

**AGENDA POSTED JULY 8, 2021 @ 3:30 P.M.**

**Ruidoso Municipal School District ~ Board of Education**

**Regular Meeting**

**Tuesday, July 13, 2021 - 5:30 PM**

**Administration Central Office & Online Technology**

**200 Horton Circle**

**Ruidoso, NM 88345**

**ZOOM LINK Meeting ID: 857 4833 1077 ~ Passcode: 283160**

**AGENDA**

**I. CALL TO ORDER**

**II. DETERMINATION OF A QUORUM**

**III. MOMENT OF SILENCE AND PLEDGE**

**IV. ADOPTION OF AGENDA**

**V. PRESENTATION AND APPROVAL OF MINUTES**

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**VI. PUBLIC COMMENT**

A. **\*If you wish to make a public comment to the Board of Education please see the following options**

B. Public Comment Via Zoom - Please email Leslie Sagara-Keller at [keller@ruidososchools.org](mailto:keller@ruidososchools.org), by 5:00 p.m. on July 13, 2021. You will be called upon by the Board of Education after the meeting begins.

C. Public Comment In-Person - Please arrive at the Ruidoso Municipal School District, Central Office by 5:00 p.m. on July 13, 2021, sign in, and wait to be called by the Board of Education after the meeting begins.

**VII. ROUTINE MATTERS**

A. Recognition of Staff, Students and Community

**VIII. DISCUSSION ITEMS**

A. CRT Issues.

B. Flags at school sites.

C. Policy Services Advisory No. 220 - 228, General Description.

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1. Policy Advisory No. 220, GBEA - Staff Ethics 1st Reading.

2. Policy Advisory No. 221, GBEB - Staff Conduct, 1st Reading.

3. Policy Advisory No. 222, GCF - Professional Staff Hiring, 1st Reading.

4. Policy Advisory No. 223, GCF - Support Staff Hiring, 1st Reading.

5. Policy Advisory No. 224, GCFC and GCFC-E - Professional Staff Certification and Credentialing Requirements, 1st Reading.
6. Policy Advisory No. 225, GDFA and GCFA - E - Support Staff Certification and Credentialing Requirements, 1st Reading.
7. Policy Advisory No. 226, GCQF - Discipline, Suspension, Termination and Discharge of Professional Staff Member, 1st Reading.
8. Policy Advisory No 227, GDQD - Discipline, Suspension, Termination and Discharge of Professional Staff Member, 1st Reading.
9. Policy Advisory No. 228, JLF - Reporting Child Abuse / Child Protection, 1st Reading.

## **IX. REPORTS**

- |                                     |    |
|-------------------------------------|----|
| A. Board Report                     |    |
| B. Superintendent's Report          |    |
| C. Facilities Report - Gordon King  | 65 |
| D. Activities Report - Kief Johnson |    |
| E. Enrollment Update                | 67 |
| F. Personnel Report                 | 69 |
| G. Financial Reports                |    |
| 1. Transaction Journal              | 72 |

## **X. ACTION ITEMS**

- |   |     |
|---|-----|
| A. Consideration of Approval of Copier Lease Agreement for FY 2021-2022, Tascosa.   | 113 |
| B. Consideration of Approval of Robert Cohen Proposal, Ruidoso High School Track Replacement and Reconfiguration.                             | 116 |
| C. Consideration of Approval of Salary Schedules for FY 2021-2022.  | 120 |
| D. Consideration of Approval of Xenex One Year Service and Warranty Program.  | 130 |
| E. Consideration of Approval of Ruidoso Municipal School District - Ruidoso Education Association Negotiated Collective Bargaining Agreement. | 140 |

F. Consideration of Approval of base wage increase for non-bargaining unit employees of 1.75%.	142
G. Consideration of Approval of 2021-2022 Substitute Handbook.	144
H. Consideration of Approval of Joint Powers Agreement Between Ruidoso Municipal School District and New Mexico School for the Blind and Visually Impaired 2021-2024.	167

**XI. ITEMS SUGGESTED FOR FUTURE MEETINGS**

**XII. UPCOMING EVENTS**

- A. July 26, 2021, at 8:00 a.m., Ruidoso Municipal School District, Board of Education - Board Retreat, Central Office, Ruidoso, NM.
- B. August 10th, 2021 at 5:30 p.m. - Ruidoso Municipal School District, Board of Education, Regular Meeting, Central Office, Ruidoso, NM.

**XIII. CONVENE TO CLOSED EXECUTIVE SESSION**

**XIV. EXECUTIVE SESSION**

- A. Pursuant to section 10-5-1 (H8) NMSA 1978, the Board will convene in Executive Session to discuss limited personnel matters, including the Superintendent's evaluation and contract.
- B. Pursuant to section 10-5-1 (H8) NMSA 1978, the Board will convene in Executive Session to discuss the sale/or disposal of real estate.

**\*No action will be taken in Executive Session. Action, if any, will be taken when the Board reconvenes in Open Session following the Closed Session.**

**XV. CONVENE TO OPEN SESSION**

**XVI. ACTION**

- A. Consideration of approval of extending the Superintendent's contract through 2023.

**XVII. ADJOURNMENT**

# **AGENDA POSTED JUNE 3, 2021 @ 4:00 P.M.**

**Ruidoso Municipal School District ~ Board of Education**

**Regular Meeting**

**Tuesday, June 8, 2021 - 5:30 PM**

**Ruidoso Middle School & Online Technology**

**124 Warrior Drive, Ruidoso, NM 88345**

**Meeting ID: 821 3664 4479 ~ Passcode: 964137**

## **MINUTES**

### **PRESENT:**

Luther Light, President - Present  
Carrie Chavez, Secretary – Present  
Wally Murillo, Member – Present  
Shane Holder, Member – Present

### **MEMBERS ABSENT:**

Marc Beatty, Vice President – Absent

### **OTHERS PRESENT:**

Dr. George Bickert, Superintendent  
Clint Taylor, Director of Business & Finance  
Mark Hamilton, Director of Information Technology

#### **I. CALL TO ORDER**

President Luther Light called the meeting to order at 5:30 p.m. There was approximately 10 in the audience. A phone number and access code were provided to the public for those who wish to listen to the Ruidoso Municipal School District, Regular Board Meeting, approximately 20 listened.

#### **II. DETERMINATION OF A QUORUM**

The presence of a quorum was determined; four members attended in-person. Roll call; Secretary Carrie Chavez-aye, Member Wally Murillo-aye, Member Shane Holder-aye, President Luther Light-aye.

#### **III. MOMENT OF SILENCE AND THE PLEDGE.**

Led by President Luther Light.

#### **IV. ADOPTION OF AGENDA**

Member Shane Holder moved to approve and float the agenda, as needed, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, President Luther Light-aye. Motion carried.

#### **V. PRESENTATION AND APPROVAL OF MINUTES**

- A. May 11, 2021, Budget Study Session #3 Minutes.
- B. May 11, 2021, Regular Board Meeting Minutes.
- C. May 13, 2021, Budget Study Session #2 Minutes.

Member Shane Holder moved to approve the May 11, 2021, Budget Study Session #3 Minutes, May 11, 2021, Regular Board Meeting Minutes, May 13, 2021, Budget Study Session #2 Minutes, seconded by Member Wally Murillo. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.

#### **VI. PUBLIC COMMENT**

**\* If you wish to make a public comment to the Board of Education;**

- a. Via Zoom - Please email Tonia Ashby at [ashbyt@ruidososchools.org](mailto:ashbyt@ruidososchools.org) by 5:00 p.m. on**

**June 8, 2021.**

No one made a public comment via online technology.

**b. In-Person - Arrive at the Ruidoso Middle School by 5:00 p.m. on June 8, 2021, sign in, and wait to be called.**

Mr. Victor Montes and Amanda Luevano commented on ethics of incident at a school district sporting event.

**VII. ROUTINE MATTERS**

- A. Recognition of Staff, Students and Community.
  - 1. Employee of the Month
    - a. SVP Employee of the Month – Georgia Maxwell
    - b. WME Employee of the Month – Mayra Lucero
    - c. RMS Employee of the Month – George Speck
    - d. RHS Employee of the Month – David Shriver
  - 2. Heart of a Warrior
    - a. Mr. Ryan Segura

**VIII. \*CONSENT AGENDA (Action Items)**

- A. Approval of Fine Arts in Education Act Application for Fiscal Year 2022.
- B. Approval of Title IV Application for Fiscal Year 2022.
- C. Approval of Open Meetings Act Resolution for 2021-2022.
- D. Approval of Payroll Distribution Schedule for 2021-2022.
- E. Approval of Board Meeting Dates for 2021-2022.
- F. Approval of IDEA-B Program Application for Fiscal Year 2021-2022.

Member Shane Holder moved to approve the Consent Agenda Action Items A through F, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.

**IX. DISCUSSION ITEMS**

- A. Walsh Gallegos Presentation.
- B. 2021-2022 Budget Overview.
- C. Board Retreat.
- D. Policy Advisory No. 215, JFB - Open Enrollment, 1st Reading.
- E. Policy Advisory No. 216, IHB - Special Instructional Programs, 1st Reading.
- F. Policy Advisory No. 217, BID - Board Member Compensation and Expenses, 1st Reading.
- G. Policy Advisory No. 218, DKC - Expense Authorization/Reimbursement, 1st Reading.
- H. Policy Advisory No 219, JCLA - Physical Examinations of Students, 1st Reading.

**X. REPORTS**

- A. Board Report.
  - 1. Members reported their activities since last board meeting.
- B. Superintendent's Report.
  - 1. Superintendent updates since last board meeting.
- C. Facilities Report – Lenny Allen
- D. Activities Report – Kief Johnson
- E. Enrollment Update
- F. Personnel Report
- G. Financial Reports
  - 1. Transaction Journal.

2. Quarterly Transaction report.

**XI. ACTION ITEMS (DISCUSSION/ACTION)**

- A. Consideration of Approval of Operating Budget for Fiscal Year 2021-2022. (Discussion/Action).  
Member Shane Holder moved to approve the Operating Budget for Fiscal Year 2021-2022, seconded by Member Wally Murillo. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- B. Consideration of Approval of Pre-K Award and Expansion Agreement. (Discussion/Action).  
Member Shane Holder moved to approve the Pre-K Award and Expansion Agreement, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- C. Consideration of Approval of To and From Transportation Contract for the Fiscal Year 2021-2022. (Discussion/Action).  
Member Shane Holder moved to approve the Approval of To and From Transportation Contract for the Fiscal Year 2021-2022, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- D. Consideration of Approval of NM Pre-K Transportation Contract for the Fiscal Year 2021-2022. (Discussion/Action).  
Member Shane Holder moved to approve the NM Pre-K Transportation Contract for the Fiscal Year 2021-2022, seconded by Member Wally Murillo. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- E. Consideration of Approval of Activity Transportation for the Fiscal Year 2021-2022. (Discussion/Action).  
Member Shane Holder moved to approve the Activity Transportation for the Fiscal Year 2021-2022, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- F. Consideration of Approval of Electrician Services Contract Renewal for the Fiscal Year 2021-2022. (Discussion/Action).  
Member Shane Holder moved to approve the Electrician Services Contract Renewal for the Fiscal Year 2021-2022, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
  
- G. Consideration of Approval of Grounds and Landscaping Services for the Fiscal Year 2021-2022. (Discussion/Award).  
Member Shane Holder moved to approve the Grounds and Landscaping Services for the Fiscal Year 2021-2022, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.

- H. Consideration of Approval of Resolution and Affidavit Disposal of Direct Assets of Obsolete Technology, FY 21-8. (Discussion/Action).  
Member Shane Holder moved to approve the Resolution and Affidavit Disposal of Direct Assets of Obsolete Technology, FY 21-8, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
- I. Consideration of Approval of Policy Advisory No. 210 - JK - Student Discipline, J-4600 Student Discipline, 2nd Reading. (Discussion/Action).  
Member Shane Holder moved to approve the Policy Advisory No. 210 - JK - Student Discipline, J-4600 Student Discipline, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
- J. Consideration of Approval of Policy Advisory No. 211 - J- JICA - Student Dress, J-2350 Student Dress, 2nd Reading. (Discussion/Action).  
Member Shane Holder moved to approve the Policy Advisory No. 211 - J- JICA - Student Dress, J-2350 Student Dress, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
- K. Consideration of Approval of Policy Advisory No. 212 - AC - Nondiscrimination/Equal Opportunity, A-0250 Nondiscrimination/Equal Opportunity, 2nd Reading. (Discussion/Action).  
Member Shane Holder moved to approve the Policy Advisory No. 212 - AC - Nondiscrimination/Equal Opportunity, A-0250 Nondiscrimination/Equal Opportunity, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
- L. Consideration of Approval of Policy Advisory No. 213 - GCQF - Discipline, Suspension, Termination and Discharge, G-6100 Discipline, Suspension, Termination and Discharge of Professional Staff Members, 2nd Reading. (Discussion/Action).  
Member Shane Holder moved to approve the Policy Advisory No. 213 - GCQF - Discipline, Suspension, Termination and Discharge, G-6100 Discipline, Suspension, Termination and Discharge of Professional Staff Members, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.
- M. Consideration of Approval of Policy Advisory No.214 - GCQF - Discipline, Suspension, Termination and Discharge, G-6100 Discipline, Suspension, Termination and Discharge of Support Staff Members, 2nd Reading. (Discussion/Action).  
Member Shane Holder moved to approve the Policy Advisory No.214 - GCQF - Discipline, Suspension, Termination and Discharge, G-6100 Discipline, Suspension, Termination and Discharge of Support Staff Members, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.

**XII. ITEMS SUGGESTED FOR FUTURE MEETINGS**

- A. CRT issues.
- B. Flags at school sites.
- C. Re-arrange sub-committees.

**XIII. UPCOMING EVENTS**

- A. July 8-10, 2021, New Mexico School Board Association - 2021 Leadership Retreat, Sagebrush Inn, Taos, NM.
- B. July 13th, 2021 at 5:30 p.m. - Ruidoso Municipal School District, Board of Education, Regular Meeting.

**XIV. CONVENE TO CLOSED EXECUTIVE SESSION**

**XV. EXECUTIVE SESSION**

At 6:55 p.m. Member Shane Holder moved to convene into Executive Session, pursuant to section 10-15-1 (H-8) NMSA 1978, the Board will convene in Executive Session to discuss the sale/or disposal of real estate and pursuant to section 10-5-1 (H8) NMSA 1978, the Board will convene in Executive Session to discuss limited personnel matters, including the Superintendent's Evaluation, seconded by Secretary Carrie Chavez. Roll Call; Secretary Carrie Chavez, President Luther Light, Member Shane Holder, Member Wally Murillo. Motion carried.

**\*No action will be taken in Executive Session. Action, if any, will be taken when the Board reconvenes in Open Session following the Closed Session.**

**XVI. CONVENE TO OPEN SESSION**

**XVII. ACTION**

No action was taken in executive session. Board President Light affirmed that no action was taken.

**XVIII. ADJOURNMENT**

At 7:47 p.m., Member Shane Holder moved to adjourn, seconded by Secretary Carrie Chavez. Roll call; Carrie Chavez-aye, Wally Murillo-aye, Shane Holder-aye, Luther Light-aye. Motion carried.

Adjournment occurred at 7:48 p.m.

Attest:

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President

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Secretary

# **POLICY SERVICES**

## **ADVISORY**

Volume 20, Number 3

June 2021

### **CONTENTS**

**Policy Advisory No. 220 .....GBEA – Staff Ethics**

**Policy Advisory No. 221 .....GBEB — Staff Conduct**

**Policy Advisory No. 222 .....GCF — Professional Staff Hiring**

**Policy Advisory No. 223 .....GDF — Support Staff Hiring**

**Policy Advisory No. 224 .....GCFC — Professional Staff  
.....Certificationand Credentialing  
.....Requirements  
.....GCFC-E — Professional Staff  
.....Certificationand Credentialing  
.....Requirements**

**Policy Advisory No. 225 .....GDFA — Support Staff  
.....Certificationand Credentialing  
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**Policy Advisory No. 226 .....GCQF – Discipline, Suspension,  
.....Termination and Discharge of  
.....Professional Staff Member**

**Policy Advisory No. 227 .....GDQD – Discipline, Suspension,  
.....Termination and Discharge of  
.....Support Staff Member**

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*Policy Services*

**Policy Advisory No. 228 .....JLF — Reporting Child Abuse /  
.....Child Protection**

**Policy Advisory Discussion**

**Policy Advisory No. 220. GBEA – Staff Ethics.** The only changes to this policy is the addition of legal reference 22-10A-2, which provides definitions for many terms used in the policy, and provides cross references to policies that support the implementation of this policy.

**Policy Advisory No. 221. GBEB — Staff Conduct.** The GB designation of the policy identifies it as a policy that applies to all personnel. The department of education chose to only provide ethical guidance to licensed staff. The policy GBEB is the proper location of the new Section of the School Personnel Act (the act) on investigation of ethical misconduct as found in House Bill 128 passed in the 2021 regular session of the New Mexico—Legislature.

Some language has been added to point the policy toward all school district personnel and a side heading titled "Investigation and reporting of alleged ethical misconduct" has been added to provide guidance per the requirements of House Bill 128. The additions to the policy give direction for reporting and addressing ethical misconduct, specifically required time lines, designating who is to make the reports, how reports are to be maintained and what information is to be shared by the parties. The deletion of the last two sentences was made after a search of the references revealed the language was not applicable. Legal references and cross references have been added to reflect the connection between this policy and disciplinary action that can be taken by the school district although this factor was not emphasized by the statutory addition.

**Policy Advisory No. 222. GCF — Professional Staff Hiring.** Upon review of the changes made to 22-10A-5 in House Bill 128, it has been determined that policy GCF with regulation, and exhibits contained the relevant requirements. Minor word additions which do not change the content may be noted in the current policy recommendation. One part of the revised statute was added in the policy, permitting contract rescission or termination after the effective date of the statute. This addition should be taken note of by the Superintendent for consideration during and after contract consideration as regards any finding of child abuse or ethical misconduct. **The current Regulation, and Exhibits should be retained.**

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*Policy Services*

**Policy Advisory No. 223. GDF — Support Staff Hiring.** Upon review of the changes made to 22-10A-5 in House Bill 128, it has been determined that policy GDF with regulation, and exhibits contained the relevant requirements. One part of the revised statute has been added in the policy, permitting contract rescission or termination after the effective date of the statute. This addition should be taken note of by the Superintendent for consideration during and after contract consideration as regards any finding of child abuse or ethical misconduct. **The current Regulation, and Exhibits should be retained.**

**Policy Advisory No. 224. GCFC — Professional Staff Certification and Credentialing Requirements.** The current policy recommendation was only minimally modified per changes made to 22-10A-5 in House Bill 128. The change reflects the law makers being more definitive, narrowing the number of persons required to be fingerprinted by changing the operant language of having access to children on school premises to having contact with children or students on school premises. The statute also requires that the policy narrow the reporting requirements to convicted felonies or misdemeanors involving moral turpitude rather than reporting those felonies or misdemeanors simply involving moral turpitude resulting in any type of action. As can be seen, "convicted" is narrower in meaning than the phrase "resulting in any type of action".

**GCFC-E** was changed by language in Section 2 of new additions to the School Personnel Act (the act) which require a candidate for employment to swear they have never been investigated for certain things, haven't had action for license or certification taken against them and are not currently awaiting trial for certain offenses. Since the currently recommended exhibit was similar, Policy Services simply added the required New Mexico language and certain New Mexico offenses to those already indicated as being included. Some of the offenses may not be in the New Mexico list cited by statute in the new Section 2 of the act but this does not keep a district from asking the candidate about them since all are felonies or misdemeanors among those required to be reported to the Public Education Department.

**Policy Advisory No. 225. G DFA, G DFA-E — Support Staff Certification and Credentialing Requirements.** The policy and exhibit for support staff contains the same changes as those for the professional staff in GCFC and exhibit above except that a paragraph was added in G DFA regarding reporting that was not in the GCFC. This addition was the result of support staff being included in reporting by Section 2 of the act.

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*Policy Services*

**Policy Advisory No. 226. GCQF** – House Bill 128 contained some changes that should have been included in Policy Advisory 213 relative to GCQF, Termination and Discharge of Professional Staff. Policy Services had not digested House bill 128 when the advisories were prepared for House Bill 49 on radicalized aggression. In order to reduce the number of pages in this advisory and because each district just received a full copy of policy GCQF, Policy Services included only the side headings of those parts of the policy not effected by the changes, using four (4) asterisks (\*) to denote the omitted language. The side headings and the content following with the changes underlined are shown in full.

GCQF was affected by the changes to 22-10A-24 NMSA which removed the prohibitions on disclosure of reasons for termination and provided that the termination appeal is not to be recorded. The important thing here is that the reasons for termination can be disclosed. 22-10A-25 NMSA then provided that parties to the discharge arbitration appeal may make a record of the arbitration, but it is not an official transcript.

**Policy Advisory No. 227. GDQD** –House Bill 128 contained some changes that should have been included in advisory 214 referent to GDQD, termination of support staff. Policy Services had not digested House bill 128 when the advisories were prepared for House Bill 49 on radicalized aggression. In order to reduce the number of pages in this advisory and because each district just received a full copy of policy GDQD, Policy Services has only included the headings of those parts of the policy not effected by the changes using four (4) asterisks (\*) to denote the omitted language. The side headings and the content following with the changes underlined are shown in full.

GDQD is affected by the changes to 22-10A-24 NMSA which removes the prohibitions on disclosure of reasons for termination of an employee and provides that the parties to the termination arbitration appeal may make a record of the arbitration but it is not an official transcript. The important thing here is that the reasons for termination can be disclosed. Please recognize that by definitions in 22-10A-2 of the act discharge means severing the employment relationship with licensed school employees prior to expiration of the current employment contract and thereby is not a term used for support staff. The title of the policy, however, is a National School Boards Association determined title used in the National Education Policy Network system of naming policies and contains the word discharge.

**Policy Advisory No. 228. JLF** — Reporting Child Abuse / Child Protection.

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*Policy Services*

Section I of the new addition to the School Personnel Act (the act) required that policy services make four (4) significant changes to policy JLF. The first changed the reporting persons from only licensed school employees to "all school district personnel, school employees, school volunteers, contractors and contractors' employees." The second makes the training component applicable to all of those persons. Third, the act adds ethical misconduct, professional responsibilities to the training component. Last, it directs the public education department to prepare and distribute training materials for the purposes of the training.

Please Note: Since the Compilation Commission has not yet given the new sections of the School Personnel Act numerical citations, the citations will be added by Policy Services upon determination. As the policies are adopted Policy Services will add these to the on-line manual of each school district.

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

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## Advisory 220

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*Policy Services*

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# Advisory 220

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*Policy Services*

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**(Statement of Ethics for School Employees)**

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

***Principle I: Commitment to the student.*** We measure success by the progress of each student toward achievement of their maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

- deal justly and considerately with each student;
- encourage the student to study and express varying points of view and respect the student's right to form their own judgment;
- conduct conferences with or concerning students in an appropriate place and manner;
- seek constantly to improve learning facilities and opportunities.

***Principle II: Commitment to the community.*** We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the

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development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- share the responsibility for improving the educational opportunities for all;
- recognize that each educational institution has a person authorized to interpret its official policies;
- acknowledge the right and responsibility of the public to participate in the formulation of educational policy;
- evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies and take action deemed necessary and proper;
- assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of [or] partisan activities;
- protect the educational program against undesirable infringement and promote academic freedom.

***Principle III: Commitment to the profession.*** We believe that the quality of the services of the education profession directly influence[s] the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning and programs of our professional organizations. In fulfilling our obligations to the profession, we:

- recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession;
- participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education;

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- cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns and those colleagues new to their positions;
- accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student;
- refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues;
- keep the trust under which confidential information is exchanged;
- make appropriate use of the time granted for professional purposes;
- interpret and use the writings of others and the findings of educational research with intellectual honesty;
- maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts;
- respond accurately to requests for evaluation of colleagues seeking professional positions;
- provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

***Principle IV: Commitment to professional employment practices.*** We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity and mutual respect between employees, administrators and local school boards. In fulfilling our obligations to professional employment practices, we:

- apply for or offer a position on the basis of professional and legal qualifications;
- apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates;

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- fill no vacancy except where the terms, conditions and policies are known;
- adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent;
- give prompt notice of any change in availability of service, in status of applications or in change in position;
- conduct professional business through recognized educational and professional channels.

*Adopted:* date of manual adoption

LEGAL REF.: 22-10A-2 NMSA

6.60.9.8 NMAC

6.60.9.9 NMAC

CROSS REF.: GBEB - Staff Conduct

GCQF - Discipline, Suspension, Termination and Discharge of Professional Staff Members

GDQF - Discipline, Suspension, Termination and Discharge of Support Staff Members

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*Policy Services*

# Advisory 221

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*Policy Services*

**Standards of Professional Conduct ~~Preamble~~**

We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

Standard I – Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by

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*Policy Services*

use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

- shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 et seq., 34 C.F.R. Part 80), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 et seq., NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;
- shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;
- shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;
- shall not give a gift to any one (1) student unless all students situated similarly receive or are offered gifts of equal value for the same reason;
- shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;
- shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:
  - all forms of sexual touching, sexual relations or romantic relations;
  - inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the

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student or is otherwise inappropriate given the age, sex and maturity of the student;

- any open displays of affection toward mostly-boys or mostly-girls; and
- offering or giving a ride to a student unless absolutely unavoidable as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;
- shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:
  - making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and
  - creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

Standard II – Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

- shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;
- shall not orally or in writing misrepresent our professional qualifications;
- shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;

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- shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;
- shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;
- shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;
- shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;
- shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds one hundred dollars (\$100), excluding approved educational awards, honoraria, plaques, trophies, and prizes;
- shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;
- shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:
  - making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;
  - making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent, or they actually initiate the activity;
  - displaying or distributing any sexually oriented materials where the above-named individuals can see them; and
  - creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;
- shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the Equal Employment Opportunity Commission (EEOC) guidelines found at Title 29 Code of Federal Regulations Part 1604

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(29 C.F.R. Section 1604.1 et seq.) or contacting appropriate school human resources personnel;

- shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;
- shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;
- shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- shall not engage in any outside employment:
  - the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
  - where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
  - that impairs our physical ability to perform our school duties;
- shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
  - in connection with our official school duties;
  - in connection with another licensed person's official school duties;
  - in connection with any standardized or non-standardized testing;
  - in connection with any school application or disclosure process; and
  - in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;

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- shall not in connection with any State Board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- shall not engage in any conduct or make any statement:
  - that would breach the security of any standardized or non-standardized tests;
  - that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions;
  - that would give students an unfair advantage in taking a standardized or non-standardized test;
  - that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and
  - that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;
- shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace.
- shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the State Public Education Department (PED), that the individual does not hold the required credentials; and
- shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;
- shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:
  - striking, assaulting or restraining a student for no valid reason;
  - using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;

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- bringing firearms onto school property or possessing them on school property, except with proper authorization;
  - possessing or consuming alcohol beverages at school;
  - possessing or using illegal drugs;
  - being under the influence of alcohol or illegal drugs at school;
  - actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and
  - engaging in favoritism or preferential treatment toward any school employee or applicant in regard to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;
- shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9.9 NMAC with a student or other school employee to the local school authority within thirty (30) days of obtaining such knowledge.

### **Sanctions**

The standards of professional conduct establish minimal standards of accepted professional conduct with which all educators and administrators are required to comply. Therefore, the Secretary of Education through the professional licensure unit ("licensure unit") of the public education department (PED), may revoke or suspend the licensure of any person, or may deny applications for licensure or relicensure to any person, who is within the scope of this department regulation and who after hearing is found to have failed to comply with one (1) or more of the enumerated provisions of the standards of professional conduct set forth in Section 6.60.9.9 NMAC, exclusive of the preamble.

### **In General**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies,

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rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Licensed personnel are to follow statements of ethics and standards of conduct indicated in NMAC 6.60.9.8 NMAC and 6.60.9.9 NMAC.

All school district personnel, employees and school volunteers are directed to make themselves aware of and follow federal and state laws, school board policies, procedures and regulations regarding ethics and conduct.

### **Investigation and Reporting of Alleged Ethical Misconduct**

Any school district personnel, school employee, school volunteer, contractor or contractor's employee who knows or has a reasonable suspicion that a child or student has been subject to ethical misconduct by any school district personnel, school employee, school volunteer, contractor or contractor's employee shall report the matter to:

- the superintendent; or
- the department.

If a superintendent receives a report of ethical misconduct, the superintendent shall immediately transmit to the department by telephone the facts of the report and the name, address and telephone number of the reporter. The superintendent shall transmit the same information in writing within forty-eight hours. A school shall take immediate steps to ensure the safety of enrolled students. The identity of any alleged victims will be protected.

A written report shall contain the name, address and age of the child or student; the child's or student's parents, guardians or custodians; the school district personnel, school employee, school volunteer, contractor or contractor's employee who is alleged to have committed ethical misconduct; and any evidence of ethical misconduct, including the nature and extent of any injuries and other information that the maker of the report believes might be helpful to investigate a report of ethical misconduct. The written report shall be submitted upon a standardized form developed by the department. All written reports are to be filed by date and name and are to include any information received or gathered in any investigation. Such records are to be made available to the office of investigation: the Superintendent, Department or Law Enforcement

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The person making the report shall be notified by the office receiving the report within five days (mailed within five days) by mail or other notification that the report is being investigated.

The Superintendent shall investigate all allegations of ethical misconduct about any school district personnel, school employee, school volunteer, contractor or contractor's employee who resigns, is being discharged or terminated or otherwise leaves employment after an allegation has been made. If the investigation results in a finding of ethical misconduct by a licensed school employee, the Superintendent shall report the identity of the licensed school employee and attendant circumstances of the ethical misconduct on a standardized form to the department and the licensed school employee within thirty (30) days following the separation from employment or immediately if ~~knowledge the finding~~ of the ethical misconduct is sexual misconduct with harassment or sexual abuse of an adult or child. ~~Copies of that form shall not be maintained in the school employee's personnel file.~~

The Superintendent shall also report allegations of sexual assault or sexual abuse involving any school district personnel, school employee, school volunteer, contractor or a contractor's employee to the appropriate law enforcement agency.

No agreement between a departing school employee and the Governing Authority or Superintendent shall diminish or eliminate the responsibility of investigating and reporting the alleged ethical misconduct to the department or, if legally mandated, to law enforcement, and any such agreement to the contrary is void.

The secretary of education may initiate action to suspend, revoke or refuse to renew the license of:

- a superintendent who fails to report ethical misconduct;
- any licensed school district personnel or licensed school employee who fails to report child abuse or neglect pursuant to Section 32A-4-3 NMSA 1978;
- any licensed school district or school employee who fails to report ethical misconduct in accord with the School Personnel Act and statutes.

~~A person's good faith reporting of conduct indicated above will not result in liability for civil damages. The person accused shall have the right to sue for any damages as a result of negligent or intentional reporting of inaccurate information or the disclosure of any information to unauthorized persons.~~

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*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2

22-10A-2 NMSA (1978)

22-5-4.4 NMSA (1978)

22-10A-5 NMSA (1978)

6.60.9.8 NMAC

6.60.9.9 NMAC

6.68.2.1 NMAC *et seq.*

6.68.3.1 NMAC *et seq.*

CROSS REF.: GBEA - Staff Ethics

GCF - Professional Staff Hiring

GCQF - Discipline, Suspension, Termination and Discharge of Professional Staff Members

GDQF - Discipline, Suspension, Termination and Discharge of Support Staff Members

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

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*Policy Services*

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# Advisory 222

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*Policy Services*

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**^G-3450            ©  
PROFESSIONAL STAFF HIRING**

**GCF**

It shall be the policy of the District to employ and retain the best qualified personnel.

The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, sexual orientation, age, national origin, or disability of an otherwise qualified individual.
- A candidate for secondary school teaching should ~~have a major, minor, or equivalent~~ be eligible for licensure in the candidate's teaching field. An elementary school candidate should have a major or equivalent in elementary education or in the special area of assignment.
- Candidates for all teaching positions shall be able to deliver quality instruction.
- Each candidate shall provide evidence of meeting state requirements for ~~certification~~ licensure .
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- Each candidate shall be required to provide (2) two fingerprint cards or equivalent electronic fingerprints upon being offered employment for purposes of obtaining a criminal history background record before finalization of employment.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

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Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

All offers of employment are contingent upon the satisfactory completion of background investigations.

A public school may terminate an individual's employment or contract or rescind an applicant's offer of employment or offer of a contract if the applicant is offered or commences employment with a public school after the effective date of this 2021 act and information regarding the applicant's history of child abuse or ethical misconduct that is determined to disqualify the applicant from employment or a contract is subsequently obtained by the public school.

### **Reemployment Contract**

Each licensed teaching employee shall deliver an acceptance or rejection of reemployment to the Board within fifteen (15) days from the following:

- The date written notice of reemployment is served upon the person; or
- The last day of the school year when no written notice of reemployment or termination is served.

Delivery of the written acceptance of reemployment by a licensed school employee creates a binding employment contract between the licensed school employee and the Superintendent until the parties enter into a formal written employment contract. Written employment contracts between the Superintendent and licensed school employees shall be executed by the parties not later than ten (10) days before the first day of a school year.

A person not directly involved in the employment decision affecting the specific applicant shall not be permitted unauthorized access to criminal history record information or background information.

*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2  
22-10A-5 NMSA (1978)  
28-1-2 NMSA *et seq.*

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# Advisory 223

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*Policy Services*  
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**SUPPORT STAFF HIRING**

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salaries within the financial capabilities of the District, adequate facilities, and good working conditions. Volunteers are to have background checks in accord with this policy.

Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.

The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, sexual orientation, age, national origin, or disability of an otherwise qualified individual.
- Candidates for all positions shall be able to perform the duties of their position job descriptions.
- Each applicant shall be required to provide fingerprint cards or electronic fingerprints upon being offered employment for purposes of obtaining a criminal history background record before finalization of employment.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

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In addition to the requirements in this policy and those of the fingerprint policy which follows, the District shall follow 6.41.4.9 NMAC M through S for the purposes indicated below. That part of the New Mexico Administrative Code shall be incorporated in this policy by reference.

- Commercial Driver's License (CDL) pre-employment screening.
- Returning CDL pre-employment screening.
- School owned activity driver pre-employment screening.
- School bus assistant and substitute school bus assistant pre-employment screening.
- Continuing standards for drivers.
- Pre-employment documentation maintenance (records maintenance).

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered to constitute grounds for termination.

All offers of employment are contingent upon the satisfactory completion of background investigations.

A public school may terminate an individual's employment or contract or rescind an applicant's offer of employment or offer of a contract if the applicant is offered or commences employment with a public school after the effective date of this 2021 act and information regarding the applicant's history of child abuse or ethical misconduct that is determined to disqualify the applicant from employment or a contract is subsequently obtained by the public school.

*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2  
22-10A-5 NMSA (1978)  
28-1-2 NMSA *et seq.*  
6.41.4.9 NMAC

CROSS REF.: GBK - Staff Grievances  
GDG - Part-Time and Substitute Support Staff Employment  
IJOC - School Volunteers

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# Advisory 224

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**^ & ^G-3550 ©  
PROFESSIONAL STAFF CERTIFICATION  
AND CREDENTIALING REQUIREMENTS**

**GCFC**

**(Fingerprinting Requirements)**

**New Hires**

All licensed personnel offered employment by the District, who have not been initially licensed within twenty-four (24) months of applying for employment, shall be required to provide fingerprint cards or electronic fingerprints for licensure in accord with state law. The public school shall pay the cost of obtaining fingerprint or criminal history records for the licensed personnel. A contractor or contractor's employee, or a school volunteer who will have unsupervised ~~access to~~ contact with children or students on school premises shall also be required to provide fingerprint cards or electronic fingerprints and may be required to pay the cost of obtaining fingerprint or criminal history records.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being selected as a finalist for possible employment. The form shall be considered a part of the application for employment. Convictions of felonies or misdemeanors involving moral turpitude if directly related to employment which are contained in the criminal history investigation record shall be used to deny, suspend or revoke employment in accordance with the Criminal Offender Employment Act. However, if the conviction does not directly relate to employment, completion of probation or parole supervision or expiration of a period of three years after final discharge or release from imprisonment without subsequent conviction shall create a presumption of sufficient rehabilitation. Other information contained in the investigation record, if supported by independent evidence, may also form the basis for the employment decisions for good and just cause. A candidate's conviction of trafficking in controlled substances, criminal sexual penetration or related sexual offenses or child abuse regardless of rehabilitation shall warrant denial, suspension or revocation of employment. Records of arrest not followed by conviction or misdemeanors *NOT* involving moral turpitude may not be used, distributed or disseminated regarding public employment.

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A person who makes a false statement, representation, or certification in any application for employment with the School District may be denied employment or terminated.

Reasons for a decision not to employ an individual based upon conviction of any indicated crime or misdemeanor involving moral turpitude shall be provided to the candidate. An appeal of denial, suspension or revocation of employment based upon the Criminal Offender Employment Act may be requested in accord with the grievance procedure provided in policy.

A person not directly involved in the employment decision affecting the specific applicant shall not be permitted unauthorized access to criminal history record information or background information. All fingerprint or criminal history records are to be confidential records and are to be maintained as personnel records in accord with the "Rights to inspect public records, exceptions."

The Superintendent shall report to the Public Education Department any known conviction of any felony or misdemeanor involving moral turpitude of school district personnel, or a licensed school employee, that results in any type of action against the employee .

*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2

14-2-1 NMSA

22-10A-5 NMSA (1978)

28-2-1 NMSA *et seq.*

6.60.8.7 NMAC

6.60.8.8 NMAC

6.60.8.9 NMAC

CROSS REF.: GBK - Staff Grievances

GCF - Professional Staff Hiring

GCG - Part-Time and Substitute Professional Staff  
Employment

IJOC - School Volunteers

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*Policy Services*

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**EXHIBIT**

**EXHIBIT**

**PROFESSIONAL STAFF CERTIFICATION AND  
CREDENTIALING REQUIREMENTS**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been ~~convicted of or admitted in open court or pursuant to a plea agreement committing~~, and am not now awaiting trial for committing, ~~any of the following criminal~~ :

- under investigation for, or been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, including those offenses prohibited in Chapter 30, Article 3, 3A, 4, 6, 6A, 9, 37, 37A or 52 NMSA 1978, unless the allegations were false or unsubstantiated (see list below);
- have never been under investigation for, or been found to have violated, any ethical rule or policy approved by a former employer that previously employed me, unless the allegations were false or unsubstantiated; or
- have never had a professional license or certificate denied, suspended, surrendered or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation; and
- am not now awaiting trial for committing any of the following criminal offenses in the state of New Mexico or similar offenses in any other jurisdiction.

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Sexual abuse of a minor Incest First- or second-degree murder Kidnapping Arson <del>Sexual a</del> Assault Sexual exploitation of a minor Felony offenses involving contribut- ing to the delinquency of a minor Commercial sexual exploitation of a minor Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs Distribution of pornography Harassment Enticement	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs Misdemeanor offenses involving the Possession or use of marijuana or dangerous drugs Burglary in the first degree Burglary in the second or third degree Aggravated or armed robbery Robbery Child abuse <u>or abandonment</u> Sexual conduct with a minor Molestation of a child Manslaughter Assault or Aggravated assault Exploitation of minors involving drug offenses <u>Human trafficking</u> <u>Prostitution</u>
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\_\_\_\_\_  
Employee Applicant signature

\_\_\_\_\_  
Date signed

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_,

in \_\_\_\_\_ County, New Mexico.

My Commission Expires

\_\_\_\_\_  
Notary Public

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legal advice. You may wish to consult an attorney for further explanation.

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# Advisory 225

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*Policy Services*  
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**SUPPORT STAFF CERTIFICATION AND  
CREDENTIALING REQUIREMENTS**

**(Fingerprinting Requirements)**

An applicant offered employment and a contractor or contractor's employee, or a school volunteer who will have unsupervised ~~access to contact with~~ children or students on school premises shall be required to provide fingerprint cards or electronic fingerprints to obtain a federal bureau of investigation criminal history record. The public school shall pay the cost of applicants offered employment. A school volunteer, contractor or contractor's employee may be required to pay the cost of obtaining criminal history records.

The candidate's fingerprints shall be submitted, along with the form required immediately upon being selected as a finalist for possible employment. The form shall be considered a part of the application for employment. Convictions of felonies or misdemeanor involving moral turpitude if directly related to employment which are contained in the criminal history investigation record shall be used to deny, suspend or revoke employment in accordance with the Criminal Offender Employment Act. However, if the conviction does not directly relate to employment, completion of probation or parole supervision or expiration of a period of three (3) years after final discharge or release from imprisonment without subsequent conviction shall create a presumption of sufficient rehabilitation. Other information contained in the investigation record, if supported by independent evidence, may also form the basis for the employment decisions for good and just cause. A candidate's conviction of trafficking in controlled substances, criminal sexual penetration or related sexual offenses or child abuse regardless of rehabilitation shall warrant denial, suspension or revocation of employment. Records of arrest not followed by conviction or misdemeanors *NOT* involving moral turpitude may not be used, distributed or disseminated regarding public employment.

A person who makes a false statement, representation, or certification in any application for employment with the School District may be denied employment or terminated.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Reasons for a decision not to employ an individual based upon conviction of any indicated crime or misdemeanor involving moral turpitude shall be provided to the candidate. An appeal of denial, suspension or revocation of employment based upon the Criminal Offender Employment Act may be requested in accord with the grievance procedure provided in policy.

The administration may also conduct a background investigation of current employees if it becomes aware of facts, circumstances, or conduct that indicate(s) an individualized reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her to continue in employment with the District.

A person not directly involved in the employment decision affecting the specific applicant shall not be permitted unauthorized access to criminal history record information or background information. All fingerprint or criminal history records are to be confidential records and are to be maintained as personnel records in accord with the "Rights to inspect public records, exceptions."

The Superintendent shall report to the Public Education Department any known conviction of any felony or misdemeanor involving moral turpitude of school district personnel, a school employee, a school volunteer, a contractor or and contractor's employee.

*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2  
14-2-1 NMSA  
22-10A-5 NMSA (1978)  
28-2-1 NMSA *et seq.*  
6.60.8.7 NMAC  
6.60.8.8 NMAC  
6.60.8.9 NMAC

CROSS REF.: GBK - Staff Grievances  
GDF - Support Staff Hiring  
GDG - Part-Time and Substitute Support Staff Employment  
IJOC - School Volunteers

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*

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**EXHIBIT**

**EXHIBIT**

**SUPPORT STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS**

\_\_\_\_\_  
Name Position

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been ~~convicted of or admitted in open court or pursuant to a plea agreement committing~~, and am not now awaiting trial for committing, any of the following criminal :

- under investigation for, or been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, including those offenses prohibited in Chapter 30, Article 3, 3A, 4, 6, 6A, 9, 37, 37A or 52 NMSA 1978, unless the allegations were false or unsubstantiated (see list below);
- have never been under investigation for, or been found to have violated, any ethical rule or policy approved by a former employer that previously employed me, unless the allegations were false or unsubstantiated; or
- have never had a professional license or certificate denied, suspended, surrendered or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation; and
- am not now awaiting trial for committing any of the following criminal offenses in the state of New Mexico or similar offenses in any other jurisdiction.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Sexual abuse of a minor Incest First- or second-degree murder Kidnapping Arson <del>Sexual a</del> <u>Assault</u> Sexual exploitation of a minor Felony offenses involving contributing to the delinquency of a minor Commercial sexual exploitation of a minor Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs Distribution of pornography <u>Harassment</u> <u>Enticement</u>	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs Misdemeanor offenses involving the Possession or use of marijuana or dangerous drugs Burglary in the first degree Burglary in the second or third degree Aggravated or armed robbery Robbery Child abuse <u>or abandonment</u> Sexual conduct with a minor Molestation of a child Manslaughter Assault or Aggravated assault Exploitation of minors involving drug offenses <u>Human trafficking</u> <u>Prostitution</u>
---	---

\_\_\_\_\_  
Employee Applicant signature

\_\_\_\_\_  
Date signed

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_,

in \_\_\_\_\_ County, New Mexico.

My Commission Expires

\_\_\_\_\_  
Notary Public

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# Advisory 226

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*Policy Services*  
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^ & ^ & ^G-6100 ©  
**DISCIPLINE, SUSPENSION, TERMINATION  
AND DISCHARGE OF  
PROFESSIONAL STAFF MEMBERS**

**GCQF**

\*\*\*\*

**Categories of Misconduct**

\*\*\*\*

**General Provisions for Discipline**

\*\*\*\*

**Minor Discipline**

\*\*\*\*

***Step 1 - Notice:***

\*\*\*\*

***Step 2 - Hearing:***

\*\*\*\*

***Step 3 - Decision (in writing):***

\*\*\*\*

**Appeal of Minor Discipline**

\*\*\*\*

**Termination Pursuant to  
22-10A-24 NMSA (1978)**

\*\*\*\*

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*

***Step 1 - Notice:***

- Upon the Superintendent's determination of the existence of cause to terminate, and on or before fifteen (15) working days prior to the last day of the school year, the Superintendent shall notify the staff member of intent to terminate. The notice shall be in writing and shall be delivered in person or by first-class mail to the last address provided for personnel records. The notice shall include the following:

- The statement that the employee has the right to request written reasons for the decision to terminate and such reasons shall be provided within ten (10) working days of such request.

- ~~The reasons shall not be publicly disclosed by the administration or Governing Authority.~~ *For a licensed employee who has not been offered and accepted a third-year contract for services and licensed educational assistants with less than one (1) year of employment the decision to terminate is not contestable under the School Personnel Act.*

- For licensed employees who have been offered and accepted a third-year contract for service and licensed educational assistants employed for more than one (1) year the following appeal procedure shall apply.

***Step 2 - Appeal Requirements and Content:***

\*\*\*\*

***Step 3 - Appeal Procedure:***

\*\*\*\*

- The Governing Authority shall meet to hear the employee's statement in no less than five (5) or more than fifteen (15) working days after receipt of the statement.

- The hearing shall be conducted informally in accordance with the provisions of the Open Meeting Act.

- Hearing Procedure:

- ▲ The employee and the Superintendent may each be accompanied by a person of their choice.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

▲ The Superintendent shall present the factual basis for determination that just cause exists for the termination, limited to the reasons provided to the employee.

▲ The employee shall present contentions, limited to the reason(s) why the licensed staff member believes the decision is without just cause.

▲ Rebuttal to the employee's presentation may be presented as deemed relevant by the Governing Authority.

▲ Witnesses called may be questioned by the Governing Authority, the Superintendent or an appointed representative, and the employee or an appointed representative.

▲ The Governing Authority may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers reliable.

▲ ~~No record shall be made of the hearing.~~

▪ The Governing Authority shall take such action as is necessary in accordance with the Open Meeting Act to uphold or deny the recommendation to terminate. The Governing Authority shall notify the employee and the Superintendent of its decision in writing within five (5) working days from the conclusion of the meeting.

**Termination - Arbitration Appeal Pursuant to 22-10A-25 NMSA (1978)**

\*\*\*\*

**Discharge per 22-10A-27 NMSA (1978)**

\*\*\*\*

***Notice:***

\*\*\*\*\*

***Employee's Request for Hearing:***

\*\*\*\*

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## ***Preliminary Information***

\*\*\*\*

### **Discharge - Arbitration Appeal Pursuant to 22-10A-28 NMSA (1978)**

An employee aggrieved by a decision of the Governing Authority to discharge may appeal the decision to an arbitrator by doing the following: Submitting a written appeal to the Governing Authority within ten (10) working days from receipt of the written decision of the Governing Authority.

The Governing Authority may delegate responsibility for the arbitration to the Superintendent.

If the arbitration appeal is timely the Governing Authority (or Superintendent as delegee) and the employee shall meet within ten (10) working days from the receipt of the request for an appeal and select an independent arbitrator, qualified in accord with the applicable statute, to conduct the appeal. If the parties fail to agree on an arbitrator, they shall request the presiding judge in the judicial district in which the public school is located to select an independent arbitrator within five (5) working days from the date of the request.

The hearing shall be conducted within thirty (30) working days of selection of the independent arbitrator. The arbitrator shall give written notice of the date, time and place of the hearing, sending such notice to the employee and Governing Authority.

The parties shall be provided a copy of the relevant portion of this policy which shall include:

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*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*

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▪ ~~A record shall be made of the hearing and each party may order the record at the expense of the party. Either party desiring a record of the arbitration proceedings may, at the party's own expense, record or otherwise provide for a transcript of the proceedings; provided, however, that the record so provided shall not imply any right of automatic appeal or review.~~

- The arbitrator shall notify the employee and the Governing Authority of the decision in writing within thirty (30) working days from the conclusion of the arbitration hearing. The decision shall contain findings of fact and conclusions of law affirming or reversing the action of the Governing Authority.

Each party shall bear its own costs and expenses.

**Additional Provisions and Conditions**

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*Adopted:* date of manual adoption

- LEGAL REF.: School Personnel Act new section 1&2  
 22-5-4.3 NMSA  
 10-7E-1 to 10-7E-26 NMSA (1978) Public Employee Bargaining Act  
 10-15-1 NMSA (1978) Open Meeting Act  
 22-10A-5 NMSA (1978)  
 22-10A-24 NMSA (1978)  
 22-10A-25 NMSA (1978)  
 22-10A-26 NMSA (1978)  
 22-10A-27 NMSA (1978) Discharge hearing; procedures  
 22-10A-28 NMSA (1978) Appeals; independent arbitrator; qualifications; procedure; binding decision  
 22-10A-29 NMSA (1978) Compensation payments to discharged personnel  
 22-10A-30 NMSA (1978) Supervision and correction procedures

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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22-10A-31 NMSA (1978) Denial, suspension and revocation  
of licenses

22-10A-32 NMSA (1978) Licensed school employees; required  
training program

6.60.9.9 NMAC Standards of Professional Conduct

6.60.9.12 NMAC Reporting Requirements

6.67.2.8 NMAC Notice of reemployment or termination of  
licensed personnel

CROSS REF.: DKA - Payroll Procedures/Schedules

GBEB - Staff Conduct

GCA - Professional Staff Positions

*Note:* This material is written for informational purposes only, and not as  
legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*

# Advisory 227

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*Policy Services*

^ & ^ & ^G-9300 ©  
**DISCIPLINE, SUSPENSION, TERMINATION  
AND DISCHARGE OF  
SUPPORT STAFF MEMBERS**

**GDQD**

\*\*\*\*

**Categories of Misconduct**

\*\*\*\*

*General Provisions for Discipline are as follows:*

\*\*\*\*

**Minor Discipline**

\*\*\*\*

***Step 1 - Notice and Hearing:***

\*\*\*\*

***Step 2- Decision (in writing):***

\*\*\*\*

**Appeal of Minor Discipline**

\*\*\*\*

**Termination Pursuant to  
22-10A-24 NMSA (1978)**

The following procedures will be used to impose any termination permitted under 22-10A-24 NMSA (1978) except that it does not apply to:

- A noncertificated school employee employed to perform primarily District-wide management. (22-10A-26 NMSA)

***Step 1 - Notice:***

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*

- Upon the Superintendent's determination of the existence of cause to terminate, the Superintendent shall notify the staff member of intent to terminate. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

- The statement that the employee has the right to request written reasons for the decision to terminate and such reasons shall be provided within five (5) working days of such request.

- ~~The reasons shall not be publicly disclosed by the administration or Governing Authority. A local Board may terminate a nonlicensed school employee with less than one (1) year of employment for any reason it deems sufficient.~~

- For a nonlicensed school employee who has been employed for more than one (1) year the following appeal procedure shall apply.

***Step 2-3 Appeal Requirements and Content:***

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***Step 4 - Appeal Procedure:***

- The Governing Authority shall meet to hear the employee's statement in no less than five (5) or more than fifteen (15) working days after receipt of the statement.

- The hearing shall be conducted informally in accordance with the provisions of the Open Meeting Act.

- Hearing Procedure:

- ▲ The employee and the Superintendent may each be accompanied by a person of their choice.

- ▲ The Superintendent shall present the factual basis for determination that just cause exists for the termination, limited to the reasons provided to the employee.

- ▲ The employee shall present contentions, limited to the reason(s) why the staff member believes the decision is without just cause.

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▲ Rebuttal to the employee's presentation may be presented as deemed relevant by the Governing Authority.

▲ Witnesses called may be questioned by the Governing Authority, the Superintendent or an appointed representative, and the employee or an appointed representative.

▲ The Governing Authority may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers reliable.

~~▲ No record shall be made of the hearing.~~

▪ The Governing Authority shall take such action as is necessary in accordance with the Open Meeting Act to uphold or deny the recommendation to terminate. The Governing Authority shall notify the employee and the Superintendent of its decision in writing within five (5) working days from the conclusion of the meeting.

**Termination - Arbitration Appeal Pursuant  
to 22-10A-25 NMSA (1978)**

An employee still aggrieved by a decision of the Governing Authority may appeal the decision to an arbitrator by doing the following:

- Submitting a written appeal to the Superintendent within five (5) working days from receipt of the Governing Authority's written decision or refusal to grant a hearing on the issue of termination.

- Accompanying the written appeal shall be a statement of particulars specifying the grounds on which it is contended that the decision was impermissible pursuant to subsection E of Section 22-10A-24 NMSA (1978).

- Including in the contentions a statement of facts supporting the contentions.

Failure of the employee to submit a timely appeal or a statement of particulars with the appeal shall disqualify the employee for any appeal and render the Governing Authority's decision on termination final.

If the arbitration appeal request is timely and complete, the Governing Authority and the employee shall meet within ten (10) working days from the

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receipt of the request for an appeal and select an independent arbitrator, qualified in accord with the applicable statute, to conduct the appeal. If the parties fail to agree on an arbitrator, they shall request the presiding judge in the judicial district in which the employee's public school is located to select an independent arbitrator within five (5) working days of the date of the request.

A de novo (new) hearing shall be conducted within thirty (30) working days of selection of the independent arbitrator. The arbitrator shall give written notice of the date, time and place of the hearing, sending such notice to the employee and Governing Authority.

The parties shall be provided a copy of the relevant portion of this policy which shall include:

- Discovery shall be limited to depositions and requests for production of documents on a time schedule to be established by the arbitrator.
- The arbitrator may issue subpoenas for the attendance of witnesses and to produce books, records, documents and other evidence at the request of either party and has the power to administer oaths. Subpoenas issued shall be served and enforced in the manner provided by law for the service and enforcement of subpoenas in a civil action or in the manner provided by the American Arbitration Association's voluntary labor arbitration rules if that entity is used by the parties.
- The Governing Authority shall be required to prove by a preponderance of the evidence that just cause to discharge the employee existed at the time of the notice of intent to discharge the employee by the administration.
- Hearing Procedure:
  - The employee and the Governing Authority may each be accompanied by counsel.
  - The Governing Authority shall present the basis for determination that just cause exists for the discharge.
  - The employee shall present reason(s) why the recommendation is without just cause.

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- Either party shall be permitted to call witnesses and to introduce documentary evidence.
- Witnesses called may be questioned by, the Governing Authority or a representative, and the employee or a representative.
- Technical rules of evidence shall not apply, but, in ruling on the admissibility of evidence, the independent arbitrator may require reasonable substantiation of the statements or records tendered, the accuracy of truth of which is in reasonable doubt.
- ~~A record shall be made of the hearing and each party may order the record at the expense of the party.~~ Either party desiring a record of the arbitration process automatic appeal or review.
- The arbitrator shall notify the employee and the Governing Authority of the decision in writing within ten (10) working days from the conclusion of the arbitration hearing. The decision shall contain findings of fact and conclusions of law affirming or reversing the action of the Governing Authority.

The parties shall be guided by the statute and arbitrator as to the conduct of the hearing, each bearing their own costs. The arbiter's fees and other expenses in the conduct of the arbitration shall be assigned at the discretion of the independent arbitrator.

*Adopted:* date of manual adoption

LEGAL REF.: School Personnel Act new section 1&2  
 22-5-4.3 NMSA  
 22-10A-24 NMSA (1978)  
 22-10A-25 NMSA (1978)  
 22-10A-26 NMSA (1978)

CROSS REF.: DKA - Payroll Procedures/Schedules

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# Advisory 228

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

*Policy Services*  
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**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

All licensed school district personnel, school employees, school volunteers, contractors and contractors' employees shall be required to complete training in the detection and reporting of child abuse and neglect, including ethical misconduct, professional responsibilities, sexual abuse and assault, and substance abuse. This requirement shall be completed by all licensed within the school district employee's, school employee's, school volunteer's, contractors and contractors' employees during the 2014-2015 school year and all licensed employees hired thereafter during the first year of employment by a school district. The training information shall be available through the department of education.

Every person, including any schoolteacher or a school official school employee licensed or unlicensed, who has information that is not privileged as a matter of law, who *knows or has a reasonable suspicion* that a child is an abused or a neglected child shall report the matter immediately to:

- New Mexico Child Abuse Hotline (1-855-333-SAFE or #SAFE from a cell phone [#SAFE = #7233]);
- a local law enforcement agency;
- the department office in the county where the child resides; or
- a tribal law enforcement or social services agency for any Indian child residing in Indian country.

The report shall contain the following information:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of any injuries or physical neglect, including any evidence of previous injuries or physical neglect.

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- Any other information that such person believes might be helpful in establishing the cause of the injury or physical neglect.

The school administrator should be informed following the immediate report abuse, and the "Agency Referral Form and Procedure" should be used in order to have documentation and follow up (see the exhibit below).

A school administrator and/or their designee may permit a member of a law enforcement agency or an employee of the Human Services Department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian.

A person who fails to report abuse as provided in 30-6-4 NMSA 1978 is guilty of a misdemeanor.

*Adopted:* date of manual adoption

LEGAL REF.: 22-10A-32 NMSA (1978)  
22-5-4.2 NMSA (1978)  
30-6-4 NMSA (1978)  
32A-4-2 NMSA (1978)  
32A-4-3 NMSA (1978)

CROSS REF.: GBEB - Staff Conduct  
GBEBB - Staff Conduct With Students  
JKA - Corporal Punishment

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**EXHIBIT**

**EXHIBIT**

**REPORTING CHILD ABUSE /  
CHILD PROTECTION**

**SUSPECTED ABUSE/NEGLECT**

To: **Law enforcement agency** - New Mexico Child Abuse Hotline  
(1-800-797-3260)  
(1-855-333-SAFE or #SAFE from a cell phone [#SAFE = #7233])

Student's name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

Names of parents/guardians \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Description of injury (use reverse side of form if necessary) \_\_\_\_\_

Referral source: Name \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

*Symbols:*

*Severity:*

- A = Abrasion
- Bl = Blister
- Bu = Burn
- Br = Bruise
- La = Laceration
- Le = Lesions
- S = Scar
- R = Rash
- V = Vermin
- O = Other (describe)

- (1) = Mild
- (2) = Moderate
- (3) = Severe

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

\_\_\_\_\_  
Signature and Title of Person Making the Report

\_\_\_\_\_  
Date

To whom reported \_\_\_\_\_ Date of oral report \_\_\_\_\_

***Copy filed in school superintendent and nurse's office***

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*Policy Services*

## Relevant Statutes and Citations

### **School Personnel Act new section 1&2**

**<https://nmlegis.gov/Sessions/21%20Regular/final/HB0128.pdf>**

22-5-4.2 NMSA Child Abuse-- Report Coordination--Confirmation

22-10A-2 NMSA Definitions-- as used in the School Personnel Act

22-10A-5 NMSA Background Checks--Known Convictions--Alleged Ethical Misconduct--Reporting Required--Penalty for Failure to Report

22-10A-24 NMSA Termination Decisions--Procedures

22-10A-25 NMSA Appeals--Independent Arbitrations

22-10A-32 NMSA School District Personnel, school employees, school volunteers, contractors and contractors' employees

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# Ruidoso Municipal Schools

200 Horton Circle ~ Ruidoso, NM 88345  
Phone: (575) 630-7000 ~ Fax: (575) 257-4150



Dr. George Bickert  
Superintendent

Clint H. Taylor  
Director of Business & Finance

Heidi Shanor  
Director of Learning and Student  
Services

**July 8, 2021**

## **SVP**

**Capital Projects:** Final inspection of roof has been conducted, and passed. Inspector was very pleased with installation. Minor punch list items are being handled at the moment due to supplies being delayed. Approximately 20' of snow bar is being installed.

HB Construction was not successful in dealings with local contractor to make repairs to rear apron south of the kitchen. They have begun repairs themselves, and it is currently in process. Minor change will be made to incorporate a ramp to keep this problem from occurring again. Warranty issues with HB Construction have been brought to their attention, as the warranty period has 8 months remaining.

## **Weekly/Daily Projects:**

Maintenance Department has procured a timer for the wall pack/marquee sign to control schedules from a central location. PW Electric is working on a quote for installation of timer.

Supply lists have been received, and turned in to Fleming Chemical. Custodians continue to clean and prepare for students and staff to return.

**Work orders completed last 30 days: 12**

## **WME**

**Capital Projects:** Accompanied 3 separate contractors to a site visit to obtain quotes for a central HVAC system to be installed on the cafeteria primarily. Secondly, evaluated the building to begin cost estimates for complete renovation of HVAC to ductless mini-split HVAC system. Those quotes are yet to be received.

Consulted with a general contractor to review roof leaks in areas of the building. He will return with a professional roofer to view after rainy weather conditions pass. Also visited with general contractor concerning the wall behind the 3 compartment sink in the kitchen. Would like it enlarged to accommodate sink, and rectify safety hazards.

Received a quote from Alto Plumbing Services to remove/replace a water heater in mechanical room that will restore hot water to various classrooms and custodial closets. PO requisition has been completed.

Met with Paint Pros to obtain quote to repaint vents on rooftop to match the trim.

Met with a stucco contractor to obtain quote on stucco repairs on the SE corner of building. Quote has not yet been received.

**Weekly/Daily Projects:** Plan to meet with a plumbing contractor to obtain a quote to replace 4" water main from the street to the building. This has not yet been scheduled.

Supply lists have been received and turned in to Fleming Chemical. Custodians continue to clean and prepare for students and staff to return.

**Work Orders Completed last 30 days:** 8

#### **RMS**

**Capital Projects:** Met with Control and Equipment Company to obtain a quote to bring our Direct Digital Controls system back online for the geothermal HVAC system. Quote has not yet been received.

Security Vestibule is approximately 90% design phase.

**Weekly/Daily Projects:** Various work orders are being performed day to day. Arranging to have materials removed from the South end of the bus lane.

Supply lists have been received and turned in to Fleming Chemical. Custodians continue to clean and prepare for students and staff to return.

**Work Orders Completed last 30 days:** 19

#### **RHS**

**Capital Projects:** Met with general contractor to obtain a quote to demo the library, and address roof leaks.

Met with Paint Pros to obtain quote to repaint the library.

Met with Southwest Carpet to obtain quote to carpet and replace cove base in library.

**Weekly/Daily Projects:** Coordinating with Alto Plumbing on various repairs throughout the building. I have requested a quote to install the District's boilers in the RSPAC.

Supply lists have been received and turned in to Fleming Chemical. Custodians continue to clean and prepare for students and staff to return.

**Work Orders Completed last 30 days:** 36

**District:** The position of Maintenance Coordinator has been filled. This staff member will be trained as a certified Zenex technician. This staff member is also a certified locksmith, and will handle all door/lock issues Districtwide.

***Gordy King***

**Director of Facilities and Operations**

**Ruidoso Municipal Schools**

Enrollment Summary: as of 08/11/2021 ()

District Office

Grade Level	Total in Grade	Asian	Black or African American	Caucasian	Hispanic/Latino (Select if Hispanic=Yes)	American Indian/Alaskan Native	Other (DO NOT USE)	Native Hawaiian / Other Pacific Islander	Unclassified
-3	35 20 / 15	0 0 / 0	1 1 / 0	10 7 / 3	19 10 / 9	5 2 / 3	0 0 / 0	0 0 / 0	0 0 / 0
-1	10 10 / 0	0 0 / 0	1 1 / 0	1 1 / 0	6 6 / 0	1 1 / 0	0 0 / 0	1 1 / 0	0 0 / 0
0	93 48 / 45	2 1 / 1	1 0 / 1	22 16 / 6	51 26 / 25	16 5 / 11	0 0 / 0	0 0 / 0	1 0 / 1
1	134 69 / 65	1 1 / 0	2 1 / 1	42 20 / 22	64 32 / 32	25 15 / 10	0 0 / 0	0 0 / 0	0 0 / 0
2	135 65 / 70	1 0 / 1	4 2 / 2	43 24 / 19	63 31 / 32	24 8 / 16	0 0 / 0	0 0 / 0	0 0 / 0
3	106 48 / 58	1 0 / 1	1 1 / 0	35 14 / 21	50 24 / 26	18 8 / 10	0 0 / 0	1 1 / 0	0 0 / 0
4	123 63 / 60	0 0 / 0	1 1 / 0	33 14 / 19	62 36 / 26	26 12 / 14	0 0 / 0	1 0 / 1	0 0 / 0
5	131 68 / 63	2 1 / 1	3 2 / 1	41 22 / 19	63 28 / 35	21 14 / 7	0 0 / 0	1 1 / 0	0 0 / 0
6	145 83 / 62	2 1 / 1	0 0 / 0	43 30 / 13	73 41 / 32	27 11 / 16	0 0 / 0	0 0 / 0	0 0 / 0
7	136 64 / 72	1 0 / 1	2 1 / 1	39 23 / 16	74 28 / 46	20 12 / 8	0 0 / 0	0 0 / 0	0 0 / 0
8	159 81 / 78	2 1 / 1	2 1 / 1	52 28 / 24	68 28 / 40	35 23 / 12	0 0 / 0	0 0 / 0	0 0 / 0
9	169 89 / 80	0 0 / 0	4 1 / 3	61 36 / 25	78 44 / 34	26 8 / 18	0 0 / 0	0 0 / 0	0 0 / 0
10	116 58 / 58	1 0 / 1	1 0 / 1	35 24 / 11	55 27 / 28	24 7 / 17	0 0 / 0	0 0 / 0	0 0 / 0
11	126 65 / 61	4 1 / 3	1 0 / 1	38 24 / 14	66 35 / 31	17 5 / 12	0 0 / 0	0 0 / 0	0 0 / 0
12	126 67 / 59	3 1 / 2	0 0 / 0	34 20 / 14	62 33 / 29	27 13 / 14	0 0 / 0	0 0 / 0	0 0 / 0
Total	1744 898 / 846	20 7 / 13	24 12 / 12	529 303 / 226	854 429 / 425	312 144 / 168	0 0 / 0	4 3 / 1	1 0 / 1

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

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# Ruidoso Municipal Schools

"Home of the Warriors"

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Please be sure and remember your username and password for use on future applications.

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## Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
<a href="#">New Applicant - Substitute Teachers for Sierra Vista Primary</a>	07/06/2021	Substitute	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">New Applicant - Substitute Teachers for White Mountain Elementary</a>	07/06/2021	Substitute	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">New Applicant - Substitute Teachers for Ruidoso Middle School</a>	07/06/2021	Substitute	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">New Applicant - Substitute Teachers for Ruidoso High School</a>	07/06/2021	Substitute	Ruidoso High School	<a href="#">Apply</a>
<a href="#">English Language Arts at Ruidoso High School</a>	06/28/2021	Secondary Certified	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Reading Interventionist; Contractor; Part-time, As Needed, Grades 9-12</a>	06/24/2021	Support	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Math Interventionist; Contractor; Part-time, As Needed, Grades 9-12</a>	06/24/2021	Support	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Reading Interventionist; Contractor; Part-time, As Needed, Grades 6-8</a>	06/24/2021	Support	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Math Interventionist; Contractor; Part-time, As Needed, Grades 6-8</a>	06/24/2021	Support	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Math Interventionist; Title: Contractor; Part-time, As Needed, Grades 3-5</a>	06/24/2021	Support	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Reading Interventionist; Contractor; Part-time, As Needed, Grades 3-5</a>	06/24/2021	Support	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Math Interventionist; Contractor; Part-time, As Needed, Grades K-2</a>	06/24/2021	Support	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Reading Interventionist; Contractor; Part-time, As Needed, Grades K-2</a>	06/24/2021	Support	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Social Worker - Special Education - District-Wide</a>	06/23/2021	Support	District Wide	<a href="#">Apply</a>
<a href="#">Teacher – First Grade at Sierra Vista Primary School (2 Positions)</a>	06/22/2021	Elementary Certified	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Principal at Ruidoso High School</a>	06/22/2021	Administrative	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Track Coach at Ruidoso High School</a>	06/22/2021	Coaching	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Football Coach at Ruidoso Middle School</a>	06/22/2021	Coaching	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Cheerleading Coach at Ruidoso Middle School</a>	06/22/2021	Coaching	Ruidoso Middle School	<a href="#">Apply</a>

<a href="#">Head Wrestling Coach at Ruidoso High School</a>	06/22/2021	Coaching	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Volleyball Coach at Ruidoso High School</a>	06/22/2021	Coaching	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Girls' Basketball Coach at Ruidoso Middle School</a>	06/22/2021	Coaching	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Special Education Assistant at Ruidoso High School</a>	06/17/2021	Support	Ruidoso High School	<a href="#">Apply</a>
<a href="#">School Nurse or Health Assistant at Ruidoso High School</a>	06/14/2021	Support	Ruidoso High School	<a href="#">Apply</a>
<a href="#">3rd Grade Bilingual Educational Assistant at White Mountain Elementary School</a>	06/10/2021	Support	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Special Education Assistant at White Mountain Elementary School (2 Positions)</a>	06/10/2021	Support	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Special Education-Autism Spectrum Disorder (ASD) Teacher</a>	06/08/2021	Support	District Wide	<a href="#">Apply</a>
<a href="#">Kindergarten Teacher (Bilingual) at Sierra Vista Primary</a>	06/02/2021	Elementary Certified	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Social Worker at White Mountain Elementary</a>	06/02/2021	Related Service Provider	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Pre-K Educational Assistant at Sierra Vista Primary (2 Positions)</a>	05/24/2021	Elementary Certified	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Custodian at White Mountain Elementary School (2 Positions)</a>	05/24/2021	Support	White Mountain Elementary School	<a href="#">Apply</a>
<a href="#">Custodian at Sierra Vista Primary School (2 Positions)</a>	05/24/2021	Support	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">Special Education Assistant at Sierra Vista Primary (5 Positions)</a>	05/24/2021	Support	Sierra Vista Primary School	<a href="#">Apply</a>
<a href="#">STARS Coordinator, PowerSchool Administrator</a>	05/20/2021	Support	Central Office	<a href="#">Apply</a>
<a href="#">Algebra I &amp; Geometry Teacher at Ruidoso Middle School</a>	05/19/2021	Middle Level Certified	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Special Education Assistant at Ruidoso Middle School (2 Positions)</a>	05/19/2021	Support	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Custodian at Ruidoso High School (2 Positions)</a>	05/04/2021	Support	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Custodian at Ruidoso Middle School</a>	05/04/2021	Support	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Spanish &amp; Foreign Language Teacher at RHS</a>	05/03/2021	Secondary Certified	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Girls' Basketball Coach at RMS (2)</a>	04/28/2021	Coaching	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">English Learner (EL) Family Outreach Specialist at RMS &amp; RHS</a>	04/28/2021	Support	Ruidoso Middle & High School	<a href="#">Apply</a>
<a href="#">Assistant Track Coach at Ruidoso High School</a>	04/08/2021	Coaching	Ruidoso High School	<a href="#">Apply</a>
<a href="#">STARS, FSL &amp; Data Coordinator</a>	04/01/2021	Support	Central Office	<a href="#">Apply</a>
<a href="#">Administrative Assistant - Facilities and Operations</a>	02/03/2021	Maintenance	Maintenance	<a href="#">Apply</a>
<a href="#">Maintenance Plumber</a>	01/14/2021	Maintenance	Maintenance	<a href="#">Apply</a>
<a href="#">Occupational Therapist for the District</a>	05/22/2020	Related Service Provider	District Wide	<a href="#">Apply</a>
<a href="#">Assistant Volleyball Coach at Ruidoso High School</a>	05/18/2020	Coaching	Ruidoso High School	<a href="#">Apply</a>
<a href="#">Assistant Football Coach at Ruidoso Middle School</a>	03/01/2020	Coaching	Ruidoso Middle School	<a href="#">Apply</a>
<a href="#">Diagnostician for the District</a>	07/08/2019	Related Service Provider	District Wide	<a href="#">Apply</a>

7/7/2021

Ruidoso Municipal Schools - TalentEd Hire

Ruidoso Municipal School District  
200 Horton Circle  
Ruidoso, NM 88345  
(575)630-7000  
(575)257-4150  
ashbyt@ruidososchools.org

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## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL PROJECTS (BOND BLDG)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: CAPITAL PROJECTS (BOND BLDG)

1429	06/04/2021	1801	NORTHSTAR NM LLC	1468	31100.4000.54500.0000.036000.0000.0000.0000	PROJECT MANAGEMENT OF ROOF REPLACEMENT AT SVP	\$3,570.58
							Check Total:
1430	06/15/2021	1829	MICHAEL A SILVA DBA SILVA CONSULTANTS	22011	31100.4000.54500.0000.036130.0000.0000.0000	SECURITY CONSULTANT SERVICES - PHASE II	\$7,319.53
1430	06/15/2021	1829	MICHAEL A SILVA DBA SILVA CONSULTANTS	22011	31100.4000.54500.0000.036145.0000.0000.0000	SECURITY CONSULTANT SERVICES - PHASE II	\$5,692.97
							Check Total:
1431	06/21/2021	1841	NORTHSTAR NM LLC	1472 - FINAL INVOICE	31100.4000.54500.0000.036000.0000.0000.0000	PROJECT MANAGEMENT OF ROOF REPLACEMENT AT SVP	\$1,353.79
							Check Total:
1432	06/28/2021	1850	B & H MECHANICAL, INC.	3494	31100.4000.54500.0000.036145.0000.1053.0000	3-YEAR EXTENDED SERVICE & MAINTENANCE	\$4,608.59
							Check Total:
1433	06/28/2021	1850	COOPERATIVE EDUCATIONAL SERV.	21-199	31100.4000.54500.0000.036145.0000.0000.0000	VENDOR: DKG AND ASSOCIATES, INC. - SIERRA	\$42,177.64
							Check Total:
1434	06/30/2021	1896	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	35897488	31100.4000.54500.0000.036139.0000.0000.0000	RFP NO 2020-2021 #2 UPGRADE OF VIDEO	\$34,947.03
							Check Total:
							Bank Total:
							\$99,670.13

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: CAPITAL IMPROVEMENTS (SB-9)							
10041	06/01/2021	1793	BANK OF AMERICA	113-1187057-2989859	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM – TECHNOLOGY PARTS,	\$138.48
10041	06/01/2021	1793	BANK OF AMERICA	113-1992599-9335418	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM – TECHNOLOGY PARTS,	\$79.61
10041	06/01/2021	1793	BANK OF AMERICA	113-3749928-7403448	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM – TECHNOLOGY PARTS,	\$61.32
10041	06/01/2021	1793	BANK OF AMERICA	113-5280609-8115409	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM – TECHNOLOGY PARTS,	\$40.27
10041	06/01/2021	1793	BANK OF AMERICA	114-0615976-0259466	31701.4000.56118.0000.036139.0000.0000.0000	VENDOR: AMAZON.COM – FIRE DOOR HOLDERS FOR	\$129.72
10041	06/01/2021	1793	BANK OF AMERICA	114-3426025-2621869	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM – TECHNOLOGY PARTS,	\$29.98
10041	06/01/2021	1793	BANK OF AMERICA	114-7685561-4827445	31701.4000.56118.0000.036139.0000.1004.0000	VENDOR: AMAZON.COM – BAR CODE SCANNER –	\$634.06
Check Total:							\$1,113.44
10042	06/04/2021	1802	ALTO SELF STORAGE	0121	31701.4000.54640.0000.036000.0000.0000.0000	STORAGE CONTAINER RENTAL FOR 2020–21SY	\$625.00
Check Total:							\$625.00
10043	06/04/2021	1802	AREA IRON AND STEEL	INV-00246720	31701.4000.56118.0000.036139.0000.0000.0000	STEEL PLATE TO REPAIR LANDING STEPS AT RHS	\$444.55
Check Total:							\$444.55
10044	06/04/2021	1802	ASSETGENIE, INC	1559965	31701.4000.54315.0000.036000.0000.1004.0000	CHROMEBOOK AND LAPTOP DEPOT REPAIR FOR	\$298.00
Check Total:							\$298.00
10045	06/04/2021	1802	AUTOZONE STORES INC	3418531614	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY AUTO SUPPLIES/PARTS 2020–21SY	\$70.76
10045	06/04/2021	1802	AUTOZONE STORES INC	3418534274	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY AUTO SUPPLIES/PARTS 2020–21SY	\$93.99

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	\$164.75
10046	06/04/2021	1802	CONVERGEONE, INC	RUIMUN--JAN 2021 LAB	31701.4000.54315.0000.036000.0000.1004.0000	CONFIGURATION AND INSTALLATION OF SWITCHES	\$4,669.59
						Check Total:	\$4,669.59
10047	06/04/2021	1802	DEMCO	6956754	31701.4000.57332.0000.036130.0000.0000.0130	ALLIED ACTIVITY TABLE 72"X36" RECTANGLE	\$8,471.00
						Check Total:	\$8,471.00
10048	06/04/2021	1802	FERGUSON ENTERPRISES INC	8909232	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$95.66
						Check Total:	\$95.66
10049	06/04/2021	1802	GRAINGER	9894403360	31701.4000.54315.0000.036139.0000.0000.0000	1/6 HP CAST IRON HVAC CIRCULATING PUMP FOR	\$521.34
						Check Total:	\$521.34
10050	06/04/2021	1802	JUGS SPORTS, INC	891223	31701.4000.57332.0000.036139.0000.0000.0000	SOFTBALL BATTING CAGE NET - N8, 105, #8	\$1,280.00
						Check Total:	\$1,280.00
10051	06/04/2021	1802	NMSU	10718-0521	31701.4000.54315.0000.036000.0000.1004.0000	NETWORKING SERVICES - ANNUAL - BILLED MONTHLY	\$125.00
						Check Total:	\$125.00
10052	06/04/2021	1802	OTIS ELEVATOR	100400354543	31701.4000.54315.0000.036139.0000.0000.0000	QUARTERLY PAYMENTS FOR MAINTENANCE AGREEMENT	\$3,078.96
						Check Total:	\$3,078.96
10053	06/04/2021	1802	PARTS PLUS OF NEW MEXICO INC	12-064835	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$35.99
						Check Total:	\$35.99
10054	06/04/2021	1802	ROSWELL WINLECTRIC	41536501	31701.4000.56118.0000.036000.0000.0000.0000	BALLASTS, LIGHT BULBS AND SUPPLIES FOR	\$375.32
						Check Total:	\$375.32
10055	06/04/2021	1802	STARR JANITORIAL	78913	31701.4000.56118.0000.036000.0000.0000.0000	HANDLE ASSEMBLY	\$91.03
10055	06/04/2021	1802	STARR JANITORIAL	78913	31701.4000.56118.0000.036000.0000.0000.0000	PARTS AND SUPPLIES FOR DISTRICT VACUUM	\$102.24
						Check Total:	\$193.27

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10056	06/04/2021	1802	TASCOSA OFFICE MACHINES	261353	31701.4000.54315.0000.036130.0000.0000.0000	RMS METER/MAINT CANON COPY M	\$451.64
10056	06/04/2021	1802	TASCOSA OFFICE MACHINES	261353	31701.4000.54315.0000.036139.0000.0000.0000	RHS METER/MAINT CANON COPY M	\$526.65
10056	06/04/2021	1802	TASCOSA OFFICE MACHINES	261353	31701.4000.54315.0000.036145.0000.0000.0000	SVP METER/MAINT CANON COPY M	\$420.86
10056	06/04/2021	1802	TASCOSA OFFICE MACHINES	261353	31701.4000.54315.0000.036160.0000.0000.0000	WME METER/MAINT CANON COPY M	\$476.26
Check Total:							\$1,875.41
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036130.0000.0000.0000	RMS METER/MAINT CANON COPY M	\$679.98
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036139.0000.0000.0000	RHS METER/MAINT CANON COPY M	\$792.88
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036145.0000.0000.0000	SVP METER/MAINT CANON COPY M	\$633.15
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036160.0000.0000.0000	WME METER/MAINT CANON COPY M	\$717.02
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036210.0000.0000.0000	SPEC ED METER/MAINT CANON COPY M	\$104.10
10057	06/04/2021	1802	TASCOSA OFFICE MACHINES	261352	31701.4000.54315.0000.036250.0000.0000.0000	MAINT OFFICE METER/MAINT CANON COPY	\$173.84
Check Total:							\$3,100.97
10058	06/04/2021	1802	TOMCO STORES LTD	V232741	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$31.87
Check Total:							\$31.87
10059	06/04/2021	1802	TOTAL MAINTENANCE SOLUTIONS	INV16922	31701.4000.56118.0000.036130.0000.0000.0000	ZURN DUAL TEMP PANTRY FAUCET	\$390.82
Check Total:							\$390.82
10060	06/04/2021	1802	VILLAGE ACE HARDWARE	826965	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$43.16

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10060	06/04/2021	1802	VILLAGE ACE HARDWARE	827107	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$6.99
10060	06/04/2021	1802	VILLAGE ACE HARDWARE	827927	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$7.99
10060	06/04/2021	1802	VILLAGE ACE HARDWARE	828097	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$71.94
Check Total:							\$130.08
10061	06/04/2021	1802	WESTERN AUTO	276351	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$89.96
10061	06/04/2021	1802	WESTERN AUTO	276468	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	(\$41.85)
10061	06/04/2021	1802	WESTERN AUTO	277718	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$88.44
Check Total:							\$136.55
10062	06/15/2021	1830	AUTOZONE STORES INC	3418540293	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY AUTO SUPPLIES/PARTS 2020-21SY	\$419.16
10062	06/15/2021	1830	AUTOZONE STORES INC	3418540451	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY AUTO SUPPLIES/PARTS 2020-21SY	\$11.15
Check Total:							\$430.31
10063	06/15/2021	1830	CDW-G INC.	D758717	31701.4000.57332.0000.036200.0000.1004.0000	PORT REPLICATOR - LENOVO THUNDERBOLT-3	\$211.47
10063	06/15/2021	1830	CDW-G INC.	D758717	31701.4000.57332.0000.036200.0000.1004.0000	MONITOR - LG 22"	\$144.38
Check Total:							\$355.85
10064	06/15/2021	1830	FERGUSON ENTERPRISES INC	8924286	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$93.36
Check Total:							\$93.36
10065	06/15/2021	1830	MOUNTAIN ALARM SYSTEM	596454	31701.4000.54315.0000.036139.0000.0000.0000	MONTHLY ALARM MONITORING	\$98.00
10065	06/15/2021	1830	MOUNTAIN ALARM SYSTEM	596454	31701.4000.54315.0000.036139.0000.0000.0000	MONTHLY ALARM MONITORING RHS FINE	\$61.41

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10065	06/15/2021	1830	MOUNTAIN ALARM SYSTEM	596454	31701.4000.54315.0000.036145.0000.0000.0000	MONTHLY ALARM MONITORING ACCT# 356	\$75.00
10065	06/15/2021	1830	MOUNTAIN ALARM SYSTEM	596454	31701.4000.54315.0000.036160.0000.0000.0000	MONTHLY ALARM MONITORING ACCT# 354 &	\$70.00
10065	06/15/2021	1830	MOUNTAIN ALARM SYSTEM	596454	31701.4000.54315.0000.036200.0000.0000.0000	MONTHLY ALARM MONITORING	\$35.00
Check Total:							\$339.41
10066	06/15/2021	1830	O'REILLY AUTO PARTS	2920-147583	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY EQUIPMENT, SUPPLIES, AND MATERIALS	\$28.99
Check Total:							\$28.99
10067	06/15/2021	1830	PARTS PLUS OF NEW MEXICO INC	12-065648	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$214.84
Check Total:							\$214.84
10068	06/15/2021	1830	ROSWELL WINLECTRIC	415592 02	31701.4000.56118.0000.036000.0000.0000.0000	BALLASTS, LIGHT BULBS AND SUPPLIES FOR	\$969.00
Check Total:							\$969.00
10069	06/15/2021	1830	SIERRA CONTRACTING INC.	13188	31701.4000.54315.0000.036000.0000.0000.0000	DISTRICT DEBRIS DISPOSAL FOR 2020-21SY	\$111.74
Check Total:							\$111.74
10070	06/15/2021	1830	TOMCO STORES LTD	C127546	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$54.97
Check Total:							\$54.97
10071	06/15/2021	1830	VILLAGE ACE HARDWARE	829048	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$5.16
Check Total:							\$5.16
10072	06/15/2021	1830	VILLAGE ACE HARDWARE	828948	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$49.90
10072	06/15/2021	1830	VILLAGE ACE HARDWARE	829047	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$59.90
Check Total:							\$109.80

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10073	06/21/2021	1842	PITNEY BOWES, INC.	3313650406	31701.4000.54315.0000.036000.0000.0000.0000	MONTHLY MAINTENANCE FOR POSTAGE METER	\$313.05
Check Total:							\$313.05
10074	06/28/2021	1851	ALTO PLUMBING HEATING AND AIR LLC	2523	31701.4000.54315.0000.036000.0000.0000.0000	TEMPORARY ON CALL PLUMBING SERVICES PER	\$1,001.72
Check Total:							\$1,001.72
10075	06/28/2021	1851	ASSETGENIE, INC	1554205	31701.4000.54315.0000.036000.0000.1004.0000	CHROMEBOOK AND LAPTOP DEPOT REPAIR FOR	\$149.00
Check Total:							\$149.00
10076	06/28/2021	1851	CDW-G INC.	F202413	31701.4000.56118.0000.036200.0000.1004.0000	KEYBOARD AND MOUSE - WIRELESS LOGITECH	\$28.57
10076	06/28/2021	1851	CDW-G INC.	F218137	31701.4000.57332.0000.036250.0000.1004.0000	MONITOR - 32" VIEWSONIC - FOR DIRECTOR OF	\$299.14
10076	06/28/2021	1851	CDW-G INC.	F328991	31701.4000.57332.0000.036250.0000.1004.0000	PRINTER - HP COLOR LASERJET PRO MFP MFP	\$313.42
Check Total:							\$641.13
10077	06/28/2021	1851	CHAVEZ, ADAM	203287	31701.4000.54315.0000.036130.0000.0000.0000	RUIDOSO MIDDLE SCHOOL	\$700.00
10077	06/28/2021	1851	CHAVEZ, ADAM	203287	31701.4000.54315.0000.036139.0000.0000.0000	RUIDOSO HIGH SCHOOL	\$1,400.00
10077	06/28/2021	1851	CHAVEZ, ADAM	203287	31701.4000.54315.0000.036145.0000.0000.0000	SIERRA VISTA PRIMARY	\$250.00
10077	06/28/2021	1851	CHAVEZ, ADAM	203287	31701.4000.54315.0000.036160.0000.0000.0000	WHITE MOUNTAIN	\$350.00
10077	06/28/2021	1851	CHAVEZ, ADAM	203287	31701.4000.54315.0000.036200.0000.0000.0000	WEED EATING SERVICES FOR 2020-21SY: CENTRAL	\$770.00
Check Total:							\$3,470.00
10078	06/28/2021	1851	COOPERATIVE EDUCATIONAL SERV.	24-116283	31701.4000.54315.0000.036139.0000.0000.0000	VENDOR: OVERHEAD DOOR COMPANY OF	\$3,523.00
Check Total:							\$3,523.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.56118.0000.036139.0000.0000.0139	FIRST PLACE POLE TREE *FREE WITH PACKAGE	\$0.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.56118.0000.036139.0000.0000.0139	FIRST PLACE STEEL HIGH JUMP STANDARDS	\$300.00

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.56118.0000.036139.0000.0000.0139	FIRST PLACE CHAMPIONSHIP HJ CROSSBAR	\$70.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.56118.0000.036139.0000.0000.0139	PV CROSSBAR	\$70.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57331.0000.036139.0000.0000.0139	RHS POLE VAULT AND HIGH JUMP REPLACEMENT - POLE	\$13,045.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57331.0000.036139.0000.0000.0139	HIGH JUMP PIT - NAVY BLUE BASE	\$5,990.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57332.0000.036139.0000.0000.0139	HIGH JUMP PIT- WEATHER COVER ONLY, NAVY BLUE	\$595.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57332.0000.036139.0000.0000.0139	PV PIT - WEATHER COVER ONLY - NAVY BLUE	\$1,295.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57332.0000.036139.0000.0000.0139	HIGH SCHOOL POLE VAULT	\$1,275.00
10079	06/28/2021	1851	M-F ATHLETIC CO INC	SO416129	31701.4000.57332.0000.036139.0000.0000.0139	POLE VAULT BASE PADS - NAVY BLUE	\$1,195.00
Check Total:							\$23,835.00
10080	06/28/2021	1851	NMSU	10718 - 0621	31701.4000.54315.0000.036000.0000.1004.0000	NETWORKING SERVICES - ANNUAL - BILLED MONTHLY	\$125.00
Check Total:							\$125.00
10081	06/28/2021	1851	PHILLIP WALL	0621001	31701.4000.54315.0000.036000.0000.0000.0000	ELECTRICIAN MAINTENANCE, REPAIRS,	\$1,574.73
Check Total:							\$1,574.73
10082	06/28/2021	1851	VILLAGE ACE HARDWARE	829401	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$2.46
10082	06/28/2021	1851	VILLAGE ACE HARDWARE	829477	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$2.30
10082	06/28/2021	1851	VILLAGE ACE HARDWARE	829809	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$39.96
10082	06/28/2021	1851	VILLAGE ACE HARDWARE	830137	31701.4000.56118.0000.036000.0000.0000.0000	MONTHLY SUPPLIES AND MATERIALS FOR 2020-21SY	\$17.98
Check Total:							\$62.70

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: CAPITAL IMPROVEMENTS (SB-9)

Date Range: 06/01/2021 - 06/30/2021

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10083	06/28/2021	1867	BANK OF AMERICA	111-1827210-6827434	31701.4000.56118.0000.036250.0000.0000.0000	VENDOR: AMAZON- HIGH-BACK BONDED	\$208.00
10083	06/28/2021	1867	BANK OF AMERICA	111-2515771-1504214	31701.4000.56118.0000.036139.0000.0000.0000	VENDOR: AMAZON.COM - BATTERY CHARGER FOR	\$299.00
10083	06/28/2021	1867	BANK OF AMERICA	111-6346584-1757035	31701.4000.56118.0000.036139.0000.0000.0000	VENDOR: AMAZON- SHURFLO PUMP FOR	\$251.00
10083	06/28/2021	1867	BANK OF AMERICA	114-6655427-3425069	31701.4000.56118.0000.036139.0000.1002.0000	VENDOR: AMAZON.COM - TONER HP58A HP BRAND	\$211.78
10083	06/28/2021	1867	BANK OF AMERICA	114-7745826-4206625	31701.4000.56118.0000.036000.0000.1004.0000	VELCRO HEAVY DUTY STRIP WITH ADHESIVE 15'X2"	\$67.72
10083	06/28/2021	1867	BANK OF AMERICA	114-7745826-4206625	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR:AMAZON.COM - VELCRO CABLE	\$39.95
10083	06/28/2021	1867	BANK OF AMERICA	114-7745826-4206625	31701.4000.56118.0000.036000.0000.1004.0000	VELCRO DOUBLE SIDED ROLL - 10 YARDS X 75"	\$15.88
10083	06/28/2021	1867	BANK OF AMERICA	114-9887938-7593044	31701.4000.56118.0000.036000.0000.1004.0000	VENDOR: AMAZON.COM- CHROMEBOOK CHARGER -	\$189.18
Check Total:							\$1,282.51
10084	06/29/2021	1887	VERIZON WIRELESS	9882417390	31701.4000.57332.0000.036250.0000.0000.0000	SAMSUNG GALAXY S21 ULTRA 5G, PHANTOM	\$807.84
Check Total:							\$807.84
10085	06/30/2021	1897	BRADY INDUSTRIES OF NEW MEXICO LLC	6904627	31701.4000.57332.0000.036139.0000.0000.0139	WINDSOR KARCHER TWELVE GALLON CARPET	\$4,460.18
Check Total:							\$4,460.18
Bank Total:							\$71,116.86

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: ATHLETICS (BUDGETED)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: ATHLETICS (BUDGETED)							
2036	06/01/2021	1789	BANK OF AMERICA	0069	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR TRACK MEET IN CLOVIS ON 5-25-21	\$123.42
2036	06/01/2021	1789	BANK OF AMERICA	065899	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR THE PAT HENRY RELAYS ON MAY 7TH IN	\$5.90
2036	06/01/2021	1789	BANK OF AMERICA	080484	22000.1000.55817.9000.036139.0000.0018.0090	MEALS FAOR WRESTLING TEAM IN GADSDEN ON	\$71.35
2036	06/01/2021	1789	BANK OF AMERICA	087400	22000.1000.55817.9000.036139.0000.0021.0090	MEALS FOR BASEBALL GAME IN HATCH ON 5-4-21	\$125.35
2036	06/01/2021	1789	BANK OF AMERICA	1/A 213257	22000.1000.55817.9000.036139.0000.0022.0090	MEALS FOR SOFTBALL GAME IN CHAPARRAL ON 5-15-21	\$104.26
2036	06/01/2021	1789	BANK OF AMERICA	1/A 283641	22000.1000.55817.9000.036139.0000.0023.0090	PIZZA FOR THE GODDARD INVITATIONAL ON MAY	\$100.84
2036	06/01/2021	1789	BANK OF AMERICA	10066	22000.1000.55817.9000.036139.0000.0022.0090	MEALS FOR SOFTBALL TEAM IN PORTALES ON 5/25	\$117.05
2036	06/01/2021	1789	BANK OF AMERICA	20041	22000.1000.55817.9000.036139.0000.0018.0090	MEALS FOR WRESTLING TEAM IN DEMING ON	\$61.16
2036	06/01/2021	1789	BANK OF AMERICA	210430-05-5	22000.1000.55817.9000.036139.0000.0016.0090	MEALS FOR BOYS BASKETBALL TEAM - V, JV, C	\$172.81
2036	06/01/2021	1789	BANK OF AMERICA	248291	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR TRACK MEET IN CLOVIS ON 5-25-21	\$23.96
2036	06/01/2021	1789	BANK OF AMERICA	274636	22000.1000.55817.9000.036139.0000.0021.0090	MEALS FOR BASEBALL GAME IN CHAPARRAL ON 5-15-21	\$79.05
2036	06/01/2021	1789	BANK OF AMERICA	322456	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR THE PAT HENRY RELAYS ON MAY 7TH IN	\$62.91
2036	06/01/2021	1789	BANK OF AMERICA	3330	22000.1000.55817.9000.036139.0000.0017.0090	MEALS FOR GIRLS BASKETBALL TEAM - V, JV, C	\$130.12
2036	06/01/2021	1789	BANK OF AMERICA	782870	22000.1000.55817.9000.036139.0000.0023.0090	BAGS OF CHIPS	\$27.60

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: ATHLETICS (BUDGETED)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2036	06/01/2021	1789	BANK OF AMERICA	879	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR THE ARTESIA INVITATIONAL ON MAY	\$109.26
Check Total:							\$1,315.04
2037	06/28/2021	1864	BANK OF AMERICA	014072	22000.1000.55817.9000.036139.0000.0021.0090	MEALS FOR BASEBALL GAME IN SILVER CITY ON 6-5-21	\$102.60
2037	06/28/2021	1864	BANK OF AMERICA	08797	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR TRACK MEET IN LOVINGTON ON 6-3-21	\$121.72
2037	06/28/2021	1864	BANK OF AMERICA	10001	22000.1000.55817.9000.036139.0000.0022.0090	MEALS FOR SOFTBALL GAME IN SILVER CITY ON 6-05-21	\$95.98
2037	06/28/2021	1864	BANK OF AMERICA	145330	22000.1000.55817.9000.036139.0000.0021.0090	MEALS FOR BASEBALL GAME IN SANTA TERESA ON	\$79.35
2037	06/28/2021	1864	BANK OF AMERICA	145331	22000.1000.55817.9000.036139.0000.0022.0090	MEALS FOR SOFTBALL GAME IN SANTA TERESA ON	\$97.20
2037	06/28/2021	1864	BANK OF AMERICA	1477280	22000.1000.55817.9000.036139.0000.0023.0090	MEALS FOR DISTRICT TRACK MEET IN SANTA TERESA ON	\$164.49
2037	06/28/2021	1864	BANK OF AMERICA	274 636	22000.1000.55817.9000.036139.0000.0021.0090	MEALS FOR BASEBALL GAME IN CHAPARRAL ON 5-15-21	\$6.99
2037	06/28/2021	1864	BANK OF AMERICA	33	22000.1000.55817.9000.036139.0000.0022.0090	MEALS FOR SOFTBALL GAME IN HOT SPRINGS ON	\$123.81
Check Total:							\$792.14
Bank Total:							\$2,107.18

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: OPERATIONAL								
39140	06/01/2021	1788	BANK OF AMERICA	02274	11000.1000.56118.1010.036139.0000.7510.0139	VENDOR: WALMART – CLASSROOM AND SCIENCE	\$26.44	
39140	06/01/2021	1788	BANK OF AMERICA	02322	11000.1000.55817.9000.036139.0000.0025.0090	VENDOR: WALMART – SUPPLIES FOR TRAVEL TO	\$139.14	
39140	06/01/2021	1788	BANK OF AMERICA	05620	11000.1000.53711.1010.036139.0000.0000.0139	VENDOR: WALMART: INDIVIDUAL BAGS OF	\$233.78	
39140	06/01/2021	1788	BANK OF AMERICA	05865	11000.1000.56118.1010.036139.0000.0000.0139	VENDOR: WALMART – CULINARY CLASS SUPPLIES –	\$109.83	
39140	06/01/2021	1788	BANK OF AMERICA	08327	11000.1000.56118.1010.036130.0000.0000.0130	VENDOR: WALMART – DAIRY, MEATS, PRODUCE,	\$302.32	
39140	06/01/2021	1788	BANK OF AMERICA	1/A-387956	11000.1000.55817.9000.036139.0000.0025.0090	MEALS FOR CHEER STATE COMPETITION IN	\$172.50	
39140	06/01/2021	1788	BANK OF AMERICA	1263448	11000.2500.56118.0000.036200.0000.0000.0000	VENDOR: SANTA FE NEW MEXICAN: YEAR	\$17.99	
39140	06/01/2021	1788	BANK OF AMERICA	162922	11000.1000.55817.9000.036139.0000.0025.0090	MEALS FOR CHEER STATE COMPETITION IN	\$108.52	
39140	06/01/2021	1788	BANK OF AMERICA	40503435	11000.2500.53711.0000.036200.0000.0000.0000	VENDOR: SURVEY MONKEY – ANNUAL SUBSCRIPTION	\$384.00	
39140	06/01/2021	1788	BANK OF AMERICA	6548517969	11000.1000.56118.1010.036130.0000.0000.0130	VENDOR: SAMS CLUB– CULINARY CLASS SUPPLIES:	\$266.62	
39140	06/01/2021	1788	BANK OF AMERICA	CR FOR PO 211336	11000.1000.56118.1010.036139.0000.0000.0139	VENDOR: WALMART – CULINARY CLASS SUPPLIES –	(\$6.21)	
							Check Total:	\$1,754.93
39141	06/01/2021	1791	BANK OF AMERICA	14569	24145.1000.56118.1010.036145.0000.0000.0000	VENDOR: AMERICAN BASKET COMPANY – LARGE HINGED	\$729.86	
							Check Total:	\$729.86
39142	06/01/2021	1792	BANK OF AMERICA	112-8310155-4905028	27149.1000.56118.1010.036145.0000.0000.0145	SUPPLEMENTAL GRANT AWARD. VENDOR: AMAZON	\$4,914.14	

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

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Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$4,914.14
39143	06/04/2021	1795	CATALYST LEARNING CURRICULA, LLC	4849 5/2021	11000.1000.56112.1010.036139.0000.0000.0000	AP ENVIORMENTAL SCIENCE DAILY LESSON PLANS - CD	\$570.00
Check Total:							\$570.00
39144	06/04/2021	1795	GOPHER SPORT AND PLAY	NW5634 3/17/2021	11000.1000.56118.1010.036145.0000.0000.0145	PE CLASS SUPPLIES: RAINBOW BALANCE DISCS,	\$162.63
39144	06/04/2021	1795	GOPHER SPORT AND PLAY	NW5634 6-4-21	11000.1000.56118.1010.036130.0000.0000.0130	JBL XTREME-2 SPEAKER	\$431.76
39144	06/04/2021	1795	GOPHER SPORT AND PLAY	ORA9796664	11000.1000.56118.1010.036130.0000.0000.0130	DELUXE VINYL FLOOR TAPE	\$104.85
Check Total:							\$699.24
39145	06/04/2021	1795	JUGS SPORTS, INC	891846	11000.1000.57332.9000.036139.0000.1003.0000	BP(R)3 BASEBALL PITCHING MACHINE WITH CHANGE UP	\$3,325.50
Check Total:							\$3,325.50
39146	06/04/2021	1795	KING, GORDON	NM0634996	11000.2500.53711.0000.036200.0000.0000.0000	REIMBURSE NEW HIRE COGENT BACKGROUND	\$44.00
Check Total:							\$44.00
39147	06/04/2021	1795	MOUNTAIN OFFICE SERVICES INC.	322270	11000.2600.53711.0000.036000.0000.0000.0000	FREIGHT CHARGES & PRINTED SUPPLIES FOR THE	\$34.34
Check Total:							\$34.34
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036115.0000.0000.0000	NHECC/115750814-12883	\$22.09
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036115.0000.0000.0000	NHECC PORT2/115750814-130323	\$33.99
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036130.0000.0000.0000	RMS/115750814-1318083-	\$15,054.03
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036200.0000.0000.0000	CO/115758014-1288424-	\$411.88
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036210.0000.0000.0000	HORTON FOOTBALL LIGHTS/115750814-12884	\$64.00
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036210.0000.0000.0000	HORTON AUXILLARY GYM/115750814-1288459	\$247.45
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036250.0000.0000.0000	MAINT YARD/115750814-128820	\$260.00
39148	06/04/2021	1795	PNM	V810209	11000.2600.54411.0000.036250.0000.0000.0000	MAINT YARD/11575898-1288206-	\$129.61

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$16,223.05
39149	06/04/2021	1795	UNIVERSAL ATHLETIC LLC	222-0099570	11000.1000.56118.9000.036139.0000.1003.0090	MENS REVERSIBLE JERSEY (NAVY): 15/M, 10/L, 5/XL	\$840.00
39149	06/04/2021	1795	UNIVERSAL ATHLETIC LLC	222-0099570	11000.1000.56118.9000.036139.0000.1003.0090	WOMENS REVERSIBLE JERSEY(NAVY): 5/SM, 15/M,	\$840.00
39149	06/04/2021	1795	UNIVERSAL ATHLETIC LLC	222-0099618	11000.1000.56118.9000.036139.0000.1003.0090	MENS REVERSIBLE SHORT(NAVY): 15/M, 10/L,	\$640.00
Check Total:							\$2,320.00
39150	06/04/2021	1795	VILLAGE OF RUIDOSO	INV07858	11000.1000.55915.9000.036139.0000.0013.0090	POLICE OFFICERS FOR RHS FOOTBALL GAMES	\$1,436.56
Check Total:							\$1,436.56
39151	06/04/2021	1795	VILLAGE OF RUIDOSO	INV07860	11000.2600.55915.0000.036000.0000.0000.0000	SCHOOL RESOURCE OFFICER FOR 2020-2021 SY	\$9,035.21
Check Total:							\$9,035.21
39152	06/04/2021	1795	WINDSTREAM	V174677	11000.2600.54416.0000.036130.0000.0000.0000	RMS/630-7800	\$812.91
39152	06/04/2021	1795	WINDSTREAM	V358971	11000.2600.54416.0000.036139.0000.0000.0000	RHS/258-4910	\$925.68
39152	06/04/2021	1795	WINDSTREAM	V452317	11000.2600.54416.0000.036160.0000.0000.0000	WME/258-4220	\$1,051.47
39152	06/04/2021	1795	WINDSTREAM	V624059	11000.2600.54416.0000.036130.0000.0000.0000	RMS/258-5805	\$210.74
39152	06/04/2021	1795	WINDSTREAM	V633856	11000.2600.54416.0000.036145.0000.0000.0000	SVP/258-4943	\$155.64
39152	06/04/2021	1795	WINDSTREAM	V93929	11000.2600.54416.0000.036200.0000.0000.0000	CO/257-4051	\$307.99
Check Total:							\$3,464.43
39153	06/04/2021	1797	CONCOURSE TEAM EXPRESS LLC	INV235497	24301.1000.56118.1010.036139.0000.1015.0139	MIZUNO ADULT SAMURAI CATCHER'S SET	\$282.85
39153	06/04/2021	1797	CONCOURSE TEAM EXPRESS LLC	INV239894	24301.1000.56118.1010.036139.0000.1015.0139	DUE TO COVID-19 EACH STUDENT MUST HAVE THEIR	\$179.55
39153	06/04/2021	1797	CONCOURSE TEAM EXPRESS LLC	INV239894	24301.1000.56118.1010.036139.0000.1015.0139	EVO SHIELD ADULT XVT SCION BATTING HELMETS	\$119.70
Check Total:							\$582.10
39154	06/04/2021	1797	SCHOOL SPECIALTY INC	208127245201	24301.1000.56118.1010.036130.0000.1015.0130	INDIVIDUAL CLASSROOM STUDENT SUPPLIES TO HELP	\$24.54

## Ruidoso Municipal Schools

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39154	06/04/2021	1797	SCHOOL SPECIALTY INC	208127245201	24301.1000.56118.1010.036130.0000.1015.0130	SCHOOL SMART BALL BEARING COMPASS WITH	\$36.36
39154	06/04/2021	1797	SCHOOL SPECIALTY INC	208127245201	24301.1000.56118.1010.036130.0000.1015.0130	SCHOOL SMART SENTENCE STRIP, 3X24 INCHES,	\$64.90
Check Total:							\$125.80
39155	06/04/2021	1797	TOTALLY PROMOTIONAL	SIN1212609	24301.1000.56118.1010.036160.0000.1015.0000	SANITIZING SUPPLIES DUE TO COVID-19: HAND	\$145.00
Check Total:							\$145.00
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	HEAR MYSELF ALPHABET PHONE KIT	\$2,446.56
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	PICNIC COUNTING BOX	\$1,724.25
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	MY FIRST JOURNAL/PAPER PAD	\$475.86
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	SENSORY SPHERES	\$379.81
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	POP BEADS	\$569.81
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	JUMBO CRAYONS	\$506.87
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	LITERACY EVENT SUPPLIES. PER PED APPROVAL ON	\$389.87
39156	06/04/2021	1798	LAKESHORE LEARNING MATERIALS	1682850521	24145.1000.56118.1010.036145.0000.0000.0000	DISCOUNT	(\$324.65)
Check Total:							\$6,168.38
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	LITERACY EVENT SUPPLIES, PER PED APPROVAL ON	\$203.88
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	SELF-ADHESIVE BUTTERFLY SHAPES	\$9.99
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	RED CHECKERED BASKET LINERS	\$29.85
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	BUBBLE GUM SCENTED BOOKMARKS	\$23.96

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39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	HEXAGON MINI BUBBLE BOTTLES - TEAL	\$26.67
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	TROPICAL TOUCAN AND PARROT GIFT TAGS	\$58.37
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	INFLATABLE 11" THE VERY HUNGRY CATERPILLAR	\$167.88
39157	06/04/2021	1798	ORIENTAL TRADING COMPANY INC	709556343-01	24145.1000.56118.1010.036145.0000.0000.0000	KIDS SUNGLASSES	\$111.38
Check Total:							\$631.98
39158	06/04/2021	1799	REGION IX EDUCATION COOPERATIVE	21-0686	25153.2100.56113.0000.036000.0000.1004.0000	MAX CAPTURE BILLING SOFTWARE SERVICES	\$6,323.00
Check Total:							\$6,323.00
39159	06/04/2021	1800	CDW-G INC.	C896766	27149.1000.57332.1010.036145.0000.0000.0145	BELKIN STORE AND CHARGE GO CLASSROOM CHARGING	\$1,984.75
39159	06/04/2021	1800	CDW-G INC.	C945851	27149.1000.57332.1010.036145.0000.0000.0145	GOOGLE CHROME EDUCATION UPGRADE	\$1,800.00
39159	06/04/2021	1800	CDW-G INC.	C945851	27149.1000.57332.1010.036145.0000.0000.0145	HP CHROMEBOOK 14". NM CES CONTRACT	\$14,354.50
Check Total:							\$18,139.25
39160	06/11/2021	1809	RMSD PAYROLL	V350948	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$103,220.67
39160	06/11/2021	1809	RMSD PAYROLL	V350948	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$493,799.63
39160	06/11/2021	1809	RMSD PAYROLL	V350948	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$439,120.91
Check Total:							\$1,036,141.21
39161	06/11/2021	1810	RMSD PAYROLL	V819707	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$1,797.49
39161	06/11/2021	1810	RMSD PAYROLL	V819707	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$21,751.88

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39161	06/11/2021	1810	RMSD PAYROLL	V819707	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$21,751.88
Check Total:							\$45,301.25
39162	06/11/2021	1811	RMSD PAYROLL	V296529	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$15,947.45
39162	06/11/2021	1811	RMSD PAYROLL	V296529	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$15,936.72
39162	06/11/2021	1811	RMSD PAYROLL	V296529	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$5,314.74
Check Total:							\$37,198.91
39163	06/11/2021	1812	RMSD PAYROLL	V766155	24109.0000.11121.0000.000000.0000.0000.0000	PRESCHOOL IDEA-B GROSS & EXPENSE	\$1,409.07
39163	06/11/2021	1812	RMSD PAYROLL	V766155	24109.0000.11121.0000.000000.0000.0000.0000	PRESCHOOL IDEA-B GROSS & EXPENSE	\$1,409.07
Check Total:							\$2,818.14
39164	06/11/2021	1813	RMSD PAYROLL	V417320	24145.0000.11121.0000.000000.0000.0000.0000	TITLE I STRIVING READERS GROSS & EXPENSE	\$2,382.94
Check Total:							\$2,382.94
39165	06/11/2021	1814	RMSD PAYROLL	V682007	24154.0000.11121.0000.000000.0000.0000.0000	TEACHER/PRINCIPAL TRAINING & RECRUITING	\$7,519.06
39165	06/11/2021	1814	RMSD PAYROLL	V682007	24154.0000.11121.0000.000000.0000.0000.0000	TEACHER/PRINCIPAL TRAINING & RECRUITING	\$1,967.51
Check Total:							\$9,486.57
39166	06/11/2021	1815	RMSD PAYROLL	V254301	24189.0000.11121.0000.000000.0000.0000.0000	TITLE IV - STUDENT SUPPORT & ACADEMIC	\$1,946.87
39166	06/11/2021	1815	RMSD PAYROLL	V254301	24189.0000.11121.0000.000000.0000.0000.0000	TITLE IV - STUDENT SUPPORT & ACADEMIC	\$1,946.87
Check Total:							\$3,893.74
39167	06/11/2021	1816	RMSD PAYROLL	V38262	25145.0000.11121.0000.000000.0000.0000.0000	IMPACT AID SPECIAL EDUCATION GROSS &	\$1,848.82

## Ruidoso Municipal Schools

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39167	06/11/2021	1816	RMSD PAYROLL	V38262	25145.0000.11121.0000.000000.0000.0000.0000	IMPACT AID SPECIAL EDUCATION GROSS &	\$1,848.82
Check Total:							\$3,697.64
39168	06/11/2021	1817	RMSD PAYROLL	V534996	25153.0000.11121.0000.000000.0000.0000.0000	TITLE XIX MEDICAID 3/21 YEARS GROSS & EXPENSE	\$5,626.21
39168	06/11/2021	1817	RMSD PAYROLL	V534996	25153.0000.11121.0000.000000.0000.0000.0000	TITLE XIX MEDICAID 3/21 YEARS GROSS & EXPENSE	\$5,691.56
Check Total:							\$11,317.77
39169	06/11/2021	1818	RMSD PAYROLL	V180257	25184.0000.11121.0000.000000.0000.0000.0000	INDIAN ED FORMULA GRANT GROSS & EXPENSES	\$4,390.68
39169	06/11/2021	1818	RMSD PAYROLL	V180257	25184.0000.11121.0000.000000.0000.0000.0000	INDIAN ED FORMULA GRANT GROSS & EXPENSES	\$4,390.68
Check Total:							\$8,781.36
39170	06/11/2021	1819	RMSD PAYROLL	V905234	27149.0000.11121.0000.000000.0000.0000.0000	NEW MEXICO PRE-K ACT GROSS & EXPENSE	\$12,177.57
39170	06/11/2021	1819	RMSD PAYROLL	V905234	27149.0000.11121.0000.000000.0000.0000.0000	NEW MEXICO PRE-K ACT GROSS & EXPENSE	\$12,251.89
Check Total:							\$24,429.46
39171	06/11/2021	1820	RMSD PAYROLL	V815587	27150.0000.11121.0000.000000.0000.0000.0000	INDIAN EDUCATION ACT GROSS & EXPENSE	\$755.53
39171	06/11/2021	1820	RMSD PAYROLL	V815587	27150.0000.11121.0000.000000.0000.0000.0000	INDIAN EDUCATION ACT GROSS & EXPENSE	\$755.53
Check Total:							\$1,511.06
39172	06/15/2021	1822	APEX LEARNING INC	SOINV00149370	11000.1000.53330.1010.036130.0000.0000.0000	IMPLEMENTATION SUCCESS PACKAGE FOR USING THE	\$2,710.94
39172	06/15/2021	1822	APEX LEARNING INC	SOINV00149370	11000.1000.53330.1010.036139.0000.0000.0000	IMPLEMENTATION SUCCESS PACKAGE FOR USING THE	\$2,710.94
Check Total:							\$5,421.88
39173	06/15/2021	1822	BILLINGSLEY, DIANA LYNN	6/15/2021	11000.2100.53211.2000.036000.0000.0000.0000	EDUCATIONAL DIAGNOSTIC SERVICES FOR 2020-21 SY.	\$2,200.00
Check Total:							\$2,200.00

## Ruidoso Municipal Schools

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39174	06/15/2021	1822	COUNTRY CLEANING	338874	11000.2600.55915.0000.036200.0000.0000.0000	CLEANING/UP-KEEP SERVICES AS NEEDED FOR	\$780.74
Check Total:							\$780.74
39175	06/15/2021	1822	DONA ANA MEDICAL SUPPLY	6/15/21	11000.2100.56118.0000.036000.0000.1007.0000	OXYGEN TYPE C TANKS WITH CONTINUOUS FLOW	\$75.00
Check Total:							\$75.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$18,727.50
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$18,727.50
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$18,727.50
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$18,727.50
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$18,727.50
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 NEW MEXICO INTO LITERATURE CLASS SET	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	2020 INTO LITERATURE GETTING STARTED LIVE	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	INTO LITERATURE FOLLOW UP LIVE ONLINE 1 HOURS	\$0.00
39176	06/15/2021	1822	HM RECEIVABLES CO LLC	955196642	11000.1000.56112.1010.036139.0000.0000.0000	HMH ONLINE COACHING INTRODUCTORY	\$2,500.00
Check Total:							\$77,410.00

## Ruidoso Municipal Schools

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39177	06/15/2021	1822	MORALES, ESEQUIEL A	MAY 2021	11000.2100.53214.2000.036000.0000.0000.0000	PHYSICAL THERAPY SERVICES FOR 2020-2021	\$1,057.50
Check Total:							\$1,057.50
39178	06/15/2021	1822	NEW MEXICO SCHOOL FOR THE	210060	11000.2100.53218.2000.036000.0000.0000.0000	OUTREACH SERVICES FOR STUDENTS THAT ARE	\$525.00
Check Total:							\$525.00
39179	06/15/2021	1822	NM SCHOOL BOARDS ASSOCIATION	21112	11000.2300.53711.0000.036000.0000.0000.0000	REGISTRATION FEE TO ATTEND 2021 VIRTUAL LAW	\$125.00
Check Total:							\$125.00
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036000.0000.0000.0000	2529.65SOCCER FIELD/115750814-1309305	\$129.00
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036130.0000.0000.0000	RMS/15750814-1339579-4	\$174.36
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036130.0000.0000.0000	RMS/115750814-1318083-	\$6,115.44
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036130.0000.0000.0000	RHS/115750814-1291795-	\$509.08
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036130.0000.0000.0000	RMS MARQUE/115750814-1445	\$80.30
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036139.0000.0000.0000	RMS ATHLETIC FIELD/115758014-1389970	\$146.61
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036139.0000.0000.0000	RHS/115750814-1291796-	\$1,280.23
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036139.0000.0000.0000	RHS/115750814-1291794-	\$3,818.74
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036139.0000.0000.0000	RHS FINE ARTS/115750814-1291793	\$929.25
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036139.0000.0000.0000	RHS/115750814-1307562-	\$664.94
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036145.0000.0000.0000	SVP/115750814-1304468-	\$4,664.47
39180	06/15/2021	1822	PNM	V376459	11000.2600.54411.0000.036160.0000.0000.0000	WME-WMI/115750814-1291670-5	\$2,660.62
Check Total:							\$21,173.04
39181	06/15/2021	1822	QUILL CORPORATION	17094396	11000.2500.56118.0000.036000.0000.0000.0000	OFFICE SUPPLIES FOR CENTRAL OFFICE	\$142.25
39181	06/15/2021	1822	QUILL CORPORATION	17101423	11000.2500.56118.0000.036000.0000.0000.0000	OFFICE SUPPLIES FOR CENTRAL OFFICE	\$16.36

## Ruidoso Municipal Schools

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39181	06/15/2021	1822	QUILL CORPORATION	17119808	11000.2500.56118.0000.036000.0000.0000.0000	OFFICE SUPPLIES FOR CENTRAL OFFICE	\$228.99
39181	06/15/2021	1822	QUILL CORPORATION	17120883	11000.2500.56118.0000.036000.0000.0000.0000	OFFICE SUPPLIES FOR CENTRAL OFFICE	\$57.06
Check Total:							\$444.66
39182	06/15/2021	1822	SOLIANT HEALTH, LLC	20152109	11000.2100.53213.2000.036000.0000.0000.0000	OCCUPATIONAL THERAPY SERVICES FOR FY20-21.	\$2,633.92
39182	06/15/2021	1822	SOLIANT HEALTH, LLC	20152110	11000.2100.53215.2000.036000.0000.0000.0000	CONTRACT PHYSCOLOGY SERVICES FOR FY21-20.	\$467.35
39182	06/15/2021	1822	SOLIANT HEALTH, LLC	20158428	11000.2100.53213.2000.036000.0000.0000.0000	OCCUPATIONAL THERAPY SERVICES FOR FY20-21.	\$2,633.92
39182	06/15/2021	1822	SOLIANT HEALTH, LLC	20158430	11000.2100.53215.2000.036000.0000.0000.0000	CONTRACT PHYSCOLOGY SERVICES FOR FY21-20.	\$280.41
Check Total:							\$6,015.60
39183	06/15/2021	1822	TDS	8224300120109100	11000.2600.54416.0000.036130.0000.1004.0000	MONTHLY CHARGE METROE WAN CONNECTION	\$1,318.41
Check Total:							\$1,318.41
39184	06/15/2021	1822	TDS	8224 30 012 0053928	11000.2600.54416.0000.036250.0000.1004.0000	MONTHLY CHARGE BROADBAND CONNECTION	\$89.95
Check Total:							\$89.95
39185	06/15/2021	1822	TDS	8224300140039774	11000.2600.54416.0000.036139.0000.1004.0000	MONTHLY CHARGE INTERNET CONNECTION #2	\$1,750.00
Check Total:							\$1,750.00
39186	06/15/2021	1822	THE LAW FIRM OF JESUS MARTIN L REYES, PC	001_2021	11000.2300.53413.0000.036000.0000.0000.0000	IMMIGRATION LAWYER'S FEE FOR EMPLOYEES	\$4,500.00
Check Total:							\$4,500.00
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 A GREEN	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,984.45
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 A SMITH	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,740.75

## Ruidoso Municipal Schools

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Bank Name: OPERATIONAL

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 G BRACHLE	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$8,585.06
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 J CAMPBELL	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,231.73
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 J JOHNSON	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$2,353.97
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 S SOUTHARD	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$9,146.86
39187	06/15/2021	1822	THERAPY OPTIONS, LLC	10 S WARD	11000.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,681.41
Check Total:							\$26,724.23
39188	06/15/2021	1822	TOTAL DESTRUCTION LLC	0012083	11000.2300.53414.0000.036000.0000.0000.0000	DESTRUCTION OF DOCUMENTS FOR THE	\$59.47
Check Total:							\$59.47
39189	06/15/2021	1822	UNIVERSITY OF WEST ALABAMA	092816	11000.1000.56118.1010.036145.0000.0000.0000	MAKING TEN	\$296.00
39189	06/15/2021	1822	UNIVERSITY OF WEST ALABAMA	092816	11000.1000.56118.1010.036145.0000.0000.0000	NUMBERS & WORDS 0-10	\$296.00
39189	06/15/2021	1822	UNIVERSITY OF WEST ALABAMA	092816	11000.1000.56118.1010.036145.0000.0000.0000	NUMBERS AND WORDS	\$296.00
Check Total:							\$888.00
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0032	\$29.24
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0033	\$36.38
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0035	\$32.62
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0037	\$29.24
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0038	\$34.42
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0039	\$34.42
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0027	\$56.60
39190	06/15/2021	1822	VERIZON WIRELESS	9880267907	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 973-1922	\$29.24
Check Total:							\$282.16
39191	06/15/2021	1823	QUILL CORPORATION	17119808 6/25	13000.2700.56118.0000.036000.0000.0000.0000	TRANSPORTATION OFFICE SUPPLIES: DIVIDERS,	\$258.25
Check Total:							\$258.25

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Dollar Limit: \$0.00

Print Employee Vendor Names

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39192	06/15/2021	1825	THERAPY OPTIONS, LLC	10 J CAMPBELL SPLIT	24106.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$3,027.83
Check Total:							\$3,027.83
39193	06/15/2021	1826	COOPERATIVE EDUCATIONAL SERV.	13-002343	24145.1000.55915.1010.036160.0000.0000.0000	LITERACY COACH: PACHECO, A	\$4,371.25
39193	06/15/2021	1826	COOPERATIVE EDUCATIONAL SERV.	13-002344	24145.1000.55915.1010.036160.0000.0000.0000	LITERACY COACH: CAREY, J	\$8,108.75
39193	06/15/2021	1826	COOPERATIVE EDUCATIONAL SERV.	13-002345	24145.1000.55915.1010.036130.0000.0000.0000	LITERACY COACH: MOORE,	\$3,087.50
39193	06/15/2021	1826	COOPERATIVE EDUCATIONAL SERV.	13-002346	24145.1000.55915.1010.036145.0000.0000.0000	LITERACY COACH: BOWLES, K	\$5,783.70
Check Total:							\$21,351.20
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	READING & WRITING THE LANGUAGE OF NUMBERS	\$1,500.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	NUMBERS & WORDS 0-10	\$37.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	3-D SHAPE BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	WHATS MY PLACE? WHATS MY VALUE? PRIMARY	\$900.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	WHATS MY PLACE? WHATS MY VALUE? PRIMARY	\$1,000.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	SHAPE BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	MONEY BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	TIME BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036145.0000.0000.0145	CURIOSITY BAIT CARD HOLDER	\$625.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036160.0000.0000.0160	CURIOSITY BAIT CARD HOLDER	\$625.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036160.0000.0000.0160	SHAPE BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036160.0000.0000.0160	3-D SHAPE BAIT	\$1,250.00
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA 092817		27109.1000.56111.1010.036160.0000.0000.0160	MULTIPLICATION & DIVISION FACT BAIT	\$1,250.00

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39194	06/15/2021	1827	UNIVERSITY OF WEST ALABAMA	092817	27109.1000.56111.1010.036160.0000.0000.0160	FRACTION BAIT	\$1,250.00
Check Total:							\$14,687.00
39195	06/15/2021	1828	ENJADY, PASCAL	20210003	27150.1000.56118.1010.036130.0000.0000.0000	DRAW STRING BAGS FOR NA STUDENTS K-12: RMS	\$215.80
39195	06/15/2021	1828	ENJADY, PASCAL	20210003	27150.1000.56118.1010.036139.0000.0000.0000	DRAW STRING BAGS FOR NA STUDENTS K-12: RHS	\$215.80
39195	06/15/2021	1828	ENJADY, PASCAL	20210003	27150.1000.56118.1010.036145.0000.0000.0000	DRAW STRING BAGS FOR NA STUDENTS K-12: SVP -	\$213.20
39195	06/15/2021	1828	ENJADY, PASCAL	20210003	27150.1000.56118.1010.036160.0000.0000.0000	DRAW STRING BAGS FOR NA STUDENTS K-12: WME	\$213.20
Check Total:							\$858.00
39196	06/17/2021	1831	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 11000	11000.1000.56113.1010.036145.0000.1015.0000	ADDITIONAL STUDENT SOFTWARE LICENSES FOR	\$4,125.00
39196	06/17/2021	1831	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 11000	11000.1000.56113.1010.036145.0000.1015.0000	ADDITIONAL STUDENT SOFTWARE LICENSES FOR	\$247.00
39196	06/17/2021	1831	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 11000	11000.1000.56113.1010.036160.0000.1015.0000	ADDITIONAL STUDENT SOFTWARE LICENSES FOR	\$4,400.00
Check Total:							\$8,772.00
39197	06/17/2021	1832	RMSD OPERATIONAL	IND COST 20-21 24101	24101.2300.53713.0000.036000.0000.0000.0000	INDIRECT COST 2020-2021	\$23,365.09
Check Total:							\$23,365.09
39198	06/17/2021	1833	RMSD OPERATIONAL	IND COST 20-21 24106	24106.2300.53713.0000.036000.0000.0000.0000	INDIRECT COST 2020-2021	\$22,170.49
Check Total:							\$22,170.49
39199	06/17/2021	1834	RMSD OPERATIONAL	IND COST 20-21 24109	24109.2300.53713.0000.036000.0000.0000.0000	INDIRECT COST 2020-2021	\$1,171.00
Check Total:							\$1,171.00
39200	06/17/2021	1835	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 24301	24301.1000.56113.1010.036145.0000.1015.0000	STUDENT SOFTWARE LICENSES FOR EDGENUITY	\$5,500.00
39200	06/17/2021	1835	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 24301	24301.1000.56113.1010.036160.0000.1015.0000	STUDENT SOFTWARE LICENSES FOR EDGENUITY	\$4,950.00
39200	06/17/2021	1835	SOUTHWEST REGINAL EDUCATION COOPERATIVE	2021-087 24301	24301.1000.56113.1010.036160.0000.1015.0000	ADDITIONAL STUDENT SOFTWARE LICENSES FOR	\$303.00
Check Total:							\$10,753.00

## Ruidoso Municipal Schools

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Print Employee Vendor Names

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39201	06/17/2021	1836	RMSD OPERATIONAL	IND COST 20-21 24308	24308.2300.53713.0000.036000.0000.0000.0000	INDIRECT COST 2020-2021	\$9,095.25
Check Total:							\$9,095.25
39202	06/17/2021	1837	RMSD OPERATIONAL	IND COST 20-21 24154	24154.2300.53713.0000.036000.0000.0000.0000	INDIRECT COST 2020-2021	\$2,581.36
Check Total:							\$2,581.36
39203	06/21/2021	1839	ALBUQUERQUE PUBLISHING COMPANY	1025664 5/2021	11000.2500.55400.0000.036000.0000.0000.0000	EMPLOYMENT ADS FOR SY2020-2021	\$1,585.74
Check Total:							\$1,585.74
39204	06/21/2021	1839	COUNTRY CLEANING	338878	11000.2600.55915.0000.036200.0000.0000.0000	CLEANING/UP-KEEP SERVICES AS NEEDED FOR	\$780.74
Check Total:							\$780.74
39205	06/21/2021	1839	CUDDY & MCCARTHY LLP	8536	11000.2300.53413.0000.036000.0000.0000.0000	LEGAL FEES	\$453.27
Check Total:							\$453.27
39206	06/21/2021	1839	ESTRATEGY CONSULTING , LLC	15410 CREDIT	11000.2100.53414.0000.036000.0000.1007.0000	MEDICAL WASTE CONTAINERS (5 GAL)	(\$677.76)
39206	06/21/2021	1839	ESTRATEGY CONSULTING , LLC	3379538 CREDIT	11000.2100.53414.0000.036000.0000.1007.0000	PHARMACEUTICAL CONTAINER 8 GAL. ANNUAL	(\$225.92)
39206	06/21/2021	1839	ESTRATEGY CONSULTING , LLC	709927	11000.2100.53414.0000.036000.0000.1007.0000	MEDICAL WASTE CONTAINERS (5 GAL)	\$847.20
39206	06/21/2021	1839	ESTRATEGY CONSULTING , LLC	712774	11000.2100.53414.0000.036000.0000.1007.0000	MEDICAL WASTE CONTAINERS (5 GAL)	\$282.40
Check Total:							\$225.92
39207	06/21/2021	1839	HERCULES ACHIEVEMENT, INC	1079362	11000.1000.56118.1010.036139.0000.0000.0139	DIPLOMAS FOR CLASS OF 2021	\$13.20
Check Total:							\$13.20
39208	06/21/2021	1839	MOUNTAIN OFFICE SERVICES INC.	323400 6/18	11000.2600.53711.0000.036000.0000.0000.0000	FREIGHT CHARGES & PRINTED SUPPLIES FOR THE	\$21.49
Check Total:							\$21.49
39209	06/21/2021	1839	NATIONAL ASSOC OF SCHOOL NURSES	719681	11000.2100.53711.0000.036145.0000.1007.0000	MEMBERSHIP FEES FOR NATIONAL ASSOCIATION OF	\$145.50
Check Total:							\$145.50

## Ruidoso Municipal Schools

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39210	06/21/2021	1839	PNM	V406299 JUNE 21	11000.2600.54411.0000.036250.0000.0000.0000	MAINT YARD/115750814-128820	\$269.45
39210	06/21/2021	1839	PNM	V406299 JUNE 21	11000.2600.54411.0000.036250.0000.0000.0000	MAINT YARD/11575898-1288206-	\$109.83
Check Total:							\$379.28
39211	06/21/2021	1839	RUIDOSO NEWS	RN0000173 JUNE 21	11000.2300.53711.0000.036200.0000.0000.0000	SUBSCRIPTION RENEWAL FOR 1 YEAR 21-22 SY	\$60.01
Check Total:							\$60.01
39212	06/21/2021	1839	RUIDOSO PEST CONTROL	38421	11000.2600.55915.0000.036139.0000.0000.0000	MONTHLY GOPHER TREATMENT FOR JULY AND	\$140.97
Check Total:							\$140.97
39213	06/21/2021	1839	TEXAS-NEWMEXICO NEWSPAPERS PARTNERSHIP	0003916444	11000.2500.55400.0000.036000.0000.0000.0000	EMPLOYEMENT ADS FOR SY2020-2021	\$870.40
Check Total:							\$870.40
39214	06/21/2021	1839	TYLER TECHNOLOGIES INC	025-333600	11000.2500.53330.0000.036200.0000.0000.0000	REGISTRATION FEE FOR PURCHASING AND PAYABLES	\$788.44
Check Total:							\$788.44
39215	06/21/2021	1839	U.S POSTAL SERVICE (POSTAGE-BY-PHONE)	JUNE 15 21	11000.2500.56118.0000.036000.0000.0000.0000	MONTHLY POSTAGE FOR THE DISTRICT FOR	\$1,000.00
Check Total:							\$1,000.00
39216	06/28/2021	1845	COUNTRY CLEANING	338879	11000.2600.55915.0000.036200.0000.0000.0000	CLEANING/UP-KEEP SERVICES AS NEEDED FOR	\$910.87
Check Total:							\$910.87
39217	06/28/2021	1845	GOPHER SPORT AND PLAY	IN53316	11000.1000.56118.1010.036130.0000.0000.0130	SPIKEBALL GAME SET - SPIKEBALL PRO	\$233.88
Check Total:							\$233.88
39218	06/28/2021	1845	NEW MEXICO SCHOOL FOR THE	210067	11000.2100.53218.2000.036000.0000.0000.0000	OUTREACH SERVICES FOR STUDENTS THAT ARE	\$450.00
Check Total:							\$450.00
39219	06/28/2021	1845	PNM	V332170	11000.2600.54411.0000.036200.0000.0000.0000	CO/115758014-1288424-	\$461.51
39219	06/28/2021	1845	PNM	V397374	11000.2600.54411.0000.036115.0000.0000.0000	NHECC/115750814-12883	\$22.10

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Print Employee Vendor Names

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39219	06/28/2021	1845	PNM	V467613	11000.2600.54411.0000.036210.0000.0000.0000	HORTON FOOTBALL LIGHTS/115750814-12884	\$175.08
39219	06/28/2021	1845	PNM	V490201	11000.2600.54411.0000.036210.0000.0000.0000	HORTON AUXILLARY GYM/115750814-1288459	\$286.43
39219	06/28/2021	1845	PNM	V788426	11000.2600.54411.0000.036115.0000.0000.0000	NHECC PORT2/115750814-130323	\$32.38
Check Total:							\$977.50
39220	06/28/2021	1845	TDS	0191611 6/28/21	11000.2600.54416.0000.036130.0000.1004.0000	MONTHLY CHARGE METROE WAN CONNECTION	\$1,795.13
Check Total:							\$1,795.13
39221	06/28/2021	1845	TDS	0153496	11000.2600.54416.0000.036139.0000.0000.0000	BROADCAST SERVICES: RHS	\$3.80
Check Total:							\$3.80
39222	06/28/2021	1845	TDS	0153488 A	11000.2600.54416.0000.036130.0000.0000.0000	BROADCAST SERVICES: RMS	\$3.80
Check Total:							\$3.80
39223	06/28/2021	1845	WEX BANK	72465078	11000.2600.54313.0000.036000.0000.0000.0000	CAR WASH FOR DISTRICT VEHICLES (RUIDOSO CAR	\$11.00
39223	06/28/2021	1845	WEX BANK	72465078	11000.2600.56211.0000.036000.0000.0000.0000	MONTHLY GAS FOR THE DISTRICT	\$173.16
Check Total:							\$184.16
39224	06/28/2021	1845	WHITE'S MUSIC BOX	29776297	11000.1000.56118.1010.036130.0000.0000.0130	RICO REEDS BOX OF 3	\$57.50
39224	06/28/2021	1845	WHITE'S MUSIC BOX	29776297	11000.1000.56118.1010.036130.0000.0000.0130	ESSENTIAL ELEMENTS WIND INSTRUMENT BOOKS	\$40.00
39224	06/28/2021	1845	WHITE'S MUSIC BOX	29776297	11000.1000.56118.1010.036130.0000.0000.0130	ESSENTIAL ELEMENTS PERCUSSION BOOK	\$30.00
39224	06/28/2021	1845	WHITE'S MUSIC BOX	29776297	11000.1000.56118.1010.036130.0000.0000.0130	SUPPLIES TO ATTEND BAND CAMP ON JUNE 1, 2021 -	\$300.00
Check Total:							\$427.50
39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G6 TEACHER LICENSE - 0.5YR	\$22.50
39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G7 TEACHER LICENSE - 0.5YR	\$22.50

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39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G8 TEACHER LICENSE - 0.5YR	\$22.50
39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G6 STUDENT LICENSE - 0.5YR	\$1,112.00
39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G7 STUDENT LICENSE - 0.5YR	\$1,104.00
39225	06/28/2021	1848	AMPLIFY EDUCATION, INC	INV-033017	24145.1000.56113.1010.036130.0000.1004.0000	AMPLIFY ELA G8 STUDENT LICENSE - 0.5YR	\$1,104.00
Check Total:							\$3,387.50
39226	06/28/2021	1849	KAPLAN EARLY LEARNING	0005897082	27149.1000.56118.1010.036145.0000.0000.0145	NM PRE-K CLASSROOM SCIENCE SUPPLIES.	\$361.83
Check Total:							\$361.83
39227	06/28/2021	1863	BANK OF AMERICA	1/A-4842	11000.1000.55817.9000.036139.0000.0025.0090	MEALS FOR WRESTLING TEAM TO ATTEND STATE	\$27.06
39227	06/28/2021	1863	BANK OF AMERICA	1274502	11000.2500.56118.0000.036200.0000.0000.0000	VENDOR: SANTA FE NEW MEXICAN: YEAR	\$17.99
39227	06/28/2021	1863	BANK OF AMERICA	132677	11000.1000.55817.9000.036139.0000.0025.0090	LODGING TO ATTEND GOLF STATE TOURNAMENT IN	\$789.18
39227	06/28/2021	1863	BANK OF AMERICA	1758523291	11000.2300.53330.0000.036200.0000.0000.0000	VENDOR: ALAS- REGISTRATION FEE TO	\$900.00
39227	06/28/2021	1863	BANK OF AMERICA	72113257813476	11000.2300.53330.0000.036200.0000.0000.0000	VENDOR: TRAVELOCITY- AIRFARE TO ATTEND ALAS	\$293.90
Check Total:							\$2,028.13
39228	06/28/2021	1866	BANK OF AMERICA	4905028 A	27149.1000.56118.1010.036145.0000.0000.0145	SUPPLEMENTAL GRANT AWARD. VENDOR: AMAZON	\$15.95
39228	06/28/2021	1866	BANK OF AMERICA	4905028 B	27149.1000.56118.1010.036145.0000.0000.0145	SUPPLEMENTAL GRANT AWARD. VENDOR: AMAZON	\$63.80
39228	06/28/2021	1866	BANK OF AMERICA	4905028 C	27149.1000.56118.1010.036145.0000.0000.0145	SUPPLEMENTAL GRANT AWARD. VENDOR: AMAZON	\$207.35
Check Total:							\$287.10

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39229	06/29/2021	1868	MORALES, ESEQUIEL A	JUNE 2021	11000.2100.53214.2000.036000.0000.0000.0000	PHYSICAL THERAPY SERVICES FOR 2020-2021	\$630.00
Check Total:							\$630.00
39230	06/29/2021	1868	RMSD PAYROLL	V890682	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$143,719.48
39230	06/29/2021	1868	RMSD PAYROLL	V890682	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$56,031.04
39230	06/29/2021	1868	RMSD PAYROLL	V890682	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$516,457.82
Check Total:							\$716,208.34
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 22	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 973-1922	\$29.24
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 27	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0027	\$56.60
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 32	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0032	\$29.24
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 33	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0033	\$59.95
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 35	11000.2600.54416.0000.036200.0000.0000.0000	MONTHLY 937-0035	\$34.42
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 37	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0037	\$29.24
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 38	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0038	\$34.42
39231	06/29/2021	1868	VERIZON WIRELESS	9882417390 39	11000.2600.54416.0000.036250.0000.0000.0000	MONTHLY 937-0039	\$34.42
Check Total:							\$307.53
39232	06/29/2021	1869	RMSD PAYROLL	V742192	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$13,770.11
39232	06/29/2021	1869	RMSD PAYROLL	V742192	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$11,972.51
39232	06/29/2021	1869	RMSD PAYROLL	V742192	24101.0000.11121.0000.000000.0000.0000.0000	TITLE I IASA GROSS & EXPENSE	\$11,023.67
Check Total:							\$36,766.29
39233	06/29/2021	1870	RMSD PAYROLL	V13343	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$7,951.48
39233	06/29/2021	1870	RMSD PAYROLL	V13343	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$2,636.58

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39233	06/29/2021	1870	RMSD PAYROLL	V13343	24106.0000.11121.0000.000000.0000.0000.0000	ENTITLEMENT IDEA-B GROSS & EXPENSE	\$14,207.32
Check Total:							\$24,795.38
39234	06/29/2021	1870	THERAPY OPTIONS, LLC	11 J. CAMPBELL	24106.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,300.29
Check Total:							\$1,300.29
39235	06/29/2021	1877	RMSD PAYROLL	V464319	24109.0000.11121.0000.000000.0000.0000.0000	PRESCHOOL IDEA-B GROSS & EXPENSE	\$1,873.86
Check Total:							\$1,873.86
39236	06/29/2021	1878	RMSD PAYROLL	V979742	24145.0000.11121.0000.000000.0000.0000.0000	TITLE I STRIVING READERS GROSS & EXPENSE	\$2,382.98
Check Total:							\$2,382.98
39237	06/29/2021	1879	RMSD PAYROLL	V269412	24154.0000.11121.0000.000000.0000.0000.0000	TEACHER/PRINCIPAL TRAINING & RECRUITING	\$1,967.68
Check Total:							\$1,967.68
39238	06/29/2021	1880	RMSD PAYROLL	V847970	24189.0000.11121.0000.000000.0000.0000.0000	TITLE IV - STUDENT SUPPORT & ACADEMIC	\$2,164.16
Check Total:							\$2,164.16
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1411.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$2,900.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1413.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$500.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1414.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$400.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1711.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$500.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1713.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$700.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.1010.036000.1714.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$400.00

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.2000.036000.1412.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$1,400.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.2000.036000.1422.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$100.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.2000.036000.1712.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$1,600.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.1000.51300.4010.036000.1416.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$1,100.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2100.51300.0000.036000.1214.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$800.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2100.51300.0000.036000.1215.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$300.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2100.51300.0000.036000.1216.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$100.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2100.51300.0000.036000.1218.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$500.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2100.51300.2000.036000.1313.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$100.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2200.51300.0000.036000.1213.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$200.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2200.51300.0000.036000.1511.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$300.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2400.51300.0000.036000.1112.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$1,600.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2400.51300.0000.036000.1217.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$800.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2500.51300.0000.036200.1220.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$800.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2600.51300.0000.036000.1219.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$100.00

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2600.51300.0000.036000.1614.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$600.00
39239	06/29/2021	1881	RMSD OPERATIONAL	V20015	24312.2600.51300.0000.036000.1615.0000.0000	REIMBURSE OPERATIONAL FOR CRRSA RETENTION	\$2,800.00
Check Total:							\$18,600.00
39240	06/29/2021	1882	RMSD PAYROLL	V751969	25145.0000.11121.0000.000000.0000.0000.0000	IMPACT AID SPECIAL EDUCATION GROSS &	\$2,073.29
Check Total:							\$2,073.29
39241	06/29/2021	1883	RMSD PAYROLL	V652833	25153.0000.11121.0000.000000.0000.0000.0000	TITLE XIX MEDICAID 3/21 YEARS GROSS & EXPENSE	\$5,874.29
Check Total:							\$5,874.29
39242	06/29/2021	1884	RMSD PAYROLL	V786928	25184.0000.11121.0000.000000.0000.0000.0000	INDIAN ED FORMULA GRANT GROSS & EXPENSES	\$4,823.76
Check Total:							\$4,823.76
39243	06/29/2021	1885	LAKESHORE LEARNING MATERIALS	2444960621	27149.1000.56118.1010.036145.0000.0000.0145	NM PRE-K CLASSROOM SUPPLIES. DETAILED LIST	\$18,867.46
39243	06/29/2021	1885	LAKESHORE LEARNING MATERIALS	2444960621	27149.1000.57332.1010.036145.0000.0000.0145	HEAVY DUTY 20 CUBBY	\$569.05
39243	06/29/2021	1885	LAKESHORE LEARNING MATERIALS	2444960621	27149.1000.57332.1010.036145.0000.0000.0145	HARDWOOD UNIT BLOCKS - SCHOOL SET	\$854.05
Check Total:							\$20,290.56
39244	06/29/2021	1885	RMSD PAYROLL	V350307	27149.0000.11121.0000.000000.0000.0000.0000	NEW MEXICO PRE-K ACT GROSS & EXPENSE	\$1,170.29
39244	06/29/2021	1885	RMSD PAYROLL	V350307	27149.0000.11121.0000.000000.0000.0000.0000	NEW MEXICO PRE-K ACT GROSS & EXPENSE	\$1,170.26
39244	06/29/2021	1885	RMSD PAYROLL	V350307	27149.0000.11121.0000.000000.0000.0000.0000	NEW MEXICO PRE-K ACT GROSS & EXPENSE	\$11,878.93
Check Total:							\$14,219.48
39245	06/29/2021	1886	RMSD PAYROLL	V656333	27150.0000.11121.0000.000000.0000.0000.0000	INDIAN EDUCATION ACT GROSS & EXPENSE	\$770.88
Check Total:							\$770.88

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39246	06/29/2021	1888	RMSD PAYROLL	V220195	11000.0000.11121.0000.000000.0000.0000.0000	OPERATIONAL GROSS & EXPENSE	\$40,760.41
Check Total:							\$40,760.41
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036130.0000.0000.0000	GET READY 6-8 STUDENT EDITION + PRIME (6 YEAR	\$9,247.50
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036130.0000.0000.0000	GET READY 2021 6-8 NATIONAL TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SHIPPING	\$2,552.07
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GALERIA 1 STUDENT EDITION + SUPERSITE PLUS	\$6,473.25
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GALERIA 1 TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GALERIA 2 STUDENT EDITION + SUPERSITE PLUS	\$6,473.25
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GALERIA 2 TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GET READY 2021 9 - 12 NATIONAL TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	GET READY 9 - 12 STUDENT EDITION + PRIME (6 YEAR	\$6,473.25
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 1 STUDENT EDITION + PRIME	\$5,578.50
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 1 NATIONAL TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 2 NATIONAL TRB	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 2 STUDENT EDITION + PRIME	\$5,578.50
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 3 STUDENT EDITION + PRIME	\$5,578.50
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS LEVEL 3 NATIONAL TRB	\$0.00

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: OPERATIONAL

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS L4 NATIONAL	\$0.00
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS L4 STUDENT EDITION + PRIME (6 YEAR	\$2,789.25
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS L5 STUDENT EDITION + PRIME (6 YEAR	\$2,849.25
39247	06/30/2021	1890	ARCHWAY LLC	112702	11000.1000.56112.1010.036139.0000.0000.0000	SENDEROS L5 NATIONAL	\$0.00
Check Total:							\$53,593.32
39248	06/30/2021	1890	BANK OF AMERICA	1/A -421350	11000.1000.55817.9000.036139.0000.0025.0090	MEALS FOR TRACK TEAM TO ATTEND STATE	\$16.97
Check Total:							\$16.97
39249	06/30/2021	1890	TOTAL DESTRUCTION LLC	0012495	11000.2300.53414.0000.036000.0000.0000.0000	DESTRUCTION OF DOCUMENTS FOR THE	\$118.94
Check Total:							\$118.94
39250	06/30/2021	1890	UNIVERSITY OF WEST ALABAMA ORDER#5455		11000.1000.56118.1010.036145.0000.0000.0000	NUMBERS AND WORDS	\$22.00
39250	06/30/2021	1890	UNIVERSITY OF WEST ALABAMA ORDER#5455		11000.1000.56118.1010.036145.0000.0000.0000	NUMBERS & WORDS 0-10	\$37.00
39250	06/30/2021	1890	UNIVERSITY OF WEST ALABAMA ORDER#5455		11000.1000.56118.1010.036145.0000.0000.0000	MAKING TEN	\$37.00
Check Total:							\$96.00
39251	06/30/2021	1893	THERAPY OPTIONS, LLC	11 S SOUTHARD	24106.2100.53212.2000.036000.0000.0000.0000	PROVIDE EDUCATIONAL SPEECH PATHOLOGY	\$1,389.96
Check Total:							\$1,389.96
39252	06/30/2021	1894	COOPERATIVE EDUCATIONAL SERV.	13-002364	24145.1000.55915.1010.036160.0000.0000.0000	LITERACY COACH: CAREY, J	\$5,866.25
Check Total:							\$5,866.25
39253	06/30/2021	1895	UNIVERSITY OF WEST ALABAMA ORD#5455		27109.1000.56111.1010.036145.0000.0000.0145	NUMBERS & WORDS 0-10	\$1,088.00
Check Total:							\$1,088.00
Bank Total:							\$2,508,052.71

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: RUIDOSO HIGH SCHOOL (23006)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: RUIDOSO HIGH SCHOOL (23006)							
8233	06/01/2021	1790	BANK OF AMERICA	00636	23006.1000.56118.9000.036139.0000.7350.0080	VENDOR: WALMART: SUPPLIES FOR END OF YEAR	\$82.22
8233	06/01/2021	1790	BANK OF AMERICA	00636 T	23006.1000.56118.9000.036139.0000.7350.0080	VENDOR: WALMART - SUPPLIES FOR JULY 3RD	\$42.30
8233	06/01/2021	1790	BANK OF AMERICA	00717	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$75.74
8233	06/01/2021	1790	BANK OF AMERICA	01986	23003.1000.56118.9000.036160.0000.4135.0160	VENDOR: WALMART: SUPPLIES FOR NATIVE	\$107.62
8233	06/01/2021	1790	BANK OF AMERICA	02127	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$126.93
8233	06/01/2021	1790	BANK OF AMERICA	02475	23006.1000.56118.9000.036139.0000.7550.0080	SUPPLIES FOR TEACHER APPRECIATION WEEK:	\$117.19
8233	06/01/2021	1790	BANK OF AMERICA	03041	23003.1000.56118.1010.036160.0000.4045.0160	VENDOR: WALMART: SUPPLIES FOR KINDER	\$276.45
8233	06/01/2021	1790	BANK OF AMERICA	04297	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$136.11
8233	06/01/2021	1790	BANK OF AMERICA	04807	23002.1000.56118.1010.036145.0000.3230.0145	VENDOR- WALMART: CLASSROOM SUPPLIES:	\$61.34
8233	06/01/2021	1790	BANK OF AMERICA	04873	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$170.47
8233	06/01/2021	1790	BANK OF AMERICA	05867	23002.1000.56118.1010.036145.0000.3170.0145	VENDOR- WALMART: END OF YEAR SUPPLIES	\$79.10
8233	06/01/2021	1790	BANK OF AMERICA	07621	23005.1000.56118.9000.036130.0000.6130.0130	VENDOR: WALMART: SUPPLIES FOR END OF THE	\$53.44
8233	06/01/2021	1790	BANK OF AMERICA	08244	23003.1000.56118.1010.036160.0000.4240.0160	VENDOR: WALMART: SUPPLIES FOR END OF YEAR	\$414.62

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: RUIDOSO HIGH SCHOOL (23006)

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8233	06/01/2021	1790	BANK OF AMERICA	08999	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$192.04
8233	06/01/2021	1790	BANK OF AMERICA	09434	23003.1000.56118.1010.036160.0000.4035.0160	VENDOR: WALMART: CLASSROOM PROJECT AND	\$217.24
Check Total:							\$2,152.81
8234	06/04/2021	1796	TOTALLY PROMOTIONAL	SIN1216700	23003.1000.56118.9000.036160.0000.4135.0160	SUPPLIES FOR NATIVE AMERICAN ACADEMIC	\$260.00
Check Total:							\$260.00
8235	06/04/2021	1796	UNITED SUPERMARKETS, LLC	3182	23003.1000.56118.1010.036160.0000.4040.0160	SUPPLIES FOR END OF YEAR ACADEMIC AWARD	\$49.65
Check Total:							\$49.65
8237	06/21/2021	1840	PIZZA HUT OF RUIDOSO	037697 06-17-21	23002.1000.56118.1010.036145.0000.3170.0145	MEALS FOR END OF THE YEAR ACADEMIC	\$96.00
Check Total:							\$96.00
8238	06/21/2021	1840	UNITED SUPERMARKETS, LLC	1658	23003.1000.56118.1010.036160.0000.4220.0160	ITEMS FOR END OF SUMMER SCHOOL PIZZA PARTY:	\$55.11
Check Total:							\$55.11
8239	06/28/2021	1847	C & G ELEVATED LLC	26005	23002.1000.56118.1010.036145.0000.3180.0145	MEALS FOR END OF YEAR STAFF APPRECIATION AND	\$149.56
Check Total:							\$149.56
8240	06/28/2021	1865	BANK OF AMERICA	06381	23006.1000.56118.9000.036139.0000.7350.0080	VENDOR: WALMART - SUPPLIES FOR JULY 3RD	\$42.49
8240	06/28/2021	1865	BANK OF AMERICA	06383	23003.1000.56118.9000.036160.0000.4135.0160	VENDOR: WALMART - SUPPLIES FOR JULY 3RD	\$48.21
8240	06/28/2021	1865	BANK OF AMERICA	06384	23005.1000.56118.9000.036130.0000.6130.0130	VENDOR: WALMART - SUPPLIES FOR JULY 3RD	\$49.68
Check Total:							\$140.38
8241	06/29/2021	1889	RMSD PAYROLL	V781087	23006.0000.11121.0000.000000.0000.0000.0000	ACTIVITY GROSS & EXPENSE	\$1,804.44
Check Total:							\$1,804.44
8242	06/30/2021	1892	COLLEGE BOARD	EP00040434	23006.1000.56118.1010.036139.0000.7030.0080	AP ENGLISH & LITERATURE EXAM FOR 5-5-2021	\$4,128.00

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8242	06/30/2021	1892	COLLEGE BOARD	EP00040434	23006.1000.56118.1010.036139.0000.7030.0080	AP STATISTICS EXAM FOR 5-13-2021	(\$747.00)

Check Total: \$3,381.00

Bank Total: \$8,088.95

### Voided Checks

8236	06/21/2021	1840	BUNS ARE US	VOID	23002.0000.21011.0000.000000.0000.0000.0000	VOID: IS NOT THE SAME	\$149.56
Check Total:							\$149.56
Voided Checks Total:							\$149.56

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: FOOD SERVICE								
1263	06/15/2021	1824	HARBOUR HOLDING CORP	132174	21000.3100.56113.0000.036000.0000.1004.0000	HORIZON SOFTWARE INTERNATIONAL LLC -	\$9,022.13	
							Check Total:	\$9,022.13
1264	06/15/2021	1824	KLEIN, PATSY	2736	21000.0000.41604.0000.000000.0000.0000.0000	RHS MEAL ACCOUNT REFUND FOR DAVID	\$85.80	
							Check Total:	\$85.80
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.55915.0000.036130.0000.0000.0000	RMS OTHER CONTRACATED SERVICES	\$9,365.98	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.55915.0000.036139.0000.0000.0000	RHS OTHER CONTRACTED SERVICES	\$7,804.99	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.55915.0000.036145.0000.0000.0000	SVP OTHER CONTRACATED SERVICES	\$20,813.30	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.55915.0000.036160.0000.0000.0000	WME OTHER CONTRACTED SERVICES	\$14,048.97	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56116.0000.036130.0000.0000.0000	RMS - FOOD	\$6,202.98	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56116.0000.036139.0000.0000.0000	RHS - FOOD	\$5,169.15	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56116.0000.036145.0000.0000.0000	SVP - FOOD	\$13,784.39	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56116.0000.036160.0000.0000.0000	WME - FOOD	\$9,304.46	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56117.0000.036130.0000.0000.0000	RMS NON-FOOD	\$1,287.88	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56117.0000.036139.0000.0000.0000	RHS NON-FOOD	\$1,073.24	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56117.0000.036145.0000.0000.0000	SVP NON-FOOD	\$2,861.96	
1265	06/28/2021	1846	A'VIANDS LLC	INV1900026044A	21000.3100.56117.0000.036160.0000.0000.0000	WME NON-FOOD	\$1,931.82	
							Check Total:	\$93,649.12
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.55915.0000.036130.0000.0000.0000	RMS OTHER CONTRACATED SERVICES	\$12,996.71	
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.55915.0000.036139.0000.0000.0000	RHS OTHER CONTRACTED SERVICES	\$10,830.59	

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.55915.0000.036145.0000.0000.0000	SVP OTHER CONTRACATED SERVICES	\$28,881.59
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.55915.0000.036160.0000.0000.0000	WME OTHER CONTRACTED SERVICES	\$19,495.07
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56116.0000.036130.0000.0000.0000	RMS - FOOD	\$1,236.30
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56116.0000.036139.0000.0000.0000	RHS - FOOD	\$1,030.25
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56116.0000.036145.0000.0000.0000	SVP - FOOD	\$2,747.35
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56116.0000.036160.0000.0000.0000	WME - FOOD	\$1,854.45
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56117.0000.036130.0000.0000.0000	RMS NON-FOOD	\$288.63
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56117.0000.036139.0000.0000.0000	RHS NON-FOOD	\$240.52
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56117.0000.036145.0000.0000.0000	SVP NON-FOOD	\$641.39
1266	06/30/2021	1891	A'VIANDS LLC	INV1900026138	21000.3100.56117.0000.036160.0000.0000.0000	WME NON-FOOD	\$432.94
Check Total:							\$80,675.79
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.55915.0000.036130.0000.0000.0000	RMS OTHER CONTRACATED SERVICES	\$2,967.64
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.55915.0000.036139.0000.0000.0000	RHS OTHER CONTRACTED SERVICES	\$2,473.04
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.55915.0000.036145.0000.0000.0000	SVP OTHER CONTRACATED SERVICES	\$6,594.76
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.55915.0000.036160.0000.0000.0000	WME OTHER CONTRACTED SERVICES	\$4,451.47
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56116.0000.036130.0000.0000.0000	RMS - FOOD	\$819.38
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56116.0000.036139.0000.0000.0000	RHS - FOOD	\$682.82
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56116.0000.036145.0000.0000.0000	SVP - FOOD	\$1,820.85
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56116.0000.036160.0000.0000.0000	WME - FOOD	\$1,229.08
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56117.0000.036130.0000.0000.0000	RMS NON-FOOD	\$91.32
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56117.0000.036139.0000.0000.0000	RHS NON-FOOD	\$76.10
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56117.0000.036145.0000.0000.0000	SVP NON-FOOD	\$202.92
1267	06/30/2021	1898	A'VIANDS LLC	INV900026149	21000.3100.56117.0000.036160.0000.0000.0000	WME NON-FOOD	\$136.97
Check Total:							\$21,546.35
Bank Total:							\$204,979.19

Ruidoso Municipal Schools

Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

- Print Employee Vendor Names
- Exclude Voided Checks
- Exclude Manual Checks
- Include Non Check Batches

Check Number    Date    Voucher    Payee    Invoice    Account    Description    Amount

## Ruidoso Municipal Schools

### Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 06/01/2021 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
<u>Fund</u>			<u>Amount</u>				
11000			\$2,059,872.35				
13000			\$258.25				
21000			\$204,979.19				
22000			\$2,107.18				
23002			\$386.00				
23003			\$2,130.19				
23005			\$103.12				
23006			\$5,469.64				
24101			\$105,432.63				
24106			\$89,882.86				
24109			\$5,863.00				
24145			\$42,901.09				
24154			\$14,035.61				
24189			\$6,057.90				
24301			\$11,605.90				
24308			\$9,095.25				
24312			\$18,600.00				
25145			\$5,770.93				
25153			\$23,515.06				
25184			\$13,605.12				
27109			\$15,775.00				
27149			\$82,641.82				
27150			\$3,139.94				
31100			\$99,670.13				
31701			\$71,116.86				
<b>Fund Totals:</b>			\$2,894,015.02				

End of Report

Disbursements Grand Total: \$2,894,015.02



**Tascosa Office Machines**

Your Canon, Minolta & Sharp Dealer.

LEASE AGREEMENT FMV

LESSOR: **TASCOSA OFFICE MACHINES**  
**321 N MAIN ST**  
**ROSWELL, NM 88201-4724**  
**575-623-1206**

LESSEE: **Ruidoso Municipal Schools**  
**200 Horton Circle**  
**Ruidoso NM 88345-6032**  
 PHONE: **(575)257-4051**  
 LOCATION: \_\_\_\_\_

1. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the equipment set forth herein below, upon the Terms and Conditions hereinafter set forth.
2. The equipment leased hereunder is as follows:

QUANTITY	DESCRIPTION/MODEL	SERIAL #	STARTING COUNT
1	See attached list of existing machines		

3. Lessee shall pay Lessor at the office of Lessor in Amarillo, Texas or at such other place as Lessor may hereinafter designate, the sum of **See attached list** per month, plus applicable taxes, commencing **July 1st, 2021** and on the **1st** day of each and every consecutive month thereafter, for a period of **12** months, the lease term hereunder.
4. Payment schedule:..... **The First payment** in the amount of **See attached list** plus tax of **\$1,875.41** for a total amount of **See attached list** being payable at the time of signing the Agreement. .. Late charges plus an additional incurred collection fee will be assessed on all outstanding invoices. Leases 60 days overdue may result in removal of machine
5. The lease charges include **labor, parts, drum, toner**, instructions and delivery. Any networking or software issues are excluded and billed on a timely basis only.
6. The equipment placed with the user remains the property of TASCOSA OFFICE MACHINES and Lessee agrees not to make any alterations in the machines or to remove them from the original location without written approval of the dealer. Lessee agrees to return the equipment in the same condition as when received except for reasonable wear and tear. Upon disagreement between Lessee or Lessor and a court action is deemed, the Lessee is responsible for payment of all Lessor's legal fees. During the term hereof and while Lessee has possession of the equipment, the Lessee assumes all risk of loss or damage to machines not to exceed the fair market value of the equipment.
7. **Purchase Option:** The equipment may be purchased for Fair Market Value at the end of Lease term. At the end of lease term, lessee must initiate in writing the buyout option. Without buyout, the contract will continue to bill month to month unless 30 day written notice of cancellation has been received.
8. Lessee is liable for all sales tax and property tax related to the above equipment.
9. This Lease cannot be canceled except by the written approval of both Lessee and Lessor and will be subject to penalty for premature cancellation by the Lessee 100% of remaining charges. Lessor retains the right to cancel the Agreement upon 30 days written notice in the event of non-compliance of the Agreement.

THIS LEASE IS SUBJECT TO THE TERMS AND CONDITIONS STATED ABOVE LESSEE ACKNOWLEDGES.

DATED June 14, 2021.

LESSOR: Tascosa Office Machines

LESSEE: RUIDOSO MUNICIPAL SCHOOLS

BY *Key King*

BY *[Signature]*



MODEL	SERIAL #	RATE	START DATE	ENDING DATE	TOTAL
SEE ATTACHED LIST		\$3100.97 MONTHLY	7/1/2021	7/1/2022	\$3100.97 MONTHLY
				TAX	
<b>COPIER MAINTENANCE AGREEMENT</b>				TOTAL	\$3100.97
<b>** Drum Toner Included ** MDT</b>					

METER READING: \_\_\_\_\_

This contract protects the owner of the machines(s) identified above from further expense for service or parts required for satisfactory and normal operation as outlined below.

For a **SEE BELOW FOR RATE** fee, payable **Monthly**, Tascosa Office Machines agrees to provide all parts and labor required for satisfactory and normal operation of your machine(s) for the period indicated above. Tascosa Office Machines will install all manufacturer's updates without charge and if the machine is out of operation Tascosa Office Machines will supply a loaner machine at no charge. If any retraining is required, Tascosa Office Machines will retrain key operators at no charge.

**This contract includes toner and supplies such as: webs developer, cleaning felt rollers, fuser wicks and drums (which are normally considered consumables). EXCLUDES PAPER AND STAPLES. Networking or software issues are excluded and billed on a time and material basis only. SUPPLY DELIVERIES MAY INCUR FREIGHT OR FUEL CHARGES. TASCOSA OFFICE MACHINES IS NOT LIABLE FOR HARD DRIVE MISUSE OR DATA THEFT.**

This contract covers all defects encountered in normal use of the machines(s) but this contract is not transferable and Tascosa Office Machines is not liable in the cases due to the following : (A) loss or damage to the machines(s) due to abuse, mishandling, alterations, electrical current fluctuation, equipment beyond normal life cycle, fire or any force of nature, hard drive misuse or data theft, or failure to follow operating instructions properly, and (B) use of parts or supplies which do not meet manufacturer's or Tascosa Office Machines specifications.

**The first 6,000,000/Annually B&W Copies @ N/C per letter size copy**

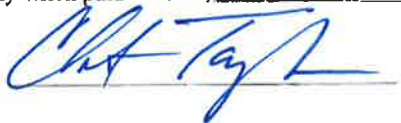
**Above 6,000,000 /Annually B&W Copies @ \$0.007 per letter size copy**

**The first 65,000 / Annually Color copies @ N/C per letter size copy**

**Above 65,000/Annually Color copies @ .075 per letter size copy**

This contract covers unlimited service calls during normal working hours 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. Machines will be inspected on a regular basis or as needed. The agreement will be in effect for the coverage period shown and will automatically renew at rates in effect at renewal date, unless you send us written notice that you do not want the agreement to renew. You must notify us in writing at least thirty (30) days before the end of the term. Tascosa Office Machines reserves the right to cancel the maintenance contract with a 30-day written notice. All maintenance contracts remain valid only when paid in full. This contract is non-refundable.

Date Signed 6-16-2021

SIGNED 

Tascosa Office Machines  
321 N. Main St.  
Roswell, NM 88201  
575-623-1206

SIGNED 

CO. Ruidoso Municipal Schools  
ADDRESS 200 Horton Circle  
CITY Ruidoso, NM 88345-6032  
PHONE (575) 257-4051





**ASBA Certified Track and Turf Builders**

1311 Cuesta Abajo Ct. NE, Ste B  
Albuquerque, New Mexico 87113  
Toll Free 877-395-1978 Fax 505-243-2975  
NM License 61317  
[www.sport-surfaces.com](http://www.sport-surfaces.com)

July 7, 2021

Gordy King, Director of Facilities and Operations  
Ruidoso Municipal School District  
301 Gavilan Canyon Road  
Ruidoso NM 88345

Re: Running Track

Dear Mr. King:

We propose to furnish the material, labor, equipment, and supervision for the complete work to renovate the 8-lane, 400 meter running track at Ruidoso High School as shown on the attached drawings. Included in the work is:

**ALTERNATE #2-B:**

1. Demo and dispose of track surface on high jump, pole vault runway, and long jump/triple jump runways.
2. Demo existing concrete pole vault runway and landing pad. **Long jump/triple jump runways and sand pits** and high jump pad to remain.
3. Demo asphalt on track oval and dispose of or reclaim asphalt as needed for use as base course.
4. Regrade D's to ½% grade. Modify sprinklers as needed.
5. Install 400' of 6" by 12" concrete header curb on spine of D's.
6. Blend reclaimed asphalt with existing base course, excavate to subgrade.
7. Install Tensar Geogrid, install 6" of blended material as base course for asphalt, install 4" of blended material as base course for concrete.
8. Place new 4" thick by 5' wide concrete apron around perimeter of track as shown on attached drawing. Dowel to existing curb, thickened outer edge.
9. Place 3" Hot Mix Asphalt on 400 meter track oval and D's.
10. Install (2) new take off systems for long jump/triple jump.
11. Install (1) new pole vault pan.
12. Install 4" by 18" concrete header curb to form new sand pits, includes sand.
13. Furnish and install Sport Surfaces SS-2000 polyurethane **Blue** structural spray running track system with acrylic wear coat on **400-meter oval, (2) D's, and (2) long jump/triple jump runways**. 5-year warranty.
14. Stripe to NFHS and NMAA standards.
15. Clean-up and incidentals for complete work.
16. Includes 100% payment & performance bonds, prevailing wage, and tax.

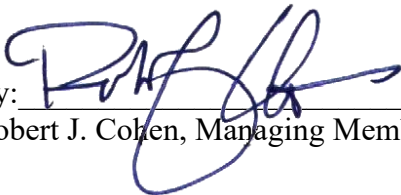
Work priced through CES contract #19-028B-C101-All.

The cost for the work is:       \$ 966,900.00  
 NMGRT @# 8.4375%:           \$ 81,582.19  
                                       \$1,048,482.19

CES # 19-028B-C101-ALL					
CES Part #	Description	Qty	Unit	Price	Total
CES-2019 189	Demo and Haul Asphalt	6,055	CY	\$ 39.11	\$ 236,811.05
CES-2019-191	Demo and Haul Concrete	187	CY	\$ 67.50	\$ 12,622.50
CES-2019-159	Demo Track Surface	3,232	SF	\$ 0.65	\$ 2,100.80
CES-2019-160	Dispose of Track Surface	3,232	SF	\$ 0.45	\$ 1,454.40
CES-2019-179	4" Concrete	5,361	SF	\$ 10.38	\$ 55,647.18
CES-2019-203	Concrete Curb	148	LF	\$ 30.18	\$ 4,466.64
CES-2019-180	Washed Sand	4	CY	\$ 68.39	\$ 273.56
CES-2019-198	Prepare Subgrade	5,124	SY	\$ 2.39	\$ 12,246.36
CES-2019-199	Place and Fine Grade 6" ABC	854	CY	\$ 95.00	\$ 81,130.00
CES-2019-202	Asphalt 3" Lift	5,124	SY	\$ 30.14	\$ 154,437.36
CES-2019-155	13mm Base mat w/Structural Spray Blue	65,700	SF	\$ 5.94	\$ 390,258.00
	Bond				\$ 15,452.15
	NMGRT			8.4375%	\$ 81,582.19
					\$ 1,048,482.19

Yours truly,

ROBERT COHEN CO., LLC

By:   
 Robert J. Cohen, Managing Member

**Ruidoso High School  
DEMO 7-7-21**

**Legend**

**DEMO TRACK SURFACE  
AND CONCRETE**

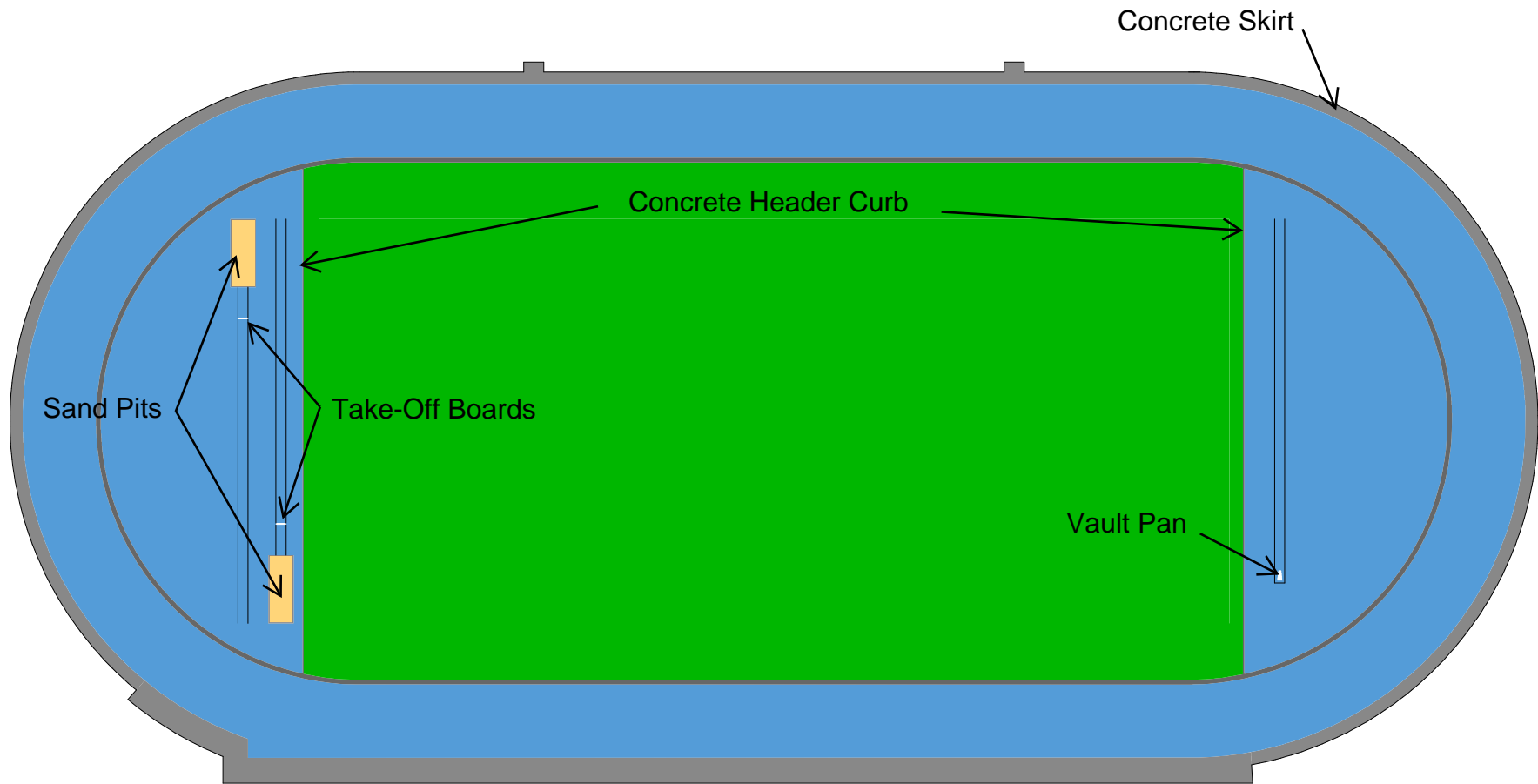
**DEMO TRACK SURFACE ONLY**

**DEMO TRACK SURFACE ONLY**

**DEMO ASPHALT**



# RUIDOSO HIGH SCHOOL RUNNING TRACK ALTERNATE 2B - BLUE



Include New Blue Track Surface on (2) Long Jump/Triple Jump Runways

**ADMINISTRATIVE PERSONNEL  
SALARY SCHEDULE  
2021-2022**

YRS EXP	BASE SALARY	ADMIN +25	ADMIN +35	ADMIN +AA	ADMIN +BA	ADMIN +MA
0	32217	32943	33305	33451	33599	35623
1	32554	33176	33484	33788	33876	36006
2	32901	33415	33657	34155	34233	36439
3	33208	33692	33868	34486	34544	36812
4	33491	33949	34061	34675	34813	37191
5	33840	34212	34228	35101	35287	37612
6	34091	34419	34453	35217	35457	38399
7	34402	34734	34760	35583	35797	38800
8	34755	35003	35133	35991	36037	39209
9	35024	35254	35542	36288	36462	39598
10	35301	35658	35921	36569	36793	39987
11	35684	36137	36322	36982	37070	40408
12	35941	36600	36681	37379	37663	40839
13	36314	37123	37227	37738	38264	41260
14	36693	37580	37688	38139	38907	41657
15	36956	37963	38131	38492	39514	42024
16	37227	38424	38640	38799	40071	42443
17	37616	38891	39103	39146	40718	42822
18	37983	39288	39404	39629	41287	43201
19	38342	39779	40191	40313	41900	43568
20	38635	40200	40654	40666	42541	43977
21	38952	40631	41103	41283	43112	44408
22	40322	41064	41570	41924	43729	44809
23	40635	41585	42003	42465	44292	45192
24	40916	42024	42524	43078	44923	45611
25+	42653	43470	43651	43923	46283	46555

Schedule reflects 12 months

Schedule reflects 242 days - 7.50 hours per day

Non-Exempt Employee

Schedule reflects this school year's salary only

Reflects 2021 HB 2 with minimum increase

Reflects increase with step

**CUSTODIAN  
SALARY SCHEDULE  
2021-2022**

YRS EXP	Custodian	HR	Site Supervisor	HR
0	23,621	12.20	24,103	12.45
1	23,664	12.22	24,146	12.47
2	23,716	12.25	24,199	12.50
3	23,873	12.33	24,240	12.52
4	23,949	12.37	24,297	12.55
5	24,002	12.40	24,350	12.58
6	24,065	12.43	24,387	12.60
7	24,258	12.53	24,434	12.62
8	24,439	12.62	24,471	12.64
9	24,638	12.73	25,342	13.09
10	24,861	12.84	25,775	13.31
11	25,245	13.04	26,112	13.49
12	25,438	13.14	26,599	13.74
13	25,629	13.24	27,056	13.98
14	25,786	13.32	27,517	14.21
15	26,030	13.45	27,980	14.45
16	26,356	13.61	28,471	14.71
17	27,262	14.08	28,880	14.92
18	27,681	14.30	29,259	15.11
19	28,202	14.57	29,618	15.30
20	28,581	14.76	30,039	15.52
21	28,964	14.96	30,518	15.76
22	29,361	15.17	30,957	15.99
23	29,792	15.39	31,693	16.37
24	30,597	15.80	32,628	16.85
25+	31,429	16.23	33,900	17.51

Schedule reflects 242 Days-12 Months

Schedule reflects 8 hours per day

Non-Exempt Employee

Schedule reflects this school year's salary only

Reflects 2021 HB2 minimum increase

**EDUCATIONAL ASSISTANTS, 10 MO SECRETARY  
SALARY SCHEDULE  
2021-2022**

YRS EXP	EA + 0	Hourly	EA + 15	Hourly	EA + 25	Hourly	EA + 35	Hourly	AA	Hourly	BA	Hourly
0	16,659	12.20	16,837	12.33	16,869	12.36	16,921	12.40	16,993	12.45	17,021	12.47
1	16,688	12.23	16,849	12.34	16,883	12.37	16,944	12.41	17,017	12.47	17,071	12.51
2	16,723	12.25	16,879	12.37	16,905	12.38	16,973	12.43	17,069	12.50	17,099	12.53
3	16,742	12.27	16,897	12.38	16,924	12.40	17,011	12.46	17,084	12.52	17,123	12.54
4	16,767	12.28	16,921	12.40	16,947	12.42	17,031	12.48	17,117	12.54	17,157	12.57
5	16,793	12.30	16,943	12.41	16,987	12.44	17,057	12.50	17,133	12.55	17,176	12.58
6	16,816	12.32	16,962	12.43	17,018	12.47	17,122	12.54	17,167	12.58	17,199	12.60
7	16,831	12.33	16,993	12.45	17,081	12.51	17,139	12.56	17,198	12.60	17,229	12.62
8	16,899	12.38	17,013	12.46	17,099	12.53	17,152	12.57	17,233	12.62	17,249	12.64
9	16,916	12.39	17,047	12.49	17,106	12.53	17,165	12.58	17,244	12.63	17,286	12.66
10	16,933	12.41	17,081	12.51	17,131	12.55	17,182	12.59	17,263	12.65	17,305	12.68
11	16,950	12.42	17,118	12.54	17,157	12.57	17,197	12.60	17,304	12.68	17,328	12.69
12	16,967	12.43	17,165	12.57	17,207	12.61	17,249	12.64	17,341	12.70	17,359	12.72
13	16,984	12.44	17,193	12.60	17,225	12.62	17,272	12.65	17,413	12.76	17,421	12.76
14	17,009	12.46	17,362	12.72	17,379	12.73	17,383	12.73	17,426	12.77	17,469	12.80
15	17,480	12.81	17,856	13.08	17,867	13.09	17,878	13.10	18,330	13.43	18,781	13.76
16	17,849	13.08	18,034	13.21	18,044	13.22	18,054	13.23	18,583	13.61	19,111	14.00
17	18,011	13.19	18,123	13.28	18,176	13.32	18,228	13.35	18,901	13.85	19,574	14.34
18	18,089	13.25	18,209	13.34	18,229	13.35	18,249	13.37	19,122	14.01	19,995	14.65
19	18,228	13.35	18,237	13.36	18,333	13.43	18,428	13.50	19,440	14.24	20,452	14.98
20	18,365	13.45	18,374	13.46	18,488	13.54	18,601	13.63	19,746	14.47	20,891	15.30
21	18,514	13.56	18,519	13.57	18,651	13.66	18,782	13.76	20,046	14.69	21,310	15.61
22	18,719	13.71	18,827	13.79	18,907	13.85	18,987	13.91	20,469	15.00	21,951	16.08
23	21,337	15.63	21,342	15.64	21,351	15.64	21,359	15.65	21,933	16.07	22,506	16.49
24	22,216	16.28	22,237	16.29	22,583	16.54	22,928	16.80	22,995	16.85	23,061	16.89
25	23,017	16.86	23,038	16.88	23,083	16.91	23,128	16.94	23,372	17.12	23,616	17.30
26	23,896	17.51	23,917	17.52	23,979	17.57	24,041	17.61	24,106	17.66	24,171	17.71
27	24,475	17.93	24,496	17.95	24,575	18.00	24,654	18.06	24,690	18.09	24,726	18.11
28	25,034	18.34	25,055	18.36	25,355	18.58	25,655	18.79	25,759	18.87	25,862	18.95
29	25,593	18.75	25,614	18.76	26,877	19.69	28,140	20.62	28,177	20.64	28,213	20.67
30	26,030	19.07	26,051	19.08	27,104	19.86	28,157	20.63	28,213	20.67	28,269	20.71
31	26,467	19.39	26,488	19.41	27,331	20.02	28,174	20.64	28,268	20.71	28,362	20.78
32+	26,806	19.64	26,827	19.65	27,510	20.15	28,193	20.65	28,454	20.85	28,715	21.04

Schedule Reflects 182 days for 7.5 hours per day

Non-Exempt Employees

Schedule reflects this school year's salary only.

Reflects 2021 HB 2 with minimum increase

Reflects increase with step

**EDUCATIONAL OFFICE PERSONNEL  
SALARY SCHEDULE  
2021-2022**

YRS EXP	BASE	Hourly	E2 + 15	Hourly	E2 + 25	Hourly	E2 + 35	Hourly	E2 + AA	Hourly	E2 + BA	Hourly
0	20,379	12.35	20,398	12.36	20,427	12.38	20,503	12.43	20,609	12.49	20,906	12.67
1	20,420	12.38	20,437	12.39	20,456	12.40	20,532	12.44	20,659	12.52	20,973	12.71
2	20,439	12.39	20,458	12.40	20,477	12.41	20,563	12.46	20,660	12.52	21,040	12.75
3	20,468	12.40	20,491	12.42	20,520	12.44	20,616	12.49	20,729	12.56	21,107	12.79
4	20,505	12.43	20,522	12.44	20,559	12.46	20,663	12.52	20,766	12.59	21,174	12.83
5	20,536	12.45	20,559	12.46	20,590	12.48	20,700	12.55	20,789	12.60	21,241	12.87
6	20,572	12.47	20,603	12.49	20,634	12.51	20,743	12.57	20,852	12.64	21,308	12.91
7	20,723	12.56	20,730	12.56	20,759	12.58	20,813	12.61	20,940	12.69	21,375	12.95
8	20,880	12.65	20,899	12.67	20,936	12.69	20,957	12.70	21,064	12.77	21,455	13.00
9	21,047	12.76	21,070	12.77	21,089	12.78	21,108	12.79	21,316	12.92	21,523	13.04
10	21,246	12.88	21,283	12.90	21,295	12.91	21,306	12.91	21,443	13.00	21,650	13.12
11	21,395	12.97	21,408	12.97	21,420	12.98	21,431	12.99	21,645	13.12	21,897	13.27
12	21,576	13.08	21,587	13.08	21,603	13.09	21,618	13.10	21,867	13.25	22,143	13.42
13	21,767	13.19	21,796	13.21	21,805	13.21	21,813	13.22	22,087	13.39	22,389	13.57
14	21,946	13.30	21,959	13.31	21,968	13.31	21,976	13.32	22,293	13.51	22,635	13.72
15	22,143	13.42	22,166	13.43	22,178	13.44	22,189	13.45	22,485	13.63	22,882	13.87
16	22,354	13.55	22,367	13.56	22,377	13.56	22,386	13.57	22,661	13.73	23,127	14.02
17	22,577	13.68	22,590	13.69	22,609	13.70	22,627	13.71	22,880	13.87	23,373	14.17
18	22,770	13.80	22,787	13.81	22,806	13.82	22,824	13.83	23,114	14.01	23,619	14.31
19	22,999	13.94	23,018	13.95	23,034	13.96	23,049	13.97	23,351	14.15	23,865	14.46
20	23,198	14.06	23,215	14.07	23,227	14.08	23,238	14.08	23,591	14.30	24,112	14.61
21	23,425	14.20	23,444	14.21	23,453	14.21	23,461	14.22	23,819	14.44	24,357	14.76
22	24,243	14.69	24,266	14.71	24,275	14.71	24,283	14.72	24,327	14.74	24,604	14.91
23	24,406	14.79	24,437	14.81	24,452	14.82	24,466	14.83	24,761	15.01	25,834	15.66
24	25,053	15.18	25,060	15.19	25,489	15.45	25,917	15.71	27,106	16.43	28,295	17.15
25	26,819	16.25	27,013	16.37	27,099	16.42	27,107	16.43	28,343	17.18	29,525	17.89
26	28,299	17.15	28,322	17.16	28,341	17.18	29,403	17.82	30,464	18.46	30,756	18.64
27	29,530	17.90	29,567	17.92	29,596	17.94	30,522	18.50	31,448	19.06	31,740	19.24
28	30,514	18.49	30,527	18.50	30,564	18.52	31,498	19.09	32,432	19.66	32,724	19.83
29	31,499	19.09	31,510	19.10	31,541	19.12	32,479	19.68	33,417	20.25	33,709	20.43
30+	32,483	19.69	32,512	19.70	32,543	19.72	33,473	20.29	34,402	20.85	34,693	21.03

Schedule reflects 220 days  
Schedule reflects 7.50 hours per day  
Schedule reflects this school year's salary only  
Reflects 2021 HB 2 with minimum increase  
Reflects increase with step

**INSTRUCTOR  
SALARY SCHEDULE  
2021-2022**

YRS EXP	LEVEL I				LEVEL II				LEVEL III					
	BA	BA+15	BA+45/MA	MA+15	MA+45/Ph.D	BA	BA+15	BA+45/MA	MA+15	MA+45/Ph.D	YRS EXP	MA	MA+15	MA+45/Ph.D
0	42,000	42,011	42,023	42,037	42,047									
1	42,735	42,759	42,783	42,814	42,831									
2	43,291	43,301	43,307	43,323	43,342									
3	43,302	43,313	43,319	43,331	43,360					50,878				
4	43,313	43,322	43,329	43,343	43,374					51,403				
5	43,319	43,331	43,337	43,351	43,374					52,013				
6				43,360						52,201	6	62,068	62,207	62,337
7										52,252	7	62,171	62,398	62,703
8										52,281	8	62,273	63,092	63,187
9										52,319	9	62,590	63,230	63,231
10										52,329	10	63,042	63,369	63,496
11										52,357	11	63,428	63,500	63,649
12										52,462	12	63,567	63,613	63,722
13										52,477	13	63,694	63,794	63,933
14										52,494	14	63,833	63,936	64,063
15										52,507	15	63,990	64,087	64,236
16										52,532	16	64,133	64,242	64,351
17										52,551	17	64,276	64,425	64,534
18										52,616	18	64,421	64,504	64,601
19										52,653	19	64,578	64,687	64,790
20										52,681	20	64,715	64,842	64,925
21										52,712	21	64,864	64,991	65,118
22										52,774	22	65,012	65,241	65,241
23										52,841	23	65,161	65,279	65,398
24										53,008	24	65,296	65,409	65,481
25										53,173	25	65,403	65,523	65,639
26										53,314	26	65,552	65,685	65,777
27										54,257	27	65,700	65,776	65,846
28										54,941	28	65,907	65,981	67,637
29										55,152	29	66,027	66,099	69,541
30										55,517	30	66,279	69,831	72,098
31										56,131	31+	67,378	73,082	75,449
32+										57,258				
										58,992				
										59,073				
										59,684				
										60,249				
										61,663				
										62,065				
										68,237				
										68,448				
										68,587				

Based on 182 employee contract days  
 Salary Schedule reflects this year's salary only  
 Reflects 2021 HB 2 with minimum increase  
 Reflects increase with step

**MAINTENANCE  
SALARY SCHEDULES  
2021-2022**

YRS EXP	Maintenance Technician 1			Maintenance Technician 2			Maintenance Technician 3			Maintenance Coordinator		
	Annual Salary	Daily Rate	Hourly Rate	Annual Salary	Daily Rate	Hourly Rate	Annual Salary	Daily Rate	Hourly Rate	Annual Salary	Daily Rate	Hourly Rate
0	24,200	100.00	12.50	26,527	109.62	13.70						
1	24,984	103.24	12.90	26,919	111.24	13.90						
2	25,451	105.17	13.15	27,298	112.80	14.10	28,847	119.20	14.90			
3	25,860	106.86	13.36	27,651	114.26	14.28	29,644	122.50	15.31	41,364	170.93	21.37
4	26,299	108.67	13.58	28,082	116.04	14.51	30,405	125.64	15.71	42,023	173.65	21.71
5	26,756	110.56	13.82	28,465	117.62	14.70	31,232	129.06	16.13	42,714	176.50	22.06
6	27,205	112.42	14.05	28,886	119.36	14.92	32,001	132.24	16.53	43,361	179.18	22.40
7	27,606	114.07	14.26	29,245	120.85	15.11	32,830	135.66	16.96	43,978	181.73	22.72
8	28,003	115.71	14.46	29,684	122.66	15.33	33,587	138.79	17.35	44,651	184.51	23.06
9	28,436	117.50	14.69	30,093	124.35	15.54	34,374	142.04	17.76	45,312	187.24	23.40
10	28,897	119.41	14.93	30,442	125.79	15.72	35,125	145.14	18.14	45,995	190.06	23.76
11	29,328	121.19	15.15	30,831	127.40	15.93	35,964	148.61	18.58	46,672	192.86	24.11
12	29,807	123.17	15.40	31,198	128.92	16.11	36,787	152.01	19.00	47,313	195.51	24.44
13	30,445	125.81	15.73	31,823	131.50	16.44	37,560	155.21	19.40	47,956	198.17	24.77
14	31,157	128.75	16.09	34,283	141.67	17.71	38,720	160.00	20.00	48,683	201.17	25.15
15	32,228	133.17	16.65	35,304	145.88	18.24	39,481	163.14	20.39	49,302	203.73	25.47
16	33,098	136.77	17.10	36,485	150.76	18.85	40,304	166.55	20.82	50,021	206.70	25.84
17	34,003	140.51	17.56	37,678	155.69	19.46	41,942	173.31	21.66	50,674	209.40	26.17
18	35,365	146.14	18.27	38,955	160.97	20.12	42,781	176.78	22.10	51,375	212.29	26.54
19	36,174	149.48	18.68	39,938	165.03	20.63	43,590	180.12	22.52	52,114	215.35	26.92
20	36,943	152.66	19.08	41,187	170.19	21.27	44,377	183.38	22.92	52,823	218.28	27.28
21	37,772	156.08	19.51	42,250	174.59	21.82	45,120	186.45	23.31	53,556	221.31	27.66
22+	38,400	158.68	19.83	43,857	181.23	22.65	45,400	187.60	23.45	55,000	227.27	28.41

Tech 1,2,3:

\*\* Salary prorated daily based on hire date

\*\* 3 month probation period

\*\* Placement is determined by administrative evaluation and applicable experience

\*\* Experience: Technicians may bring in up to 5 years out-of-district experience

\*\* Experience: Coordinator, credit for related experience will be determined by the Superintendent

Schedule reflects this school year's salary only.

Reflects 2021 HB 2 with minimum increase

Reflects increase with step

**Related Services, Master Degree or Equivalent Licensure, Supervisory Credentialed  
Occupational Therapy, Physical Therapy, Speech Language, Orientation and Mobility Specialist  
Salary Schedule  
2021-2022**

Years	MA		MA+15		MA+45	
	\$/Hour	\$/Hour	\$/Hour	\$/Hour	\$/Hour	\$/Hour
1	54.07	54.61	54.61	55.16	55.16	55.16
2	55.77	56.33	56.33	56.89	56.89	56.89
3	57.48	58.05	58.05	58.63	58.63	58.63
4	59.19	59.78	59.78	60.38	60.38	60.38
5	60.90	61.51	61.51	62.13	62.13	62.13
6	62.59	63.23	63.23	63.86	63.86	63.86
7	64.31	64.95	64.95	65.60	65.60	65.60
8	66.01	66.67	66.67	67.34	67.34	67.34
9	67.72	68.40	68.40	69.08	69.08	69.08
10	69.43	70.12	70.12	70.82	70.82	70.82
11	71.14	71.84	71.84	72.57	72.57	72.57
12	72.84	73.58	73.58	74.32	74.32	74.32
13	74.56	75.31	75.31	76.06	76.06	76.06
14	76.27	77.03	77.03	77.79	77.79	77.79
15	77.97	78.75	78.75	79.54	79.54	79.54
16	79.67	80.47	80.47	81.27	81.27	81.27
17	81.39	82.19	82.19	83.01	83.01	83.01
18	83.08	83.91	83.91	84.76	84.76	84.76
19	84.80	85.65	85.65	86.51	86.51	86.51
20	86.51	87.38	87.38	88.24	88.24	88.24

Maximum allowed out of District Experience is 16 years  
 For movement, all additional hours and verification information are due October 1.  
 Schedule reflects this school year's wage only.  
 Reflects 2021 HB 2 with minimum increase  
 Reflects increase with step

**RELATED SERVICES  
SALARY SCHEDULE  
2021-2022**

YRS EXP	COTA/PTA		YRS EXP	Level 1		YRS EXP	Level 2		YRS EXP	Level 3	
	AA	BA		BA	BA+45MA		BA	BA+45MA		MA	MA+15
0	32,852	33,356	0	36,277	53,232	0	44,728	54,183	0	60,000	60,043
1	32,854	33,356	1	36,404	53,753	1	45,077	54,346	1	60,241	60,272
2	32,863	33,369	2	36,577	54,326	2	45,521	54,585	2	60,492	60,617
3	32,872	33,377	3	36,680	54,613	3	45,532	54,682	3	60,689	60,933
4	32,886	33,389	4	36,763	54,716	4	45,543	54,831	4	60,916	61,144
5	32,936	33,439	5	36,926	54,823	5	45,563	55,082	5	61,155	61,367
6	33,000	33,504	6	37,077	54,901	6	45,590	55,239	6	61,162	61,600
7	33,046	33,548	7	37,256	54,962	7	45,639	55,412	7	61,171	61,869
8	33,086	33,589	8	37,393	55,063	8	45,684	55,605	8	61,179	62,068
9	33,148	33,647	9	37,424	55,074	9	45,747	55,714	9	61,192	62,331
10	33,198	33,700	10	37,465	55,157	10	45,803	55,991	10	61,199	62,570
11	33,260	33,760	11	37,622	55,270	11	45,869	56,128	11	61,218	62,821
12	33,288	33,791	12	37,689	55,367	12	45,903	56,355	12	61,241	63,018
13	33,368	33,867	13	37,718	55,408	13	45,984	56,624	13	61,270	63,311
14	33,408	33,908	14	37,797	55,421	14	46,030	56,751	14	61,281	63,502
15	33,454	33,956	15	37,906	55,444	15	46,082	57,140	15	61,312	63,759
16	33,502	34,003	16	37,979	55,533	16	46,133	57,270	16	61,365	64,030
17	33,554	34,057	17	38,170	55,586	17	46,192	57,377	17	61,384	64,307
18	33,622	34,120	18	38,189	55,693	18	46,259	57,466	18	61,407	64,532
19	33,672	34,170	19	38,290	55,736	19	46,313	57,527	19	61,420	65,210
20	33,702	34,205	20	38,327	55,845	20	46,353	57,568	20	61,457	65,337
21	33,772	34,271	21	38,424	55,904	21	46,423	57,597	21	61,480	65,703
22	33,794	34,296	22	38,605	56,007	22	46,452	57,680	22	61,527	65,976
23	33,855	34,354	23	38,694	56,086	23	46,515	57,753	23	61,558	66,289
24	33,911	34,413	24	38,707	56,113	24	46,578	57,832	24	61,601	66,496
25	33,954	34,455	25	38,730	56,177	25	46,625	57,935	25	61,632	66,885
26			26	38,899	56,202	26	46,680	58,036	26	61,661	67,196
27			27	38,944	56,249	27	46,731	58,145	27	61,672	67,555
28			28	39,015	56,280	28	46,781	58,188	28	61,733	67,788
29			29	39,058	56,353	29	46,857	58,211	29	61,750	68,137
30			30	39,189	56,372	30	46,895	58,248	30	61,809	68,454

Schedule reflects this school year's salary only  
 For 2021-2022 - PHLD calculated by using factor against the applicable Yrs of Exp./Extended Contracts calculated using per day wage for each level  
 Schedule reflects 182 days  
 Reflects 2021 HB 2 with minimum increase  
 Reflects increase with step

Schools Phycologists Salary Schedule 2021-2022													
YRS EXP	Level 1		YRS EXP	Level 2		YRS EXP	MA	Level 3/Supv		MA+45/PH.D			
	BA	BA+45/MA		BA	BA+45MA			MA+15	MA+45/PH.D				
0	40,130	59,235	0	49,175	60,281	0	66,000	66,019	69,550				
1	40,284	63,311	1	49,564	63,549	1	66,021	66,047	70,332				
2	40,690	63,447	2	50,065	64,488	2	66,047	66,076	71,114				
3	40,691	63,583	3	50,066	64,635	3	66,067	66,105	71,896				
4	40,694	63,719	4	50,068	64,773	4	66,113	66,133	72,678				
5	40,876	63,855	5	50,097	64,912	5	66,131	66,162	73,460				
6	41,083	63,991	6	50,128	65,121	6	66,144	66,190	74,242				
7	41,289	64,127	7	50,188	65,316	7	66,168	66,219	75,024				
8	41,496	64,263	8	50,249	65,512	8	66,184	66,248	75,806				
9	41,701	64,399	9	50,309	65,708	9	66,200	66,276	76,588				
10	41,908	64,535	10	50,369	65,905	10	66,217	66,305	77,370				
11	42,115	64,671	11	50,431	66,099	11	66,233	66,333	78,152				
12	42,321	64,807	12	50,491	66,295	12	66,408	66,362	78,934				
13	42,338	64,943	13	50,551	66,491	13	66,604	66,391	79,716				
14	42,399	65,079	14	50,612	66,686	14	66,799	66,419	80,498				
15	42,460	65,215	15	50,672	66,883	15	66,996	66,448	81,280				
16	42,520	65,351	16	50,732	67,078	16	67,191	66,476	82,062				
17	42,580	65,487	17	50,793	67,273	17	67,386	66,505	82,844				
18	42,641	65,623	18	50,853	67,470	18	67,583	66,548	83,626				
19	42,701	65,759	19	50,913	67,665	19	67,778	66,646	84,408				
20	42,761	65,895	20	50,974	67,861	20	67,974	66,747	85,190				
21	42,822	66,031	21	51,034	68,057	21	68,170	66,842	85,972				
22	42,882	66,167	22	51,094	68,253	22	68,366	66,938	86,754				
23	42,942	66,216	23	51,155	68,361	23	68,474	67,037	87,536				
24	43,003	66,265	24	51,215	68,471	24	68,584	67,134	87,996				
25+	43,063	66,315	25	51,275	68,580	25	68,693	67,233	88,324				

Schedule reflects 190 days.

Schedule reflects this school year's salary only

Reflects 2021 HB 2 minimum increase

Reflects increase with step

<b>TECHNOLOGY SUPPORT SALARY SCHEDULE 2021-2022</b>				
<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>0</b>	29,724	37,831	41,142	47,194
<b>1</b>	29,984	38,068	41,236	49,091
<b>2</b>	30,247	38,279	41,329	50,038
<b>3</b>	30,470	38,476	41,516	50,985
<b>4</b>	30,711	38,655	41,703	52,006
<b>5</b>	30,944	39,083	42,523	52,887
<b>6</b>	31,135	39,364	43,232	54,004
<b>7</b>	31,374	39,621	43,993	55,055
<b>8</b>	31,625	39,934	44,624	56,953
<b>9</b>	31,824	40,205	45,315	57,762
<b>10</b>	32,053	40,512	46,058	58,601
<b>11</b>	32,250	40,961	47,214	59,692
<b>12</b>	32,650	41,274	47,599	60,645
<b>13</b>	32,831	41,587	49,413	61,798
<b>14</b>	33,024	42,139	50,122	62,637
<b>15</b>	33,235	42,446	50,753	63,634
<b>16</b>	33,614	42,703	51,400	64,515
<b>17</b>	34,744	42,839	52,091	65,452
<b>18</b>	35,308	43,379	52,834	66,311
<b>19</b>	35,571	43,692	53,435	67,362
<b>20</b>	35,852	44,029	54,112	68,183
<b>21</b>	36,165	44,346	54,845	69,070
<b>22</b>	36,476	44,627	55,506	70,007
<b>23</b>	36,733	44,898	56,099	71,160
<b>24</b>	37,016	45,179	56,860	72,113
<b>25</b>	37,285	45,442	57,633	72,922
<b>26</b>	37,562	45,791	58,748	73,799
<b>27</b>	37,869	46,048	59,467	74,620
<b>Over 27</b>	38,408	46,638	60,205	78,278

\_\_\_\_\_ Step 1: Computer Technician

\_\_\_\_\_ Application Specialist Certification (242 day contract)

Step 2: Student Data Technician

\_\_\_\_\_ Application Specialist Certification (242 day contract)

Step 3: Computer/Network Technician

Bachelor's Degree or System Administrator Certification and/or

Systems Engineer Certification (242 day contract)

Step 4: Manager of Information Systems and Technology

Bachelors Degree or System Administrator Certification and/or

Systems Engineer Certification (242 day contract)

All verified related outside experience accepted.

Exempt Employee

Schedule reflects this school year's salary only

Reflects 2021 HB 2 with minimum increase

Reflects Increase with step in pay

# LIGHTSTRIKE™

## Pulsed Xenon Disinfection

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**Xenex Disinfection Services Inc. - GSA Contract # GS-07F-0587Y**

**LightStrike™ UV Disinfection Robot**  
**With One-Year Warranty and Certified Technician**  
*Proposal for*  
**Ruidoso Municipal Schools – Ruidoso, New Mexico**  
April 30, 2021

**If this is a state or local government entity purchasing off of the GSA Disaster Purchasing Program, by submitting its purchase order, the state or local government entity is confirming that they have approval to purchase using the GSA Disaster Purchasing Program.**

**Excusable delays under 552.212-4:**

Due to the COVID-19 pandemic, Xenex may not be able to meet the 42 days delivered ARO. Referencing Excusable delays under 552.212-4, Xenex is not liable for default. Xenex will make all commercially reasonable efforts to deliver the Robots to the Customer as soon as possible after receipt of the customer's purchase order.

552.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (JAN 2017)  
(DEVIATION – FEB 2007) (DEVIATION - FEB 2018)

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the ordering activity in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

Xenex is pleased to present Ruidoso Municipal Schools this proposal to purchase the LightStrike<sup>™</sup> UV Disinfection Robot(s) with four additional optional one-year warranty extensions. Xenex has sold thousands of LightStrike Robots to over 700 (including over 100 VA/DoD) facilities worldwide. There are now over 40 peer reviewed studies supporting the efficacy of the LightStrike technology to help facilities effectively deactivate harmful pathogens on commonly touches surfaces when used as part of the facility’s infection control bundle.

**Product #1 – LightStrike UV Disinfection Robot with One-Year Paid Warranty and Certified Technician**

Model #	SIN #	Robot Qty	Price Per Robot	Total
LSMUV6-FTXCT	333415HVAC			
LSMUV6-SLXCT	333415HVAC			

**Description:** A portable Robot that emits pulsed UV from a xenon lamp for the purpose of environmental disinfection.

**Salient Characteristics:**

- Emits full spectrum (200-315 nm) pulsed UV light with xenon lamps
- Over 40 peer reviewed studies supporting the efficacy of the LightStrike technology to effectively deactivate pathogens in the environment
- Touch screen, digital interface
  - Access to DMS (Disinfection Management System) Reporting Portal
  - Live wireless data sync allows for real-time reporting and instant software updates
- Ultrasonic motion sensor safety features
  - Durable with dent and scratch resistant materials
  - Shock absorbing and rear locking caster wheels
- Automatic lamp retraction for transportation
- No warm-up or cool-down delays
- Includes delivery and Confidential Operating Manual
- Includes Base Year Warranty (first 12 months after delivery):
  - Robot Service and Maintenance including
    - replacement lamps
    - replacement parts for maintenance and repairs covered by the Warranty Program to be performed by Customer’s Xenex Certified Technician (“XCT”)
    - repair or replacement of the Robot if it does not properly operate and Customer’s XCT is not trained to perform the repair
    - software upgrades
  - Training including
    - operator training in the proper use of the Robot
    - staff retraining materials
    - training and certification of Customer’s XCT
  - Consultation and Information Services including
    - an Account Executive assigned to your facility
    - 24/7 customer support line
    - development and implementation of the Confidential Standard Operating Plan (“SOP”), customized for your facility
    - access to the Xenex Disinfection Management System Portal

- quarterly portal utilization reports
- Warranty (attached) is subject to terms, obligations, and limitations

**Product #2 –One-Year Warranty Extension(s) with Certified Technician for Xenex product models LSMUV6-FTXCT, LSMUV6-SLXCT, and PXUV4D-XCT**

PERIOD OF PERFORMANCE: 08/01/2021 - 07/31/2022

Model #	SIN #	QTY Robot(s)	QTY Years	Annual Warranty Price Per Unit	Total Warranty Amount
PXUV4D-XCT-W 4174 NELSON 4170 RALPH 4172 ARTHUR, 4173 REBA 4169 NEIL 4171 CALVIN	ANCILLARY	6	1	\$11,460.96	\$68,765.76

**Description:** Each Xenex Robot comes with a base year (first 12 months after delivery) warranty. This product is an optional one-year warranty extension(s) which can be purchased for up to four continuous, additional years of coverage.

Features of the One-Year Warranty Extension(s) with Certified Technician Include:

- Robot Service and Maintenance including
  - replacement lamps
  - replacement parts for maintenance and repairs covered by the Warranty Program to be performed by Customer’s Xenex Certified Technician (“XCT”)
  - repair or replacement of the Robot if it does not properly operate and Customer’s XCT is not trained to perform the repair
  - software upgrades
- Training including
  - operator training in the proper use of the Robot
  - staff retraining materials
  - training and certification of Customer’s XCT
- Consultation and Information Services including
  - an Account Executive assigned to your facility
  - 24/7 customer support line
  - development and implementation of the Confidential Standard Operating Plan (“SOP”), customized for your facility
  - access to the Xenex Disinfection Management System Portal
  - quarterly portal utilization reports
- Warranty (attached) is subject to terms, obligations, and limitations



Thank you for the opportunity to help create a safer environment for the patients, visitors, and staff of Ruidoso Municipal Schools.

Xenex Germ Zapping Robots represent the cutting edge of disinfection technology and are becoming the standard of care for the advanced disinfection of facilities around the world. We look forward to working with you. Please contact me or any member of the Xenex team if you have any questions.

Sincerely,

Brian Shefferly  
Government Account Executive  
c: 248-770-9812  
brian.shefferly@xenex.com

Xenex Disinfection Services Inc.  
121 Interpark Blvd. Suite 104  
San Antonio, TX 78216  
Main Office: (800) 553-0069  
www.xenex.com

## XENEX WARRANTY PROGRAM WITH CERTIFIED TECHNICIAN

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**a. Limited Warranty.** Xenex warrants that the Robot will be free from defects in materials and workmanship for a period of one-year from the Delivery Date (the "Warranty Period"). If Xenex receives, during the Warranty Period, notice of a defect which is covered by the Limited Warranty, with the exception of repairs that are to be performed by Customer's Xenex Certified Technician, Xenex will repair or replace the Robot in accordance with the terms and conditions of the Warranty Program set forth below as Customer's sole and exclusive remedy (the "Limited Warranty"). The Limited Warranty does not cover any loss or damage to the Robot ("Loss or Damage"), including but not limited to theft, condemnation, or destruction of, or damage to the Robot from any and every cause whatsoever, with the sole exception of loss or damage caused by defects in materials and workmanship. Customer's failure to fully comply with Customer's Obligations set forth below shall be deemed to constitute a Loss or Damage and will void Xenex's warranty obligations and Customer's right to participate in the Warranty Program. THE LIMITED WARRANTY IS EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND XENEX SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL XENEX OR ITS SUPPLIERS BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING BUT NOT LIMITED TO LOST PROFITS), OR EXEMPLARY DAMAGES, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. WHILE THE ROBOT IS DESIGNED TO DISINFECT SURFACE AREAS, XENEX MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER THAT THE USE OF THE ROBOT WILL PREVENT ANY PERSON FROM BECOMING SICK OR CONTRACTING ANY DISEASE.

**b. Robot Service and Maintenance, Training, Consultation and Information Services.** The Xenex Warranty Program covers Robot Service and Maintenance, Training, and Consultation and Information Services. Robot Service and Maintenance includes (i) replacement lamps, (ii) replacement parts for maintenance and repairs covered by the Warranty Program to be performed by Customer's Xenex Certified Technician ("XCT"), (iii) repair or replacement of the Robot if it does not properly operate and Customer's XCT is not trained to perform the repair, and (iv) software upgrades. Training includes (i) operator training in the proper use of the Robot, (ii) staff retraining materials, and (iii) training and certification of Customer's XCT. Consultation and Information Services include (i) an Account Executive assigned to your facility, (ii) 24/7 customer support line, (iii) development and implementation of the Confidential Standard Operating Plan ("SOP"), customized for your facility, (iv) access to the Xenex Disinfection Management System Portal, and (v) quarterly portal utilization reports. Customer's rights to the services described in this section will be forfeited, and Xenex shall have no obligation to perform them, if Customer does not fully comply with Customer's Obligations set forth below.

**c. Warranty Program Extension.** Customer may extend the Xenex Warranty Program for up to four (4) additional one-year consecutive terms by paying Xenex the Warranty Program Extension Amount at any time before the expiration of the then current Warranty Period.

**Customer's Obligations:**

- a. Transfer.** Customer agrees that it will not, at any time, transfer the Robot or its rights under the Xenex Warranty Program to any third party (other than a transfer incident to the sale of the Site or all or substantially all of the assets of the Customer, where Xenex is given notice of the transfer and the transferee agrees to be bound to the terms of the Xenex Warranty Program).
- b. Use of the Robot.** Customer agrees to use the Robot in strict accordance with the manuals, policies and procedures set forth by Xenex which may be revised from time to time. Customer agrees to follow the Standard Operating Plan, customized for Customer's facility by Xenex ("SOP") and acknowledges that the failure to do so will impair the effectiveness of the Robot and the Customer's ability to achieve proper disinfection to deactivate pathogens at its facility. Customer shall use the Robot in a careful and proper manner and only for the purposes for which it was designed and intended, and only in the conduct of its own business. Customer agrees that the Robot shall be used by competent and qualified Customer employees and contractors only. Customer agrees to comply with all national, state, municipal, police and other laws, ordinances and regulations relating to the possession and use of the Robot. If Xenex supplies Customer with labels, plates or other markings (whether safety, instructional or otherwise), Customer agrees to affix and keep the same upon a prominent place on the Robot as directed by Xenex.
- c. Site.** Customer agrees to use the Robot only and exclusively at the Site (which is the facility where the Robot(s) is originally shipped).
- d. Access to Site and Equipment.** Customer shall provide Xenex, and its personnel, subcontractors and agents, prompt access to the Site and the Robot for the purposes of repair or maintenance.
- e. Restrictions on Customer.** Except as set forth below, Customer shall not at any time or under any circumstances, permit anyone, including but not limited to any of its personnel, subcontractors or agents to (i) modify, adjust, disassemble or otherwise take any action which affects or impairs the Robot, (ii) perform any alterations, additions, improvements, maintenance or repair to the Robot, (iii) inspect, photograph or reverse engineer, the internal components of the Robot, or (iv) allow any part or component to be installed in the Robot unless such part or component is supplied by Xenex. Customer shall not allow any third party to examine or photograph the Robot, test or evaluate the performance of the Robot, nor allow any third party to review, possess or copy any of the manuals or policies provided by Xenex.
- f. Xenex Certified Technician ("XCT") Program.** Xenex provides, free of charge, training of Customer's Biomed Technician or Facility Maintenance Technician to perform maintenance and repairs on the Robots as needed (once trained, a "Xenex Certified Technician"). Customer agrees to participate in the Xenex Certified Technician Program. Accordingly, (i) Customer agrees to send one or more members of its technical staff to Xenex's headquarters in San Antonio, Texas for training as soon as practical after the submission of a purchase order to purchase the Robot, (ii) within sixty (60) days after implementation of the Robot at the Site, Customer's technician(s) must have successfully completed XCT training and be on Site and active, (iii) Customer agrees to maintain on its staff at least one Xenex Certified Technician for so long as this Agreement is in effect, and (iv) Customer agrees to have its Xenex Certified Technician participate in annual training or retraining so long as the Agreement remains in effect. For each Robot purchased, Xenex agrees to

reimburse up to \$1,500 in travel costs incurred by Customer associated with the initial XCT training, if travel is necessary.

Customer is receiving a discount based upon its agreement to maintain an XCT at all times after implementation of the Robot. To qualify for certification, the Customer's technician must have prior knowledge and experience with electrical and electronics circuits, and understand how to work safely with electrical equipment. Under the XCT Program, Xenex will provide training regarding maintenance, removal and replacement of consumables, trouble-shooting and certain repairs that will then be required to be performed by Customer's XCT. For repairs that are covered by the Warranty Program, Xenex will provide the parts necessary for Customer's XCT to perform the repairs pursuant to the technical instructions provided by Xenex. As a condition of participating in the XCT Program, Customer agrees to cause its XCT to strictly follow the instructions provided by Xenex during the training, contained in all instruction manuals, and otherwise as issued by Xenex from time to time. Prior to performing any repair, Customer's XCT shall be required to contact Xenex and to follow any instructions provided by Xenex incident to performing the repair. THE FAILURE OF THE XENEX CERTIFIED TECHNICIAN TO STRICTLY FOLLOW THE INSTRUCTIONS PROVIDED BY XENEX COULD RESULT IN DAMAGE TO THE ROBOT AND/OR SERIOUS INJURY, DEATH OR DAMAGE TO THE TECHNICIAN OR OTHER PERSONS. THE ROBOT CONTAINS HIGH-VOLTAGE ELECTRIC CIRCUITS AND CUSTOMER AGREES TO ONLY ALLOW ITS XENEX CERTIFIED TECHNICIAN TO PERFORM ANY TYPE OF MAINTENANCE OR REPAIR. CUSTOMER AGREES TO HOLD XENEX HARMLESS FROM ANY NEGLIGENT ACT OR INTENTIONAL MISCONDUCT OF CUSTOMER'S XENEX CERTIFIED TECHNICIAN(S).

**g. Repairs and Maintenance.** If at any time during the Term, Customer believes the Robot is not functioning properly, Customer shall contact Xenex's Customer Representative for maintenance support. Xenex may require Customer to ship the Robot to a location designated by Xenex for repair (at Xenex's cost while the Warranty Program is in effect, unless shipment is necessary due to a Loss or Damage) for repairs that may not be performed by Customer's XCT. Prior to performing any repair or maintenance, including any lamp replacement, Customer's XCT is required to contact Xenex. Customer is required to maintain a service record of all repairs and maintenance, including part numbers for parts replaced. CUSTOMER SHALL NOT, AT ANYTIME, ATTEMPT TO PERFORM REPAIRS ON THE ROBOT, OR PERMIT ANYONE OTHER THAN XENEX TO PERFORM REPAIRS, EXCEPT FOR REPAIRS THAT ARE AUTHORIZED BY XENEX THAT ARE PERFORMED BY CUSTOMER'S XENEX CERTIFIED TECHNICIAN.

**h. Confidentiality.** Xenex treats as Confidential and Proprietary, all information provided to Customer regarding the Robot, including manuals and procedures (collectively, the "Confidential Information"). Customer agrees not to use or disclose to any third party any Confidential Information or allow access to the Robot or any materials provided to Customer, other than as expressly set forth in this Agreement, at any time. In the event Customer is required by law to disclose any Confidential Information, Customer shall promptly notify Xenex in writing, which notification shall include the nature of the legal requirement and a copy of any document requiring or requesting such disclosure, and Customer shall reasonably cooperate with Xenex, at Xenex's expense, in Xenex's attempts to preserve the confidentiality of such information consistent with applicable law.

- i. Health Information.** Customer may provide Xenex with information pertaining to infection rates at the Site ("Infection Rate Information") as well as other information. Such information shall not include any individually identifiable health information or Protected Health Information. Xenex agrees to keep all Infection Rate Information confidential, except as required by law.
- j. Green Policy.** Customer agrees to follow Xenex's **Green Policy** which requires Customer to return any Robot to Xenex for disposal at such time that Customer permanently ends its use of the Robot. Xenex will provide a shipping container and will be responsible for all shipping costs.

**Miscellaneous:**

- a. Record Retention.** Xenex shall, until four (4) years after the furnishing of the Robot(s) pursuant to this Agreement, comply with requests by the Comptroller General, the Secretary of the Department of Health and Human Services, and their duly authorized representatives for access (in accordance with Section 952 of the Omnibus Reconciliation Act of 1980 and the regulations promulgated there under) to any contract between Xenex and Customer, as well as the books, documents and records of Xenex and its related organizations, if any, which are necessary to verify the products provided.
- b. Sanctioned Entity.** Xenex represents and warrants that it is not a Sanctioned Person or Entity. For purposes of this Agreement, the term "Sanctioned Person or Entity" means a person or entity who has been excluded by the Office of the Inspector General of the Department of Health and Human Services from participation in Medicare, Medicaid or any other Federal health care program ("Exclusion" defined at 42 C.F.R. § 1001.2) pursuant to 42 C.F. R. Part 1001.
- c. Entire Agreement/Survivability.** This Agreement embodies the entire agreement and understanding between the parties hereto relating to the purchase of the Robot(s) and supersedes any prior agreements and understandings relating to the purchase of the Robot(s). **CUSTOMER EXPRESSLY WARRANTS, REPRESENTS AND ACKNOWLEDGES THAT NO PROMISE, AGREEMENT, REPRESENTATION, OR STATEMENT HAS BEEN MADE TO CUSTOMER, OTHER THAN THOSE EXPRESSLY STATED IN WRITING IN THIS AGREEMENT, UPON WHICH CUSTOMER HAS RELIED IN ENTERING INTO THIS AGREEMENT.**
- d. Continuing Obligations.** Termination of this Agreement (including Customer's participation in the Warranty Program) shall not impair or affect Customer's Obligations set forth above which shall continue in effect.
- e. Applicable Law.** This Agreement has been accepted and made performable in Bexar County, San Antonio, Texas. This Agreement and the rights and obligations of the parties hereto shall be construed under and governed by the laws of the State of Texas, without giving effect to principles of conflict of laws.
- f. Intellectual Property.** Xenex retains all intellectual property rights to the Robot and all software installed on the Robot. Robot software is licensed, not sold, to you solely for use as installed on the Robot, and remains the sole property of Xenex. Xenex reserves all rights to the Robot software not expressly granted in this Agreement.

## **FEDERAL GOVERNMENT INTAKE FORM**

1. Account Name:

2. Shipping contact for this Purchase Order:

Name:

Email:

Telephone #:

3. Xenex Certified Technician (XCT) for this Purchase Order:

Name:

Email:

Telephone #:

**DISASTER PURCHASING PROGRAM CUSTOMER INTAKE FORM**

1. Account Name:

2. AP contact for this purchase:

Name:

email:

Telephone #:

3. Buyer contact for this purchase:

Name:

email:

Telephone #:

4. Shipping contact for this purchase:

Name:

email:

Telephone #:

5. Xenex Certified Technician (XCT) for this Purchase Order:

Name:

email:

Telephone#:

6. Does this purchase qualify as tax exempt?    Yes     No

If yes, please submit copy of tax-exempt certificate with this form.

7. Is this purchase being made through a GPO (Group Purchasing Organization)?    Yes     No

I certify that the information provided on this form is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

ARTICLE XI - Employee Compensation, Experience, and Benefits

TA'd  
6/16/2021  
3:39 pm  
TA'd  
6/16/21  
3:39 pm

A. Employee Compensation will be handled in accordance with Board-approved salary schedules. Compensation will be negotiated each year beginning no earlier than April 1. The parties recognize legislative enactments and PED may affect the parties' negotiations. Effective upon ratification and signature of this Agreement or resolution of impasse, whichever is later, **certified** bargaining unit employees will receive a one and **three-quarter** percent (1.75%) increase to the base rate of pay. Effective upon ratification and signature of this Agreement or resolution of impasse, whichever is later, classified bargaining unit employees will receive a seven percent (7%) average increase (averaged across bargaining unit employees) to the base rate of pay in accordance with the Board-approved salary schedule.

B. Classified bargaining unit employees who are required and authorized by the District to work overtime will be paid time and one half in accordance with the Fair Labor Standard Act (FLSA) for all hours actually worked beyond forty (40) in a work week.

C. Certified Staff - Credit for Teaching Experience

1. For certified staff, full credit will be given for all teaching experience in all in-state or out-of-state accredited schools.
2. Two thirds (2/3) to full amount of contract days (one hundred twenty-one through one hundred eighty [121-180] days of contract fulfilled) will equal one (1) year of teaching experience.

D. Certified Staff - Credit for Military Service

Credit will be allowed on the salary schedule for active, full-time military service, not to exceed four (4) years. This is not intended to refer to National Guard, Reserves, R.O.T.C., or the like, unless that serviceman has been called to active duty beyond their required initial training period.

E. Credit for Course Work and Tier Licensure Advancement

1. Each employee has sole responsibility for maintaining valid and up-to-date licenses, as applicable and in accordance with requirements of the Professional Licensure Bureau of the New Mexico Public Education Department.
2. Documentation (including dossier completion, certificate notification, and official transcripts) indicating advancement to the next licensure level and /or any completing coursework, in accordance with Board policy, that will affect placement on the salary schedule must be presented to the central office by October 1 of the

current school year.

3. Transcripts and/or documentation regarding licensure level received after the October 1 deadline will not be recognized for salary changes until the next contract year.

F. Direct Deposit shall be the standard method of payment for all employees.

G. Fringe Benefits

1. Each employee that works twenty (20) hours per week or more shall be eligible for the benefits set forth in this section unless otherwise indicated. Upon employment with the District, an employee shall be provided an explanation of the benefits to which the employee is entitled. Each employee shall be provided with a brochure, if available, outlining plan benefits for each plan chosen by the employee.
2. The District agrees to provide the option to all employees of the bargaining unit to enroll in the New Mexico Public Schools Insurance Authority programs of medical, dental, vision, life and long-term disability insurance benefits, although the long-term disability insurance benefit is paid 100% by the employee.
3. The District shall assume at least the minimum percentage of premium cost required by law for all employee insurance programs.
4. The District provides professional liability and Worker's Compensation coverage for employees in accordance with New Mexico law and NMPSIA directive.
5. Relative memoranda regarding changes from the NMPSIA to the District shall be forwarded to all employees within ten (10) working days of receipt.

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Ruidoso Municipal School  
District  
Substitute Handbook  
2021-2022



“Where Excellence is Expected”

200 Horton Circle  
Ruidoso, NM 88345  
(575)630-7000

Dr. George Bickert, Superintendent

**Ruidoso Municipal School District**  
"Where Excellence is Expected"  
2021-2022 School Year

Ruidoso Schools' Administration Office

200 Horton Circle  
Ruidoso, NM 88345  
Dr. George Bickert, Superintendent  
Rebecca Ferguson, Director of Learning and Student Services  
Clint Taylor, Director of Business and Finance  
Phone (575)630-7000  
Fax (575)257-4150

Sierra Vista Primary

Headstart, DD Preschool, Pre-k, Kindergarten  
And Grades 1-2

Angela Romero, Principal  
Morgan Hawk, Assistant Principal  
Phone (575)258-6402

romeroa@ruidososchools.org  
hawkm@ruidososchools.org  
Fax (575)258-1300

White Mountain Elementary

Grades 3 - 5

To be Determined, Principal  
Mayra Lucero, Assistant Principal  
Phone (575)258-6302

@ruidososchools.org  
lucerom@ruidososchools.org  
Fax (575)258-5578

Ruidoso Middle School

Grades 6 - 8

Cecily Hooker, Principal  
Mike Speck, Assistant Principal  
Phone (575)630-7800

hookerc@ruidososchools.org  
speckm@ruidososchools.org  
Fax (575)630-5811

Ruidoso High School

Grades 9 – 12

To be Determined, Principal  
David Shriver, Assistant Principal  
Kief Johnson, Director of Athletics and Activities  
Phone (575)630-7900

@ruidososchools.org  
shriverd@ruidososchools.org  
johnsonk@ruidososchools.org  
Fax (575)258-3516

20th day - Sept. 8th  
 40th day - Oct. 6th  
 60th day - Nov. 4th  
 80th day - Dec. 9th

**RMSD 2021-22 Calendar**  
 Ruidoso Municipal School District  
 Calendar 2021-22  
 (Approved by RMSD, BOE)

100th day - Jan. 25th  
 120th day - Feb. 23rd  
 140th day - Mar. 30th  
 160th day - Apr. 29th  
 Last day - May 25th

July					August					September						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
			1	2	2	3	4	5	6	Aug. 9 - In-service			1	2	3	
5	6	7	8	9	9	10	11	12	13	Aug. 10 - Workday	6	7	8	9	10	Sep. 6 - Labor Day
12	13	14	15	16	16	17	18	19	20	Aug. 11 - First Day of School	13	14	15	16	17	
19	20	21	22	23	23	24	25	26	27		20	21	22	23	24	
26	27	28	29	30	30	31					27	28	29	30		
					15 Student days/17 Staff days					21 Student days/21 Staff days						

October					November					December									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
				1	1	2	3	4	5			1	2	3					
4	5	6	7	8	Oct. 8 - End of 9 weeks	8	9	10	11	12	6	7	8	9	10				
11	12	13	14	15	Oct. 11 - Indigenous People's Day	15	16	17	18	19	13	14	15	16	17	Dec. 17 - End of Semester 1			
18	19	20	21	22		22	23	24	25	26	Nov. 22-26 - Thanksgiving	20	21	22	23	24	Dec. 20-Dec. 31 - Winter Break		
25	26	27	28	29		29	30				27	28	29	30	31				
					20 Student days/20 Staff days					17 Student days/17 Staff days					13 Student days/13 Staff days				
															86 Student days/ 89 Staff days				

January					February					March									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
3	4	5	6	7	Jan. 3 - In-service	1	2	3	4			1	2	3	4				
10	11	12	13	14	Jan. 4 - Workday	7	8	9	10	11	7	8	9	10	11	Mar. 11 - End of 9 weeks			
17	18	19	20	21	Jan. 5 - Students Return	14	15	16	17	18	14	15	16	17	18	Mar. 14-18 - Spring Break			
24	25	26	27	28	Jan. 17 - MLK Day	21	22	23	24	25	Feb. 21 - Presidents' Day	21	22	23	24	25			
31						28					28	29	30	31					
					18 Student days/20 Staff days					19 Student days/19 Staff days					18 Student days/18 Staff days				

April					May					June									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
				1	2	3	4	5	6			1	2	3					
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	ELTP Vol.				
11	12	13	14	15	Apr. 15/18 - School Holiday	16	17	18	19	20	May 21 - Graduation	13	14	15	16	17	ELTP Vol.		
18	19	20	21	22		23	24	25	26	27	May 25 - Last day of school	20	21	22	23	24	ELTP Vol.		
25	26	27	28	29		30	31			May 30 - Memorial Day	27	28	29	30					
					19 Student days/19 Staff days					18 student days/18 staff days					12 Student Days/ 12 Staff days				

Total Staff Days (194)  
 Total Student Days (190)

# RUIDOSO MUNICIPAL SCHOOL DISTRICT

## Education Plan for Student Success (E.P.S.S.)

### DISTRICT VISION STATEMENT:

The Vision of RMSD is to grow a collaborative learning community where relationships, rigor and relevance develop fulfilled and purposeful adults.

### Mission Statement:

RMSD in partnership with students, families and the community ensures a rigorous and relevant student-centered learning environment that cultivates character, fosters academic excellence and embraces diversity.

### DISTRICT TARGET AREA: CARING FOR SELF AND OTHERS

<b>Goal:</b>	<b>1.</b>	Students will recognize and apply positive options to solve peer/adult relationship issues and conflicts, and demonstrate respect and responsibility for each other.
<b>Goal:</b>	<b>2.</b>	Students will promote appropriate behavior and be responsible for their own issues.

### DISTRICT TARGET AREA: LITERACY

<b>Goal:</b>	<b>1.</b>	Students will show improvement in writing skills across the curriculum.
<b>Goal:</b>	<b>2.</b>	All students will improve reading skills across the curriculum.

### DISTRICT TARGET AREA: MATH

<b>Goal:</b>	<b>1.</b>	All students will improve mathematical literacy across the curriculum.
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Ruidoso Municipal School District is accredited by AdvancEd.

## PROCEDURES & DEFINITIONS

### **Substitute Teacher Information:**

1. **A complete and up-to-date Personnel file is required before you can be paid.**
2. **Required documentation includes:**

W-4, I-9, supportive documentation, background check, completed application and proof of degree and/or certification i.e. diploma, transcripts and licensure.

3. **Hiring Process**

- a. If you served as a substitute teacher in the recent past the Rehire Substitute application for the school of choice will need to be filled out to be considered for a position. Once your hire has been approved by the Superintendent, a Substitute Contract will be sent to you via DocuSign. Once the contract is signed you will be placed in the pool for available work.
  - b. If you are new to Ruidoso Schools or you did not work in the prior year, the New Substitute application will need to be filled out to be considered for a position. Once your hire has been approved by the Superintendent, a Substitute Contract will be sent to you via DocuSign. Once the contract is signed you will be placed in the pool for available work.
4. **If you wish your name taken off the substitute list at any time during this year, please notify Central Office (575) 630-7000 as soon as possible!**

5. Definition of, and rates of pay for “Substitute Teacher”:

A “substitute teacher” is defined as “any employee engaged on a day-to-day basis to replace another employee who is temporarily absent and who has not accumulated a total of 45 full work days for the District.” “Substitute teachers” shall not be covered under the Educational Retirement Act.

- Bachelor’s Degree - \$12.26 per hour, \$95.01 per 7.75-hour day
- Non-Degreed - \$11.60 per hour, \$89.90 per 7.75-hour day

6. Definition of, and rates of pay for “Warrior Substitute”:

A “Warrior Substitute” is defined as “any employee engaged on a day-to-day basis to replace another employee who is temporarily absent and who has accumulated a total of 45 full work days for the District.” “Warrior Substitutes” shall not be covered under the Educational Retirement Act. On full work day “46” and each successive day thereafter, hourly rate is:

- Bachelor’s Degree - \$12.51 per hour, \$96.95 per 7.75-hour day
- Non-Degreed - \$12.05 per hour, \$93.39 per 7.75-hour day

7. Definition of, and rates of pay for “Long Term Substitute teacher”:

A “Long Term Substitute Teacher” is defined “as any employee filling the same vacant classroom position for 90 or more consecutive days, including a position vacated by an extended leave of absence or vacant position. A “Long Term Substitute Teacher” may be covered under the Educational Retirement Act and may have required percentages of wages withheld pursuant to the Act.

- Bachelor’s Degree - \$12.51 per hour, \$96.95 per 7.75-hour day
- Non-Degreed - \$12.05 per hour, \$93.39 per 7.75-hour day

8. Substitutes are paid on the 15<sup>th</sup> day of the month following the dates of their service. (i.e. if you work on September 2, you will be paid on October 15.) Payment is made by direct deposit only.

9. Time and Attendance

- a. Substitutes **must clock in and out each day.**
- b. Substitutes working over half a day, will be required to clock out for a 30-minute lunch. Please reach out to the site administrator if you have questions on what time lunch will need to be taken.
- c. It is recommended that each individual keep his/her own documentation of their time and attendance in case of a discrepancy.
- d. Substitutes will not be permitted to work over 40 hours in a given week (Saturday-Friday)

10. Personnel questions can be directed to the HR/Benefit Specialist at (575)630-7002.

## **RUIDOSO MUNICIPAL SCHOOL DISTRICT**

### **WELCOME**

Children come in many sizes and colors; they speak several languages, possess diverse learning styles and hold a variety of aspirations. Each one, however, embodies the hope and dreams of his or her family, and each is important to the future of this city and nation.

If you care about young people, and you are willing to work hard and dream great dreams, being a substitute teacher is right for you!

## *10 Cultural Imperatives*

1. Children come first!
2. All employees are accountable for student achievement.
3. All employees will demonstrate professionalism and integrity.
4. Failure is not an option.

5. Potential is discovered and nurtured.
6. Academic rigor is the norm.
7. Communication is clear, open and timely.
8. Parents, families, and communities are critical partners.
9. Diversity is valued as demonstrated by culturally competent practices.
10. Facilities are safe, clean, secure, and inviting.

This handbook is your guide to a successful career as a Substitute Teacher in the Ruidoso Municipal Schools. The contents have been arranged to assist you in finding answers to many issues, which may confront you as you travel to various schools throughout the District.

## **RUIDOSO MUNICIPAL SCHOOL DISTRICT**

### **QUALIFICATIONS FOR SUBSTITUTE TEACHERS**

**EXPERIENCE WORKING WITH CHILDREN IN A TEACHING CAPACITY IS PREFERRED.**

This can include experience working with children in youth groups, non-profits, childcare centers, religious, and civic organizations, etc.

#### **CERTIFICATION**

All Substitute Teachers must either hold a New Mexico teacher's license or be eligible for the Substitute Teaching Certificate. The New Mexico Public Education Department will set the requirements for the Substitute Certificate. Certificate costs and renewals are the responsibility of the applicant.

#### **CRIMINAL HISTORY CHECK**

Each applicant must have a criminal history background check.

Each applicant must attend Substitute Orientation.

#### **SUBSTITUTE TEACHER JOB DESCRIPTION SUMMARY**

Instruct elementary, middle, and high school students and address academic, social, and motor skills in the Ruidoso schools by performing the following duties:

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Based on the lesson plans, the substitute shall provide consistency and continuity in the learning process, to include the following:

- Lecture, demonstrate, and use audiovisual teaching aids to present subject matter to class, according to instructor lesson plans
- Administer tests
- Assign lessons, correct papers, and hear oral presentations
- Maintain a safe and orderly environment
- Maintain order in the classroom and on the playground
- Keep attendance and grade records as are required by the school
- Coordinate class field trips
- Perform other duties as assigned

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, lesson plans, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students.

### MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

## **SCHOOL SITE PROCEDURES AND PRACTICES**

**RMSD – VISITOR/SUB BADGES** are to be worn at all times for security purposes. If you lose your badge, please contact the school secretary to obtain a replacement.

**ARRIVAL** – Always arrive at least 15 minutes earlier than the scheduled school start time. This allows sufficient time for parking, clocking in, receiving your assignment and addressing any changes to the schedules, finding your classroom, or reviewing lesson plans.

**CLOCK IN AND CLOCK OUT**— ALL individuals are required to clock in and clock out.

**CLASSROOM ASSISTANCE** – Before you start your first class, be sure to get the name and phone number of whom to call if you should need assistance with your class.

**CLASSROOM ASSIGNMENTS** – Each Substitute Teacher is to remain in his/her own classroom at all times. If you need assistance with your classroom, you are to call the designated school administrator.

**CELL PHONES** – Must be turned off while in the classroom. The use of cell phones in the classroom is acceptable only for EMERGENCIES.

**CALLS** – If you must make a personal or professional telephone call while at school, make calls during unassigned times or during the scheduled lunch period. School phones should be used only for EMERGENCIES.

**DISCIPLINE** – RMSD has a NO TOUCH Policy. Check with school site administration as to disciplinary protocol per site.

**PARENT CONTACT** – Substitute Teachers are not to contact or have discussions with students' parent(s), or guardian(s) regarding school business. Parental (guardian) contact is the responsibility of students' teacher(s) and school administration.

Substitute Teachers are expected to:

1. Arrive on time and access classroom location.
2. Dress in appropriate and professional attire: neat and clean.
3. Check in and sign in at the main office upon arrival to receive assignment(s).
4. Follow instructor's lesson plans as closely and accurately as possible. Provide written documentation as to reasons why changes/adjustments were required.
5. Leave an honest and accurate note as to how the day's activities progressed (i.e., absent/tardy students, tasks that were/were not accomplished, and any problems with students).
6. Avoid addressing controversial issues and/or being critical of the students, school, school district, administrators, and/or staff.
7. Handle discipline in a firm but equitable manner, exhibiting consistency and respect for all students and others.
8. Maintain a position of "neutrality" regarding religion, politics, and other controversial topics both in the class and when engaged in other instructional activities.

## **GUIDING PRINCIPLES**

### **We believe...**

*...that all students will learn, regardless of their background or disability.*

*...learning should be a lifelong pursuit.*

*...everyone is entitled to mutual trust and respect.*

*...the schools, students, parents, and community should collaborate to ensure student success.*

## **PROFESSIONALISM AND ETHICS**

Substitute Teachers are expected to maintain the same ethical standards as regular instructors (i.e., stories or gossip should not be carried from building to building or to the public). No materials or supplies are to be taken/removed from the building. Be overly cautious regarding conversations with students, as remarks may be misinterpreted and may cause concern/issues, which could result in disciplinary action up to, and including, termination of Substitute Teaching privileges.

1. Substitute Teachers should not be critical of the students, school, school administrator(s), or of the regular teacher, as this does not lead to good relations between the regular staff and the Substitute staff. Any concerns or complaints should be brought to the attention of the site administrator as soon as possible.
2. Every effort should be made to follow the lesson plans/program of the regular instructor. Such cooperation eliminates a disruption to the school and the students' learning processes. Please contact the site administrator if there are no plans available.
3. Substitute Teachers are not to evaluate teachers, if you have a concern, contact the site administrator.
4. Day-to-day substituting precludes the opportunity to pre-plan subject lessons in depth.

## **CLASSROOM INSTRUCTION**

### **ARRIVAL AT THE BUILDING**

Elementary, middle and high schools are on different schedules. Please refer to the time schedule that is provided in this handbook.

You should immediately report to the main office and clock in. You should also note any particular announcements/notices for the day.

### **MEETING THE CLASS**

By arriving at least 15 minutes before the scheduled start time of the day, you allow yourself time to review the day's schedule and any other material, which will help you get organized. Recommended arrival times:

- Sierra Vista Primary, 7:05 a.m.
- White Mountain Elementary, 7:15 a.m.
- Ruidoso Middle School, 8:30 a.m.
- Ruidoso High School, 8:30 a.m.

When students have arrived, introduce yourself. (Writing your name on the board is helpful.) If there is no seating chart, make one so that you can call students by name. This tends to keep discipline problems from developing.

Follow the regular instructor's schedule as closely as possible, as students are easily distressed over changes. If there are no lesson plans or the lesson plans are incomplete or unclear, report this concern immediately to the site administrator.

### CLASSROOM PROCEDURES

- Supplies should be used with discretion.
- Complete all reports that are required (attendance, lunch etc.)
- All monies collected for any purpose, should be turned over to the school secretary or administrator(s) at the first opportunity, but no later than the end of the day. Funds should be accompanied by a report listing the names of those students, amounts paid, and any additional information.
- If you are a "Long Term Substitute Teacher," plan to consult with the regular teacher, if possible, and plan to attend building, staff and other meetings as directed by the school administrator(s).

### CLASSROOM MANAGEMENT: SIX SIMPLE SUGGESTIONS

1. Have at least one positive interaction with every student in your classroom each day!
2. Tell students what they should be doing rather than detailing a list of "don'ts".
3. Quickly acknowledge and provide positive reinforcement for students who switch from inappropriate to appropriate behavior.
4. Don't waste time asking students "why" they are misbehaving, instead, simply redirect them to engage in an appropriate or expected behavior.
5. Always have a plan for students who finish assignments early.

6. Have a sense of humor regarding your own blunders and off-the-wall events in the classroom.

### **STUDENT LEAVE**

Students may not leave the classroom with parents, relatives, adults, etc. without proper notice from the office.

### **EMERGENCY**

Should an emergency occur, remember that the safety and welfare of the students is paramount. Review evacuation procedures and designated exit and meet-up locations. If a student is injured or becomes seriously ill (i.e. has a seizure), send another student for help to the office or to a neighboring teacher. **STAY WITH THE STUDENT AND MONITOR THE SITUATION.** If a student is injured, remember to fill out an accident report as soon as possible. These are available in the principal's office.

## **Recommendations for a Successful Day!**

The following recommendations may help you to avoid some of the most commonly made mistakes by Substitute Teachers!

1. Take attendance for all classes.
2. Always follow the lesson plans left by the regular classroom teacher.
3. Use classroom management techniques that allow students to stay in the learning environment. There are a number of books available on classroom management; the internet (Harry Wong videos) can also provide helpful suggestions.
4. If the regular classroom instructor did not leave lesson plans, immediately notify the site administrator. You may also create your own "emergency" lesson plans, by relying on your experience, obtaining ideas from other teachers, and utilizing materials in the classroom. Be flexible and ready to improvise.
5. The site administrator is the substitute teacher's immediate supervisor. If you have any questions or concerns regarding an administrator's requests or directives, please contact Human Resources (575-630-7002) as soon as possible.
6. Using profanity when interacting with students is both unprofessional and inappropriate and will not be tolerated.
7. Shouting or using excessive volume tends NOT to decrease the

volume/activity in the classroom. It is better to use alternate forms of attention gaining, such as flashing the lights, clapping, etc.

8. Students should be actively supervised at all times.
9. Walking around the classroom and interacting with students is a great way to keep the class on task. This also offers an opportunity to provide guidance and reinforcement as needed.
10. The building administrator must approve any video not left by the regular classroom teacher as part of the lesson plan.
11. Any behavior that may be construed to be threatening, intimidating, or making someone feel unsafe or uncomfortable is considered harassment. Avoid behaviors that impede someone's movements or prevent someone from moving freely.
12. Discriminatory comments regarding a person's race, color, religion, gender, age, sexual orientation, national origin or ancestry, disability, medical condition, veteran status, or any other protected status defined by law, will not be tolerated.
13. School computers should not be used unless instructed to do so in the teacher's lesson plan.
14. Do not photograph or take any type of video recordings of students for any reason.

A list of the starting times for all buildings has been provided for you. Please be at your assignment before the students arrive. Upon arriving at the building, please do the following:

1. Make sure you clock in at the office;
2. Introduce yourself to the secretary;
3. Introduce yourself to the principal if he or she is available;
4. Request the building handbook if you have not requested it previously;
5. Inquire if the lesson plans are located in the room or in the office;
6. Check to see if you have any other assigned duties (i.e. recess, bus, lunch, etc.);
7. Ask any questions you may have.

**START BEFORE THE BELL!**

What happens at the beginning of the class will set the tone for the entire day or assignment! If students are kept actively engaged in following the lesson plan, they will be less likely to misbehave! Reward good behavior with your approval and good words!

### **ELEMENTARY LEVEL**

1. If you are assigned dismissal duty, please watch and supervise students as they exit the building and board buses or personal vehicles. Be sure younger students are boarding/riding the correct bus.
2. After students have left campus, return to the classroom, put things in order, and write a note to the instructor regarding your day.
3. In your notes, please indicate what occurred during the day. Indicate what assignments were completed or not completed. Explain to the instructor the rationale for any uncompleted assignments. Some examples to interrupt instructions may be:
  - a. An unscheduled assembly,
  - b. A fire drill,
  - c. A lesson taking longer than planned,
  - d. Students needing assistance,
  - e. A parent coming by to speak to the substitute,
  - f. A student becoming ill, or
  - g. A disruptive student.
4. Please note any problems or student behavioral incidents.

### **MIDDLE SCHOOL LEVEL**

1. You may be responsible for morning and/or afternoon duty. Be sure to check with the secretary regarding times for these responsibilities.
2. Your priority is to make sure students are safe at all times.
3. If you are assigned dismissal duty, monitor students until they have boarded buses and/or have safely entered personal vehicles.
4. After completion of dismissal duty, return to the classroom, put things back in order, and write a note to the teacher regarding your day.
5. In your note, please indicate what occurred during the day. Additionally, indicate to the instructor what assignments were completed or not completed. Explain to the instructor the rationale for not completing assignments. Some examples to interrupt instruction may be:
  - a. An unscheduled assembly,
  - b. A fire drill,
  - c. A lesson taking longer than planned,
  - d. Students needing assistance,

- e. A parent coming by to speak to the substitute,
  - f. A student becoming ill, or
  - g. A disruptive student.
6. Please note any problems or student behavioral incidents.

### **HIGH SCHOOL LEVEL**

1. Generally, high school students are dismissed at the bell with staff assigned to monitor student safety exiting the building, boarding buses, and activity in the parking lot.
2. Instructors shall monitor the halls as students leave the building.
3. If you are assigned dismissal duty, monitor students until they have boarded buses and/or have safely entered personal vehicles.
4. After completion of dismissal duty, return to the classroom, put things back in order, and write a note to the teacher regarding your day.
5. In your note, please indicate what occurred during the day. Additionally, indicate to the instructor what assignments were completed and which were not completed. Explain to the instructor the rationale for not completing assignments. Some examples to interrupt instruction may be:
  - a. An unscheduled assembly,
  - b. A fire drill,
  - c. A lesson taking longer than planned,
  - d. Students needing individual assistance,
  - e. A parent coming in to speak to the substitute,
  - f. A student becoming ill or disruptive.
6. Please note any problems or behavioral incidents.

### **REPORTING**

Substitute Teachers are also expected to report, either verbally and/or in writing, to the any of the following:

1. Incidents and/or injuries that occurred while on assignment.
2. Actual or perceived harassment or threats received from any student, teacher, parent, administrator, co-worker, RMSD employee etc.,
3. Any discrepancy in scheduling by the school administrator(s) and/or teacher(s),

4. Being released early from the school,
5. Any safety concerns or issue(s) you feel would compromise your physical safety while at school, as well as those of the students and staff.

### **ACCIDENTS**

Accidents at school are generally of a minor nature requiring only first aid treatment. Occasionally, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance to take the injured person to a hospital.

### **PROCEDURE TO BE FOLLOWED FOR STUDENT ACCIDENTS**

In case of an accident, if a nurse is in the building, he/she will apply first aid. When the nurse is away, the school administrator(s) or designee will administer first aid and carry out other steps as deemed necessary. All accidents, major or minor, are to be reported to the administration immediately. Request and complete an Accident Report Form for both your protection and for the protection of the student.

### **DISCIPLINE METHODS TO USE TO KEEP DISCIPLINE PROBLEMS FROM DEVELOPING**

Discipline, according to experienced personnel, is based on “**mutual understanding and respect**”, between the teacher and the students. If students are kept involved and interested in worthwhile learning experiences, discipline problems/issues should rarely occur. Be pleasant, yet firm. If you know the subject matter well, present it in an interesting manner. Again, the more engaged the students, the less likely they are to misbehave. Experienced “Substitute Teachers” make the following recommendations: Gain student respect by:

- Being prompt,
- Being neat,
- Being patient,
- Being honest,
- Having a sense of humor,
- Being enthusiastic,
- Providing learning goals/objectives.

### **IF DISCIPLINE PROBLEMS ARISE**

If discipline problems arise and you find you are unable to solve them, IMMEDIATELY contact the school administrator.

**Substitute teachers must never use physical discipline of any**

**type!**

- Treat students and staff with respect.
- Please make it your responsibility to learn and understand school rules, Board Policies, and safety procedures necessary to be effective in your role as a substitute teacher.

If you are unsure of a rule, regulation or procedure, please feel free to ask questions of any teacher, secretary, and/or the principal. Make sure you review and understand the school district and building policies/procedures regarding the release of students.

**END OF THE DAY PROCEDURES/LEAVING THE BUILDING**  
**PUTTING THE ROOM IN ORDER**

You should not leave the building until the students have been dismissed and the room has been put in order. Chalk/white boards should be cleaned, papers arranged neatly, books returned to shelves, keys returned to required places, etc. It is the Substitute Teacher's responsibility to ensure that the room is in order before leaving the building.

**IMPORTANT DO'S AND DON'TS**

FOR SCHOOL DELAYS DUE TO SNOW/INCLEMENT WEATHER, LISTEN TO LOCAL RADIO STATION K-BUY/K-WES (93.5 FM, 1360 AM) KRUI (1490 AM, 105.1FM and 102.3) OR CHECK TV STATIONS 15, 4, 7 & 10. INFORMATION WILL ALSO BE POSTED ON THE DISTRICT WEBSITE AND FACEBOOK PAGES

REVIEW BOARD OF EDUCATION POLICIES REGARDING STUDENTS RIGHTS AND RESPONSIBILITIES—These policies govern the rules and regulations of the District. All policies can be found on the RMSD Website: <http://www.ruidososchools.org>

*Be the Best substitute teacher you can be! Good Luck and have a great year!!*

**RUIDOSO MUNICIPAL SCHOOL DISTRICT**

**Substitute Complaint Procedure**

During the course of the school year, incidents may occur which involve substitute teachers. This procedure supports the resolution of complaints at the lowest level and at the earliest possible time.

1. Upon verification of an incident or complaint, the building principal will schedule a conference with the substitute as soon as possible to review the complaint with the substitute, determine an appropriate action/resolution as warranted and if of significant nature, and document the complaint using the Substitute Performance Documentation form. A copy of the form will be routed to the Superintendent.
2. If a substitute is involved in one serious documented incident or two documented incidents, a conference with the Superintendent will be held as soon as possible. The substitute may be precluded from substituting pending the conference.
3. At the conclusion of the conference, the Superintendent shall determine an appropriate action/resolution as warranted. One possible action is the removal of the substitute from the master substitute list.

**RUIDOSO MUNICIPAL SCHOOL DISTRICT  
SUBSTITUTE PERFORMANCE DOCUMENTATION FORM**

Date Submitted: \_\_\_\_\_ Date Received by Superintendent's Office: \_\_\_\_\_

**Substitute:** \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Building Site: \_\_\_\_\_ Assignment: \_\_\_\_\_

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- Have observed three (3) hours or more of teaching at the grade level of students in which the substitute will serve;
- Have completed a District substitute teacher workshop. The District shall conduct at least once a year, a comprehensive workshop for current substitute teachers and substitute teacher applicants that are conducted by a licensed teaching and administrative staff and provides training in the essential functions and most recent strategies related to effective teaching;
- Have within the past three (3) school years of application for employment or licensure, performed at least three (3) hours of instructional services as a substitute teacher in any school accredited or recognized by the Secretary of Public Education;
- Have engaged in any paid employment in the three (3) years prior to applying for a New Mexico Substitute Teacher license or employment which, after verification by and in the opinion of the Superintendent, or designee, invests that applicant with relevant work experience;
- Have completed at least sixty (60) hours of college credit courses in a regionally accredited college;
- Have completed or be currently enrolled in an approved college course or program from a regionally accredited college, where the course or program is structured to provide primary/secondary school teacher preparation.

As a condition of employment with the District as a substitute teacher, every applicant must initially submit to and be cleared of a fingerprint based criminal history and background check pursuant to state law and regulation. No applicant for initial employment shall be employed by the District until a background check has been reviewed and cleared by the State Public Education Department.

Substitute Teacher Tracking/Monitoring: The District shall maintain a systematic tracking process that monitors and records the assignment of all substitute teachers by classroom placement and the time and performance, the employee's personnel record and shall be used as a key element in the re-employment of the substitute teacher.

Continuing Licensure: The District shall develop an advancement plan to allow substitute teachers to gain a Level II license. Such plan shall at a minimum require a substitute to:

- Complete with a passing grade three (3) semester hours of credit from a regionally accredited college or university in areas related to the District's Educational Plan for Student Success, student standards, or the substitute teacher's classroom assignment; or
- Complete forty-eight (48) contact hours in professional development activities approved by the District the areas of the District's Educational Plan for Student Success, student standards, or the substitute teacher's classroom assignment; or
- Obtain a written certification from the Superintendent that the substitute teacher has completed at least two hundred seventy (270) hours of providing satisfactory services as a substitute teacher.

Compensation: Substitute teachers will be compensated for the number of hours on duty at a rate, approved annually by the School Board that is commensurate with the substitute's level of licensure and experience in the District.

Limitations: No Single class may be taught by a substitute teacher in lieu of a licensed teacher, under contract, for more than a total of sixty (60) school days during a school year unless otherwise approved by the Public Education Department Licensure Bureau.

Exceptions: No person holding a valid New Mexico teaching or administrative license is required to obtain substitute teacher licensure in order to perform instructional services.

Adopted: date of manual adoption  
LEGAL REF: 22-10A-15 NMSA (1978)  
6.63\_10NMAC

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### **Part-time and Substitute Support Staff Employment**

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

- The continued employment of any such person shall be subject to confirmation of budgeted funds available; however, employment shall not be offered prior to satisfactory completion of any pending fingerprint check.
- The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover positions or employees.

Adopted 7-19-07  
LEGAL REF: 22-5-4 NMSA (1978)

**Ruidoso Municipal Schools  
School Start and Release Times  
2021-2022**

School	Start Time	End Time
<b>Sierra Vista Primary</b>	7:20 a.m.	2:30 p.m.
Sierra Vista Early Release		1:00 p.m.
<b>White Mountain Elementary</b>	7:30 a.m.	2:30 p.m.
White Mountain Early Release		12:55 p.m.
<b>Ruidoso Middle School</b>	8:45 a.m.	3:55 p.m.
RMS Early Release		2:24 p.m.
<b>Ruidoso High School</b>	8:45 a.m.	4:02 p.m.
RHS Early Release		2:18 p.m.

**Mobile Apps Available for Substitutes  
Frontline education**

## Contacting Substitutes

The following are responsible for contacting substitutes. If for any reason you are unable to sub, please let them know!

Sierra Vista Primary

Angela Romero, Principal  
(575)258-6402 (work)

White Mountain Elementary

To be Determined, Principal  
(575)258-6302 (work)

Ruidoso Middle School

Cecily Hooker, Principal  
(575)630-7801 (work)

Ruidoso High School

To be Determined, Principal  
(575)630-7906 (work)

**JOINT POWERS AGREEMENT**

**BETWEEN**

**THE NEW MEXICO SCHOOL FOR THE BLIND AND  
VISUALLY IMPAIRED**

**and**

**RUIDOSO SCHOOL DISTRICT**

**FOR THE RESIDENTIAL PLACEMENT AND/OR OUTREACH  
SERVICES FOR STUDENTS WHO ARE VISUALLY IMPAIRED**

**2021 -2024**

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THIS JOINT POWERS AGREEMENT is made and entered into by the Board of Regents for the NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED (NMSBVI), Alamogordo, New Mexico, and the Board of Education for the RUIDOSO SCHOOL DISTRICT, Ruidoso, New Mexico.

WHEREAS, the DISTRICT and NMSBVI are public agencies authorized by Section 11-1-1 et seq. NMSA 1978 to enter into this Agreement;

WHEREAS, the DISTRICT is a "DISTRICT" within the meaning of NMSA 1978, § 22-1-2(R), responsible for providing special education and related services to children with disabilities within its geographical boundaries;

WHEREAS, NMSBVI is a "state-supported educational program" within the meaning of 6.31.2.7(B)(20) NMAC, responsible for providing special education and related services to children who are blind or visually impaired and who are referred to and placed at NMSBVI;

WHEREAS, both the DISTRICT and NMSBVI have responsibilities for the provision of a free appropriate public education (FAPE) to students with disabilities under the Individuals with Disabilities Education Act (IDEA) within their respective educational jurisdictions, this Agreement is intended to allow a joint and coordinated effort to be undertaken by these separate public agencies when a student who is blind or visually impaired within the educational jurisdiction of the DISTRICT may benefit from residential placement and such placement is appropriate; or

WHEREAS, the DISTRICT may seek vision specific assessment from NMSBVI; or,

WHEREAS, the DISTRICT may request a vision-specific consultation or mentorship services from NMSBVI; or,

WHEREAS, the DISTRICT and NMSBVI desire to establish efficient and functional relationships for the provision of FAPE to students whose visual impairments fall within the scope of this Agreement;

NOW, THEREFORE, the DISTRICT and NMSBVI do hereby agree as follows:

## **I. JURISDICTION**

A. Both the DISTRICT and NMSBVI are public agencies within the meaning of 6.31.2.7 NMAC and 34 CFR§300.33.

B. The "educational jurisdiction" of a public agency includes the geographic area, age range and all facilities including residential treatment centers, day treatment centers, hospitals, mental health institutions, juvenile justice facilities, state supported schools, or programs within which the agency is obligated under state laws, rules or regulations or by enforceable agreements including joint powers agreements (JPA) or memoranda of understanding (MOU) to provide educational services for children with disabilities. In situations such as transitions, transfers and

special placements, the educational jurisdiction of two or more agencies may overlap and result in a shared obligation to ensure that a particular child receives all the services to which the child is entitled. 6.31.2.7(B) (7) NMAC.

C. The educational jurisdiction of the DISTRICT and NMSBVI shall be considered overlapping only when the student is blind or visually impaired; resides within the geographical boundaries of DISTRICT; and has been determined by referral, assessment and a joint Individualized Education Program (IEP) as being appropriately in need of visually impaired services that DISTRICT cannot otherwise provide, and/or, where a joint IEP determines that the student meets the criteria for, has been accepted by NMSBVI, and the residential placement constitutes the least restrictive environment for the student. For purposes of this Agreement, the students who are placed in the NMSBVI residential program by the DISTRICT shall be referred to as “Joint Students.”

## **II. DUTIES WITH RESPECT TO JOINT STUDENTS**

The DISTRICT and NMSBVI are jointly responsible for ensuring that Joint Students receive a FAPE, and both public agencies shall comply with all applicable laws, rules, and regulations with respect to FAPE. Notwithstanding the foregoing, however, the DISTRICT shall remain the Local Education Agency (LEA) primarily responsible for providing FAPE to the Joint Student. The purpose of Section II of this Agreement is to coordinate the delivery of FAPE to Joint Students. The duties with respect to Joint Students will be coordinated and discharged as follows:

### **A. CHILD FIND**

The DISTRICT and NMSBVI shall each adopt and implement policies and procedures to ensure that all children with disabilities within their educational jurisdictions, regardless of the severity of their disabilities, and who are in need of special education and related services, are located, identified and evaluated in compliance with all applicable requirements of the IDEA, its implementing regulations and New Mexico Public Education Department (hereinafter, “NMPED”) rules and standards.

### **B. REFERRAL FOR RESIDENTIAL PLACEMENT CONSIDERATION**

#### **1. Referral Procedures**

- a. When the IEP Team of a DISTRICT student determines that the needs of the student could best be met at the present time by a residential placement for intensive services, the IEP Team may refer the student to NMSBVI to determine whether the student is eligible for residential placement and such residential placement is appropriate.
- b. The DISTRICT shall seek parental consent for the mutual exchange between DISTRICT and NMSBVI of confidential information protected by the Family Educational Rights and Privacy Act (FERPA).

- c. The DISTRICT shall provide NMSBVI with a copy of the student's education records following receipt of the signed consent from the parent, and shall continue to provide records and information that it generates or obtains throughout the referral process.
- d. NMSBVI shall provide to the DISTRICT a copy of any education records and information it generates or obtains throughout the referral process.
- e. As part of the referral process to NMSBVI, the DISTRICT and NMSBVI shall jointly participate in any review of existing evaluation data required under 34 C.F.R. Sec. 300.305 and 6.31.2.10(D)(2)(d)(ii) NMAC.
- f. NMSBVI shall provide notice and obtain parental consent for any evaluation it proposes to conduct under the IDEA, its implementing regulations and NMPED rules and standards.
- g. The DISTRICT shall provide notice and obtain parental consent for any evaluation it proposes to conduct under the IDEA, its implementing regulations and NMPED rules and standards.

2. **Evaluation/Reevaluation**

- a. If the referral assessment by NMSBVI determines that a student is eligible for placement on the NMSBVI residential campus and such placement is appropriate, NMSBVI will, if necessary, assume responsibility for vision specific assessments, including functional vision assessment, learning media assessment and orientation and mobility assessment. The DISTRICT remains responsible for all other diagnostic services prior to placement of the student in the residential program.
- b. When conducting an evaluation or reevaluation, the DISTRICT and NMSBVI shall follow the NMPED guidance as reflected in the New Mexico Technical Evaluation and Assessment Manual ("NM T.E.A.M.") for evaluating and reevaluating a student suspected of having a visual impairment, including blindness. The student shall be evaluated and reevaluated in all areas of his or her disabilities. The Eligibility Determination Team (EDT) shall consist of representatives from both the DISTRICT and NMSBVI. The evaluation or reevaluation process shall begin with a review of existing data by a group that includes the parents, the other members of the student's IEP Team and other professionals, as appropriate, to identify the evaluations and information necessary for determining whether the student continues to be a student with a disability and, if so, to decide whether residential

placement continues to be appropriate. NMSBVI shall evaluate the vision disability and the vision disability-specific core curricula needs including in the following areas: functional vision, learning media assessment, orientation and mobility (O&M), expanded core of blindness skills and other unique specialized needs of visually impaired learners. NMSBVI will conduct complete diagnostic reevaluations, if necessary, during the time the student is currently enrolled in the residential program.

- c. NMSBVI shall ensure timely evaluation by qualified diagnostic personnel licensed or certified by the NMPED's licensure unit to conduct all assessments for which it is responsible as per 34 CFR sec. 300.304 and NMAC 6.31.2.10D(1)(c)(ii).
- d. The DISTRICT shall ensure timely evaluation by qualified diagnostic personnel licensed or certified by the NMPED's licensure unit to conduct all assessments for which it is responsible as per 34 CFR sec. 300.304 and NMAC 6.31.2.10D(1)(c)(ii).
- e. Upon completion of the evaluations, the DISTRICT and NMSBVI shall work cooperatively together to schedule a joint EDT and/or IEP meeting at a time and place that is mutually agreeable to the parents, the DISTRICT and NMSBVI.
- f. The DISTRICT shall be responsible for providing notice of the initial joint EDT and/or IEP meeting. The notice shall reflect that the EDT and/or IEP team will include representatives from both the DISTRICT and NMSBVI.

**3. Joint EDT and/or IEP Meeting**

- a. The DISTRICT and NMSBVI will jointly participate in developing the IEP for students who have been determined to be eligible for visually impaired services at NMSBVI and for whom a residential placement is appropriate.
- b. The DISTRICT and NMSBVI will jointly ensure that the EDT and/or IEP meet the requirements of the IDEA, its implementing regulations and NMPED rules and standards.
- c. Services shall be clearly delineated in the IEP developed by a joint IEP Team of the DISTRICT and NMSBVI, or in another written agreement between the DISTRICT and NMSBVI, and if appropriate, the parent.

- d. The IEP Team will determine the frequency, location and duration of any special education, related services, and supplementary aids and services set forth in the IEP pursuant to 34 C.F.R. 300.320(a)(7).
- e. When the student is being served by NMSBVI's residential program, NMSBVI shall be responsible for completing the IEP paperwork and for preparing and providing the parents with prior written notice of the proposals and/or refusals of the IEP Team as set forth in 34 C.F.R Sec. 322, NMAC 6.31.2.13(1)(D) and NMPED rules and standards. NMSBVI shall submit a copy of the completed IEP to the DISTRICT within 10 days of the date of the IEP.
- f. The DISTRICT and NMSBVI shall provide the services as set forth in the IEP.
- g. The DISTRICT will be responsible for extended school year services.
- h. The public agency that completes the IEP paperwork is responsible for ensuring timely review and revision of the IEP, including sending notice of the joint IEP meeting at a time and place that is mutually agreeable to the parents, the DISTRICT and NMSBVI. The notice will reflect that the IEP Team will include representatives from both the DISTRICT and NMSBVI.
- i. All IEP meetings shall be joint IEP meetings for as long as the student continues to fall within the educational jurisdiction of both the DISTRICT and NMSBVI.

### **C. OUTREACH SERVICES**

For students who are able to receive FAPE through the DISTRICT, the DISTRICT and NMSBVI jointly agree to support the student in the following ways:

1. The DISTRICT agrees to be responsible for parent notification and consent for placement requirements as set forth in NMAC 6.31.2.10.
2. The DISTRICT is responsible for diagnostic services as required by NMAC 6.31.2.10(D).
3. When requested by the DISTRICT, NMSBVI will assist/consult on the assessment of the vision disability-specific core curricula needs in the following areas: functional vision, learning media assessment, orientation and mobility (O&M), expanded core curriculum skills and other unique specialized needs of visually impaired learners.
4. The DISTRICT assumes responsibility for all other assessments.

5. NMSBVI and the DISTRICT will ensure that qualified diagnostic personnel licensed by the Public Education Department's licensure unit conduct all assessments.
6. When a visual impairment is documented by a current eye report, the DISTRICT's IEP Committee shall establish the need for vision services. The DISTRICT's IEP Committee shall initiate and conduct a meeting to develop the IEP in accordance 34 CFR Part 300 and NMAC 6.31.2.11. The DISTRICT hereby acknowledges its final responsibility for insuring the IEP meets the requirements of 34 CFR 300.320-300.325 or any successor regulations.
7. For those DISTRICTS who have chosen to meet the vision-specific needs of their students through the creation of a teaching position and enrollment of a teacher in NMSU's personnel preparation program leading toward licensing as a Teacher of Students with Visual Impairment (TSVI), a mentorship process will be set up to help the pre-licensed TSVI fulfill licensure requirements. NMSBVI Outreach Consultants, selected by NMSU, will meet regularly with pre-licensed TSVIs or student Certified Orientation and Mobility Specialist (COMS) in accordance with the internship requirements established by the NMSU Visual Impairment Program.
8. At the request of the DISTRICT, NMSBVI will send members of its outreach team to the DISTRICT to perform a needs assessment of the DISTRICT's students who are visually impaired in order to help the DISTRICT establish both long-term and short-term solutions for each of the DISTRICT's students with an established visual impairment.
9. The DISTRICT will be responsible for extended school year services.
10. At the request of either party, the DISTRICT and NMSBVI or their designees shall meet to review compliance with the terms of this Agreement or of the services provided by NMSBVI.
11. The parties acknowledge that there will be no charges or fees to the primary caretaker, parent, guardian or person having custody of a student referred to NMSBVI pursuant to this Agreement and in accordance with state and federal requirements for a free appropriate public education (FAPE).
12. The parties acknowledge that there will be no charges to the DISTRICT for Outreach support services with the exception of the services outlined below.

#### **D. OUTREACH ITINERANT PROGRAM SERVICES**

When a small DISTRICT has identified one or two students who are visually impaired and when the DISTRICT does not have highly qualified vision personnel, NMSBVI, pending available

highly qualified staff, may agree to provide direct services for the DISTRICT students using a fee for service model.

1. The DISTRICT and NMSBVI will jointly participate in developing the IEP for students who have been determined to be eligible for Outreach Itinerant Program Services.
2. The DISTRICT and NMSBVI will jointly ensure that the EDT and/or IEP meet the requirements of the IDEA, its implementing regulations and PED Standards.
3. At least one DISTRICT regular education teacher shall be included as a member of the IEP team if the student is, or may be participating in the regular education environment.
4. Duties for services shall be clearly delineated in the IEP developed by a joint IEP team of DISTRICT and NMSBVI, or in another written agreement between the DISTRICT and NMSBVI, and if appropriate, the parent.
5. The IEP team will determine the kind, frequency, location and duration of any Outreach Itinerant Program Services.
6. The DISTRICT shall be responsible for completing the IEP and obtaining parental consent for the provision of special education and related services, including Outreach Itinerant Program Services.
7. The DISTRICT is responsible for completing the IEP paperwork and shall be responsible for preparing and providing the parents with prior written notice of the proposals and/or refusals of the IEP team as set forth in 34 C.F.R Sec. 300.503 and PED Standards. The School shall submit a copy of the completed IEP to NMSBVI as soon as possible within 10 days of the date of the IEP.
8. The DISTRICT is responsible for ensuring timely review and revision of the IEP, including sending notice of the joint IEP meeting at a time and place that is mutually agreeable to the parents, the DISTRICT and NMSBVI. The notice will reflect that the IEP team will include representatives from both the DISTRICT and NMSBVI.
9. All IEP meetings shall be joint IEP meetings for as long as the student continues to receive Outreach Itinerant Program Services from NMSBVI.
10. The DISTRICT agrees to coordinate scheduling of IEPs for students who receive Outreach Itinerant Program Services two to three weeks in advance so the NMSBVI Itinerant Teacher can attend.
11. The parties acknowledge that there will be no charges or fees to the primary caretaker, parent, guardian or person having custody of a student referred to

NMSBVI pursuant to this Agreement and in accordance with state and federal requirements for a free appropriate public education (FAPE).

### **III. COMPENSATION**

In consideration of the services performed pursuant to this Agreement, the DISTRICT agrees to pay to NMSBVI the compensation described below during the term of this Agreement:

A. The DISTRICT will purchase from NMSBVI itinerant services outlined in the student's IEP and additional services as requested by the DISTRICT.

B. Services will be provided as a result of the number of hours reflected on each student's IEP. Services provided by NMSBVI will be billed monthly at the rate of \$75.00 per hour. Services to be billed will include: direct instruction, orientation and mobility services; participation in field trips (must be requested and approved by district prior to occurrence) outside scheduled services times; participation in state mandated testing; preparation time; and attendance at IEPs. If the DISTRICT contracting with NMSBVI for itinerant services is within a sixty (60) mile radius of one of the NMSBVI campuses or if NMSBVI's vision professional lives within sixty (60) miles of the DISTRICT, no mileage will be charged for services. Outside the described radius, mileage to and from a student will be billed monthly at the current state rate. In addition to mileage, NMSBVI will charge ½ the hourly rate of \$75 for each hour, or portion thereof, that the NMSBVI vision professional drives when a vision professional lives more than 60 miles away from the DISTRICT.

C. The DISTRICT may request additional services such as: file searches, consultation for a student not on NMSBVI's active caseload, vision related assessments for any student in district, or staff training. These additional services will also be billed monthly at the rate of \$75.00 per hour.

D. The DISTRICT will be billed at the rate of \$75.00 per hour for services in the event the Outreach Itinerant Program Services teacher is present to provide requested services, but the student fails to show.

E. Surplus funds are not applicable to this Agreement because any and all payments are on a reimbursement for costs basis.

### **IV. MAINTENANCE OF RECORDS**

The DISTRICT and NMSBVI shall maintain any "educational records" (as defined in the FERPA and its implementing regulations) in accordance with the FERPA and its implementing regulations, the IDEA and its implementing regulations, and NMPED rules and standards.

### **V. STRICT ACCOUNTABILITY OF FUNDS**

The DISTRICT and NMSBVI agree to maintain strict accountability of funds. Each party shall be strictly accountable for all receipts and disbursements under this Agreement.

## **VI. MERGER CLAUS**

This Agreement incorporates all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreements or understanding, verbal or otherwise, of the parties or their agents shall become valid or enforceable unless embodied in this Agreement.

## **VII. NON-WAIVER**

Nothing in this Agreement is intended to increase or decrease any legal protections provided to students with disabilities or any legal obligations owed by the DISTRICT or NMSBVI under applicable state and federal law. Nothing in this Agreement shall constitute a waiver of existing legal rights and remedies in the event of a breach of this Agreement.

## **VIII. COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS**

DISTRICT and NMSBVI shall each assure compliance with applicable state and federal statutes and regulations.

## **IX. TERM**

This Agreement shall become effective upon approval by the Department of Finance and Administration beginning with the 2021 -22 school year. It shall expire on June 30, 2024. The fiscal year of this agreement is between July 1<sup>st</sup> and June 30<sup>th</sup>.

## **X. TERMINATION**

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination.

The terms of this Agreement are contingent upon sufficient appropriations and authorization for each party for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice being given by the terminating party.

## **XI. DISPOSITION, DIVISION OR DISTRIBUTION OF ANY PROPERTY ACQUIRED AS A RESULT OF THIS AGREEMENT**

A. Materials may be purchased pursuant to this Agreement. The party purchasing the material(s) shall retain possession of any usable materials upon the termination of this Agreement.

B. Supplies may be purchased pursuant to this Agreement. The party purchasing the supplies shall retain possession of any usable supplies upon termination of this Agreement.

C. Disposition of records generated by performance of this Agreement shall be decided by the parties upon termination of this Agreement.

## **XII. LIABILITY AND INSURANCE**

NMSBVI and the DISTRICT shall each maintain insurance coverage for liability of itself and its "public employees," as defined in the Tort Claims Act, and as required by New Mexico law. The parties agree that, to the extent permitted by law, each party shall include the other as an additional insured on any liability coverage related to the actions or inactions of each party to this Agreement. By this paragraph, neither party shall be deemed to have waived any immunities provided to such party by the laws of New Mexico or the United States Constitution.

## **XIII. AMENDMENT**

This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties and approved by the Department of Finance and Administration.

## **XIV. GOVERNING LAW/DISPUTE RESOLUTION**

This Agreement shall be governed by the laws of the State of New Mexico. In the event that a dispute arises between the parties regarding the scope of this Agreement or the responsibilities under IDEA with respect to a DISTRICT student enrolled in NMSBVI's residential program, the parties agree to engage in a good faith effort to resolve the dispute amicably. If the parties cannot resolve the dispute by themselves, the parties agree to engage in mediation using a mutually agreed upon mediator who has professional knowledge and experience with special education issues, IDEA, and its regulations. The costs of using a mutually agreed upon mediator shall be split equally between the parties. If the parties cannot mutually agree on a mediator, each party shall choose a mediator of their choice. These two mediators will mutually agree upon an independent third party who will mediate the dispute. This independent mediator also must have professional knowledge and experience regarding special education, IDEA, and its regulations. In the event three mediators are selected, each party shall be responsible for the cost associated with the mediator selected by that party and the parties shall equally bear the cost of the third mediator.

IN WITNESS WHEREOF, the parties have executed this Agreement which becomes effective as of the date of approval by the Department of Finance and Administration.

**RUIDOSO SCHOOL DISTRICT:**

By: 

6/25/21  
Date

Title: Superintendent

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED:**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

**APPROVED:**

**DEPARTMENT OF FINANCE AND ADMINISTRATION:**

By: \_\_\_\_\_

\_\_\_\_\_  
Date

Title: \_\_\_\_\_