | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Reconciling Items | | | | | | | | | |
| Payroll Liabilities | + | 0.00 | 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 | 0.00 |
| TOTAL RECONCILED CASH BALANCE 11/30/2018 | = | 0.00 | 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 | 0.00 |
| Total Ending Cash 11/30/2018 | +OR- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| | 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 |
| Other Reconciling Items | | | | | | | | |
| 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 | G | H | I | J |
|--------------------------|-----------|-------------------|-----------------------|--------------------------------|---------------------|-----------------------|------------------------------|-------------------|
| | | + | + | +OR- | +OR- | + | | +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 | |
| 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 |
| Totals | | 237,573.93 | 0.00 | (7,595.41) | 0.00 | 229,978.52 | | 229,978.52 |

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 | |
| Subtotal | | | | \$ 134,734.00 | \$ 139,502.83 |

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 |
| Subtotal | | | | \$ - | \$ 4,667.02 |

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 |
| Total | | | | | \$ 134,959.00 | \$ 143,651.12 |

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

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

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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41

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 Taylor 112201289082728CTX | 2,435.17- |
| 11/06 | PAYMENTS J Paul Taylor 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 Taylor 112201289113001PPD | 28,813.13- |
| 11/16 | TRD PMNT TAX_REV_CRS_ECKS 091000015331641CCD | 1,501.86- |
| 11/30 | PAYROLL J Paul Taylor 112201289113001PPD | 7,317.00- |
| 11/30 | USATAXPYMT IRS 061036010020957CCD | 11,151.25- |



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

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 * * *

Remote Deposit

Credit

J Paul Taylor Academy
Paul Taylor Operational 1801
402 W Court Avenue Bldg #2
Las Cruces, NM 88005
575-652-4006

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

DEPOSIT Date: 11/01 Amount: \$220.00

DEPOSIT TICKET form for 11/1/18 with handwritten amount 220.00 and 'Lunches' written in the memo field.

DEPOSIT Date: 11/01 Amount: \$220.00

Bank deposit slip for 11-02-2018 with amount 220.00 and account information.

DEPOSIT Date: 11/02 Amount: \$70.00

DEPOSIT TICKET form for 11-5-18 with handwritten amount 70.00 and 'Lunches' written in the memo field.

DEPOSIT Date: 11/02 Amount: \$70.00

Bank deposit slip for 11-05-2018 with amount 70.00 and account information.

DEPOSIT Date: 11/05 Amount: \$46.00

DEPOSIT TICKET form for 11-6-18 with handwritten amount 46.00 and 'Lunches' written in the memo field.

DEPOSIT Date: 11/05 Amount: \$46.00

Bank deposit slip for 11-06-2018 with amount 46.00 and account information.

DEPOSIT Date: 11/06 Amount: \$157.35

DEPOSIT TICKET form for 11/7/18 with handwritten amount 157.35 and 'Lunches' written in the memo field.

DEPOSIT Date: 11/06 Amount: \$157.35

Bank deposit slip for 11-07-2018 with amount 157.35 and account information.

DEPOSIT Date: 11/07 Amount: \$220.00

DEPOSIT TICKET form for 11/9/18 with handwritten amount 220.00 and 'Lunches' written in the memo field.

DEPOSIT Date: 11/07 Amount: \$220.00

Bank deposit slip for 11-09-2018 with amount 220.00 and account information.

DEPOSIT Date: 11/09 Amount: \$106.00

DEPOSIT Date: 11/09 Amount: \$106.00

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 | |
| Subtotal | | | | \$ 3,887.40 | \$ 1,122.69 |

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 |
| Subtotal | | | | \$ - | \$ 2,928.39 |

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 | \$ - |
| Total | | | | | \$ 3,887.40 | \$ 3,692.38 |

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

| | Bank Reconciliation | + | Outstanding | = | ExpectedGL | - | ActualGL | = | Difference |
|---------------------|----------------------------|----------|----------------------|----------|---------------------|----------|---------------------|----------|-------------------|
| 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) | = | \$ - |
| Total | \$ 34,532.55 | | \$ (2,928.39) | | \$ 31,604.16 | | \$ 31,604.16 | | \$ - |



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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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

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| | | | |
|------------------------|------------|------------------------------|------------------------|
| 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 | |



CITIZENS BANK OF LAS CRUCES

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Date 11/30/18
PRIMARY ACCOUNT
ENCLOSURES

Page 2
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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
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 PLEASE PRINT WITH BALL POINT PEN
 NO SIGNATURES OR INITIALS
 CITIZENS BANK OF LAS CRUCES

DATE: 11/29/18

| CURRENCY | COIN | AMOUNT |
|----------|------|--------|
| 32.00 | | |
| 38.00 | | |
| | | 33.00 |

95-128/1122
 TOTAL ITEMS: 2
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED
 ENDORSEMENTS MAY NOT BE OBTAINED FOR REMOVAL BY AUTOMATICALLY

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

⑆501000091⑆ ⑆0133561802⑆ 003

DEPOSIT Date: 11/29 Amount: \$70.00

DEPOSIT

00*33

303680022200 11-29-2018 <112201289>
 Citizens Bank of Las Cruces
 Las Cruces, NM

DEPOSIT Date: 11/29 Amount: \$33.00

DEPOSIT TICKET
 FOR CLEAR COPY PLEASE PRINT WITH BALL POINT PEN
 NO SIGNATURES OR INITIALS
 CITIZENS BANK OF LAS CRUCES

DATE: 11/29/18

| CURRENCY | COIN | AMOUNT |
|----------|------|--------|
| 18.50 | | |
| 14.50 | | |
| | | 19.00 |

95-128/1122
 TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED
 ENDORSEMENTS MAY NOT BE OBTAINED FOR REMOVAL BY AUTOMATICALLY

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

⑆501000091⑆ ⑆0133561802⑆ 003

Field Inv

DEPOSIT Date: 11/29 Amount: \$33.00

DEPOSIT

00*6T

314520022100 11-29-2018 <112201289>
 Citizens Bank of Las Cruces
 Las Cruces, NM

DEPOSIT Date: 11/30 Amount: \$19.00

Remote Deposit **Credit**

J Paul Taylor Academy
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: 5051245605
 Account ID: 324590 1746258
 Acct Num: 133561802

Credit

DEPOSIT Date: 11/30 Amount: \$565.00

Remote Deposit **Credit**

J Paul Taylor Academy
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 PLEASE PRINT WITH BALL POINT PEN
 NO SIGNATURES OR INITIALS
 CITIZENS BANK OF LAS CRUCES

DATE: 11/30/18

| CURRENCY | COIN | AMOUNT |
|----------|------|--------|
| 346.00 | | |
| | | 346.00 |

95-128/1122
 TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED
 ENDORSEMENTS MAY NOT BE OBTAINED FOR REMOVAL BY AUTOMATICALLY

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

⑆501000091⑆ ⑆0133561802⑆ 003

move-a-fun

DEPOSIT Date: 11/30 Amount: \$50.00

DEPOSIT

00*962

314520022300 11-30-2018 <112201289>
 Citizens Bank of Las Cruces
 Las Cruces, NM

DEPOSIT Date: 11/30 Amount: \$346.00

DEPOSIT Date: 11/30 Amount: \$346.00

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 |
| Total | | | \$ 22,800.46 |

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-Empl | \$ 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) |
| Subtotal | | \$ 981,107.00 | \$ 981,107.00 | \$ 371,375.54 | \$ 371,375.54 | \$ 581,921.18 | \$ 953,296.72 | \$ 27,810.28 |

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 |
| Subtotal | | \$ 64,750.00 | \$ 64,750.00 | \$ 18,995.99 | \$ 18,995.99 | \$ 44,647.41 | \$ 63,643.40 | \$ 1,106.60 |

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 |
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|

| | | | | | | | |
|----------------------------------|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 11000-2200-511C Technology Tech | \$ - | \$ 7,500.00 | \$ 2,812.50 | \$ 2,812.50 | \$ 4,687.50 | \$ 7,500.00 | \$ - |
| 11000-2200-5221 Support Services | \$ - | \$ 466.00 | \$ 174.42 | \$ 174.42 | \$ 290.70 | \$ 465.12 | \$ 0.88 |
| 11000-2200-5222 Support Services | \$ - | \$ 109.00 | \$ 40.77 | \$ 40.77 | \$ 67.95 | \$ 108.72 | \$ 0.28 |
| 11000-2200-5272 Support Services | \$ - | \$ 10.00 | \$ 2.30 | \$ 2.30 | \$ - | \$ 2.30 | \$ 7.70 |
| 11000-2200-5341 Support Services | \$ 10,000.00 | \$ 1,915.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,915.00 |
| Subtotal | \$ 10,000.00 | \$ 10,000.00 | \$ 3,029.99 | \$ 3,029.99 | \$ 5,046.15 | \$ 8,076.14 | \$ 1,923.86 |

| | |
|-----------------------------|---|
| 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 Directo | \$ 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 Compe | \$ 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 Compen | \$ 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 Dev | \$ 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 & I | \$ 1,000.00 | \$ 1,000.00 | \$ 122.65 | \$ 122.65 | \$ 43.30 | \$ 165.95 | \$ 834.05 |
| 11000-2300-5733 | Supply Assets (ui | \$ 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 |

| | | | | | | | | |
|-----------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| 11000-2500-5211 | Central Services- | \$ - | \$ 100.00 | \$ 25.00 | \$ 25.00 | \$ - | \$ 25.00 | \$ 75.00 |
| 11000-2500-5221 | Central Services- | \$ - | \$ 310.00 | \$ 77.50 | \$ 77.50 | \$ - | \$ 77.50 | \$ 232.50 |
| 11000-2500-5222 | Central Services- | \$ - | \$ 73.00 | \$ 18.13 | \$ 18.13 | \$ - | \$ 18.13 | \$ 54.87 |
| 11000-2500-5272 | Central Services- | \$ - | \$ 10.00 | \$ - | \$ - | \$ - | \$ - | \$ 10.00 |
| 11000-2500-5341 | Central Services- | \$ 58,000.00 | \$ 51,812.00 | \$ 12,499.89 | \$ 12,499.89 | \$ 37,499.99 | \$ 49,999.88 | \$ 1,812.12 |
| 11000-2500-5371 | Central Services- | \$ 150.00 | \$ 150.00 | \$ - | \$ - | \$ - | \$ - | \$ 150.00 |
| 11000-2500-5611 | Central Services- | \$ 13,400.00 | \$ 13,400.00 | \$ 13,382.46 | \$ 13,382.46 | \$ - | \$ 13,382.46 | \$ 17.54 |
| 11000-2500-5611 | Central 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 Ele Secondary Sort Element
 11000 Function:2600 - Operation & 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 Ele Secondary Sort Element
 11000 Function:2900 - Other Support Services

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

Primary Sort Ele 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 |
| Subtotal | | \$ 40,718.00 | \$ 40,718.00 | \$ 13,141.99 | \$ 13,141.99 | \$ 77.17 | \$ 13,219.16 | \$ 27,498.84 |

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 |
| Subtotal | | \$ 73,586.00 | \$ 73,586.00 | \$ 26,429.38 | \$ 26,429.38 | \$ 42,801.00 | \$ 69,230.38 | \$ 4,355.62 |

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 |
| Subtotal | | \$ 1,547.00 | \$ 1,547.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,547.00 |

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 |
| Subtotal | | \$ 94,450.00 | \$ 94,450.00 | \$ 15,847.47 | \$ 15,847.47 | \$ 3,226.40 | \$ 19,073.87 | \$ 75,376.13 |

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

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|

| | | | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| 24101-1000-511CInstruction-Salar | \$ 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 Dev | \$ 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 |
| Subtotal | \$ 43,654.00 | \$ 43,654.00 | \$ 14,513.23 | \$ 14,513.23 | \$ 24,200.65 | \$ 38,713.88 | \$ 4,940.12 |

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-Salar | \$ 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 | |
| 24106-1000-533CInstruction-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 | |
| Subtotal | \$ 47,437.00 | \$ 47,437.00 | \$ 14,180.89 | \$ 14,180.89 | \$ 22,927.83 | \$ 37,108.72 | \$ 10,328.28 | |

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 |
| Subtotal | \$ 1,300.00 | \$ 1,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,300.00 |

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 | |
| Subtotal | \$ 3,725.00 | \$ 7,000.00 | \$ 643.64 | \$ 643.64 | \$ 25.00 | \$ 668.64 | \$ 6,331.36 | |

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 |
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|

| | | | | | | | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|-------------|--------------------|------------------|
| 24154-2300-533C:Professional Dev | \$ 1,000.00 | \$ 2,000.00 | \$ 1,476.16 | \$ 1,476.16 | \$ - | \$ 1,476.16 | \$ 523.84 |
| Subtotal | \$ 1,000.00 | \$ 2,000.00 | \$ 1,476.16 | \$ 1,476.16 | \$ - | \$ 1,476.16 | \$ 523.84 |

Primary Sort Element Secondary Sort Element
 24154 Function:2400 - Support Services-School Administration

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|----------------------------------|-------------|----------------|--------------------|-------------|-------------|-------------|-------------|--------------------|
| 24154-2400-533C:Support Services | | \$ - | \$ 1,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,000.00 |
| Subtotal | | \$ - | \$ 1,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,000.00 |

Primary Sort Element Secondary Sort Element
 24189 Function:1000 - Instruction

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

Primary Sort Element Secondary Sort Element
 25153 Function:2100 - Support Services-Students

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

Primary Sort Element Secondary Sort Element
 26204 Function:1000 - Instruction

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

Primary Sort Element Secondary Sort Element
 27107 Function:2200 - Support Services-Instruction

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|----------------------------------|-------------|--------------------|--------------------|--------------------|--------------------|-------------|--------------------|---------------|
| 27107-2200-5611:Support Services | | \$ 1,798.00 | \$ 1,798.00 | \$ 1,798.00 | \$ 1,798.00 | \$ - | \$ 1,798.00 | \$ - |
| Subtotal | | \$ 1,798.00 | \$ 1,798.00 | \$ 1,798.00 | \$ 1,798.00 | \$ - | \$ 1,798.00 | \$ - |

Primary Sort Element Secondary Sort Element
 27125 Function:1000 - Instruction

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|
|--------------|-------------|----------------|----------------|---------|-------------|-------------|-----------|---------------|

| | | | | | | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------|---------------------|-------------|
| 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 | \$ - |
| Subtotal | \$ 10,765.00 | \$ 10,765.00 | \$ 10,765.00 | \$ 10,765.00 | \$ - | \$ 10,765.00 | \$ - |

| 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 |
| Subtotal | | \$ 17,764.00 | \$ 17,764.00 | \$ - | \$ - | \$ - | \$ - | \$ 17,764.00 |
| Total | | \$ 1,918,366.00 | \$ 1,923,641.00 | \$ 688,590.29 | \$ 688,590.29 | \$ 966,493.35 | \$ 1,655,083.64 | \$ 268,557.36 |

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 |
| Subtotal of Element: Revenue | | \$ (119,015.00) | \$ (1,446,107.00) | \$ (595,075.00) | \$ - | \$ (851,032.00) | 41.15 |
| Subtotal of Element: [Object] 43101 - State Equalization Guarantee | | \$ (119,015.00) | \$ (1,446,107.00) | \$ (595,075.00) | \$ - | \$ (851,032.00) | 41.15 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (119,015.00) | \$ (1,446,107.00) | \$ (595,075.00) | \$ - | \$ (851,032.00) | 41.15 |
| Subtotal of Element: [Fund] 11000 - Operational | | \$ (119,015.00) | \$ (1,446,107.00) | \$ (595,075.00) | \$ - | \$ (851,032.00) | 41.15 |
| 14000-0000-43211-0000-535001-0000 | Instructional Materials – Cash | \$ - | \$ (6,790.00) | \$ (6,789.62) | \$ - | \$ (0.38) | 99.99 |
| Subtotal of Element: Revenue | | \$ - | \$ (6,790.00) | \$ (6,789.62) | \$ - | \$ (0.38) | 99.99 |
| Subtotal of Element: [Object] 43211 - Instructional Materials – Cash | | \$ - | \$ (6,790.00) | \$ (6,789.62) | \$ - | \$ (0.38) | 99.99 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (6,790.00) | \$ (6,789.62) | \$ - | \$ (0.38) | 99.99 |
| Subtotal of Element: [Fund] 14000 - Instructional Materials | | \$ - | \$ (6,790.00) | \$ (6,789.62) | \$ - | \$ (0.38) | 99.99 |
| 21000-0000-41603-0000-535001-0000 | Fees - Adults/Food Services | \$ (24.00) | \$ (800.00) | \$ (259.00) | \$ - | \$ (541.00) | 32.37 |
| Subtotal of Element: Revenue | | \$ (24.00) | \$ (800.00) | \$ (259.00) | \$ - | \$ (541.00) | 32.38 |
| Subtotal of Element: [Object] 41603 - Fees - Adults/Food Services | | \$ (24.00) | \$ (800.00) | \$ (259.00) | \$ - | \$ (541.00) | 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 |
| Subtotal of Element: Revenue | | \$ (2,507.65) | \$ (25,000.00) | \$ (12,118.65) | \$ - | \$ (12,881.35) | 48.47 |
| Subtotal of Element: [Object] 41604 - Fees - Students/Food Services | | \$ (2,507.65) | \$ (25,000.00) | \$ (12,118.65) | \$ - | \$ (12,881.35) | 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 |
| Subtotal of Element: Revenue | | \$ (2,405.47) | \$ (40,000.00) | \$ (11,837.85) | \$ - | \$ (28,162.15) | 29.59 |
| Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through | | \$ (2,405.47) | \$ (40,000.00) | \$ (11,837.85) | \$ - | \$ (28,162.15) | 29.59 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (4,937.12) | \$ (65,800.00) | \$ (24,215.50) | \$ - | \$ (41,584.50) | 36.80 |
| Subtotal of Element: [Fund] 21000 - Food Services | | \$ (4,937.12) | \$ (65,800.00) | \$ (24,215.50) | \$ - | \$ (41,584.50) | 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 |
|--|--|---------------------|----------------|----------------|-------------------|-----------------|-------------|
| Subtotal of Element: Revenue | | \$ (3,487.40) | \$ (30,500.00) | \$ (11,146.46) | \$ - | \$ (19,353.54) | 36.55 |
| Subtotal of Element: [Object] 41701 - Fees - Activities | | \$ (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 |
| Subtotal of Element: Revenue | | \$ - | \$ (3,000.00) | \$ - | \$ - | \$ (3,000.00) | 0.00 |
| Subtotal of Element: [Object] 41705 - Fees - Users | | \$ - | \$ (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 |
| Subtotal of Element: Revenue | | \$ (400.00) | \$ (10,000.00) | \$ (3,850.00) | \$ - | \$ (6,150.00) | 38.50 |
| Subtotal of Element: [Object] 41920 - Contributions/Donations - Private Sources (No | | \$ (400.00) | \$ (10,000.00) | \$ (3,850.00) | \$ - | \$ (6,150.00) | 38.50 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (3,887.40) | \$ (43,500.00) | \$ (14,996.46) | \$ - | \$ (28,503.54) | 34.47 |
| Subtotal of Element: [Fund] 23000 - Non-Instructional Support | | \$ (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 |
| Subtotal of Element: Revenue | | \$ (3,206.02) | \$ (28,732.00) | \$ (15,444.65) | \$ - | \$ (13,287.35) | 53.75 |
| Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through | | \$ (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 |
| Subtotal of Element: Revenue | | \$ - | \$ (14,922.00) | \$ - | \$ - | \$ (14,922.00) | 0.00 |
| Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year | | \$ - | \$ (14,922.00) | \$ - | \$ - | \$ (14,922.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (3,206.02) | \$ (43,654.00) | \$ (15,444.65) | \$ - | \$ (28,209.35) | 35.38 |
| Subtotal of Element: [Fund] 24101 - Title I - IASA | | \$ (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 |
| Subtotal of Element: Revenue | | \$ (6,747.70) | \$ (32,898.00) | \$ (34,191.65) | \$ - | \$ 1,293.65 | 103.93 |
| Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through | | \$ (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 |
| Subtotal of Element: Revenue | | \$ - | \$ (15,839.00) | \$ - | \$ - | \$ (15,839.00) | 0.00 |
| Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year | | \$ - | \$ (15,839.00) | \$ - | \$ - | \$ (15,839.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (6,747.70) | \$ (48,737.00) | \$ (34,191.65) | \$ - | \$ (14,545.35) | 70.16 |
| Subtotal of Element: [Fund] 24106 - Entitlement IDEA-B | | \$ (6,747.70) | \$ (48,737.00) | \$ (34,191.65) | \$ - | \$ (14,545.35) | 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 |
| Subtotal of Element: Revenue | | \$ (669.76) | \$ (4,725.00) | \$ (2,669.82) | \$ - | \$ (2,055.18) | 56.50 |
| Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through | | \$ (669.76) | \$ (4,725.00) | \$ (2,669.82) | \$ - | \$ (2,055.18) | 56.50 |
| 24154-0000-44504-0000-535001-0000 | Federal Flowthrough Prior Year | \$ - | \$ (5,275.00) | \$ - | \$ - | \$ (5,275.00) | 0.00 |
| Subtotal of Element: Revenue | | \$ - | \$ (5,275.00) | \$ - | \$ - | \$ (5,275.00) | 0.00 |
| Subtotal of Element: [Object] 44504 - Federal Flowthrough Prior Year | | \$ - | \$ (5,275.00) | \$ - | \$ - | \$ (5,275.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ (669.76) | \$ (10,000.00) | \$ (2,669.82) | \$ - | \$ (7,330.18) | 26.70 |
| Subtotal of Element: [Fund] 24154 - Teacher/Principal Training & Recruiting | | \$ (669.76) | \$ (10,000.00) | \$ (2,669.82) | \$ - | \$ (7,330.18) | 26.70 |
| 24189-0000-44500-0000-535001-0000 | Student Support and Academic Enrichment | \$ - | \$ (10,000.00) | \$ - | \$ - | \$ (10,000.00) | 0.00 |
| Subtotal of Element: Revenue | | \$ - | \$ (10,000.00) | \$ - | \$ - | \$ (10,000.00) | 0.00 |
| Subtotal of Element: [Object] 44500 - Restricted Grants - Federal Flow-through | | \$ - | \$ (10,000.00) | \$ - | \$ - | \$ (10,000.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (10,000.00) | \$ - | \$ - | \$ (10,000.00) | 0.00 |
| Subtotal of Element: [Fund] 24189 - Student Support and Academic Enrichment | | \$ - | \$ (10,000.00) | \$ - | \$ - | \$ (10,000.00) | 0.00 |
| 25153-0000-44301-0000-535001-0000 | Revenue | \$ - | \$ (700.00) | \$ (347.27) | \$ - | \$ (352.73) | 49.61 |
| Subtotal of Element: Revenue | | \$ - | \$ (700.00) | \$ (347.27) | \$ - | \$ (352.73) | 49.61 |
| Subtotal of Element: [Object] 44301 - Other Restricted Grants - Federal Direct | | \$ - | \$ (700.00) | \$ (347.27) | \$ - | \$ (352.73) | 49.61 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (700.00) | \$ (347.27) | \$ - | \$ (352.73) | 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 |
|---|------------------------|---------------------|-------------------|-----------------|-------------------|-------------------|-------------|
| Subtotal of Element: [Fund] 25153 - Title XIX MEDICAID 3/21 Years | | \$ - | \$ (700.00) | \$ (347.27) | \$ - | \$ (352.73) | 49.61 |
| 27107-0000-43204-0000-535001-0000 | revenue | \$ - | \$ (1,798.00) | \$ - | \$ - | \$ (1,798.00) | 0.00 |
| Subtotal of Element: Revenue | | \$ - | \$ (1,798.00) | \$ - | \$ - | \$ (1,798.00) | 0.00 |
| Subtotal of Element: [Object] 43204 - Prior Year Balances | | \$ - | \$ (1,798.00) | \$ - | \$ - | \$ (1,798.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (1,798.00) | \$ - | \$ - | \$ (1,798.00) | 0.00 |
| Subtotal of Element: [Fund] 27107 - 2012 GO Bond Student Library SB-66 | | \$ - | \$ (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 |
| Subtotal of Element: Revenue | | \$ - | \$ (10,765.00) | \$ - | \$ - | \$ (10,765.00) | 0.00 |
| Subtotal of Element: [Object] 43202 - State Flow-through Grant | | \$ - | \$ (10,765.00) | \$ - | \$ - | \$ (10,765.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (10,765.00) | \$ - | \$ - | \$ (10,765.00) | 0.00 |
| Subtotal of Element: [Fund] 27125 - Excellence in Teaching | | \$ - | \$ (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 |
| Subtotal of Element: Revenue | | \$ - | \$ (17,764.00) | \$ - | \$ - | \$ (17,764.00) | 0.00 |
| Subtotal of Element: [Object] 43204 - Prior Year Balances | | \$ - | \$ (17,764.00) | \$ - | \$ - | \$ (17,764.00) | 0.00 |
| Subtotal of Element: [Function] 0000 - Revenue/Balance Sheet | | \$ - | \$ (17,764.00) | \$ - | \$ - | \$ (17,764.00) | 0.00 |
| Subtotal of Element: [Fund] 31700 - Capital Improvements SB-9 | | \$ - | \$ (17,764.00) | \$ - | \$ - | \$ (17,764.00) | 0.00 |
| Total | | \$ (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

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

A handwritten signature in blue ink, appearing to read "Marian Rael".

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, or Amanda Lupardus at (505) 827-6613, e-mail 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 ELEMMENTARY 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 ADADEMY 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**

| DISTRICT/CHARTER SCHOOL | STATE MATCH |
|--|--------------|
| 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 SABE (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**

| DISTRICT/CHARTER SCHOOL | STATE MATCH |
|-----------------------------|----------------------|
| 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 |
| TOTAL | \$ 18,194,160 |



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) | 22 (16) – 4 th Grade |
| 20 (42) – Kindergarten | 24 (14) – 5 th Grade |
| 20 (20) – 1 st Grade | 23 (20) – 6 th Grade |
| 23 (16) – 2 nd Grade | 24 (5) – 7 th Grade |
| 23 (28) – 3 rd Grade | 21 (0) – 8 th Grade |

NMPED Enrollment Count Dates for SY 2018-19

40th – Oct. 10 80th – Dec. 3 120th – 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 |
| | Before School Started | |
| 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 |
| | Notified Before Year End | |
| 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 15th – Site Visit
- ❖ January 21st – MLK Day – No School
- ❖ February 6th – Early Release
- ❖ February 12th – 5th-8th Gr. Orchestra Concert @ 7:00
- ❖ February 18th – 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

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

Strikethrough = Completed

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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- Stephanie Haan-Amato 12/6/18 1:47 PM
Comment [1]: I agree. I don't like it.
- Sherry McDowell 12/6/18 12:47 AM
Comment [2]: Not real sure we need this here.
I don't know what it is trying to do...
- Stephanie Haan-Amato 12/6/18 2:48 PM
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J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria 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:

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

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.

VI. Procedures for Life-Threatening Food Allergies

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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.

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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:

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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.

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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.

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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.

POLICY: WELLNESS

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.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.

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.

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

- i. 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.
- ii. 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 – 5th grade student at JPTA have daily physical education and 6th – 8th 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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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.

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.

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POLICY: PEST MANAGEMENT

J PAUL TAYLOR ACADEMY

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