



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegría de Aprender



J. Paul Taylor Academy Charter School
Governance Council Regular Meeting
Wednesday, December 12, 2018 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.



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, December 12, 2018 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.

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 - 2 minutes

Vote

E. Approval of November 14, 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. October Finance Committee Report - Martin Lopez - 5 minutes

Vote

B. BAR 535-000-1819-0011-IB - Martin Lopez and Christy Takacs - 5 minutes

Roll Call Vote

C. BARS 535-000-1819-0012M through 535-000-1819-0014M - Martin Lopez and Christy Takacs - 5 minutes

Vote

D. Technology Technician Salary Schedule - Christy Takacs - 5 minutes

Vote

E. Lunch Monitor Salary Schedule - Christy Takacs - 5 minutes

Vote

F. Change Check Expiration Time Limit from One Year to 90 Days - Martin Lopez - 5 minutes
Vote

IV. Executive Director Support and Evaluation

A. Executive Director Report - Christy Takacs - 15 minutes
Discussion

V. Policy - Stephanie Haan-Amato

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

B. Discipline and Suspension Policy - Christy Takacs - 5 minutes
Vote

C. Enrollment of Homeless Students Policy - Sherry Booth - 5 minutes
Vote

D. Procurement Policy - Stephanie Haan-Amato - 5 minutes
Vote

E. School-Sponsored Activities Policy - Stephanie Haan-Amato - 5 minutes
Discussion

F. Complaints Policy - Sherry Booth - 5 minutes
Discussion

G. Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual - Christy Takacs and Stephanie Haan-Amato - 5 minutes
Discussion

H. Delays in Food Allergy and Intolerance Policy, Wellness Policy, and T&E Policy - Stephanie Haan-Amato and Sherry Booth - 5 minutes
Discussion

I. Upcoming Pest Management Policy - Christy Takacs and Stephanie Haan-Amato - 5 minutes
Discussion

VI. 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 Committee - Janet Acosta

D. Facilities and Safety Committee - Arthur Berkson

E. Development Committee Report - Carrie Hamblen and Janet Acosta

F. Audit Committee - Martin Lopez

G. Membership Committee - Robyn Rehbein

VII. Other Business - Stephanie Haan-Amato

A. Open Discussion - 15 minutes

VIII. Closed Session

Roll Call Vote to move into closed session for the following reason: NMSA 1978 and to discuss Limited Personnel Matters closed pursuant to Section Section 10-15-1-H(2)

A. Limited Personnel Matters - Arthur Berkson - 30 minutes
Executive Director Mid-Year Evaluation

IX. Closing Items

A. Adjourn - 1 minutes

Roll Call Vote



**DRAFT-J. Paul Taylor Academy Charter School
Governance Council Regular Meeting
Wednesday, November 14, 2018 6:30 PM (MDT)
402 W. Court Building 2 Las Cruces New Mexico 88005
JPTA Middle School Science Classroom**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on November 14, 2018. The meeting was called to order at 6:38 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, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein were present. A quorum was confirmed. Members Carrie Hamblen and Martin Lopez were absent. Martin Lopez had notified the board of his absence, and Chair, Stephanie Haan-Amato, noted that his absence was excused. Staff members present included Christy Takacs, Sarah Dozier, Stephanie Sweet, and India Hernandez. No members of the public were present.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest. No conflicts were stated by those in attendance.
- C. Sherry Booth 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. Janet Acosta moved to approve the agenda for November 14, 2018, Regular Meeting Agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- E. Janet Acosta moved to approve the minutes for October 17, 2018 Regular Meeting Minutes. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.

II. Public Input

- A. An update about art education at JPTA was given by Stephanie Sweet, Art Teacher. Ms. Sweet uses Teaching Artistic Behavior (TAB) style of teaching, which is unique from other Las Cruces area schools. Hands, Head, Heart is also used in grading, which has a self-evaluation component. Ms. Sweet uses the K-12 National Art standards. Members thanked her for the update and for being a great teacher to the students at JPTA.
- B. Public Input
 1. Chair, Stephanie Haan-Amato, called for any public input. There was no public input.
 2. Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

III. Finance

- A. Tomasa Shanbhag reviewed the September 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. Janet Acosta moved to approve the September 2018 Finance Committee Report and all finance documents included in the agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- B. Budget Adjustment Request 535-000-1819-0010-IB was briefly discussed. This BAR is for the 2018 Excellence in Teaching Awarded by the State of NM for FY19. Janet Acosta moved to approve the Budget Adjustment Requests 535-000-1819-0010-IB. Robin Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. Sherry Booth 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 December 12, 2018 Regular Meeting agenda. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- D. Sherry Booth 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 December 12, 2018 Regular meeting agenda. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- E. An update on the Capital Outlay Funding was given by Executive Director, Christy Takacs. The school was left off the first round of emails regarding the funding but was included in the second round of emails. Ms. Takacs notes the process is extensive, but it has finally begun. Funds must be spent, then reimbursed, therefore to cover the cost the school will not start any work that uses the funding until at least March, 2019.

IV. Governance

- A. The school year 2019-2020 Enrollment Application and Lottery Dates were briefly discussed. Sherry Booth moved to approve the Enrollment Application and Lottery Dates with applications being accepted January 14, 2019- March 6, 2019 and the lottery taking place on March 7, 2019. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- B. Stephanie Haan-Amato gave an update on the status of JPTA's Notice to the PED and the PEC of the Governance Council's By-Laws. It is on the PEC agenda for approval at November 15, 2018 meeting. The PEC will hopefully be approving the GC's bylaws in their meeting tomorrow.

V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment is still at 200 students. Attrition information for this school year was displayed. The 40th, 80th and 120th target dates were also displayed. Ms. Takacs also briefly discussed our current Student Information System and the need to find another one for the next year. Ms. Takacs has been researching and found Tyler Information Systems, PowerSchool, and Synergy (what we currently use through

LCPS). Ms. Takacs also discussed the Professional Development that happened on November 7, 2018. The staff worked on the Safe School Plan during the Professional Development day. Ms. Takacs also displayed past and upcoming events for the school.

- B. Arthur Berkson updated the Council on the status of Executive Director Middle of the Year Evaluation. Ms. Takacs was emailed about the evaluation. Arthur Berkson suggested that this be discussed during the December 12, 2018 Regular Meeting during a closed session.

VI. Policy

- A. Policy Committee Report was given by Stephanie Haan-Amato. The report was included in the agenda for today's meeting.
- B. The Employee Policy Manual was briefly discussed by Stephanie Haan-Amato. Not much has changed since the last meeting. There was some discussion from Council Members there was a concern over a name and signature being included in the welcome. Sherry Booth moved to approve the Employee Policy Manual. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. The Community Use of School Facilities Policy was briefly discussed by Stephanie Haan-Amato. Janet Acosta moved to approve the Community Use of School Facilities Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- D. The Discipline and Suspension Policy was briefly discussed by Christy Takacs. This policy had sections about student restraint and homelessness added due to an addendum to the state statute that was approved over the summer. Robyn Rehbein would like to make edits and requested the word document. The slightly revised version will be made available before the next meeting so that it can be voted on it.
- E. The Procurement Policy was briefly discussed by Stephanie Haan-Amato. Items were clarified and aligned with our Charter and the New Mexico Procurement Code. This Policy will be up for approval at the next meeting.
- F. Enrollment of Homeless Students Policy was also introduced and briefly discussed by Sherry Booth. This Policy was almost completely revised due to our enrollment procedure and lottery process. LEA needs to be defined and will be added by Sherry Booth. This policy will be up for approval at the next meeting.

VII. Committee Check-Ins and Updates

- G. Sherry Booth gave the Academic Oversight Committee report. The committee has not met and is looking at meeting the week after Thanksgiving.
- H. Janet Acosta gave a brief report on the Parent Advisory Council. The need for volunteers, the Scholastic Book Fair, and the Holiday Bazaar were discussed.
- I. The Gifted Advisory Committee report was given by Janet Acosta. They met 11/13/2018 and Ms. Meyers explained the pre-SAT process. There will be a tentative date of Feb 26, 2019 for a presentation from a guest speaker. There then will be one more meeting following that sometime to meet the 3-meeting requirement.
- J. Arthur Berkson gave an update on the Facilities and Safety Committee. Meetings have been put on hold due the capital outlay funding issue. Meetings will be conducted as needed.

- K. The Development Committee (JPTA Foundation) Report was given by Janet Acosta. The meeting was postponed until 11/13/2018 therefore nothing new to discuss.
- L. Stephanie Haan-Amato gave the Audit Committee check-in in Martin Lopez's absence. The exit interview from the audit happened yesterday but still has not been released to the public to be discussed tonight.
- M. Membership committee check-in was given by Robyn Rehbein. No official committee meeting but are discussed ways to recruit new members for when a position may open.

VII. Other Business

- A. During the Member Goals for the Year Check-In, Robyn Rehbein asked members to update their goal check in sheets.
- B. Chair, Stephanie Haan-Amato called for any items for open discussion. A new Governance Council Note-taker is needed. An email was sent out to staff to notify of the opening and requested letters of interest.

VIII. Closing Items

- A. Janet Acosta moved to adjourn the November 14, 2018 Regular Meeting. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein. Meeting was adjourned at 8:43 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: OCT

Date: 3 Dec 18

Time: 1830 - 1937

Members present:

Martin Lopez, Jr, GC mbr, , Christy Takacs, Executive Director; Stephanie Han Amato, GC President, Staff; Tomasa Shanbhag GC Member, Vickie Chavez, Business Mgr,

Initials	Notes on Item(s) Reviewed
MLJR	Bank Reconciliations and Bank Statements – All bank statements balance and were reconciled. No discrepancies were noted.
MLJR	Cash Report PED cash report submitted is submitted quarterly so no submission this month. Operations - \$ 207,810.21 Activities - \$ 31,767.84
MLJR	Revenue and Expense Reports <ul style="list-style-type: none"> - We look at line items that were at least 10% below and above percentage expended YTD of 24%. That the guideline for monthly expenditure on a 12 month budget - 8% on average to ensure that we stay within budget. - BARS were introduced to shore up the negative balances on some line items.
MLJR	Check Voucher Report and Check Review Reviewed: 1162 Sarah Dozier \$46.50; 1165 Christy Takacs \$87.41; 4248 Southwest Regional Education Center \$12,499.89; 4245 Sarah Dozier \$360.92; 4263 Christy Takacs \$190.92; 4256 Barnes and Noble \$1,714.48; 4243 Clifton Larson Allen, LLP \$9708.75; 4252 El Paso Electric \$1,602.66
MLJR	Budget Adjustment Request (BARS) <ul style="list-style-type: none"> -535-000-1819-0011-IB Lease grant This is the grant that we pay our lease to LCPS, we were awarded \$147,250, last year we received the same amount. -535-000-1819-0012-M Operational 1000 function We had to purchase some classroom tables some of our furniture is getting worn out and Kinder needed a kidney table for better instruction seating. We had already used up the money we had budgeted \$800 so we needed another \$400. ACES is the company we use for substitutes, this is our first year so we didn't know how it was going to work out we only budgeted \$3000 and we feel we will need more so adding an additional \$2500. Adding more money into Vision we just had open enrollment and had new staff pick up insurance. - 535-000-1819-0013-M Operational 2000 functions Adding more to the nurse salary and benefits, she is bringing JPTA up to code, keep in mind we haven't had a nurse for 2 years now. She has had to work more hours than what we allocated in budget. It looks like a lot \$4500, but actually we are only adding \$1500 because I had her in the

	<p>wrong account number.</p> <p>Adding a little to social worker, we have had more incidents and have had to call him more often. . \$200</p> <p>Audit- not sure what final figure with gross receipts will be so I am adding an additional \$160.00</p> <p>535-000-1819-0014-M Student Nutrition</p> <p>Adding additional amount to food service director, she had to work extra hours to get information ready for our food service audit. \$224</p>
MLJR	<p>Other:</p> <ul style="list-style-type: none"> - Propose to GC to approve a reduction of expiration dates of checks of one year to 90 days. Vicky Chavez concurred with this recommendation. - Erica Reyes will begin to transition with Gina as a replacement upon Gina's retirement. Vicky will oversee transition process.

School District: PED
 Charter Name: J. Paul Taylor Academy
 Month/Quarter 10/31/2018

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

County: Dona Ana
 PED No. : 535-001

Previous Year Report ending date	06/30/2018 10/31/2018	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)	+	476,060.00	0.00	0.00	6,789.62	19,278.38	0.00	11,109.06
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 10/31/2018	=	615,746.28	0.00	0.00	41,438.39	41,890.51	0.00	43,564.23
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(475,851.93)	0.00	0.00	(9,654.65)	(18,409.12)	0.00	(12,155.09)
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	=	139,894.35	0.00	0.00	31,783.74	23,481.39	0.00	31,409.14
Other Reconciling Items								
Payroll Liabilities	+	24,035.09	0.00	0.00	0.00	248.14	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 10/31/2018	=	163,929.44	0.00	0.00	31,783.74	23,729.53	0.00	31,409.14
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(13,204.67)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 10/31/2018	+OR-	150,724.77	0.00	0.00	31,783.74	23,729.53	0.00	31,409.14

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 10/31/2018								
		FEDERAL FLOWTHROUGH FUND 24000	FEDERAL DIRECT FUND 25000	LOCAL GRANTS FUND 26000	STATE FLOWTHROUGH FUND 27000	STATE DIRECT FUND 28000	LOCAL OR STATE FUND 29000	BOND BUILDING FUND 31100
Total Cash Balance 06/30/2018	=	(32,224.93)	985.96	197.69	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	41,682.64	347.27	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 10/31/2018	=	9,457.71	1,333.23	197.69	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(23,330.86)	(626.69)	(75.79)	(1,798.00)	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(13,873.15)	706.54	121.90	(1,798.00)	0.00	0.00	0.00
Other Reconciling Items								
Payroll Liabilities	+	2,466.48	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 10/31/2018	=	(11,406.67)	706.54	121.90	(1,798.00)	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	11,406.67	0.00	0.00	1,798.00	0.00	0.00	0.00
Total Ending Cash 10/31/2018	+OR-	0.00	706.54	121.90	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 10/31/2018								
		PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY LOCAL 31300	SPECIAL CAPITAL OUTLAY STATE 31400	SPECIAL CAPITAL OUTLAY FEDERAL 31500	CAPITAL IMPROV. HB 33 31600	CAPITAL IMPROV. SB9 31700	CAPITAL IMPROV. SB9 - LOCAL 31701
Total Cash Balance 06/30/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 10/31/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Reconciling Items								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 10/31/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 10/31/2018	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00

School District: PED
 Charter Name: J. Paul Taylor Academy
 Month/Quarter 10/31/2018

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

County: Dona Ana
 PED No. : 535-001

	ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	ED. TECH EQUIP ACT 31900	PSCOC 20% FUND 32100	DEBT SERVICE FUND 41000	DEFERRED SICK LEAVE FUND 42000	ED TECH DEBT SERVICE FUND 43000	GRAND TOTAL ALL FUNDS
Total Cash Balance 06/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198,361.07
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	555,266.97
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 10/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	753,628.04
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	(541,902.13)
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	211,725.91
Other Reconciling Items								
Payroll Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,749.71
**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 10/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238,475.62
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 10/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238,475.62

School District: PED
 Charter Name: J. Paul Taylor Academy
 Month/Quarter 10/31/2018

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

COUNTY: Dona Ana
 PED No. : 535-001

B	C	D +	E +	F +OR-	G +OR-	H +	I	J +OR-
From Bank Statements				Adjustments to Bank Statements		Adjusted Bank Balance	Description	Adjustment Amount
		Statement	Overnight	Net Outstanding Items	Outstanding			
Account Name/Type	Bank	Balance	Investments	(Checks) Deposits	Interbank transfers		From line 12 Grand Total All	238,475.62
Checking		0.00	0.00	0.00	0.00	0.00		0.00
Citizens Bank Operation		207,810.21	0.00	(743.73)	0.00	207,066.48		0.00
Citizens Bank Activities		31,767.84	0.00	(358.70)	0.00	31,409.14		0.00
Totals		239,578.05	0.00	(1,102.43)	0.00	238,475.62		238,475.62

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	24,035.09		Payroll liabilities for ERB, State, health, dental, vision, ltd and voluntary deductions.
21000	248.14		Payroll liabilities for ERB, State, ltd and voluntary deductions.
24101	726.86		Payroll liabilities ERB, State and basic life
24106	1,739.62		Payroll liabilities for ERB, State, health, dental, vision, ltd and voluntary deductions.

*** 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	11,406.67	24000	Pending RfR's
11000	1,798.00	27107	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: 10/31/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance
10/1/2018	\$ 228,581.91	10/31/2018	\$ 207,810.21

Date	Source Document	Item Number	Description	Deposit	Withdrawal
9/6/2018	799	4220	National Education Association		\$ 436.94
9/24/2018	498	4228	ACES		\$ 358.62
9/24/2018	498	4229	Christy Takacs		\$ 287.92
9/24/2018	498	4230	Cooperative Educational Servic		\$ 76.30
9/24/2018	498	4231	Office Depot		\$ 541.32
9/24/2018	498	4233	Scholastic		\$ 208.00
9/24/2018	498	4234	Spectrum Technologies		\$ 316.63
9/24/2018	498	4235	SYNCB/Amazon		\$ 507.60
10/3/2018	805		NMPSIA		\$ 13,661.44
10/3/2018	806		Retiree Health Care		\$ 2,408.92
10/3/2018	807		NM Department of Taxation and		\$ 129.00
10/3/2018	807	4236	AFLAC		\$ 224.16
10/3/2018	807	4237	Globe Life		\$ 138.66
10/3/2018	807	4238	Liberty National Life Insuranc		\$ 66.74
10/4/2018	499		Shamrock Foods		\$ 2,021.95
10/4/2018	499	4240	American Document Services		\$ 4.40
10/4/2018	499	4241	American Linen		\$ 139.08
10/4/2018	499	4242	City of Las Cruces		\$ 366.07
10/4/2018	499	4243	CliftonLarsonAllen,LLP		\$ 9,708.75
10/4/2018	499	4244	Oscar Ramos, PCSW		\$ 679.12
10/4/2018	499	4245	Sarah Dozier		\$ 360.92
10/4/2018	499	4246	School Health		\$ 593.12
10/4/2018	499	4247	Sheryl Barham		\$ 45.95
10/4/2018	499	4248	Southwest Regional Education C		\$ 12,499.89
10/4/2018	499	4249	Southwest Strings		\$ 200.00
10/4/2018	499	4250	Spectrum Technologies		\$ 247.05
10/11/2018	500	4251	ACES		\$ 625.50
10/11/2018	500	4252	El Paso Electric		\$ 1,602.66
10/11/2018	500	4253	MatthewsFox		\$ 81.33
10/11/2018	500	4254	Sonrisa Therapy Services		\$ 435.22
10/12/2018	808		Citizens Bank		\$ 7,859.87
10/15/2018	809		Citizens Bank		\$ 28,505.05
10/16/2018	280	280	October operational	\$ 119,899.85	
10/17/2018	282	282	october operational	\$ 919.83	
10/17/2018	501	4255	ACES		\$ 125.10
10/17/2018	501	4256	Barnes and Noble		\$ 1,714.48
10/17/2018	501	4257	Comcast Cable		\$ 195.09
10/17/2018	501	4258	Office Depot		\$ 118.26
10/17/2018	501	4259	Oscar Ramos, PCSW		\$ 967.23

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 10/31/2018

10/17/2018	501	4260	Sonrisa Therapy Services	\$	1,115.73
10/17/2018	501	4261	SYNCB/Amazon	\$	192.47
10/25/2018	502	4262	ACES	\$	375.30
10/25/2018	502	4265	NM Environment Department	\$	200.00
10/29/2018	810		Citizens Bank	\$	7,840.17
10/30/2018	811		Citizens Bank	\$	28,542.97
10/31/2018	815		Educational Retirement Board	\$	19,508.24
10/31/2018	816		NM Department of Taxation and	\$	1,475.23
10/31/2018	285	285	Final October operational	\$	6,117.07
Subtotal				\$	126,936.75
				\$	147,708.45

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date:
10/31/2018

Last Reconciled	Beginning Balance	Statement Date
10/1/2018	\$ (2,753.31)	10/31/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
3/7/2018	466	4010	Monica Kiser		\$ 19.98
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
Subtotal				\$ -	\$ 743.73

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 10/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
10/03/2018	805	00009938	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 805	\$ -	\$ 12,340.54
10/03/2018	805	00009938	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 805	\$ -	\$ 14.14
10/03/2018	805	00009938	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 805	\$ -	\$ 4.70
10/03/2018	805	00009938	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 805	\$ -	\$ 1,302.06
10/03/2018	806	00009939	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 806	\$ -	\$ 51.76
10/03/2018	806	00009939	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 806	\$ -	\$ 77.66
10/03/2018	806	00009939	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 806	\$ -	\$ 28.32
10/03/2018	806	00009939	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 806	\$ -	\$ 2,251.18
10/03/2018	807	00009940	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 807	\$ -	\$ 974.80
10/03/2018	807	00009940	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 807	\$ -	\$ 8.60
10/03/2018	807	00009940	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 807	\$ -	\$ 4.30
10/03/2018	807	00009940	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 807	\$ -	\$ 7.80
10/04/2018	499	00009953	24101-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=24101	\$ -	\$ 45.95
10/04/2018	499	00009953	24106-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=24106	\$ -	\$ 360.92
10/04/2018	499	00009953	25153-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=25153	\$ -	\$ 593.12
10/04/2018	499	00009953	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=11000	\$ -	\$ 23,505.28
10/04/2018	499	00009953	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=21000	\$ -	\$ 2,161.03
10/04/2018	499	00009953	14000-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=14000	\$ -	\$ 200.00
10/11/2018	500	00010009	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 500; Fund=11000	\$ -	\$ 2,744.71
10/12/2018	808	00010014	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 808	\$ -	\$ 7,415.92
10/12/2018	808	00010014	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 808	\$ -	\$ 135.83
10/12/2018	808	00010014	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 808	\$ -	\$ 198.08
10/12/2018	808	00010014	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 808	\$ -	\$ 110.04
10/15/2018	809	00010047	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 809	\$ -	\$ 619.39
10/15/2018	809	00010047	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 809	\$ -	\$ 1,040.35
10/15/2018	809	00010047	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 809	\$ -	\$ 512.75
10/15/2018	809	00010047	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 809	\$ -	\$ 26,332.56
10/16/2018	280	00010023	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 119,015.00	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 215.35	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 20.00	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 20.00	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 87.20	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 50.00	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 210.00	\$ -
10/16/2018	280	00010023	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 280;Rece	\$ 282.30	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 25.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 200.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 40.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 10.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 25.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 110.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 100.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 80.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 1.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece	\$ 40.00	\$ -

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 10/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece \$	60.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece \$	135.00	\$ -
10/17/2018	282	00010050	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece \$	40.00	\$ -
10/17/2018	282	00010050	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 282;Rece \$	53.83	\$ -
10/17/2018	501	00010027	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 501; Fund=11000	\$ -	\$ 2,630.36
10/17/2018	501	00010027	27107-0000-11012-0000-000000-0000	Disbursement for Voucher: 501; Fund=27107	\$ -	\$ 1,798.00
10/25/2018	502	00010040	24154-0000-11012-0000-000000-0000	Disbursement for Voucher: 502; Fund=24154	\$ -	\$ 190.92
10/25/2018	502	00010040	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 502; Fund=11000	\$ -	\$ 471.19
10/25/2018	502	00010040	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 502; Fund=21000	\$ -	\$ 200.00
10/29/2018	810	00010048	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 810	\$ -	\$ 7,410.42
10/29/2018	810	00010048	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 810	\$ -	\$ 135.83
10/29/2018	810	00010048	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 810	\$ -	\$ 198.08
10/29/2018	810	00010048	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 810	\$ -	\$ 95.84
10/30/2018	811	00010051	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 811	\$ -	\$ 533.73
10/30/2018	811	00010051	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 811	\$ -	\$ 1,040.35
10/30/2018	811	00010051	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 811	\$ -	\$ 512.75
10/30/2018	811	00010051	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 811	\$ -	\$ 26,456.14
10/31/2018	285	00010055	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 285;Rece \$	12.00	\$ -
10/31/2018	285	00010055	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 285;Rece \$	190.00	\$ -
10/31/2018	285	00010055	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 285;Rece \$	5,915.07	\$ -
10/31/2018	815	00010062	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 815	\$ -	\$ 18,286.92
10/31/2018	815	00010062	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 815	\$ -	\$ 378.68
10/31/2018	815	00010062	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 815	\$ -	\$ 636.96
10/31/2018	815	00010062	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 815	\$ -	\$ 205.68
10/31/2018	816	00010063	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 816	\$ -	\$ 7.54
10/31/2018	816	00010063	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 816	\$ -	\$ 3.96
10/31/2018	816	00010063	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 816	\$ -	\$ 1,463.73
Total					\$ 126,936.75	\$ 145,698.87

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date:
10/31/2018

	Bank Reconciliation		+	Outstanding	=	ExpectedGL	-	ActualGL	=	Difference
Beginning Balance	\$	228,581.91	+	\$ (2,753.31)	=	\$ 225,828.60	-	\$ 225,828.60	=	\$ -
Deposits/Debits	\$	126,936.75	+	\$ -	=	\$ 126,936.75	-	\$ 126,936.75	=	\$ -
Withdrawals/Credits	\$	(147,708.45)	+	\$ 2,009.58	=	\$ (145,698.87)	-	\$ (145,698.87)	=	\$ -
Total	\$	207,810.21		\$ (743.73)		\$ 207,066.48		\$ 207,066.48		\$ -
		= bank statement current balance						=balance on balance sheet less activities subttl liabilities/fund balance		



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

Date 10/31/18
PRIMARY ACCOUNT
ENCLOSURES

Page 1
XXXXXX1801
51

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

Download our Mobile App Today!
The convenience of online banking on your smart phone
Visit us at www.citizenslc.com for more information

SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	51
ACCOUNT NUMBER	XXXXXX1801	Statement Dates	10/01/18 thru 10/31/18
PREVIOUS BALANCE	228,581.91	DAYS IN THE STATEMENT PERIOD	31
24 DEPOSITS/CREDITS	126,936.75	AVERAGE LEDGER	244,484.52
45 CHECKS/DEBITS	147,708.45	AVERAGE COLLECTED	244,484.20
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	207,810.21		

DEPOSITS AND ADDITIONS

Date	Description	Amount
10/01	DEPOSIT	20.00 DP
10/02	DEPOSIT	20.00 DP
10/04	DEPOSIT	87.20 DP
10/05	DEPOSIT	50.00 DP
10/09	DEPOSIT	210.00 DP
10/10	VNDR PYMT State of New Mex 091000014201073CCD	119,015.00
10/10	DEPOSIT	282.30 DP
10/11	FOODSERV FOODSERVSOL SV9T 242071751634281PPD	95.00
10/11	FOODSERV FOODSERVSOL SV9T 242071751634202PPD	120.35
10/11	DEPOSIT	81.00 DP
10/12	DEPOSIT	100.00 DP
10/15	DEPOSIT	135.00 DP
10/16	DEPOSIT	40.00 DP
10/17	DEPOSIT	25.00 DP
10/18	FOODSERV FOODSERVSOL SV9T 242071759896461PPD	12.00
10/18	DEPOSIT	200.00 DP
10/19	DEPOSIT	25.00 DP
10/19	DEPOSIT	50.00 DP
10/22	DEPOSIT	53.83 DP
10/23	DEPOSIT	110.00 DP



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

Date 10/31/18
PRIMARY ACCOUNT
ENCLOSURES

Page 2
XXXXXX1801
51

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
10/24	DEPOSIT	100.00 DP
10/25	FOODSERV FOODSERVSOL SV9T 242071755724464PPD	20.00
10/25	FOODSERV FOODSERVSOL SV9T 242071755724385PPD	170.00
10/30	VNDR PYMT State of New Mex 091000010652894CCD	5,915.07

CHECKS AND WITHDRAWALS		
Date	Description	Amount
10/05	PAYMENTS J Paul Tayl or 112201289082728CTX	2,408.92-
10/05	PAYMENTS J Paul Tayl or 112201289083047CTX	13,661.44-
10/11	SHAMROCK F SHAMROCK FOODS N 042000013014817WEB	2,021.95-
10/11	WEB PAY NMERB 091000015847641CCD	19,508.24-
10/15	TRD PMNT TAX_REV_WKC_ECKS 091000015539987CCD	129.00-
10/15	INSURANCE AFLAC 021000027071641CCD	224.16-
10/15	TRD PMNT TAX_REV_CRS_ECKS 091000015541218CCD	1,475.23-
10/15	USATAXPYMT IRS 061036010009232CCD	7,859.87-
10/15	PAYROLL J Paul Tayl or 112201289113001PPD	28,505.05-
10/30	USATAXPYMT IRS 061036010010568CCD	7,840.17-
10/30	PAYROLL J Paul Tayl or 112201289113001PPD	28,542.97-

STATEMENT CODE SUMMARY		
CODE	DESCRIPTION	
DP	DEPOSIT	\SERIAL

SUMMARY BY CHECK NUMBER					
DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
10/10	4220	436.94	10/02	4231	541.32
10/01	4228*	358.62	10/01	4233*	208.00
10/09	4229	287.92	10/01	4234	316.63
10/01	4230	76.30	10/02	4235	507.60

* DENOTES MISSING CHECK NUMBERS



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

Date 10/31/18
PRIMARY ACCOUNT
ENCLOSURES

Page 3
XXXXXX1801
51

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

SMALL BUS CHKG NONPROF

XXXXXX1801 (Continued)

SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
10/17	4237*	138.66	10/19	4251	625.50
10/17	4238	66.74	10/17	4252	1,602.66
10/17	4240*	4.40	10/22	4253	81.33
10/15	4241	139.08	10/16	4254	435.22
10/16	4242	366.07	10/24	4255	125.10
10/16	4243	9,708.75	10/22	4256	1,714.48
10/09	4244	679.12	10/30	4257	195.09
10/05	4245	360.92	10/25	4258	118.26
10/18	4246	593.12	10/25	4259	967.23
10/09	4247	45.95	10/23	4260	1,115.73
10/16	4248	12,499.89	10/25	4261	192.47
10/15	4249	200.00	10/31	4262	375.30
10/16	4250	247.05	10/31	4265*	200.00

* DENOTES MISSING CHECK NUMBERS

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/01	227,642.36	10/12	307,242.89	10/23	240,161.73
10/02	226,613.44	10/15	268,845.50	10/24	240,136.63
10/04	226,700.64	10/16	245,628.52	10/25	239,048.67
10/05	210,319.36	10/17	243,841.06	10/30	208,385.51
10/09	209,516.37	10/18	243,459.94	10/31	207,810.21
10/10	328,376.73	10/19	242,909.44		
10/11	307,142.89	10/22	241,167.46		

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

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

CITIZENS BANK OF LAS CRUCES
PO BOX 100 LAS CRUCES, NM 88005

DATE: 10-1-18

CURRENCY	COIN	AMOUNT
20	00	20.00

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

5010000910 0133561801 003

95-128/1122
TOTAL ITEMS: 20.00
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
ENDORSEMENTS MAY NOT BE AVAILABLE FOR REMOVAL AFTERWARDS.

DEPOSIT Date: 10/01 Amount: \$20.00

Remote Deposit

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

Date: 10/2/2018
Items: 1
Amount: \$20.00
Batch ID: 4770237237
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/02 Amount: \$20.00

Remote Deposit

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

Date: 10/2/2018
Items: 1
Amount: \$20.00
Batch ID: 4770237237
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/02 Amount: \$20.00

Remote Deposit

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

Date: 10/2/2018
Items: 1
Amount: \$20.00
Batch ID: 4770237237
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/04 Amount: \$87.20

Remote Deposit

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

Date: 10/4/2018
Items: 1
Amount: \$87.20
Batch ID: 4770237237
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/04 Amount: \$87.20

Remote Deposit

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

Date: 10/4/2018
Items: 1
Amount: \$87.20
Batch ID: 4770237237
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/05 Amount: \$50.00

Remote Deposit

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

Date: 10/9/2018
Items: 2
Amount: \$210.00
Batch ID: 4810811641
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/05 Amount: \$50.00

Remote Deposit

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

Date: 10/9/2018
Items: 2
Amount: \$210.00
Batch ID: 4810811641
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/10 Amount: \$282.30

Remote Deposit

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

Date: 10/10/2018
Items: 1
Amount: \$282.30
Batch ID: 4810811641
Account ID: 324590 1746254
Acct Num: 133561801

Credit

DEPOSIT Date: 10/10 Amount: \$282.30

Remote Deposit

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

Date: 10/10/2018
Items: 1
Amount: \$282.30
Batch ID: 4810811641
Account ID: 324590 1746254
Acct Num: 133561801

Credit

00-18

008996X1
#BXZJ IN3400
DATE TIME 07 07 11 01

02350016600 10-11-2018 <11220128>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/11 Amount: \$81.00

00^00T

IS-8961 -389A1
STRTZ=COMBZC10U L884J SEATE302390026100 10-12-2018 <11220128>
EVAL76

Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/12 Amount: \$100.00

[illegible]

DEPOSIT Date: 10/15 Amount: \$135.00

00-69
08196511
1489674
L109674 JHE01000028400 10-16-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/16 Amount: \$40.00

01/01/2018 10:17:18 AM 10/17/18 23 25.00

DEPOSIT Date: 10/17 Amount: \$25.00

00-00Z
DISPATCH
N1677500026900
10-18-2018 112201289
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/18 Amount: \$200.00

Account Balance Calculation Worksheet

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

ITEMS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL	\$	

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

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

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

Interested in a Mortgage Loan?

Call 647-4109 or 528-6300

Interested in a Home Construction Loan?

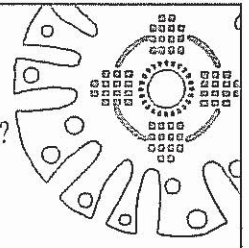
Call 647-4132

Interested in a Home Equity Loan?

We specialize in them! Call 647-4164

Interested in an easy way to pay bills?

Call 647-4164 to sign up for Bill Pay



IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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

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

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

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

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

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

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

Redacted: pages 6-12 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: 10/31/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance
10/1/2018	\$ 30,488.82	10/31/2018	\$ 31,767.84

Date	Source Document	Item Number	Description	Deposit	Withdrawal
9/24/2018	498	1160	SYNCB/Amazon		\$ 1,032.60
10/4/2018	499	1161	Robertson & Sons Violin Shop		\$ 10.80
10/4/2018	499	1162	Sarah Dozier		\$ 46.50
10/11/2018	500	1163	Chope's Town Cafe		\$ 460.28
10/16/2018	281	281	October activity	\$ 235.80	
10/17/2018	501	1164	Las Cruces Mariachi Conservato		\$ 125.00
10/17/2018	283	283	october activity	\$ 1,252.00	
10/31/2018	284	284	final october activity	\$ 1,466.40	
Subtotal				\$ 2,954.20	\$ 1,675.18

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:
10/31/2018

Last Reconciled	Beginning Balance	Statement Date
10/1/2018	\$ (1,147.47)	10/31/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
6/13/2018	483	1136	Ci Ci's Pizza		\$ 114.87
10/25/2018	502	1165	Christy Takacs		\$ 87.41
10/25/2018	502	1166	Robertson & Sons Violin Shop		\$ 156.42
Subtotal				\$ -	\$ 358.70

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date: 10/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
10/04/2018	499	00009953	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 499; Fund=23000	\$ -	\$ 57.30
10/11/2018	500	00010009	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 500; Fund=23000	\$ -	\$ 460.28
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 20.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 10.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 50.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 110.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 25.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 10.00	\$ -
10/16/2018	281	00010024	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 281;Receipt	\$ 10.80	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 620.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 27.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 6.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 60.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 50.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 25.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 20.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 9.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 20.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 9.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 10.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 15.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 25.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 10.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 12.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 25.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 60.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 81.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 20.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 123.00	\$ -
10/17/2018	283	00010049	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 283;Receipt	\$ 25.00	\$ -
10/17/2018	501	00010027	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 501; Fund=23000	\$ -	\$ 125.00
10/25/2018	502	00010040	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 502; Fund=23000	\$ -	\$ 243.83
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 111.00	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 17.00	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 50.00	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 200.00	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 1,018.40	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 50.00	\$ -
10/31/2018	284	00010054	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 284;Receipt	\$ 20.00	\$ -
Total					\$ 2,954.20	\$ 886.41

Accounting Cycle: FY 2019; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:
10/31/2018

		Bank Reconciliation + Outstanding		= ExpectedGL - ActualGL		= Difference	
Beginning Balance	\$	30,488.82	+ \$ (1,147.47)	= \$ 29,341.35	- \$ 29,341.35	= \$	-
Deposits/Debits	\$	2,954.20	+ \$ -	= \$ 2,954.20	- \$ 2,954.20	= \$	-
Withdrawals/Credits	\$	(1,675.18)	+ \$ 788.77	= \$ (886.41)	- \$ (886.41)	= \$	-
Total	\$	31,767.84	\$ (358.70)	\$ 31,409.14	\$ 31,409.14	\$	-
		=bank statement current balance				=balance sheet subttl Liabilities/fund bal	



CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

Date 10/31/18
PRIMARY ACCOUNT
ENCLOSURES

Page 1
XXXXXX1802
26

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

*****CHECKING

ACCOUNT TITLE: J PAUL TAYLOR ACADEMY
ACTIVITY ACCOUNT

Download our Mobile App Today!
The convenience of online banking on your smart phone
Visit us at www.citizenslc.com for more information

SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	26
ACCOUNT NUMBER	XXXXXX1802	Statement Dates	10/01/18 thru 10/31/18
PREVIOUS BALANCE	30,488.82	DAYS IN THE STATEMENT PERIOD	31
21 DEPOSITS/CREDITS	2,954.20	AVERAGE LEDGER	29,963.37
5 CHECKS/DEBITS	1,675.18	AVERAGE COLLECTED	29,963.37
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	31,767.84		

DEPOSITS AND ADDITIONS

Date	Description	Amount
10/01	DEPOSIT	20.00 DP
10/02	DEPOSIT	10.00 DP
10/02	DEPOSIT	50.00 DP
10/03	DEPOSIT	145.00 DP
10/04	DEPOSIT	10.80 DP
10/11	DEPOSIT	27.00 DP
10/12	DEPOSIT	116.00 DP
10/15	DEPOSIT	54.00 DP
10/16	DEPOSIT	39.00 DP
10/18	DEPOSIT	40.00 DP
10/19	DEPOSIT	10.00 DP
10/19	DEPOSIT	12.00 DP
10/22	DEPOSIT	25.00 DP
10/23	DEPOSIT	60.00 DP
10/24	DEPOSIT	101.00 DP
10/25	DEPOSIT	148.00 DP
10/26	DEPOSIT	50.00 DP
10/26	DEPOSIT	328.00 DP
10/26	DEPOSIT	620.00 DP
10/29	DEPOSIT	1,018.40 DP
10/30	DEPOSIT	70.00 DP



CITIZENS BANK

OF LAS CRUCES

Genuine Hometown Banking

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

Date 10/31/18
PRIMARY ACCOUNT
ENCLOSURES

Page 2
XXXXXX1802
26

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

SMALL BUS CHKG NONPROF

XXXXXX1802 (Continued)

STATEMENT CODE SUMMARY

CODE	DESCRIPTION	
DP	DEPOSIT	\SERIAL

SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
10/01	1160	1,032.60	10/19	1163	460.28
10/15	1161	10.80	10/25	1164	125.00
10/05	1162	46.50			

* DENOTES MISSING CHECK NUMBERS

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/01	29,476.22	10/12	29,788.52	10/23	29,557.44
10/02	29,536.22	10/15	29,831.72	10/24	29,658.44
10/03	29,681.22	10/16	29,870.72	10/25	29,681.44
10/04	29,692.02	10/18	29,910.72	10/26	30,679.44
10/05	29,645.52	10/19	29,472.44	10/29	31,697.84
10/11	29,672.52	10/22	29,497.44	10/30	31,767.84

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

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

CITIZENS BANK OF LAS CRUCES
PO BOX 700 LAS CRUCES, NM 88005

DATE: 10-1-18

CURRENCY	COIN	AMOUNT
20		20.00

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

95-128/1122
TOTAL ITEMS: 20
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

20.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/01 Amount: \$20.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 700 LAS CRUCES, NM 88005

DATE: 10-2-18

CURRENCY	COIN	AMOUNT
50		50.00

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

95-128/1122
TOTAL ITEMS: 50
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

50.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/02 Amount: \$50.00

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: 10/2/2018
Items: 1
Amount: \$10.00
Batch ID: 4770237357
Account ID: 324590 1746258
Acct Num: 133561802

DEPOSIT Date: 10/02 Amount: \$10.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 700 LAS CRUCES, NM 88005

DATE: 10-3-18

CURRENCY	COIN	AMOUNT
80		80.00
135		135.00
25		25.00
10		10.00
20		20.00

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

95-128/1122
TOTAL ITEMS: 145
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

145.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/03 Amount: \$145.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 700 LAS CRUCES, NM 88005

DATE: 10/4/18

CURRENCY	COIN	AMOUNT
80		80.00

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

95-128/1122
TOTAL ITEMS: 80
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

10.80

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/04 Amount: \$10.80

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

CITIZENS BANK OF LAS CRUCES
PO BOX 700 LAS CRUCES, NM 88005

DATE: 10/11/18

CURRENCY	COIN	AMOUNT
20		20.00

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

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

27.00

⑆501000091⑆ ⑈0133561802⑈ 003

Field Trip

DEPOSIT Date: 10/11 Amount: \$27.00

DEPOSIT Date: 10/01 Amount: \$20.00

95-128/1122
TOTAL ITEMS: 20
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

20.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/01 Amount: \$20.00

DEPOSIT Date: 10/02 Amount: \$50.00

95-128/1122
TOTAL ITEMS: 50
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

50.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/02 Amount: \$50.00

Credit

DEPOSIT Date: 10/02 Amount: \$10.00

DEPOSIT Date: 10/03 Amount: \$145.00

95-128/1122
TOTAL ITEMS: 145
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

145.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/03 Amount: \$145.00

DEPOSIT Date: 10/04 Amount: \$10.80

95-128/1122
TOTAL ITEMS: 80
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR REMOVAL WITHDRAWAL.

10.80

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/04 Amount: \$10.80

DEPOSIT Date: 10/11 Amount: \$27.00

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

27.00

⑆501000091⑆ ⑈0133561802⑈ 003

DEPOSIT Date: 10/11 Amount: \$27.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 198 LAS CRUCES, NM 88005

DATE: 10/12/18

CURRENCY: 46.00
COIN: 1219
1187

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

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

116.00

⑆50⑆00009⑆⑆⑆0⑆3356⑆802⑆⑆003

DEPOSIT Date: 10/12 Amount: \$116.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 198 LAS CRUCES, NM 88005

DATE: 10-15-18

CURRENCY: 34.00
COIN: 1119
20.00

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

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

54.00

⑆50⑆00009⑆⑆⑆0⑆3356⑆802⑆⑆003

DEPOSIT Date: 10/15 Amount: \$54.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 198 LAS CRUCES, NM 88005

DATE: 10-16-18

CURRENCY: 38.00
COIN: 1
00

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

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

39.00

⑆50⑆00009⑆⑆⑆0⑆3356⑆802⑆⑆003

DEPOSIT Date: 10/16 Amount: \$39.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 198 LAS CRUCES, NM 88005

DATE: 10/18/18

CURRENCY: 40.00
COIN: 00

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

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

40.00

⑆50⑆00009⑆⑆⑆0⑆3356⑆802⑆⑆003

DEPOSIT Date: 10/18 Amount: \$40.00

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

CITIZENS BANK OF LAS CRUCES
PO BOX 198 LAS CRUCES, NM 88005

DATE: 10/19/18

CURRENCY: 10.00
COIN: 00

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

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

10.00

⑆50⑆00009⑆⑆⑆0⑆3356⑆802⑆⑆003

DEPOSIT Date: 10/19 Amount: \$10.00

Remote Deposit

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

Date: 10/19/2018
Items: 1
Amount: \$12.00
Batch ID: 4853177845
Account ID: 324590 1746258
Acct Num: 133561802

Credit

DEPOSIT Date: 10/19 Amount: \$12.00

00*911

302390026500 10-12-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/12 Amount: \$116.00

54.00

302430015800 10-15-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/15 Amount: \$54.00

00*63

302480037500 10-16-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/16 Amount: \$39.00

40.00

302560026700 10-18-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/18 Amount: \$40.00

10.00

334020001400 10-19-2018 <112201289>
Citizens Bank of Las Cruces
Las Cruces, NM

DEPOSIT Date: 10/19 Amount: \$10.00

Credit

DEPOSIT Date: 10/19 Amount: \$12.00

Remote Deposit **Credit**

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

Date: 10/22/2018
 Items: 1
 Amount: \$25.00
 Batch ID: 4860106325
 Account ID: 324590 1746258
 Acct Num: 133561802

Credit

DEPOSIT Date: 10/22 Amount: \$25.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-23-18

CURRENCY: 5720

COIN	AMOUNT
1	7722 3 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/22 Amount: \$25.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-23-18

CURRENCY: 5720

COIN	AMOUNT
1	7722 3 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/23 Amount: \$60.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-24-18

CURRENCY: 75 00

COIN	AMOUNT
1	1060 20 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/23 Amount: \$60.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-24-18

CURRENCY: 75 00

COIN	AMOUNT
1	1060 20 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/24 Amount: \$101.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-25-18

CURRENCY: 140 00

COIN	AMOUNT
1	1112 60 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/24 Amount: \$101.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-25-18

CURRENCY: 140 00

COIN	AMOUNT
1	1112 60 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/25 Amount: \$148.00

Remote Deposit **Credit**

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

Date: 10/26/2018
 Items: 1
 Amount: \$50.00
 Batch ID: 4877280365
 Account ID: 324590 1746258
 Acct Num: 133561802

Credit

DEPOSIT Date: 10/26 Amount: \$50.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-26-18

CURRENCY: 328 00

COIN	AMOUNT
1	540 30 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/26 Amount: \$50.00

DEPOSIT TICKET
 FOR CLEAR COPY PRESS PRINT WITH BALL POINT PEN

CITIZENS BANK OF LAS CRUCES
 PO BOX 700 LAS CRUCES NM 88005

DATE: 10-26-18

CURRENCY: 328 00

COIN	AMOUNT
1	540 30 00
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

TOTAL ITEMS: 1
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

95-128/1122

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

101000091: 0133561802 003

DEPOSIT Date: 10/26 Amount: \$328.00

DEPOSIT Date: 10/26 Amount: \$328.00


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

ITEMS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL	\$	

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

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

CITIZENS BANK
OF LAS CRUCES
(Las Cruces National Bank Subsidiary)

 **EQUAL
HOUSING
LENDER**

FDIC

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

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

Bank: Citizens Bank; Bank Account: 0133561801; Begin Check Number: 4236; End Check Number: 4266; Check Status:
<All>

Bank	Account Number
Citizens Bank	0133561801

Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
10/3/2018	4236	Payroll Liability	AFLAC	\$ 224.16	Paid
10/3/2018	4237	Payroll Liability	Globe Life	\$ 138.66	Paid
10/3/2018	4238	Payroll Liability	Liberty National Life Insurance	\$ 66.74	Paid
10/3/2018	4239	Payroll Liability	National Education Association - NM	\$ 436.94	Paid
10/4/2018	4240	Accounts Payable	American Document Services	\$ 4.40	Paid
10/4/2018	4241	Accounts Payable	American Linen	\$ 139.08	Paid
10/4/2018	4242	Accounts Payable	City of Las Cruces	\$ 366.07	Paid
10/4/2018	4243	Accounts Payable	CliftonLarsonAllen,LLP	\$ 9,708.75	Paid
10/4/2018	4244	Accounts Payable	Oscar Ramos, PCSW	\$ 679.12	Paid
10/4/2018	4245	Accounts Payable	Sarah Dozier	\$ 360.92	Paid
10/4/2018	4246	Accounts Payable	School Health	\$ 593.12	Paid
10/4/2018	4247	Accounts Payable	Sheryl Barham	\$ 45.95	Paid
10/4/2018	4248	Accounts Payable	Southwest Regional Education Center	\$ 12,499.89	Paid
10/4/2018	4249	Accounts Payable	Southwest Strings	\$ 200.00	Paid
10/4/2018	4250	Accounts Payable	Spectrum Technologies	\$ 247.05	Paid
10/11/2018	4251	Accounts Payable	ACES	\$ 625.50	Paid
10/11/2018	4252	Accounts Payable	El Paso Electric	\$ 1,602.66	Paid
10/11/2018	4253	Accounts Payable	MatthewsFox	\$ 81.33	Paid
10/11/2018	4254	Accounts Payable	Sonrisa Therapy Services	\$ 435.22	Paid
10/17/2018	4255	Accounts Payable	ACES	\$ 125.10	Paid
10/17/2018	4256	Accounts Payable	Barnes and Noble	\$ 1,714.48	Paid
10/17/2018	4257	Accounts Payable	Comcast Cable	\$ 195.09	Paid
10/17/2018	4258	Accounts Payable	Office Depot	\$ 118.26	Paid
10/17/2018	4259	Accounts Payable	Oscar Ramos, PCSW	\$ 967.23	Paid
10/17/2018	4260	Accounts Payable	Sonrisa Therapy Services	\$ 1,115.73	Paid
10/17/2018	4261	Accounts Payable	SYNCB/Amazon	\$ 192.47	Paid
10/25/2018	4262	Accounts Payable	ACES	\$ 375.30	Paid
10/25/2018	4263	Accounts Payable	Christy Takacs	\$ 190.92	Paid
10/25/2018	4264	Accounts Payable	Emmanuel Diaz	\$ 14.66	Paid
10/25/2018	4265	Accounts Payable	NM Environment Department	\$ 200.00	Paid
10/25/2018	4266	Accounts Payable	The Bugyman Exterminator	\$ 81.23	Paid
Subtotal				\$ 33,746.03	
Total				\$ 33,746.03	

Bank: Citizens Bank; Bank Account: 0133561802; Begin Check Number: 1161; End Check Number: 1166; Check Status:

Bank	Account Number
Citizens Bank	0133561802

Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
10/4/2018	1161	Accounts Payable	Robertson & Sons Violin Shop	\$ 10.80	Paid
10/4/2018	1162	Accounts Payable	Sarah Dozier	\$ 46.50	Paid
10/11/2018	1163	Accounts Payable	Chope's Town Cafe	\$ 460.28	Paid
10/17/2018	1164	Accounts Payable	Las Cruces Mariachi Conservatory	\$ 125.00	Paid
10/25/2018	1165	Accounts Payable	Christy Takacs	\$ 87.41	Paid
10/25/2018	1166	Accounts Payable	Robertson & Sons Violin Shop	\$ 156.42	Paid
Total				\$ 886.41	

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] Between '1000' AND '4000')

Primary Sort Element Secondary Sort Element

11000 Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-1000-5110	Instruction-Salari	\$ 3,000.00	\$ 3,000.00	\$ 294.42	\$ 1,548.94	\$ -	\$ 1,548.94	\$ 1,451.06
11000-1000-5110	Instruction-Salari	\$ 477,226.00	\$ 477,226.00	\$ 40,201.92	\$ 139,009.87	\$ 341,716.13	\$ 480,726.00	\$ (3,500.00)
11000-1000-5110	Instruction-Salari	\$ 46,704.00	\$ 40,976.00	\$ 3,183.84	\$ 11,143.44	\$ 27,062.56	\$ 38,206.00	\$ 2,770.00
11000-1000-5110	Instruction-Salari	\$ 23,159.00	\$ 23,159.00	\$ 1,924.92	\$ 6,737.22	\$ 16,361.78	\$ 23,099.00	\$ 60.00
11000-1000-5110	Instruction-Salari	\$ 71,194.00	\$ 73,489.00	\$ 6,109.80	\$ 21,420.00	\$ 51,938.00	\$ 73,358.00	\$ 131.00
11000-1000-5110	Instruction-Salari	\$ 59,984.00	\$ 63,417.00	\$ 5,284.76	\$ 18,496.66	\$ 44,920.34	\$ 63,417.00	\$ -
11000-1000-5110	Instruction-Salari	\$ 19,014.00	\$ 19,014.00	\$ 1,584.34	\$ 5,545.19	\$ 13,466.81	\$ 19,012.00	\$ 2.00
11000-1000-5130	Instruction-Additi	\$ 15,500.00	\$ 15,500.00	\$ 950.94	\$ 3,317.89	\$ 8,092.11	\$ 11,410.00	\$ 4,090.00
11000-1000-5211	Instruction-Educa	\$ 99,076.00	\$ 99,076.00	\$ 7,985.28	\$ 27,828.45	\$ 68,244.96	\$ 96,073.41	\$ 3,002.59
11000-1000-5211	Instruction-ERA -	\$ 14,256.00	\$ 14,256.00	\$ 1,156.70	\$ 4,011.87	\$ 9,819.37	\$ 13,831.24	\$ 424.76
11000-1000-5221	Instruction-FICA F	\$ 35,152.00	\$ 35,152.00	\$ 2,869.81	\$ 10,078.05	\$ 24,238.39	\$ 34,316.44	\$ 835.56
11000-1000-5222	Instruction-Medic	\$ 10,379.00	\$ 10,379.00	\$ 863.26	\$ 3,004.71	\$ 7,301.50	\$ 10,306.21	\$ 72.79
11000-1000-5231	Instruction-Health	\$ 60,000.00	\$ 60,000.00	\$ 4,673.14	\$ 16,086.41	\$ 39,721.69	\$ 55,808.10	\$ 4,191.90
11000-1000-5231	Instruction-Life	\$ 1,050.00	\$ 1,050.00	\$ 79.90	\$ 284.35	\$ 676.80	\$ 961.15	\$ 88.85
11000-1000-5231	Instruction-Dental	\$ 4,700.00	\$ 4,700.00	\$ 368.12	\$ 1,288.42	\$ 3,129.02	\$ 4,417.44	\$ 282.56
11000-1000-5341	Instruction-Vision	\$ 800.00	\$ 800.00	\$ 67.18	\$ 230.89	\$ 566.79	\$ 797.68	\$ 2.32
11000-1000-5231	Instruction-Disabi	\$ 950.00	\$ 1,533.00	\$ 80.58	\$ 277.99	\$ 680.89	\$ 958.88	\$ 574.12
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	\$ -
11000-1000-5272	Instruction-Worke	\$ 175.00	\$ 175.00	\$ -	\$ 43.70	\$ -	\$ 43.70	\$ 131.30
11000-1000-5333	Instruction-Profes	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
11000-1000-5341	Instruction-Other	\$ 3,000.00	\$ 3,000.00	\$ 1,125.90	\$ 1,484.52	\$ 1,417.80	\$ 2,902.32	\$ 97.68
11000-1000-5371	Instruction-Other	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00
11000-1000-5581	Instruction-Studer	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
11000-1000-5581	Instruction-Emple	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
11000-1000-5591	Instruction-Other	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
11000-1000-5611	Instruction-Softwa	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,378.75	\$ -	\$ 4,378.75	\$ 121.25
11000-1000-5611	Instruction-Gener	\$ 17,502.00	\$ 17,502.00	\$ 96.88	\$ 5,597.87	\$ 1,921.59	\$ 7,519.46	\$ 9,982.54
11000-1000-5733	Instruction-Supply	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ 325.06	\$ 325.06	\$ 474.94
Subtotal		\$ 981,107.00	\$ 981,107.00	\$ 78,901.69	\$ 291,468.19	\$ 661,601.59	\$ 953,069.78	\$ 28,037.22

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
11000-2100-5110	Support Services-	\$ -	\$ -	\$ 393.75	\$ 393.75	\$ 1,903.23	\$ 2,296.98	\$ (2,296.98)
11000-2100-5110	Counselor/Social	\$ -	\$ 2,386.00	\$ -	\$ 2,385.68	\$ -	\$ 2,385.68	\$ 0.32
11000-2100-5211	Support Services-	\$ -	\$ 332.00	\$ -	\$ 331.62	\$ -	\$ 331.62	\$ 0.38
11000-2100-5211	Support Services-	\$ -	\$ 48.00	\$ -	\$ 47.71	\$ -	\$ 47.71	\$ 0.29
11000-2100-5221	Support Services-	\$ -	\$ 148.00	\$ 24.41	\$ 172.32	\$ 99.60	\$ 271.92	\$ (123.92)
11000-2100-5222	Support Services-	\$ -	\$ 35.00	\$ 5.71	\$ 40.31	\$ 23.22	\$ 63.53	\$ (28.53)
11000-2100-5271	Support Services-	\$ 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	\$ 5,280.00	\$ 7,276.53	\$ 1,723.47
11000-2100-5321	Support Services-	\$ 33,000.00	\$ 33,000.00	\$ 1,550.95	\$ 6,088.09	\$ 26,441.87	\$ 32,529.96	\$ 470.04
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	\$ 1,646.35	\$ 1,646.35	\$ 10,373.00	\$ 12,019.35	\$ 28.65
11000-2100-5341	Support Services-	\$ -	\$ 3,000.00	\$ -	\$ 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	\$ 3,621.17	\$ 14,464.86	\$ 48,858.42	\$ 63,323.28	\$ 1,426.72

Primary Sort Element Secondary Sort Element

11000 Function:2200 - Support Services-Instruction

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] Between '1000' AND '4000')

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2200-5110	Technology Tech \$	-	\$ 7,500.00	\$ 625.00	\$ 2,187.50	\$ 5,312.50	\$ 7,500.00	\$ -
11000-2200-5221	Support Services- \$	-	\$ 466.00	\$ 38.76	\$ 135.66	\$ 329.46	\$ 465.12	\$ 0.88
11000-2200-5222	Support Services- \$	-	\$ 109.00	\$ 9.06	\$ 31.71	\$ 77.01	\$ 108.72	\$ 0.28
11000-2200-5272	Support Services- \$	-	\$ 10.00	\$ -	\$ 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	\$ 672.82	\$ 2,357.17	\$ 5,718.97	\$ 8,076.14	\$ 1,923.86

Primary Sort Ele Secondary Sort Element

11000 Function:2300 - Support Services-General Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2300-5110	Executive Directo \$	88,000.00	\$ 88,000.00	\$ 7,333.34	\$ 29,333.36	\$ 58,666.64	\$ 88,000.00	\$ -
11000-2300-5110	Secretary \$	35,000.00	\$ 35,000.00	\$ 2,679.50	\$ 9,378.25	\$ 22,775.75	\$ 32,154.00	\$ 2,846.00
11000-2300-5130	Additional Compe \$	3,100.00	\$ 3,100.00	\$ 474.44	\$ 937.74	\$ 708.38	\$ 1,646.12	\$ 1,453.88
11000-2300-5211	Support Services- \$	17,810.00	\$ 17,810.00	\$ 1,457.73	\$ 5,511.25	\$ 11,354.32	\$ 16,865.57	\$ 944.43
11000-2300-5211	Support Services- \$	2,565.00	\$ 2,565.00	\$ 209.74	\$ 792.97	\$ 1,633.62	\$ 2,426.59	\$ 138.41
11000-2300-5221	Support Services- \$	7,945.00	\$ 7,945.00	\$ 650.20	\$ 2,458.19	\$ 5,064.48	\$ 7,522.67	\$ 422.33
11000-2300-5222	Support Services- \$	1,858.00	\$ 1,858.00	\$ 152.07	\$ 574.94	\$ 1,184.44	\$ 1,759.38	\$ 98.62
11000-2300-5231	Health \$	24,000.00	\$ 24,000.00	\$ 1,982.16	\$ 7,387.41	\$ 15,857.28	\$ 23,244.69	\$ 755.31
11000-2300-5231	Support Services- \$	200.00	\$ 200.00	\$ 14.10	\$ 51.70	\$ 112.80	\$ 164.50	\$ 35.50
11000-2300-5231	Support Services- \$	1,300.00	\$ 1,300.00	\$ 105.92	\$ 395.16	\$ 847.36	\$ 1,242.52	\$ 57.48
11000-2300-5231	Vision \$	250.00	\$ 250.00	\$ 18.40	\$ 68.59	\$ 147.04	\$ 215.63	\$ 34.37
11000-2300-5231	Support Services- \$	350.00	\$ 350.00	\$ 25.52	\$ 102.08	\$ 204.16	\$ 306.24	\$ 43.76
11000-2300-5271	Workers Compens \$	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	\$ 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	\$ 81.33	\$ 4,962.87	\$ 1,063.52	\$ 6,026.39	\$ 973.61
11000-2300-5371	Support Services- \$	300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00
11000-2300-5540	Support Services- \$	1,000.00	\$ 669.00	\$ -	\$ -	\$ -	\$ -	\$ 669.00
11000-2300-5581	Support Services- \$	3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
11000-2300-5581	Employee travel-r \$	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	\$ 5.00
11000-2300-5611	General Supls & I \$	1,000.00	\$ 1,000.00	\$ -	\$ 105.85	\$ 9.06	\$ 114.91	\$ 885.09
11000-2300-5733	Supply Assets (ur \$	700.00	\$ 700.00	\$ -	\$ 129.98	\$ -	\$ 129.98	\$ 570.02
Subtotal		\$ 218,435.00	\$ 218,435.00	\$ 24,893.20	\$ 75,579.99	\$ 124,405.52	\$ 199,985.51	\$ 18,449.49

Primary Sort Ele Secondary Sort Element

11000 Function:2400 - Support Services-School Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2400-5110	Support Services- \$	28,750.00	\$ 32,200.00	\$ 2,695.84	\$ 10,633.36	\$ 21,566.64	\$ 32,200.00	\$ -
11000-2400-5211	Support Services- \$	4,000.00	\$ 4,476.00	\$ 374.72	\$ 1,478.03	\$ 2,997.75	\$ 4,475.78	\$ 0.22
11000-2400-5211	Support Services- \$	575.00	\$ 645.00	\$ 53.92	\$ 212.68	\$ 431.36	\$ 644.04	\$ 0.96
11000-2400-5221	Support Services- \$	1,785.00	\$ 1,997.00	\$ 167.14	\$ 659.26	\$ 1,337.12	\$ 1,996.38	\$ 0.62
11000-2400-5222	Support Services- \$	420.00	\$ 467.00	\$ 39.08	\$ 154.15	\$ 312.64	\$ 466.79	\$ 0.21
11000-2400-5231	Support Services- \$	4,205.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2400-5231	Support Services- \$	57.00	\$ 57.00	\$ 4.70	\$ 18.80	\$ 35.25	\$ 54.05	\$ 2.95
11000-2400-5231	Support Services- \$	170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2400-5272	Support Services- \$	10.00	\$ 10.00	\$ -	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-2400-5611	Support Services- \$	-	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
Subtotal		\$ 39,972.00	\$ 39,972.00	\$ 3,335.40	\$ 13,158.58	\$ 26,680.76	\$ 39,839.34	\$ 132.66

Primary Sort Ele Secondary Sort Element

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] Between '1000' AND '4000')

11000 Function:2500 - Central Services

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-2500-5110	Central Services-	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
11000-2500-5211	Central Services-	\$ -	\$ 695.00	\$ -	\$ -	\$ -	\$ -	\$ 695.00
11000-2500-5211	Central Services-	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
11000-2500-5221	Central Services-	\$ -	\$ 310.00	\$ -	\$ -	\$ -	\$ -	\$ 310.00
11000-2500-5222	Central Services-	\$ -	\$ 73.00	\$ -	\$ -	\$ -	\$ -	\$ 73.00
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	\$ 17.54
11000-2500-5611	Central Services-	\$ 300.00	\$ 300.00	\$ 18.99	\$ 96.42	\$ 53.98	\$ 150.40	\$ 149.60
Subtotal		\$ 71,850.00	\$ 71,850.00	\$ 12,518.88	\$ 25,978.77	\$ 37,553.97	\$ 63,532.74	\$ 8,317.26

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
11000-2600-5110	Operation & Main	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-2600-5110	Operation & Main	\$ 25,806.00	\$ 25,806.00	\$ 2,133.50	\$ 8,534.00	\$ 17,068.00	\$ 25,602.00	\$ 204.00
11000-2600-5211	Operation & Main	\$ 3,600.00	\$ 3,600.00	\$ 296.56	\$ 1,186.24	\$ 2,372.48	\$ 3,558.72	\$ 41.28
11000-2600-5211	Operation & Main	\$ 520.00	\$ 520.00	\$ 42.68	\$ 170.72	\$ 341.44	\$ 512.16	\$ 7.84
11000-2600-5221	Operation & Main	\$ 1,600.00	\$ 1,600.00	\$ 132.28	\$ 529.12	\$ 1,058.24	\$ 1,587.36	\$ 12.64
11000-2600-5222	Operation & Main	\$ 380.00	\$ 380.00	\$ 30.94	\$ 123.76	\$ 247.52	\$ 371.28	\$ 8.72
11000-2600-5231	Operation & Main	\$ 57.00	\$ 57.00	\$ 4.70	\$ 18.80	\$ 37.60	\$ 56.40	\$ 0.60
11000-2600-5231	Operation & Main	\$ 100.00	\$ 100.00	\$ 6.30	\$ 25.20	\$ 50.40	\$ 75.60	\$ 24.40
11000-2600-5231	Operation & Main	\$ 200.00	\$ 200.00	\$ 6.32	\$ 25.28	\$ 50.56	\$ 75.84	\$ 124.16
11000-2600-5272	Operation & Main	\$ 10.00	\$ 10.00	\$ -	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-2600-5431	Operation & Main	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
11000-2600-5431	Operation & Main	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
11000-2600-5441	Operation & Main	\$ 20,213.00	\$ 20,213.00	\$ 1,602.66	\$ 7,827.40	\$ 11,200.00	\$ 19,027.40	\$ 1,185.60
11000-2600-5441	Operation & Main	\$ 1,763.00	\$ 1,763.00	\$ 51.15	\$ 202.79	\$ 1,000.00	\$ 1,202.79	\$ 560.21
11000-2600-5441	Operation & Main	\$ 5,000.00	\$ 5,000.00	\$ 314.92	\$ 1,440.64	\$ 2,320.00	\$ 3,760.64	\$ 1,239.36
11000-2600-5441	Operation & Main	\$ 3,363.00	\$ 3,363.00	\$ 195.09	\$ 780.10	\$ 1,600.00	\$ 2,380.10	\$ 982.90
11000-2600-5462	Operation & Main	\$ 2,763.00	\$ 2,763.00	\$ 247.05	\$ 709.31	\$ 1,976.40	\$ 2,685.71	\$ 77.29
11000-2600-5520	Operation & Main	\$ 16,864.00	\$ 16,864.00	\$ -	\$ 16,864.00	\$ -	\$ 16,864.00	\$ -
11000-2600-5591	Operation & Main	\$ 700.00	\$ 700.00	\$ 85.63	\$ 190.22	\$ 373.07	\$ 563.29	\$ 136.71
11000-2600-5611	Operation & Main	\$ 8,000.00	\$ 7,700.00	\$ 126.00	\$ 1,763.01	\$ 800.00	\$ 2,563.01	\$ 5,136.99
11000-2600-5733	Operation & Main	\$ -	\$ 300.00	\$ -	\$ 186.95	\$ -	\$ 186.95	\$ 113.05
Subtotal		\$ 91,239.00	\$ 91,239.00	\$ 5,275.78	\$ 40,579.84	\$ 40,495.71	\$ 81,075.55	\$ 10,163.45

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 expenc	\$ 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
11000-3100-5110	Food Services Op	\$ 33,150.00	\$ 33,150.00	\$ 2,762.50	\$ 9,668.75	\$ 23,481.25	\$ 33,150.00	\$ -
11000-3100-5211	Food Services Op	\$ 4,610.00	\$ 4,610.00	\$ 383.98	\$ 1,343.93	\$ 3,263.83	\$ 4,607.76	\$ 2.24
11000-3100-5211	Food Services Op	\$ 665.00	\$ 665.00	\$ 55.26	\$ 193.41	\$ 469.71	\$ 663.12	\$ 1.88
11000-3100-5221	Food Services Op	\$ 2,060.00	\$ 2,060.00	\$ 171.28	\$ 599.48	\$ 1,455.88	\$ 2,055.36	\$ 4.64

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] Between '1000' AND '4000')

11000-3100-5222Food Services Of	\$ 485.00	\$ 485.00	\$ 40.06	\$ 140.21	\$ 340.51	\$ 480.72	\$ 4.28
11000-3100-5231Food Services Of	\$ 59.00	\$ 59.00	\$ 4.70	\$ 16.45	\$ 37.60	\$ 54.05	\$ 4.95
11000-3100-5271Food Services Of	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -
11000-3100-5272Food Services Of	\$ 10.00	\$ 10.00	\$ -	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
11000-3100-5333Food Services Of	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00

Subtotal \$ 41,639.00 \$ 41,639.00 \$ 3,417.78 \$ 12,264.53 \$ 29,048.78 \$ 41,313.31 \$ 325.69

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

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
14000-1000-5610	Instruction-Instruc	\$ -	\$ 5,000.00	\$ -	\$ 629.18	\$ -	\$ 629.18	\$ 4,370.82
14000-1000-5611	Instruction-Instruc	\$ 40,718.00	\$ 35,718.00	\$ 200.00	\$ 9,025.47	\$ 3,501.99	\$ 12,527.46	\$ 23,190.54
Subtotal		\$ 40,718.00	\$ 40,718.00	\$ 200.00	\$ 9,654.65	\$ 3,501.99	\$ 13,156.64	\$ 27,561.36

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

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
21000-3100-5110	Food Services Of	\$ 12,500.00	\$ 17,622.00	\$ 1,345.46	\$ 5,117.56	\$ 12,080.95	\$ 17,198.51	\$ 423.49
21000-3100-5211	Food Services Of	\$ 1,700.00	\$ 1,700.00	\$ 131.14	\$ 458.99	\$ 1,114.69	\$ 1,573.68	\$ 126.32
21000-3100-5211	Food Services Of	\$ 250.00	\$ 250.00	\$ 18.88	\$ 66.08	\$ 160.48	\$ 226.56	\$ 23.44
21000-3100-5221	Food Services Of	\$ 775.00	\$ 1,125.00	\$ 83.43	\$ 317.31	\$ 739.39	\$ 1,056.70	\$ 68.30
21000-3100-5222	Food Services Of	\$ 182.00	\$ 262.00	\$ 19.51	\$ 74.20	\$ 172.93	\$ 247.13	\$ 14.87
21000-3100-5231	Food Services Of	\$ 59.00	\$ 59.00	\$ 4.70	\$ 16.45	\$ 39.95	\$ 56.40	\$ 2.60
21000-3100-5231	Food Services Of	\$ 70.00	\$ 70.00	\$ 4.02	\$ 14.07	\$ 34.17	\$ 48.24	\$ 21.76
21000-3100-5272	Food Services Of	\$ 10.00	\$ 10.00	\$ -	\$ 4.60	\$ -	\$ 4.60	\$ 5.40
21000-3100-5333	Food Services Of	\$ 1,000.00	\$ 570.00	\$ -	\$ -	\$ -	\$ -	\$ 570.00
21000-3100-5371	Food Services Of	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	\$ 50.00	\$ 250.00	\$ -
21000-3100-5431	Food Services Of	\$ 200.00	\$ 800.00	\$ -	\$ 263.75	\$ -	\$ 263.75	\$ 536.25
21000-3100-5591	Food Services Of	\$ 2,590.00	\$ 2,590.00	\$ 139.08	\$ 556.32	\$ 1,160.00	\$ 1,716.32	\$ 873.68
21000-3100-5611	Food Services Of	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 995.00	\$ 995.00	\$ 5.00
21000-3100-5611	Food Services Of	\$ 50,000.00	\$ 44,878.00	\$ 1,919.27	\$ 10,785.37	\$ 31,579.00	\$ 42,364.37	\$ 2,513.63
21000-3100-5611	Food Services Of	\$ 2,000.00	\$ 2,000.00	\$ 102.68	\$ 534.42	\$ 1,125.00	\$ 1,659.42	\$ 340.58
21000-3100-5733	Food Services Of	\$ 1,000.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Subtotal		\$ 73,586.00	\$ 73,586.00	\$ 3,968.17	\$ 18,409.12	\$ 49,251.56	\$ 67,660.68	\$ 5,925.32

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

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
21000-3300-5120	Salary	\$ 1,547.00	\$ 1,547.00	\$ -	\$ -	\$ -	\$ -	\$ 1,547.00
Subtotal		\$ 1,547.00	\$ 1,547.00	\$ -	\$ -	\$ -	\$ -	\$ 1,547.00

Primary Sort Ele 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	\$ 900.00
23000-1000-5581	Instruction-Emplo	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
23000-1000-5581	Student Travel	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 666.81	\$ 594.00	\$ 1,260.81	\$ 3,739.19
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	\$ 135.80	\$ 6,897.20	\$ 1,763.83	\$ 8,661.03	\$ 6,338.97
23000-1000-5611	Instruction-Gener	\$ 35,000.00	\$ 35,000.00	\$ 750.61	\$ 3,891.09	\$ 994.82	\$ 4,885.91	\$ 30,114.09
23000-1000-5733	Fixed assets (ove	\$ 24,553.00	\$ 24,553.00	\$ -	\$ -	\$ -	\$ -	\$ 24,553.00
23000-1000-5733	Instruction-Supply	\$ 12,397.00	\$ 12,397.00	\$ -	\$ 599.99	\$ -	\$ 599.99	\$ 11,797.01

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '1000' AND '40000') AND ([Function] Between '1000' AND '4000')

Subtotal	\$	94,450.00	\$	94,450.00	\$	886.41	\$	12,155.09	\$	3,352.65	\$	15,507.74	\$	78,942.26
-----------------	-----------	------------------	-----------	------------------	-----------	---------------	-----------	------------------	-----------	-----------------	-----------	------------------	-----------	------------------

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

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24101-1000-5110	Instruction-Salarie	\$ 28,577.00	\$ 30,863.00	\$ 2,589.24	\$ 8,854.52	\$ 22,008.48	\$ 30,863.00	\$ -
24101-1000-5130	Additional Compe	\$ 4,500.00	\$ 2,214.00	\$ -	\$ -	\$ -	\$ -	\$ 2,214.00
24101-1000-5211	Instruction-Educa	\$ 4,600.00	\$ 4,600.00	\$ 359.92	\$ 1,230.82	\$ 3,059.30	\$ 4,290.12	\$ 309.88
24101-1000-5211	Instruction-ERA -	\$ 662.00	\$ 662.00	\$ 51.78	\$ 177.07	\$ 440.13	\$ 617.20	\$ 44.80
24101-1000-5221	Instruction-FICA F	\$ 2,055.00	\$ 2,055.00	\$ 160.52	\$ 548.94	\$ 1,364.41	\$ 1,913.35	\$ 141.65
24101-1000-5222	Instruction-Medic	\$ 480.00	\$ 480.00	\$ 37.56	\$ 128.42	\$ 319.26	\$ 447.68	\$ 32.32
24101-1000-5231	Instruction-Life	\$ 59.00	\$ 59.00	\$ 4.70	\$ 16.45	\$ 39.95	\$ 56.40	\$ 2.60
24101-1000-5272	Instruction-Worke	\$ 10.00	\$ 10.00	\$ -	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
24101-1000-5333	Professional Dev	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
24101-1000-5611	General Supls & I	\$ 1,711.00	\$ 1,711.00	\$ 45.95	\$ 350.99	\$ -	\$ 350.99	\$ 1,360.01
Subtotal		\$ 43,654.00	\$ 43,654.00	\$ 3,249.67	\$ 11,309.51	\$ 27,231.53	\$ 38,541.04	\$ 5,112.96

Primary Sort Ele	Secondary Sort Element
24106	Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24106-1000-5110	Instruction-Salarie	\$ 19,555.00	\$ 19,555.00	\$ 1,629.50	\$ 5,703.25	\$ 13,850.75	\$ 19,554.00	\$ 1.00
24106-1000-5130	Additional Compe	\$ 1,500.00	\$ 1,400.00	\$ 95.24	\$ 190.48	\$ 809.52	\$ 1,000.00	\$ 400.00
24106-1000-5211	Instruction-Educa	\$ 2,928.00	\$ 2,928.00	\$ 239.74	\$ 819.23	\$ 2,037.79	\$ 2,857.02	\$ 70.98
24106-1000-5211	Instruction-ERA -	\$ 422.00	\$ 422.00	\$ 34.50	\$ 117.90	\$ 293.25	\$ 411.15	\$ 10.85
24106-1000-5221	Instruction-FICA F	\$ 1,303.00	\$ 1,303.00	\$ 101.02	\$ 353.57	\$ 858.67	\$ 1,212.24	\$ 90.76
24106-1000-5222	Instruction-Medic	\$ 306.00	\$ 306.00	\$ 25.00	\$ 85.43	\$ 212.50	\$ 297.93	\$ 8.07
24106-1000-5231	Instruction-Health	\$ 10,072.00	\$ 10,172.00	\$ 840.14	\$ 2,949.37	\$ 7,141.19	\$ 10,090.56	\$ 81.44
24106-1000-5231	Instruction-Life	\$ 57.00	\$ 57.00	\$ 4.70	\$ 16.45	\$ 39.95	\$ 56.40	\$ 0.60
24106-1000-5231	Instruction-Dental	\$ 685.00	\$ 685.00	\$ 57.04	\$ 199.64	\$ 484.84	\$ 684.48	\$ 0.52
24106-1000-5231	Instruction-Vision	\$ 119.00	\$ 119.00	\$ 9.90	\$ 34.65	\$ 84.15	\$ 118.80	\$ 0.20
24106-1000-5272	Instruction-Worke	\$ 10.00	\$ 10.00	\$ -	\$ 2.30	\$ -	\$ 2.30	\$ 7.70
24106-1000-5330	Instruction-Profes	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24106-1000-5333	Instruction-Profes	\$ -	\$ 1,200.00	\$ 360.92	\$ 671.84	\$ -	\$ 671.84	\$ 528.16
24106-1000-5611	Software	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
24106-1000-5611	Instruction-Gener	\$ 4,680.00	\$ 4,680.00	\$ -	\$ -	\$ -	\$ -	\$ 4,680.00
24106-1000-5733	Instruction-Supply	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
Subtotal		\$ 47,437.00	\$ 47,437.00	\$ 3,397.70	\$ 11,144.11	\$ 25,812.61	\$ 36,956.72	\$ 10,480.28

Primary Sort Ele	Secondary Sort Element
24106	Function:2100 - Support Services-Students

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

Primary Sort Ele	Secondary Sort Element
24154	Function:1000 - Instruction

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24154-1000-5130	Additional Compe	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
24154-1000-5211	Instruction-Educa	\$ 139.00	\$ 278.00	\$ -	\$ -	\$ -	\$ -	\$ 278.00
24154-1000-5211	Instruction-ERA -	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00
24154-1000-5221	Instruction-FICA F	\$ 62.00	\$ 124.00	\$ -	\$ -	\$ -	\$ -	\$ 124.00
24154-1000-5222	Instruction-Medic	\$ 15.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] Between '1000' AND '4000')

24154-1000-5333Instruction-Profes	\$	2,489.00	\$	4,528.00	\$	-	\$	339.92	\$	335.60	\$	675.52	\$	3,852.48
Subtotal	\$	3,725.00	\$	7,000.00	\$	-	\$	339.92	\$	335.60	\$	675.52	\$	6,324.48

Primary Sort Ele Secondary Sort Element

24154 Function:2300 - Support Services-General Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24154-2300-5333	Professional Development	\$ 1,000.00	\$ 2,000.00	\$ 190.92	\$ 537.32	\$ 437.92	\$ 975.24	\$ 1,024.76
Subtotal		\$ 1,000.00	\$ 2,000.00	\$ 190.92	\$ 537.32	\$ 437.92	\$ 975.24	\$ 1,024.76

Primary Sort Ele Secondary Sort Element

24154 Function:2400 - Support Services-School Administration

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
24154-2400-5333	Support Services-	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Subtotal		\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00

Primary Sort Ele 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	\$ 593.12	\$ 626.69	\$ -	\$ 626.69	\$ 806.31
Subtotal		\$ 1,433.00	\$ 1,433.00	\$ 593.12	\$ 626.69	\$ -	\$ 626.69	\$ 806.31

Primary Sort Ele 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	\$ 121.21
Subtotal		\$ 197.00	\$ 197.00	\$ -	\$ 75.79	\$ -	\$ 75.79	\$ 121.21

Primary Sort Ele 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 Ele 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		\$ 1,897,601.00	\$ 1,902,876.00	\$ 146,920.71	\$ 541,902.13	\$ 1,084,287.58	\$ 1,626,189.71	\$ 276,686.29

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000')

Primary Sort Element		Secondary Sort Element						
11000		Function:0000 - Revenue/Balance Sheet						
Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
11000-0000-11012-0000-000000-000	Operational	\$ -	\$ -	\$ (13,214.92)	\$ 163,929.44	\$ -	\$ 163,929.44	\$ (163,929.44)
11000-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23011-0000-000000-000	Accrued Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23124-0000-000000-000	State Retirement	\$ -	\$ -	\$ (96.59)	\$ (8,703.55)	\$ -	\$ (8,703.55)	\$ 8,703.55
11000-0000-23125-0000-000000-000	Health Insurance	\$ -	\$ -	\$ 5.52	\$ (107.30)	\$ -	\$ (107.30)	\$ 107.30
11000-0000-23127-0000-000000-000	Workers' Compem	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -	\$ -
11000-0000-23134-0000-000000-000	State Retirement	\$ -	\$ -	\$ (139.26)	\$ (12,070.40)	\$ -	\$ (12,070.40)	\$ 12,070.40
11000-0000-23135-0000-000000-000	Health Insurance	\$ -	\$ -	\$ 8.68	\$ (452.04)	\$ -	\$ (452.04)	\$ 452.04
11000-0000-23137-0000-000000-000	Workers' Compem	\$ -	\$ -	\$ 59.80	\$ -	\$ -	\$ -	\$ -
11000-0000-23141-0000-000000-000	Federal Income T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23142-0000-000000-000	State Income Tax	\$ -	\$ -	\$ (26.63)	\$ (1,490.36)	\$ -	\$ (1,490.36)	\$ 1,490.36
11000-0000-23143-0000-000000-000	FICA (Employee)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23144-0000-000000-000	Medicare (Emplo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23147-0000-000000-000	Voluntary Deduc	\$ -	\$ -	\$ (270.32)	\$ (1,211.44)	\$ -	\$ (1,211.44)	\$ 1,211.44
11000-0000-23148-0000-000000-000	Direct Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23153-0000-000000-000	FICA (Employer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-23154-0000-000000-000	Medicare (Emplo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ (974,363.72)	\$ (974,363.72)	\$ 974,363.72
11000-0000-32300-0000-000000-000	Unreserved Fund	(122,885.00)	(122,885.00)	\$ -	\$ (139,686.28)	\$ -	\$ (139,686.28)	\$ 16,801.28
11000-0000-41701-0000-535001-000	Fees - Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11000-0000-43101-0000-535001-000	State Equalizatio	(1,446,107.00)	(1,446,107.00)	\$ (119,015.00)	\$ (476,060.00)	\$ -	\$ (476,060.00)	\$ (970,047.00)
Subtotal		\$ (1,568,992.00)	\$ (1,568,992.00)	\$ (132,636.72)	\$ (475,851.93)	\$ (974,363.72)	\$ (1,450,215.65)	\$ (118,776.35)

Primary Sort Element		Secondary Sort Element						
14000		Function:0000 - Revenue/Balance Sheet						
Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
14000-0000-11012-0000-000000-000	Bank Accounts	\$ -	\$ -	\$ (200.00)	\$ 31,783.74	\$ -	\$ 31,783.74	\$ (31,783.74)
14000-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14000-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ (3,501.99)	\$ (3,501.99)	\$ 3,501.99
14000-0000-32300-0000-000000-000	Unreserved Fund	\$ (33,928.00)	\$ (33,928.00)	\$ -	\$ (34,648.77)	\$ -	\$ (34,648.77)	\$ 720.77
14000-0000-43211-0000-535001-000	Instructional Mat	\$ (6,790.00)	\$ (6,790.00)	\$ -	\$ (6,789.62)	\$ -	\$ (6,789.62)	\$ (0.38)
Subtotal		\$ (40,718.00)	\$ (40,718.00)	\$ (200.00)	\$ (9,654.65)	\$ (3,501.99)	\$ (13,156.64)	\$ (27,561.36)

Primary Sort Element		Secondary Sort Element						
21000		Function:0000 - Revenue/Balance Sheet						
Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
21000-0000-11012-0000-000000-000	Citizens bank acc	\$ -	\$ -	\$ 3,891.15	\$ 23,729.53	\$ -	\$ 23,729.53	\$ (23,729.53)
21000-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23011-0000-000000-000	Accrued Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23124-0000-000000-000	State Retirement	\$ -	\$ -	\$ -	\$ (83.98)	\$ -	\$ (83.98)	\$ 83.98
21000-0000-23125-0000-000000-000	Health Insurance	\$ -	\$ -	\$ -	\$ (1.34)	\$ -	\$ (1.34)	\$ 1.34
21000-0000-23127-0000-000000-000	Workers' Compel	\$ -	\$ -	\$ 4.00	\$ -	\$ -	\$ -	\$ -
21000-0000-23134-0000-000000-000	State Retirement	\$ -	\$ -	\$ -	\$ (150.02)	\$ -	\$ (150.02)	\$ 150.02
21000-0000-23135-0000-000000-000	Health Insurance	\$ -	\$ -	\$ -	\$ (8.72)	\$ -	\$ (8.72)	\$ 8.72
21000-0000-23137-0000-000000-000	Workers' Compel	\$ -	\$ -	\$ 4.60	\$ -	\$ -	\$ -	\$ -
21000-0000-23143-0000-000000-000	FICA (Employee)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23144-0000-000000-000	Medicare (Emplo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23147-0000-000000-000	Voluntary Deduc	\$ -	\$ -	\$ -	\$ (4.08)	\$ -	\$ (4.08)	\$ 4.08
21000-0000-23148-0000-000000-000	Direct Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23153-0000-000000-000	FICA (Employer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-23154-0000-000000-000	Medicare (Emplo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21000-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ (49,251.56)	\$ (49,251.56)	\$ 49,251.56
21000-0000-32300-0000-000000-000	Unreserved Fund	\$ -	\$ -	\$ -	\$ (22,612.13)	\$ -	\$ (22,612.13)	\$ 22,612.13
21000-0000-32300-0000-535001-000	Unreserved Fund	\$ (9,333.00)	\$ (9,333.00)	\$ -	\$ -	\$ -	\$ -	\$ (9,333.00)
21000-0000-41603-0000-535001-000	Fees - Adults/For	\$ (800.00)	\$ (800.00)	\$ (96.00)	\$ (235.00)	\$ -	\$ (235.00)	\$ (565.00)
21000-0000-41604-0000-535001-000	Fees - Students/f	\$ (25,000.00)	\$ (25,000.00)	\$ (1,856.85)	\$ (9,611.00)	\$ -	\$ (9,611.00)	\$ (15,389.00)
21000-0000-44500-0000-535001-000	Restricted Grants	\$ (40,000.00)	\$ (40,000.00)	\$ (5,915.07)	\$ (9,432.38)	\$ -	\$ (9,432.38)	\$ (30,567.62)
Subtotal		\$ (75,133.00)	\$ (75,133.00)	\$ (3,968.17)	\$ (18,409.12)	\$ (49,251.56)	\$ (67,660.68)	\$ (7,472.32)

Primary Sort Element		Secondary Sort Element							
23000		Function:0000 - Revenue/Balance Sheet							
Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available	
23000-0000-11012-0000-000000-000	Citizens bank acc	\$ -	\$ -	\$ 2,067.79	\$ 31,409.14	\$ -	\$ 31,409.14	\$ (31,409.14)	

Cycle: FY 2019; Begin Date: 10/1/2018; End Date: 10/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ([Fund] Between '11000' AND '40000') AND ([Function] = '0000')

Subtotal	\$	(4,725.00)	\$	(10,000.00)	\$	(190.92)	\$	(877.24)	\$	(773.52)	\$	(1,650.76)	\$	(8,349.24)
-----------------	-----------	-------------------	-----------	--------------------	-----------	-----------------	-----------	-----------------	-----------	-----------------	-----------	-------------------	-----------	-------------------

Primary Sort Element 25153	Secondary Sort Element Function:0000 - Revenue/Balance Sheet
--------------------------------------	--

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
25153-0000-11012-0000-000000-000	Citizens bank acc	\$ -	\$ -	\$ (593.12)	\$ 706.54	\$ -	\$ 706.54	\$ (706.54)
25153-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25153-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25153-0000-32300-0000-000000-000	Unreserved Fund	\$ -	\$ -	\$ -	\$ (985.96)	\$ -	\$ (985.96)	\$ 985.96
25153-0000-32300-0000-535001-000	Unreserved fund	\$ (733.00)	\$ (733.00)	\$ -	\$ -	\$ -	\$ -	\$ (733.00)
25153-0000-44301-0000-535001-000	Revenue	\$ (700.00)	\$ (700.00)	\$ -	\$ (347.27)	\$ -	\$ (347.27)	\$ (352.73)
Subtotal		\$ (1,433.00)	\$ (1,433.00)	\$ (593.12)	\$ (626.69)	\$ -	\$ (626.69)	\$ (806.31)

Primary Sort Element 26204	Secondary Sort Element Function:0000 - Revenue/Balance Sheet
--------------------------------------	--

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
26204-0000-11012-0000-000000-000	Bank accounts	\$ -	\$ -	\$ -	\$ 121.90	\$ -	\$ 121.90	\$ (121.90)
26204-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26204-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26204-0000-32300-0000-000000-000	Unreserved Fund	\$ (197.00)	\$ (197.00)	\$ -	\$ (197.69)	\$ -	\$ (197.69)	\$ 0.69
Subtotal		\$ (197.00)	\$ (197.00)	\$ -	\$ (75.79)	\$ -	\$ (75.79)	\$ (121.21)

Primary Sort Element 27107	Secondary Sort Element Function:0000 - Revenue/Balance Sheet
--------------------------------------	--

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
27107-0000-11012-0000-000000-000	Bank Accounts	\$ -	\$ -	\$ (1,798.00)	\$ (1,798.00)	\$ -	\$ (1,798.00)	\$ 1,798.00
27107-0000-21011-0000-000000-000	Accounts Payabl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27107-0000-32013-0000-000000-000	Reserve for Encu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27107-0000-43204-0000-535001-000	revenue	\$ (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 31700	Secondary Sort Element Function:0000 - Revenue/Balance Sheet
--------------------------------------	--

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
31700-0000-43204-0000-535001-000	Prior year balanc	\$ (17,764.00)	\$ (17,764.00)	\$ -	\$ -	\$ -	\$ -	\$ (17,764.00)
Subtotal		\$ (17,764.00)	\$ (17,764.00)	\$ -	\$ -	\$ -	\$ -	\$ (17,764.00)
Total		\$ (1,897,601.00)	\$ (1,902,876.00)	\$ (146,920.71)	\$ (541,902.13)	\$ (1,084,287.58)	\$ (1,626,189.71)	\$ (276,686.29)

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: 535-000-1819-0011-IB
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Initial Budget

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 31200.0000.43209 \$147,250

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$147,250	\$147,250	
					Sub Total	\$147,250		
					Indirect Cost			
					DOC. TOTAL	\$147,250		

Justification:

Lease award 2018-19

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

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

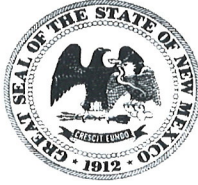
B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

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

**State of New Mexico
Public School Capital Outlay Council**

Chair:
David Abbey, LFC

Members:
Antonio Ortiz, PED
Rachel Gudgel, LESC
Gilbert Peralta, PEC
Sara Fitzgerald, Governor's Office



Vice Chair:
Pat McMurray, RLD

Members:
Joe Guillen, NMSBA
Raul Burciaga, LCS
Nina Carranco, DFA

**Public School Facilities Authority
Jonathan Chamblin, Director**
1312 Basehart Road, SE, Suite 200
Albuquerque, NM 87106
(505) 843-6272 (Phone); (505) 843-9681 (Fax)
Website: www.nmpsfa.org
October 15, 2018

L19-077

Eric Ahner, Executive Director
and Vicki Chavez, Business Manager

J. Paul Taylor Academy
402 W. Court Avenue Bldg. 2
Las Cruces, NM 88005



Re: 2018-2019 Public School Capital Outlay Lease Assistance Awards

Dear Executive Director Ahner and Business Manager Vicki Chavez:

At its September 19, 2018 meeting, the Public School Capital Outlay Council (PSCOC) awarded approximately **\$15,720,648.00** million in Lease Payment Assistance grants from the Public School Capital Outlay Fund. These grants were awarded to 100 applicant charter schools in 20 school districts throughout the State.

We are pleased to inform you that the Public School Capital Outlay Council (PSCOC) has approved a total net award of **\$147,250.00** from the 2018-2019 Lease Assistance Grant Award Program for leases at **J. Paul Taylor Academy**. This award is contingent upon the acceptance by the school district and charter authority for locally chartered charter schools. Awards will be distributed by the Public School Facilities Authority (PSFA) on a quarterly reimbursement basis payable to the district or charter school.

The Public Education Department (PED) requires that districts or charter schools submit a Budget Adjustment Request (BAR) to their PED analyst for budget authority for FY 2019. The adjusted funded amount would be the total amount of the district award(s). **PED also requests that districts or charter schools use fund 31200, revenue code 43209 and object code 54610 for rental/land and buildings (lease assistance) or 54640 rental/lease to purchase (lease purchase agreements)**, which are specifically designated for the PSCOC Lease Payment Assistance grants. Should you have any questions concerning PED's requirements, please contact your PED budget analyst.

Reductions to award amounts result from a condition that warrants an award adjustment or suspension, which may include: school closure, charter revocation, financial violations or irregularities, adjustments to certified attendance numbers (MEM counts), lease termination, lease amendment, or operational use changes of leased space from classroom to non-classroom.

Payments will require an invoice to PSFA in addition to proof of lease payments made for the reimbursement period, the first of which is July 1 through September 30, 2018. Proof of payment may be a copy of the check issued to the leasing entity or proof of wire transfer to leasing entity, an official payment voucher issued for that purpose that has the approval signatures of the fiscal officer of the charter entity, the school districts central purchasing agent, or their designee. Subsequent reimbursement request periods for lease payments shall be from October 1 through December 31, 2018; January 1 through March 31, 2019; and April 1 through June 30, 2019.

PSFA is currently revising procedures related to eligible classroom space and facilities. Future communications regarding these policy changes in eligible net square footage are forthcoming. PSFA encourages the charter school(s) participation and feedback.

Please submit this letter indicating acceptance of the award by signature of the charter authority for **J. Paul Taylor Academy** to: Public School Facilities Authority, Attn: Charter School Leases, 1312 Basehart SE, Suite 200 Albuquerque, New Mexico 87106. Deadline for the acceptance of this grant is October 29, 2018.

If you have questions concerning the award, please contact Ms. Denise Irion or Norma Ahlskog at 505-843-6272.

Once more, we would like to extend our congratulations. We look forward to working with you on behalf of the children of New Mexico.

Sincerely,

PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL


David Abbey, Chair

DA/na

cc: Jonathan Chamblin, Deputy Director, PSFA
Norma Ahlskog, Financial Specialist, PSFA

DECLARATION OF AWARD ACCEPTANCE:

The undersigned hereby certifies that the 2018-2019 Lease Payment Assistance grant award to **J. Paul Taylor Academy** is accepted and that all PED and PSFA requirements are understood and accepted.


ACCEPTED BY:


Christy Takacs

Erie Ahmer, Executive Director

DATE: 11/7/18

SIGNATURE OF DISTRICT SUPERINTENDENT (if applicable)



DATE: 11/7/18

Print Name: Christy Takacs

School District: J Paul Taylor Academy

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: 535-000-1819-0012-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

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:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52316 Other Insurance	0000 No Program	0000 No Job Class	\$250	(\$40)	\$210	
11000 Operational	1000 Instruction	53414 Other Services	0000 No Program	0000 No Job Class	\$3,000	(\$2,500)	\$500	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$17,502	(\$400)	\$17,102	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$800	\$40	\$840	
11000 Operational	1000 Instruction	53414 Other Services	1010 Regular Education (K-12) Programs	0000 No Job Class		\$2,500	\$2,500	
11000 Operational	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$800	\$400	\$1,200	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

11000.1000 maintenance second quarter

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

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

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

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

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

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

Doc. ID: 535-000-1819-0013-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

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:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$3,100	(\$200)	\$2,900	
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class	\$3,000	(\$2,237)	\$763	
11000 Operational	2100 Support Services-Students	53711 Other Charges	2000 Special Programs	0000 No Job Class	\$800	(\$346)	\$454	
11000 Operational	2200 Support Services-Instruction	53414 Other Services	0000 No Program	0000 No Job Class	\$1,915	(\$1,915)		
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$24,000	(\$508)	\$23,492	
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1215 Registered Nurses		\$4,500	\$4,500	0.01
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$148	\$280	\$428	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$35	\$66	\$101	
11000 Operational	2100 Support Services-Students	53215 Psychologists/Couns elors - Contracted	2000 Special Programs	0000 No Job Class	\$12,048	\$200	\$12,248	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$14,331	\$160	\$14,491	
Sub Total						\$0		0.01
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

11000.2000 second quarter maintenance

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

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

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

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

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

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

Doc. ID: 535-000-1819-0014-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

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:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$570	(\$224)	\$346	
21000 Food Services	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$17,622	\$224	\$17,846	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

21000.3100. maintenance 2nd quarter

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.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



Director's report

November 14, 2018 Governance Council Meeting

Enrollment-Current year

200 Students as of December 6, 2018 (Waitlisted=161)

Enrollment (Waitlisted)

20 (42) – Kindergarten

20 (20) – 1st Grade

23 (16) – 2nd Grade

23 (28) – 3rd Grade

22 (16) – 4th Grade

25 (14) – 5th Grade

23 (20) – 6th Grade

24 (5) – 7th Grade

20 (0) – 8th 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
- ◇ 102 Hispanic
- ◇ 88 Caucasian
- ◇ 4 Asian
- ◇ 3 African-American
- ◇ 1 Native-American
- ◇ 1 Pacific Islander
- ◇ 1 Other

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 (December)

- ❖ General Staff Meeting
- ❖ Gifted Identification (Mary Helen and Tanya)
- ❖ Book Tasting (Sheryl)

❖ Past Events

- ❖ Scholastic Book Fair
- ❖ Holiday Bazaar Nov. 17th
- ❖ Move a Thon Nov. 30th

❖ Upcoming Events

- ❖ Holiday Break December 20-Jan 4
- ❖ Staff PD Jan. 3rd -4th (Math Focus w/MC2)

J. PAUL TAYLOR ACADEMY
Policy Committee Meeting Minutes
12/6/18 • 2:00 pm

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

Updates from last meeting

1. Stephanie reported that Employee Policy Manual and Community Use of School Facilities Policy were approved at the November 14 GC meeting.
2. Stephanie also reported that the Discipline & Suspension, Procurement, and Enrollment of Homeless Students Policies were presented at the November GC meeting and posted on the website for review. A few minor edits to the Discipline & Suspension Policy were suggested by Robyn Rehbein by email and made.
3. Christy and Stephanie researched the question brought up in the last meeting about the T & E Policy. Using JPTA's CBA and the NM TCI/T&E Manual, they determined that an edit is needed to the policy, which is now included in the JPTA Employee Policy Manual. They stated that the committee needed to discuss this policy and that it was on the meeting agenda.
4. Christy received notification about a federal law tied to our Title I funding regarding the prohibition against providing references for employees accused of sexual misconduct with a minor. Stephanie drafted a policy to add to the Employee Policy Manual and added it to the meeting agenda.

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

Following up from the last meeting, Christy and Stephanie reported that there is indeed a conflicting sentence in the current T&E Policy, which is part of the Employee Policy Manual. The policy includes these two statements:

- For CBA-covered exempt employees, one year's experience will be allowed for each year (100 days or more or 700 hours or more for a 9-month position) if approved, verified experience in public or private schools, or 15 credit hours teaching per academic year (including summer session) at the university level.
- Any individual who has one half (0.50) or more years of experience shall have his or her experience rounded up to the next year when determining the salary on the salary schedule.

The second statement, that one half (0.50) or more years shall be rounded up, is in conflict with the first statement, that 100 days or more will be allowed for one year. In many schools, half of a year is less than 100 days. The committee developed some proposed language for the policy to resolve the conflict. However, the policy must be aligned to the CBA, which states:

- One year's experience will be allowed for each year one hundred (100) days or more or service of seven hundred (700) hours or more for a nine (9)-month position...

Therefore, the Policy Committee must wait to determine whether the proposed change can be presented to the GC until negotiations with the CBA Team about the proposed change have occurred.

Food Allergy and Intolerance, Stephanie Haan-Amato

Stephanie sent a draft of the policy to the committee in advance of the meeting to review, and she reported that she had met with Nurse Ellen Williams to discuss potential changes to the policy. Nurse Ellen brought up a few questions that required some research into the practices regarding food allergies and intolerances at the school. The committee reviewed the draft and discussed the questions. Some suggestions were made, but the committee decided that there were some questions that still needed to be resolved and the policy was not ready to be presented to the GC. The committee recommended requesting that the GC review a draft of the policy at the January GC meeting instead of the December meeting.

School-Sponsored Activities, Mattie Kannard

Mattie sent a draft of the policy to the committee in advance of the meeting to review, and she presented the draft at the meeting. She made minor changes to the policy, including changing the name of the form from “School-Sponsored Activity Safety Plan” to “Activity Request Form.” She suggested simplifying the form, which is currently cumbersome, and removing the form from the policy so that when changes need to be made, it does not require GC approval. She showed the committee the equivalent form from LCPS, which is simpler than our current form, and the committee agreed that we could use it as a model for our revised form. Mattie volunteered to draft a form for office use. The committee made some further minor edits for consistency and recommended that the policy be presented to the GC.

Complaint, Sherry Booth

Sherry sent a draft of the policy to the committee in advance of the meeting to review, and she presented the draft at the meeting. She made the language consistent and defined all acronyms. The committee discussed Sherry’s edits and made a few more minor edits. The committee recommended that the policy be presented to the GC.

Wellness, Sherry Booth

Sherry said that the committee should consider a couple of items in the Wellness Policy more carefully before presenting it to the GC. The committee also discussed the Wellness Policy that is required by PED as part of the Safe Schools Plan (SSP). The committee is uncertain whether the “policy” that is required as part of the SSP is equivalent to the GC-approved Wellness Policy or whether it is more like a plan. Christy will seek clarification from PED about whether the wellness portion of the SSP must be approved by the GC and get back to the committee. The committee requested that a draft of the wellness portion of the SSP be shared with the committee for comment before submission to PED. The committee decided to await the response from PED and to review the wellness portion of the SSP before determining what further action is needed.

Restriction of References Involving Sexual Misconduct, Christy Takacs and Stephanie Haan-Amato

Christy and Stephanie reported that PED notified districts and charter schools of a policy requirement relating to Title I funding and the ESEA. Federal statute prohibits providing references for employees and parties affiliated with the school who have been accused of sexual misconduct with a minor. Stephanie sent a policy draft in advance of the meeting and proposed adding it to the Separation of Employment section of the Employee Policy Manual (p. 60-61). The committee reviewed the draft and recommended presenting it to the GC.

Policy Review Calendar

The committee reviewed the status of the policies on the calendar.

Next Steps

Another meeting was not scheduled. The committee will wait to determine whether a meeting is needed. Further edits to the upcoming policies may be able to be completed by email.

Stephanie will update the Policy Review Calendar to reflect the changes discussed.

[Note: completed and attached.]

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
Complaint	November	December	January	Sherry
Food Allergy and Intolerance	November	December	January	Stephanie
School-Sponsored Activities	November	December	January	Mattie
Wellness	November	December	January	Sherry

Strikethrough = Completed
Highlighted = Delayed

POLICY: DISCIPLINE AND SUSPENSION

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: March 11, 2015

PROPOSED REVISION: NOVEMBER 2018

I. DISCIPLINE

The goal of discipline at J. Paul Taylor Academy (JPTA) is to enable children to become responsible for controlling their behavior in an appropriate manner. JPTA bases its discipline on the principles established by Fay and Funk in Teaching by Love and Logic: Taking Control of the Classroom.

II. LOVE AND LOGIC

In using the Love and Logic principles, we will rely heavily on the following core ideas:

1. Adults set firm, clear limits without anger, lecture, or threats.
2. When a child has created a problem, the adult gently hands it back to him/her.
3. The children are accountable for finding ways to solve their own problems, which takes more guidance and modeling early in the process.
4. This practice in problem solving develops their problem solving skills.
5. Children are offered choices within limits to practice decision-making and to experience some control over their lives. For example, a teacher may ask which activity the child wishes to do first or which book will be read for story time.
6. Adults use enforceable statements. For example, "as soon as you stop tripping people, you are welcome to return to the playground."
7. Adults provide delayed/extended consequences. The playground example of enforceable statements also exemplifies this statement.
8. Adult's empathy is reaffirmed before consequences are delivered. For example, "I really wish you had not chosen to use foul language. I would like for you to get to do all the activities we have planned. However, I cannot let you participate with the other children until you have a plan to control your language."
9. Relationships are the key to good behavior and learning. All adults will be responsible for learning the names of all the children as the relationships we create are with the whole school, not just a teacher and his/her students. We will also take the extra steps to know what is occurring in the personal lives of our students and use these as conversation starters with the children.
10. Adults will use thinking words rather than fighting words.

Staff will be trained in the implementation of Love and Logic.

III. PROHIBITED ACTIVITIES

JPTA will not tolerate the following activities. Students involved in these activities will be subject to severe discipline, up to and including expulsion.

- A. Criminal or delinquent acts
- B. Gang-related activity
- C. Sexual harassment
- D. Disruptive conduct
- E. Refusal to identify self
- F. Refusal to cooperate with school personnel.

Stephanie Haan-A..., 10/10/18 11:29 AM

Deleted: more and more

Stephanie Haan-A..., 10/10/18 11:29 AM

Deleted: own

Stephanie Haan-Amato 11/21/18 9:42 AM

Deleted: appropriately

Stephanie Haan-Amato 11/21/18 9:43 AM

Deleted: here is a significant difference between this goal and the more traditional one of keeping students under control. We recognize that sooner than we can imagine students are going to be in charge of life-shaping decisions. If they rely on adults as enforcers, they will not be prepared for times when more self-control is expected of them. The lack of success many children exhibit at ninth grade and the freshman year of college attests to the fact that too many children are not ready to be responsible for themselves. Therefore, J. Paul Taylor Academy

Stephanie Haan-A..., 10/10/18 11:33 AM

Deleted: decision making

Stephanie Haan-A..., 10/10/18 11:34 AM

Deleted: , we should not say, "You are never going out to play again." We plan to say

Stephanie Haan-A..., 10/10/18 11:34 AM

Deleted: As

Stephanie Haan-Amato 10/10/18 4:27 PM

Deleted: , we should not say, "Now you have done it! You are on detention for a week." We plan to say

Stephanie Haan-A..., 10/10/18 11:36 AM

Deleted: For example, we may say, "You look tired. I'll bet that new baby kept you awake again last night." Children must feel safe and valued if we expect them to think behaviors through and make appropriate decisions.

Stephanie Haan-A..., 10/10/18 11:37 AM

Deleted: For example, rather than saying, "You are not going to talk to me this way," we plan to say, "I'll be glad to discuss this with you as soon as the arguing stops".

Stephanie Haan-A..., 10/10/18 11:28 AM

Moved (insertion) [1]

Stephanie Haan-A..., 10/10/18 11:31 AM

Deleted: this method of discipline

IV. RESTRAINT AND SECLUSION

Only in extreme situations and when warranted will trained and authorized school personnel use restraint and seclusion, and such personnel will strictly adhere to NMAC 6.11.2 in doing so. Less restrictive interventions, including positive behavioral intervention supports or other comparable behavior management techniques, shall be implemented prior to the use of restraint and seclusion techniques. If a restraint or seclusion technique is used on a student, trained and authorized school employees shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. JPTA shall implement an annual training for designated school personnel regarding positive behavioral intervention supports or comparable behavior management techniques and the use of restraint and seclusion techniques.

V. STUDENTS EXPERIENCING HOMELESSNESS

JPTA shall, through professional development activities, create awareness among educators of the types of behaviors that students experiencing homelessness may exhibit due to homelessness and provide strategies and supports to address the behaviors through the student assistance team process. Staff will take into account the issues related to a student's homelessness by talking with the student and applicable staff and families prior to taking disciplinary action.

Administrators will consult with applicable personnel to assign appropriate discipline related to the behavior. Administrators will also implement discipline alternatives to out of school suspensions or expulsions or classroom removals, if possible. Removing students experiencing homelessness from school shall be used only as a last resort. JPTA shall review school discipline records and data of students experiencing homelessness in order to identify any patterns in disciplinary actions that indicate an unfair bias against the students. The collection and review of such records shall be in compliance with the Family Educational Rights and Privacy Act, as well as any other applicable federal or state laws or rules governing the privacy of such documents.

School personnel will connect students with mental health services as needed.

VI. STUDENTS WITH DISABILITIES

Students with disabilities are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other children in the program. However, JPTA will meet the individual educational needs of students with disabilities to the extent that our current educational expertise permits.

A student with a disability's individualized education program (IEP), need not affirmatively authorize disciplinary actions that are not otherwise in conflict with this policy. However, the IEP team may prescribe or prohibit specified disciplinary measures for an individual student with a disability by including appropriate provisions in the student's IEP. Administrators shall adhere to any such provisions contained in a student with a disability's IEP

VII. SEARCH AND SEIZURE

In determining whether a forbidden activity has occurred or to maintain student safety, search and seizure may be necessary. The Student Searches & Seizures policy explains the required criteria for a search (reasonable suspicion that a crime or other breach of discipline rules has

Stephanie Haan-A..., 10/10/18 11:27 AM

Deleted: This plan satisfies the responsibilities outlined in NMAC 6.11.2 while allowing students to learn from their mistakes.

Mattie Kannard 10/10/18 9:58 AM

Comment [1]: Take out "While highly unlikely" and add...

Should such measures as search and seizure or restraint and seclusion be required...

Mattie Kannard 10/10/18 9:58 AM

Comment [2]: Add this sentence.

Stephanie Haan-A..., 10/10/18 10:40 AM

Deleted: While highly unlikely, should such measures as search and seizure or restraint and seclusion be required for student safety or other extreme situations, the sections of NMAC 6.11.2 relating to these actions will be strictly adhered to. Add: Discipline of students experiencing homelessness and students with disabilities will also be guided by the specific requirements outlined in NMAC 6.11.2.

Stephanie Haan-Amato 10/10/18 4:24 PM

Deleted: ... [1]

occurred or is occurring); who may conduct the search (authorized school personnel); what may be searched (any item in or around the area of the school); and when a witness is required (when the student cannot be available).

VIII. SUSPENSION

In extreme situations, suspension may also be necessary. Every effort will be made to conduct an in-house suspension as this has more potential for student learning, but we recognize that out-of-school suspensions may at times be required. With either of these situations, the student will be afforded his/her due process by having the behavior leading to the suspension explained to him/her and providing him/her an opportunity to state his/her side. Parents will be notified immediately of either type of suspension, but, under no circumstances, will a child be sent home; parent(s)/guardian(s) must pick up the child from the school.

If a student is suspended for more than 10 days, the school will follow the due process procedures set forth in NMAC 6.11.2. If a student has an Individual Education Plan and is suspended, the requirements of NMAC 6.11.2 will be followed.

Legal Reference: NMAC 6.11.2

Stephanie Haan-Amato 11/2/18 10:47 AM
Deleted: School

Stephanie Haan-A..., 10/10/18 11:28 AM
Moved up [1]: Staff will be trained in the implementation of this method of discipline.

POLICY: ENROLLMENT OF HOMELESS STUDENTS

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

PROPOSED REVISION NOVEMBER 2018

Adoption date: April 18, 2018

The McKinney-Vento Homeless Assistance Act requires the immediate enrollment of students experiencing homelessness, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, records of immunization and other required health records, proof of residency, proof of guardianship, birth certificates, or other documentation), has missed application or enrollment deadlines during a period of homelessness, or has outstanding fees. J. Paul Taylor Academy (JPTA) will provide equal opportunity for students experiencing homelessness to attend by extending the application deadline if it was missed because the student, parent, or guardian experiencing homelessness did not receive written information mailed by the district, there are still enrollment slots available, or if the lottery has not already occurred.

If a dispute arises over eligibility or enrollment at JPTA, the parent, guardian or unaccompanied youth shall be referred to the school's liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of such dispute.

[42 U.S.C. § 11432(g)(3)(E)(iii)].

JPTA will not enroll a student experiencing homelessness if the school has exceeded its enrollment cap, but rather, will assist the family with finding another school in the local attendance area where the family is staying and will notify the LEA's homeless liaison for assistance in this effort.

Legal Reference: Grants for state and local activities for the education of homeless children and youths [42 U.S.C. § 11432]

POLICY: PROCUREMENT

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: March 9, 2016

Proposed Revision, November 2018

J. Paul Taylor Academy (JPTA) will strictly adhere to all regulations established in Procurement Code, Section 13-1-21 through 13-1-199 NMSA 1978.

Procurement is defined as purchasing, renting, leasing, lease purchasing or otherwise acquiring item(s), services or construction.

This policy is designed to maximize the purchasing value of state and federal funds, provide safeguards for these funds and ensure fairness to all parties involved. JPTA will strictly adhere to the school's Conflict of Interest Policy in all procurement.

I. Procurement

A. Requirements

For items or services under \$20,000, JPTA will use the vendor providing the best price.

For items or services between \$20,000 and \$60,000, three quotes shall be obtained. Quotes may be obtained verbally or in writing. Quotes from three vendors for the specified items or services will be attached to the purchase requisition when obtained in writing, and notes documenting verbal quotes will be attached. A vendor failing to return a call or other lack of communication does not take the place of a quote. At no time can one vendor be told the quote of another vendor participating in the process. In lieu of obtaining three quotes, JPTA may use vendors with contracts that have been awarded by Cooperative Educational Services (CES).

Items and services exceeding \$25,000 must be approved by the GC. Employee contracts are excluded from this requirement.

B. Process

1. To initiate procurement, an employee, Governance Council (GC) member, group of employees, or group of GC members will generate a purchase requisition for requested item(s) or services including the following information as applicable:
 - The item(s) or services requested and any quality specifications;
 - The reason for the request(s);
 - The address for the vendor with the lowest price or best quote;
 - The item number(s) or other information required by the vendor; and
 - The total cost of the item(s) or services including shipping.
2. When the item(s) or services requested further(s) the mission and goals of JPTA and are not divided in an illogical manner to prevent the necessity of securing quotes or bids, the Executive Director (ED) will approve the purchase requisition and submit to the Business Manager (BM) to authorize a purchase order (PO) to be generated.

Stephanie Haan-Amato 10/24/18 8:48 AM

Deleted: POLICY & PROCEDURE: PROCUREMENT

Stephanie Haan-Amato 10/25/18 1:39 PM

Deleted: s...4-18-2018

Stephanie Haan-Amato 10/24/18 8:45 AM

Deleted: A... regulations established

Stephanie Haan-Amato 10/24/18 8:48 AM

Deleted: procedure ...olicy is designe

Stephanie Haan-Amato 10/24/18 8:55 AM

Deleted: ;

Ric Hernandez 4/17/18 10:01 AM

Deleted: in ...etween excess of

Stephanie Haan-Amato 10/24/18 8:56 AM

Deleted: , the...three quotes shall be

Stephanie Haan-Amato 10/24/18 8:56 AM

Deleted:);

Stephanie Haan-Amato 10/24/18 9:17 AM

Deleted: T

Ric Hernandez 4/17/18 10:06 AM

Deleted: Head Administrator

Stephanie Haan-Amato 10/24/18 9:14 AM

Deleted: s...the purchase requisit

3. If the item(s) or services do/does not further the mission and goals of JPTA, the ED will return the purchase requisition with an explanation.
4. If the ED is the requesting employee, a purchase requisition must still be generated for record keeping purposes insuring there is an explanation of how this purchase will further JPTA's mission and goals.
5. The BM will authorize and generate the PO, then provide it to the school Secretary after ensuring that sufficient funds exist in the appropriate account. The Secretary will keep a copy for her/himself in order to verify receipt of goods and/or services. A copy of the PO will be given to the originating staff member by the Secretary.
6. If the account has insufficient funds, the BM will inform the ED, and ED will notify the requesting employee.
7. If it is a local purchase, the employee will purchase the item(s) or services and provide the receipt to the Secretary, leaving the PO with the vendor. The Secretary will verify receipt of the purchase against the purchase order. She will then forward the receipt to the BM for payment and placement in records.
8. For out of town purchases, the purchase order will be mailed, faxed, or emailed to the vendor and the Secretary, upon receipt, will check the invoice against the purchase order. He/she will then forward the invoice to the BM for payment and placement in records.
9. The check for the items will be written and signed by two authorized signatures

II. Bidding

When the requested services will exceed \$60,000 (exclusive of gross receipts tax), the following bidding/proposal process will be followed, with only the exceptions explained in Sections A-D below or if the vendor has a contract awarded by CES. In lieu of conducting the following bidding/proposal process, JPTA may use vendors with contracts that have been awarded by CES.

A. Emergency Procurement Exception

An emergency for procurement purposes means a situation that creates a threat to public health, welfare or safety of one or more persons, or a threat to property as may arise due to floods, epidemics, riots, equipment failures or similar events.

The ED, with the advice of the GC when possible, will determine whether an emergency of this type exists at that time. As soon as it is practicable, the ED will document the conditions and decision making process which led to the determination that an emergency for procurement purposes existed.

He/she will work with the BM to implement the procurement process. The procedure for the procurement must assure that the related services, construction or items are procured in time to address the emergency. Within this constraint, as much competition as is practicable will be provided.

Emergency procurements are limited to those services, construction or items necessary to meet the emergency.

Stephanie Haan-Amato 10/25/18 2:28 PM
Deleted: the Academy
Ric Hernandez 4/17/18 10:06 AM
Deleted: Head Administrator
Stephanie Haan-Amato 10/24/18 9:16 AM
Deleted: Executive Director
Ric Hernandez 4/17/18 10:06 AM
Deleted: Head Administrator
Stephanie Haan-Amato 10/24/18 9:16 AM
Deleted: Executive Director
Stephanie Haan-Amato 10/25/18 2:28 PM
Deleted: the Academy's
Stephanie Haan-Amato 10/24/18 9:15 AM
Deleted: Business Manager (
Stephanie Haan-Amato 10/24/18 9:15 AM
Deleted:)
Stephanie Haan-Amato 10/24/18 9:17 AM
Deleted: insuring
Stephanie Haan-Amato 10/26/18 1:37 PM
Deleted: himself/
Ric Hernandez 4/17/18 10:06 AM
Deleted: Head Administrator
Stephanie Haan-Amato 10/24/18 9:16 AM
Deleted: Executive Director
Ric Hernandez 4/17/18 10:06 AM
Deleted: Head Administrator
Stephanie Haan-Amato 10/24/18 9:16 AM
Deleted: Executive Director
Stephanie Haan-Amato 10/26/18 1:38 PM
Deleted: He/s
Stephanie Haan-Amato 10/24/18 9:18 AM
Deleted: business manager
Stephanie Haan-Amato 10/24/18 9:07 AM
Deleted: <#>Purchases, other than employee contracts, exceeding \$25,000 must be approved by the Governance Council. -
Stephanie Haan-Amato 10/24/18 9:43 AM
Formatted: Font color: Auto
Stephanie Haan-Amato 10/24/18 9:43 AM
Formatted
Ric Hernandez 4/17/18 10:03 AM
Deleted: cost between \$20,000 and
Stephanie Haan-Amato 10/24/18 9:40 AM
Deleted: which
Stephanie Haan-Amato 10/24/18 9:37 AM
Deleted: HA
Stephanie Haan-Amato 10/24/18 9:37 AM
Deleted: Governing Council
Stephanie Haan-Amato 10/24/18 9:37 AM
Deleted: HA
Stephanie Haan-Amato 10/24/18 8:48 AM
Deleted: Policy & Procedure: PROCUREMENT

B. Sole Source or Sole provider Exception

A contract can be awarded under this exception without competitive bids or proposals when the ED makes a written determination, after conducting a good-faith review of available sources and consulting with the BM, that there is only one source for the required item(s) construction or services. When any doubt exists, competition will be solicited.

The BM will maintain records of sole source procurement for at least three years. These records must include:

- The contractor's name and address;
- The amount and terms of the contract;
- A listing of the services, construction or item(s) procured under the contract;
- The justification for the use of this procurement method.

C. Procurement Under Existing Contract Exception

A procurement can proceed under this exception when the procurement is under existing contracts, the price is equal to or less than the existing federal, state or central purchasing office agreement and the total quantity does not exceed that which may be purchased at this price.

D. Purchase from Anti-poverty Program or Business Exception

Purchasing from a program or business in this category is allowed to proceed without bidding.

BIDDING PROCEDURE as governed by the NM Procurement Code

When JPTA must obtain a bid, the BM and ED (with legal assistance as necessary) will prepare an invitation for bids (IFB) meeting the following criteria:

Specifications for the services, construction or items to be procured;

Location for submitting bids;

All contractual terms and conditions applicable;

Instructions for bidders including the location, date and time of the bid opening;

Notice that the IFB may be canceled if it is deemed in the best interest of JPTA;

Notice that violation of Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978 imposes civil and misdemeanor penalties and New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks;

The objective evaluation criteria to determine acceptability of the item(s) service or construction;

Bid form, which must be used to be considered eligible, with a space for the price; the bidder will sign and submit the form along with all other necessary documentation;

And any additional information the bidder will require to submit a bid.

Stephanie Haan-Amato 10/24/18 9:45 AM

Deleted: Charter School's Chief
Procurement Officer

Stephanie Haan-Amato 10/24/18 9:20 AM

Deleted: HA

Stephanie Haan-Amato 10/24/18 9:20 AM

Deleted: of the Academy

Stephanie Haan-Amato 10/24/18 9:48 AM

Deleted: or

Stephanie Haan-Amato 10/25/18 2:08 PM

Deleted: the Academy

Stephanie Haan-Amato 10/25/18 1:49 PM

Deleted: HA

Stephanie Haan-Amato 10/25/18 2:08 PM

Deleted: the Academy

Stephanie Haan-Amato 10/26/18 1:42 PM

Deleted: which

Stephanie Haan-Amato 10/26/18 1:41 PM

Deleted: a

Stephanie Haan-Amato 10/24/18 8:48 AM

Deleted: Policy & Procedure:
PROCUREMENT

A. Publicizing

The distribution of the IFB will be widely publicized at least ten (10) days prior to the opening of bids. After bidders have their bidding information, JPTA personnel may have a bidders' conference which must also be publicized.

Stephanie Haan-Amato 10/25/18 2:14 PM

Deleted: availability of the IFB

Stephanie Haan-Amato 10/25/18 2:16 PM

Deleted: appropriate Academy

B. Bid Withdrawals, Corrections and Modifications

Prior to the time set for opening the bids, a bidder may withdraw or modify his/her bid by providing this information in writing at the location where bids are to be received.

All documents relating to this modification or withdrawal must be maintained as part of the procurement file.

C. Late Bids, Corrections, and Modifications or Withdrawals

No late bids, modifications, corrections, or withdrawals will be accepted after the deadline unless the tardiness is due to the action or inaction of JPTA personnel.

Stephanie Haan-Amato 10/25/18 2:19 PM

Deleted: Academy

D. Amendments to the Invitation for Bids

All amendments to the IFB must be identified as such and distributed to all prospective bidders known to have received the IFB. Prospective bidders will acknowledge receipt of the amendments in writing. The amendments should be provided early enough to allow reasonable time for the bidders to amend their bids.

Amendments should be used to:

Make any changes regarding quantity, descriptions, schedules or opening date; correct errors or ambiguities; or furnish information to all bidders that one bidder received if this information will assist the other bidders in preparing their bids or if lack of the information would negatively impact their submissions.

E. Bid Opening

All bids will be time stamped upon receipt. They will remain un-opened until the date and time indicated in the IFB.

The bids will be opened at time and location specified in the IFB with at least one witness.

Stephanie Haan-Amato 10/26/18 1:43 PM

Deleted: ;

Stephanie Haan-Amato 10/25/18 2:22 PM

Deleted: the specified

Stephanie Haan-Amato 10/26/18 1:43 PM

Deleted: ;

The name of the bidder, the amount of the bid, any corrections submitted and the names and addresses of the witness(es) will be recorded.

F. A bid may be rejected when:

The business that submitted the bid is nonresponsive as determined by failure to provide required information and data to prove sufficient financial resources, production or service facilities, personnel, service reputation and experience adequate to make satisfactory delivery of the services, construction or item(s) described in the IFB.

Stephanie Haan-Amato 10/26/18 1:43 PM

Deleted: ;

The bid is nonresponsive; or the item(s), service or construction fail to meet the criteria identified in the IFB.

A nonresponsive bid results in disqualification. Grounds for a bid being declared nonresponsive must be provided to the bidder in writing and maintained in JPTA procurement records.

Stephanie Haan-Amato 10/25/18 2:24 PM

Deleted: academy

G. Low Bid

The lowest bid that meets the specifications for the item(s), service or construction will be awarded the contract. In the event of tying bids, preference will be given to resident businesses and

Stephanie Haan-Amato 10/24/18 8:48 AM

Deleted: Policy & Procedure:
PROCUREMENT

businesses using recycled materials. In the event that the bids are still tied, a lottery will determine which bidder receives the contract.

E. Request for proposals

A request for proposals (RFP) will be used when JPTA is procuring professional services not related to a design or building project or when the state purchasing agent determines that an IFB is not practicable or advantageous to JPTA.

F. The Proposal Procedures

The proposal procedures and requirements are the same as those for the bidding procedure except for the specifications in this section.

In the information provided to people writing proposals, the weighting of each criterion for selection of the proposal must be identified; or when the BM or ED knows or has reason to conclude before awarding the contract that a mistake has been made in the proposal when they may ask the person making the offer to confirm his/her proposal.

A. Selection Process

- The proposals will not be opened in public and public inspection is not allowed until a selection has been made to award the contract.
- When a proposal is made public after a contract has been awarded, any section of the proposal, which the offeror requested remain confidential will be kept in confidence. However, the cost of the products or services cannot be held confidential.
- A committee to select the proposal to be awarded will be appointed by the ED prior to the proposal deadline.
- Proposals will be evaluated for completeness, and proposals that will be rejected will be sorted into non-responsive, nonresponsive, and not meeting the specified criteria.
- Discussions to clarify technical and or other aspects of the proposals may be conducted with offerors who submit proposals that are at least potentially acceptable or responsive.
- A short-list of potential contract recipients will be created, using the criteria and weighting specified in the RFP.
- Persons identified on this short list may participate in competitive negotiations to promote clarification of JPTA's requirements and the offeror's proposal and facilitate arriving at a contract most advantageous to JPTA.
- During these negotiations, any person on the short-list may correct, modify or withdraw his/her proposal. Documentation must be kept of any of these actions.
- All offerors will be accorded fair and equal treatment with respect to any negotiations with the selection committee or revisions of the proposals.
- The selection committee will establish a common date and time for the short-listed offerors to submit their best and final offer. They must be informed that failure to offer a best and final offer will result in their original proposal serving as their best and final offer.
- The committee will make a decision and prepare a written determination of the reasons this proposal was considered most advantageous to JPTA.

POLICY: PROCUREMENT Page 5

Stephanie Haan-Amato 10/25/18 2:27 PM

Deleted: the Academy

Stephanie Haan-Amato 10/25/18 2:28 PM

Deleted: the academy

Stephanie Haan-Amato 10/26/18 1:44 PM

Deleted: :

Stephanie Haan-Amato 10/24/18 9:21 AM

Deleted: criteria

Stephanie Haan-Amato 10/25/18 1:48 PM

Deleted: HA

Stephanie Haan-Amato 10/25/18 2:30 PM

Deleted: HA

Stephanie Haan-Amato 10/25/18 2:32 PM

Deleted: The initial task

Stephanie Haan-Amato 10/25/18 2:34 PM

Deleted: is sorting applications

Stephanie Haan-Amato 10/25/18 2:35 PM

Deleted: which

Stephanie Haan-Amato 10/25/18 2:35 PM

Deleted: the academy's

Stephanie Haan-Amato 10/25/18 2:35 PM

Deleted: '

Stephanie Haan-Amato 10/25/18 2:36 PM

Deleted: the Academy

Stephanie Haan-Amato 10/25/18 2:36 PM

Deleted: why

Stephanie Haan-Amato 10/25/18 2:37 PM

Deleted: the Academy

Stephanie Haan-Amato 10/24/18 8:48 AM

Deleted: Policy & Procedure:
PROCUREMENT

- Once a selection is made, all offerors on the short-list must be notified of the decision by certified mail. This notification must inform them of their option to protest.
- All contracts resulting from proposals must contain a clause allowing for late payment charges against JPTA.

B. Right to Protest

Any bidder or offeror may protest within fifteen (15) calendar days after acquiring knowledge of the facts that give rise to the protest, to the state purchasing agent, or central purchasing office, whichever has control over the procurement.

The protest must be in writing and include:

- Name and address of protestant;
- Solicitation number;
- Grounds for protest;
- Supporting exhibits or documents to support claim; and specify the ruling requested.

The recipient of the protest shall notify the agency of the protest if the contract has been awarded and notify the bidders or offerors if it has not.

The recipient will inform JPTA of its decision to summarily dismiss the protest or request more information, which may include participation in a hearing.

JPTA will thoroughly cooperate with any requests for documentation or testimony and take any action necessary to adhere to the final ruling.

A motion for reconsideration may be filed by either party. The Academy will also adhere to any decision made after this reconsideration.

Stephanie Haan-Amato 10/25/18 2:37 PM
Deleted: the Academy

Stephanie Haan-Amato 10/25/18 2:41 PM
Deleted: the academy

Stephanie Haan-Amato 10/25/18 2:42 PM
Deleted: The Academy

Stephanie Haan-Amato 10/24/18 8:48 AM
Deleted: Policy & Procedure:
PROCUREMENT

POLICY: SCHOOL-SPONSORED ACTIVITIES

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: July 18, 2018

PROPOSED REVISION: DECEMBER 2018

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

I. 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. 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 don't 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 Executive Director 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.

II. Responsibilities

A. Executive Director

1. All School-Sponsored Activities shall be reviewed, as outlined below, and approved by the Executive Director prior to being scheduled and announced. The Executive Director shall be exclusively vested with the authority to approve and not approve School-Sponsored activities.
2. ~~School-Sponsored Activity Safety Plans~~ **Activity Request Forms** must be submitted and approved prior to any trip leaving school grounds.
3. The Executive Director shall ensure that all contracts and agreements are approved in accordance with school policy and established procedures.

Stephanie Haan-Amato 12/5/18 6:27 PM
Moved (insertion) [1]

Stephanie Haan-Amato 12/5/18 6:27 PM
Moved up [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.

Stephanie Haan-Amato 12/5/18 6:29 PM
Deleted: School

4. The Executive Director 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.
5. The Executive Director 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.

B. Staff Sponsor

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

C. Review Process

- 1) An Activity Request Form must be submitted to the Executive Director 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 Executive Director 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 Executive Director considers to be potentially High Risk will be denied.
- 5) The Executive Director 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.

Stephanie Haan-Amato 12/5/18 6:34 PM
Deleted: School

Stephanie Haan-Amato 12/5/18 6:32 PM
Deleted: JPTA Sponsored

Stephanie Haan-Amato 12/5/18 6:32 PM
Deleted: form

Stephanie Haan-Amato 12/5/18 6:29 PM
Deleted: to approve an activity

Stephanie Haan-Amato 12/5/18 6:32 PM
Deleted: School

Stephanie Haan-Amato 12/5/18 6:37 PM
Deleted: School's

Stephanie Haan-Amato 12/5/18 6:29 PM
Deleted: School

Stephanie Haan-Amato 12/5/18 6:30 PM
Deleted: School

III. 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.
 - 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 Executive Director grants permission prior to the activity per the JPTA Compulsory Attendance policy.
- IV. 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.
- V. Records
All school-approved activities shall be kept on file for a minimum of two years.

Stephanie Haan-Amato 12/5/18 6:37 PM
Deleted: non
Stephanie Haan-Amato 12/5/18 6:37 PM
Deleted: school
Stephanie Haan-Amato 12/5/18 6:40 PM
Deleted: sponsored
Stephanie Haan-Amato 12/5/18 6:40 PM
Deleted: activities
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: non
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: school
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: sponsored
Stephanie Haan-Amato 12/5/18 6:40 PM
Deleted: activities
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: non
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: school
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: sponsored
Stephanie Haan-Amato 12/5/18 6:38 PM
Deleted: school
Stephanie Haan-Amato 12/5/18 6:39 PM
Deleted: school
Stephanie Haan-Amato 12/5/18 6:33 PM
Deleted: J. Paul Taylor
Stephanie Haan-Amato 12/5/18 6:34 PM
Deleted: Academy
Stephanie Haan-Amato 12/5/18 6:26 PM
Deleted: attendance
Stephanie Haan-Amato 12/5/18 6:39 PM
Deleted: School

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.

Sherry McDowell 12/6/18 12:37 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:38 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:38 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:39 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:39 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:39 AM
Deleted: ; meetings prior to this deadline are strongly encouraged.

Sherry McDowell 12/6/18 12:40 AM

Deleted: ;

Sherry McDowell 12/6/18 12:40 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:40 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:41 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:41 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:41 AM

Deleted: Head Administrator

Stephanie Haan-Amato 12/6/18 2:44 PM

Deleted: three

Stephanie Haan-Amato 12/6/18 2:44 PM

Deleted: 3

Sherry McDowell 12/6/18 12:44 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:44 AM

Deleted: Governance Council

Sherry McDowell 12/6/18 12:44 AM

Deleted: Governance Council

Sherry McDowell 12/6/18 12:44 AM

Deleted: Head Administrator

Sherry McDowell 12/6/18 12:45 AM

Deleted: and

Sherry McDowell 12/6/18 12:45 AM

Deleted: Head Administrator

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.

Stephanie Haan-Amato 12/6/18 2:48 PM

Deleted: Formal

Stephanie Haan-Amato 12/6/18 2:49 PM

Deleted: c

Stephanie Haan-Amato 12/6/18 2:49 PM

Deleted: with GC

Sherry McDowell 12/6/18 12:45 AM

Deleted: Governance Council

Sherry McDowell 12/6/18 12:45 AM

Deleted: Governing Council

Sherry McDowell 12/6/18 12:45 AM

Deleted: Governance Council

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

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

Stephanie Haan-Amato 12/6/18 1:48 PM

Deleted: The web page provides contact information for the Council.



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegría de Aprender



Date: _____

Name(s) of Complainant(s): _____

Name of student and relationship to student (if applicable): _____

Description of situation including date where 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?:

- 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;