



# *J. Paul Taylor Academy*

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



J. Paul Taylor Academy Charter School  
Governance Council Special Meeting  
Wednesday, March 14, 2018 6:30 PM (MDT)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room

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



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402 W. Court Building 2 Las Cruces New Mexico 88005  
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## I. Opening Items

### A. Call the Meeting to Order

1. Roll Call - Suzan Martinez de Gonzales - 2 minutes

### B. Conflict of Interest

*Statement*

### C. Reading of Mission Statement - Ric Hernandez - 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 - Ric Hernandez - 5 minutes

### E. Approval of February 21, 2018 Regular Meeting Minutes - Ric Hernandez - 2 minutes

*Vote*

### F. Approval of March 7, 2018 Minutes - Ric Hernandez - 2 minutes

*Vote*

## II. Public Input

### A. Public Input - Ric Hernandez

1. Public Input - 15 minutes
2. Staff Input - 15 minutes

## III. Finance

### A. Approve January Finance Committee Report - Ric Hernandez - 5 minutes

*Including: Operations Report, Activities Report, Expenditures Report, and Revenue Report*

*Vote*

### B. Approve Negotiated Changes to 2017-18 Teacher Salary Schedule - Eric Ahner - 15 minutes

*Roll Call Vote*

## IV. Governance

### A. Governance Membership Committee Report - Ric Hernandez - 5 minutes

*Discussion*

### B. Employee Handbook - Ric Hernandez and Stephanie Haan-Amato - 10 minutes

*Discussion*

C. Budget: Assistant Director Feasibility - Ric Hernandez - 10 minutes

*Discussion*

D. Formation of Ad Hoc Executive Director Search Committee - Ric Hernandez - 10 minutes

*Vote*

V. Executive Director Support and Evaluation

A. Executive Director Report - Eric Ahner - 15 minutes

*Discussion*

B. Approve Executive Director End of Year Evaluation Policy - Stephanie Haan-Amato - 5 minutes

*Vote*

VI. Facility

A. Facility Committee Reports - Arthur Berkson - 5 minutes

VII. Development

A. Development Committee Report - Suzan Martinez de Gonzales - 5 minutes

VIII. Academic Excellence

A. Academic Oversight Committee - Arthur Berkson - 5 minutes

B. Parent Advisory Council - Stephanie Haan-Amato - 5 minutes

C. Gifted Advisory Committee - Janet Acosta - 5 minutes

*Discussion*

IX. Policy - Sherry Booth

A. Uniform Policy - Sherry Booth - 5 minutes

*Vote*

B. Solicitation in the School - Ric Hernandez - 5 minutes

*Vote*

C. Benefits Qualifications - Ric Hernandez - 5 minutes

*Vote*

D. National Board Certification Teacher's Stipend - Ric Hernandez - 5 minutes

*Vote*

E. Alcohol, Tobacco, and Other Drugs Free School Zone - Ric Hernandez - 5 minutes

*Vote*

F. Community Use of School Facilities - Ric Hernandez - 5 minutes

*Vote*

X. Other Business - Ric Hernandez

A. Open Discussion - 15 minutes

XI. Closed Session

*Roll Call Vote to move into closed session for the following reasons: -To discuss Collective Bargaining and limited personnel issues; closed Pursuant to Section 10-15-1-H(5). NMSA 1978*

A. Collective Bargaining Agreement

XII. Closing Items

A. Adjourn - 1 minutes

*Roll Call Vote*



# J. PAUL TAYLOR ACADEMY

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



**DRAFT- J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, February 21, 2018 6:00 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room**

I. Opening items

- A. The J. Paul Taylor Academy Governance Council met in open session on January 24, 2018. The meeting was called to order at 6:08 p.m. to conduct a Regular Meeting.
1. Roll was called by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Suzan Martinez de Gonzales were present. A quorum was confirmed. Sherry Booth arrived at 6:15pm. Arthur Berkson, Martin Lopez and Robyn Rehbein were absent and notified the Chair of their absences. Eric Ahner, Executive Director, and Gina Trujillo, Assistant Business Manager, were also present.
- B. Chairman Ric Hernandez called for any conflict of interest. None was stated by those in attendance.
- C. Eric Ahner 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. Carrie Hamblen moved to approve the agenda for February 21, 2018 Regular Meeting. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Suzan Martinez de Gonzales.
- E. Janet Acosta moved to approve the minutes for January 10, 2018 Special Meeting as amended. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Suzan Martinez de Gonzales.
- Amendments: VII Academic Oversight... should be changed to Oversight
- F. Carrie Hamblen moved to approve the minutes for January 24, 2018 Special Meeting as amended. **[Carrie did not attend the Jan 24<sup>th</sup> Meeting]** Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Suzan Martinez de Gonzales.
- Amendments:
- V Headed should have the name Sherry deleted.
  - III. A. The Procurement Policy was reviewed by was... should read The Procurement Policy was reviewed but was...
  - VIII Academic Oversight... should be changed to Oversight

Sherry Booth arrived at 6:15pm



## II. Public Input

- A. Chairman Ric Hernandez called for any public input.
  - 1. There was no public input at this time.
  - 2. There was no staff input at this time.

## III. Finance

- A. Ric Hernandez reviewed the December 2017 Financial Report as found in the meeting agenda.  
Janet Acosta moved to approve the December 2017 Financial Reports. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.
- B. The Budget Adjustment Request 535-000-1718-0021-I in the amount of \$633.00 for Total Instructional Materials Funds was presented for approval.  
Carrie Hamblen moved to approve the Budget Adjustment Request 535-000-1718-0021-I. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.
- C. The Budget Adjustment Request 535-000-1718-0022-I in the amount of \$58,873 in Operational was presented for approval.  
Janet Acosta moved to approve the Budget Adjustment Request 535-000-1718-0022-I. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.
- D. The Budget Adjustment Request 535-000-1718-0023-I in the amount of \$46,323 in the Operational was presented for approval.  
The BAR for \$46,323 was a refund from the IRS due to the finalization of the 218 Social Security Agreement with JPTA (note: half of this money will be refunded to the staff who are owed the money and the other half belongs to the school). It was noted that the checks were mailed at the first of January from the IRS and were deposited as soon as received. This is the first meeting since those checks were received from the IRS.  
Janet Acosta moved to approve the Budget Adjustment Request 535-000-1718-0023-I. Stephanie Haan- Amato seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.
- E. The Sonrisa Contract was displayed on the Promethean board and reviewed.  
Janet Acosta moved to approve the 2017-2018 Sonrisa Contract for a total of \$37,566 with PO # s 2252, 2359, and 2414. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.

## IV. Audit

- A. Audit Committee Report was given by Ric Hernandez. The Committee met on February 13, 2018. They had a brief meeting but can not report on more than that, since the audit has not been released publicly.

V. Governance

A. Governance Council By-laws Review

Stephanie Haan Amato reviewed the notes she had on the revision of the by-laws. Some cosmetic and grammar changes will be made. Governance Council members need to send input to Ric by March 7, 2018. These will possibly be voted on in the April meeting.

VI. Executive Director Support and Evaluation

- A. The Executive Director Report was displayed on the Promethean board. Current year enrollment was discussed as well as the current amount of applications for the 2018-2019 school year. Mr. Ahner reports that attendance has been pretty good but will take a hit in February due to sickness. Mr. Ahner also discussed the last professional development day, in which they did IStation analysis for each grade level. The Performance Framework's short cycle assessments were briefly discussed. It was preliminary midyear data, and it looks to be positive compared to past years.

VII. Facility

- A. Facilities Committee Report was given Eric Ahner. There has not been a meeting, but Mr. Ahner has a meeting tomorrow regarding the school yard and irrigation.

VIII. Development

- A. Development Committee was not able to meet so there is no report.

IX. Academic Excellence

- A. Academic Oversight Committee has not met so there is no report. This committee is looking to meet soon.

B. Parent Advisory Council

The Parent Advisory Council report was given by Stephanie Haan-Amato. The updates and upcoming activities from their meeting notes were discussed. The Talent Show is this Friday and a notice of quorum has been placed on the website. Next meeting for the PAC is March 14, 2018

- C. Gifted Advisory Committee announcement was given by Janet Acosta. She announced that there is a presentation on giftedness on February 27, 2018 and all are invited.

X. Policy Committee

- A. The Community Use of School Facilities policy was briefly discussed. Cosmetic and grammatical changes were discussed, and they will be updated by the end of the week. They will be posted for review by staff and parents before being voted on in the March meeting.
- B. Solicitation in the School was briefly discussed. Cosmetic and grammatical changes were discussed, and they will be updated by the end of the week. They will be posted for review by staff and parents before being voted on in the March meeting.

- C. Alcohol Tobacco & Other Drugs Free School Zone policy was briefly discussed. Cosmetic and grammatical changes were discussed, and they will be updated by the end of the week, so they can be posted for review by staff and parents before being voted on in the March meeting. Sherry Booth will look up the statute in relation to this policy so that the wording will be correct.
- D. Posting and Distributing Materials in the School policy was briefly discussed. Cosmetic and grammatical changes were discussed, and they will be updated by the end of the week. They will be posted for review by staff and parents before being voted on in the March meeting.

XI. Other Business

- A. Chairman Ric Hernandez called for any open discussion:  
It was noted that Yvette Turrieta did resign from the board as of January 31, 2018, but it did not get on the agenda for today.  
Ric Hernandez said that he is still looking into reducing the number of the board to 9, and as soon as he hears anything on this, he will let the board now.  
Stephanie Haan-Amato asked everyone to start thinking about end of the year gift for graduating 8<sup>th</sup> graders and teachers.  
Ric Hernandez mentioned that Las Montanas is celebrating their 10<sup>th</sup> year and he would like to send their Governing Board a little gift.
- B. The current dates of the March Meetings are a Work Session on March 7<sup>th</sup>, and a Regular Meeting on March 21<sup>st</sup>, 2018. March 8<sup>th</sup> is the Lottery and it is required that at least 2 Council members attend. Stephanie Haan-Amato and Sherry Booth will attend the Lottery. The March Regular meeting will be moved to March 14, 2018 at 6:30 pm due to Spring Break the week of the 21<sup>st</sup>. This will make this meeting a Special Meeting instead of a regular meeting.

- XII. Closed Session is not necessary tonight. Everyone needs to review the CBA and send any notes to Eric and Ric as soon as possible. There will be time blocked off for discussion of it on the March 7, 2018.

XIII. Closing Items

- A. Janet Acosta moved to adjourn the January 24, 2018 Regular Meeting. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, Carrie Hamblen, and Suzan Martinez de Gonzales.

Meeting was adjourned at 8:16 p.m.



# J. PAUL TAYLOR ACADEMY

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



**DRAFT- J. Paul Taylor Academy Charter School  
Governance Council Special Meeting  
Wednesday, March 7, 2018 6:30 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room**

**I. Opening Items**

- A. The J. Paul Taylor Academy Governance Council met in open session on March 7, 2018. The meeting was called to order at 6:30 p.m. to conduct a Special Meeting.
  - 1. **Roll was called** by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Stephanie Haan-Amato, Suzan Martinez de Gonzales, Martin Lopez, Arthur Berkson, Janet Acosta, Sherry Booth, Carrie Hamblen (arrived at 6:32 p.m.), Robyn Rehbein were present, there were no absences. A quorum was confirmed. Eric Ahner, Executive Director, Gina Trujillo, Assistant Business Manager, and Sarah Dozier, teacher, were also present.
- B. Chairman Ric Hernandez did not call for a conflict of interest.
- C. Martin Lopez read the Mission Statement: *J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well-rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*
- D. Ric Hernandez asked that item VIII A. be moved to VII. B. Sherry Booth moved to approve the agenda for March 7, 2018 Special Meeting with Ric Hernandez's requested change. Robyn Rehbein seconded the motion. Motion approved unanimously.

**II. Public Input**

- A. Chairman Ric Hernandez called for any public input.
  - 1. There was no public input.
  - 2. Sara Dozier thanked all the GC members who helped with the Talent Show, especially Ric Hernandez for setting up the sound system.

**III. Governance**

- A. Governance Council Member, Yvette Turrieta's resignation was read and accepted.
- B. Ric Hernandez made a call for nominations for Treasurer. Robyn Rehbein nominated Martin Lopez to serve as Treasurer. A motion was made by Arthur Berkson and seconded by Stephanie Haan-Amato to elect Martin Lopez for the position of Treasurer. The vote was unanimously approved.

C. Performance Framework

1. Final 2017-18 Internal Performance Framework Review - Ric Hernandez asked that this item be Tabled for a later meeting.
2. Initial 2018-19 Internal Performance Framework Review - Ric Hernandez asked that this item be Tabled for a later meeting.

D. 2018-19 Budget

1. 2018-19 Budget Process

A discussion regarding the Budget Process ensued it was decided we should follow last years process to assure transparency and be mindful that we ask for input in a timely manner.

2. Explore Cost and Possible Duties of a .5 FTE Assistant Admin

Gina Trujillo was asked to conduct a search of like Charter Schools in New Mexico who employ Assistant Administrators to ascertain a salary range for the position.

- E. Further discussion of proposed changes to by-laws. Ric Hernandez asked those who have changes to the by-laws to submit them before Friday March 9, 2018 to him before he sends the by-laws to our attorney.

IV. Policy

- A. McKinney-Vento Dispute Resolution Policy, the Policy Will be posted for one week to allow input and we will vote at the March 14<sup>th</sup>, 2018 Special Meeting.

V. Executive Director Support and Evaluation will be Tabled until the March 14<sup>th</sup>, 2018 Special Meeting.

VI. Other Business

Ric Hernandez called for Open Discussion: Stephanie Haan-Amato informed the GC of the John Paul Taylor Social Justice Symposium at NMSU next Thursday, March 15<sup>th</sup>, 2018 and invited GC members to attend. There was no further input.

VII. Closed Session

A. Stephanie Haan-Amato moved at 7:17 p.m. to go into Closed Session to discuss Collective Bargaining Strategies; closed Pursuant to Section 10-15-1-H (5). NMSA 1978; and closed Pursuant to Section 10-15-1-H(2). NMSA 1978. with an Invitation to Eric Ahner, Executive director to stay for the first half of the session Closed Session. Robyn Rehbein seconded the motion. Motion was passed unanimously by roll call vote, with affirmative votes from Ric Hernandez, Stephanie Haan-Amato, Suzan Martinez de Gonzales, Martin Lopez, Arthur Berkson, Janet Acosta, Sherry Booth, Carrie Hamblen, and Robyn Rehbein.

(Note: Janet Acosta left the meeting at 7:46 and Sherry Booth left at 8:30 p.m.)

B. The meeting moved from Closed Session to Open Session at 9:35 p.m. Chairman Ric Hernandez stated that only items noted on the agenda were discussed, and no actions were taken during the Closed Session. (pursuant to Section 10-15-1-H(5). NMSA 1978 and closed Pursuant to Section 10-15-1-H(2). NMSA 1978.

#### VIII. Closing Items

A. Robyn Rehbein moved to adjourn the March 7, 2018 Special meeting. Carrie Hamblen seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Stephanie Haan-Amato, Suzan Martinez de Gonzales, Martin Lopez, Arthur Berkson, Janet Acosta, Sherry Booth, Carrie Hamblen, and Robyn Rehbein. Meeting was adjourned at 9:42\_p.m.

School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 01/31/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: Dona Ana  
 PED No.: 535-001

Previous Year Report ending date	06/30/2017 01/31/2018	OPERATIONAL FUND 11000	TEACHERAGE FUND 12000	TRANSPORTATION FUND 13000	INST. MATERIALS FUND 14000	FOOD SERVICES FUND 21000	ATHLETICS FUND 22000	NON-INSTRUCT. FUND 23000
<b>Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.</b>								
Total Cash Balance 06/30/2017	+OR-	119,438.30	0.00	0.00	32,409.39	14,920.45	0.00	36,238.21
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	802,377.75	0.00	0.00	5,697.17	33,433.23	0.00	32,739.90
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 01/31/2018	=	921,816.05	0.00	0.00	38,106.56	48,353.68	0.00	68,978.11
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(731,549.19)	0.00	0.00	(3,330.60)	(32,784.05)	0.00	(15,748.98)
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	=	190,266.86	0.00	0.00	34,775.96	15,569.63	0.00	53,229.13
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	20,829.09	0.00	0.00	0.00	297.16	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 01/31/2018	=	211,095.95	0.00	0.00	34,775.96	15,866.79	0.00	53,229.13
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(17,408.28)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 01/31/2018	+OR-	193,687.67	0.00	0.00	34,775.96	15,866.79	0.00	53,229.13

School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 01/31/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: Dona Ana  
 PED No.: 535-001

		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 06/30/2017	=	(10,336.74)	179.75	9,409.30	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	48,602.20	532.58	12,764.02	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 01/31/2018	=	38,265.46	712.33	22,173.32	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(59,049.24)	(27.39)	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	=	(20,783.78)	684.94	22,173.32	0.00	0.00	0.00	0.00
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	3,375.50	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 01/31/2018	=	(17,408.28)	684.94	22,173.32	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	17,408.28	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 01/31/2018	+OR-	0.00	684.94	22,173.32	0.00	0.00	0.00	0.00



School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 01/31/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: Dona Ana  
 PED No.: 535-001

		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- STATE 31700	CAPITAL IMPROV. SB9- LOCAL 31701
Total Cash Balance 06/30/2017	=	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)	+	55,218.75	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 01/31/2018	=	55,218.75	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(55,218.75)	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 01/31/2018	=	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 01/31/2018	+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 01/31/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: Dona Ana  
 PED No.: 535-001

		ENERGY EFFICIENCY 31800	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 06/30/2017	=	0.00	0.00	0.00	0.00	0.00	0.00	202,258.66
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	991,365.60
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 01/31/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	1,193,624.26
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	0.00	(897,708.20)
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	295,916.06
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	24,501.75
**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 01/31/2018	=	0.00	0.00	0.00	0.00	0.00	0.00	320,417.81
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 01/31/2018	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	320,417.81

School District: PED  
 Charter Name: J. Paul Taylor Academy  
 Month/Quarter 01/31/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

COUNTY: Dona Ana  
 PED No.: 535-001

B C D E F G H I J  
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From Bank Statements				Adjustments to Bank Statements		Adjusted Bank Balance	Description	Adjustment Amount
Account Name/Type	Bank	Statement Balance	Overnight Investments	Net Outstanding Items (Checks) Deposits	Outstanding Interbank transfers			
							From line 12 Grand Total All	320,417.81
Checking		0.00	0.00	0.00	0.00	0.00		0.00
Century Bank -Operational		267,613.10	0.00	(424.42)	0.00	267,188.68		0.00
Century Bank - Activities		53,412.12	0.00	(182.99)	0.00	53,229.13		0.00
<b>Totals</b>		<b>321,025.22</b>	<b>0.00</b>	<b>(607.41)</b>	<b>0.00</b>	<b>320,417.81</b>		<b>320,417.81</b>

0.00

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

NOTE: Total Column H must  
 equal total Column J

\* PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)

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

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
	0.00		

\*\* 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
	0.00		

\*\*\* 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	17,408.28	24000	RfR pending
	0.00		
	0.00		

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

Signature of Licensed Business Manager

Date

2/16/18

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561801 - **Operations**; Statement Date:  
01/31/2018

	Bank Reconciliation + Outstanding = ExpectedGL - ActualGL = Difference					
Beginning Balance	\$	230,608.73	+	\$ (19,403.58)	=	\$ 211,205.15 - \$ 211,205.15 = \$ -
Deposits/Debits	\$	193,910.11	+	\$ -	=	\$ 193,910.11 - \$ 212,366.36 = \$ (18,456.25)
Withdrawals/Credits	\$	(156,905.74)	+	\$ 18,979.16	=	\$ (137,926.58) - \$ (156,382.83) = \$ 18,456.25
<b>Total</b>	<b>\$</b>	<b>267,613.10</b>		<b>\$ (424.42)</b>		<b>\$ 267,188.68 - \$ 267,188.68 = \$ -</b>

## CLEARED ITEMS

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 01/31/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance
1/1/2018	\$ 230,608.73	01/31/2018	\$ 267,613.10

Date	Source Document	Item Number	Description	Deposit	Withdrawal
10/12/2017	445	3862	Suzanne Strait		\$ 40.13
12/1/2017	451	3896	Las Cruces Public Schools		\$ 18,406.25
12/8/2017	452	3908	MatthewsFox		\$ 235.68
12/11/2017	714	3912	National Education Association		\$ 485.60
12/12/2017	453	3917	NM Coalition of Charter School		\$ 225.00
1/2/2018	720		NMPSIA		\$ 13,388.90
1/2/2018	721		Retiree Health Care		\$ 2,258.37
1/2/2018	722	3934	Globe Life		\$ 268.66
1/2/2018	722	3935	Liberty National Life Insuranc		\$ 66.74
1/2/2018	722	3936	National Education Association		\$ 485.60
1/2/2018	722	3937	Wage Works		\$ 25.00
1/2/2018	722	3938	AFLAC		\$ 224.16
1/4/2018	455		Shamrock Foods		\$ 2,393.07
1/4/2018	455	3924	Cooperative Educational Servic		\$ 2,262.26
1/4/2018	455	3926	Office Depot		\$ 571.19
1/4/2018	455	3927	Sam's Club		\$ 34.21
1/4/2018	455	3928	Sonrisa Therapy Services		\$ 204.76
1/4/2018	455	3929	Southwest Regional Education C		\$ 4,166.67
1/4/2018	455	3930	The Bugyman Exterminator		\$ 81.23
1/4/2018	456	3931	American Document Services		\$ 5.76
1/4/2018	456	3932	Las Cruces Radio Center		\$ 130.00
1/4/2018	457	3933	Las Cruces Public Schools		\$ 18,406.25
1/8/2018	723		Educational Retirement Board		\$ 18,201.86
1/8/2018	723		NM Department of Taxation and		\$ 1,485.02
1/10/2018	724		Citizens Bank		\$ 7,327.89
1/10/2018	458	3939	American Linen		\$ 137.90
1/10/2018	458	3940	City of Las Cruces		\$ 394.88
1/10/2018	458	3941	Scholastic		\$ 20.00
1/11/2018	459	3942	Comcast Cable		\$ 195.11
1/11/2018	459	3943	Department of Workforce Soluti		\$ 1,320.00
1/11/2018	459	3944	El Paso Electric		\$ 1,347.27
1/11/2018	459	3945	Emmanuel Diaz		\$ 80.00
1/11/2018	459	3946	Spectrum Technologies of El Pa		\$ 113.00
1/19/2018	460	3947	Brady Industries		\$ 599.82
1/19/2018	460	3949	Sonrisa Therapy Services		\$ 935.35
1/19/2018	460	3950	SYNCB/Amazon		\$ 407.66
1/24/2018	461	3951	Cooperative Educational Servic		\$ 167.48
1/24/2018	461	3953	PESI		\$ 634.96
1/24/2018	461	3954	Occupational Therapy Services		\$ 726.25
1/24/2018	461	3955	Sonrisa Therapy Services		\$ 719.29
1/24/2018	461	3956	Spectrum Technologies		\$ 650.51
1/29/2018	725		Citizens Bank		\$ 24,742.43
1/29/2018	726		Citizens Bank		\$ 7,380.24
1/30/2018	727		Citizens Bank		\$ 24,953.33
1/31/2018	247	247	January Operational	\$ 193,872.11	
1/31/2018	248	248	Final January Operational reci	\$ 38.00	
Subtotal				\$ 193,910.11	\$ 156,905.74

**OUTSTANDING ITEMS**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations;  
Statement Date: 01/31/2018

Last Reconciled	Beginning Balance	Statement Date
1/1/2018	\$ (19,403.58)	01/31/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
10/18/2017	446	3869	Sarah Dozier	\$	10.92
1/19/2018	460	3948	Eric Ahner	\$	125.00
1/24/2018	461	3952	Mattie Kannard	\$	288.50
Subtotal				\$ -	\$ 424.42



**ACTUAL GL**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 01/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
01/02/2018	720	00008465	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 720	\$ -	\$ 11,517.93
01/02/2018	720	00008465	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 720	\$ -	\$ 11.30
01/02/2018	720	00008465	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 720	\$ -	\$ 4.70
01/02/2018	720	00008465	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 720	\$ -	\$ 1,854.97
01/02/2018	721	00008466	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 721	\$ -	\$ 105.12
01/02/2018	721	00008466	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 721	\$ -	\$ 65.74
01/02/2018	721	00008466	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 721	\$ -	\$ 47.40
01/02/2018	721	00008466	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 721	\$ -	\$ 2,040.11
01/02/2018	722	00008485	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 722	\$ -	\$ 1,070.16
01/04/2018	455	00008472	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 455; Fund=11000	\$ -	\$ 7,286.11
01/04/2018	455	00008472	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 455; Fund=21000	\$ -	\$ 2,427.28
01/04/2018	455	00008472	31200-0000-11012-0000-000000-0000	Disbursement for Voucher: 455; Fund=31200	\$ -	\$ 18,406.25
01/04/2018	455	00008475	31200-0000-11012-0000-000000-0000	Disbursement for Voucher: 455; Fund=31200	\$ 18,406.25	\$ -
01/04/2018	456	00008478	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 456; Fund=11000	\$ -	\$ 135.76
01/04/2018	457	00008481	31200-0000-11012-0000-000000-0000	Disbursement for Voucher: 457; Fund=31200	\$ -	\$ 18,406.25
01/08/2018	723	00008486	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 723	\$ -	\$ 815.94
01/08/2018	723	00008486	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 723	\$ -	\$ 543.44
01/08/2018	723	00008486	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 723	\$ -	\$ 374.81
01/08/2018	723	00008486	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 723	\$ -	\$ 17,952.69
01/10/2018	458	00008495	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 458; Fund=11000	\$ -	\$ 394.88
01/10/2018	458	00008495	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 458; Fund=21000	\$ -	\$ 137.90
01/10/2018	458	00008495	24101-0000-11012-0000-000000-0000	Disbursement for Voucher: 458; Fund=24101	\$ -	\$ 20.00
01/10/2018	724	00008497	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 724	\$ -	\$ 167.66
01/10/2018	724	00008497	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 724	\$ -	\$ 309.43
01/10/2018	724	00008497	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 724	\$ -	\$ 89.08
01/10/2018	724	00008497	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 724	\$ -	\$ 6,761.72
01/11/2018	459	00008502	21000-0000-11012-0000-000000-0000	Disbursement for Voucher: 459; Fund=21000	\$ -	\$ 1,320.00
01/11/2018	459	00008502	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 459; Fund=11000	\$ -	\$ 1,735.38
01/19/2018	460	00008529	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 460; Fund=11000	\$ -	\$ 2,067.83
01/24/2018	461	00008539	11000-0000-11012-0000-000000-0000	Disbursement for Voucher: 461; Fund=11000	\$ -	\$ 2,587.02
01/24/2018	461	00008539	24154-0000-11012-0000-000000-0000	Disbursement for Voucher: 461; Fund=24154	\$ -	\$ 599.97
01/29/2018	725	00008553	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 725	\$ -	\$ 1,111.16
01/29/2018	725	00008553	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 725	\$ -	\$ 883.79
01/29/2018	725	00008553	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 725	\$ -	\$ 445.51
01/29/2018	725	00008553	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 725	\$ -	\$ 22,301.97
01/29/2018	726	00008563	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 726	\$ -	\$ 6,814.07
01/29/2018	726	00008563	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 726	\$ -	\$ 89.08
01/29/2018	726	00008563	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 726	\$ -	\$ 167.66
01/29/2018	726	00008563	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 726	\$ -	\$ 309.43
01/30/2018	727	00008564	24106-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 727	\$ -	\$ 1,111.16
01/30/2018	727	00008564	24101-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 727	\$ -	\$ 883.79
01/30/2018	727	00008564	21000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 727	\$ -	\$ 445.51
01/30/2018	727	00008564	11000-0000-11012-0000-000000-0000	Mark Payroll Voucher Paid 727	\$ -	\$ 22,512.87
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247; Recd	\$ 100.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247; Recd	\$ 80.00	\$ -

**ACTUAL GL**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561801 - Operations; Statement Date: 01/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 165.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 80.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 90.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 157.50	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 85.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 400.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 320.00	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 3,455.60	\$ -
01/31/2018	247	00008566	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 95.00	\$ -
01/31/2018	247	00008566	24101-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 2,964.79	\$ -
01/31/2018	247	00008566	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 46,373.75	\$ -
01/31/2018	247	00008566	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 114,978.00	\$ -
01/31/2018	247	00008566	24106-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 5,588.64	\$ -
01/31/2018	247	00008566	25153-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 532.58	\$ -
01/31/2018	247	00008566	31200-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 247;Recr	\$ 18,406.25	\$ -
01/31/2018	248	00008583	11000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 248;Recr	\$ -	\$ 50.00
01/31/2018	248	00008583	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 248;Recr	\$ 35.00	\$ -
01/31/2018	248	00008583	21000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 248;Recr	\$ 53.00	\$ -
<b>Total</b>					<b>\$ 212,366.36</b>	<b>\$ 156,382.83</b>





# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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Date 1/31/18  
PRIMARY ACCOUNT  
ENCLOSURES

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

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

ACCOUNT TITLE: J PAUL TAYLOR ACADEMY  
OPERATIONAL ACCOUNT

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SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	43
ACCOUNT NUMBER	XXXXXX1801	Statement Dates	1/01/18 thru 1/31/18
PREVIOUS BALANCE	230,608.73	DAYS IN THE STATEMENT PERIOD	31
22 DEPOSITS/CREDITS	193,910.11	AVERAGE LEDGER	274,575.34
45 CHECKS/DEBITS	156,905.74	AVERAGE COLLECTED	274,543.16
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	267,613.10		

## DEPOSITS AND ADDITIONS

Date	Description	Amount
1/02	VNDR PYMT State of New Mex 091000015093659CCD	2,964.79
1/05	DEPOSIT	532.58 DP
1/09	DEPOSIT	100.00 DP
1/10	VNDR PYMT State of New Mex 091000012594790CCD	114,978.00
1/11	FOODSERV FOODSERVSOL SV9T 242071757121768PPD	100.00
1/11	FOODSERV FOODSERVSOL SV9T 242071757121686PPD	300.00
1/11	DEPOSIT	80.00 DP
1/12	DEPOSIT	165.00 DP
1/12	DEPOSIT	46,323.75 DP
1/16	DEPOSIT	80.00 DP
1/18	FOODSERV FOODSERVSOL SV9T 242071751801951PPD	40.00
1/18	FOODSERV FOODSERVSOL SV9T 242071751801884PPD	280.00
1/18	VNDR PYMT State of New Mex 091000012472057CCD	18,406.25
1/18	DEPOSIT	90.00 DP
1/19	DEPOSIT	157.50 DP
1/22	VNDR PYMT State of New Mex 091000011293187CCD	3,455.60



# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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Date 1/31/18  
PRIMARY ACCOUNT  
ENCLOSURES

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

SMALL BUS CHKG NONPROF

XXXXXX1801 (Continued)

## DEPOSITS AND ADDITIONS

Date	Description	Amount
1/22	VNDR PYMT State of New Mex 091000011293225CCD	5,588.64
1/24	DEPOSIT	85.00 DP
1/25	FOODSERV FOODSERVSOL SV9T 242071755542296PPD	20.00
1/25	FOODSERV FOODSERVSOL SV9T 242071755542213PPD	75.00
1/30	DEPOSIT	35.00 DP
1/31	DEPOSIT	53.00 DP

## CHECKS AND WITHDRAWALS

Date	Description	Amount
1/04	PAYMENTS J Paul Tayl or 112201289082728CTX	2,258.37-
1/04	PAYMENTS J Paul Tayl or 112201289083047CTX	13,388.90-
1/08	SAMS EPAY Sams Club Direct 021000023815783CCD	34.21-
1/11	SHAMROCK F SHAMROCK FOODS N 042000014992957WEB	2,393.07-
1/11	CASH CONCE STATE OF NM 091000013610439CCD	18,201.86-
1/12	TRD PMNT TAX_REV_WKC_ECKS 091000013954140CCD	116.10-
1/12	TRD PMNT TAX_REV_CRS_ECKS 091000013955747CCD	1,368.92-
1/12	USATAXPYMT IRS 061036010030007CCD	7,327.89-
1/12	PAYROLL J Paul Tayl or 112201289113001PPD	24,742.43-
1/16	INSURANCE AFLAC 021000029987155CCD	224.16-
1/16	UI PAYMENT STATE OF NM DWS 091000010347165CCD	1,320.00-
1/30	USATAXPYMT IRS 061036010034794CCD	7,380.24-
1/30	PAYROLL J Paul Tayl or 112201289113001PPD	24,953.33-

## STATEMENT CODE SUMMARY

CODE	DESCRIPTION	SERIAL
DP	DEPOSIT	\SERIAL



# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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Date 1/31/18  
PRIMARY ACCOUNT  
ENCLOSURES

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

SMALL BUS CHKG NONPROF

XXXXXX1801 (Continued)

## SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
1/16	3862	40.13	1/23	3937	25.00
1/03	3896*	18,406.25	1/17	3939*	137.90
1/03	3908*	235.68	1/17	3940	394.88
1/23	3912*	485.60	1/18	3941	20.00
1/04	3917*	225.00	1/19	3942	195.11
1/10	3924*	2,262.26	1/16	3944*	1,347.27
1/11	3926*	571.19	1/24	3945	80.00
1/10	3928*	204.76	1/17	3946	113.00
1/09	3929	4,166.67	1/31	3947	599.82
1/11	3930	81.23	1/29	3949*	935.35
1/10	3931	5.76	1/26	3950	407.66
1/12	3932	130.00	1/30	3951	167.48
1/23	3933	18,406.25	1/31	3953*	634.96
1/22	3934	268.66	1/29	3954	726.25
1/18	3935	66.74	1/30	3955	719.29
1/23	3936	485.60	1/30	3956	650.51

\* DENOTES MISSING CHECK NUMBERS

## DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
1/01	230,608.73	1/11	287,228.89	1/24	304,604.99
1/02	233,573.52	1/12	300,032.30	1/25	304,699.99
1/03	214,931.59	1/16	297,180.74	1/26	304,292.33
1/04	199,059.32	1/17	296,534.96	1/29	302,630.73
1/05	199,591.90	1/18	315,264.47	1/30	268,794.88
1/08	199,557.69	1/19	315,226.86	1/31	267,613.10
1/09	195,491.02	1/22	324,002.44		
1/10	307,996.24	1/23	304,599.99		

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

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/5/2018  
 Items: 1  
 Amount: \$532.58  
 Batch ID: 3511659129  
 Account ID: 324590 1746254  
 Acct Num: 133561801

**Credit**

DEPOSIT Date: 01/05 Amount: \$532.58

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/9/2018  
 Items: 1  
 Amount: \$100.00  
 Batch ID: 3527690625  
 Account ID: 324590 1746254  
 Acct Num: 133561801

DEPOSIT Date: 01/05 Amount: \$532.58

**Credit**

DEPOSIT Date: 01/09 Amount: \$100.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/11/2018  
 Items: 1  
 Amount: \$80.00  
 Batch ID: 3536923321  
 Account ID: 324590 1746254  
 Acct Num: 133561801

DEPOSIT Date: 01/09 Amount: \$100.00

**Credit**

DEPOSIT Date: 01/11 Amount: \$80.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/12/2018  
 Items: 9  
 Amount: \$46,323.75  
 Batch ID: 354133249  
 Account ID: 324590 1746254  
 Acct Num: 133561801

DEPOSIT Date: 01/11 Amount: \$80.00

**Credit**

DEPOSIT Date: 01/12 Amount: \$46,323.75

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/12/2018  
 Items: 2  
 Amount: \$165.00  
 Batch ID: 354133249  
 Account ID: 324590 1746254  
 Acct Num: 133561801

DEPOSIT Date: 01/12 Amount: \$46,323.75

**Credit**

DEPOSIT Date: 01/12 Amount: \$165.00

**Remote Deposit** **Credit**

**J Paul Taylor Academy**  
*Paul Taylor Operational 180.1*  
 402 W Court Avenue Bldg #2  
 Las Cruces, NM 88005  
 575-652-4006

Date: 1/16/2018  
 Items: 2  
 Amount: \$80.00  
 Batch ID: 354133249  
 Account ID: 324590 1746254  
 Acct Num: 133561801

DEPOSIT Date: 01/12 Amount: \$165.00

**Credit**

DEPOSIT Date: 01/16 Amount: \$80.00

DEPOSIT Date: 01/16 Amount: \$80.00

[illegible]

DEPOSIT    Date: 01/18    Amount: \$90.00

05-13-82 16:13:42

157-50

106195811  
Trans:  
Owner: DEMONSTRATION 01-19-2018 <112201289>  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT    Date: 01/19    Amount: \$157.50

01-24-2018  
Citizens Bank of Las Cruces  
Las Cruces, NM

DEPOSIT    Date: 01/24    Amount: \$85.00

[illegible]

DEPOSIT    Date: 01/30    Amount: \$35.00

[illegible]

DEPOSIT    Date: 01/31    Amount: \$53.00

ENCLOSED WITH X. <i>See above</i>	DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE PRESERVE FOR FINANCIAL INSTITUTION USE
--------------------------------------	---

CHECK 3862 Date: 01/16 Amount: \$40.13

ENDORSE HERE

DEPOSIT ONLY 0002810604

LAS CRUCES SCHOOL DISTRICT #2

505 S. MAIN, STE. 219

LAS CRUCES, NM 86001-2108

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

\*RESERVED FOR FINANCIAL INSTITUTION USE\*

ENCLOSE HERE  
 X  
 PAY TO THE ORDER OF  
 LOS ALAMOS NATIONAL BANK  
 FOR DEPOSIT ONLY  
 MATTHEWS FOX, PC  
 0084774101

ENDORSE HERE

X NEW INS GRUITS

AK Stearn

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
\*RESERVED FOR FINANCIAL INSTITUTION USE\*

ENDORSE HERE  
PAY TO THE ORDER OF  
X BANK OF THE WEST  
FOR DEPOSIT ONLY  
NEW MEXICO COALITION  
FOR CHARACTER SCHOOLS  
03/28/00

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
\*RESERVED FOR FINANCIAL INSTITUTION USE\*

**ENDORSE HERE**

**X**

DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE \*

ENCLAVE HERE

X \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

3926 Date: 01/11 Amount: \$571.19

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003928

DATE: 01/04/18

PAY TO THE ORDER OF: Sonrisa Therapy Services

\$ 204.76\*\*\*\*

Two hundred four and 76/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

Southrisa Therapy Services  
Tessa Penn-Smith 925 Fort Fillmore  
Mesilla Park, NM 88047

MEMO

1885-4098-40

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3928 Date: 01/10 Amount: \$204.76

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003929

DATE: 01/04/18

PAY TO THE ORDER OF: Southwest Regional Education Center

\$ 4,166.67\*\*\*\*

Four thousand one hundred sixty-six and 67/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

Southwest Regional Education Center  
405 N. Date Street, Ste 8  
T O R C, NM 87901

MEMO

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3929 Date: 01/09 Amount: \$4,166.67

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003930

DATE: 01/04/18

PAY TO THE ORDER OF: The Bugman Exterminator

\$ 4,166.67\*\*\*\*

Four thousand one hundred sixty-six and 67/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

The Bugman Exterminator  
409 Archuleta Rd.  
Las Cruces, NM 88005

MEMO

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3930 Date: 01/11 Amount: \$81.23

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003931

DATE: 01/04/18

PAY TO THE ORDER OF: American Document Services

\$ 81.23\*\*\*\*

Eighty-one and 23/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

American Document Services  
300 N. 17th St. A  
Las Cruces, NM 88005

MEMO

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3931 Date: 01/10 Amount: \$5.76

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003932

DATE: 01/04/18

PAY TO THE ORDER OF: Las Cruces Radio Center

\$ 5.76\*\*\*\*

Five and 76/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

Las Cruces Radio Center  
4970 Black Quartz Road  
Las Cruces, NM 88011

MEMO

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3932 Date: 01/12 Amount: \$130.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

**CITIZENS BANK**  
LAS CRUCES, NM  
95-128/1122

003933

DATE: 01/04/18

PAY TO THE ORDER OF: Las Cruces Public Schools

\$ 130.00\*\*\*\*

One hundred thirty and 00/100 DOLLARS

VOID after one year

TWO SIGNATURES REQUIRED

Las Cruces Public Schools  
505 S. Main, Suite 249 - Finance Dept.  
Las Cruces, NM 88001

MEMO

ENCLOSURE HERE

FOR DEPOSIT ONLY

ACCOUNT # 450011347

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

FOR DEPOSIT ONLY

CHECK 3933 Date: 01/23 Amount: \$18,406.25

CHECK 3933 Date: 01/23 Amount: \$18,406.25

[illegible][illegible][illegible][illegible]

CHECK	3937	Date: 01/23	Amount: \$25.00	V101100621< @nsflwflwr Bank #322 023-01-16 0232302017 Batch 30426366	ENCLOSE HERE X _____ PAY TO THE ORDER OF FIRST NATIONAL RIO GRANDE BANK FOR DEPOSIT ONLY NO OTHER MARKS OF ANY KIND MAY BE MADE ON THE LINE OF THE CHECK
					DO NOT WRITE, STAMP OR MAKE ANY OTHER MARKS ON THE BACK OF THE CHECK AFTER THE ABOVE LINE

[illegible]

CHECK 3940 Date: 01/17 Amount: \$394.88



DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003941

DATE: 01/10/18  
\$ 20.00\*\*\*\*\*

PAY TO THE ORDER OF: Scholastic

T w e n t y   a n d   0 0 / 1 0   0 DOLLARS

Scholastic  
P.O. Box 7503  
Jefferson City, MO 65102-7503

MEMO

217 978554

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

011718 46767  
0030 08576  
21797855  
0000020000015

SCHOLASTIC OPER GROUP LLC  
ENDORSEMENT GUARANTEED  
DDA 0004832039711  
021000322< BAC STL MO

CHECK 3941 Date: 01/18 Amount: \$20.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003942

DATE: 01/11/18  
\$ 195.11\*\*\*\*\*

PAY TO THE ORDER OF: Comcast Cable

O n e   h u n d r e d   n i n e t y   -   f i v e   a n d   1 1 / 1 0 0 DOLLARS

Comcast Cable  
P.O. Box 34744  
Seattle, WA 98124-1744

MEMO

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

CHECK 3941 Date: 01/18 Amount: \$20.00

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

For Deposit Only  
Agency Corp 15310210589

CHECK 3942 Date: 01/19 Amount: \$195.11

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003944

DATE: 01/11/18  
\$ 1,347.27\*\*\*\*\*

PAY TO THE ORDER OF: El Paso Electric

O n e   t h o u s a n d   t h r e e   h u n d r e d   f o r t y   -   s e v e n   a n d   2 7 / 1 0 0 DOLLARS

El Paso Electric  
P.O. Box 650801  
Dallas, TX 75265-0801

MEMO

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

CHECK 3942 Date: 01/19 Amount: \$195.11

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

JPMORGANCHASE BK NA  
011618 >074909962  
23187241 0650801  
00623652 138

CR TO NMD  
PAYEE ALL  
RTS RVD  
0000206110474

CHECK 3944 Date: 01/16 Amount: \$1,347.27

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003945

DATE: 01/11/18  
\$ 80.00\*\*\*\*\*

PAY TO THE ORDER OF: Emmanuel Diaz

E i g h t y   a n d   0 0 / 1 0 0 DOLLARS

Emmanuel Diaz  
805 Spruce  
Las Cruces, NM 88001

MEMO

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

CHECK 3944 Date: 01/16 Amount: \$1,347.27

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

CHECK 3945 Date: 01/24 Amount: \$80.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003946

DATE: 01/11/18  
\$ 113.00\*\*\*\*\*

PAY TO THE ORDER OF: Spectrum Technologies of El Paso

O n e   h u n d r e d   t h i r t e e n   a n d   0 0 / 1 0 0 DOLLARS

Spectrum Technologies of El Paso  
5900 Gateway East  
El Paso, TX 79905

MEMO

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

CHECK 3945 Date: 01/24 Amount: \$80.00

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

WESTSTAR BANK  
100112610-20489416

<112017619> DWB# 1012 TRN# 55 01/16/18

CHECK 3946 Date: 01/17 Amount: \$113.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

003947

DATE: 01/19/18  
\$ 599.82\*\*\*\*\*

PAY TO THE ORDER OF: Brady Industries

F i v e   h u n d r e d   n i n e t y   -   n i n e   a n d   8 2 / 1 0 0 DOLLARS

Brady Industries  
7055 Lindell Road  
Las Vegas, NV 89118

MEMO

VOID after one year

TWO SIGNATURES REQUIRED

AUTHORIZED SIGNATURE

CHECK 3946 Date: 01/17 Amount: \$113.00

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

For Deposit Only  
Brady Industries  
Date 01/30/2018

CHECK 3947 Date: 01/31 Amount: \$599.82

CHECK 3947 Date: 01/31 Amount: \$599.82

[illegible][illegible]

CHECK		3950	Date: 01/26	Amount: \$407.66
<p><b>DO NOT WRITE IN THESE AREAS</b></p> <p>ENDORSE HERE</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p><b>DO NOT WRITE IN THESE AREAS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				


[illegible]

CHECK 3953 Date: 01/31 Amount: \$634.96

CHECK	#	Date: 01/29	Amount: \$76.25
<p><b>75-19980-109</b></p>			

**DO NOT WRITE STRIPS OR SIGN BELOW THIS LINE**  
**AFTER YOU HAVE SIGNED THE BOTTOM STRIP.**

**X** \_\_\_\_\_  
  
 \_\_\_\_\_  
 \_\_\_\_\_

**DO NOT WRITE STRIPS OR SIGN BELOW THIS LINE**  
**AFTER YOU HAVE SIGNED THE BOTTOM STRIP.**

**X** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CHECK 3955 Date: 01/30 Amount: \$719.29

CHECK 3956 Date: 01/30 Amount: \$650.51

CHECK 3956 Date: 01/30 Amount: \$650.51

### Account Balance Calculation Worksheet

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

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

- ✓ **ENTER**
- A. The NEW BALANCE shown on your statement.....\$ \_\_\_\_\_
- ✓ **ADD**
- B. Any deposits listed in your register or transfers into your account that are not shown on your statement
- |                   |       |
|-------------------|-------|
| \$                | _____ |
| \$                | _____ |
| \$                | _____ |
| +\$               | _____ |
| <b>TOTAL...\$</b> | _____ |
- ✓ **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?

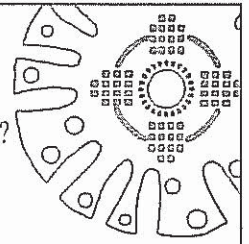
Call 647-4132

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.

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
01/31/2018

		<b>Bank Reconciliation</b>	<b>+</b>	<b>Outstanding</b>	<b>=</b>	<b>ExpectedGL</b>	<b>-</b>	<b>ActualGL</b>	<b>=</b>	<b>Difference</b>
Beginning Balance	\$	52,228.79	+	\$ (240.76)	=	\$ 51,988.03	-	\$ 51,988.03	=	\$ -
Deposits/Debits	\$	3,197.76	+	\$ -	=	\$ 3,197.76	-	\$ 3,197.76	=	\$ -
Withdrawals/Credits	\$	(2,014.43)	+	\$ 57.77	=	\$ (1,956.66)	-	\$ (1,956.66)	=	\$ -
<b>Total</b>	<b>\$</b>	<b>53,412.12</b>		<b>\$ (182.99)</b>		<b>\$ 53,229.13</b>		<b>\$ 53,229.13</b>		<b>\$ -</b>

**CLEARED ITEMS**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
01/31/2018

Last Reconciled	Beginning Balance	Statement Date	Ending Balance		
1/1/2018	\$ 52,228.79	01/31/2018	\$ 53,412.12		

Date	Source Document	Item Number	Description	Deposit	Withdrawal
12/8/2017	452	1096	A Children's Theatre		\$ 129.00
12/20/2017	454	1098	Yvette Stevens		\$ 111.76
1/4/2018	456	1099	La Posta de Mesilla		\$ 945.00
1/4/2018	456	1100	STS-New Mexico		\$ 445.36
1/11/2018	459	1101	Hacienda de Mesilla		\$ 174.02
1/11/2018	459	1102	Johnstons's Ace Hardware		\$ 26.54
1/19/2018	460	1103	SYNCB/Amazon		\$ 182.75
1/31/2018	246	246	January Activity	\$ 3,197.76	
<b>Subtotal</b>				<b>\$ 3,197.76</b>	<b>\$ 2,014.43</b>



**OUTSTANDING ITEMS**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date:  
01/31/2018

Last Reconciled	Beginning Balance	Statement Date
1/1/2018	\$ (240.76)	01/31/2018

Date	Source Document	Item Number	Description	Deposit	Withdrawal
1/24/2018	461	1104	Russell Sand & Gravel Co. Inc.		\$ 182.99
Subtotal				\$ -	\$ 182.99

**ACTUAL GL**

Accounting Cycle: FY 2018; Bank: Citizens Bank -; Bank Account: 0133561802 - Activities; Statement Date: 01/31/2018

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit	Credit
01/04/2018	456	00008478	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 456; Fund=23000	\$ -	\$ 1,390.36
01/11/2018	459	00008502	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 459; Fund=23000	\$ -	\$ 200.56
01/19/2018	460	00008529	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 460; Fund=23000	\$ -	\$ 182.75
01/24/2018	461	00008539	23000-0000-11012-0000-000000-0000	Disbursement for Voucher: 461; Fund=23000	\$ -	\$ 182.99
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 218.00	\$ -
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 101.60	\$ -
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 50.00	\$ -
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 2,288.16	\$ -
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 500.00	\$ -
01/31/2018	246	00008565	23000-0000-11012-0000-000000-0000	Approve Cash Receipts Batch; Batch No.: 246;Receipt	\$ 40.00	\$ -
<b>Total</b>					<b>\$ 3,197.76</b>	<b>\$ 1,956.66</b>





# CITIZENS BANK OF LAS CRUCES

Genuine Hometown Banking

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

Date 1/31/18  
PRIMARY ACCOUNT  
ENCLOSURES

Page 1  
XXXXXX1802  
12

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

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

ACCOUNT TITLE: J PAUL TAYLOR ACADEMY  
ACTIVITY ACCOUNT

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The convenience of online banking on your smart phone  
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SMALL BUS CHKG NONPROF		NUMBER OF ENCLOSURES	12
ACCOUNT NUMBER	XXXXXX1802	Statement Dates	1/01/18 thru 1/31/18
PREVIOUS BALANCE	52,228.79	DAYS IN THE STATEMENT PERIOD	31
5 DEPOSITS/CREDITS	3,197.76	AVERAGE LEDGER	53,273.64
7 CHECKS/DEBITS	2,014.43	AVERAGE COLLECTED	53,204.67
SERVICE CHARGE	.00		
INTEREST PAID	.00		
CURRENT BALANCE	53,412.12		

## DEPOSITS AND ADDITIONS

Date	Description	Amount
1/04	DEPOSIT	218.00 DP
1/08	DEPOSIT	101.60 DP
1/09	DEPOSIT	2,338.16 DP
1/11	DEPOSIT	500.00 DP
1/17	DEPOSIT	40.00 DP

## STATEMENT CODE SUMMARY

CODE	DESCRIPTION	\SERIAL
DP	DEPOSIT	

## SUMMARY BY CHECK NUMBER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
1/09	1096	129.00	1/18	1101	174.02
1/05	1098*	111.76	1/16	1102	26.54
1/09	1099	945.00	1/26	1103	182.75
1/11	1100	445.36			

\* DENOTES MISSING CHECK NUMBERS

## DAI LY BALANCE I NFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
1/01	52,228.79	1/09	53,700.79	1/18	53,594.87
1/04	52,446.79	1/11	53,755.43	1/26	53,412.12
1/05	52,335.03	1/16	53,728.89		
1/08	52,436.63	1/17	53,768.89		



CITIZENS BANK  
OF LAS CRUCES

Genuine Hometown Banking

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

Date 1/31/18  
PRIMARY ACCOUNT  
ENCLOSURES

Page 2  
XXXXXX1802  
12

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

SMALL BUS CHKG NONPROF

XXXXXX1802 (Continued)

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

[illegible]

DEPOSIT Date: 01/04 Amount: \$218.00

Credit

DEPOSIT Date: 01/08 Amount: \$101.60

Credit

DEPOSIT Date: 01/09 Amount: \$2,338.16

Credit

DEPOSIT Date: 01/11 Amount: \$500.00

[illegible]

DEPOSIT    Date: 01/17    Amount: \$40.00

ENDORSE HERE  
**PART 2**  
 NAME OF THE INSTITUTION  
 NAME AND ADDRESS OF DIRECTOR OR BOARD  
PAGE OF THE TEST

---

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
 HAS STUDENT USED MATERIALS, SERVICES OTHER THAN:

CHECK 1096 Date: 01/09 Amount: \$129.00

CHECK 1098 Date: 01/05 Amount: \$111.76

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 12/20/17  
\$ 111.76\*\*\*\*\*  
VOID after one year

Yvette Stevens  
13300 Smokey Road #1  
La Mesa, NM 88044

MEMO

CHECK 1098 Date: 01/05 Amount: \$111.76

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/04/18  
\$ 945.00\*\*\*\*\*  
VOID after one year

La Posta de Mesilla  
PO Box 116  
Mesilla, NM 88046

MEMO

CHECK 1099 Date: 01/09 Amount: \$945.00

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/04/18  
\$ 445.36\*\*\*\*\*  
VOID after one year

STS-New Mexico  
533 17th Street  
Las Cruces, NM 88005

MEMO

CHECK 1100 Date: 01/11 Amount: \$445.36

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/11/18  
\$ 174.02\*\*\*\*\*  
VOID after one year

Hacienda de Mesilla  
191 Avenida de Mesilla  
Mesilla, NM 88046

MEMO

CHECK 1101 Date: 01/18 Amount: \$174.02

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1102 Date: 01/16 Amount: \$26.54

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1101 Date: 01/18 Amount: \$174.02

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/11/18  
\$ 174.02\*\*\*\*\*  
VOID after one year

Hacienda de Mesilla  
191 Avenida de Mesilla  
Mesilla, NM 88046

MEMO

CHECK 1102 Date: 01/16 Amount: \$26.54

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1102 Date: 01/16 Amount: \$26.54

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1103 Date: 01/26 Amount: \$182.75

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1103 Date: 01/26 Amount: \$182.75

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

CHECK 1103 Date: 01/26 Amount: \$182.75

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

CITIZENS BANK  
LAS CRUCES, NM  
95-128/1122

DATE: 01/19/18  
\$ 182.75\*\*\*\*\*  
VOID after one year

Johnston's Ace Hardware  
1002 W. Picacho Avenue  
Las Cruces, NM 88005

MEMO

### Account Balance Calculation Worksheet

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

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

- ✓ **ENTER**
- A. The NEW BALANCE shown on your statement.....\$ \_\_\_\_\_
- ✓ **ADD**
- B. Any deposits listed in your register or transfers into your account that are not shown on your statement
- |                 |                 |
|-----------------|-----------------|
| \$              | _____           |
| \$              | _____           |
| \$              | _____           |
| +\$             | _____           |
| <b>TOTAL...</b> | <b>\$</b> _____ |
- ✓ **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?

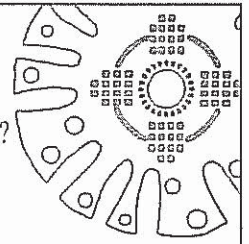
Call 647-4132

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.

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801		Shamrock Foods	\$ 2,393.07

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Shamrock Foods	21000-3100-56116-0000-535001	monthly supplies for FY18	2230	07/03/2017	104737986	\$ 2,325.06
Shamrock Foods	21000-3100-56118-0000-535001	monthly other supplies for FY18	2231	07/03/2017	104737986a	\$ 68.01
<b>Subtotal</b>						<b>\$ 2,393.07</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3924	Cooperative Educational Service:	\$ 2,262.26

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Cooperative Educational Service:	11000-2100-53211-2000-535001	Dignostician	2253	09/17/2017	36-019559	\$ 1,387.63
Cooperative Educational Service:	11000-2100-53211-2000-535001	Dignostician	2253	09/17/2017	36-020856	\$ 521.05
Cooperative Educational Service:	11000-2100-53211-2000-535001	Dignostician	2253	09/17/2017	36-021059	\$ 353.58
<b>Subtotal</b>						<b>\$ 2,262.26</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3926	Office Depot	\$ 571.19

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Office Depot	11000-1000-56118-1010-535001	Chart paper	2396	12/13/2017	989527146001	\$ 29.98
Office Depot	11000-1000-56118-1010-535001	chart paper	2396	12/13/2017	989527146001	\$ 15.07
Office Depot	11000-2300-56118-0000-535001	3 part receipt books	2396	12/13/2017	989527146001	\$ 23.22
Office Depot	11000-1000-56118-1010-535001	cardstock	2396	12/13/2017	989527146001	\$ 21.68
Office Depot	11000-1000-56118-1010-535001	cardstock	2396	12/13/2017	989527146001	\$ 25.50
Office Depot	11000-1000-56118-1010-535001	gluesticks	2396	12/13/2017	989527146001	\$ 7.64
Office Depot	11000-1000-56118-1010-535001	2 inch rings	2396	12/13/2017	989527146001	\$ 22.86
Office Depot	11000-1000-56118-1010-535001	white card stock	2396	12/13/2017	989527146001	\$ 31.98
Office Depot	11000-1000-56118-1010-535001	copy paper	2396	12/13/2017	989527146001	\$ 214.14
Office Depot	11000-1000-56118-1010-535001	scotch tape	2396	12/13/2017	989527146001	\$ 74.86
Office Depot	11000-1000-56118-1010-535001	glue sticks	2396	12/13/2017	989527146001	\$ 15.20
Office Depot	11000-2300-56118-0000-535001	envelopes office	2396	12/13/2017	989527146001	\$ 8.02
Office Depot	11000-1000-56118-1010-535001	envelopes workroom	2396	12/13/2017	989527146001	\$ 8.02
Office Depot	11000-2300-56118-0000-535001	file folders office	2396	12/13/2017	989527146001	\$ 4.53
Office Depot	11000-1000-56118-1010-535001	filefolders workroom	2396	12/13/2017	989527146001	\$ 4.53
Office Depot	11000-1000-56118-1010-535001	file folders work room	2396	12/13/2017	989527146001	\$ 7.44
Office Depot	11000-1000-56118-1010-535001	postser bord 5 assorted colors	2396	12/13/2017	989527385001	\$ 56.52
<b>Subtotal</b>						<b>\$ 571.19</b>

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3927	Sam's Club	\$ 34.21

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Sam's Club	21000-3100-56116-0000-535001	tortillas	2390	12/06/2017	003053	\$ 19.57
Sam's Club	21000-3100-56118-0000-535001	dish soap	2390	12/06/2017	003053	\$ 11.96
Sam's Club	21000-3100-56116-0000-535001	corn torillas	2390	12/06/2017	003053	\$ 2.68
<b>Subtotal</b>						<b>\$ 34.21</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3928	Sonrisa Therapy Services	\$ 204.76

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Sonrisa Therapy Services	11000-2100-53212-2000-535001	Speech and language therapy	2359	10/18/2017	44	\$ 130.56
Sonrisa Therapy Services	11000-2100-53212-2000-535001	indirect therapy	2359	10/18/2017	44	\$ 61.25
Sonrisa Therapy Services	11000-2100-53212-2000-535001	gross receipts tax @ 6.75%	2359	10/18/2017	44	\$ 12.95
<b>Subtotal</b>						<b>\$ 204.76</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3929	Southwest Regional Education C	\$ 4,166.67

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Southwest Regional Education C	11000-2500-53414-0000-535001	accounting services for FY18	2236	07/03/2017	2018-004	\$ 4,166.67
<b>Subtotal</b>						<b>\$ 4,166.67</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
455	Citizens Bank	0133561801	3930	The Bugyman Exterminator	\$ 81.23

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
The Bugyman Exterminator	11000-2600-55915-0000-535001	exterminator treatments for FY18	2248	07/12/2017	693871	\$ 75.00
The Bugyman Exterminator	11000-2600-55915-0000-535001	tax	2248	07/12/2017	693871	\$ 6.23
<b>Subtotal</b>						<b>\$ 81.23</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
456	Citizens Bank	0133561802	1099	La Posta de Mesilla	\$ 945.00



Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
La Posta de Mesilla	23000-1000-56118-1010-535001	Christmas meal	2393	12/11/2017	5th grade	\$ 195.00
La Posta de Mesilla	23000-1000-56118-1010-535001	meals for lunch	2395	12/11/2017	4th grade	\$ 187.50
La Posta de Mesilla	23000-1000-56118-1010-535001	meals for lunch	2392	12/11/2017	Mid School	\$ 562.50
<b>Subtotal</b>						<b>\$ 945.00</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
456	Citizens Bank	0133561802	1100	STS-New Mexico	\$ 445.36

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
STS-New Mexico	23000-1000-55817-1010-535001	field trip bus 12/14/17	2383	11/28/2017	13988, 13989	\$ 215.04
STS-New Mexico	23000-1000-55817-1010-535001	field trip bus 12/15/2017	2383	11/28/2017	13988, 13989	\$ 230.32
<b>Subtotal</b>						<b>\$ 445.36</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
456	Citizens Bank	0133561801	3931	American Document Services	\$ 5.76

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
American Document Services	11000-2600-55915-0000-535001	Shredding services	2354	10/13/2017	0472483	\$ 5.32
American Document Services	11000-2600-55915-0000-535001	taxeson service	2354	10/13/2017	0472483	\$ 0.44
<b>Subtotal</b>						<b>\$ 5.76</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
456	Citizens Bank	0133561801	3932	Las Cruces Radio Center	\$ 130.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Las Cruces Radio Center	11000-2600-54311-0000-535001	Service 2-way radios	2404	12/29/2017	1/4/2018	\$ 130.00
<b>Subtotal</b>						<b>\$ 130.00</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
457	Citizens Bank	0133561801	3933	Las Cruces Public Schools	\$ 18,406.25

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Las Cruces Public Schools	31200-4000-54610-0000-535001	lease payments for FY18 paymer	2368	11/02/2017	Jan2018	\$ 18,406.25
<b>Subtotal</b>						<b>\$ 18,406.25</b>



Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
458	Citizens Bank	0133561801	3939	American Linen	\$ 137.90

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
American Linen	21000-3100-55915-0000-535001	Monthly Service for FY18	2232	07/03/2017	316680,318838,321000,323145	\$ 137.90
<b>Subtotal</b>						<b>\$ 137.90</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
458	Citizens Bank	0133561801	3940	City of Las Cruces	\$ 394.88

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
City of Las Cruces	11000-2600-54415-0000-535001	water and sewage for FY18	2243	10/05/2017	21469866	\$ 215.68
City of Las Cruces	11000-2600-54412-0000-535001	Natural gas for FY18	2243	10/05/2017	21469866	\$ 179.20
<b>Subtotal</b>						<b>\$ 394.88</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
458	Citizens Bank	0133561801	3941	Scholastic	\$ 20.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Scholastic	24101-1000-56118-1010-535001	20 books for 20 dollars, Gr. 4-6	2379	12/01/2017	45009948	\$ 20.00
<b>Subtotal</b>						<b>\$ 20.00</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561802	1101	Hacienda de Mesilla	\$ 174.02

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Hacienda de Mesilla	23000-1000-56118-1010-535001	food for christmas party	2400	01/11/2018	30018	\$ 174.02
<b>Subtotal</b>						<b>\$ 174.02</b>

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561802	1102	Johnstons's Ace Hardware	\$ 26.54

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Johnstons's Ace Hardware	23000-1000-56118-1010-535001	playground supplies	2331	09/14/2017	B169582 & B169617	\$ 26.54

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

<b>Subtotal</b>	<b>\$</b>	<b>26.54</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561801	3942	Comcast Cable	\$ 195.11

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Comcast Cable	11000-2600-54416-0000-535001	internet service for FY18	2242	07/03/2017	Jan2018	\$ 195.11

<b>Subtotal</b>	<b>\$</b>	<b>195.11</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561801	3943	Department of Workforce Solution	\$ 1,320.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Department of Workforce Solution	21000-3100-52500-0000-535001	4th quarter claim for Amber Aizp	2352	10/12/2017	4th qtr claim	\$ 1,320.00

<b>Subtotal</b>	<b>\$</b>	<b>1,320.00</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561801	3944	El Paso Electric	\$ 1,347.27

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
El Paso Electric	11000-2600-54411-0000-535001	monthly electricty for FY18	2241	07/03/2017	dec2017	\$ 1,347.27

<b>Subtotal</b>	<b>\$</b>	<b>1,347.27</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561801	3945	Emmanuel Diaz	\$ 80.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Emmanuel Diaz	11000-2200-53414-0000-535001	Technology services for FY18	2240	07/26/2017	6december	\$ 80.00

<b>Subtotal</b>	<b>\$</b>	<b>80.00</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
459	Citizens Bank	0133561801	3946	Spectrum Technologies of El Pas	\$ 113.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Spectrum Technologies of El Pas	11000-1000-56118-1010-535001	toner for risograph for FY18	2238	07/03/2017	914922	\$ 113.00

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

<b>Subtotal</b>	<b>\$ 113.00</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
460	Citizens Bank	0133561802	1103	SYNCB/Amazon	\$ 182.75

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
SYNCB/Amazon	23000-1000-56118-1010-535001	Aleenes 36116 original tacky glue	2371	11/30/2017	BOSHCqtIUHl	\$ 28.98
SYNCB/Amazon	23000-1000-56118-1010-535001	iPad Case/cover	2407	01/19/2018	455466653373,784876639435	\$ 29.98
SYNCB/Amazon	23000-1000-56118-1010-535001	iPad Case/cover	2407	01/19/2018	455466653373,784876639435	\$ 18.99
SYNCB/Amazon	23000-1000-56118-1010-535001	Shipping	2407	01/19/2018	455466653373,784876639435	\$ 17.99
SYNCB/Amazon	23000-1000-56118-1010-535001	Cltoyers 6 pcs mini metal contru	2387	12/01/2017	464657697994	\$ 27.98
SYNCB/Amazon	23000-1000-56118-1010-535001	Guess Who? Classic Game	2387	12/01/2017	464657697994	\$ 9.97
SYNCB/Amazon	23000-1000-56118-1010-535001	Winning Moves Games Classic C	2387	12/01/2017	464657697994	\$ 11.29
SYNCB/Amazon	23000-1000-56118-1010-535001	K-Roo sportslotof12 7-foot jump r	2387	12/01/2017	464657697994	\$ 22.99
SYNCB/Amazon	23000-1000-56118-1010-535001	Learning resources Jungle anima	2387	12/01/2017	464657697994	\$ 14.58

<b>Subtotal</b>	<b>\$ 182.75</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
460	Citizens Bank	0133561801	3947	Brady Industries	\$ 599.82

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Brady Industries	11000-2600-56118-0000-535001	Bathtissue coreless	2408	01/05/2018	565832	\$ 192.00
Brady Industries	11000-2600-56118-0000-535001	Winfilter bags VP6 pk of 10	2408	01/05/2018	565832	\$ 92.04
Brady Industries	11000-2600-56118-0000-535001	Foam Soap	2408	01/05/2018	565832	\$ 95.28
Brady Industries	11000-2600-56118-0000-535001	Towel Roll	2408	01/05/2018	565832	\$ 220.50

<b>Subtotal</b>	<b>\$ 599.82</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
460	Citizens Bank	0133561801	3948	Eric Ahner	\$ 125.00

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Eric Ahner	11000-2300-53413-0000-535001	legal consultation	2335	01/18/2018	Noblelaw	\$ 125.00

<b>Subtotal</b>	<b>\$ 125.00</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
460	Citizens Bank	0133561801	3949	Sonrisa Therapy Services	\$ 935.35

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
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Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Sonrisa Therapy Services	11000-2100-53212-2000-535001 Direct Therapy	2414	01/18/2018	45	\$	470.56
Sonrisa Therapy Services	11000-2100-53212-2000-535001 Indirect therapy	2414	01/18/2018	45	\$	405.65
Sonrisa Therapy Services	11000-2100-53212-2000-535001 gross receipts for direct and indir	2414	01/18/2018	45	\$	59.14

**Subtotal** **\$ 935.35**

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
460	Citizens Bank	0133561801	3950	SYNCB/Amazon	\$ 407.66

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
SYNCB/Amazon	11000-1000-56118-1010-535001	2 way radio antenna (10)	2376	01/19/2018	lcmxNMnezedS	\$ 25.99
SYNCB/Amazon	11000-1000-56118-1010-535001	Shipping	2376	01/19/2018	lcmxNMnezedS	\$ 6.25
SYNCB/Amazon	11000-1000-56118-1010-535001	Expo low-odor dry erase markers	2394	12/11/2017	878993784843	\$ 23.20
SYNCB/Amazon	11000-1000-56118-1010-535001	Expo 2 low-oder dry erase marke	2394	12/11/2017	878993784843	\$ 31.16
SYNCB/Amazon	11000-1000-56118-1010-535001	expo low odor dry erase markers	2394	12/11/2017	878993784843	\$ 7.24
SYNCB/Amazon	11000-1000-56118-1010-535001	x-acto school pro	2397	12/15/2017	4573958666545	\$ 44.99
SYNCB/Amazon	11000-1000-56118-1010-535001	oxford ruled index cards (100)	2397	12/15/2017	4573958666545	\$ 11.91
SYNCB/Amazon	11000-1000-56118-1010-535001	amazon basics 4 x 6 (500)	2397	12/15/2017	4573958666545	\$ 5.99
SYNCB/Amazon	11000-1000-56118-1010-535001	oxford colors 3 x 5 (300)	2397	12/15/2017	4573958666545	\$ 3.56
SYNCB/Amazon	11000-1000-56118-1010-535001	MR Sketch	2397	12/15/2017	4573958666545	\$ 28.95
SYNCB/Amazon	11000-1000-56118-1010-535001	Phaser 6700 toner black	2399	12/15/2017	498744877565,443834946383	\$ 107.00
SYNCB/Amazon	11000-1000-56118-1010-535001	HP 131A Toner Cyan	2399	12/15/2017	498744877565,443834946383	\$ 54.99
SYNCB/Amazon	11000-1000-56118-1010-535001	2GB, DDR3 laptop Ram	2405	01/03/2018	664354546969	\$ 56.43

**Subtotal** **\$ 407.66**

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561802	1104	Russell Sand & Gravel Co.	\$ 182.99

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Russell Sand & Gravel Co.	23000-1000-55915-1010-535001	ton 2-4 inch round rock	2406	01/03/2018	10522	\$ 105.00
Russell Sand & Gravel Co.	23000-1000-55915-1010-535001	Gravel Delivery	2406	01/03/2018	10522	\$ 72.00
Russell Sand & Gravel Co.	23000-1000-55915-1010-535001	tax	2406	01/03/2018	10522	\$ 5.99

**Subtotal** **\$ 182.99**

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3951	Cooperative Educational Service	\$ 167.48

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Cooperative Educational Service:	11000-2100-53211-2000-535001	Dignostician	2253	09/17/2017	36-021316	\$ 167.48

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

<b>Subtotal</b>	<b>\$ 167.48</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3952	Mattie Kannard	\$ 288.50

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Mattie Kannard	11000-1000-55819-1010-535001	travel to Albuquerque for teacher	2410	01/12/2018	Jan7.9.2018	\$ 95.00
Mattie Kannard	11000-1000-55819-1010-535001	mileage to Albuquerque	2410	01/12/2018	Jan7.9.2018	\$ 193.50

<b>Subtotal</b>	<b>\$ 288.50</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3953	PESI	\$ 634.96

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
PESI	24154-1000-53330-1010-535001	Mental Health Issue in the Classr	2382	11/27/2017	1723619	\$ 599.97
PESI	11000-1000-56118-1010-535001	CBT toolbox for childere nad adlc	2382	11/27/2017	1723619	\$ 34.99

<b>Subtotal</b>	<b>\$ 634.96</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3954	Occupational Therapy Services	\$ 726.25

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Occupational Therapy Services	11000-2100-53213-2000-535001	Occupational therapy direct servi	2251	07/13/2017	6	\$ 621.25
Occupational Therapy Services	11000-2100-53213-2000-535001	OT, IEP consultations	2251	07/13/2017	6	\$ 105.00

<b>Subtotal</b>	<b>\$ 726.25</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3955	Sonrisa Therapy Services	\$ 719.29

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Sonrisa Therapy Services	11000-2100-53212-2000-535001	Direct Therapy	2414	01/18/2018	46	\$ 402.56
Sonrisa Therapy Services	11000-2100-53212-2000-535001	Indirect therapy	2414	01/18/2018	46	\$ 271.25
Sonrisa Therapy Services	11000-2100-53212-2000-535001	gross receipts for direct and indir	2414	01/18/2018	46	\$ 45.48

<b>Subtotal</b>	<b>\$ 719.29</b>
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
461	Citizens Bank	0133561801	3956	Spectrum Technologies	\$ 650.51

Accounting Cycle: FY 2018; Voucher: &lt;All&gt;; Warrant Status: Non-Void; Order By: Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Spectrum Technologies	11000-2600-54620-0000-535001	lease on canon copier FY18	2237	07/03/2017	21967298	\$ 215.21
Spectrum Technologies	11000-1000-56118-1010-535001	color copies overage	2237	07/03/2017	21967298	\$ 435.30
<b>Subtotal</b>						<b>\$ 650.51</b>
<b>Total</b>						<b><u>\$ 39,075.04</u></b>

Accounting Cycle: FY 2018; Voucher: <All>; Warrant Status: Non-Void; Order By:  
 Voucher; Begin Date: 1/1/2018; End Date: 1/31/2018

Warrant Date	Warrant Number	Vendor	Amount
01/04/2018		Shamrock Foods	\$ 2,393.07
01/04/2018	1099	La Posta de Mesilla	\$ 945.00
01/04/2018	1100	STS-New Mexico	\$ 445.36
01/04/2018	3924	Cooperative Educational Services	\$ 2,262.26
01/04/2018	3926	Office Depot	\$ 571.19
01/04/2018	3927	Sam's Club	\$ 34.21
01/04/2018	3928	Sonrisa Therapy Services	\$ 204.76
01/04/2018	3929	Southwest Regional Education Center	\$ 4,166.67
01/04/2018	3930	The Bugyman Exterminator	\$ 81.23
01/04/2018	3931	American Document Services	\$ 5.76
01/04/2018	3932	Las Cruces Radio Center	\$ 130.00
01/04/2018	3933	Las Cruces Public Schools	\$ 18,406.25
01/10/2018	3939	American Linen	\$ 137.90
01/10/2018	3940	City of Las Cruces	\$ 394.88
01/10/2018	3941	Scholastic	\$ 20.00
01/11/2018	1101	Hacienda de Mesilla	\$ 174.02
01/11/2018	1102	Johnstons's Ace Hardware	\$ 26.54
01/11/2018	3942	Comcast Cable	\$ 195.11
01/11/2018	3943	Department of Workforce Solutions	\$ 1,320.00
01/11/2018	3944	El Paso Electric	\$ 1,347.27
01/11/2018	3945	Emmanuel Diaz	\$ 80.00
01/11/2018	3946	Spectrum Technologies of El Paso	\$ 113.00
01/19/2018	1103	SYNCB/Amazon	\$ 182.75
01/19/2018	3947	Brady Industries	\$ 599.82
01/19/2018	3948	Eric Ahner	\$ 125.00
01/19/2018	3949	Sonrisa Therapy Services	\$ 935.35
01/19/2018	3950	SYNCB/Amazon	\$ 407.66
01/24/2018	1104	Russell Sand & Gravel Co.	\$ 182.99
01/24/2018	3951	Cooperative Educational Services	\$ 167.48
01/24/2018	3952	Mattie Kannard	\$ 288.50
01/24/2018	3953	PESI	\$ 634.96
01/24/2018	3954	Occupational Therapy Services	\$ 726.25
01/24/2018	3955	Sonrisa Therapy Services	\$ 719.29
01/24/2018	3956	Spectrum Technologies	\$ 650.51
<b>Total</b>			<b>\$ 39,075.04</b>

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
<b>11000</b>		<b>1000</b>		<b>Operational Instruction</b>								
		<b>51100</b>		<b>Salaries Expense</b>								
11000	1000	51100	1411	Teachers-Grades 1-12	\$429,452.00	\$3,108.00	\$432,560.00	\$35,935.02	\$230,281.65	\$198,947.97	\$3,330.38	9.65
11000	1000	51100	1412	Teachers- Special Education	\$63,773.00	\$266.00	\$64,039.00	\$5,336.60	\$34,687.90	\$29,351.10	\$0.00	1.50
11000	1000	51100	1413	Teachers-Early Childhood Ed	\$42,404.00	(\$5,210.00)	\$37,194.00	\$2,968.34	\$19,294.21	\$16,325.79	\$1,574.00	1.00
11000	1000	51100	1422	Teachers Special Education - Gifted	\$58,132.00	\$0.00	\$58,132.00	\$4,844.34	\$31,488.21	\$26,643.79	\$0.00	0.90
11000	1000	51100	1611	Substitutes-Sick Leave	\$8,000.00	\$0.00	\$8,000.00	\$452.30	\$4,424.07	\$0.00	\$3,575.93	0.00
11000	1000	51100	1711	Instructional Assistants-Grades 1-12	\$21,184.00	\$1,461.00	\$22,645.00	\$1,887.08	\$12,266.02	\$10,378.98	\$0.00	1.00
11000	1000	51100	1712	Instructional Assistants-Special Education	\$18,074.00	\$375.00	\$18,449.00	\$1,537.42	\$9,993.23	\$8,455.77	\$0.00	1.00
<b>11000</b>	<b>1000</b>	<b>51100</b>		<b>SUBTOTAL Salaries Expense</b>	<b>\$641,019.00</b>	<b>\$0.00</b>	<b>\$641,019.00</b>	<b>\$52,961.10</b>	<b>\$342,435.29</b>	<b>\$290,103.40</b>	<b>\$8,480.31</b>	<b>15.05</b>
		<b>51300</b>		<b>Additional Compensation</b>								
11000	1000	51300	1411	Teachers-Grades 1-12	\$8,500.00	\$0.00	\$8,500.00	\$583.34	\$3,791.71	\$3,208.29	\$1,500.00	0.00
<b>11000</b>	<b>1000</b>	<b>51300</b>		<b>SUBTOTAL Additional Compensation</b>	<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$583.34</b>	<b>\$3,791.71</b>	<b>\$3,208.29</b>	<b>\$1,500.00</b>	<b>0.00</b>
11000	1000	52111		Educational Retirement	\$89,172.00	\$0.00	\$89,172.00	\$7,379.82	\$47,515.33	\$40,642.89	\$1,013.78	0.00
11000	1000	52112		ERA - Retiree Health	\$12,831.00	\$0.00	\$12,831.00	\$1,061.88	\$6,836.97	\$5,847.93	\$146.10	0.00
11000	1000	52210		FICA Payments	\$39,380.00	(\$1,325.00)	\$38,055.00	\$2,620.97	\$17,562.53	\$14,285.10	\$6,207.37	0.00
11000	1000	52220		Medicare Payments	\$9,477.00	\$0.00	\$9,477.00	\$776.42	\$5,020.94	\$4,239.71	\$216.35	0.00
11000	1000	52311		Health and Medical Premiums	\$62,105.00	(\$431.00)	\$61,674.00	\$4,817.22	\$30,694.71	\$25,693.23	\$5,286.06	0.00
11000	1000	52312		Life	\$1,016.00	\$110.00	\$1,126.00	\$84.60	\$554.60	\$472.35	\$99.05	0.00
11000	1000	52313		Dental	\$4,604.00	\$0.00	\$4,604.00	\$388.54	\$2,450.02	\$2,047.31	\$106.67	0.00
11000	1000	52314		Vision	\$665.00	\$40.00	\$705.00	\$63.38	\$357.87	\$333.99	\$13.14	0.00
11000	1000	52315		Disability	\$962.00	\$0.00	\$962.00	\$72.50	\$460.59	\$384.30	\$117.11	0.00
11000	1000	52316		Other Insurance	\$0.00	\$215.00	\$215.00	\$0.00	\$215.00	\$0.00	\$0.00	0.00
11000	1000	52710		Workers Compensation Premium	\$9,725.00	\$0.00	\$9,725.00	\$0.00	\$6,925.00	\$0.00	\$2,800.00	0.00
11000	1000	52720		Workers Compensation Employer's Fee	\$175.00	\$0.00	\$175.00	\$0.00	\$80.50	\$0.00	\$94.50	0.00
11000	1000	53330		Professional Development	\$0.00	\$11.00	\$11.00	\$0.00	\$10.92	\$0.00	\$0.08	0.00
11000	1000	53711		Other Charges	\$600.00	\$1,000.00	\$1,600.00	\$0.00	\$258.00	\$1,245.85	\$96.15	0.00
11000	1000	55817		Student Travel	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$190.28	\$0.00	\$809.72	0.00
11000	1000	55819		Employee Travel - Teachers	\$0.00	\$380.00	\$380.00	\$288.50	\$288.50	\$0.00	\$91.50	0.00
11000	1000	55915		Other Contract Services	\$225.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0.00
11000	1000	56113		Software	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$4,345.00	\$0.00	\$655.00	0.00
11000	1000	56118		General Supplies and Materials	\$18,185.00	\$0.00	\$18,185.00	\$1,526.37	\$8,961.42	\$2,411.08	\$6,812.50	0.00
11000	1000	57332		Supply Assets (\$5,000 or less)	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$398.00	\$157.85	\$3,944.15	0.00
<b>11000</b>	<b>1000</b>			<b>SUBTOTAL Instruction</b>	<b>\$909,141.00</b>	<b>\$0.00</b>	<b>\$909,141.00</b>	<b>\$72,624.64</b>	<b>\$479,353.18</b>	<b>\$391,073.28</b>	<b>\$38,714.54</b>	<b>15.05</b>
		<b>2000</b>		<b>Support Services</b>								
		<b>2100</b>		<b>Support Services-Students</b>								
11000	2100	52710		Workers Compensation Premium	\$0.00	\$568.00	\$568.00	\$0.00	\$568.00	\$0.00	\$0.00	0.00
11000	2100	52720		Workers Compensation Employer's Fee	\$568.00	(\$568.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
11000	2100	53211		Diagnosticians - Contracted	\$7,000.00	\$0.00	\$7,000.00	\$2,429.74	\$3,422.01	\$3,530.27	\$47.72	0.00
11000	2100	53212		Speech Therapists - Contracted	\$15,593.00	\$0.00	\$15,593.00	\$1,859.40	\$16,738.93	\$20,891.24	(\$22,037.17)	0.00



**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
11000	2100	53213		Occupational Therapists - Contracted	\$2,000.00	\$0.00	\$2,000.00	\$726.25	\$1,181.25	\$1,855.00	(\$1,036.25)	0.00
11000	2100	53214		Therapists - Contracted	\$1,500.00	(\$1,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
11000	2100	53215		Psychologists/Counselors - Contracted	\$2,100.00	\$2,000.00	\$4,100.00	\$0.00	\$3,942.58	\$0.00	\$157.42	0.00
11000	2100	55915		Other Contract Services	\$3,000.00	(\$2,476.00)	\$524.00	\$0.00	\$0.00	\$258.00	\$266.00	0.00
11000	2100	56118		General Supplies and Materials	\$400.00	\$0.00	\$400.00	\$0.00	\$22.39	\$0.00	\$377.61	0.00
<b>11000</b>	<b>2100</b>			<b>SUBTOTAL Support Services-Students</b>	<b>\$32,161.00</b>	<b>(\$1,976.00)</b>	<b>\$30,185.00</b>	<b>\$5,015.39</b>	<b>\$25,875.16</b>	<b>\$26,534.51</b>	<b>(\$22,224.67)</b>	<b>0.00</b>
	<b>2200</b>			<b>Support Services-Instruction</b>								
11000	2200	53414		Other Services	\$10,000.00	\$0.00	\$10,000.00	\$80.00	\$3,105.25	\$6,480.00	\$414.75	0.00
11000	2200	56114		Library And Audio-Visual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	(\$74.00)	0.00
<b>11000</b>	<b>2200</b>			<b>SUBTOTAL Support Services-Instruction</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$80.00</b>	<b>\$3,105.25</b>	<b>\$6,554.00</b>	<b>\$340.75</b>	<b>0.00</b>
	<b>2300</b>			<b>Support Services-General Administration</b>								
		<b>51100</b>		<b>Salaries Expense</b>								
11000	2300	51100	1111	Superintendent	\$95,000.00	\$0.00	\$95,000.00	\$7,916.66	\$55,416.62	\$39,583.38	\$0.00	1.00
11000	2300	51100	1217	Secretarial/Clerical/Technical Assistants	\$24,703.00	\$2,697.00	\$27,400.00	\$2,283.34	\$14,841.71	\$12,558.29	\$0.00	1.20
<b>11000</b>	<b>2300</b>	<b>51100</b>		<b>SUBTOTAL Salaries Expense</b>	<b>\$119,703.00</b>	<b>\$2,697.00</b>	<b>\$122,400.00</b>	<b>\$10,200.00</b>	<b>\$70,258.33</b>	<b>\$52,141.67</b>	<b>\$0.00</b>	<b>2.20</b>
		<b>51300</b>		<b>Additional Compensation</b>								
11000	2300	51300	1217	Secretarial/Clerical/Technical Assistants	\$2,000.00	\$0.00	\$2,000.00	\$222.75	\$699.75	\$0.00	\$1,300.25	0.00
<b>11000</b>	<b>2300</b>	<b>51300</b>		<b>SUBTOTAL Additional Compensation</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$222.75</b>	<b>\$699.75</b>	<b>\$0.00</b>	<b>\$1,300.25</b>	<b>0.00</b>
11000	2300	52111		Educational Retirement	\$16,917.00	\$375.00	\$17,292.00	\$1,448.76	\$9,863.17	\$7,127.16	\$301.67	0.00
11000	2300	52112		ERA - Retiree Health	\$2,435.00	\$55.00	\$2,490.00	\$208.48	\$1,419.30	\$1,025.45	\$45.25	0.00
11000	2300	52210		FICA Payments	\$7,546.00	\$170.00	\$7,716.00	\$646.21	\$4,399.41	\$3,178.97	\$137.62	0.00
11000	2300	52220		Medicare Payments	\$1,736.00	\$70.00	\$1,806.00	\$151.13	\$1,028.91	\$743.47	\$33.62	0.00
11000	2300	52311		Health and Medical Premiums	\$7,786.00	\$10,392.00	\$18,178.00	\$1,387.62	\$7,231.41	\$8,474.80	\$2,471.79	0.00
11000	2300	52312		Life	\$113.00	\$53.00	\$166.00	\$12.46	\$83.34	\$72.85	\$9.81	0.00
11000	2300	52313		Dental	\$0.00	\$490.00	\$490.00	\$83.38	\$313.39	\$509.20	(\$332.59)	0.00
11000	2300	52314		Vision	\$120.00	\$85.00	\$205.00	\$14.48	\$81.62	\$88.40	\$34.98	0.00
11000	2300	52710		Workers Compensation Premium	\$1,552.00	\$0.00	\$1,552.00	\$0.00	\$1,552.00	\$0.00	\$0.00	0.00
11000	2300	52720		Workers Compensation Employer's Fee	\$28.00	\$0.00	\$28.00	\$0.00	\$12.20	\$0.00	\$15.80	0.00
11000	2300	53330		Professional Development	\$700.00	(\$100.00)	\$600.00	\$0.00	\$274.24	\$182.00	\$143.76	0.00
11000	2300	53411		Auditing	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$8,901.00	\$4,124.41	(\$25.41)	0.00
11000	2300	53413		Legal	\$3,000.00	\$0.00	\$3,000.00	\$125.00	\$2,560.60	\$4,431.26	(\$3,991.86)	0.00
11000	2300	53711		Other Charges	\$4,800.00	(\$500.00)	\$4,300.00	\$0.00	\$264.60	\$0.00	\$4,035.40	0.00
11000	2300	55812		Board Training	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$675.00	\$2,325.00	0.00
11000	2300	55813		Employee Travel - Non-Teachers	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$701.10	(\$201.10)	0.00
11000	2300	55915		Other Contract Services	\$3,625.00	\$0.00	\$3,625.00	\$0.00	\$0.00	\$1,700.00	\$1,925.00	0.00
11000	2300	56113		Software	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
11000	2300	56115		Board Expenses	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,795.00	\$0.00	\$205.00	0.00
11000	2300	56118		General Supplies and Materials	\$1,000.00	\$0.00	\$1,000.00	\$35.77	\$276.38	\$62.19	\$661.43	0.00
11000	2300	57332		Supply Assets (\$5,000 or less)	\$700.00	(\$148.00)	\$552.00	\$0.00	\$200.33	\$0.00	\$351.67	0.00

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

<b>Fund</b>	<b>Func</b>	<b>Obj</b>	<b>Job</b>	<b>Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Encumbrance</b>	<b>Budget Balance</b>	<b>FTE</b>
<b>11000</b>	<b>2300</b>			<b>SUBTOTAL Support Services-General Administration</b>	<b>\$192,261.00</b>	<b>\$13,639.00</b>	<b>\$205,900.00</b>	<b>\$14,536.04</b>	<b>\$111,214.98</b>	<b>\$85,237.93</b>	<b>\$9,447.09</b>	<b>2.20</b>
	<b>2500</b>			<b>Central Services</b>								
11000	2500	53414		Other Services	\$50,000.00	\$0.00	\$50,000.00	\$4,166.67	\$25,000.02	\$24,999.98	\$0.00	0.00
11000	2500	53711		Other Charges	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
11000	2500	56113		Software	\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$12,745.20	\$0.00	\$754.80	0.00
11000	2500	56118		General Supplies and Materials	\$200.00	\$0.00	\$200.00	\$0.00	\$56.62	\$134.00	\$9.38	0.00
<b>11000</b>	<b>2500</b>			<b>SUBTOTAL Central Services</b>	<b>\$64,000.00</b>	<b>\$0.00</b>	<b>\$64,000.00</b>	<b>\$4,166.67</b>	<b>\$37,801.84</b>	<b>\$25,133.98</b>	<b>\$1,064.18</b>	<b>0.00</b>
	<b>2600</b>			<b>Operation &amp; Maintenance of Plant</b>								
		<b>51100</b>		<b>Salaries Expense</b>								
11000	2600	51100	1615	Custodial	\$25,000.00	(\$6,300.00)	\$18,700.00	\$2,079.36	\$8,303.16	\$10,396.84	\$0.00	0.63
<b>11000</b>	<b>2600</b>	<b>51100</b>		<b>SUBTOTAL Salaries Expense</b>	<b>\$25,000.00</b>	<b>(\$6,300.00)</b>	<b>\$18,700.00</b>	<b>\$2,079.36</b>	<b>\$8,303.16</b>	<b>\$10,396.84</b>	<b>\$0.00</b>	<b>0.63</b>
11000	2600	52111		Educational Retirement	\$3,475.00	\$0.00	\$3,475.00	\$289.04	\$1,154.16	\$1,445.13	\$875.71	0.00
11000	2600	52112		ERA - Retiree Health	\$500.00	\$0.00	\$500.00	\$41.58	\$166.04	\$207.89	\$126.07	0.00
11000	2600	52210		FICA Payments	\$1,550.00	\$0.00	\$1,550.00	\$128.92	\$514.80	\$644.57	\$390.63	0.00
11000	2600	52220		Medicare Payments	\$363.00	\$0.00	\$363.00	\$30.16	\$120.40	\$150.79	\$91.81	0.00
11000	2600	52311		Health and Medical Premiums	\$6,663.00	(\$6,663.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
11000	2600	52312		Life	\$57.00	\$0.00	\$57.00	\$4.70	\$18.80	\$23.50	\$14.70	0.00
11000	2600	52313		Dental	\$374.00	\$0.00	\$374.00	\$0.00	\$0.00	\$0.00	\$374.00	0.00
11000	2600	52314		Vision	\$76.00	\$0.00	\$76.00	\$7.34	\$29.36	\$36.70	\$9.94	0.00
11000	2600	52315		Disability	\$0.00	\$57.00	\$57.00	\$6.32	\$25.28	\$31.60	\$0.12	0.00
11000	2600	52720		Workers Compensation Employer's Fee	\$10.00	\$0.00	\$10.00	\$0.00	\$2.30	\$0.00	\$7.70	0.00
11000	2600	54311		Maintenance & Repair - Furniture/Fixtures/Equipment	\$100.00	\$0.00	\$100.00	\$130.00	\$130.00	\$175.00	(\$205.00)	0.00
11000	2600	54312		Maintenance & Repair - Buildings and Grounds	\$1,500.00	\$6,243.00	\$7,743.00	\$0.00	\$6,765.00	\$0.00	\$978.00	0.00
11000	2600	54411		Electricity	\$22,000.00	\$0.00	\$22,000.00	\$1,347.27	\$11,834.51	\$7,708.30	\$2,457.19	0.00
11000	2600	54412		Natural Gas (Buildings)	\$2,500.00	\$0.00	\$2,500.00	\$179.20	\$495.25	\$846.00	\$1,158.75	0.00
11000	2600	54415		Water/Sewage	\$5,000.00	\$0.00	\$5,000.00	\$215.68	\$1,398.60	\$1,335.00	\$2,266.40	0.00
11000	2600	54416		Communication Services	\$2,640.00	\$0.00	\$2,640.00	\$195.11	\$1,352.64	\$1,000.00	\$287.36	0.00
11000	2600	54620		Rental - Equipment and Vehicles	\$2,520.00	\$0.00	\$2,520.00	\$215.21	\$1,440.77	\$1,025.00	\$54.23	0.00
11000	2600	55200		Property/Liability Insurance	\$16,221.00	\$0.00	\$16,221.00	\$0.00	\$16,221.00	\$0.00	\$0.00	0.00
11000	2600	55915		Other Contract Services	\$1,000.00	\$0.00	\$1,000.00	\$86.99	\$277.50	\$264.29	\$458.21	0.00
11000	2600	56118		General Supplies and Materials	\$4,000.00	\$0.00	\$4,000.00	\$599.82	\$3,000.36	\$902.10	\$97.54	0.00
11000	2600	57332		Supply Assets (\$5,000 or less)	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<b>11000</b>	<b>2600</b>			<b>SUBTOTAL Operation &amp; Maintenance of Plant</b>	<b>\$100,549.00</b>	<b>(\$11,663.00)</b>	<b>\$88,886.00</b>	<b>\$5,556.70</b>	<b>\$53,249.93</b>	<b>\$26,192.71</b>	<b>\$9,443.36</b>	<b>0.63</b>
	<b>2900</b>			<b>Other Support Services</b>								
11000	2900	58213		Emergency Reserve	\$56,123.00	\$0.00	\$56,123.00	\$0.00	\$0.00	\$0.00	\$56,123.00	0.00
<b>11000</b>	<b>2900</b>			<b>SUBTOTAL Other Support Services</b>	<b>\$56,123.00</b>	<b>\$0.00</b>	<b>\$56,123.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,123.00</b>	<b>0.00</b>

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

<b>Fund</b>	<b>Func</b>	<b>Obj</b>	<b>Job</b>	<b>Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Encumbrance</b>	<b>Budget Balance</b>	<b>FTE</b>
<b>11000</b>	<b>2000</b>			<b>SUBTOTAL Support Services</b>	<b>\$455,094.00</b>	<b>\$0.00</b>	<b>\$455,094.00</b>	<b>\$29,354.80</b>	<b>\$231,247.16</b>	<b>\$169,653.13</b>	<b>\$54,193.71</b>	<b>2.83</b>
	<b>3000</b>			<b>Operation of Non-Instructional Services</b>								
	<b>3100</b>			<b>Food Services Operations</b>								
		<b>51100</b>		<b>Salaries Expense</b>								
11000	3100	51100	1617	Food Service	\$30,535.00	(\$253.00)	\$30,282.00	\$2,533.34	\$16,466.71	\$12,661.48	\$1,153.81	1.10
<b>11000</b>	<b>3100</b>	<b>51100</b>		<b>SUBTOTAL Salaries Expense</b>	<b>\$30,535.00</b>	<b>(\$253.00)</b>	<b>\$30,282.00</b>	<b>\$2,533.34</b>	<b>\$16,466.71</b>	<b>\$12,661.48</b>	<b>\$1,153.81</b>	<b>1.10</b>
11000	3100	52111		Educational Retirement	\$4,245.00	\$0.00	\$4,245.00	\$352.12	\$2,288.78	\$1,759.99	\$196.23	0.00
11000	3100	52112		ERA - Retiree Health	\$611.00	\$0.00	\$611.00	\$50.66	\$329.29	\$253.22	\$28.49	0.00
11000	3100	52210		FICA Payments	\$1,894.00	(\$17.00)	\$1,877.00	\$157.08	\$1,021.02	\$785.07	\$70.91	0.00
11000	3100	52220		Medicare Payments	\$443.00	\$0.00	\$443.00	\$36.74	\$238.81	\$183.59	\$20.60	0.00
11000	3100	52312		Life	\$46.00	\$7.00	\$53.00	\$5.18	\$34.26	\$22.00	(\$3.26)	0.00
11000	3100	52313		Dental	\$470.00	(\$2.00)	\$468.00	\$0.00	\$0.00	\$0.00	\$468.00	0.00
11000	3100	52314		Vision	\$82.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	0.00
11000	3100	52315		Disability	\$0.00	\$12.00	\$12.00	\$1.00	\$6.00	\$0.00	\$6.00	0.00
11000	3100	52710		Workers Compensation Premium	\$0.00	\$253.00	\$253.00	\$0.00	\$253.00	\$0.00	\$0.00	0.00
11000	3100	52720		Workers Compensation Employer's Fee	\$12.00	\$0.00	\$12.00	\$0.00	\$5.06	\$0.00	\$6.94	0.00
11000	3100	53330		Professional Development	\$500.00	\$0.00	\$500.00	\$0.00	\$305.92	\$0.00	\$194.08	0.00
<b>11000</b>	<b>3100</b>			<b>SUBTOTAL Food Services Operations</b>	<b>\$38,838.00</b>	<b>\$0.00</b>	<b>\$38,838.00</b>	<b>\$3,136.12</b>	<b>\$20,948.85</b>	<b>\$15,665.35</b>	<b>\$2,223.80</b>	<b>1.10</b>
<b>11000</b>	<b>3000</b>			<b>SUBTOTAL Operation of Non-Instructional Services</b>	<b>\$38,838.00</b>	<b>\$0.00</b>	<b>\$38,838.00</b>	<b>\$3,136.12</b>	<b>\$20,948.85</b>	<b>\$15,665.35</b>	<b>\$2,223.80</b>	<b>1.10</b>
<b>11000</b>				<b>TOTAL Operational</b>	<b>\$1,403,073.00</b>	<b>\$0.00</b>	<b>\$1,403,073.00</b>	<b>\$105,115.56</b>	<b>\$731,549.19</b>	<b>\$576,391.76</b>	<b>\$95,132.05</b>	<b>18.98</b>
<b>14000</b>				<b>Total Instructional Materials Sub-Fund</b>								
	<b>1000</b>			<b>Instruction</b>								
14000	1000	56111		Instructional Materials Cash - 50% Textbooks	\$35,022.00	\$0.00	\$35,022.00	\$0.00	\$3,330.60	\$91.98	\$31,599.42	0.00
<b>14000</b>	<b>1000</b>			<b>SUBTOTAL Instruction</b>	<b>\$35,022.00</b>	<b>\$0.00</b>	<b>\$35,022.00</b>	<b>\$0.00</b>	<b>\$3,330.60</b>	<b>\$91.98</b>	<b>\$31,599.42</b>	<b>0.00</b>
<b>14000</b>				<b>TOTAL Total</b>	<b>\$35,022.00</b>	<b>\$0.00</b>	<b>\$35,022.00</b>	<b>\$0.00</b>	<b>\$3,330.60</b>	<b>\$91.98</b>	<b>\$31,599.42</b>	<b>0.00</b>
				<b>Instructional Materials Sub-Fund</b>								
<b>21000</b>				<b>Food Services</b>								
	<b>3000</b>			<b>Operation of Non-Instructional Services</b>								
	<b>3100</b>			<b>Food Services Operations</b>								
		<b>51100</b>		<b>Salaries Expense</b>								
21000	3100	51100	1617	Food Service	\$13,605.00	(\$1,040.00)	\$12,565.00	\$1,100.02	\$7,630.13	\$2,234.31	\$2,700.56	0.65
<b>21000</b>	<b>3100</b>	<b>51100</b>		<b>SUBTOTAL Salaries Expense</b>	<b>\$13,605.00</b>	<b>(\$1,040.00)</b>	<b>\$12,565.00</b>	<b>\$1,100.02</b>	<b>\$7,630.13</b>	<b>\$2,234.31</b>	<b>\$2,700.56</b>	<b>0.65</b>
21000	3100	52111		Educational Retirement	\$1,892.00	\$0.00	\$1,892.00	\$152.92	\$1,060.70	\$310.53	\$520.77	0.00
21000	3100	52112		ERA - Retiree Health	\$273.00	\$0.00	\$273.00	\$22.00	\$152.60	\$44.66	\$75.74	0.00
21000	3100	52210		FICA Payments	\$844.00	\$0.00	\$844.00	\$68.20	\$473.06	\$138.49	\$232.45	0.00

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

Fund	Func	Obj	Job Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
21000	3100	52220	Medicare Payments	\$198.00	\$0.00	\$198.00	\$15.96	\$110.70	\$32.45	\$54.85	0.00
21000	3100	52312	Life	\$68.00	\$0.00	\$68.00	\$4.22	\$29.19	\$3.85	\$34.96	0.00
21000	3100	52313	Dental	\$118.00	\$0.00	\$118.00	\$0.00	\$0.00	\$0.00	\$118.00	0.00
21000	3100	52314	Vision	\$21.00	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00	0.00
21000	3100	52315	Disability	\$0.00	\$40.00	\$40.00	\$3.02	\$18.12	\$0.00	\$21.88	0.00
21000	3100	52500	Unemployment Compensation	\$0.00	\$3,280.00	\$3,280.00	\$1,320.00	\$1,958.53	\$1,320.00	\$1.47	0.00
21000	3100	52720	Workers Compensation Employer's Fee	\$12.00	\$0.00	\$12.00	\$0.00	\$4.14	\$0.00	\$7.86	0.00
21000	3100	53711	Other Charges	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	\$0.00	0.00
21000	3100	55915	Other Contract Services	\$1,790.00	\$0.00	\$1,790.00	\$137.90	\$875.38	\$870.00	\$44.62	0.00
21000	3100	56113	Software	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
21000	3100	56116	Food	\$50,000.00	(\$3,280.00)	\$46,720.00	\$2,347.31	\$19,361.91	\$21,125.00	\$6,233.09	0.00
21000	3100	56118	General Supplies and Materials	\$500.00	\$0.00	\$500.00	\$79.97	\$168.83	\$378.54	(\$47.37)	0.00
21000	3100	57332	Supply Assets (\$5,000 or less)	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$740.76	\$0.00	\$259.24	0.00
<b>21000</b>	<b>3100</b>		<b>SUBTOTAL Food Services Operations</b>	<b>\$70,571.00</b>	<b>\$0.00</b>	<b>\$70,571.00</b>	<b>\$5,251.52</b>	<b>\$32,784.05</b>	<b>\$26,507.83</b>	<b>\$11,279.12</b>	<b>0.65</b>
<b>21000</b>	<b>3000</b>		<b>SUBTOTAL Operation of Non-Instructional Services</b>	<b>\$70,571.00</b>	<b>\$0.00</b>	<b>\$70,571.00</b>	<b>\$5,251.52</b>	<b>\$32,784.05</b>	<b>\$26,507.83</b>	<b>\$11,279.12</b>	<b>0.65</b>
<b>21000</b>			<b>TOTAL Food Services</b>	<b>\$70,571.00</b>	<b>\$0.00</b>	<b>\$70,571.00</b>	<b>\$5,251.52</b>	<b>\$32,784.05</b>	<b>\$26,507.83</b>	<b>\$11,279.12</b>	<b>0.65</b>
<b>23000</b>			<b>Non-Instructional Support Instruction</b>								
	<b>1000</b>										
23000	1000	53711	Other Charges	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$220.00	\$1,280.00	0.00
23000	1000	55813	Employee Travel - Non-Teachers	\$0.00	\$425.00	\$425.00	\$0.00	\$210.92	\$0.00	\$214.08	0.00
23000	1000	55817	Student Travel	\$5,000.00	\$0.00	\$5,000.00	\$445.36	\$1,400.00	\$335.30	\$3,264.70	0.00
23000	1000	55819	Employee Travel - Teachers	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
23000	1000	55915	Other Contract Services	\$15,000.00	\$0.00	\$15,000.00	\$182.99	\$5,313.92	\$975.00	\$8,711.08	0.00
23000	1000	56118	General Supplies and Materials	\$43,771.00	(\$425.00)	\$43,346.00	\$1,328.31	\$6,733.14	\$719.11	\$35,893.75	0.00
23000	1000	57332	Supply Assets (\$5,000 or less)	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,091.00	\$30.00	\$7,879.00	0.00
<b>23000</b>	<b>1000</b>		<b>SUBTOTAL Instruction</b>	<b>\$76,271.00</b>	<b>\$0.00</b>	<b>\$76,271.00</b>	<b>\$1,956.66</b>	<b>\$15,748.98</b>	<b>\$2,279.41</b>	<b>\$58,242.61</b>	<b>0.00</b>
<b>23000</b>			<b>TOTAL Non-Instructional Support</b>	<b>\$76,271.00</b>	<b>\$0.00</b>	<b>\$76,271.00</b>	<b>\$1,956.66</b>	<b>\$15,748.98</b>	<b>\$2,279.41</b>	<b>\$58,242.61</b>	<b>0.00</b>
<b>24000</b>			<b>Federal Flow-through Grants</b>								
<b>24101</b>			<b>Title I - ESEA Instruction</b>								
	<b>1000</b>										
		<b>51100</b>	<b>Salaries Expense</b>								
24101	1000	51100	1411 Teachers-Grades 1-12	\$26,301.00	\$0.00	\$26,301.00	\$2,191.66	\$14,245.79	\$0.00	\$12,055.21	0.50
<b>24101</b>	<b>1000</b>	<b>51100</b>	<b>SUBTOTAL Salaries Expense</b>	<b>\$26,301.00</b>	<b>\$0.00</b>	<b>\$26,301.00</b>	<b>\$2,191.66</b>	<b>\$14,245.79</b>	<b>\$0.00</b>	<b>\$12,055.21</b>	<b>0.50</b>
24101	1000	52111	Educational Retirement	\$3,656.00	\$0.00	\$3,656.00	\$304.64	\$1,980.16	\$0.00	\$1,675.84	0.00
24101	1000	52112	ERA - Retiree Health	\$527.00	\$0.00	\$527.00	\$43.82	\$284.83	\$0.00	\$242.17	0.00
24101	1000	52210	FICA Payments	\$1,631.00	\$0.00	\$1,631.00	\$135.88	\$883.22	\$0.00	\$747.78	0.00

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

<b>Fund</b>	<b>Func</b>	<b>Obj</b>	<b>Job Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Encumbrance</b>	<b>Budget Balance</b>	<b>FTE</b>
24101	1000	52220	Medicare Payments	\$382.00	\$0.00	\$382.00	\$31.78	\$206.57	\$0.00	\$175.43	0.00
24101	1000	52312	Life	\$59.00	\$0.00	\$59.00	\$4.70	\$30.55	\$0.00	\$28.45	0.00
24101	1000	52720	Workers Compensation Employer's Fee	\$10.00	\$0.00	\$10.00	\$0.00	\$4.60	\$0.00	\$5.40	0.00
24101	1000	56118	General Supplies and Materials	\$1,514.00	\$0.00	\$1,514.00	\$20.00	\$722.05	\$0.00	\$791.95	0.00
<b>24101</b>	<b>1000</b>		<b>SUBTOTAL Instruction</b>	<b>\$34,080.00</b>	<b>\$0.00</b>	<b>\$34,080.00</b>	<b>\$2,732.48</b>	<b>\$18,357.77</b>	<b>\$0.00</b>	<b>\$15,722.23</b>	<b>0.50</b>
<b>24101</b>			<b>TOTAL Title I - ESEA</b>	<b>\$34,080.00</b>	<b>\$0.00</b>	<b>\$34,080.00</b>	<b>\$2,732.48</b>	<b>\$18,357.77</b>	<b>\$0.00</b>	<b>\$15,722.23</b>	<b>0.50</b>
<b>24106</b>			<b>Entitlement IDEA-B</b>								
	<b>1000</b>		<b>Instruction</b>								
		<b>51100</b>	<b>Salaries Expense</b>								
24106	1000	51100	1712 Instructional Assistants-Special Education	\$25,301.00	\$550.00	\$25,851.00	\$3,503.82	\$22,273.82	\$6,939.56	(\$3,362.38)	2.10
<b>24106</b>	<b>1000</b>	<b>51100</b>	<b>SUBTOTAL Salaries Expense</b>	<b>\$25,301.00</b>	<b>\$550.00</b>	<b>\$25,851.00</b>	<b>\$3,503.82</b>	<b>\$22,273.82</b>	<b>\$6,939.56</b>	<b>(\$3,362.38)</b>	<b>2.10</b>
24106	1000	52111	Educational Retirement	\$3,517.00	\$67.00	\$3,584.00	\$487.04	\$3,096.12	\$964.59	(\$476.71)	0.00
24106	1000	52112	ERA - Retiree Health	\$507.00	\$9.00	\$516.00	\$70.08	\$445.49	\$138.82	(\$68.31)	0.00
24106	1000	52210	FICA Payments	\$1,569.00	\$30.00	\$1,599.00	\$217.22	\$1,380.88	\$430.21	(\$212.09)	0.00
24106	1000	52220	Medicare Payments	\$367.00	\$7.00	\$374.00	\$50.80	\$322.93	\$100.65	(\$49.58)	0.00
24106	1000	52311	Health and Medical Premiums	\$7,313.00	\$0.00	\$7,313.00	\$1,153.40	\$6,754.97	\$0.00	\$558.03	0.00
24106	1000	52312	Life	\$79.00	\$5.00	\$84.00	\$11.04	\$67.06	\$25.85	(\$8.91)	0.00
24106	1000	52313	Dental	\$685.00	\$0.00	\$685.00	\$95.92	\$481.27	\$112.31	\$91.42	0.00
24106	1000	52314	Vision	\$167.00	\$0.00	\$167.00	\$17.78	\$103.73	\$25.74	\$37.53	0.00
24106	1000	52315	Disability	\$70.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	0.00
24106	1000	52720	Workers Compensation Employer's Fee	\$14.00	\$0.00	\$14.00	\$0.00	\$10.80	\$0.00	\$3.20	0.00
24106	1000	56118	General Supplies and Materials	\$750.00	\$0.00	\$750.00	\$0.00	\$91.77	\$0.00	\$658.23	0.00
24106	1000	57332	Supply Assets (\$5,000 or less)	\$3,500.00	(\$668.00)	\$2,832.00	\$0.00	\$849.99	\$0.00	\$1,982.01	0.00
<b>24106</b>	<b>1000</b>		<b>SUBTOTAL Instruction</b>	<b>\$43,839.00</b>	<b>\$0.00</b>	<b>\$43,839.00</b>	<b>\$5,607.10</b>	<b>\$35,878.83</b>	<b>\$8,737.73</b>	<b>(\$777.56)</b>	<b>2.10</b>
<b>24106</b>			<b>TOTAL Entitlement</b>	<b>\$43,839.00</b>	<b>\$0.00</b>	<b>\$43,839.00</b>	<b>\$5,607.10</b>	<b>\$35,878.83</b>	<b>\$8,737.73</b>	<b>(\$777.56)</b>	<b>2.10</b>
			<b>IDEA-B</b>								
<b>24154</b>			<b>Teacher/Principal</b>								
			<b>Training &amp; Recruiting</b>								
	<b>1000</b>		<b>Instruction</b>								
		<b>51300</b>	<b>Additional Compensation</b>								
24154	1000	51300	1411 Teachers-Grades 1-12	\$4,950.00	(\$528.00)	\$4,422.00	\$0.00	\$2,500.00	\$0.00	\$1,922.00	0.00
<b>24154</b>	<b>1000</b>	<b>51300</b>	<b>SUBTOTAL Additional Compensation</b>	<b>\$4,950.00</b>	<b>(\$528.00)</b>	<b>\$4,422.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$1,922.00</b>	<b>0.00</b>
24154	1000	52111	Educational Retirement	\$0.00	\$348.00	\$348.00	\$0.00	\$347.50	\$0.00	\$0.50	0.00
24154	1000	52112	ERA - Retiree Health	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	0.00
24154	1000	52210	FICA Payments	\$0.00	\$93.00	\$93.00	\$0.00	\$93.00	\$0.00	\$0.00	0.00
24154	1000	52220	Medicare Payments	\$0.00	\$37.00	\$37.00	\$0.00	\$36.25	\$0.00	\$0.75	0.00
24154	1000	53330	Professional Development	\$2,105.00	\$0.00	\$2,105.00	\$599.97	\$804.71	\$2,478.71	(\$1,178.42)	0.00
<b>24154</b>	<b>1000</b>		<b>SUBTOTAL Instruction</b>	<b>\$7,055.00</b>	<b>\$0.00</b>	<b>\$7,055.00</b>	<b>\$599.97</b>	<b>\$3,831.46</b>	<b>\$2,478.71</b>	<b>\$744.83</b>	<b>0.00</b>
	<b>2000</b>		<b>Support Services</b>								
	<b>2300</b>		<b>Support Services-General Administration</b>								

**State of New Mexico**  
**Public School Operating Budget - Actuals Expenditure Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure**  
**UnSubmitted**

<b>Fund</b>	<b>Func</b>	<b>Obj</b>	<b>Job Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Encumbrance</b>	<b>Budget Balance</b>	<b>FTE</b>
24154	2300	53330	Professional Development	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$981.18	\$150.00	\$868.82	0.00
<b>24154</b>	<b>2300</b>		<b>SUBTOTAL Support Services-General Administration</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$981.18</b>	<b>\$150.00</b>	<b>\$868.82</b>	<b>0.00</b>
<b>24154</b>	<b>2000</b>		<b>SUBTOTAL Support Services</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$981.18</b>	<b>\$150.00</b>	<b>\$868.82</b>	<b>0.00</b>
<b>24154</b>			<b>TOTAL</b>	<b>\$9,055.00</b>	<b>\$0.00</b>	<b>\$9,055.00</b>	<b>\$599.97</b>	<b>\$4,812.64</b>	<b>\$2,628.71</b>	<b>\$1,613.65</b>	<b>0.00</b>
<b>24000</b>			<b>Teacher/Principal Training &amp; Recruiting</b>								
<b>24000</b>			<b>TOTAL Federal Flow-through Grants</b>	<b>\$86,974.00</b>	<b>\$0.00</b>	<b>\$86,974.00</b>	<b>\$8,939.55</b>	<b>\$59,049.24</b>	<b>\$11,366.44</b>	<b>\$16,558.32</b>	<b>2.60</b>
<b>25000</b>			<b>Federal Direct Grants</b>								
<b>25153</b>			<b>Title XIX MEDICAID 3/21 Years</b>								
	<b>2000</b>		<b>Support Services</b>								
	<b>2100</b>		<b>Support Services-Students</b>								
25153	2100	56118	General Supplies and Materials	\$900.00	\$0.00	\$900.00	\$0.00	\$27.39	\$89.08	\$783.53	0.00
<b>25153</b>	<b>2100</b>		<b>SUBTOTAL Support Services-Students</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$27.39</b>	<b>\$89.08</b>	<b>\$783.53</b>	<b>0.00</b>
<b>25153</b>	<b>2000</b>		<b>SUBTOTAL Support Services</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$27.39</b>	<b>\$89.08</b>	<b>\$783.53</b>	<b>0.00</b>
<b>25153</b>			<b>TOTAL Title XIX MEDICAID 3/21 Years</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$27.39</b>	<b>\$89.08</b>	<b>\$783.53</b>	<b>0.00</b>
<b>25000</b>			<b>TOTAL Federal Direct Grants</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$27.39</b>	<b>\$89.08</b>	<b>\$783.53</b>	<b>0.00</b>
<b>26000</b>			<b>Local Grants</b>								
<b>26204</b>			<b>Spaceport GRT Grant – Dona Ana County Instruction</b>								
	<b>1000</b>										
26204	1000	55817	Student Travel	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00
26204	1000	56118	General Supplies and Materials	\$3,015.00	\$0.00	\$3,015.00	\$0.00	\$0.00	\$0.00	\$3,015.00	0.00
26204	1000	57332	Supply Assets (\$5,000 or less)	\$4,895.00	\$12,764.00	\$17,659.00	\$0.00	\$0.00	\$33,576.00	(\$15,917.00)	0.00
<b>26204</b>	<b>1000</b>		<b>SUBTOTAL Instruction</b>	<b>\$9,410.00</b>	<b>\$12,764.00</b>	<b>\$22,174.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,576.00</b>	<b>(\$11,402.00)</b>	<b>0.00</b>
<b>26204</b>			<b>TOTAL Spaceport GRT Grant – Dona Ana County</b>	<b>\$9,410.00</b>	<b>\$12,764.00</b>	<b>\$22,174.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,576.00</b>	<b>(\$11,402.00)</b>	<b>0.00</b>
<b>26000</b>			<b>TOTAL Local Grants</b>	<b>\$9,410.00</b>	<b>\$12,764.00</b>	<b>\$22,174.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,576.00</b>	<b>(\$11,402.00)</b>	<b>0.00</b>
<b>27000</b>			<b>State Flow-through Grants</b>								
<b>27107</b>			<b>27107 GOB Library</b>								
	<b>2000</b>		<b>Support Services</b>								
	<b>2200</b>		<b>Support Services-Instruction</b>								
27107	2200	56114	Library And Audio-Visual	\$0.00	\$2,787.00	\$2,787.00	\$0.00	\$0.00	\$989.00	\$1,798.00	0.00

State of New Mexico  
Public School Operating Budget - Actuals Expenditure Rollup Report  
J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Expenditure  
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
27107	2200			SUBTOTAL Support	\$0.00	\$2,787.00	\$2,787.00	\$0.00		\$0.00	\$1,798.00	0.00
				Services-Instruction								
27107	2000			SUBTOTAL Support	\$0.00	\$2,787.00	\$2,787.00	\$0.00	\$0.00	\$989.00	\$1,798.00	0.00
				Services								
27107				TOTAL 27107 GOB	\$0.00	\$2,787.00	\$2,787.00	\$0.00	\$0.00	\$989.00	\$1,798.00	0.00
				Library								
27000				TOTAL State Flow-	\$0.00	\$2,787.00	\$2,787.00	\$0.00	\$0.00	\$989.00	\$1,798.00	0.00
				through Grants								
31200				Public School Capital								
				Outlay								
	4000			Capital Outlay								
31200	4000	54610		Rental - Land and Buildings	\$0.00	\$147,250.00	\$147,250.00	\$18,406.25	\$55,218.75	\$92,031.25	\$0.00	0.00
31200	4000			SUBTOTAL Capital	\$0.00	\$147,250.00	\$147,250.00	\$18,406.25	\$55,218.75	\$92,031.25	\$0.00	0.00
				Outlay								
31200				TOTAL Public School	\$0.00	\$147,250.00	\$147,250.00	\$18,406.25	\$55,218.75	\$92,031.25	\$0.00	0.00
				Capital Outlay								
31700				Capital Improvements								
				SB-9								
	4000			Capital Outlay								
31700	4000	57332		Supply Assets (\$5,000 or less)	\$9,953.00	\$0.00	\$9,953.00	\$0.00	\$0.00	\$394.00	\$9,559.00	0.00
31700	4000			SUBTOTAL Capital	\$9,953.00	\$0.00	\$9,953.00	\$0.00	\$0.00	\$394.00	\$9,559.00	0.00
				Outlay								
31700				TOTAL Capital	\$9,953.00	\$0.00	\$9,953.00	\$0.00	\$0.00	\$394.00	\$9,559.00	0.00
				Improvements SB-9								
ALL				TOTAL BUDGET	\$1,692,174.00	\$162,801.00	\$1,854,975.00	\$139,669.54	\$897,708.20	\$743,716.75	\$213,550.05	22.23

**State of New Mexico**  
**Public School Operating Budget - Actuals Revenue Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Revenue**  
**UnSubmitted**

<b>Fund</b>	<b>Obj</b>	<b>Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Budget Balance</b>
<b>11000</b>		<b>Operational</b>						
11000	41920	Contributions and Donatio	\$0.00	\$0.00	\$0.00	(\$50.00)	(\$50.00)	\$50.00
11000	41980	Refund of Prior Year's Ex	\$0.00	\$0.00	\$0.00	\$46,373.75	\$46,373.75	(\$46,373.75)
11000	43101	State Equalization Guaran	\$1,282,153.00	\$0.00	\$1,282,153.00	\$114,978.00	\$756,054.00	\$526,099.00
<b>11000</b>		<b>TOTAL Operational</b>	<b>\$1,282,153.00</b>	<b>\$0.00</b>	<b>\$1,282,153.00</b>	<b>\$161,301.75</b>	<b>\$802,377.75</b>	<b>\$479,775.25</b>
<b>14000</b>		<b>Total Instructional Mater</b>						
14000	43211	Instructional Materials 5	\$5,682.00	\$0.00	\$5,682.00	\$0.00	\$5,697.17	(\$15.17)
<b>14000</b>		<b>TOTAL Total Instructional</b>	<b>\$5,682.00</b>	<b>\$0.00</b>	<b>\$5,682.00</b>	<b>\$0.00</b>	<b>\$5,697.17</b>	<b>(\$15.17)</b>
<b>21000</b>		<b>Food Services</b>						
21000	41603	Fees – Adults/Food Servic	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$322.90	\$677.10
21000	41604	Fees – Students/Food Serv	\$26,500.00	\$0.00	\$26,500.00	\$1,660.50	\$15,055.70	\$11,444.30
21000	44500	Restricted Grants – Feder	\$34,000.00	\$0.00	\$34,000.00	\$3,455.60	\$18,054.63	\$15,945.37
<b>21000</b>		<b>TOTAL Food Services</b>	<b>\$61,500.00</b>	<b>\$0.00</b>	<b>\$61,500.00</b>	<b>\$5,116.10</b>	<b>\$33,433.23</b>	<b>\$28,066.77</b>
<b>23000</b>		<b>Non-Instructional Support</b>						
23000	41701	Fees – Activities	\$1,500.00	\$0.00	\$1,500.00	\$2,647.76	\$21,474.86	(\$19,974.86)
23000	41705	Fees – Users	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$2,662.66	\$29,337.34
23000	41920	Contributions and Donatio	\$5,200.00	\$0.00	\$5,200.00	\$550.00	\$8,602.38	(\$3,402.38)
<b>23000</b>		<b>TOTAL Non-Instructional</b>	<b>\$38,700.00</b>	<b>\$0.00</b>	<b>\$38,700.00</b>	<b>\$3,197.76</b>	<b>\$32,739.90</b>	<b>\$5,960.10</b>
<b>24000</b>		<b>Federal Flow-through</b>						
<b>24101</b>		<b>Title I - ESEA</b>						
24101	44500	Restricted Grants – Feder	\$21,714.00	\$0.00	\$21,714.00	\$2,964.79	\$16,969.25	\$4,744.75
24101	44504	Federal Flowthrough Prior	\$12,366.00	\$0.00	\$12,366.00	\$0.00	\$0.00	\$12,366.00
<b>24101</b>		<b>TOTAL Title I - ESEA</b>	<b>\$34,080.00</b>	<b>\$0.00</b>	<b>\$34,080.00</b>	<b>\$2,964.79</b>	<b>\$16,969.25</b>	<b>\$17,110.75</b>
<b>24106</b>		<b>Entitlement IDEA-B</b>						
24106	44500	Restricted Grants – Feder	\$37,580.00	\$0.00	\$37,580.00	\$5,588.64	\$28,011.36	\$9,568.64
24106	44504	Federal Flowthrough Prior	\$6,259.00	\$0.00	\$6,259.00	\$0.00	\$0.00	\$6,259.00
<b>24106</b>		<b>TOTAL Entitlement IDEA-B</b>	<b>\$43,839.00</b>	<b>\$0.00</b>	<b>\$43,839.00</b>	<b>\$5,588.64</b>	<b>\$28,011.36</b>	<b>\$15,827.64</b>
<b>24154</b>		<b>Teacher/Principal Trainin</b>						
24154	44500	Restricted Grants – Feder	\$4,671.00	\$0.00	\$4,671.00	\$0.00	\$3,621.59	\$1,049.41
24154	44504	Federal Flowthrough Prior	\$4,384.00	\$0.00	\$4,384.00	\$0.00	\$0.00	\$4,384.00
<b>24154</b>		<b>TOTAL Teacher/Principal T</b>	<b>\$9,055.00</b>	<b>\$0.00</b>	<b>\$9,055.00</b>	<b>\$0.00</b>	<b>\$3,621.59</b>	<b>\$5,433.41</b>
<b>24000</b>		<b>TOTAL Federal Flow-</b>	<b>\$86,974.00</b>	<b>\$0.00</b>	<b>\$86,974.00</b>	<b>\$8,553.43</b>	<b>\$48,602.20</b>	<b>\$38,371.80</b>
<b>25000</b>		<b>Federal Direct Grants</b>						
<b>25153</b>		<b>Title XIX MEDICAID 3/21 Y</b>						
25153	44301	Other Restricted Grants –	\$720.00	\$0.00	\$720.00	\$532.58	\$532.58	\$187.42
<b>25153</b>		<b>TOTAL Title XIX MEDICAID</b>	<b>\$720.00</b>	<b>\$0.00</b>	<b>\$720.00</b>	<b>\$532.58</b>	<b>\$532.58</b>	<b>\$187.42</b>



**State of New Mexico**  
**Public School Operating Budget - Actuals Revenue Rollup Report**  
**J. Paul Taylor 2017-2018 - Seventh Month (Jan) - Revenue**  
**UnSubmitted**

<b>Fund</b>	<b>Obj</b>	<b>Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>Adjusted Budget</b>	<b>Current Period</b>	<b>YTD</b>	<b>Budget Balance</b>
<b>25000</b>		<b>TOTAL Federal Direct</b>	<b>\$720.00</b>	<b>\$0.00</b>	<b>\$720.00</b>	<b>\$532.58</b>	<b>\$532.58</b>	<b>\$187.42</b>
<b>26000</b>		<b>Local Grants</b>						
<b>26204</b>		<b>Spaceport GRT Grant – Don</b>						
26204	41921	Instructional - Categorical	\$0.00	\$12,764.00	\$12,764.00	\$0.00	\$12,764.02	(\$0.02)
<b>26204</b>		<b>TOTAL Spaceport GRT Grant</b>	<b>\$0.00</b>	<b>\$12,764.00</b>	<b>\$12,764.00</b>	<b>\$0.00</b>	<b>\$12,764.02</b>	<b>(\$0.02)</b>
<b>26000</b>		<b>TOTAL Local Grants</b>	<b>\$0.00</b>	<b>\$12,764.00</b>	<b>\$12,764.00</b>	<b>\$0.00</b>	<b>\$12,764.02</b>	<b>(\$0.02)</b>
<b>27000</b>		<b>State Flow-through Grants</b>						
<b>27107</b>		<b>27107 GOB Library</b>						
27107	43202	State Flow-through Grants	\$0.00	\$2,787.00	\$2,787.00	\$0.00	\$0.00	\$2,787.00
<b>27107</b>		<b>TOTAL 27107 GOB Library</b>	<b>\$0.00</b>	<b>\$2,787.00</b>	<b>\$2,787.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,787.00</b>
<b>27000</b>		<b>TOTAL State Flow-</b>	<b>\$0.00</b>	<b>\$2,787.00</b>	<b>\$2,787.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,787.00</b>
<b>31200</b>		<b>Public School Capital Out</b>						
31200	43209	PSCOC Awards	\$0.00	\$147,250.00	\$147,250.00	\$18,406.25	\$55,218.75	\$92,031.25
<b>31200</b>		<b>TOTAL Public School Capit</b>	<b>\$0.00</b>	<b>\$147,250.00</b>	<b>\$147,250.00</b>	<b>\$18,406.25</b>	<b>\$55,218.75</b>	<b>\$92,031.25</b>
<b>31700</b>		<b>Capital Improvements SB-9</b>						
31700	43204	Prior Year Balances	\$9,953.00	\$0.00	\$9,953.00	\$0.00	\$0.00	\$9,953.00
<b>31700</b>		<b>TOTAL Capital Improvement</b>	<b>\$9,953.00</b>	<b>\$0.00</b>	<b>\$9,953.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,953.00</b>
<b>ALL</b>		<b>TOTAL BUDGET</b>	<b>\$1,485,682.00</b>	<b>\$162,801.00</b>	<b>\$1,648,483.00</b>	<b>\$197,107.87</b>	<b>\$991,365.60</b>	<b>\$657,117.40</b>

## 2017-2018 Salary Schedule

Revised 3/8/2018

### LEVEL I

	BA	BA + 15	BA + 45/M	MA + 15	MA + 45EDS
0	35250	35750	36250	36550	36750
1	35488	35971	36380	36638	36817
2	35728	36194	36509	36727	36885
3	35969	36418	36640	36815	36953
4	36212	36643	36771	36904	37021
5	36457	36870	36902	36993	37089

## J. PAUL TAYLOR ACADEMY

### LEVEL II

	BA	BA + 15	BA + 45/M	MA + 15	MA+45/ED
3	43250	43350	43450	43750	43950
4	43384	43625	43650	43958	44150
5	43519	43650	43750	44168	44350
6	43650	44180	44250	44378	44550
7	43790	44460	44500	44589	44750
8	43926	44743	44750	44802	44950
9	44063	45027	45050	45100	45150
10	44200	45250	45500	45750	45800
11	44337	45600	45800	46000	46200
12	45730	46450	46550	46650	46750
13	45930	46650	46800	46925	47000
14	46130	46850	47050	47200	47250
15	46330	47050	47300	47475	47550
16	46530	47250	47550	47750	47850
17	46730	47450	47800	48025	48150
18	46930	47650	48550	48700	48900
19	47130	47850	48700	48850	49100
20	47330	48050	48850	49000	49300
21	47530	48250	49000	49150	49500
22	47730	48450	49150	49300	49700
23	47930	48650	49300	49450	49900
24	48130	48850	49450	49600	50100
25	48330	49050	49600	49750	50300
26	48530	49250	49750	49900	50500
27	48730	49450	49900	50050	50700
28	48930	49650	50050	50200	50900
29	49130	49850	50200	50350	51100
30	49330	50050	50350	50500	51300



### LEVEL III

	MA	MA+15	MA+45/ED
8	53250	53350	53450
9	53370	53550	53650
10	53489	53650	53850
11	53610	53750	54000
12	53730	53850	54150
13	53850	53950	54300
14	53972	54050	54450
15	54093	54200	54600
16	54215	54350	54750
17	54336	54500	54900
18	54458	54650	55050
19	54581	54800	55200
20	54703	54950	55350
21	54826	55100	55500
22	54950	55250	55650
23	55073	55400	55800
24	55197	55550	55950
25	55321	55700	56100
26	55445	55850	56250
27	55570	56000	56400
28	55695	56150	56550
29	55820	56300	56700
30	55946	56450	56850

### Grandfathered IN over 30 years


	Level II	Level III
	BA+45/MA	MA
31	52343	54750
32	53452	56355
33	54584	58008
34	56242	59711
35	56924	61465
36	58132	63271
37	59067	65132
38	60626	67048
39	61416	69022
40	63233	71055
41	63250	71056

- 1 The Salary schedule reflects 189 contract days
- 2 Additional increments paid: Web Site Technology-\$1500, SAT-\$3000, Testing Coordinator-\$1000, National Board Certification- as per policy on FTE
- 3 Out-of-district experience allowed
- 4 Collective Bargaining = On going



# J. PAUL TAYLOR ACADEMY

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



## Director's report

March 17, 2018 Governance Council Meeting



## Table of contents

- Enrollment-Current Applicants
- Demographics
- December Attendance

## Enrollment-**Current year**

As of March 15, 2018

200 Students Enrolled (184 on Current Waiting List)

### 2017-18 Enrollment

20 – Kindergarten

21 – 1<sup>st</sup> Grade

23 – 2<sup>nd</sup> Grade

22 – 3<sup>rd</sup> Grade

24 – 4<sup>th</sup> Grade

24 – 5<sup>th</sup> Grade

**134 – Elementary Total**

24 – 6<sup>th</sup> Grade

23 – 7<sup>th</sup> Grade

19 – 8<sup>th</sup> Grade

**66 – Middle School Ttl**

## Projected Enrollment-**Next year**

As of March 8, 2018 (Lottery Date)

200 Students Enrolled (174 Return/26 Placed thru lottery)

154 on Current Waiting List)

### 2018-19 Applicants

60 (14) – Kindergarten

25 (3) – 1<sup>st</sup> Grade

21 (2) – 2<sup>nd</sup> Grade

19 (1) – 3<sup>rd</sup> Grade

18 (3) – 4<sup>th</sup> Grade

8 (1) – 5<sup>th</sup> Grade

**151 (26) – Elem. Apps**

### **(x)=Siblings**

19 (3) – 6<sup>th</sup> Grade

6 (1) – 7<sup>th</sup> Grade

4 (0) – 8<sup>th</sup> Grade

**29 (4) – Middle School**

## Attrition

Student who have left since school start  
(not including no shows) **(2 at 2<sup>nd</sup> semester start)**  
2 Students have withdrawn last month-Both moving  
out of the country

1 – Kindergarten

1 – 1<sup>st</sup> Grade

0 – 2<sup>nd</sup> Grade

2 – 3<sup>rd</sup> Grade

1 – 4<sup>th</sup> Grade

1 – 5<sup>th</sup> Grade

3 – 6<sup>th</sup> Grade

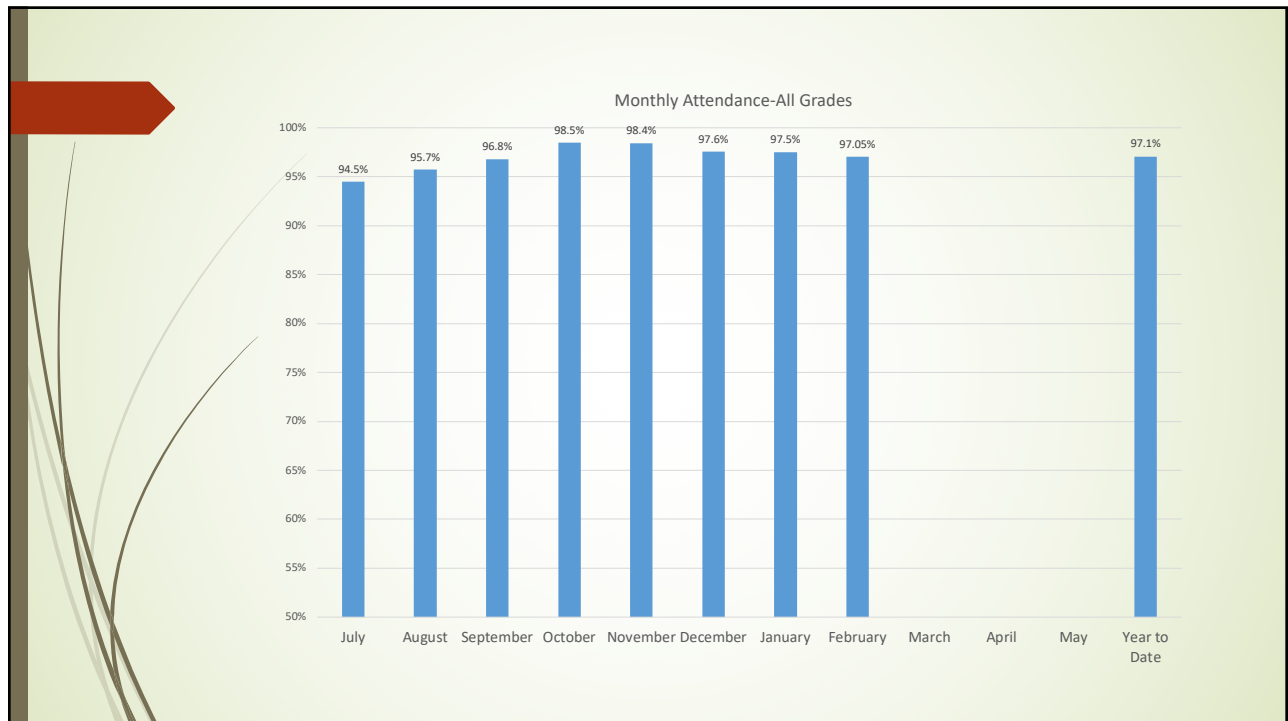
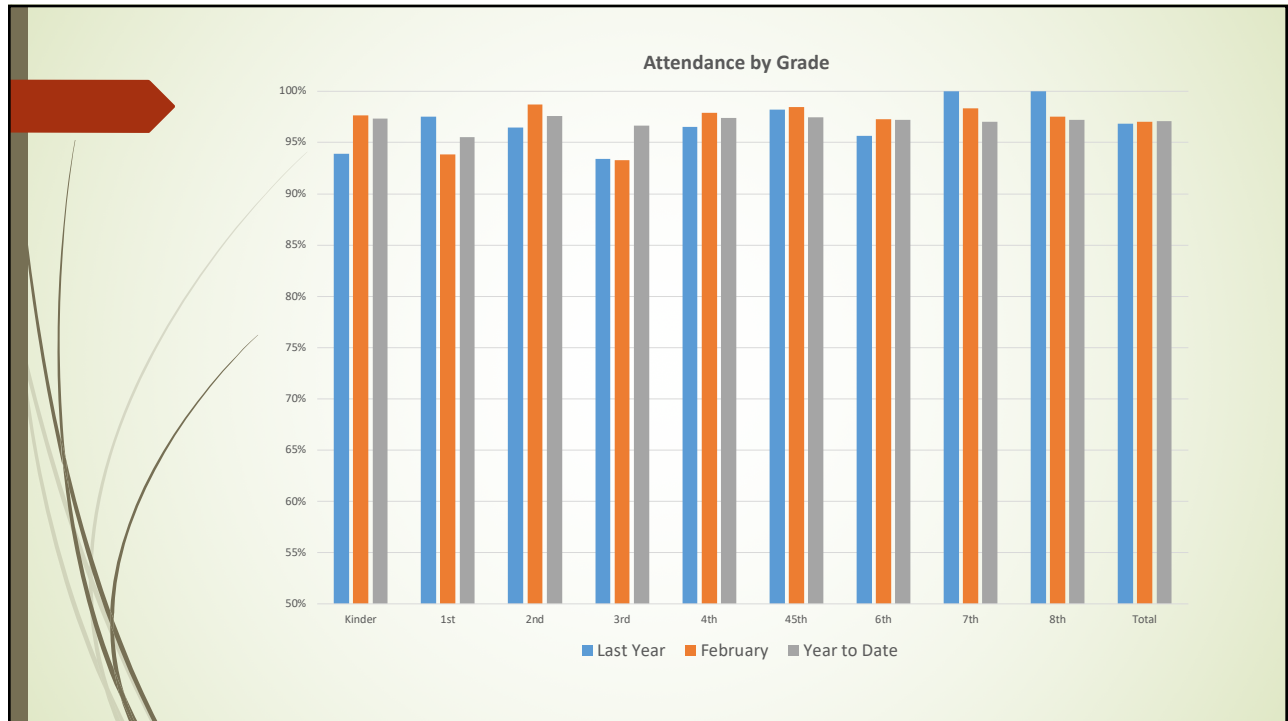
2 – 7<sup>th</sup> Grade

4 – 8<sup>th</sup> Grade

15 – Total Attrition (YTD)

## Demographics

- 99 Female students to 100 Male students
- 100 Hispanic
- 90 Caucasian
- 2 Asian
- 5 African-American
- 1 Native-American
- 2 Pacific Islander



# POLICY: EXECUTIVE DIRECTOR END OF THE YEAR REVIEW & EVALUATION

J PAUL TAYLOR ACADEMY

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

Adoption date: July 1, 2018

## Procedure:

1. The Executive Director will compile and provide the Governance Council materials describing progress toward or accomplishment of established goals and objectives as well as goals for the coming evaluation period.
2. The Governance Council will individually evaluate the Executive Director's performance. The standard criteria upon which the Executive Director's performance is evaluated and associated rating scales are described in Exhibit "A". The council may include other performance criteria at its discretion with advance notice to the Executive Director.
3. The Governance Council will assemble in a closed meeting without the Executive Director to review and discussed the Executive Director's performance. Individual evaluations and council input will be discussed. Consensus will be reached on a single evaluation to reflect the sum of all participating council input. Suggested meeting procedures are listed below:
  - a. Each council member is asked to comment on the Executive Director's performance, including what is going well and what he or she would like to see changed.
  - b. The Executive Director Evaluation & Support Committee Chair facilitates a discussion, seeking to reach a council consensus on the Executive Director's overall performance and on particular items of importance.
  - c. When there is disagreement among council members on an area of the Executive Director's performance or on some specific issue, the Chair asks each council member to comment, so that everyone hears all perspectives.
  - d. The Chair seeks a council consensus (not necessarily unanimous) on the Executive Director's performance on this item, so that the entire Governance Council and the Executive Director are clear on the Governance Council's position.
4. The Executive Director will be invited to join the Executive Director Evaluation & Support Committee in the closed session to review and discuss the cumulative evaluation. The final written evaluation should be completed and delivered to the Executive Director within 30 days of the evaluation meeting. The evaluation is not considered a public document and therefore will remain confidential by all participants.
5. At a regular meeting of the Governance Council following the closed session, the Governance Council will read the closed meeting notice as well as take any official action considered upon during the evaluation session.

# Executive Director Performance Evaluation

Exhibit "A"

Current Evaluation Period: July 1, 20 to June 30, 20

Prepared by Governance Council Member: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

- Each member of the Governance Council should complete this evaluation form, sign it in the space below, and present it for discussion with other council members in closed session.
- The deadline for submitting this performance evaluation is \_\_\_\_\_.
- Evaluations will be summarized and included on the agenda for discussion at the closed personnel meeting on \_\_\_\_\_.

Governance Council Member's Signature \_\_\_\_\_ Date \_\_\_\_\_



**INSTRUCTIONS:**

This evaluation form contains twelve (12) categories of evaluation criteria. Each category contains a statement to describe a standard in that category. For each statement, use the following scale to indicate your score of the Executive Director's performance.

**5 = Exemplary**

**4 = Highly Effective**

**3 = Effective**

**2 = Minimally Effective**

**1 = Ineffective**

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly. Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. Submit the completed evaluation to the Executive Director Evaluation & Support Committee Chair by the established deadline.

## **PERFORMANCE CATEGORY SCORING:**

### **1. DEMONSTRATING INTEGRITY**

\_\_\_\_\_ Deals with others in a timely, straightforward, honest and ethical manner, treating others with dignity and respect.

\_\_\_\_\_ Behaves in a way that supports JPTA's charter, vision, and values.

\_\_\_\_\_ Admits mistakes and takes timely corrective action.

\_\_\_\_\_ Exemplifies ethical and professional conduct by following the Code of Professional Conduct, JPTA policies, NMPED rules and other standards of behavior applicable to the position of Executive Director.

\_\_\_\_\_ Conducts diligent and thorough research and evaluation of school matters.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

### **2. CULTIVATING A CULTURE OF EXCELLENCE**

\_\_\_\_\_ Creates and maintains a culture that promotes achievement, in which all students and staff are encouraged to put forth their best effort.

\_\_\_\_\_ Complies with compulsory attendance laws and follows intervention steps outlined in JPTA's Compulsory Attendance Policy

\_\_\_\_\_ Demonstrates commitment to effective communications and conflict resolution.

\_\_\_\_\_ Consistently evaluates and proactively improves processes, programs, and services for greater effectiveness, efficiency and value.

\_\_\_\_\_ Promotes JPTA's achievements within the JPTA community and within the surrounding Las Cruces community.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

### 3. LEADING THE EDUCATIONAL PROGRAM

\_\_\_\_\_ Demonstrates thorough knowledge of effective curriculum, assessment, and instructional practices to ensure student success.

\_\_\_\_\_ Ensures that JPTA uses performance data to assist in decision-making and curricular planning.

\_\_\_\_\_ Ensures there is a standards-based curriculum complete with scope and sequences for all subjects taught at every grade level in coordination with Project Based Learning.

\_\_\_\_\_ Ensures all teachers regularly use assessment data to plan curriculum, lesson plans, meet individual student needs, and make daily instructional decisions through the use of Project Based Learning, e.g. using short-cycle assessment data to show growth in reading and math.

\_\_\_\_\_ JPTA's structure and staffing ensures that special student populations are making progress in their education programs and their rights are protected.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

### 4. DEVELOPING AND LEADING STAFF

\_\_\_\_\_ Recruitment – attracts and selects high performing staff and leadership.

\_\_\_\_\_ Staff culture – creates a staff culture and work environment in which highly effective staff members are actively engaged and feel connected to JPTA and its charter.

\_\_\_\_\_ Professional Development – develops, maintains, and regularly reviews and revises systems and practices that improve staff ability to increase student achievement.

\_\_\_\_\_ Staff Retention – successfully retains top performers. Creates an environment where staff are committed to long tenure and would recommend working at JPTA to others.

\_\_\_\_\_ Creates an environment/culture that embraces professional growth and provides multiple opportunities for professional development for all staff members.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

## 5. MANAGING ORGANIZATIONAL COMPLIANCE AND ADMINISTRATION

\_\_\_\_\_ Ensures that JPTA meets and is in compliance with all local, state and federal laws and mandates.

\_\_\_\_\_ Implements all necessary education requirements, including instructional hours requirements, promotion/retention requirements, content standards, Educational Plan for Student Success (EPSS), and parent surveys.

\_\_\_\_\_ Maintains communication with city and state officials, including but not limited to LCPS and the NM PED and the NM Public Education Commission.

\_\_\_\_\_ Ensures efficient investment of staff time and other resources, employee rights are respected, and that requirements for teachers and staff are met, including proper credentialing.

\_\_\_\_\_ Provides Governance Council with frequent updates on legislative, funding and compliance issues affecting JPTA and charter schools in general.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

## 6. BUILDING AND MAINTAINING FAMILY SATISFACTION

\_\_\_\_\_ Ensures JPTA has frequent, meaningful, and well-attended ways for families to be involved in their child's learning and the school community.

\_\_\_\_\_ Provides indication of a high level of parent satisfaction with JPTA as evidenced by low student attrition rates and positive parent survey results/feedback.

\_\_\_\_\_ Listens and responds respectfully to the range of concerns expressed by parents and family members.

\_\_\_\_\_ Actively promotes parental involvement and volunteerism in the classroom and JPTA activities.

\_\_\_\_\_ Promotes and encourages student involvement in community outreach programs.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

## 7. MANAGING FINANCIAL PERFORMANCE

\_\_\_\_ Understands and provides leadership in the areas of financial planning, budgeting, accounting and management of JPTA's financial resources.

\_\_\_\_ Determines the current and future financial resources needed to realize JPTA's charter.

\_\_\_\_ Ensures that clear and accurate accounting, payroll, cash management, and insurance systems are maintained via communication with JPTA's Business Manager.

\_\_\_\_ Provides Governance Council with frequent updates on financial issues affecting JPTA including the annual fiscal audit.

\_\_\_\_ Provides oversight of the JPTA Business Manager and ensures the Governance Council and JPTA staff are adequately informed of financial matters.

Add the values from above and enter the subtotal \_\_\_\_ / 5 = \_\_\_\_ score for this category

## 8. ENSURING ADEQUATE FACILITIES

\_\_\_\_ Oversees necessary facilities planning and make recommendations to the Governance Council, including remaining in compliance with the LCPS lease.

\_\_\_\_ Assures the proper maintenance of JPTA's facility and adherence to all local, state, and federal codes.

\_\_\_\_ Ensures the physical environment reflects JPTA's charter and values as well as enhances learning.

\_\_\_\_ Ensures JPTA's physical environment (buildings and grounds) is well-cared for, sanitary, and promotes health and safety.

\_\_\_\_ Adheres to and annually reevaluates JPTA's Safety and Emergency Operations plans.

Add the values from above and enter the subtotal \_\_\_\_ / 5 = \_\_\_\_ score for this category

## 9. PARTNERING WITH THE BOARD

\_\_\_\_\_ Acts as liaison to ensure an effective and timely flow of critical information between the Governance Council and JPTA's staff, teachers, parents and students.

\_\_\_\_\_ Helps facilitate the Governance Council's governance, composition, and committee structure. Implements Governance Council policies, and recommends policies for Governance Council consideration.

\_\_\_\_\_ Develops and implements strategic and operational plans to achieve JPTA's charter and vision; allocates resources accordingly.

\_\_\_\_\_ With input from the Governance Council, ensures the development and ongoing refinement of a long-term strategy; establishes objectives and plans that meet the needs of students, staff and all constituents; ensures consistent and timely progress toward strategic objectives.

\_\_\_\_\_ Responds well to requests, advice and constructive criticism of the Governance Council.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

## 10. MATERIAL TERMS OF CHARTER

\_\_\_\_\_ Ensures that Project-Based Learning is effectively implemented school wide.

\_\_\_\_\_ Ensures that the Spanish Language Acquisition program is integrated into grades K-5 in a progressive and seamless sequence of language and cultural learning.

\_\_\_\_\_ Manages an enriching and enjoyable music program, in which all students are able to experience growth.

\_\_\_\_\_ Oversees an effective art program, in which students learn a variety of art methods in an enjoyable manner.

\_\_\_\_\_ Ensures that the components of a healthy lifestyle are infused throughout the programs and classrooms of JPTA, such as healthy menu items, daily walks, and Physical Education.

Add the values from above and enter the subtotal \_\_\_\_\_ / 5 = \_\_\_\_\_ score for this category

## 11. STUDENT AND STAFF SAFETY

- \_\_\_\_ Fosters an environment in which all students and employees feel safe.
- \_\_\_\_ Develops and ensures compliance with an Approved Safe Schools Plan.
- \_\_\_\_ Completes School Health Rules Checklist.
- \_\_\_\_ Manages appropriate health services.
- \_\_\_\_ Oversees compliance of food service requirements.

Add the values from above and enter the subtotal \_\_\_\_ / 5 = \_\_\_\_ score for this category

## 12. OVERALL LEADERSHIP AND PERFORMANCE

- \_\_\_\_ Responsible for leading JPTA in fulfilling its charter and goals in accordance with the policies established by the Governance Council.
- \_\_\_\_ Develops and implements strategic and operational plans to achieve JPTA's charter and vision; oversees the operation of JPTA, development of staff, allocate resources and ensure proper controls.
- \_\_\_\_ Oversees well-being of the entire school by fostering positive and productive relationships across the school and community.
- \_\_\_\_ Sets a professional example by handling affairs of JPTA in a fair and impartial manner.
- \_\_\_\_ Employs methods and practices to move the school toward earning a grade of B or higher from the NM PED grading system.

Add the values from above and enter the subtotal \_\_\_\_ / 5 = \_\_\_\_ score for this category

Sum of all 12 categories: \_\_\_\_\_ (60 total possible points)

## NARRATIVE EVALUATION

What would you identify as the Executive Director's strength(s), expressed in terms of the principle results achieved during the evaluation period?

What performance area(s) would you identify as most critical for improvement?

What new goal or modification of a current goal would you recommend as a priority for the upcoming year?

What constructive suggestions or assistance can you offer the Executive Director to enhance performance?

What other comments do you have for the Executive Director; e.g., priorities, expectations, goals or objectives for the new evaluation period?



# POLICY: UNIFORMS

J PAUL TAYLOR ACADEMY

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

Adoption date: February 11, 2015

## **(Revision 2-10-2018)**

The J. Paul Taylor Academy is a uniform school for both students and staff. The uniforms are simple, functional and lend themselves to the active environment we are creating.

### Monday, Tuesday, Wednesday, & Thursday attire

Students may wear pants, skirts, jumpers, scooter skirts, walking shorts and capris in khaki. Shorts must be worn under skirts or jumpers.

Elementary students will wear short or long-sleeved polo shirts in hunter or forest green and Middle School students will wear these items in navy or in hunter/forest green. (Different merchants use different names.) Uniforms to fit our criteria are available online and at various merchants in Las Cruces. If you have any questions regarding the type of shirt or color, please contact administration.

The staff will wear the same uniforms. We encourage volunteers to wear the same clothing so they can readily be identified as part of the school.

All clothing must be bought in the appropriate size. Shirts can be worn out or tucked in.

### Friday attire

Staff and students may wear blue or black jeans with any color t-shirt, as long as the t-shirt has the school logo on it.

### Footwear

Staff and students may wear the tennis shoes and socks of their choice. Sandals, flip flops and dress shoes are not part of the uniform because they hinder active movement.

### Winter clothing

Outside all may wear winter jackets and other warmer clothes over their uniforms as long as they have no offensive logos, insignias or pictures. Inside the school, students must adhere to the uniform policy.

Parents will be notified if their child reports to school not wearing the proper uniform, and will be asked to bring an appropriate change of clothes.

The Executive Director has discretion to make school-wide exception for special days.

# POLICY: SOLICITATION IN THE SCHOOL

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: March 11, 2015

(Proposed Revision February 8, 2018)

## I. PURPOSE

J Paul Taylor Academy ([JPTA](#)) shall establish reasonable, fair and equally applied limitations and restrictions on the number, timing and extent of any such solicitations such as to limit disruptions to staff and students and any related costs.

## II. AUTHORIZATION BY THE EXECUTIVE DIRECTOR REQUIRED

A. The purchase of any goods or services is authorized only by duly executed purchase order.

### B. Authorized Solicitation Process:

While school is in session, sales representatives may request sales visits by appointment only, at the discretion of the Executive Director.

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Before: 8:00 a.m.¶  
After: 3:30 p.m.

### C. Campus Visits by Appointment Only:

1. No person, including employees, shall solicit the sale of goods or services during employee work hours on school property except as authorized by the Executive Director or designee. Soliciting and selling on school property shall be only for purpose of school business or Governance Council authorized employee benefit programs.

2. Prospective vendors shall mail or email a letter of introduction to the Executive Director that includes:

a. a request for appointment, product/service brochure, or other such literature describing the product/service offered.

b. any food or beverage products offered in connection with fundraising activity are restricted to the nutritional guidelines promulgated by [JPTA](#).

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c. In the event that the Executive Director is interested in the product/service being offered and desires a meeting with the prospective representative, an appointment with that representative will be scheduled by the Executive Director.

Deleted: d. Unless otherwise approved by the Executive Director or designee, appointments must be made at the times authorized section II. B. above.

# POLICY & PROCEDURE: BENEFITS QUALIFICATIONS

J PAUL TAYLOR ACADEMY

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

Adoption date: 2nd Proposal January 21, 2018

## **Benefit Qualification**

### **Health Care**

Any employee working 20 hours or more per week shall be eligible for health care benefits.

### **Education Retirement Board (ERB)**

Any employee working a .25 FTE or more per week shall be eligible for the Education Retirement Board (ERB) retirement plan.

### **Life Insurance**

Any employee working 15 hours or more shall be eligible for the state life insurance benefit. See New Mexico Life Insurance Benefit program for more information.

### **Personal Time Off**

Any employee working .25 of Full Time Equivalency (FTE) shall receive Personal Time Off (PTO). Any employee working less than 1 FTE shall receive PTO on a pro-rated basis. See Personal Time Off policy for more information.

# POLICY & PROCEDURE: NATIONAL BOARD CERTIFICATION TEACHERS STIPEND

J PAUL TAYLOR ACADEMY

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

Adoption date: 2<sup>nd</sup> Proposal January 24, 2018

## **National Board Certified Teachers Stipend Policy**

Teachers who are certified through the National Board for Professional Teaching Standards (NBPTS) program are eligible for an additional stipend under the following conditions:

- 1) All credentials are current and presented to the school prior to the signing of the teaching contract, and
- 2) The school receives additional state funding as a result of this individual's National Board Certification.

Full time teachers with this credential who qualify according to the above listed criteria shall receive a \$4000 stipend once the school has secured this funding. Part-time qualifying teachers shall receive an amount that is prorated according to their total Full Time Equivalency (FTE).

Example: .5 FTE employee would receive \$2000 stipend.

## POLICY: ALCOHOL TOBACCO & OTHER DRUGS FREE SCHOOL ZONE

J PAUL TAYLOR ACADEMY

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

Adoption date: December 10, 2014

(Proposed Revision February 8, 2018)

### ALCOHOL, TOBACCO, AND OTHER DRUGS

The use or possession of tobacco products, including electronic tobacco products, alcoholic beverages, and illicit drugs by students, school staff, parents, and school visitors, while on J. Paul Taylor Academy (JPTA) property, in school vehicles, at school functions or school sponsored activities away from JPTA's campus is prohibited.

This policy will be posted on our website and updated when appropriate.

**Deleted:** distributed annually to students, school staff, school visitors and our community through

**Legal Reference:** Nonsmoking Policy for Children's Services, 20 U.S.C.A. § 6083 (1994).

NMSA 1978, § 24-16-4 (2007).

6.11.2.9 NMAC (2009); 6.12.4.8 NMAC (2001).

# POLICY: COMMUNITY USE OF SCHOOL FACILITIES

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: April 8, 2015

(Proposed Changes February 8, 2018)

## I. PURPOSE

This regulation sets forth rules for the public use of J Paul Taylor Academy (JPTA) Facilities.

## II. PRIORITY OF USE

For the purposes of this regulation, the following priority of use categories shall apply:

- A. Category 1: JPTA educational programs - on-going school and school activity programs.
- B. Category 2: school-related, non-profit groups - includes parent/teacher groups, school clubs, school activities, extended care services, and intersession activities.  
To qualify for inclusion in Category 2, a group must meet at lease one of the following criteria:
  - be designated as a non-profit group with 501(c)(3) status from the IRS;
  - be educational or recreational in nature;
  - directly benefit school-age children; OR
  - be sponsored by or otherwise affiliated with J Paul Taylor Academy.
- C. Category 3: non-profit groups whose activities directly serve school-age children - includes, but is not limited to, groups such as Scouts, Boys and Girls Clubs, and Americorps/FYI.  
To qualify for inclusion in Category 3, a group must:
  - be designated as a non-profit group with 501(c)(3) status from the IRS;
  - be educational or recreational in nature;
  - directly benefit school-age children; AND
  - be sponsored by or otherwise affiliated with the school or school district.
- D. Category 4: public interest non-profit groups (not school-related) whose activities do not directly serve school-age children - includes groups such as community action groups, official agencies of the federal or local governments, and recognizable charitable and civic groups whose primary function is promotion of the health, safety, education, or welfare of the community in general.
- E. Category 5: Recreational, religious, political, arts-related and other non-profits: Distinguished from groups from Category 4, this category refers to a group whose interest is the group itself rather than for the general public.
- F. Category 6: commercial (for profit) groups or individuals - includes groups and individuals whose purpose is direct or indirect financial gain and whose use of facilities will result in the group's or individual's direct or indirect financial gain.

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- G. Charter schools and private schools: fees for the use of school facilities by all charter schools and private schools shall be determined by the Executive Director or his/her designee.

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### III. UNAUTHORIZED USE

- A. Permission for use of JPTA facilities shall be denied in the following instances:
1. Activities that are for purposes of a personal nature, including but not limited to, birthday parties, weddings, private parties, etc.
  2. Non-locally sponsored groups except those listed in Category 4 above.
  3. Groups whose use of school facilities, in the judgment of the Executive Director or his or her designee, is inappropriate at a school location.
- B. J Paul Taylor Academy reserves the right to deny the use of school facilities to any individual or group.

### IV. INITIATING A REQUEST FOR FACILITY USE

- A. An individual or representative of a requesting group should contact the Executive Director or his or her designee to determine the most appropriate priority of use category for the applicant group (see Item II. above).
- B. Use of facilities shall be requested at least 10 working days in advance of the date of the proposed use. Agreements for facility use shall not be made during one school year for the following school year.
- C. A Facilities Use Form shall be requested, completed and returned to the Executive Director or his or her designee by the applicant. Non-profit groups shall provide written proof of their 501 (c) status at that time.
- D. All groups or individuals (profit and non-profit) shall provide proof of liability insurance in the form of a valid insurance company certificate of insurance to protect JPTA and any employees or representatives of JPTA who will be conducting or assisting in or participating in the group's activities in JPTA facilities in an official capacity. The certificate shall show building user liability insurance policy limits in the amount of not less than \$1 million. Certificates of insurance shall include the name of the insurance company, name and address of the insured, type of policy, period of policy, a description of the activity, and the date(s) of the activity. The certificate shall include an endorsement which names JPTA as an additional insured to the facility user's insurance policies listed.
- E. If the requesting group or individual wishes to utilize the JPTA kitchen facility, the group or individual shall include, with the completed Facility Use Form, the appropriate paperwork, which may include a food permit and/or memorandum of understanding. See item IX below.

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### V. APPROVAL OF USE OF SCHOOL FACILITIES

- A. The Executive Director or his or her designee shall determine the availability of the requested facility based upon previous commitment, availability of school staff for overtime where required, priority and propriety of proposed use.

B. After receiving the completed Facilities Use Form, the Executive Director or his or her designee shall sign and submit the form with included payment, to the office. Copies of the approved form shall be given to the requesting group and other appropriate JPTA staff.

VII. BILLING AND COLLECTING

A. The schedule of rental rates is attached (See Appendix I) and is considered to be part of this regulation. Rates represent basic use of LCPS facilities for periods of:

1. Up to two (2) hours;
2. Two (2) to four (4) hours; and
3. Four (4) to six (6) hours
4. Use exceeding six (6) hours will be charged at the four (4) to six (6) hour rate.

B. Along with the completed Facilities Use Form and all other required paperwork, the user group shall submit payment for the full amount of the rental fee and additional personnel costs to the office at least 10 working days before the date of proposed use.

1. These additional personnel costs may be assessed as follows:

a. Fees for custodial services:

- i. Groups utilizing JPTA facilities before 7:00 a.m. and/or after 9:00 p.m. during regular work days (Monday-Friday) or on weekends shall be assessed a fee of \$21.00 per hour for custodial services.
- ii. Groups utilizing JPTA facilities during the hours of 7:00 a.m.-9:00 p.m. may be assessed a fee of \$21.00 per hour for custodial services if the Executive Director or his or her designee determines that use of a specific room requires additional custodial services that go beyond the normal custodial duties.
- iii. Groups utilizing JPTA facilities on school holidays shall be assessed a fee of \$42.00 per hour (double time) for custodial services.

b. Fees for JPTA kitchen staff:

- i. Groups utilizing JPTA kitchen facilities shall be assessed a fee of \$25.00 per hour for kitchen staff employees.
- ii. Groups utilizing JPTA facilities on school district holidays shall be assessed a fee of \$50.00 per hour (double time) for kitchen staff employees.
- iii. Groups utilizing the JPTA kitchen shall be required to have a JPTA kitchen employee on site during the entire event, from the time the kitchen is opened until the time the kitchen is closed.
- iv. JPTA kitchen facilities are available for use by non-school user groups only during weekday evenings during the school year. They are not available during regular school hours while school is in session.

2. The Executive Director is responsible for authorizing and reporting all contractual overtime for school district personnel.

C. Fees for the use of any JPTA facility may be waived, in all or in part, by the Executive Director or his/her designee.

VIII. SAFEGUARDING SCHOOL PROPERTY

A. The representative of the user group or individual who signed Facilities Use Form for the use of the JPTA facility shall be responsible for reasonable care of the facility and for proper conduct of members of the group while they are using the facility.

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B. The user group or individual will be billed for any damage resulting from improper or careless use of the facility. Any damage to a school facility may result in the user group being barred from future use of the JPTA facility.

C. Abnormal wear and tear on a school district facility may require an additional charge to the user to restore the facility to its previous condition.

D. Use of alcohol, tobacco or firearms is prohibited in the JPTA facility and on all JPTA property.

#### IX. USE OF KITCHEN FACILITIES

A. The JPTA kitchen is available for school and community groups to use for special occasions, providing the groups comply with this policy and regulation and all other applicable JPTA policies and regulations. The use of the kitchen is contingent on a JPTA kitchen staff member being available.

B. Completed Facilities Use Form must be delivered to the school at least two (2) weeks before the group wishes to use the school kitchen. Requests for use of school kitchen facilities may be denied if the requests are received less than two (2) weeks prior to the date of proposed use, due to lack of time to make necessary arrangements.

C. JPTA kitchen staff must be on duty the entire time the kitchen is being used to ensure that food safety and sanitation regulations are followed and that all equipment is used safely and correctly. (See Item VII. C. b. above.)

D. After its use, the school kitchen shall be cleaned by the organization using the kitchen, to the satisfaction of the JPTA kitchen staff on duty. Failure to clean the kitchen may result in additional charges to the user group and/or that group being barred from using school facilities in the future.

E. No one under the age of 18 shall be in the school kitchen during its use by any school or community group. No one under the age of 18 may operate any of the kitchen equipment, including stoves and ovens.

F. Unauthorized or excessive traffic in and ~~through~~ a school kitchen food preparation area is a violation of school policy and City of Las Cruces and State of New Mexico health regulations.

G. The handling or "mixing up" of school food used for student meals and other foods brought from outside the school is strictly prohibited. This pertains to foods that are frozen, refrigerated or in storage in the school kitchen.

H. No food or supplies purchased by JPTA kitchen staff shall be used by any organization.

I. An inspection of the school kitchen by the Las Cruces office of the New Mexico Environmental Department may occur at any time before or during the event to verify that proper food safety and sanitation procedures are being followed by the user group. Any citations issued will be the sole responsibility of the user group. Violations may result in the closure of the event to the public.

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- J. The user organization will be billed for any damage to school equipment or facility, and/or for any missing equipment or small wares.
- K. If the user group is affiliated with the schools or is having an event in support of schools, and is selling food, the group must comply with all the New Mexico Public Education Department nutrition standards, and all JPTA Nutrition Services Department policies and guidelines.

#### XII. SECURITY DURING EVENTS AT JPTA FACILITIES

J Paul Taylor Academy reserves the right to require security during a time that another organization is renting the school property. The renter will be required to pay the cost of the security for the event.