

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: February 10, 2017
- II. Item Title: Discussion and Possible Action Carinos de los Ninos Charter School Performance Including But Not Limited to Financial Performance, Corrective Action Plan, and FY17 Audit
- III. Executive Summary and Proposed Motions:

Recommendation and Rationale

The Public Education Department (PED) is recommending that the Public Education Commission commence revocation proceedings against Carinos de los Ninos Charter School. This recommendation is based on the entirety of the materials presented today including the 2017FY Audit, the school's failure to comply with all requirements of the Corrective Action Plan, a Notice of Contemplated Action to revoke the license of the school's head administrator, and the school's failure to meet or make substantial progress toward the academic performance standards in the contract and the department's standards of excellence.

Audit

The FY2017 audit has been made public and the school has received a disclaimed audit. While the school indicated, in each of the prior years, it would take steps to correct the audit findings, the school has multiple multi-year repeat findings and the auditors noted throughout that the school has made no progress in correcting these findings; more detail is provided below. In regards to the disclaimer, the auditor stated the following:

Basis for Disclaimer of Opinion on Cariños de los Ninos Charter School, a Discretely Presented Component Unit, and its Funds

Management of Cariños de los Ninos Charter School was unable to provide sufficient evidential matter in support of certain transactions and account balances, as presented in the Cariños de los Ninos Charter School financial statements and the related fund financial statements as of and for the year ended June 30, 2017. We were unable to satisfy ourselves by other auditing procedures concerning these reported balances for Cariños de los Ninos Charter School as a whole and its individual funds. Most notably, we noted that capital asset amounts are not properly supported, cash was not properly reconciled at year-end, journal entries are being posted to fund balance without adequate supporting documentation, and it is unclear if fund balance has been properly rolled forward from prior fiscal years. Because of these matters, we were unable to determine whether any adjustments might have been found necessary in respect of the balances reported on the Cariños de los Ninos Charter School financial statements.

Disclaimer of Opinion on Cariños de los Ninos Charter School and its Funds

Because of the significance of the matters described in the “Basis for Disclaimer of Opinion on Cariños de los Ninos Charter School, a Discretely Presented Component Unit, and its Funds” paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on the financial statements of Cariños de los Ninos Charter School or its related funds.

In regards to a **three-year repeat significant deficiency**, the auditor notably stated “The Charter School did not make any progress in resolving this finding.” The finding is excerpted below:

2014-003 Unapproved Purchase Order (Significant Deficiency) - Revised and Repeated

Condition: For four of seventy disbursements tested totaling \$6,168, the Purchase Order is dated after the vendor’s invoice date.

The Charter School did not make any progress in resolving this finding. However, the Charter School’s management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: Section NMAC 6.20.2.17 (A), requires that each school shall establish and implement written policies and procedures for purchasing which shall be in compliance with the Procurement Code, Section 13-1-21 et seq., NMSA 1978. An internal control structure over purchasing shall be established and maintained to assure compliance with school policy, and state and federal regulations. In addition, the New Mexico Manual of Procedures for Public School Accounting and Budgeting, Supplement 13 – Purchasing, states, “the preparation and execution of a duly authorized purchase order must precede the placement of any order for goods, services or construction.”

Cause: Personnel initiated and/or completed purchases prior to obtaining approval for the purchases.

Effect: Any purchases made without prior authorization have the potential to cause cash deficits in the funds from which they are made or violations of the approved budget.

Auditor Recommendation: The importance of cash controls and adequate planning need to be made clear to all personnel that will be involved in making purchases for the school.

Management Response: The office manager is the procurement officer for the school. Having attended the CPO trainings and now being the person responsible for issuing PO’s in the financial management system, will ensure PO’s are issued prior to items being purchased or services being performed. Administration is responsible for correcting this finding by June 30, 2018.

In regards to a **two-year repeat material weakness**, the auditor again notably stated “The Charter School did not make any progress in resolving this finding.” The finding is excerpted below:

2015-002 Lack of Supporting Documentation - (Material Weakness) – Revised and Repeated

Condition: During our testing of seventy various disbursements, we noted the following deficiencies:

- Twenty-one disbursements totaling \$73,589 where some or all of the supporting documentation was not available for inspection.
- Eight disbursements totaling \$74,448 where a copy of the canceled check was not available for inspection.
- One disbursement for \$1,506 included late payment penalty fees of \$63.

The Charter School did not make any progress in resolving this finding. However, the School’s management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: Maintenance of adequate supporting documentation for all disbursements, including purchase requisitions, purchase orders, travel authorizations, receiving reports, travel reports, and approval of disbursements are an integral part of a sound internal control system to safeguard the assets, and accomplish timely preparation and submission of financial reports. NMAC 6.20.2.11 states that an internal control structure shall be established to safeguard assets and insure proper accurate records. Internal control system on revenue recognition requires that all receipts be maintained with adequate supporting documentation in order to be processed further.

Cause: Management did not follow proper internal control procedures over receipt and disbursements. The Charter School staff did not ensure that all of the required documentation that supports the expenditure and receipt was in place.

Effect: Without proper documentation, there are not adequate controls over revenue and expenditures. The lack of enforcing the Charter School's policies and procedures may result in the non-authorized or incorrect calculations of invoices. The Charter School could be subject to penalties or possible legal action.

Auditor Recommendation: The Charter School should implement procedures to maintain proper supporting documentation, retain all documents related to revenue and expenditure and train personnel to adhere to the policies and procedures. We also recommend that the Charter School develop and implement stronger internal controls over its accounting of disbursements to ensure that all financial activities are properly processed, recorded, and classified.

Management Response: The office manager, who is on site, is doing all accounts payable transactions. This will improve the efficiency and organization of the accounts payable process. Administration is responsible for correcting this finding by June 30, 2018.

In regards to both of these substantial, multi-year repeat findings, the management's only response is that they have an on-site office manager who will ensure compliance. The school does not address or discuss systems that will be put in place to ensure these findings are not repeated in the future. Considering Carinos' significant turnover in staff over the past several years, putting all responsibility for correction into one staff member does not create great confidence that the matter will be corrected.

The school also had two single-year repeat findings, one a significant deficiency and one a material weakness. Again, for each of these, the auditor noted that the school has "not make any progress in resolving" the findings. Those are excerpted below:

2016-001 - PED Cash Report (Significant Deficiency) Revised and Repeated

Condition: The Charter School's cash report to the PED did not agree to the Charter School's General Ledger at year-end. At June 30, 2017, the General Ledger had a cash balance of \$56,775, the PED Cash Report had a cash balance of \$58,451, and the Bank Reconciliation had an expected General Ledger balance of \$72,333.

The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: According to State regulation 6.20.2.11 (b) (6), NMAC and Regulation SBE-6, the reports sent to the New Mexico Public Education Department (PED) must agree to the general ledger and must be finalized by July 31 following year-end.

Cause: This is due to a lack of oversight by the management.

Effect: The Charter School is not in compliance with NMAC 6.20.2.11 (b) (6) and Regulation SBE-6.

Auditor Recommendation: All reports sent to PED must agree to the general ledger and must be finalized prior to the PED's stipulated deadlines. We recommend that all reports be reviewed before being submitted to PED.

Management Response: A draft version of the final FY17 cash report was sent as PBC documentation for the FY17 audit. A final version was not yet completed since a report was not able to be correctly completed using the FY16 financial statements as presented as of July 31, 2017. A final FY17 cash report is in the process of being completed; using the restated FY16 financial statements. Administration is responsible for correcting this finding by June 30, 2018.

2016-004 Capital Asset Listing — Compliance and Internal Control — (Material Weakness) Repeated

Condition: For the year ended June 30, 2017, the School had not maintained a capital asset listing that was reconciled to the general ledger and in compliance with the GASB 34.

The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: The State Audit Act, 12-6-10 NMSA 1978 requires that the School prepare and maintain an accurate listing of capital assets. The School must have a capital assets management policy to provide accountability for the safeguarding of assets in accordance with GASB 34 and Section 12-2-10 NMSA 1978.

Cause: There are no procedures in place to ensure that all capital assets are accounted for in a capital asset inventory listing. Further, the School did not have a system in place to track capital asset additions and deletions and to calculate and account for depreciation and accumulated depreciation.

Effect: Lack of sufficient records results in assets that are not properly safeguarded. Asset identification and location are essential in the prevention of theft and loss of assets due to fraudulent activity. Capital assets cannot be depreciated due to lack of information that is being maintained. As a result, the financial statements of the School may be materially misstated due to the balances of capital assets and accumulated depreciation being materially misstated.

Auditor Recommendation: The School should develop procedures to ensure that all capital assets are accounted for in a capital asset inventory listing. The School should establish controls over its capital assets in order to safeguard them and establish accountability for their custody and use. (Capital Asset Controls 2.20.1.15, NMAC) Such controls should apply to authorization to acquire fixed assets, receiving purchases, tagging the assets, assigned location, individuals responsible for tracking use and location, and fund and organizational unit fund and organizational unit.

Management Response: Purchased assets shall be monitored through the financial management system and added to the school's asset listing. The Chancellor shall notify the office manager and business manager of all new items acquired through donation and/or settlement. A policy to this effect will be presented to the board at the November board meeting. Administration is responsible for correcting this finding by June 30, 2018.

The school also had five single year audit findings for the current year. Four of the findings were compliance findings, and these are included as an attachment to this report.

Notably, one of the compliance findings was for audit committee membership. As a note to this, the site visit team that was present at the school on April 9, 2018 learned from the Chancellor that the audit

committee has not met since the exit meeting for the 2017 audit. This is especially concerning considering the school had 9 audit findings and a disclaimed audit. It is apparent that the audit committee is not meeting its obligation under Section 22-8-12.3 NMSA 1978 to “track and report progress on the status of the most recent audit findings and advise the local school board on policy changes needed to address audit findings.”

In addition to the four compliance findings, the auditor also identified an additional significant deficiency noted below:

2017-005 Internal Control over Fund Balances (Significant Deficiency)

Condition: During our fieldwork, we noted adjusting entries were posted to the fund balance for funds 24101,24106,24153,24154, and 31200, causing fund balance not to reconcile. Significant audit entries were required to agree the fund balances to the prior year financial statements.

Criteria: Per NMAC 6.20.2.11 (A) Internal Control Structure Standards, "every school district shall establish and maintain an internal control structure to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with GAAP. The internal control structure shall include written administrative controls (rules, procedures and practices, and policies that affect the organization) and accounting controls (activity cycles, financial statement captions, accounting applications including computer systems) that are in accordance with GAAP."

Effect: The amounts reported to PED could be inaccurate and actual available funds may be improperly recorded, which could lead to funds being overspent and balances misstated in the financial statements.

Cause: Internal control procedures of the School were not properly followed.

Auditor Recommendation: We recommend the School review fund balances to ensure funds have proper ending balances and each fund is properly reconciled.

The issues identified in the audit appear to be significant and point to the inability of the school to manage themselves. PED believes there is adequate information to demonstrate the school has failed to meet generally accepted standards of fiscal management and/or has violated provision(s) of law from which the charter school was not specifically exempted. Specifically, the audit indicates the school failed to comply with the following laws, regulations, and policies:

- Section 12-6-10 NMSA 1978
- Section 13-1-21 et seq., NMSA 1978
- Sections 22-8-5 through 22-8-12.2 NMSA 1978
- Section 22-8-12.3
- NMAC 2.20.1.15
- NMAC 6.20.2.9
- NMAC 6.20.2.11

- NMAC 6.20.2.14
- NMAC 6.20.2.17
- New Mexico Manual of Procedures for Public School Accounting and Budgeting, Supplement 13
- Regulation SBE-6
- GASB 34

Corrective Action Plans

At its November 17, 2017 meeting, the PEC voted to “require Cariños de Los Niños Charter School to take action to remedy the financial problems identified by the PED’s School Budget and Finance Analysis Bureau.” That vote required the school to:

1. create a plan to improve the governing body’s ability to monitor and oversee the school’s monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports; specific actions by the finance committee and the whole board; and specific targets for financial reserves;
2. develop a plan to better estimate school enrollment, using best practices from other schools, which should include revising the school’s enrollment processes, communications, and recruitment strategies; and
3. submit monthly reporting to the PEC, including monthly reports on student enrollment – including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized or repayments for prior year repayments, and updated year end position forecasts.

The deadline for submitting the CAPs was December 21, 2017. The school did submit its plan on December 20, 2017. The deadline for submitting monthly reporting was “no later than the first day of each month, beginning with January 1, 2018.”

At the PEC’s February meeting, we reported that the school had “submitted a two-page plan but not any documentation required per the PEC Financial CAP.” The school did not submit its first report until after a second corrective action plan was imposed at the PEC’s February 9, 2018 meeting.

The school resubmitted Corrective Action Plans on February 15, 2018. We

gave the school feedback on those revised plans at a meeting on February 20, 2018, noting that the plans did not demonstrate ownership by the school's management and appeared unlikely to correct the concerns. We asked the school to revise and resubmit the plans. **As of April 10, 2018, the school has not submitted a revised correct action plan to address the matters from the November 17, 2017 PEC meeting.**

The first report on withdrawals and enrollments was submitted on February 16th, which was one day overdue. The first financial reports were submitted on February 15th. The school The school submitted its second financial reports on March 1st. **The school did not submit a second report on withdrawals and enrollments, which does not comply with the CAP.** The school submitted its third financial report on Tuesday April 3rd, **two days overdue from the deadline.** The school submitted its third report on withdrawals and enrollment on Friday April 6th, **five days overdue from the deadline.**

The school's withdrawal reports demonstrate that the school continues to lose enrollment, since January 1st, the school has experienced a net loss of 5 students. **The school's monthly financial reports have included the exact same "actions taken to improving financial management" in each report, demonstrating that no meaningful action is being taken on a monthly basis.**

At its February 9, 2018 meeting, the Public Education Commission voted to "require that Cariños De Los Niños Charter School take corrective action to address all issues of non-compliance related to the school's academic, financial, and organizational performance." That vote required the school to:

1. Immediately come into complete compliance by adhering to all of terms of the Financial Corrective Action Plan as set forth at the November 17, 2017 PEC meeting by submitting all past due reports no later than February 15, 2018, which are required to include:
 - a. monthly reports on student enrollment, including updates on the number of withdrawals and enrollments, and
 - b. action taken to improving financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior year repayments, and updated year-end position forecasts.
2. Meet with the CSD staff at the PED Office in Santa Fe on February 20, 2018 to discuss all outstanding non-compliance such that the school is able to clear all findings and come into compliance on or before a second

site visit to be conducted on April 9, 2018, which includes ensuring that all employee files contain all required and valid licensure and experience verification documentation found lacking during the PED's Audit and Accounting Bureau Training and Experience Audit.

3. No later than February 28, 2018, the school must submit to PED a budget that reflects all outstanding budget maintenance through January 2018 and/or pending board approval and all monthly reports completed, submitted, and verified, including the cash report, which will enable the school to end the year with a positive balance.
4. No later than February 28, 2018, the school must submit, as part of its monthly financial reports, bank reconciliations for all outstanding months since July 1, 2017.
5. Ensure that all governing board members complete the training for which they are currently registered.
6. By February 19, 201, submit to the PEC revised governance screening and selection process for board members that removes the school leader entirely from the selection and recruitment process.

As noted above, the school has not strictly met the requirements of item 1, submitting reports past the deadline and failing to submit an enrollment and withdrawal report in March.

The school did meet with CSD staff, **however several members of the team that was scheduled to meet with CSD staff showed up from 40 minutes to two hours after the start of the meeting.** A summary of that meeting is provided in the attached materials.

On February 14, 2018, the school did submit PED a budget and all monthly reports, as well as bank reconciliations. An update from the School Budget and Financial Analysis Bureau is attached. **The school has not completed a Budget Adjustment Request to complete maintenance required after the completion of the Training and Experience audit. Thus, financial reports to date do not reflect all outstanding budget maintenance and cannot accurately demonstrate that the school will end the year with a positive balance.**

On February 16, 2018, the school did submit a revised governance screening and selection process for board members that removes the school leader entirely from the selection and recruitment process. However, it should be noted the manner in which the school met this requirement was to simply change all references of the Chancellor to the Board President. Thus, the Board President now has nearly full control of the selection and

recruitment process. This process does not reflect best practices and is unlikely to result in selection of a quality school board.

On March 13, 2018, the Charter Schools Division provided a full day training to all members of the Carinos board. This training was proactively offered by the CSD and not provided at the request of the school. Prior to this offer of training, board members had registered to attend various trainings that were being provided by the CSD. **Specifically, the board members had registered for the following trainings and did not attend:**

3/7: Fiscal – Board members Martinez, Medina, Marquez, Cata, and Brennan were registered and did not attend

3/15: Charter School Law – Board members Cata, Marquez, and Sanchez were registered and did not attend

3/15: Academic Data – Board members Cata, Marquez, and Sanchez were registered and did not attend

On April 9, a team from the PEC conducted a second site visit to determine whether the school was able to clear all findings and come into compliance as required in the CAP. **The school has not demonstrated full compliance with this requirement. The following non-compliance matters were observed during the visit:**

- **The school continues to implement multi-aged/combined classrooms despite the fact that this is not part of the school's academic program and the school has not demonstrated the capacity to effectively implement such a program.**
- The school improvement plan being implemented is from 2016-2017 and is not being implemented with fidelity. PLCs are occurring only 2x per month, not weekly as identified in the plan; there was no evidence of school developed progress monitoring tools; and Istation progress monitoring is not occurring.
- The audit CAP submitted by the school appears to be the same CAP submitted in the prior year, which was ineffective in correcting findings.
- **The school has not corrected the school's McKinney Vento Act Dispute Resolution Policy.**
- **SAT folders were not available on the day of the site visit. It appears that all students in the school's SAT process are being identified for Special Education screening. This is not appropriate and demonstrates that the school is not**

implementing SAT process effectively.

- **The school has not corrected all employee files which had documentation lacking during the PED's Audit and Accounting Bureau Training and Experience Audit.**
 - Five files had a copy of a letter dated 1.16.18 from the Head Administrator requesting verifications of employment. There was no evidence that any contact was made with previous employers for confirmation of employment.
 - The Head Administrator indicated that the school would have the employment verifications within two weeks.
- The school does not have mentorship program policies and procedures.
- **As of the April 9, 2018 site visit, the school has not conducted an evacuation drill. In addition, paperwork demonstrates discrepancies in dates for drills, which calls into question whether the drills were conducted. It does not appear that the school has conducted any make up drills and as a result, the school conducted only 8 drills, while at least 10 are required by this time of the year.**
- **The school's immunization log does not adequately document required information (e.g. doesn't provide the status of required immunizations). In addition, 24 students are missing required immunizations and are still enrolled. The school should provide an action plan to ensure students are fully immunized and/or are withdrawn/dis-enrolled.**

Notice of Contemplated Action

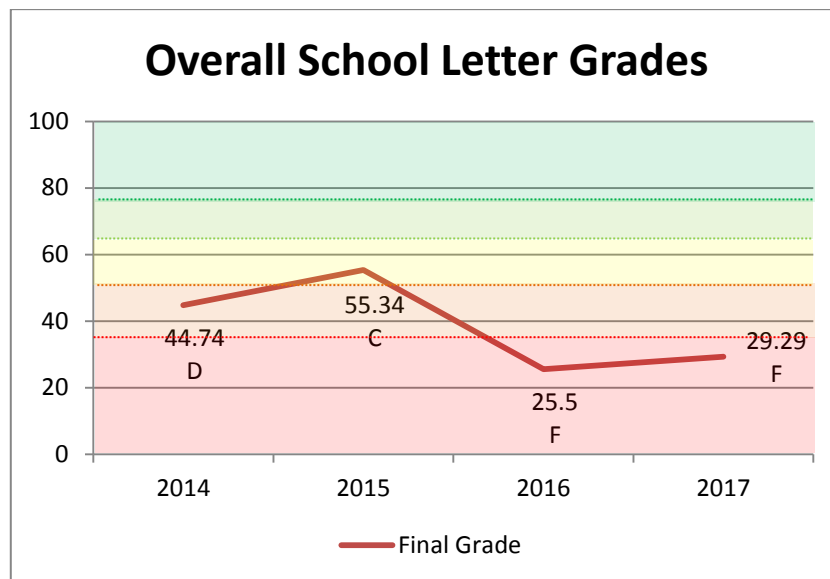
Vernon Jaramillo has been reported in STARS as the school's head administrator since the 2008-2009 school year. As noted in many of our reports and concerns, Mr. Jaramillo has had nearly complete control over all aspects of the school's management including selecting board members and all levels of complaint resolution. Despite the school's continued poor performance in all areas – academic, organizational, and financial, the school's board has continued to leave the operations and management of the school to Mr. Jaramillo. There is no indication that this circumstance will change.

On Monday April 9, 2018, a Notice of Contemplated Action was issued notifying Mr. Jaramillo the PED's intent to revoke his license. The NCA

identifies as the bases for this potential action Mr. Jaramillo's failure to ensure all licensed staff have been trained in child abuse detection and reporting (NMAC 6.29.1.9 and Section 22-10A-32 NMSA 1978), Mr. Jaramillo's failure to comply with all emergency and evacuation drill requirements (NMAC 6.29.1.9 and Section 22-13-14 NMSA 1978), and actions that have created a hostile and intimidating environment for staff and students.

School Performance

Carinos de los Ninos's academic performance is reflected in the table below. The school has received received an F in each of the last two years.



Proposed Motion

- **Move** to commence revocation proceedings against Carinos de los Ninos Charter School and schedule a revocation hearing for a date no later than May 30, 2018. The revocation proceedings shall determine whether there is sufficient evidence to demonstrate the charter should be revoked because the school failed to meet generally accepted standards of fiscal management, and/or has violated provision(s) of law from which the charter school was not specifically exempted and/or has failed to meet the academic performance standards identified in the charter contract and/or the department's standards of excellence.

Attachment A: FY2017 Audit

Summary of Opinions

Opinion Unit	Type of Opinion
All Governmental Activities Funds	Unmodified
Fiduciary Funds	Unmodified
Discretely Presented Component Unit and its Funds:	
La Promesa	Modified
Cariños De Los Ninos	Disclaimer
Each Remaining and Aggregate Discretely Presented Component Unit	Unmodified

Basis for Disclaimer of Opinion on Cariños de los Ninos Charter School, a Discretely Presented Component Unit, and its Funds

Management of Cariños de los Ninos Charter School was unable to provide sufficient evidential matter in support of certain transactions and account balances, as presented in the Cariños de los Ninos Charter School financial statements and the related fund financial statements as of and for the year ended June 30, 2017. We were unable to satisfy ourselves by other auditing procedures concerning these reported balances for Cariños de los Ninos Charter School as a whole and its individual funds. Most notably, we noted that capital asset amounts are not properly supported, cash was not properly reconciled at year-end, journal entries are being posted to fund balance without adequate supporting documentation, and it is unclear if fund balance has been properly rolled forward from prior fiscal years. Because of these matters, we were unable to determine whether any adjustments might have been found necessary in respect of the balances reported on the Cariños de los Ninos Charter School financial statements.

Disclaimer of Opinion on Cariños de los Ninos Charter School and its Funds

Because of the significance of the matters described in the “Basis for Disclaimer of Opinion on Cariños de los Ninos Charter School, a Discretely Presented Component Unit, and its Funds” paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on the financial statements of Cariños de los Ninos Charter School or its related funds.

Basis for Modified Opinion on the Statement of Activities, Revenues, Expenditures and Changes in Fund Balance for La Promesa Early Learning Center, a Discretely Presented Component Unit, and its Funds

Management of La Promesa Early Learning Center was unable to provide sufficient evidential matter in support of beginning balance sheet account balances. Additionally, management was unable to provide sufficient evidential matter regarding the proper cutoff of accrued liabilities, payables and receivables as of June 30, 2016. The significant aspects of the balance sheet account as of June 30, 2016, including classification and amounts, affect the determination of the related revenues and expenditures included in the Statement of Activities, Revenues, Expenditures and Changes in Fund Balance for the year ended June 30, 2017. Because of the matters, we were unable to apply other auditing procedures to provide evidence to verify the fairness of presentation of the Statement of Activities, Revenues, Expenditures and Changes in Fund Balances.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

THE ASK ACADEMY FOUNDATION (CONTINUED)

2016-001 Foundation Bookkeeping (Significant Deficiency) Repeated and Modified (continued)

Cause: The Foundation was providing a list of monthly transactions to the bookkeeper, but the list did not include all activity that posted to the bank account during the month. The list of monthly transactions did not include any activity in the Foundation. Additionally, physical inventory was not completed for the Foundation. ASK Academy Foundation did not review retained earnings to ensure revenue and expenses were properly closed resulting in beginning retained earnings balance being incorrect.

Auditor's Recommendation: The Foundation should ensure all accounts are reported in the accounting records, including the bond accounts. Additionally, the monthly list of transactions provided to the bookkeeper should include all transactions that occurred during the month. If any transactions cleared the bank that were not included in the list, the Bookkeeper should inquire of the Foundation personnel. The Foundation should maintain a list of all capital assets, as well as the annual depreciation of each asset. We also recommend the Foundation to review retained earnings balance at year end to ensure revenues and expenses are properly closed.

Management's Response: The Foundation is working to ensure all records are reported within the accounting system. This includes all daily and monthly transactions. Listing of capital assets and the related depreciation schedules will be maintained. The Foundation was approved by the IRS as a calendar year entity. Because of this the Foundation's books are maintained on a calendar year basis and will be closed to meet IRS requirements. The responsible party, Business Manager and timeline for corrections 1/12018.

CARIÑOS DE LOS NINOS CHARTER SCHOOL

2014-003 Unapproved Purchase Order (Significant Deficiency) - Revised and Repeated

Condition: For four of seventy disbursements tested totaling \$6,168, the Purchase Order is dated after the vendor's invoice date.

The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: Section NMAC 6.20.2.17 (A), requires that each school shall establish and implement written policies and procedures for purchasing which shall be in compliance with the Procurement Code, Section 13-1-21 et seq., NMSA 1978. An internal control structure over purchasing shall be established and maintained to assure compliance with school policy, and state and federal regulations. In addition, the New Mexico Manual of Procedures for Public School Accounting and Budgeting, Supplement 13 – Purchasing, states, "the preparation and execution of a duly authorized purchase order must precede the placement of any order for goods, services or construction."

Cause: Personnel initiated and/or completed purchases prior to obtaining approval for the purchases.

Effect: Any purchases made without prior authorization have the potential to cause cash deficits in the funds from which they are made or violations of the approved budget.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

CARIÑOS DE LOS NINOS CHARTER SCHOOL (CONTINUED)

2014-003 Unapproved Purchase Order (Significant Deficiency) - Revised and Repeated (continued)

Auditor Recommendation: The importance of cash controls and adequate planning need to be made clear to all personnel that will be involved in making purchases for the school.

Management Response: The office manager is the procurement officer for the school. Having attended the CPO trainings and now being the person responsible for issuing PO's in the financial management system, will ensure PO's are issued prior to items being purchased or services being performed. Administration is responsible for correcting this finding by June 30, 2018.

2015-002 Lack of Supporting Documentation - (Material Weakness) – Revised and Repeated

Condition: During our testing of seventy various disbursements, we noted the following deficiencies:

- Twenty-one disbursements totaling \$73,589 where some or all of the supporting documentation was not available for inspection.
- Eight disbursements totaling \$74,448 where a copy of the canceled check was not available for inspection.
- One disbursement for \$1,506 included late payment penalty fees of \$63.

The Charter School did not make any progress in resolving this finding. However, the School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: Maintenance of adequate supporting documentation for all disbursements, including purchase requisitions, purchase orders, travel authorizations, receiving reports, travel reports, and approval of disbursements are an integral part of a sound internal control system to safeguard the assets, and accomplish timely preparation and submission of financial reports. NMAC 6.20.2.11 states that an internal control structure shall be established to safeguard assets and insure proper accurate records. Internal control system on revenue recognition requires that all receipts be maintained with adequate supporting documentation in order to be processed further.

Cause: Management did not follow proper internal control procedures over receipt and disbursements. The Charter School staff did not ensure that all of the required documentation that supports the expenditure and receipt was in place.

Effect: Without proper documentation, there are not adequate controls over revenue and expenditures. The lack of enforcing the Charter School's policies and procedures may result in the non-authorized or incorrect calculations of invoices. The Charter School could be subject to penalties or possible legal action.

Auditor Recommendation: The Charter School should implement procedures to maintain proper supporting documentation, retain all documents related to revenue and expenditure and train personnel to adhere to the policies and procedures. We also recommend that the Charter School develop and implement stronger internal controls over its accounting of disbursements to ensure that all financial activities are properly processed, recorded, and classified.

Management Response: The office manager, who is on site, is doing all accounts payable transactions. This will improve the efficiency and organization of the accounts payable process. Administration is responsible for correcting this finding by June 30, 2018.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

CARIÑOS DE LOS NINOS CHARTER SCHOOL (CONTINUED)

2016-001 - PED Cash Report (Significant Deficiency) Revised and Repeated

Condition: The Charter School's cash report to the PED did not agree to the Charter School's General Ledger at year-end. At June 30, 2017, the General Ledger had a cash balance of \$56,775, the PED Cash Report had a cash balance of \$58,451, and the Bank Reconciliation had an expected General Ledger balance of \$72,333.

The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: According to State regulation 6.20.2.11 (b) (6), NMAC and Regulation SBE-6, the reports sent to the New Mexico Public Education Department (PED) must agree to the general ledger and must be finalized by July 31 following year-end.

Cause: This is due to a lack of oversight by the management.

Effect: The Charter School is not in compliance with NMAC 6.20.2.11 (b) (6) and Regulation SBE-6.

Auditor Recommendation: All reports sent to PED must agree to the general ledger and must be finalized prior to the PED's stipulated deadlines. We recommend that all reports be reviewed before being submitted to PED.

Management Response: A draft version of the final FY17 cash report was sent as PBC documentation for the FY17 audit. A final version was not yet completed since a report was not able to be correctly completed using the FY16 financial statements as presented as of July 31, 2017. A final FY17 cash report is in the process of being completed; using the restated FY16 financial statements. Administration is responsible for correcting this finding by June 30, 2018.

2016-004 Capital Asset Listing — Compliance and Internal Control — (Material Weakness) Repeated

Condition: For the year ended June 30, 2017, the School had not maintained a capital asset listing that was reconciled to the general ledger and in compliance with the GASB 34.

The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.

Criteria: The State Audit Act, 12-6-10 NMSA 1978 requires that the School prepare and maintain an accurate listing of capital assets. The School must have a capital assets management policy to provide accountability for the safeguarding of assets in accordance with GASB 34 and Section 12-2-10 NMSA 1978.

Cause: There are no procedures in place to ensure that all capital assets are accounted for in a capital asset inventory listing. Further, the School did not have a system in place to track capital asset additions and deletions and to calculate and account for depreciation and accumulated depreciation.

Effect: Lack of sufficient records results in assets that are not properly safeguarded. Asset identification and location are essential in the prevention of theft and loss of assets due to fraudulent activity. Capital assets cannot be depreciated due to lack of information that is being maintained. As a result, the financial statements of the School may be materially misstated due to the balances of capital assets and accumulated depreciation being materially misstated.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

CARIÑOS DE LOS NINOS CHARTER SCHOOL (CONTINUED)

2016-004 Capital Asset Listing - (Material Weakness) Repeated (CONTINUED)

Auditor Recommendation: The School should develop procedures to ensure that all capital assets are accounted for in a capital asset inventory listing. The School should establish controls over its capital assets in order to safeguard them and establish accountability for their custody and use. (Capital Asset Controls 2.20.1.15, NMAC) Such controls should apply to authorization to acquire fixed assets, receiving purchases, tagging the assets, assigned location, individuals responsible for tracking use and location, and fund and organizational unit fund and organizational unit.

Management Response: Purchased assets shall be monitored through the financial management system and added to the school's asset listing. The Chancellor shall notify the office manager and business manager of all new items acquired through donation and/or settlement. A policy to this effect will be presented to the board at the November board meeting. Administration is responsible for correcting this finding by June 30, 2018.

2017-001 Annual Inventory (Compliance)

Condition: The School did not perform an annual inventory of its capital assets during fiscal year 2017.

Criteria: Section 12-6-10 (A) NMSA 1978 requires each agency to conduct an annual physical inventory of moveable chattels and equipment on the inventory list at the end of each fiscal year. The agency shall certify the correctness of the inventory after the physical inventory. This certification should be provided to the School's auditors.

Effect: The School does not comply with state requirements regarding capital asset inventory.

Cause: Internal controls are not in place to ensure an annual inventory is performed.

Auditor Recommendation: On an annual basis, complete an inventory of the School's capital assets.

Management Response: An annual inventory of capital assets shall be conducted the last quarter of each fiscal year, presented to the board by the office or business manager for certification. Administration is responsible for correcting this finding by June 30, 2018.

2017-002 Audit Committee Member (Compliance)

Condition: During our test-work, we noted that the school did not have all four required audit committee members during the year.

Criteria: Per NM State Statute 22-8-12.3: "Each local school board shall appoint an audit committee that consists of two board members, one volunteer member who is a parent of a student attending that school district and one volunteer member who has experience in accounting or financial matters. The superintendent and the school district business manager shall serve as ex-officio members of the committee. "

Effect: The school is not in compliance with a state statute.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

CARIÑOS DE LOS NINOS CHARTER SCHOOL (CONTINUED)

2017-002 Audit Committee Member (Compliance) (continued)

Cause: The school has failed to recruit all required audit committee members during the fiscal year.

Auditor Recommendation: We recommend the school recruit all required members as soon as possible for the audit committee to meet state statute requirements.

Management Response: The Chancellor and Board shall ensure that that audit committee maintains the required members. Administration is responsible for correcting this finding by June 30, 2018.

2017-003 EXPENDITURES EXCEEDED BUDGET (Compliance)

Condition: The School had funds where expenditure functions exceeded budgetary authority:

Operational - 11000		
Instructional	\$	2,797
Operational - 11000		
Support Services	\$	87,776
Operational - 11000		
Operations and Maintenance of Plant	\$	22,674
Operational - 11000		
Capital Outlay	\$	61,468
Student Transportation - 13000		
Support Services	\$	1,114
Food Service Operations - 21000		
Operation of Non-Instructional Services	\$	12,422
New Mexico Reads to Lead K-3 - 27114		
Support Services	\$	577

Criteria: According to NMAC 6.20.2.9, (A) every school district shall follow budget requirements stated in Sections 22-8-5 through 22-8-12.2 NMSA 1978, and procedures of the department in preparing, submitting, maintaining and reporting budgetary information. Budgetary control shall be at the function level. Over-expenditure of a function shall not be allowed.

Effect: The School is non-compliant with State Law, and the controls established with budgets have been compromised.

Cause: Budget adjustment requests were not submitted to the Public Education Department to obtain budgetary authority for these expenditures.

Auditor Recommendation: We recommend that the School establish a policy of budgetary review at year-end, to ensure that necessary budget adjustment requests are prepared, submitted, and approved.

Management Response: The school shall work in conjunction with the business manager to ensure that expenses do not exceed budget authority. In the event additional revenues are expected than budgeted, a budget adjustment request shall be submitted to PED for approval. Administration is responsible for correcting this finding by June 30, 2018.

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
Schedule of Findings and Questioned Costs
Year Ended June 30, 2017**

CARIÑOS DE LOS NINOS CHARTER SCHOOL (CONTINUED)

2017-004 Timely Deposits (Compliance)

Condition: During our test-work, we noted that the School did maintain all supporting documentation together as support for activity fund deposits. It was not possible to determine if deposits are being made in a timely manner.

Criteria: NMAC 6.20.2.14.C states "money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day."

Effect: The School does not comply with a State statute. In addition, cash could go missing, causing students not to retain the benefits of the funds received.

Cause: The school is not keeping all records pertaining to activity funds in an organized manner.

Auditor Recommendation: We recommend the School implement procedures to ensure that deposits are properly supported and that those deposits are made in a timely manner.

Management Response: A mail log shall be maintained by the school to record all cash receipts received by mail and a cash receipts book shall be maintained for all cash receipts received in person. Administration is responsible for correcting this finding by June 30, 2018.

2017-005 Internal Control over Fund Balances (Significant Deficiency)

Condition: During our fieldwork, we noted adjusting entries were posted to the fund balance for funds 24101,24106,24153,24154, and 31200, causing fund balance not to reconcile. Significant audit entries were required to agree the fund balances to the prior year financial statements.

Criteria: Per NMAC 6.20.2.11 (A) Internal Control Structure Standards, "every school district shall establish and maintain an internal control structure to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with GAAP. The internal control structure shall include written administrative controls (rules, procedures and practices, and policies that affect the organization) and accounting controls (activity cycles, financial statement captions, accounting applications including computer systems) that are in accordance with GAAP."

Effect: The amounts reported to PED could be inaccurate and actual available funds may be improperly recorded, which could lead to funds being overspent and balances misstated in the financial statements.

Cause: Internal control procedures of the School were not properly followed.

Auditor Recommendation: We recommend the School review fund balances to ensure funds have proper ending balances and each fund is properly reconciled.

Management Response: Postings in the financial management system shall take place following GAAP and procedures in the PSAB's. Administration is responsible for correcting this finding by June 30, 2018.

Attachment B: Carinos de los Ninos Submissions Since February 2, 2018

CARIÑOS CHARTER SCHOOL

Improvement/Action Plan to include compliance with monthly financial reporting requirement. Action Plan submitted to NMPEC/NMPED ON December 21, 2017. – Mr. Vernon Jaramillo, Chancellor.

Cariños Governance Board Action /Improvement Plan – Approved December 20, 2017

Plan for Number 1.

- Cariños Governance Board Members will attend Board trainings offered by PED approved trainers.
- Contact ACES, NMCCS, and PED conference training related to finances.
- Attend Customized trainings by ACES or NMCCS as arranged, based on needs of the board to better understand and implement policies as related to finances.
- Provide to NMPEC and NMPED specific date's members will be attending these trainings and who will be attending.

Plan for Number 2.

- Assign school administration to be responsible for enrollment.
- Use the subsequent 40th day projections to be equal to or less the number of enrolled students at the time the budget is created (usually in May).
- If additional students enroll, the 40th day projections shall be determined based on commitment letters from families committing to enroll their children in the new grade(s)/classes.

Plan for Number 3.

- Our New STARS Coordinator will submit attendance and withdraws report on a monthly bases as required in order to account for our budget and deal with our financial management and future forecast.
- Our Business Manager is awaiting the completion of the inputting of various transactions (BARS) related to Sept, Oct, Nov, and Dec, which are needed for the reports to be accurate and complete by January of 2018 and thereafter.
- Our NMPED budget analyst will be updated. Monthly reports to be turned in to NMPED upon the completion of the financial reports.

February 14, 2018 Due: February 15, 2018		ITEM # 1 – RE: MONTHLY FISCAL REPORTING			
Charter School:		Cariños Charter School – Dual Language Program		ID Number:	571-001
Head Administrator:		Vernon Jaramillo, Chancellor		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/Did Not Meet
1. Governing Board Training–School Finances	1. Contacted the Charter School Division/ NMPED and requested training on School Finances in order to register the Board members. 2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.	1. January 10, 2018 2. December 2017 and on going	Vernon Jaramillo, Chancellor	E-mails and Cariños minutes at Board Meeting. Proof of registration of all board members for training(s) related to finances.	Upon completion of trainings
2. Governing Board Training–Financial Requirements	1. Contacted the Charter School Division/ NMPED and requested training on School Finances in order to register the Board members. 2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.	1. January 10, 2018 2. December 2017 and on going	Vernon Jaramillo, Chancellor	Proof of registration of all board members for training(s) related to finances. Board members are registered to take School Finance Training Classes with NMPED. Three new Board Members already took 7 hours on Feb 8, 2018 offered by NMPED which	Upon completion of trainings

				<p>includes School Finance. They got their certificates of completion form NMPED.</p> <p>Two other veteran Board Members have taken classes on School Finance through the Coalition of Charter School and NMPED in Taos. They are registered to take the required number of hours on refresher classes and School Finance with NMPED, before June 30, 2018.</p>	
C. Governance Board Training–Financial Reports	<p>1. Contacted the Charter School Division / NMPED and requested training on School Finances in order to register the Board members.</p> <p>2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.</p>	<p>1. Jan 2018</p> <p>2. December 2017 and ongoing.</p>	Vernon Jaramillo, Chancellor	<p>Cariños Board Minutes.</p> <p>Proof of registration of all board members for training(s) related to finances.</p>	Upon completion of trainings
D. Governance Board Finance/Audit Committee	<p>1. Re-Establish a Cariños Finance Committee</p> <p>2. Cariños Finance/Audit Committee meet monthly prior to Cariños Regular Board Meeting</p>	<p>1. December 20, 2017</p> <p>2. July 1, 2017 Ongoing</p>	<p>1. Vernon Jaramillo, Chancellor</p> <p>2. Corinne Teller, Business Manager</p> <p>3. Cariños Board</p>	Cariños Board Minutes.	<p>Establishment of Audit/Finance Committee members:</p> <p>Finance Committee Members are :</p> <p>Dr. Juanita Cata, Board</p>

					<p>President ; Leo Marquez, Vice President; Corrine Teller , Business Manager and Vernon Jaramillo Chancellor</p> <p>Audit Committee Members are:</p> <p>Carla Ann Martinez, Board Secretary; Isaac Medina, Board Member; Michelle Martinez, Parent; and Tomas Martinez, Business (Banker)</p>
E. Targets for Financial Services	<ol style="list-style-type: none"> 1. Align 17/18 SY budget to only enrollment that materialized. 2. Consolidate positions 3. Provide Monthly Reports to Governance Board. 4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending. 5. Chancellor will not hire unsupported positions. 6. Chancellor and Business Manager will meet (in person or by phone) weekly to prioritize spending and make 	<ol style="list-style-type: none"> 1. December, 2017 board meeting 2. November, 2017 3. July, 2017 and on 4. February, 2017 and on 5. November, 2017 and on 6. February, 2017 and on 	<ul style="list-style-type: none"> • Vernon Jaramillo, Chancellor • Corinne Teller , Business Manager • Cariños Board 	<ol style="list-style-type: none"> 1. Approval of BARs 2. Positions were consolidated. 3. Done at each board meeting 4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending. 5. Chancellor will not hire unsupported positions. 6. Chancellor and Business Manager will meet (in person or by phone) 	<ul style="list-style-type: none"> • Budget will end with positive cash balance • Amounts due to PED from FY17 will be repaid before the end of FY18 • FY19 budget will be formed based on student projections, using method explained in CAP.

	payments to meet responsibilities.			weekly to prioritize spending and make payments to meet responsibilities.	
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February 14, 2018 Due: February 15, 2018		ITEM # 3 - REF: MONTHLY REPORTING TO PUBLIC EDUCATION COMMISSION			
Charter School:		Cariños Charter School – Dual Language Program		ID Number:	571-001
Head Administrator: Business Manager: Registrar :		Vernon Jaramillo, Chancellor Corinne Teller Jenny Lucero		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/ Did Not Meet
A. Monthly Reporting -Current Student Enrollment -Student Withdrawals (with reasons) -New student enrollment	1. Monthly enrollment report with number of students enrolled, disenrolled, length of enrollment, and reason(s) for disenrollment per withdrawal form. 2. Create a withdrawal form that asks for the reason for dis-enrolling	End of Each Month for reporting on 1 st of following month	Jenny Lucero, Registrar/Office Manager - Chancellor , Vernon Jaramillo Chancellor	Reports will be submitted with this Plan and each month thereafter	Enrollment Report attached for month of December of 2017 and January of 2018. Withdrawal form attached Timely submission of future reports
B. Enrollment Projections	1. Look at trends & patterns of enrollment in two prior years. If patterns/trends are not discernable, use the lower	For consideration for projections for 18/19SY	Corinne Teller , Business Manager, Registrar/Office	Following of action steps	Actual enrollment at or above projections.

	<p>of enrollment numbers at end of current school year or Re-enrollment forms (see 3. Below).</p> <p>2. Determine realistic projections in collaboration with the Corinne Teller, Business Manager based on 2 years of data; for submission to PED for 2018/2019 SY Budget</p> <p>3. Utilize data from withdrawal forms & EOY Re-enrollment data of those not re-enrolling data to identify potential reasons why parents are choosing not to stay</p>		<p>Manager , Jenny Lucero, Corinne Tells , Business Manager and Vernon Jaramillo, Chancellor</p>		
C. Improve Financial Management	Chancellor and Business Manager and Office Manager/Registrar will meet (in person at finance committee meetings by phone) weekly to prioritize spending and payments to meet financial responsibilities.	February and on going	<p>Vernon Jaramillo, Chancellor</p> <p>Corinne Teller, Business Manager</p> <p>Jennifer Lucero, Office Manager</p>	<p>Following action plan.</p> <p>Expenses staying within set budget to end with positive cash balance and funds repaid to PED for FY17</p>	<p>Vendors paid timely</p> <p>Budget ends with positive cash balance</p> <p>Funds repaid to PED for FY17</p>
D. Budget Adjustments	<p>1. Align 17/18SY budget to 80 only enrollment-</p> <p>2. Positions were</p>	1. December, 2017	<p>1. Corinne Teller , Business Manager</p> <p>2. Vernon</p>		

	<p>consolidated or eliminated.</p> <p>3. Provide monthly reports to Cariños Governance Board.</p> <p>4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending.</p> <p>5. Chancellor will not hire unsupported positions.</p>	<p>2. November, 2017</p> <p>3. July, 2017 and on</p> <p>4. February, 2017 and on</p> <p>5. November, 2017</p>	<p>Jaramillo, Chancellor</p> <p>3. Jenny Lucero/ Office Manager</p> <p>4. Cariños Board</p>		
F. End of the Year Projection Report	To be completed and emailed to PEC/CSD the 1 st of each month for prior month using actual and projected expenses.	January 1, 2018 and on -going	<p>1. Corinne Teller, Business Manager</p> <p>2. Vernon Jaramillo, Chancellor</p> <p>3. Cariños Board</p>	Follow action plan	<p>Timely submission each month.</p> <p>Budget ends fiscal year with positive cash balance.</p>

February 14, 2018 Due: February 15, 2018		ITEM # 2 – RE: STUDENT ENROLLMENT			
Charter School:		Cariños Charter School – Dual Language Program		ID Number:	571-001
Head Administrator:		Vernon Jaramillo, Chancellor		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/Did Not Meet
A. Recruitment Strategies	1. Participate in Espanola Parades 2. Hold several Open Houses or hold School activities to meet parents and offer tours and information to potentially new students. 3. Contact other charter school and request and waiting list. 4. Identify advertising opportunities using free resources (social media, print media, radio, television)	1. Onate and Christmas July 2017–Ongoing 2. August 2017 and ongoing to August 2018 3. January 2018 4. July 1, 2017 and ongoing	Vernon Jaramillo, Chancellor, and Jenny Lucero, Registrar in collaboration with Administrative Assistants, teachers staff, parents, and PAC President	Confirmation of enrollment higher than FY18 enrollment prior to FY19 budget due date	When actual enrollment meets or exceeds projections.



	<p>5. Reach out to local partners to increase awareness for the school, including reaching out to Espanola Chamber of Commerce, Work Force Connections, Foster Grandparents Program, Rio Arriba County Programs, Espanola City Programs and local surrounding businesses,</p> <p>6. Establish a marketing Plan (US Mail, social media, print media, door to door, etc)</p> <p>7. Identify locations (Community Outreach) to reach out to potential students.</p> <p>8. Identify other charter schools with similar programs to inquire about plans and strategies on recruiting.</p>	<p>5. February , 2018 to August 2018</p> <p>6. July 1, 2017 to August 2018</p> <p>7. February, 2018 to August 2018</p> <p>8. February , 2018 to August 2018</p>			
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	<p>9. Collaborate with the local school district to bring awareness our program explain how Cariños can help educate their underserved and or “at risk “students.</p> <p>10. Develop a student recruitments plan with staff, PAC with different marketing techniques, teacher and community involvement.</p>	<p>9. February , 2018 to August 2018</p> <p>10. February , 2018 to August 2018</p>			
B. Enrollment Process and Communication	<p>1. Announce enrollment dates, admission process, procedures and lottery process will be and posted for returning students, siblings and new students on Website, Facebook, Twitter and Instagram Files,</p> <p>2. Revise Enrollment Forms will be developed.</p>	<p>1. February 2018 to August 2018</p> <p>2. February 2018 to August 2018</p>	Vernon Jaramillo, Chancellor, and Jenny Lucero, Registrar	Parents and community are aware of process and required documentation is turned in by school deadlines to confirm enrollment.	With successful conduct of lottery, all families intending to enroll are properly enrolled by deadline.

	<p>3. Revised Enrollment Forms will have a notice that parents must inform the Cariños should they change school or not intent to attend Cariños.</p> <p>4. Call the potential enrollees weekly to confirm attendance.</p> <p>5. Meet with Corrine Teller, Business Manager to make a conservative determination on a student projection (based on past 2 years of student data) for submission of an accurate student projection to the NMPED for the 2018-2019 School Year Budget.</p>	<p>3. February 2018 to August 2018</p> <p>4. February 2018 to August 2018</p> <p>5. February 2018 to May 2018</p>			
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and will review progress with these individuals at their offices and at the Governance Board Meetings.

Vice President: The Vice President will have all powers and perform all duties of the President in the absence, resignation, or incapacity of the President.

Secretary: The Secretary will see that minutes are kept of all meetings of the Governance Board.

Note: The Finance Committee: The Cariños Governance Board shall appoint a Finance Committee that consists of two Cariños Board Members, Chief Executive Officer and Business Manager will comply with NM HEC/227 & 251.

Note: The Audit Committee. The Cariños Governance Board shall appoint an audit committee that consists of two board members, one volunteer member who is a parent of a student attending that school district and one volunteer member who has experience in accounting or financial matters.

Note: An officer of the Cariños Governance Board may be removed from his/her duty as an **officer** by the Governance Board, whenever in its judgment the best interest would be served thereby, and this can be accomplished by a majority vote of those members at a meeting duly called for that purpose. The Board member will remain on the Governance Board.

- **Article IX. Recruitment and Selection, None-Compensation, Orientation Process, Professional Development, Travel and Per-diem Expenses, Training Cost, Inclusive of Removal and or Replacement:**

The Cariños Governance Board Members will be considered, selected and appointed by the existing Governance Board from the Española Valley and neighboring communities. Due to the nature of the responsibilities of overseeing finances, construction, agricultural, community partnerships and educational programs and issues, Cariños will recruit community members who have finance, business, construction, law, community involvement, school leadership experience and parenting experience. Governance Board members will serve on the Board on voluntary basis without expectation of monetary compensation or a stipend or mileage to attend monthly scheduled Board meetings.

Individuals wishing to serve on the Governance Board, due to a board member vacancy must submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Governance Board to the Board President. The Board President will review the all applications and shall interview the qualified applicant(s). The Board President shall recommend the chosen successor at the next regular or special board meeting and the nominee shall be considered and or approved by the majority of the Governance Board Members. If a Governance Board Member resigns, the member's seat will be filled by a majority vote of the remaining Governance Board member(s) through the established process

and through the Board Presidents' recommendation, until the expiration of the term without losing the opportunity for the two-term limit.

Newly elected board members will be expected to participate in trainings, to review the charter bylaws and content, and to review meeting minutes. The Governance Board will support new members by ensuring they feel prepared to participate in the decision-making process.

The Governance Board will attend training in charter school law, budget, policy, procurement code, open meetings act, code of ethics, Education Plan for Student Success (EPSS), or other strategic planning. The Cariños Charter School is a member to the New Mexico Coalition for Charter Schools and its Board member will utilize the offered training, as appropriate. The Cariños Governance Board is also a member to the New Mexico School Boards Association and the Board members will also utilize the offered training, as well. Cariños will provide each Board member travel (Per-diem and Mileage) to attend training, conferences meeting, school related business and will cover training expenses, as appropriated by the Board.

Governance Board Members who wish to resign must do so with a least a thirty (30) day notice in writing to the Board President. The Board member who is resigning agrees to return all Cariños equipment and materials.

Any Board member of the Governance Board may be removed by the Governance Board whenever in its judgment; the Board's best interest would be served thereby. This can be accomplished by a majority vote of those members present at a meeting duly called for that purpose.

If any Board member fails to attend two consecutive Regular Meetings of the Governance Board without a valid excuse and after having been notified by the President of such failure to attend, then said absent member shall in that case, be deemed to have resigned. However, the Governance Board shall have the power to excuse the absence of any Board member for a Regular Board Meeting or Special Board Meeting, who has a valid excuse.

Pursuant to 10-15-1 NMSA 1978, paragraph C if reflected on the approved on the annual Open Meeting Act Resolution, a member or members of the Cariños Governance Board may participate in a meeting of the Governance Board by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member or members to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any members of the public body who speak during the meeting.

RESOLUTION 2018-2

At a public meeting held on February 16, 2018, at Rio Arriba County Complex Espanola, New Mexico, the governing board of Carinos Charter School did pass by unanimous vote, after a quorum was established, the following Resolution:

The Board finds that the screening and selection of Board members is a priority of our School so as to establish and maintain a membership that reflects competence in areas that are pertinent to the successful management and operation of our School, including members with backgrounds in finance, school teaching/ administration, law, child development, mental and physical health, as well as the desire to participate in community involvement, and

The Board wishes to establish a written policy to enable this goal to be achieved on a regular basis.

NOW THEREFORE, be it resolved that:

1. When a vacancy occurs on the governing board of Carinos Charter School, the board president will, as soon as is practical, but in no event later than 14 days after the vacancy is announced to the board:
 - a. cause to be published in a newspaper or newspapers of general circulation in Northern New Mexico or placed on the Cariños Website an invitation for members of the public to submit a letter of interest in serving on the board, as well as a resume; cause a similar announcement to be aired on a radio station or stations that are received in Northern New Mexico;
 - b. send a letter home with each student or mail a letter to the parent(s) of each student to alert them of the search for a new board member and asking them to participate in inviting eligible persons to apply;
 - c. place a similar notice on the bulletin board of the school;
 - d. take any other reasonable steps to communicate to the general public in Northern New Mexico the desire to invite potential board members to apply for the position.
2. All notices will require applicants to send their letter of intent and resume directly to the board president at the home address or post office box of the president.
3. The board president will give 21 days for applicants to submit their information.
4. The board president will circulate the information provided by applicants to the other board members immediately upon receipt of this information.
5. The board president will place the notice on the next agenda after the deadline for applying for the board position to deliberate and take action on the application for board position.
6. The board members are encouraged, before the board meeting, to talk with and meet with the applicant before the vote on the applicant is taken.

7. The applicant is required to visit the school at least once before the vote on his/her candidacy is taken.
8. The board president is encouraged to contact any references that the applicant provides and to be ready to report on those findings to the rest of the board.
9. The applicant must reveal any possible conflicts of interest that might arise to the governing board, such as contracts with the school, past or present; family members who are current employees of the school, or any other potential areas where the applicant's past or present involvement may touch and concern the school in any significant way.

Juanita L. Bata, Gov. Board President 2/16/18
Carla Martinez 2/16/18
Secretary



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AGENDA **CARIÑOS CHARTER SCHOOL** **Special Governance Board Meeting** **Friday, February 16, 2018 at 2:00 p.m.**

The Cariños Special Board Meeting is announced for Friday, February 16, 2018 at 2:00 p.m. as advertised by posted Agenda at Cariños Charter School, Cariños Website and announced by KDCE Radio. The Special Board Meeting will be held at 2:00 p.m. at the Rio Arriba County – Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

I. OPENING BUSINESS AT 2:00 P.M. ON FRIDAY, FEBRUARY 16, 2018:

- | | |
|--|---|
| A. Call to Order | Dr. Juanita Cata, President |
| B. Pledge of Allegiance | Mr. Leo R. Marquez II, Vice President and Board |
| C. Roll Call | Ms. Carla Ann Martinez, Secretary |
| D. Approval of Agenda | Dr. Juanita Cata, President |
| E. Introduction of Guest | Dr. Juanita Cata, President and Board |
| F. Presentation(s) Reports -Ref: CSD/NMPEC/NMPED | Mr. Vernon Jaramillo, Chancellor /Ms. Bernice Life/Father Terry Brennan |

II. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters – Evaluation of Chief Executive Officer

III. BOARD ACTION AGENDA ITEMS:

1. Approval of change of Cariños Charter School Bylaws: Paragraph IX: In the second paragraph, substitute "Board President" for "Chief Executive Officer" and also add a final paragraph to referenced Bylaw: "The Board may, by Resolution, include other provisions for the search and selection of Board members. Ref: For Corrective Action Plan.
2. Approval of Cariños Governance Board Resolution for NMPEC/ NMPED - Ref: For Corrective Action Plan.

IV. ROUTINE MATTERS/INFORMATIVE REPORTS/ UPDATES -BY MR. VERNON. JARAMILLO, CHANCELLOR:

V .ANNOUNCEMENT(S):

1. Regular Board Meeting for Cariños Governance Board - Wednesday, February 28, 2018 to be held at 2:00 p.m. at the Rio Arriba County – Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

VI. ADJOURNMENT:

CORF

Per vote by PEC at November 17, 2017 and February 15, 2018

Related finding(s): Non-compliance related to the

Corrective Action Plan Requirements:

	<u>Completion Date</u>	<u>Due Date</u>	<u>To</u>
1	2/14/2018	2/15/2018	PEC Responsible
2	2/14/2018	2/15/2018	PEC Responsible
3	2/14/2018	2/15/2018	PEC Responsible **No
4	2/20/2018	2/20/2018	CSD Responsible
5	2/14/2018	2/28/2018	PED Responsible **No
6	2/14/2018	2/28/2018	PED Responsible
7	2/14/2018	2/28/2018	PEC Responsible
8		4/9/2018	CSD Responsible

CORRECTIVE ACTION PLAN- Carinos de Los Ninos

January 15, 2018 PEC meetings requiring that Carinos de Los Ninos Charter School take corrective action

school's financial performance

Action taken to improving financial management

Plan for improving financial management

Responsible Party(ies): Business Manager, School Admin, School Board

Budget adjustments for required growth that has not materialized or repayments for prior year repayments

Responsible Party(ies): Business Manager, School Board

Updated year-end position forecasts

Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated year end forecast will be emailed to CSD email address on or before Feb 28th

Meet with CSD staff at PED office in Santa Fe on 2/20/18 to discuss non-compliance to clear all findings related

Responsible Party(ies): Business Manager, School Admin, School Board

Budget that reflects all outstanding budget maintenance through January 31, 2018

Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated budget will be emailed to CSD email address on or before Feb 28th

All monthly reports completed, submitted, and **verified including cash report, **which will enable the school to enter****

Responsible Party(ies): Business Manager, School Admin

Bank reconciliations for all outstanding months since July 1, 2018

Responsible Party(ies): Business Manager, School Admin

Come into compliance on or before second site visit on April 9, 2018

Responsible Party(ies): School Admin

to finances

nd the year with a positive balance

1. Actions to be taken to improve financial management:

Per PEC Corrective Action Plan

Due Date: February 17, 2018

1. Three quotes on all purchases not from an established 'preferred vendor' (per revised internal control p
2. Business manager reviews and approves all purchases and invoices to ensure is in line with budget (enfo
3. All purchases/reservations for service must have PO issued first (enforced, per internal controls policy)
4. Business manager reviews budget at least on a monthly basis
5. BARS to be done on a monthly basis, if needed, to ensure all functions have a positive balance
6. Finance/Audit committee and Board to review/approve all purchases since last approval
7. Finance/Audit committee and Board shall attend trainings regarding financial management
8. Decrease in admin staff
9. Chancellor Vernon Jaramillo took on teaching position with no additional FTE/salary

policy as of 7/1/17)
forced, per internal controls policy)

3. Updated year-end position forecasts

Per PEC Corrective Action Plan

Due Date: April 1, 2018

As of March 28, 2018

		add deps	
Fund	Name	Budgeted/Revenue	Actual
11000	Operational	\$ 1,203,776	\$ (665,379)
11000	Operational		
11000	Operational	26,771	**Note: No growth was pro
11000	Operational	8,390	
11000	Operational	(72,222.46)	
13000	Transportation	165,489	(113,177)
14000	Instructional Materials	14,133	(4,445)
21000	Food Services	110,744	(56,628)
23000	Fundraising	11,483	(5,325)
24101	Title I	41,353	-
24106	IDEA B	28,715	(18,325)
24154	Title II (Teacher PD)	6,329	-
25153	Medicaid	8,844	(7,678)
27107	GoBond (Library)	5,757	-
29102	Private	5,000	-
31600	HB-33	1,780	-
31700	SB-9 State Match	6,331	(4,469)
31701	SB-9 Ad Valorem	19,213	-

<u>Expenses</u>		<u>Other</u>	
Encumbered	Future Enc (not budgeted)	Amount	
\$ (328,558)	\$ (36,800)	\$ (106,422)	
		(14,165)	
jected so NO decrease in FY18 Rev due to lower than expected enrollment**			
(47,029)	-		
-	-		
(37,994)	-		
(3,815)	-		
(367)	(17,000)		
(9,707)	(683)		
-	-		
-	(2,417)	MUST BE SPENT THIS YEAR	
-	(2,500)		
-	-		
(367)	-		
(6,252)	-		

Explanation	Projected Cash at YE	
FY17 Ending Cash Balance		
Other Fund Neg Amts as of FY17		
Final Funded Value		
Non-SEG oper revenue		
Negative T&E adj	15,391	if stay open
	(19,609)	if close
	5,283	
	9,688	
	477	
	2,343	
	23,986	
	0	
	6,329	
	-	
	3,340	
	-	
	1,780	
	1,495	
	12,961	

CORF

Per vote by PEC at November 17, 2017 and February 15, 2018

Related finding(s): Non-compliance related to the

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	<u>Completion Date</u>	<u>Due Date</u>	<u>To</u>
1	2/14/2018	2/15/2018	PEC Respon
2	2/14/2018	2/15/2018	PEC Respon
3	2/14/2018	2/15/2018	PEC Respon **No
4	2/20/2018	2/20/2018	CSD Respon
5	2/14/2018	2/28/2018	PED Respon **No
6	pending budget analyst review	2/28/2018	PED Respon
7	2/14/2018	2/28/2018	PEC Respon
8		4/9/2018	CSD Respon

CORRECTIVE ACTION PLAN- Carinos de Los Ninos

January 15, 2018 PEC meetings requiring that Carinos de Los Ninos Charter School take corrective action

school's financial performance

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Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

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Responsible Party(ies): Business Manager, School Admin, School Board

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8. Decrease in admin staff
9. Chancellor Vernon Jaramillo took on teaching position with no additional FTE/salary

policy as of 7/1/17)
forced, per internal controls policy)

3. Updated year-end position forecasts

Per PEC Corrective Action Plan

Due Date: March 1, 2018

As of February 28, 2018

Fund	Name	Budgeted/Revenue	Actual
11000	Operational	\$ 1,210,285	\$ (540,993)
11000	Operational		
11000	Operational	26,771	**Note: No growth was pro
11000	Operational	8,216	
11000	Operational	(72,222.46)	
13000	Transportation	165,489	(75,020)
14000	Instructional Materials	14,133	-
21000	Food Services	110,744	(56,628)
23000	Fundraising	10,803	(1,883)
24101	Title I	41,353	-
24106	IDEA B	28,715	(12,935)
24154	Title II (Teacher PD)	6,329	-
25153	Medicaid	7,678	(7,678)
27107	GoBond (Library)	5,757	-
29102	Private	2,500	-
31600	HB-33	1,780	-
31700	SB-9 State Match	6,331	(3,836)
31701	SB-9 Ad Valorem	18,364	-

<u>Expenses</u>		<u>Other</u>	
Encumbered	Future Enc (not budgeted)	Amount	Explanation
\$ (437,140)	\$ (94,000)	\$ (141,000)	FY17 Ending Balance
		(14,165)	Other Fund Neg Amts as of FY17
jected so NO decrease in FY18 Rev due to lower than expected enrollment**			Final Funded Value
			Non-SEG oper revenue
			Negative T&E adj
(85,186)	-		
(4,445)	-		
(53,669)	-		
(5,565)	-		
(367)	(40,986)		
(15,095)	(685)		
-	(6,329)		
-	(3,340)		
-	2,500		
-	-		
(1,000)	-		
-	-		

Must be spent FY18

Projected Cash at YE
(54,249)
5,283
9,688
477
3,355
-
-
-
-
2,417
-
1,780
1,495
18,364

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

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

Doc. ID: 571-000-1718-0021-I
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 \$26,771

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class		\$15,150	\$15,150	
11000 Operational	2100 Support Services-Students	53214 Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$17,689	\$200	\$17,889	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$135	\$135	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class		\$2,500	\$2,500	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$3,000	\$500	\$3,500	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$3,716	\$650	\$4,366	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class	\$12,554	\$2,636	\$15,190	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$10,611	\$5,000	\$15,611	
Sub Total						\$26,771		
Indirect Cost								
DOC. TOTAL						\$26,771		

Justification:

per attached spreadsheet- Final SEG value

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

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

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

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

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

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

Doc. ID: 571-000-1718-0022-T
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Transfer

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$14,730	(\$10,000)	\$4,730	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$46,566	\$6,636	\$53,202	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class	\$12,554	\$3,364	\$15,918	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
to adjust for updated expenses

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

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

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

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

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

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

Doc. ID: 571-000-1718-0023-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1711 Instructional Assistants-Grades 1-12	\$16,768	(\$16,768)		(1.00)
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$107,990	\$16,768	\$124,758	
					Sub Total	\$0		(1.00)
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

to adjust for updated expenses

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

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

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

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

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

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

Doc. ID: 571-000-1718-0024-T
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Transfer

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$21,979	(\$8,000)	\$13,979	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$41,400	(\$15,912)	\$25,488	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave	\$46,566	\$13,364	\$59,930	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$107,990	\$10,548	\$118,538	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:
to adjust fro updated expenses

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:
A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:
B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.
ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

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

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

Doc. ID: 571-000-1718-0025-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018

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

Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos

Contact: Corinne Teller, Business Manager

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2200 Support Services-Instruction	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$15,000	(\$5,300)	\$9,700	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$41,400	(\$421)	\$40,979	
11000 Operational	2200 Support Services-Instruction	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$5,300	\$5,300	
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1113 Administrative Associates		\$301	\$301	
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class	\$64,200	\$120	\$64,320	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

to adjust for updated expenses

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

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

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

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

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except transfers of funds for SEG or
direct grants

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

Doc. ID: 571-000-1718-0017-I
Fund Type: Flowthrough
Adjustment Type: Increase

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough): 4,936

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2017 To: 06/30/2018	
A. Approved Carryover: \$1,581.00	
B. Total Current Year Allocation: 3,355	
D. Total Funding Available: 4,936	

Revenue 14000.0000.43211 \$491

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56108 Instructional Materials Credit - 25% of 56111	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$395	\$491	\$886	
					Sub Total	\$491		
					Indirect Cost			
					DOC. TOTAL	\$491		

Justification:

per IM Final Allocation 2017-18 2018.02.06

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

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

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

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

Doc. ID: 571-000-1718-0018-I

Fund Type: Capital Outlay

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27107.0000.43202 \$2,417

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 27107 GOB Library	2200 Support Services-Instruction	56114 Library And Audio-Visual	0000 No Program	0000 No Job Class	\$3,340	\$2,417	\$5,757	
					Sub Total	\$2,417		
					Indirect Cost			
					DOC. TOTAL	\$2,417		

Justification:

per award letter dated 9/22/17

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

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2	2/14/2018	2/15/2018	PEC Respon
3	2/14/2018	2/15/2018	PEC Respon **No
4	2/20/2018	2/20/2018	CSD Respon
5	2/14/2018	2/28/2018	PED Respon **No
6	pending budget analyst review	2/28/2018	PED Respon
7	2/14/2018	2/28/2018	PEC Respon
8		4/9/2018	CSD Respon

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Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated year end forecast will be emailed to CSD email address on or before Feb 28th

Meet with CSD staff at PED office in Santa Fe on 2/20/18 to discuss non-compliance to clear all findings related

Responsible Party(ies): Business Manager, School Admin, School Board

Budget that reflects all outstanding budget maintenance through January 31, 2018

Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated budget will be emailed to CSD email address on or before Feb 28th

All monthly reports completed, submitted, and verified including cash report, which will enable the school to enter

Responsible Party(ies): Business Manager, School Admin

Bank reconciliations for all outstanding months since July 1, 2018

Responsible Party(ies): Business Manager, School Admin

Come into compliance on or before second site visit on April 9, 2018

Responsible Party(ies): Business Manager, School Admin, School Board

to finances

nd the year with a positive balance

1. Actions to be taken to improve financial management:

Per PEC Corrective Action Plan

Due Date: February 17, 2018

1. Three quotes on all purchases not from an established 'preferred vendor' (per revised internal control p
2. Business manager reviews and approves all purchases and invoices to ensure is in line with budget (enfo
3. All purchases/reservations for service must have PO issued first (enforced, per internal controls policy)
4. Business manager reviews budget at least on a monthly basis
5. BARS to be done on a monthly basis, if needed, to ensure all functions have a positive balance
6. Finance/Audit committee and Board to review/approve all purchases since last approval
7. Finance/Audit committee and Board shall attend trainings regarding financial management
8. Decrease in admin staff
9. Chancellor Vernon Jaramillo took on teaching position with no additional FTE/salary

policy as of 7/1/17)
forced, per internal controls policy)

3. Updated year-end position forecasts

Per PEC Corrective Action Plan

Due Date: February 17, 2018

As of February 8, 2018

Fund	Name	Budgeted/Revenue	Actual
11000	Operational	\$ 1,210,285	\$ (485,642)
11000	Operational		
11000	Operational	26,771	**Note: No growth was pro
11000	Operational	8,065	
11000	Operational	TBD	
13000	Transportation	165,489	(75,020)
14000	Instructional Materials	14,133	-
21000	Food Services	110,744	(56,628)
23000	Fundraising	8,178	(1,883)
24101	Title I	41,353	-
24106	IDEA B	28,715	(12,935)
24154	Title II (Teacher PD)	6,329	-
25153	Medicaid	7,678	(7,678)
27107	GoBond (Library)	5,757	-
29102	Private	2,500	-
31600	HB-33	1,780	-
31700	SB-9 State Match	6,331	(3,836)
31701	SB-9 Ad Valorem	16,780	-

<u>Expenses</u>		<u>Other</u>	
Encumbered	Future Enc (not budgeted)	Amount	Explanation
\$ (469,579)	\$ (76,000)	\$ (141,000)	FY17 Ending Balance
		(31,000)	Other Fund Neg Amts as of FY17
jected so NO decrease in FY18 Rev due to lower than expected enrollment**			Final Funded Value
			Non-SEG oper revenue
			Negative T&E adj
(85,186)	-		
(4,445)	-		
(53,669)	-		
(817)	(4,000)		
(367)	(40,986)		
(15,095)	(685)		
-	(6,329)		
-	(3,340)		
-	2,500		
-	-		
(1,000)	-		
-	-		

Must be spent FY18

Projected Cash at YE	
41,900	<i>add in C12 after T&E adj is received</i>
5,283	
9,688	
477	
1,478	
-	
-	
-	
-	
2,417	
-	
1,780	
1,495	
16,780	

CORF

Per vote by PEC at November 17, 2017 and February 15, 2018

Related finding(s): Non-compliance related to the

Corrective Action Plan Requirements:

	<u>Completion Date</u>	<u>Due Date</u>	<u>To</u>
1	2/14/2018	2/15/2018	PEC Respon
2	2/14/2018	2/15/2018	PEC Respon
3	2/14/2018	2/15/2018	PEC Respon **No
4	2/20/2018	2/20/2018	CSD Respon
5	2/14/2018	2/28/2018	PED Respon **No
6	pending budget analyst review	2/28/2018	PED Respon
7	2/14/2018	2/28/2018	PEC Respon
8		4/9/2018	CSD Respon

CORRECTIVE ACTION PLAN- Carinos de Los Ninos

January 15, 2018 PEC meetings requiring that Carinos de Los Ninos Charter School take corrective action

school's financial performance

Action taken to improving financial management

Plan for improving financial management

Responsible Party(ies): Business Manager, School Admin, School Board

Budget adjustments for required growth that has not materialized or repayments for prior year repayments

Responsible Party(ies): Business Manager, School Board

Updated year-end position forecasts

Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated year end forecast will be emailed to CSD email address on or before Feb 28th

Meet with CSD staff at PED office in Santa Fe on 2/20/18 to discuss non-compliance to clear all findings related

Responsible Party(ies): Business Manager, School Admin, School Board

Budget that reflects all outstanding budget maintenance through January 31, 2018

Responsible Party(ies): Business Manager

Note: budget adjustments to be required with T&E negative adjustment.

Updated budget will be emailed to CSD email address on or before Feb 28th

All monthly reports completed, submitted, and verified including cash report, which will enable the school to enter

Responsible Party(ies): Business Manager, School Admin

Bank reconciliations for all outstanding months since July 1, 2018

Responsible Party(ies): Business Manager, School Admin

Come into compliance on or before second site visit on April 9, 2018

Responsible Party(ies): Business Manager, School Admin, School Board

to finances

nd the year with a positive balance

1. Actic

Per PEC

Due Da

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

ons to be taken to improve financial management:

Corrective Action Plan

te: February 17, 2018

Three quotes on all purchases not from an established 'preferred vendor' (per revised internal control policy as of

Business manager reviews and approves all purchases and invoices to ensure is in line with budget (enforced, per

All purchases/reservations for service must have PO issued first (enforced, per internal controls policy)

Business manager reviews budget at least on a monthly basis

BARS to be done on a monthly basis, if needed, to ensure all functions have a positive balance

Finance/Audit committee and Board to review/approve all purchases since last approval

Finance/Audit committee and Board shall attend trainings regarding financial management

Decrease in admin staff

Chancellor Vernon Jaramillo took on teaching position with no additional FTE/salary

	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
x	x						
x	x						
x	x						
x	x						
x	x						
x	x						
x							
x							

3. Updated year-end position forecasts

Per PEC Corrective Action Plan

Due Date: February 17, 2018

As of December 31, 2017

Fund	Name	Budgeted/Revenue	Actual
11000	Operational	\$ 1,210,285	\$ (413,472)
11000	Operational		
13000	Transportation	165,489	(75,020)
14000	Instructional Materials	14,133	-
21000	Food Services	110,744	(56,628)
23000	Fundraising	8,178	(1,883)
24101	Title I	41,353	-
24106	IDEA B	28,715	(12,935)
24154	Title II (Teacher PD)	6,329	-
25153	Medicaid	-	(7,678)
27107	GoBond (Library)	5,757	-
29102	Private	2,500	-
31600	HB-33	1,780	-
31700	SB-9 State Match	6,331	(3,836)
31701	SB-9 Ad Valorem	7,529	-

<u>Expenses</u>		<u>Other</u>	
Encumbered	Future Enc (not budgeted)	Amount	Explanation
\$ (520,812)	\$ (89,849)	\$ (141,000)	FY17 Ending Balance
		(31,000)	Other Fund Neg Amts as of FY17
(85,186)	-		
(4,445)	-		
(53,669)	-		
(817)	(4,000)		
(367)	(40,986)		
(15,095)	(685)		
-	(6,329)		
-	(3,340)		
-	2,500		
-	-		
(1,000)	-		
-	-		

Must be spent FY18

Projected Cash at YE
14,152
5,283
9,688
477
1,478
-
-
-
-
2,417
-
1,780
1,495
7,529

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

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

Doc. ID: 571-000-1718-0006-T
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$195,334	(\$87,344)	\$107,990	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$107,282	\$36,995	\$144,277	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$10,000	\$10,864	\$20,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave	\$748	\$13,982	\$14,730	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

12/13/2017

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

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

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Corinne Teller	Business Manager	12/15/2017 10:19:00 PM
Vernon Jaramillo	Superintendent	12/15/2017 10:28:22 PM
Ernestine Saucedo	Budget Analyst	12/27/2017 9:31:07 AM
Vince Vigil	Budget Supervisor	12/27/2017 10:03:18 AM

PED Approved

PED Approved

PED Approved

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

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

Doc. ID: 571-000-1718-0006-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

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

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

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0008-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for updated expenses

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

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

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

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

Juanita D. Gata

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

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

Doc. ID: 571-000-1718-0006-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

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

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

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0008-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for updated expenses

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

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

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

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

Juanita D. Gata

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

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

Doc. ID: 571-000-1718-0009-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$15,485	(\$15,431)	\$54	
11000 Operational	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,152	(\$1,280)	\$872	
11000 Operational	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$93	(\$93)		
11000 Operational	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$71	(\$62)	\$9	
11000 Operational	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$25	(\$25)		
11000 Operational	3100 Food Services Operations	52314 Vision	0000 No Program	0000 No Job Class	\$12	(\$12)		
11000 Operational	3100 Food Services Operations	52315 Disability	0000 No Program	0000 No Job Class	\$110	(\$110)		
11000 Operational	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$650	(\$541)	\$109	
11000 Operational	3100 Food Services Operations	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$30	(\$18)	\$12	
11000 Operational	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$250	(\$250)		
11000 Operational	3100 Food Services Operations	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$2,200	(\$2,200)		
11000 Operational	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$49	(\$49)		
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$748	\$748	
11000 Operational	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$4,323	\$4,323	
11000 Operational	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class		\$16,000	\$16,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Juanita D. Costa

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

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

Doc. ID: 571-000-1718-0010-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$6,000	(\$725)	\$5,275	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,744	(\$1,621)	\$123	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$10,000	(\$10,000)		
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$65,000	(\$1,824)	\$63,176	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$45,000	(\$45,000)		
11000 Operational	2100 Support Services-Students	53215 Psychologists/Couns elors - Contracted	2000 Special Programs	0000 No Job Class	\$5,000	(\$5,000)		
11000 Operational	2100 Support Services-Students	53330 Professional Development	0000 No Program	0000 No Job Class	\$150	(\$150)		
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	2100 Support Services-Students	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$60	(\$60)		
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$37,041	(\$81)	\$36,960	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$5,083	(\$14)	\$5,069	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$3,726	(\$283)	\$3,443	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$13,000	(\$40)	\$12,960	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$15,000	(\$1,600)	\$13,400	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)		
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$800	(\$800)		
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,296	(\$4,296)		

11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	0000 No Job Class	\$188	(\$186)	\$2
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	0000 No Job Class	\$38	(\$37)	\$1
11000 Operational	2400 Support Services-School Administration	52315 Disability	0000 No Program	0000 No Job Class	\$268	(\$268)	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,987	(\$1,896)	\$91
11000 Operational	2400 Support Services-School Administration	53414 Other Services	0000 No Program	0000 No Job Class	\$14,000	(\$14,000)	
11000 Operational	2400 Support Services-School Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,475)	\$25
11000 Operational	2400 Support Services-School Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$3,000	(\$3,000)	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2500 Central Services	55400 Advertising	0000 No Program	0000 No Job Class	\$750	(\$750)	
11000 Operational	2500 Central Services	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$350	(\$350)	
11000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$167	(\$160)	\$7
11000 Operational	2600 Operation & Maintenance of Plant	54312 Maintenance & Repair - Buildings and Grounds	0000 No Program	0000 No Job Class	\$11,894	(\$11,894)	
11000 Operational	2600 Operation & Maintenance of Plant	54412 Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$13,380	(\$12,198)	\$1,182
11000 Operational	2600 Operation & Maintenance of Plant	54416 Communication Services	0000 No Program	0000 No Job Class	\$14,704	(\$2,724)	\$11,980
11000 Operational	2600 Operation & Maintenance of Plant	55200 Property/Liability Insurance	0000 No Program	0000 No Job Class	\$30,261	(\$9,390)	\$20,871
11000 Operational	2200 Support Services-Instruction	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$10,000	\$5,000	\$15,000
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$105,782	\$107,282
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$5,667	\$233	\$5,900
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class	\$45,501	\$18,699	\$64,200
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$5,000	\$10,000
11000 Operational	2600 Operation & Maintenance of Plant	52312 Life	0000 No Program	0000 No Job Class		\$62	\$62
11000 Operational	2600 Operation & Maintenance of Plant	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$9	\$3	\$12
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$8,000	\$543	\$8,543
Sub Total					\$0		
Indirect Cost							
DOC. TOTAL					\$0		

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0006-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

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

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

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0008-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for updated expenses

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

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

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

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

Juanita D. Gata

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

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

Doc. ID: 571-000-1718-0009-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$15,485	(\$15,431)	\$54	
11000 Operational	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,152	(\$1,280)	\$872	
11000 Operational	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$93	(\$93)		
11000 Operational	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$71	(\$62)	\$9	
11000 Operational	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$25	(\$25)		
11000 Operational	3100 Food Services Operations	52314 Vision	0000 No Program	0000 No Job Class	\$12	(\$12)		
11000 Operational	3100 Food Services Operations	52315 Disability	0000 No Program	0000 No Job Class	\$110	(\$110)		
11000 Operational	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$650	(\$541)	\$109	
11000 Operational	3100 Food Services Operations	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$30	(\$18)	\$12	
11000 Operational	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$250	(\$250)		
11000 Operational	3100 Food Services Operations	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$2,200	(\$2,200)		
11000 Operational	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$49	(\$49)		
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$748	\$748	
11000 Operational	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$4,323	\$4,323	
11000 Operational	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class		\$16,000	\$16,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Juanita D. Costa

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

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

Doc. ID: 571-000-1718-0006-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

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

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

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0008-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for updated expenses

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

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

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

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

Juanita D. Gata

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

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

Doc. ID: 571-000-1718-0009-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$15,485	(\$15,431)	\$54	
11000 Operational	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,152	(\$1,280)	\$872	
11000 Operational	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$93	(\$93)		
11000 Operational	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$71	(\$62)	\$9	
11000 Operational	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$25	(\$25)		
11000 Operational	3100 Food Services Operations	52314 Vision	0000 No Program	0000 No Job Class	\$12	(\$12)		
11000 Operational	3100 Food Services Operations	52315 Disability	0000 No Program	0000 No Job Class	\$110	(\$110)		
11000 Operational	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$650	(\$541)	\$109	
11000 Operational	3100 Food Services Operations	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$30	(\$18)	\$12	
11000 Operational	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$250	(\$250)		
11000 Operational	3100 Food Services Operations	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$2,200	(\$2,200)		
11000 Operational	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$49	(\$49)		
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$748	\$748	
11000 Operational	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$4,323	\$4,323	
11000 Operational	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class		\$16,000	\$16,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Juanita D. Costa

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

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

Doc. ID: 571-000-1718-0010-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$6,000	(\$725)	\$5,275	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,744	(\$1,621)	\$123	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$10,000	(\$10,000)		
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$65,000	(\$1,824)	\$63,176	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$45,000	(\$45,000)		
11000 Operational	2100 Support Services-Students	53215 Psychologists/Couns elors - Contracted	2000 Special Programs	0000 No Job Class	\$5,000	(\$5,000)		
11000 Operational	2100 Support Services-Students	53330 Professional Development	0000 No Program	0000 No Job Class	\$150	(\$150)		
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	2100 Support Services-Students	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$60	(\$60)		
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$37,041	(\$81)	\$36,960	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$5,083	(\$14)	\$5,069	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$3,726	(\$283)	\$3,443	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$13,000	(\$40)	\$12,960	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$15,000	(\$1,600)	\$13,400	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)		
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$800	(\$800)		
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,296	(\$4,296)		

11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	0000 No Job Class	\$188	(\$186)	\$2
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	0000 No Job Class	\$38	(\$37)	\$1
11000 Operational	2400 Support Services-School Administration	52315 Disability	0000 No Program	0000 No Job Class	\$268	(\$268)	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,987	(\$1,896)	\$91
11000 Operational	2400 Support Services-School Administration	53414 Other Services	0000 No Program	0000 No Job Class	\$14,000	(\$14,000)	
11000 Operational	2400 Support Services-School Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,475)	\$25
11000 Operational	2400 Support Services-School Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$3,000	(\$3,000)	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2500 Central Services	55400 Advertising	0000 No Program	0000 No Job Class	\$750	(\$750)	
11000 Operational	2500 Central Services	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$350	(\$350)	
11000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$167	(\$160)	\$7
11000 Operational	2600 Operation & Maintenance of Plant	54312 Maintenance & Repair - Buildings and Grounds	0000 No Program	0000 No Job Class	\$11,894	(\$11,894)	
11000 Operational	2600 Operation & Maintenance of Plant	54412 Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$13,380	(\$12,198)	\$1,182
11000 Operational	2600 Operation & Maintenance of Plant	54416 Communication Services	0000 No Program	0000 No Job Class	\$14,704	(\$2,724)	\$11,980
11000 Operational	2600 Operation & Maintenance of Plant	55200 Property/Liability Insurance	0000 No Program	0000 No Job Class	\$30,261	(\$9,390)	\$20,871
11000 Operational	2200 Support Services-Instruction	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$10,000	\$5,000	\$15,000
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$105,782	\$107,282
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$5,667	\$233	\$5,900
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class	\$45,501	\$18,699	\$64,200
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$5,000	\$10,000
11000 Operational	2600 Operation & Maintenance of Plant	52312 Life	0000 No Program	0000 No Job Class		\$62	\$62
11000 Operational	2600 Operation & Maintenance of Plant	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$9	\$3	\$12
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$8,000	\$543	\$8,543
Sub Total					\$0		
Indirect Cost							
DOC. TOTAL					\$0		

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0011-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2017-2018 Entity Name: Carinos De Los Ninos
Adjustment Changes Intent/Scope of Program Yes or No?: No Contact: Corinne Teller, Business Manager
Total Approved Budget (Flowthrough): 165,489 Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:	
B. Total Current Year Allocation: 165,489	
D. Total Funding Available: 165,489	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
13000 Pupil Transport ation	2700 Student Transportation	55112 Transportation Contractors	0000 No Program	0000 No Job Class	\$125,753	(\$24,753)	\$101,000	
13000 Pupil Transport ation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri cal/Technical Assistants		\$2,758	\$2,758	
13000 Pupil Transport ation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	1217 Secretarial/Cleri cal/Technical Assistants		\$10,000	\$10,000	
13000 Pupil Transport ation	2700 Student Transportation	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$2,649	\$2,649	
13000 Pupil Transport ation	2700 Student Transportation	52312 Life	0000 No Program	0000 No Job Class		\$1,010	\$1,010	
13000 Pupil Transport ation	2700 Student Transportation	56216 Maintenance Supplies/Parts	0000 No Program	0000 No Job Class		\$8,336	\$8,336	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To adjust for updated expenses

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

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

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

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

Juanita L. Cota

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

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

Doc. ID: 571-000-1718-0006-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for necessary expenses

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

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

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

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

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0008-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Carinos De Los Ninos
Contact: Corinne Teller, Business Manager
Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for updated expenses

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

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

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

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

Juanita D. Gata

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

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

Doc. ID: 571-000-1718-0009-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$15,485	(\$15,431)	\$54	
11000 Operational	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,152	(\$1,280)	\$872	
11000 Operational	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$93	(\$93)		
11000 Operational	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$71	(\$62)	\$9	
11000 Operational	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$25	(\$25)		
11000 Operational	3100 Food Services Operations	52314 Vision	0000 No Program	0000 No Job Class	\$12	(\$12)		
11000 Operational	3100 Food Services Operations	52315 Disability	0000 No Program	0000 No Job Class	\$110	(\$110)		
11000 Operational	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$650	(\$541)	\$109	
11000 Operational	3100 Food Services Operations	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$30	(\$18)	\$12	
11000 Operational	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$250	(\$250)		
11000 Operational	3100 Food Services Operations	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$2,200	(\$2,200)		
11000 Operational	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$49	(\$49)		
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$748	\$748	
11000 Operational	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$4,323	\$4,323	
11000 Operational	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class		\$16,000	\$16,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Juanita D. Costa

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

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

Doc. ID: 571-000-1718-0010-M

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$6,000	(\$725)	\$5,275	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,744	(\$1,621)	\$123	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$10,000	(\$10,000)		
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$65,000	(\$1,824)	\$63,176	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$45,000	(\$45,000)		
11000 Operational	2100 Support Services-Students	53215 Psychologists/Couns elors - Contracted	2000 Special Programs	0000 No Job Class	\$5,000	(\$5,000)		
11000 Operational	2100 Support Services-Students	53330 Professional Development	0000 No Program	0000 No Job Class	\$150	(\$150)		
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	2100 Support Services-Students	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$60	(\$60)		
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$37,041	(\$81)	\$36,960	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$5,083	(\$14)	\$5,069	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$3,726	(\$283)	\$3,443	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$13,000	(\$40)	\$12,960	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$15,000	(\$1,600)	\$13,400	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)		
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$800	(\$800)		
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,296	(\$4,296)		

11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	0000 No Job Class	\$188	(\$186)	\$2
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	0000 No Job Class	\$38	(\$37)	\$1
11000 Operational	2400 Support Services-School Administration	52315 Disability	0000 No Program	0000 No Job Class	\$268	(\$268)	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,987	(\$1,896)	\$91
11000 Operational	2400 Support Services-School Administration	53414 Other Services	0000 No Program	0000 No Job Class	\$14,000	(\$14,000)	
11000 Operational	2400 Support Services-School Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,475)	\$25
11000 Operational	2400 Support Services-School Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$3,000	(\$3,000)	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2500 Central Services	55400 Advertising	0000 No Program	0000 No Job Class	\$750	(\$750)	
11000 Operational	2500 Central Services	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$350	(\$350)	
11000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$167	(\$160)	\$7
11000 Operational	2600 Operation & Maintenance of Plant	54312 Maintenance & Repair - Buildings and Grounds	0000 No Program	0000 No Job Class	\$11,894	(\$11,894)	
11000 Operational	2600 Operation & Maintenance of Plant	54412 Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$13,380	(\$12,198)	\$1,182
11000 Operational	2600 Operation & Maintenance of Plant	54416 Communication Services	0000 No Program	0000 No Job Class	\$14,704	(\$2,724)	\$11,980
11000 Operational	2600 Operation & Maintenance of Plant	55200 Property/Liability Insurance	0000 No Program	0000 No Job Class	\$30,261	(\$9,390)	\$20,871
11000 Operational	2200 Support Services-Instruction	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$10,000	\$5,000	\$15,000
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$105,782	\$107,282
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$5,667	\$233	\$5,900
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class	\$45,501	\$18,699	\$64,200
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$5,000	\$10,000
11000 Operational	2600 Operation & Maintenance of Plant	52312 Life	0000 No Program	0000 No Job Class		\$62	\$62
11000 Operational	2600 Operation & Maintenance of Plant	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$9	\$3	\$12
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$8,000	\$543	\$8,543
Sub Total					\$0		
Indirect Cost							
DOC. TOTAL					\$0		

Juanita L. Gata

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

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

Doc. ID: 571-000-1718-0011-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2017-2018 Entity Name: Carinos De Los Ninos
Adjustment Changes Intent/Scope of Program Yes or No?: No Contact: Corinne Teller, Business Manager
Total Approved Budget (Flowthrough): 165,489 Phone: (505)459-3888
Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:	
B. Total Current Year Allocation: 165,489	
D. Total Funding Available: 165,489	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
13000 Pupil Transport ation	2700 Student Transportation	55112 Transportation Contractors	0000 No Program	0000 No Job Class	\$125,753	(\$24,753)	\$101,000	
13000 Pupil Transport ation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri cal/Technical Assistants		\$2,758	\$2,758	
13000 Pupil Transport ation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	1217 Secretarial/Cleri cal/Technical Assistants		\$10,000	\$10,000	
13000 Pupil Transport ation	2700 Student Transportation	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$2,649	\$2,649	
13000 Pupil Transport ation	2700 Student Transportation	52312 Life	0000 No Program	0000 No Job Class		\$1,010	\$1,010	
13000 Pupil Transport ation	2700 Student Transportation	56216 Maintenance Supplies/Parts	0000 No Program	0000 No Job Class		\$8,336	\$8,336	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To adjust for updated expenses

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

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

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

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

Juanita L. Cota

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

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

Doc. ID: 571-000-1718-0012-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$28,765	(\$1,673)	\$27,092	
21000 Food Services	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$80,744	(\$8,744)	\$72,000	
21000 Food Services	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$1,948	\$1,948	
21000 Food Services	3100 Food Services Operations	51300 Additional Compensation	0000 No Program	1114 Administrative Assistants		\$2,000	\$2,000	
21000 Food Services	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$704	\$6,092	\$6,796	
21000 Food Services	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$17	\$363	\$380	
21000 Food Services	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$16	\$14	\$30	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

to adjust for current needs

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

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

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

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

Juanita D. Cata

GOVERNANCE BOARD

Dr. Juanita Cata, President
 Mr. Leo Marquez, Vice Pres.
 Ms. Glenda Sanchez, Secretary
 Mr. Isaac Medina, Member
 Father Terry Brennan, Member

Caríños Charter School



K-8th grade Dual Language Program
Accredited by AdvancED/NCA

ADMINISTRATION

Vernon Jaramillo, Chancellor
 Bernice Life, Vice Principal
 Jennifer Lucero, Business Office
 Phone: (505) 753-1128
 Physical Address:
 714 Calle Don Diego
 Espanola, New Mexico 87532

WITHDRAWALS

1/1/2018 THROUGH TODAY

January 8, 2018	4
January 9, 2018	1
January 19, 2018	1
January 30, 2018	1
February 26, 2018	1
March 12, 2018	1
March 13, 2018	1

NEW REGISTRATIONS

January 12, 2018	2
February 1, 2018	1
March 12, 2018	1
March 15, 2018	1

ENROLLMENT AS OF 4/3/2018

67

“Saber es Poder/ Knowledge is Power” “Aprender es Avanzar/To Learn is to Advance”



Monthly Withdrawals

Dec-17
6

Jan-18
7

Feb-18
0

Monthly New Enrollment

17-Dec
1

18-Jan
2

18-Feb
2

Caríños Charter School



K-8th grade Dual Language Program
Accredited by AdvancED/NCA

WITHDRAWAL FORM

ID# _____

DATE _____

CHILD'S NAME _____
(LAST) (FIRST)

GRADE _____ DOB _____

PARENT OR GUARDIAN _____
(PARENT SIGNATURE)

ADDRESS _____

TRANSFERRING TO: _____
(NAME OF SCHOOL)

ADDRESS _____ CITY _____ ZIP _____

REASON FOR TRANSFER/WITHDRAWAL _____

DATE LAST ATTENDED ABOVE SCHOOL _____

ALL TEXTBOOKS RETURNED _____

PROGRESS RATING _____
(ABOVE AVERAGE) (AVERAGE) (BELOW AVERAGE)

TEACHERS SIGNATURE _____

I FOUND THIS PUPIL TO HAVE SPECIAL INTERESTS OR ABILITIES IN THE FOLLOWING AREAS:

PRINCIPAL/DISIGNEE

SIGNATURE _____ DATE _____

FY 2017 CORRECTIVE ACTION PLAN

CHARTER SCHOOL NAME: Carinos de Los Ninos Charter School

FINDING NUMBER	FINDING DESCRIPTION	STEPS TO RESOLVE FINDING	RESPONSIBLE PERSON	DUE DATE
CS2014-003	For four of seventy disbursements tested totaling \$6,168, the Purchase Order is dated after the vendor's invoice date.	Office manager attended training to be Chief Procurement Officer(CPO), primarily responsible for compliance with this finding. CPO to ensure no services or orders to be placed without PO in place. No invoices to be paid by school, dated prior to PO issue date.	Office Manager/CPO	7/1/2017

CS2015-002	<p>During our testing of seventy various disbursements, we noted the following deficiencies: Lack of Supporting Documentation and Authorization The Charter School did not make any progress in resolving this finding. However, the Charter School's management is in the process of reviewing the policy and procedure with the appropriate personnel to ensure that this issue is resolved in subsequent years.</p> <ul style="list-style-type: none"> • Twenty-one disbursements totaling \$73,589 where some or all of the supporting documentation was not available for inspection. • Eight disbursements totaling \$74,448 where a copy of the canceled check was not available for inspection. • One disbursement for \$1,506 included late payment penalty fees of \$63. 	<p>CPO to ensure quotes provided for all purchases. CPO to ensure all PO's are signed by CPO. CPO to ensure payments made only with invoices on hand and payments are made within 30 days. Documentation is organized to ensure all items are maintained in vendor files:</p> <ul style="list-style-type: none"> • Quote(s) • Requisition, approved by Chancellor • PO, signed by CPO • Signed packing slip/invoice or Verification of hours worked/services performed • Check stub 	CPO	7/1/2017
CS2016-001	<p>PED Cash Report- The Charter School's cash report to the PED did not agree to the Charter School's General Ledger at year- end. At June 30, 2017, the General Ledger had a cash balance of \$56,775, the PED Cash Report had a cash balance of \$58,451, and the Bank Reconciliation had an expected General Ledger balance of \$72,333.</p>	<p>Caused by end of year entries for FY17 posted outside of fiscal year and some transactions incorrectly posted to fund balance. New business manager to ensure entries properly posted.</p>	Business Manager	7/1/2017
2017-001	<p>Annual Inventory - The School did not perform an annual inventory of its capital assets during fiscal year 2017</p>	<p>Office Manager shall do inventory of items on asset list. Board to verify assets on asset list and record date this happened and outcome in board meeting minutes prior to end of fiscal year</p>	Office Manager and Board	6/30/2018

CS2016-004	Capital Asset Listing- For the year ended June 30, 2017, the School had not maintained a capital asset listing that was reconciled to the general ledger and in compliance with the GASB 34.	School and business manager will work with EPS and other agencies to get values of all assets after proper asset listing is made	Business Manager, Chancellor, Office Manager	6/30/2018
2017-003	Audit Committee Member- During our test-work, we noted that the school did not have all four required audit committee members during the year.	Chancellor and Board shall ensure that audit committee maintains the required members	Chancellor, Board	7/1/2017
2017-004	EXPENDITURES EXCEEDED BUDGET - The School had funds where expenditure functions exceeded budgetary authority	The school shall work in conjunction with the business manager to ensure that expenses do not exceed budget authority. In the event additional revenues are expected than budgeted, a budget adjustment request shall be submitted to PED for approval.	Business Manager, Chancellor, CPO	7/1/2017
2017-005	Timely Deposits - During our test-work, we noted that the School did maintain all supporting documentation together as support for activity fund deposits. It was not possible to determine if deposits are being made in a timely manner.	A mail log shall be maintained by the school to record all cash receipts received by mail and a cash receipts book shall be maintained for all cash receipts received in person.	Office Manager, Chancellor	7/1/2017
2017-006	Internal Control over Fund Balances- During our fieldwork, we noted adjusting entries were posted to the fund balance for funds 24101,24106,24153,24154, and 31200, causing fund balance not to reconcile. Significant audit entries were required to agree the fund balances to the prior year financial statements.	Postings in the financial management system shall take place following GAAP and procedures in the PSAB's.	Business Manager	7/1/2017

Attachment C: Summary of February 20 Meeting with CSD Staff

CAP-required Technical Assistance Meeting for Cariños de los Niños Charter School Summary of February 20, 2018 Meeting

Introduction

Per the corrective action imposed by the PEC at its February 9, 2018 meeting on the Cariños de los Niños Charter School (CDLN), the PED's CSD team met with the members of the school's leadership on February 20, 2018. The meeting's proceedings, including the detailed technical assistance provided by the CSD team is provided below. Through this meeting, it has become evident the school's leaders lack the will and/or skill to appropriately respond and take immediate, decisive action to address a wide range of concerns effectively.

School's Lack of Internal Communication about, Awareness of, or Preparation for Meeting Objectives

In preparation for February 20, 2018 meeting, Dr. Icela Pelayo, CSD Deputy Director, sent an email with an agenda attached on Monday, February 12, 2018 to the following members of the CDLN team: Mr. Vernon Jaramillo, Chancellor; Ms. Bernice Life, Assistant Principal; Dr. Juanita Cata, Governing Board President; and Fr. Terry Brennan, a new Governing Board member. The email and attached agenda both indicate the precise location and time of the meeting, clearly indicating an 8:00 am start time.

Purpose of meeting. The purpose of the meeting was clearly outlined in the email (see attached) and also reflected on the agenda itself (attached). The email clearly states:

During this meeting, the CSD team staff will review with your school the areas of the academic and organizational performance framework that were flagged as 'Concerns Identified' and/or were rated as 'Falls Far Below Standard' and discuss appropriate responses and evidence/documentation required to address the findings. The agenda also includes time to discuss the financial performance framework, the concerns with respect to the Training and Experience audit, and required reporting per your school's PEC Financial CAP. The meeting will conclude with a brief conversation about expectations for the April 9, 2018 site visit at your school.

Miscommunication and confusion around meeting times. Fr. Brennan (new governing board member) arrived alone at approximately 7:50 am. The meeting began on time, as scheduled, at 8:00 am with only Fr. Brennan from the CDLN team and the CSD staff. Fr. Brennan stated that Mr. Jaramillo wanted him to arrive ten minutes prior to the meeting start time, which he did. He then contacted the Mr. Jaramillo, Chancellor, by cell phone and Mr. Jaramillo's response was that he thought the meeting was at 10:30 am. Fr. Brennan advised him otherwise, and then Mr. Jaramillo arrived at approximately 8:40 am. Ms. Life, Assistant Principal, did not arrive until 9:05 am. Dr. Cata, the governing board president arrived at approximately 10:00 am and school's contract business manager, Ms. Teller, arrived at 10:30 am. It appeared that the group had not reviewed the agenda (attached) which clearly stated that the meeting would be from 8:00am to 12:00pm.

The meeting purpose and start time were communicated via email, however, it became apparent that not all the members received the email and agenda. It is unclear why those from the school that did receive the information did not readily share with those that had not. The school team did not bring any documents or materials and, based on the conversations and questions, had not discussed or prepared for the meeting, as requested in the emails sent previously (see attached).

Fr. Brennan inquired about feedback on the documentation submitted by the school as required by the PEC-imposed corrective action and expressed confusion, and then frustration, about the meeting's agenda. Dr. Pelayo clarified that the purpose of the first part of the meeting was not to review other required documentation submissions in detail, but rather to address how the school would ensure it

CAP-required Technical Assistance Meeting for Cariños de los Niños Charter School Summary of February 20, 2018 Meeting

comes into compliance on the matters identified through the annual site visit in preparation for a second site visit per the PEC's letter regarding decisions on corrective action dated February 9, 2018 (see attached). The letter states the following:

Meet with the CSD staff at the PED Office in Santa Fe on February 20, 2018 to discuss all outstanding non-compliance on or before a second site visit to be conducted on April 9, 2018, which includes ensuring that all employee files contain all required and valid licensure and experience verification documentation found lacking during the PED's Audit and Accounting Bureau Training and Experience Audit.

Dr. Pelayo also clarified that there was time set aside specifically to discuss financial performance, but that those items would be addressed later in the meeting by the CSD Director, Katie Poulos. Correspondingly, the first hour and 40 minutes of the meeting focused on addressing **each** of the compliance concerns identified through the school's December 6, 2017 site visit. Below is a summary of the feedback and technical assistance provided regarding identified compliance concerns.

Technical Assistance Provided on Compliance Concerns

In preparation for the meeting, each of the CSD team members reviewed the responses provided by the school and then prepared information to provide technical assistance and support in the form of describing verifiable evidence and/or providing resources and handouts. The CSD staff provided a Checklist of the *PEC-Authorized Annual Monitoring in Web-EPSS*¹ (cross-referenced list of the 28 indicators of the *Charter Performance Framework*) and hard copies of the 2017-2018 Draft Web-EPSS Site Visit Report. The online monitoring tool was projected on the meeting room's wall so that everyone could visually track the same objects. These documents (attached) were explained in great detail to Fr. Brennan, a new board member, who was completely unfamiliar with them and their contents and yet was the only person from the school at the beginning of the meeting. Also, a copy of the *2016-2017 Web-EPSS Site Visit Final Evaluation* (previous school year) was provided to Fr. Brennan. The prior year report indicated that many compliance concerns from the current year were repeated and unaddressed.

The CSD staff presented each finding and reviewed the school's responses to each of the flagged compliance concerns. As the CSD members of the site visit team took turns discussing the various flagged concerns, the staff explained, in detail, the nature of the finding, the substance of what was requested for follow-up, and what was received in response from the school as submitted through the *2017-2018 PEC-Approved Annual Monitoring in Web-EPSS*.

The CSD staff indicated whether the appropriate responses and/or documentation were provided. The CSD staff explained in detail the level of specificity and quality of responses and documentation necessary to adequately address the documented non-compliance from the site visit. Where partial or incomplete documentation was provided, the CSD staff explained in detail what was still required and why it was necessary. Please note that while the CSD staff provided detailed feedback on each item, various CDLN team continued trickling in late and at different times, which was distracting and disruptive to meeting.

¹ Web-EPSS refers to the PED's online platform for district- and school-level educational plans of student success (EPSS) required by state statute, 22-2C-6 NMSA 1978. The online platform is currently used as a tool for monitoring performance and/or submission of data for a variety of purposes. The CSD uses Web-EPSS to monitor compliance with the Charter Performance Framework. The CSD releases findings and the Web-EPSS platform serves as a repository of the school's monitoring reports and uploaded documents.

CAP-required Technical Assistance Meeting for Cariños de los Niños Charter School Summary of February 20, 2018 Meeting

Below is summary of compliance concerns identified, by section and indicator, and the specific feedback provided to the school staff at the site visit, in its report, and at the February 20, 2018 meeting to remedy each of the concerns discussed:

Academic Performance

I-A.00 – NM A-F Grading System. The school received a letter grade of "F" for the 2016-2017 school year requiring it to submit a School Improvement Plan (SIP) within 40 days from release of school grades. The school did not provide such improvement plan by the established due date of October 1, 2017. During the December 6, 2017 site visit, the school was informed that a SIP has not been submitted and the head administrator then provided a copy of the school's "improvement plan" which he stated was approved by the board in April 2017. At that time, the CSD team pointed out that plan, given the date, must be for the prior year as the latest school grades (2017) were not released until August 2017. The school's site visit report was released to the school on December 29, 2017. The school uploaded its plan on January 29, 2018—nearly four months late. Prior to the February 20, 2018 meeting (see attached email), the school was provided two different templates that could be used as well as to the PED's Priority School's Bureau webpages for additional support regarding continuous school improvement planning.

At the February 20, 2018 meeting, the CSD staff again provided hard copies of improvement plan templates and walked the CDLN team through a step-by-step process to access the online NM DASH library of supports to learn more about effective school improvement planning. The only member of the CDLN team that asked questions was the new board member, Fr. Brennan. The CSD team answered his questions about the development of effective school improvement plans. When asked if there were other schools that CDLN could collaborate with or other sample plans available, the CSD staff reminded the CDLN team, that 20 school plans had been available online since PEC's February 9, 2018 at which the school was present for the presentation of such plans. The CSD staff directed them to the PEC website, and then showed them how to access various available documents. The CSD pointed out that while the plans were publically available, it would be important to for the CDLN team to ensure that the school's specific data and needs must drive the focus of efforts. The CSD staff informed the school that it would not comment on the quality of the various plans, but did point out that there was a wide range in quality and level of specificity across the plans. The CSD then demonstrated this by opening online several documents, projecting them to the meeting participants, scrolling through various components of detailed plans, and pointing key features of some of the plans.

Based on the level of direction and intense scaffolding the CSD staff modeled in accessing the online resources, and applying basic search skills, and voicing over a cursory review of plans viewed, it did not appear that the CDLN team has the capacity or willingness to do its own due diligence or take immediate action to improve its school's academic performance.

I-A.01 – Required Academic Performance Indicators. After the site visit, the school was advised that it must provide evidence it is keeping records of student progress on mission-specific indicators (i.e., fall results in NWEA reading and math as well as 2015-2016 to 2016-2017 growth of ELs on the ACCESS) no later than the 120th day reporting period (February 15, 2018). The CSD staff reminded the CDLN team that it must also provide (via Web-EPSS) at the end of the school year its analysis of progress towards *each* mission-specific indicator along with the school's battery of relevant vendor-generated interim/short-cycle assessment data, including results of its annual English language proficiency data

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results. The school was reminded that school's self-reported data analyses/results would not be sufficient for validating progress towards mission-specific indicators without vendor-generated reports.

Financial Performance

II-A.00 through A.06 – Financial Performance Framework. A reminder regarding this specific reporting requirement was provided. According to the Charter Performance Framework, this section is evaluated through the completion of the financial questionnaire, due annually, that must be signed by the governing board president, head administrator, and business manager. The school was also reminded that any potential FY audit findings would have to be addressed as well.

Organizational Performance

III-A.00 – Education Plan (Charter Contract and Material Terms). After the December 6, 2017 site visit, the PED team requested that the school provide description of steps it will take to ensure it adheres to material terms of its contract in regards to providing a “*free public school education... [for] any school age person*” who is registered at the school, instead of asking students to leave due to not being the right ‘fit’. The school was provided with the legal citation for the requirement, see 22-1-4A NMSA 1978. The PED site visit team observed that the school was implementing a combined or multi-age classroom program, which constitutes a material violation of the school's approved charter contract. To address the non-compliance, the school was required to either demonstrate compliance with its current charter which does not allow of multi-age classroom instruction or submit governing-body approved amendment request to the Charter Schools Division (CSD) for PEC consideration through the appropriate channels. The school uploaded into Web-EPSS an incomplete amendment request form.

At the February 20, 2018 meeting, the school was advised that the amendment request was not properly submitted to the division's designated email address: charter.schools@state.nm.us. The school was advised that the complete amendment request and supporting documentation must be submitted to the division's general email address where it can then be appropriately routed for processing. Additionally the CSD staff explained in great detail the concerns it has with the amendment request done in haste (signed by the governing board president with a date of January 31, 2018).

The CSD staff asked the CDLN to carefully present an amendment request that thoughtfully addresses how its current education program—dual language programming—could be negatively affected due to combining classrooms. The CDLN team stated that it had aligned the Common Core State Standards for its combined classes, thereby admitting violation of material terms. In response, the CSD staff pointed out that while the standards alignment handbook—which appeared to be copied and pasted from another source—was observed during the December 6, 2018 site visit, the classrooms were not paired according to the grade spans in the handbook, which itself is problematic.

Further, the CSD staff noted that simply combining classes to mitigate financial difficulties is not a well-reasoned rationale for change. The CSD staff explained that multi-age classrooms are undergirded with a specific educational philosophy and that it would be incumbent on the school to specifically address how multiage pedagogy would be implemented while also continuing its dual language bilingual education program. The CSD staff further explained that radically altering the education program of an approved charter requires that the school be able to demonstrate it effectively and presently meets all provisions of its approved charter contract, has the capacity to support its students and staff in a potential change, and that it has carefully planned for the professional development and training

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teachers need to effectively implement multi-age pedagogy. The school was advised to carefully reconsider whether or not to proceed with its amendment request and when it was ready to resubmit it, to do so through the established channels according to the procedures explained.

III-A.01 – Education Plan (Compliance with all education requirements).

State Assessments. State assessment reports (iStation and PARCC) were not observed in student cumulative files. After the December 6, 2017 site visit, the PED team requested that the school “...upload of all state-mandated assessment reports ...with redacted student names.” Instead, however, the school uploaded a schoolwide *iStation ISIP* reading results report showing the percentage of students at each iStation ISIP Tier (1-3) and a packing list for PARCC Assessment Scores received in Spring 2017. The school was advised that the expected response (with verifiable evidence) would have more appropriately been to upload copies of some, if not all, PARCC and *iStation ISIP* **individual** student (not schoolwide) reports to Web-EPSS as these would be the reports shared with families (in a language understandable to them) and such reports would also be filed in student cumulative files as evidence that the required communication with families was done. Since the PED team will visit the school on April 9, 2018, the student files will be reviewed again to ensure compliance and to verify that such reports have been appropriately filed as required.

Instructional Hours. The school calendars (parent, budget, and actual) do not match. After the December 6, 2017, site visit, the PED team request included, among other items, “a revised/corrected master schedule that corrects for instructional hours shortage for 7th and 8th grades.” The school uploaded an email from Mr. Jaramillo stating that the school exceeds in providing instructional contact time to all of its students. Accompanying that email was page 33 of the school’s Charter Contract, the school’s 2017-2018 academic calendar, and the school’s budget calendar. See the attached explanation of the how the instructional hours for CDLN were calculated. The school is 15.5 hours short of providing the contractual hours for 7th and 8th graders. The school was advised that it would need to adjust the calendar to provide those hours or submit for approval of an amendment request to the PEC via the appropriate form (which was provided, see attached). As indicated in the header of the request form, the completed documentation must be emailed to charter.schools@state.nm.us along with governing board meeting minutes showing that the amendment request was approved.

III-A.02 – Education Plan (Protecting the Rights of All Students).

McKinney Vento Act. At the December 6, 2017 site visit, the PED team noted that the McKinney Vento (Homelessness) Liaison’s contact information had not been reported to the PED Wellness and Student Success Bureau, that the required 20-hour online training had not been completed, and that the McKinney Vento Dispute Resolution Policy had not been approved by the school’s governing board as required. Ms. Life, the school’s designated Homelessness Liaison, completed the training on January 1, 2018, uploaded the certificate, and provided contact information to the PED Wellness and Student Success Bureau. However, the McKinney Vento Dispute Resolution Policy that was submitted does not contain all required elements per the federal ESSA requirements. During the February 20, 2018 meeting, the CSD staff provided several handouts related to the federal McKinney Vento Act and advised that the school’s governing board review, revise and approve a compliant policy. The policy and the governing board meeting minutes indicating that it was approval must be uploaded to Web-EPSS.

Student Assistance Team (SAT). Additionally, at the December 6, 2017 site visit, the PED team did not observe SAT files for students and therefore requested “evidence that [the school] is implementing its SAT process....SAT log with student names redacted.” Such a log was provided and it included seven students, listed in chronological order by SAT meeting date. At least one entry was out of order. Also

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uploaded was the school's self-assessment on its Response to Intervention (RtI) and SAT processes, as well as several blank templates from the PED's 2009 SAT handbook. Prior to the February 20, 2018 meeting, the school was provided links to the PED's revised RtI handbook (2014). During the meeting, the CDLN team was advised that while the sample documents are provided and referenced for support, the school should adapt forms to meet the specific needs of the school, and at minimum should reflect the school's letterhead. Further, it was pointed out to the CDLN team that only students moving from Tier 2 to Tier 3 (special education) were listed. The CSD staff also informed the CDLN team that it expected to see the documentation and evidence that such students had first moved from Tier 1 to Tier 2, which was not evident in the log uploaded.

The CSD staff informed the school that the CSD expects the schools to either submit and/or have reading available evidence of all meetings, teacher documentation leading up to those decisions, meeting agendas, communication with parents, intervention plans, progress monitoring documentation, and evidence of implementation. At the upcoming site visit scheduled for April 9, 2018, the PED team will review the student SAT files for compliance, and review evidence of the school's implementation of its SAT processes. The PED expects to see actual, complete documentation for each student in the SAT process, as indicated by the submitted log—not the PED's 2009 blank, sample templates.

III-A.04 – Education Plan (English Learners). At the December 6, 2017 site visit, the PED team reviewed 11 student cumulative files and did not observe administration of the required, department-approved language screener (W-APT/WIDA) which determines English Learner (EL) eligibility. For six students, the Home Language Survey (HLS) or Language Usage Survey (LUS) indicated a language other than English. Specifically, three students did not have the required W-APT/WIDA Screener result and three were administered a non-state approved short-cycle assessment (i.e., WIDA Model). The school was referred to communication and guidance from the PED's Language and Culture Bureau. To address the finding, the CSD team advised the school that it provide evidence of action steps taken to correct its student files to demonstrate it has properly followed state procedures for the identification of ELs and tracking of exited EL students (or reclassified fluent English proficient, RFEP, students) per 6.29.5.11-12 NMAC. The CSD also provided some examples of the types of evidence that could be provided. The school submitted copies of LUS and W-APT results. However, CDLN's response was incomplete, which demonstrates a lack of understanding of the state's EL identification procedures as well as a lack of due diligence since it did not seek out guidance from the PED's Language and Culture Bureau (LCB). In its inadequate Web-EPSS response, the school failed to address the monitoring of RFEP students or upload any evidence that it monitors the academic progress of such student as the state regulation requires.

To support the school's understanding of its responsibilities, at the February 20, 2018 meeting, the CSD staff printed and provided a copy of the state's EL identification process map, walked the CDLN team through the state's EL identification process, and provided hard copy samples of required parental notification letters (which should be contained in student files, and were not evident during the site visit or in the school's response to the finding). When asked how it tracks and monitors for the academic progress of its RFEP students, the CDLN team remained silent. Nevertheless, to provide technical assistance and support the school in developing a process it does not currently implement, the CSD staff provided a hard copy of the 2015 U.S. Department of Education's English Learner Toolkit.

Please note that the guidance and materials referenced are publically available on the PED's website, and that over the years have been emailed directly to Mr. Jaramillo and provided in hard copy to all directors of bilingual education and English learner programs who attend LCB regional technical assistance meetings and trainings. The resources and guidance are not new—the school should be fully

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aware of its responsibilities, especially since the PED's LCB has consistently held several technical assistance meetings and professional development trainings over the years—and Mr. Jaramillo is well aware of the LCB opportunities since he is on the LCB listserv and has been for over five years. Given the importance of state funding for its dual language program (charter material terms), it would be essential that the school's staff attend the LCB's free professional learning opportunities. Since the CDLN was renewed as a state-authorized charter school beginning July 1, 2016, Ms. Life has attended just two technical assistance meetings and Mr. Jaramillo has attended none.

IV-A.00 – Business Management and Oversight (Reporting Compliance). During the December 6, 2018 site visit, the CSD staff reminded the CDLN team that the Bilingual Multicultural Education Program (BMEP) District Annual Report, per 6.32.2.15 NMAC, was overdue since it is required to be submitted annually to the PED by September 30th. The school did not submit the report by established deadline, and received multiple reminders with extended deadlines. The school did not submit the report until December 20, 2017, almost three months *after* the deadline. At the February 20, 2018 meeting, as in the site visit report, the CDLN team was reminded that it must upload, into Web-EPSS, evidence that it is implementing management responses and/or actions as stated on its corrective action plan (CAP) for any potential FY17 audit finding(s). The CSD staff advised that this should be done once the audit report is released by the State Auditor (forthcoming). The school was also advised that evidence of implementation, not the just CAP that may be required of the PED Audit Bureau would need to be uploaded into Web-EPSS in order to receive a final rating of *Working to Meet Standard*².

IV-A.01 – Business Management and Oversight (Teacher support).

Teacher Mentorship Program. Though a teacher mentorship program handbook was available at the December 6, 2017 site visit, it did not include several required components and was therefore non-compliant with regulation. The school's January 30, 2018 response in Web-EPSS to a request that it upload a revised handbook compliant with state regulation was "Carinos does not have any teachers in 'mentorship' status." Not only is this "response" wholly inadequate, it is not responsive to the request and demonstrates either a misinformed lack of urgency or a blatant disregard for state regulation.

To support the school understand its obligations, at the February 20, 2018, the CSD staff provided the CDLN team a summary sheet of the regulation requirements for mentorship programs (see attached document). The school did not seem to understand the requirements of state regulation or look up the regulation, as cited in the finding, before submitting its one-sentence statement. The CSD staff explained to the CDLN leadership that though the school may not currently have any Level I teachers requiring mentorship, the school's process must be documented such that school is prepared and ready to implement its program should a new teacher be hired. The CSD staff pointed out that given the school's instability and that it had already experience a departure of staff, a reasonable school response would be to prepare for such transitions, especially when it was already pointed out as non-compliance during the site visit. The CSD staff again advised that a revised mentorship program handbook that is compliant with regulation be uploaded to Web-EPSS. During the upcoming April 9, 2018 visit, the CSD staff will review staff files to determine if new teachers requiring mentoring are hired and evidence of implementation of a compliant mentorship program.

² In Web-EPSS, in alignment to the Charter Performance Framework, the main ratings used to evaluate compliance on the performance indicators are: Meets the Standard, Working to Meet Standard, and Falls Far Below Standard. The Web-EPSS system also allows for reminders, which we provide the school to notify them of future action that will need to be taken to ensure compliance.

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Professional development plans. Per regulation, 6.69.4.10 NMAC, professional development plans (PDPs) for all teachers must be prepared by the 40th day of the school year, and are to be used as part of the evaluation process by the Head Administrator at the end of the year. During the December 6, 2018 site visit, the school was not able to produce either PDPs or education effectiveness reports for its teachers. The CSD is concerned that the school's staff is not being provided with support needed for the school to implement its material terms or to implement effective school improvement. This is especially concerning the school's desire to request to amend its charter to include multi-age classrooms. The school was required to submit evidence that PDPs have been developed and teachers have been provided the opportunity to be evaluated and supported. At the February 20, 2018 meeting, the CSD staff advised the CDLN team to ensure that PDPs and Educator Effectiveness Reports be readily available for review and/or be filed in personnel files, annually. The school was also advised that at the upcoming site visit scheduled for April 9, 2018, the CSD staff will review these documents for compliance.

V-A.00 – Governance and Reporting (Governing Board's Compliance with Open Meetings Act). The CDLN team was reminded that a response to compliance concerns identified during the December 19, 2017 governing board's meeting in Web-EPSS is overdue. The completed observation form was uploaded and noted in the Web-EPSS system January 11, 2018 and a response is required within 30 days of the release of the *Governing Board Observation Form* and feedback. As of February 20, 2018, no school response had been updated into Web-EPSS and during the meeting the CDLN team stated it was unaware of any concerns identified—yet both the school's two administrators have access to the system.

At the February 20, 2018 meeting, the CSD handed the CDLN staff hard copies of the *Governing Board Observation Form* and asked to carefully the school to review the feedback as a team in order to submit a thoughtful response. Additionally, to completely address this indicator, the school was also advised to consider further revising its bylaws beyond the requirement of the PEC CAP requirement (that the governing board to ensure the school leader does not continue to vet or recommend potential governing board members). The CDLN team appeared confused about this technical assistance feedback. The CSD team explained that there were several concerning issues in the school's bylaws and policies that appear to reflect misunderstanding of the board responsibilities and separation of duties. The CSD reminded them many of such concerns were highlighted and presented to the PEC at its February 9, 2018 meeting. Again, the CSD staff reminded the CDLN team that all documents presented at the PEC meeting are publically available online and that it would behoove them to conduct a thorough and complete review of their policies.

VI-A.02 – Employees (Background Checks). During the December 6, 2017 site visit, the PED team observed that the background check for one teacher was not in his personnel file and it was requested that the school provide evidence of the background check for said teacher. This was not uploaded to Web-EPSS prior to the February 20, 2018 meeting. However, at the February 20, 2018 meeting, Ms. Life had a copy emailed to her and she showed it to the CSD staff on her phone. The CSD staff advised Ms. Life to upload that document to Web-EPSS as evidence.

VI-A.00 Employees (Parental Notification of Unendorsed Instructors). The CSD staff informed the CDLN team that although written notice was sent to parents notifying them of unendorsed instructors teaching students, the school had not submitted evidence of an approved *Substitute Exceeding 45-Day Limit Waiver Request* form, as required by state regulation, 6.29.1.9(B)(9)(d) NMAC. The CDLN team was advised that to appropriately address the non-compliance, the school must upload approved waiver

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forms into Web-EPSS. The CDLN team was also advised of where the form could be accessed: <http://webnew.ped.state.nm.us/information/waivers/>

VII-A.00 – School Environment (Emergency Preparedness and Drills). During the December 6, 2017 site visit, the PED team did not observe the school was in compliance with the state’s requirements that it keep records of all emergency drills conducted. The school is required to complete weekly fire drills for the first four weeks of school with monthly drills thereafter. The school is also required to conduct one off-site evacuation drill annually and two shelter-in-place/lockdown drills twice annually. Further, the school is required to keep 3 years’ worth of such records, to include the current school year. No such documentation was observed. The school was required to produce evidence that it had conducted emergency drills as required and a schedule of drills to be conducted in the current school year. The school did not produce any evidence of drills conducted and only submitted a list of tentatively scheduled drills beginning with February 2018.

At the February 20, 2018 meeting, the CSD staff asked the CDLN team if it has prior year records and if had conducted any emergency drills during the current school year. There was no response. It was noted, that this item was a repeat finding from the prior year. The CLDN team was advised that it must conduct the emergency drills as provided in its schedule and that evidence that drills were conducted is required. The CSD staff provided the CDLN team with template for creating a process, plan or procedure to come into compliance and to thoughtfully design a plan that would ensure future compliance moving forward. During its scheduled April 9, 2018 site visit, the CSD will review the school’s files against the schedule of emergency drills to determine whether or not the school has begun conducting its required emergency drills.

The CSD team also pointed out to the school that while the doors of school were securely locked on the date of December 6, 2017 site visit, however the school’s doors were *not* locked on an impromptu visit to the school on January 16, 2018, therefore the school was not following its own policies.

VII-A.01 – School Environment (Immunization Log). During the December 6, 2017 site visit, the PED team did not observe that the school was in compliance with the Department of Health’s (DoH) requirement to have an immunization log. Thus, the school received a finding and was required to upload evidence to address the matter. The school instead uploaded individual immunization records for all students, which was not required or requested.

At the February 20, 2018 meeting, the CSD staff provided the CDLN team with the DoH memorandum dated February 20, 2015 which informs New Mexico Superintendents and Charter School Leaders that an immunization list or log is required. The school is required to maintain, at all times, an updated list of the immunization status of all enrolled students. The school was informed that such a list will be reviewed during the upcoming April 9, 2018 site visit.

Financial CAP Feedback

At approximately, 9:40am during the meeting, CSD Director, Katie Poulos, entered the room to provide feedback on the financial CAP that was imposed by the PEC on school since November 2017. The CSD Director had reviewed the school’s submitted plan and had determined that the plan was inadequate, lacking specificity and instead demonstrated a hastily drafted document of poor quality. The CSD Director provided specific examples of what she expected the document to include and went through each entry pointing out how it was exactly the same as all the others. It was evident that the CDLN team did not bother to review a higher quality plan that another similarly-situated charter school had

CAP-required Technical Assistance Meeting for Cariños de los Niños Charter School Summary of February 20, 2018 Meeting

submitted even as the CSD Director stated during the February 9, 2018 PEC meeting on the record that she had confidence that the other school's plan was good first step in moving forward. That leader had taken proactive steps to seek additional financial training and support by the PED staff. Given that the second CDLN document submitted was also of very poor quality, the CSD Director provided the CDLN a third opportunity to get it right. Fr. Brennan responded the school needed more financial training and asked what the PED was providing in that respect. The CSD Director strongly implored the school be take the matter seriously, to be proactive in seeking support from all sources available and to put much more thought into its revision. The CSD Director made it abundantly clear that the CDLN team was expected to resubmit a substantially improved plan with specific and detailed actions steps with clearly delineated responsible parties and much more urgent deadlines. The CSD Director expressed her great disappointment about the school's sluggish and underwhelming response to the immense challenges the school is experiencing and told the CDLN she was seriously concerned about the CDLN's lack of ability to respond to the challenges and problems identified with urgency. Since there was not much to review in terms of a substantial plan, Director Poulos met with the CDLN team for approximately twenty minute. To close, the CSD Director asked if there were any questions. No member from the CDLN team responded.

However, after the CSD Director left for another meeting, the CDLN team asked the CSD staff for support in crafting a stronger financial CAP action plan. The CSD staff pointed out that the CDLN team was at the PEC meeting during which a much strong financial CAP was presented by another charter school, and that, again, such plan was available online. Nevertheless, the CSD staff provided CDLN with a hard copy of that school's submission and reminded the school that it should view it as an example, but that it would be important to consider its unique needs to craft a thoughtful revision of its action plan.

Concluding Remarks

As the above reported details indicate, and especially via the February 20, 2018 meeting, the CSD finds that the CDLN team overwhelmingly demonstrated a lack of ownership over the school's academic, organizational and financial performance, does not demonstrate a sense of urgency or thoughtfulness to take immediate and aggressive action to address a wide range of non-compliance, and continues to exhibit an alarming lack of capacity, knowledge, or skillset—at the administration and governance levels. The CDLN leadership team simply fails to grasp the precarious situation in which the school is engulfed. Even on the most basic level—such as arriving to meeting on time in coordinated manner as well as prepared to discuss the agenda items—the CDLN continues to demonstrate it is utterly unprepared to lead. The CDLN team continues to demonstrate the inability to appropriate respond or take decisive action in ways that effectively address the school's serious problems.

Attachment D: Summary for School Budget and Financial Analysis Bureau

Cariños De Los Niños Monthly Reporting

Month	Due Date	Submitted On	Submitted By
March 2017	4/30/2017	4/17/2017	Vigil Group
April 2017	5/31/2017	6/8/2017	Vigil Group
May 2017	6/30/2017	6/8/2017	Vigil Group
June 2017	7/31/2017	8/9/2017*	Corinne Teller
July 2017	8/31/2017	12/27/2017	Corinne Teller
August 2017	9/30/2017	12/27/2017	Corinne Teller
September 2017	10/31/2017	12/27/2017	Corinne Teller
October 2017	11/30/2017	2/8/2018	Corinne Teller
November 2017	12/31/2017	2/14/2018	Corinne Teller
December 2017	1/31/2018	2/14/2018	Corinne Teller
January 2018	2/28/2018	2/14/2018	Corinne Teller

*Although June 2017 report was submitted on 08/09/17, the corrected cash report was not submitted until 01/11/18.

- Constant FTE corrections required
- Despite repeated requests for additional information, entity has not provided reasoning for the multiple **FY16** Audit adjustments across several funds. Unsure why these are necessary since 06/30/17 audit is available.
- Outstanding loans (related to RFR's) not being listed on cash report.
- 06/30/17 balances different than audited figures and Business Manager claims audit is incorrect.
- Budget Maintenance required
- 11000.1000 budget balance is negative due to pending encumbrances
- 25153 has expenditures with no budget authority established
- As referenced in the attached 02/07/18 email, the Business Manager and Charter School personnel are suffering from lack of communication along with blaming one another for the tardiness of the submittal of financial reporting.
- SEG reduction in the amount of \$72,222.46 due to T&E audit which will negatively affect their already strained operational budget.
- Permanent Cash transfers have not been conducted in order to address audited deficit fund balances.
- June 30, 2017 Audit declared Disclaimer

- Not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.
- Charter was unable to provide sufficient evidential matter in support of certain transactions and account balances, as presented in the Carinos de los Ninos Charter School financial statements and the related fund financial statements as of and for the year ended June 30, 2017.
- Capital asset amounts are not properly supported, cash was not properly reconciled at year-end, journal entries are being posted to fund balance without adequate supporting documentation, and it is unclear if fund balance has been properly rolled forward from prior year fiscal years.

Attachment E: School Letter Grade Reports

Carinos de los Ninos

District: State Charter

Grade Range: KN - 8 Code: 571001

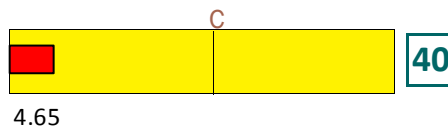
C - State benchmark established in 2012

Possible Points

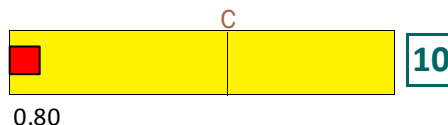
This School Earned

Current Standing

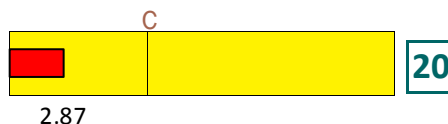
Are students performing on grade level? Did they improve more or less than expected?


F
School Improvement

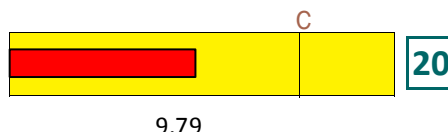
Is the school as a whole making academic progress?


F
Improvement of Higher-Performing Students

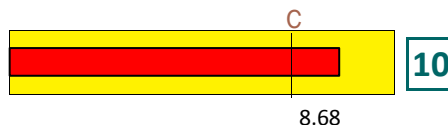
Are higher-performing students improving more or less than expected?


F
Improvement of Lowest-Performing Students

Are the lowest-performing students improving more or less than expected?

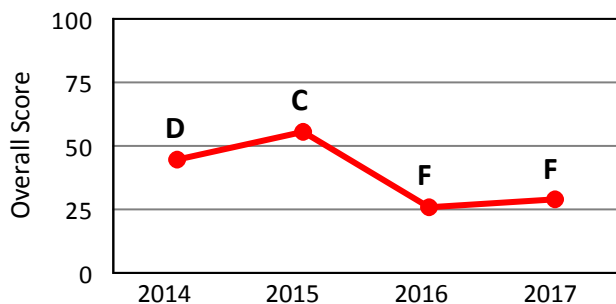

F
Opportunity to Learn

Do students and families believe their school is a good place to attend and learn?


B
Bonus Points

Schools can earn points for reducing truancy, promoting extracurricular activities, engaging families, and using technology.

+ 2.50

This School's History

Note for Families

If your student is enrolled in a school that has earned two "F" grades in the last four years, state law allows you to transfer your child to a school with a higher school grade. Please call (505)-827-4527 to learn more. For information about other schools in your community, please visit the School Grading web page at <http://ped.state.nm.us/SchoolGrading>.

Final Points

Elementary and Middle Schools

75.0 to 100.0	A
60.0 to 74.9	B
50.0 to 59.9	C
37.5 to 49.9	D
0.0 to 37.4	F

Elementary and middle schools earn a final grade based on these ranges, which were set in 2012.

Tests

School Grading draws on student performance from these state assessments:

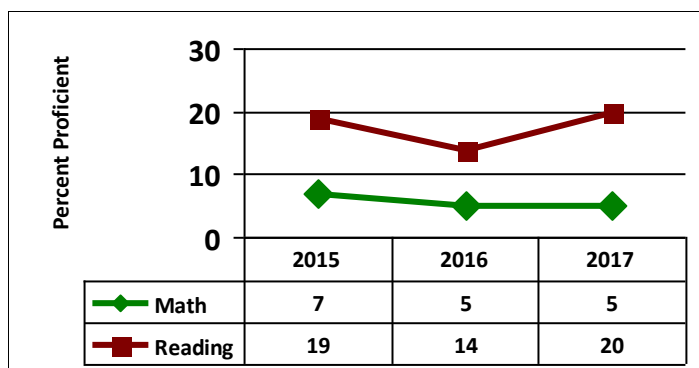
			Grades
PARCC	Partnership for Assessment of Readiness for College and Careers	Mathematics, Reading	3-11
SBA	Standards Based Assessment - Spanish	Reading	3-11
NMAPA	New Mexico Alternate Performance Assessment	Mathematics, Reading	3-11
DIBELS	Dynamic Indicators of Basic Early Literacy Skills (prior to 2017)	Early Literacy	KN-2
IStation	IStation (beginning 2017)	Early Literacy	KN-2

Details of Each Grade Indicator

Current Standing

Knowing how many students are proficient is a measure of the school's overall success. Current Standing uses up to three years of student performance to provide a broader picture of school achievement. Current Standing also includes a measure of student growth (Value-Added Modeling) that looks at school size, student mobility, and prior student performance.

		All Students	Gender		Race / Ethnicity					Econ Disadv	Students with Disabilities	English Language Learners
			F	M	White	Afr Amer	Hisp	Asian	Am Indian			
<i>Reading</i>	Proficient (%)	20	24	16	-	-	19	-	-	18	≤ 20	17
	Points Proficiency	2.48										
	Points Student Growth	1.59										
<i>Math</i>	Proficient (%)	≤ 5	≤ 10	≤ 10	-	-	≤ 5	-	-	≤ 5	≤ 20	≤ 10
	Points Proficiency	0.20										
	Points Student Growth	0.39										



Proficiencies Over Time

Students are performing on grade level with Proficient or Advanced scores.

School Improvement

School growth (Value-Added Modeling) compares overall student performance from year to year and considers the progress of all students whether or not they are proficient.

	Reading	Math
Growth Index	-1.03	-2.43
Points	0.76	0.04

Growth can be negative or positive. When it is positive, the school performed better than was expected when compared to other schools with the same size, mobility, and prior student performance.

Student Growth

Every student's prior test scores are used to estimate how they should have performed this year. Their academic growth is considered within two groups, the lowest-performing 25% of students and the higher-performing students (75%).

Above Zero

This group performed higher than expected.

Near Zero

This group performed as expected based on their academic history.

Below Zero

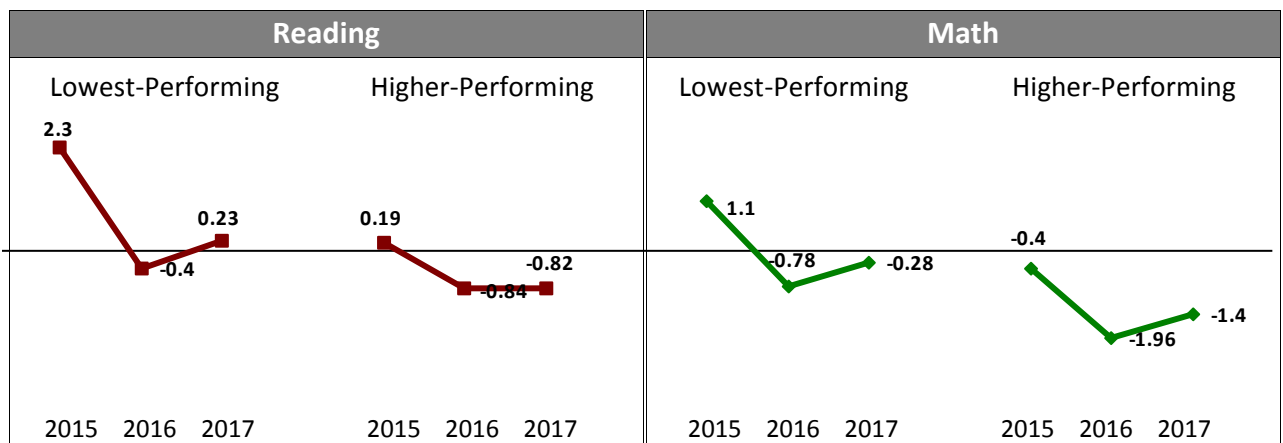
This group performed below expectations, and students are falling behind when compared to their peers.

	School Overall	Student Groups											
		F	M	White	Afr American	Hisp	Asian	Am Indian	Econ Disadv	Students with Disabilities	English Language Learners		
Reading Growth													
Higher-Performing Points	-0.82 2.07	0.01	0.09	-	-	0.06	-	-	0.01	0.16	0.19		
Lowest-Performing Points	0.23 5.91	0.44	-0.05	-	-	0.23	-	-	0.17	-	-		
Math Growth													
Higher-Performing Points	-1.40 0.81	-0.02	-0.26	-	-	-0.18	-	-	-0.24	0.47	-0.14		
Lowest-Performing Points	-0.28 3.88	0.08	-	-	-	-0.20	-	-	-0.20	-	-		

Growth Over Time

Growth Greater than Expected

Growth Lower than Expected



Opportunity to Learn

Opportunity to Learn is a reflection of the environment schools provide for student learning.

Student Attendance		Gender		Race / Ethnicity					Econ Disadv	Students with Disabilities	English Language Learners
	All Students	F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Average (%)	93	92	94	96	-	93	-	-	93	92	94
Points	4.90										

Surveys

Score (Average) 34.00
Points 3.78
Number of Surveys 90

Students answer survey questions on topics such as classroom teaching and expectations of students. The survey contains 10 questions with answers from 0 (Never) to 5 (Always) for a maximum score of 50. For students in grades KN-2, a parent or family member completes the survey.

Bonus Points

Schools can earn points for reducing truancy, promoting extracurricular activities, engaging families, and using technology.

- ☐ Student and Parent Engagement
 ☐ Truancy Improvement
☐ Extracurricular Activities
 ☒ Using Technology

Participation

All enrolled students must take the yearly state tests. If a school tests less than 95% of their students, the school's letter grade is reduced by one grade.

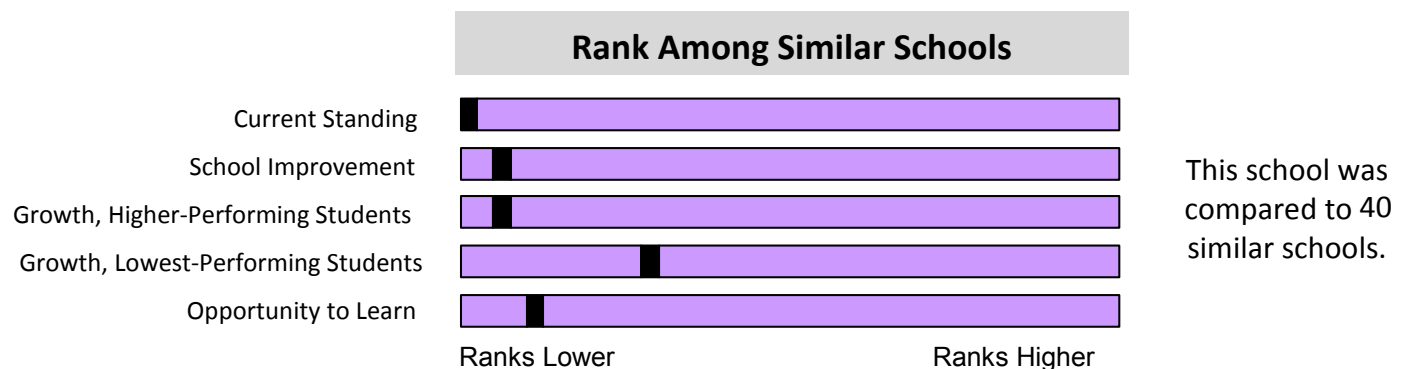
Reading (%) 96
Math (%) 96

School exempt from penalty because of size

Additional Information

Similar Schools

This shows how an elementary school compares with other elementary schools, or how a middle school compares with other middle schools that have similar student demographics.



A listing of these schools is posted at <http://ped.state.nm.us/SchoolGrading/SimilarSchools>.

School History Student performance over time can show the success of interventions and school reform. Students who score Proficient or Advanced are considered to be performing at grade level.

			Gender		Race / Ethnicity					Econ Disadv	Students with Disabilities	English Language Learners
		All Students	F	M	White	Afr Amer	Hisp	Asian	Am Indian			
<i>Reading Proficiency</i>	2017 (%)	20	24	16	-	-	19	-	-	18	≤20	17
	2016 (%)	14	13	15	-	-	13	-	-	14	6	11
	2015 (%)	19	21	18	-	-	20	-	-	20	12	23
<i>Math Proficiency</i>	2017 (%)	≤5	≤10	≤10	-	-	≤5	-	-	≤5	≤20	≤10
	2016 (%)	5	6	3	-	-	5	-	-	5	7	5
	2015 (%)	7	9	5	-	-	7	-	-	5	15	5

Notes

School grading calculations and procedures are described fully in the School Grading Technical Guide posted on the PED's website at <http://ped.state.nm.us/SchoolGradingTechnicalGuide>. This guide provides definitions and decision rules for each indicator, including growth. In addition, the guide details how the state benchmark of C was established.

For Student Growth, separate procedures are used for the school overall and for the student groups. Therefore, the values for student groups will not sum to the total show under school overall.

A dash is used to protect student confidentiality as required by state and federal law when there are fewer than 10 students in a group.






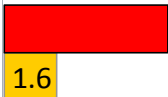
Schools that administered tests by computer received bonus points based on the number of students participating.

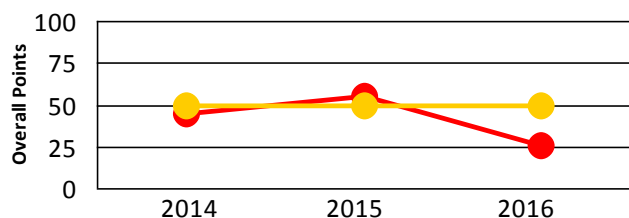
Carinos De Los Ninos Charter

District: Espanola Public Schools

Grade Range: KN - 8 Code: 55018

This School ■
Statewide C Benchmark ■

Current Standing		Grade	School Points	Possible Points
How did students perform in the most recent school year? What percent of students are on grade level? Did students improve more or less than expected?		F	3.35	40
School Growth		Grade	School Points	Possible Points
Did the school as a whole improve student performance more or less than expected?		F	0.15	10
Student Growth of Highest Performing Students		Grade	School Points	Possible Points
Are the highest performing students in math and reading improving more or less than expected? The highest performing students are in the top three quarters (75%) of past performance of their school.		F	2.27	20
Student Growth of Lowest Performing Students		Grade	School Points	Possible Points
Are the lowest performing students in math and reading improving more or less than expected? The lowest performing students are in the bottom quarter (25%) of past performance in their school.		F	5.63	20
Opportunity to Learn		Grade	School Points	Possible Points
Do parents and students believe their school is a good place to learn? Is student attendance high?		A	9.10	10
Bonus Points		Grade	School Points	Possible Points
Does the school earn additional credit for reducing truancy, promoting extracurricular activities, and engaging parents and students?			5.00	5



3-Year
Average

41.9

D

Final School Grade

75.0 to < 100.0	A
60.0 to < 75.0	B
50.0 to < 60.0	C
37.5 to < 50.0	D
0.0 to < 37.5	F

Total
Points

25.50

Details of Each Grade Indicator

These next pages show the school's results divided into smaller groups to show how specific classes of students are doing. The information explains how a school compares to other schools and identifies groups within the school that are performing well or that need additional instructional support based on achievement. Points that the school earned on each of the indicators are provided in more detail and when summed will equal the totals on the first page summary.

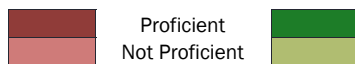
Current Standing

Knowing how many students are proficient in a given year is a measure of the school's overall success. Single-year performance will vary with differing classes of students. Therefore, Current Standing uses up to 3 years of data to provide a more accurate picture of the school's achievement. Current Standing is augmented with Value-Added Modeling (VAM) by capturing the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Guide at <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>.

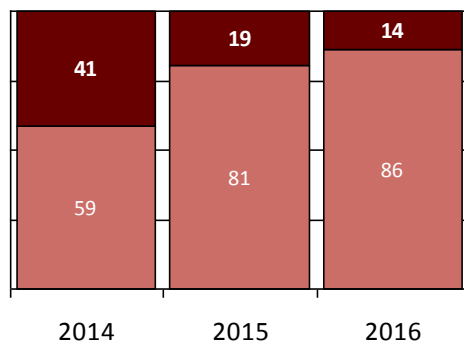
	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
		F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Reading											
Proficient and Advanced (%)	14.0	13.0	14.9	-	-	13.0	-	-	14.0	<2.0	10.7
Proficient and Advanced (Pts)	1.40										
Value-Added Model (Pts)	1.42										
Math											
Proficient and Advanced (%)	4.5	5.9	3.1	-	-	4.5	-	-	4.5	<2.0	<2.0
Proficient and Advanced (Pts)	0.45										
Value-Added Model (Pts)	0.07										

3-Year Summary

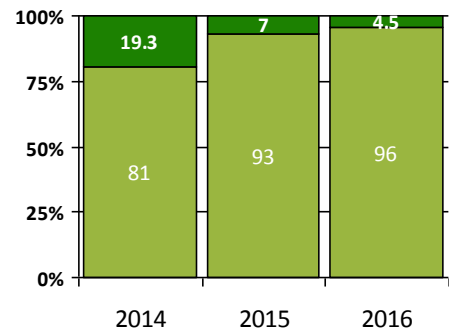
Performance is considered on grade level when students score either Proficient or Advanced.



Reading (%)



Math (%)



School Growth

School growth compares the students enrolled in the current year to the same students from prior years. Unlike Current Standing, School Growth accounts for improvement of all students, not just those reaching proficiency.

Growth in proficiency is calculated with Value-Added Modeling (VAM), which accounts for the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Guide at <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>.

	<i>Reading</i>	<i>Math</i>
Value-Added Score	-1.910	-2.770
Points Earned	0.14	0.01

School growth is expressed as a score that can be both negative and positive. When it is positive, the school performed better than was expected relative to its peers with the same size, mobility, and prior student performance.

Student Growth

Just like schools, individual student achievement is expected to improve over time. Student growth is shown as a value-added score (VAS) that accounts for all students in each group for up to 3 years. Student groups are further divided into highest and lowest performing subgroups. Every student's prior test scores are used to estimate how they should perform today.

- Above 0 means that the group, in general, scored higher than expected. This is an exciting finding when students are below the proficiency line, because they are closing the achievement gap and catching up to their higher-performing classmates.
- Near 0 means that the group scored about as expected compared to their academic peers. While some students may have performed better than anticipated (positive growth), they were balanced by students that did poorer (negative growth).
- Below 0 means that the group performed below expectations and students are losing ground when compared to their peers.

Details of student growth and value added scores are explained in PED's School Grading Technical Guide at <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>. Note that separate analytic techniques are used for the school overall and for the subgroups.

	School Overall	Subgroup Analysis									
		Female	Male	White	African American	Hispanic	Asian	Am Indian	Econ Disadv	Students with Disabilities	English Language Learners
<i>Reading Growth</i>											
Highest 75% (VAS)	-0.84	-0.26	-0.02	-1.47	-	-0.12	-	-	-0.14	-0.35	-0.13
Highest 75% (Pts)	2.02										
Lowest 25% (VAS)	-0.40	0.02	-0.44	0.13	-	-0.26	-	-	-0.23	-0.35	-0.10
Lowest 25% (Pts)	3.44										
<i>Math Growth</i>											
Highest 75% (VAS)	-1.96	0.32	-0.28	-	-	0.01	-	-	0.01	-0.55	-0.06
Highest 75% (Pts)	0.25										
Lowest 25% (VAS)	-0.78	-0.27	-0.53	-	-	-0.37	-	-	-0.37	-0.61	-0.49
Lowest 25% (Pts)	2.19										

Opportunity to Learn (OTL)

The successful school invites students to be part of a thriving learning culture that uses proven teaching methods. A school's learning environment is reflected in a survey of classroom practices and in student attendance.

	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
		F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Attendance (Average)	92.0	93	90	75		92			92	92	93
Attendance (Points)	4.82										

Survey (Average)	38.5	Surveys consisted of 10 questions with answers from 0 (Never) to 5 (Always), yielding a maximum score of 50. A typical question includes "My teacher introduces a new topic by connecting to things I already know." Schools that scored higher demonstrated better classroom teaching practices.
Survey (Points)	4.28	
Count of Surveys (N)	109	

Bonus Points

While most schools provide a sampling of athletics, club participation opportunities, and parent meetings, a few schools stand out among the rest. These schools are recognized for their extraordinary dedication to keeping students invested in school and their efforts in empowering parents to engage actively in their child's education.

- ☒ Student and Parent Engagement
 ☒ Truancy Improvement
- ☐ Extracurricular Activities
 ☒ Other

Participation

Schools must include all of their enrolled students in the annual statewide assessment. If the percentage of students is less than 95%, the school's letter grade is reduced by one grade. Supplemental Accountability Model (SAM) schools and small schools with fewer than 100 students receive special consideration.

Reading (%) 100

Math (%) 99

School exempted from penalty because of size.

Supplemental Information

Similar Schools

While statewide comparisons are helpful, schools may want to see how they rank next to their peers that have similar students and settings. The figures below show how this school contrasts with other schools in the state that are most like it in student characteristics.

Schools are grouped into categories that have similar proportions of English language learners (ELL), students with disabilities (SWD), ethnicities, economically disadvantaged (ED), and mobile students. Different schools are in each category set. A composite score incorporates all categories into a general measure of at-risk students. Higher ranking schools had more points in that indicator.

 Ranks High
 Ranks Mid
 Ranks Low

School Rank

	ELL		SWD		Ethnicity		ED		Mobility		Composite	
Students (% Tested)	32.5		17.1		98.3		100.0		35.9			
	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total
Current Standing	46	(46)	46	(46)	45	(45)	110	(110)	45	(46)	45	(45)
School Growth	46	(46)	46	(46)	45	(45)	110	(110)	46	(46)	45	(45)
Student Growth, Highest 75%	46	(46)	46	(46)	45	(45)	110	(110)	45	(46)	45	(45)
Student Growth, Lowest 25%	32	(46)	41	(46)	42	(45)	96	(110)	42	(46)	34	(45)
Opportunity to Learn	41	(46)	42	(46)	44	(45)	102	(110)	41	(46)	41	(45)

School History

Student performance over time can demonstrate the success of interventions and school reform. Students who score proficient or higher are considered to be performing at grade level. For a more detailed history, see the PED website:
<http://www.ped.state.nm.us/AssessmentAccountability/AcademicGrowth/NMSBA.html>.

		All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
			F	M	White	Afr Amer	Hisp	Asian	Am Indian			
<i>Reading Proficiency</i>	2016 (%)	14.0	13.0	14.9	-	-	13.0	-	-	14.0	<2.0	10.7
	2015 (%)	19.4	21.4	18.4	<2.0		20.2			20.3	11.5	22.7
	2014 (%)	41.4	43.5	38.2	-	-	40.3	-	-	40.3	22.2	37.1
<i>Math Proficiency</i>	2016 (%)	4.5	5.9	3.1	-	-	4.5	-	-	4.5	<2.0	<2.0
	2015 (%)	7.0	8.8	5.4	<2.0		7.4			5.1	15.0	4.8
	2014 (%)	19.3	16.5	23.6	-	-	17.2	-	-	15.5	18.5	14.6

End Notes



- 1 The Statewide C grade was established in the first year of A-F School Grading as the midpoint of all schools. It was fixed in 2011 as the framework for all future letter grades and is not recalculated each year.
- 2 For high schools that do not have members of 4-year, 5-year, or 6-year graduation cohorts, the scale is abbreviated, and letter grades are adjusted to account for the school's remaining non-cohort indicators or non-cohort years.
- 3 A dash is substituted where a school has too few students (N<10) to meet confidentiality requirements for reporting.
- 4 Feeder schools are schools that do not have students in tested grades 3-11.
- 5 Schools that administered tests on computers received bonus credit based on the number of students participating.



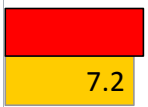


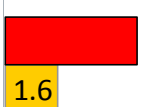
Note for Families: If your child is enrolled in a school that has earned two "F" grades in the last four years, New Mexico state law allows you to transfer your child to a school with a higher school grade. Please call (505) 827-6909 to learn more. For information about other schools in your community and their grading history, please see the school grading web page at <http://aae.ped.state.nm.us/>.

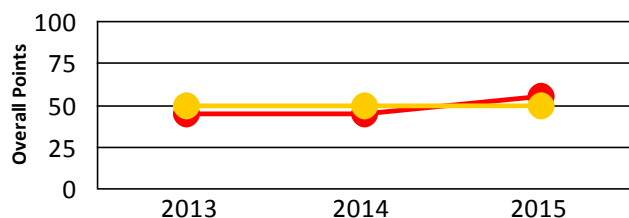
Carinos De Los Ninos Charter

District: Espanola Public Schools

Grade Range: KN - 08 Code: 55018

This School 
Statewide C Benchmark 

		Grade	School Points	Possible Points
Current Standing How did students perform in the most recent school year? Students are tested on how well they met targets for their grade level.	 21.3	D	15.08	40
School Growth In the past 3 years, did the school as a whole increase performance? For example, did a schoolwide reading program advance reading scores over the prior years?	 5.8	C	6.22	10
Student Growth of Highest Performing Students How well did the school help individual students improve? The highest performing students are those whose prior scores placed them in the top three quarters (75%) of their school. Individual student growth over the past 3 years is compared to the state benchmark.	 7.2	C	7.71	20
Student Growth of Lowest Performing Students How well did the school help individual students improve? The lowest performing students are those whose prior scores placed them in the bottom quarter (25%) of their school. Individual student growth over the past 3 years is compared to the state benchmark.	 15.3	D	12.95	20
Opportunity to Learn Does the school foster an environment that facilitates learning? Are teachers using recognized instructional methods, and do students want to come to school?	 7.5	A	9.33	10
Bonus Points Does the school show exceptional aptitude for involving students and parents in education, reducing truancy, and promoting extracurricular activities?	 1.6		4.05	5



3-Year
Average

48.1

D

Final School Grade

75.0 to < 100.0	A
60.0 to < 75.0	B
50.0 to < 60.0	C
37.5 to < 50.0	D
0.0 to < 37.5	F

Total
Points

55.34

Details of Each Grade Indicator

These next pages show the school's results divided into smaller groups to show how specific classes of students are doing. The information explains how a school compares to other schools, and identifies groups within the school that are performing well or that need additional instructional support based on achievement. Points that the school earned on each of the indicators are provided in more detail, and when summed will arrive at the totals on the first page summary.

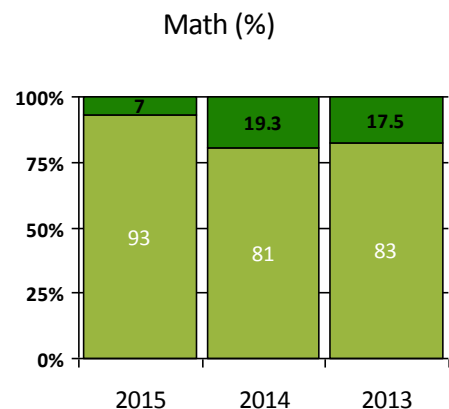
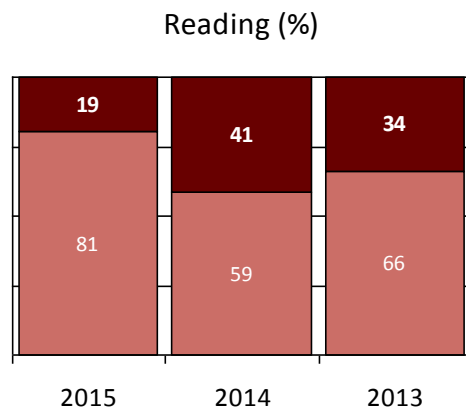
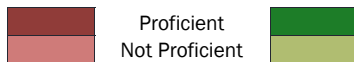
Current Standing

Knowing how many students are proficient in a given year is a measure of the school's overall success. Single-year performance will vary with differing classes of students. Therefore, Current Standing uses up to 3 years of data to provide a more accurate picture of the school's achievement. Current Standing is augmented with Value Added Modeling (VAM) by capturing the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Guide at: <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>.

	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
		F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Reading											
Proficient and Advanced (%)	19.4	21.4	18.4	<2.0		20.2			20.3	11.5	22.7
Proficient and Advanced (Pts)	1.45										
Value Added Model (Pts)	8.75										
Math											
Proficient and Advanced (%)	7.0	8.8	5.4	<2.0		7.4			5.1	15.0	4.8
Proficient and Advanced (Pts)	0.53										
Value Added Model (Pts)	4.36										

3-Year Summary

Performance is considered on grade level when students score either Proficient or Advanced.



School Growth

School growth compares the students enrolled in the current year to the same students from prior years. Unlike Current Standing, School Growth accounts for improvement of all students, not just those reaching proficient.

Growth in proficiency is calculated with Value Added Modeling (VAM), which accounts for the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Guide at <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>

	<i>Reading</i>	<i>Math</i>
Value Added Score	0.872	-0.160
Points Earned	4.04	2.18

School growth is expressed as a score that can be both negative and positive. When it is positive the school performed better than was expected relative to its peers with the same size, mobility, and prior student performance.

Student Growth

Just like schools, individual student achievement is expected to improve over time. Student growth is shown as a value added score (VAS) that accounts for all students in each group for up to 3 years. Student groups are further divided into highest and lowest performing subgroups. Every student's prior test scores are used to estimate how they should perform today.

- Above 0 means that the group, in general, scored higher than expected. This is an exciting finding when students are below the proficiency line, because they are closing the achievement gap and catching up to their higher-performing classmates.
- Near 0 means that the group scored about as expected compared to their academic peers. While some students may have performed better than anticipated (positive growth), they were equally balanced by students that did poorer (negative growth).
- Below 0 means that the group performed below expectations and students are losing ground when compared to their peers.

Details of student growth and value added scores are explained in PED's School Grading Technical Guide at

<http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>. Note that separate analytic techniques are used for the school overall and for the subgroups.

	School Overall	Subgroup Analysis									
		Female	Male	White	African American	Hispanic	Asian	Am Indian	Econ Disadv	Students with Disabilities	English Language Learners
Reading Growth											
Highest 75% (VAS)	0.06	0.02	0.13	1.16	-	0.05	-	-	0.08	-0.55	0.25
Highest 75% (Pts)	5.25										
Lowest 25% (VAS)	0.57	0.40	0.81	0.54	-	0.55	-	-	0.58	0.74	0.71
Lowest 25% (Pts)	7.16										
Math Growth											
Highest 75% (VAS)	-0.68	0.37	0.05	0.67	-	0.17	-	-	0.26	-0.40	0.21
Highest 75% (Pts)	2.46										
Lowest 25% (VAS)	0.20	0.42	-0.07	-	-	0.16	-	-	0.12	-0.03	0.16
Lowest 25% (Pts)	5.78										

Opportunity to Learn (OTL)

The successful school invites students to be part of a thriving learning culture that uses proven teaching methods. A school's learning environment is reflected in a survey of classroom practices and in student attendance.

	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
		F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Attendance (Average)	96.4	97.0	95.9	-	-	96.5	-	-	96.1	97.1	97.1
Attendance (Points)	5.08										
Survey (Average)	38.3	Surveys consisted of ten questions with answers from 0 (Never) to 5 (Always), yielding a maximum score of 50. A typical question includes "My teacher introduces a new lesson by reminding us of things we already know." Schools that scored higher demonstrated better classroom teaching practices.									<i>Reading</i> 37.9
Survey (Points)	4.3										<i>Math</i> 38.8
Count of Surveys (N)	105										<i>General</i> 38.2

Bonus Points

While most schools provide a sampling of athletics, club participation opportunities, and parent meetings, a few schools stand out among the rest. These schools are recognized for their extraordinary dedication to keeping students invested in school and their efforts in empowering parents to engage actively in their child's education. Bonus points indicate those schools that have gone above and beyond the others.

- ☒ Student Engagement
- ☒ Parental Engagement
- ☐ Extracurricular Activities
- ☒ Truancy Improvement
- ☒ Other

Participation

Schools must include all of their enrolled students in the annual statewide assessment. If the percentage of students is less than 95%, the school's letter grade is reduced by one grade. Supplemental Accountability Model (SAM) schools and small schools with fewer than 100 students receive special consideration.

Reading (%) 100

Math (%) 100

School exempted because of size.

Supplemental Information

Similar Schools

While statewide comparisons are helpful, schools may want to see how they rank next to their peers that have similar students and settings. The figures below show how this school contrasts with other schools in the state that are most like it in student characteristics.

Schools are grouped into categories that have similar proportions of English language learners (ELL), students with disabilities (SWD), ethnicities, economically disadvantaged (ED), and mobile students. Different schools are in each category set. A composite score incorporates all categories into a general measure of at-risk students. Higher ranking schools had more points in that indicator.

	School Rank											
	ELL		SWD		Ethnicity		ED		Mobility		Composite	
Students (% Tested)	54.3		28.2		95.2		84.0		35.1			
	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total
Current Standing	18	(45)	31	(44)	17	(45)	24	(45)	26	(43)	18	(45)
School Growth	6	(45)	12	(44)	7	(45)	12	(45)	19	(43)	9	(45)
Student Growth, Highest 75%	26	(45)	36	(44)	23	(45)	37	(45)	37	(43)	29	(45)
Student Growth, Lowest 25%	6	(45)	10	(44)	6	(45)	12	(45)	16	(43)	9	(45)
Opportunity to Learn	28	(45)	16	(45)	25	(46)	25	(46)	22	(45)	25	(45)

School Growth Targets

Customized targets, called School Growth Targets (SGTs), guide a school's path toward proficiency. These goals increase every year and challenge schools to identify student groups that might be struggling to keep up with their peers.

		Target	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
				F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Growth Lowest 25% (Q1)	Reading	.0038	Y	Y	Y	Y	.	Y	.	.	Y	Y	Y
	Math	-.0334	Y	Y	N	.	.	Y	.	.	Y	Y	Y
Growth Highest 75% (Q3)	Reading	-.0481	Y	Y	Y	Y	.	Y	.	.	Y	Y	N
	Math	-.0613	N	Y	Y	Y	.	Y	.	.	Y	Y	N
Proficiency	Reading	33.3%	N	N	N	N		N			N	N	N
	Math	17.6%	N	N	N	N		N			N	N	N
Graduation	4-Year Cohort	75.6%											

School History

Student performance over time can demonstrate the success of interventions and school reform. Students who score proficient or higher are considered to be performing at grade level. For a more detailed history, see the NMPED website: <http://www.ped.state.nm.us/AssessmentAccountability/AcademicGrowth/NMSBA.html>.

		All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
			F	M	White	Afr Amer	Hisp	Asian	Am Indian			
<i>Reading Proficiency</i>	2015 (%)	19.4	21.4	18.4	<2.0		20.2			20.3	11.5	22.7
	2014 (%)	41.4	43.5	38.2			40.3			40.3	22.2	37.1
	2013 (%)	34.1	29.3	41.1			33.3			34.6	20.0	30.1
<i>Math Proficiency</i>	2015 (%)	7.0	8.8	5.4	<2.0		7.4			5.1	15.0	4.8
	2014 (%)	19.3	16.5	23.6			17.2			15.5	18.5	14.6
	2013 (%)	17.5	14.8	21.4			18.3			17.8	5.3	15.2

Student Promotion

Students who are prepared and progress to a higher grade each year (matriculate) indicate that the school is successfully moving students toward graduation. However, if the school's achievement in Reading and Math is subpar and yet most students are being promoted, the school may be inattentive to a student's need to repeat grade-level instruction before moving on.

Percent of students scoring Beginning Step (lowest) in the prior year that moved to a higher grade	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners
		F	M	White	Afr Amer	Hisp	Asian	Am Indian			
Grade 3 to Grade 4 (%)	-	-	-	-	-	-	-	-	-	-	-
Grade 5 to Grade 6 (%)	-	-	-	-	-	-	-	-	-	-	-
Grade 8 to Grade 9 (%)											



End Notes













- 1 The Statewide C grade was established in the first year of A-F School Grading as the midpoint of all schools. It was fixed in 2011 as the framework for all future letter grades and is not recalculated each year.
- 2 For high schools that do not have members of 4-year, 5-year, or 6-year graduation cohorts, the scale is abbreviated, and letter grades are adjusted to account for the school's remaining non-cohort indicators or non-cohort years.
- 3 A dash is substituted where a school has too few students (N<10) to meet confidentiality requirements for reporting.
- 4 Feeder schools are schools that do not have students in tested grades 3-11.
- 5 During the 2013-2014 and 2014-15 school years, schools across New Mexico conducted assessments on computers. To recognize these efforts, schools that offered the SBA on computers received bonus credit based on the number of students participating.

Carinos De Los Ninos Charter

District: Espanola Public Schools

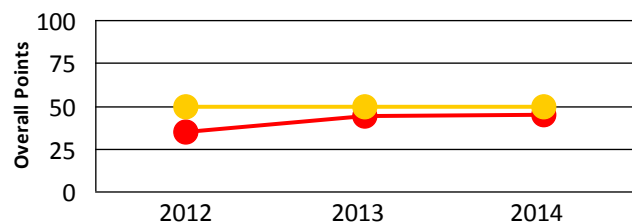
Grade Range: KN - 08 Code: 55018

This School 
Statewide C Benchmark 

		Grade	School Points	Possible Points
Current Standing How did students perform in the most recent school year? Students are tested on how well they met targets for their grade level.	  21.3	F	7.87	40
School Growth In the past 3 years did the school increase grade level performance? For example did this year's 3rd graders improve over last year's 3rd graders?	  5.8	C	6.22	10
Student Growth of Highest Performing Students How well did the school help individual students improve? The highest performing students are those whose prior scores placed them in the top three quarters (75%) of their school. Individual student growth over the past 3 years is compared to the state benchmark.	  7.2	B	9.29	20
Student Growth of Lowest Performing Students How well did the school help individual students improve? The lowest performing students are those whose prior scores placed them in the bottom quarter (25%) of their school. Individual student growth over the past 3 years is compared to the state benchmark.	  15.3	F	11.18	20
Opportunity to Learn Does the school foster an environment that facilitates learning? Are teachers using recognized instructional methods, and do students want to come to school?	  7.5	D	6.63	10
Bonus Points Does the school show exceptional aptitude for involving students and parents in education, reducing truancy, and promoting extracurricular activities?	  1.6		3.55	5

Total Points

44.74



3 Year Average

41.4

D

Final School Grade

75.0 to < 100.0	A
60.0 to < 75.0	B
50.0 to < 60.0	C
37.5 to < 50.0	D
0.0 to < 37.5	F

Details of Each Grade Indicator

These next pages show the school's results divided into smaller groups to show how specific classes of students are doing. The information explains how a school compares to other schools, and identifies groups within the school that are performing well or that need additional instructional support based on achievement. Points that the school earned on each of the indicators are provided in more detail, and when summed will arrive at the totals on the first page summary.

Current Standing

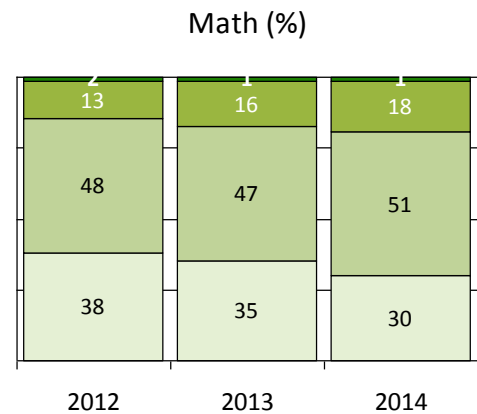
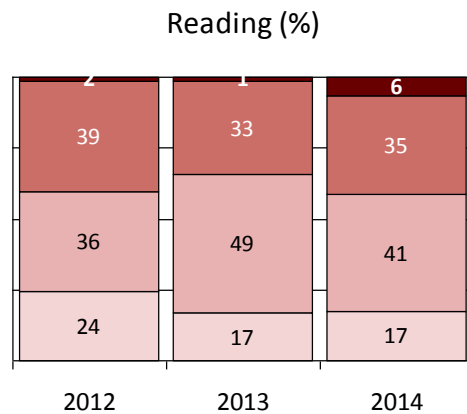
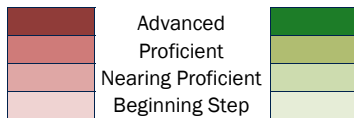
Knowing how many students are proficient in a given year is a measure of the school's overall success. Single-year performance will vary with differing classes of students. Therefore, Current Standing uses up to 3 years of data to provide a more accurate picture of the school's achievement.

Current Standing is augmented with Value Added Modeling (VAM) by capturing the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Manual at: <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>.

	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners	Redesignated English Proficient
		F	M	White	Afr Amer	Hisp	Asian	Am Indian				
Reading												
Proficient and Advanced (%)	41.4	43.5	38.2	-	-	40.3	-	-	40.3	22.2	37.1	-
Proficient and Advanced (Pts)	5.18											
Value Added Model (Pts)	0.28											
Math												
Proficient and Advanced (%)	19.3	16.5	23.6	-	-	17.2	-	-	15.5	18.5	14.6	-
Proficient and Advanced (Pts)	2.41											
Value Added Model (Pts)	0.00											

3 Year Summary

Performance is considered on grade level when students score either Proficient or Advanced.



School Growth

School growth compares the students enrolled in the current year to students from prior years. While these are partly different sets of students, the school that is improving will do a better job each year of impacting their achievement. Unlike Current Standing, School Growth accounts for improvement of all students, not just those reaching proficient.

School Growth is augmented with Value Added Modeling (VAM) which accounts for the school's size, student mobility, and prior student performance. Details of VAM can be found in the PED's School Grading Technical Manual at: <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>

Difference from Expected Growth (SS Points)	Reading 0.071	Math -0.405
Points Earned	2.81	3.41

School Growth is shown in scaled score points, which range from 0 to 80 for both reading and math. A school that grows an average of +2 scaled score points a year shows that the school is generally improving their ability to increase student achievement.

Student Growth

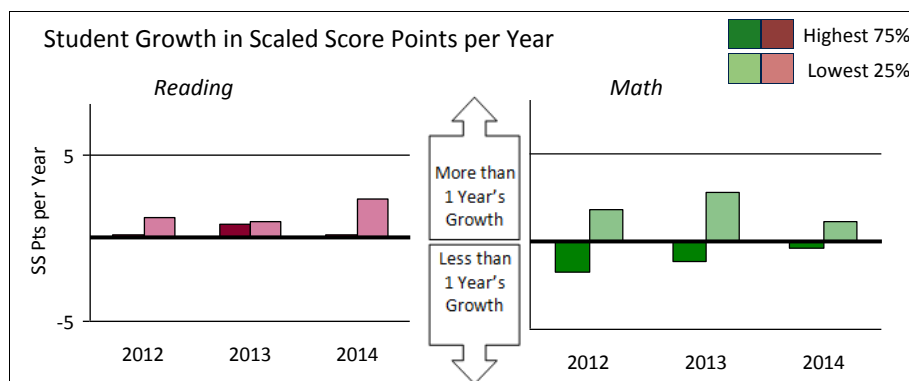
Just like schools, individual student achievement is expected to improve over time. Student growth is shown as the average change in scaled score (SS) points per year, and is averaged for all students in each group for up to 3 years. Student groups are further divided into highest and lowest performing subgroups.

Scores on the assessment range from 0 to 80, and a score of 40 indicates that a student is proficient or on grade level. A student's prior test scores are used to estimate how the student should perform today. When growth is positive (+) students score better than expected in the current year:

- Above 0 means that the group, in general, scored higher than expected. This is an exciting finding, especially when students are below the proficiency line, because they are closing the achievement gap and catching up to their higher-performing classmates.
- Near 0 means that the group scored about as expected. While some students may have performed better than anticipated (positive growth), they were equally balanced by students that did poorer (negative growth).
- Below 0 means that the group performed below expectations and students are losing ground when compared to their peers.

Details of Student Growth and scaled scores are explained in the Technical Guide on the PED website: <http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>

		Gender				Race / Ethnicity										Econ Disadv		Students with Disabilities		English Language Learners		Redesignated English Proficient	
		All Students	Female	Male	White	African American	Hispanic	Asian	Am Indian	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range		
		Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range	Range				
Reading Growth																							
Highest 75% (SS/Yr)	0.2	-2.0	2.3	-2.1	2.2	-	-	-	-	-2.0	2.3	-	-	-	-	-2.0	2.3	-	-	-2.1	2.2	-	-
Highest 75% (Pts)	5.76																						
Lowest 25% (SS/Yr)	2.3	.5	4.8	.4	4.7	-	-	-	-	.4	4.7	-	-	-	-	.5	4.8	.3	4.6	.5	4.8	-	-
Lowest 25% (Pts)	6.91																						
Math Growth																							
Highest 75% (SS/Yr)	-.4	-2.5	1.6	-2.6	1.6	-	-	-	-	-2.5	1.6	-	-	-	-	-2.6	1.5	-2.5	1.6	-2.5	1.6	-	-
Highest 75% (Pts)	3.53																						
Lowest 25% (SS/Yr)	1.1	-1.0	3.1	-1.5	2.6	-	-	-	-	-1.2	2.9	-	-	-	-	-1.2	2.9	-1.3	2.8	-1.2	2.9	-	-
Lowest 25% (Pts)	4.27																						



Remaining Gap Between Highest and Lowest Performing Students in 2014

Scaled Score Differences

Reading 12.0

Math 12.0

Growth for lower performing students must be sufficient to meaningfully close the achievement gap. Minimums required annually are:

Math +1.3 per year

Reading +1.7 per year

Opportunity to Learn (OTL)

The successful school invites students to be part of a thriving learning culture that uses proven teaching methods. A school's learning environment is reflected in a survey of classroom practices (OTL Survey) and in student attendance.

	All Students	Gender		Race / Ethnicity					Economically Disadvant	Students with Disabilities	English Language Learners	Redesignated English Proficient
		F	M	White	Afr Amer	Hisp	Asian	Am Indian				
OTL Attendance (Student Average)	62.3	62.9	61.5	-	-	62.3	-	-	62.2	61.0	61.1	-
OTL Attendance (Points Earned)	3.28											
OTL Survey (Average Total Score)	33.9	33.8	34.0	-	-	33.7	-	-	33.6	32.9	35.4	-
OTL Survey (Points Earned)	3.35											

OTL Survey Questions Reading

The answer to each question ranges from 0 (Never) to 5 (Always), with a midpoint score of 2.5. Schools that scored higher demonstrated better classroom teaching practices.

1. My teacher introduces a new topic by connecting to things I already know.	3.1	3.1	3.1	-	-	3.1	-	-	3.1	2.8	3.3	-
2. My teacher explains why what we are learning is important.	3.6	3.6	3.6	-	-	3.6	-	-	3.6	3.8	3.7	-
3. My teacher explains how learning a new topic is a foundation for other topics.	3.2	3.2	3.3	-	-	3.3	-	-	3.2	3.2	3.5	-
4. Every student gets a chance to answer questions.	3.3	3.4	3.1	-	-	3.3	-	-	3.3	2.8	3.5	-
5. My teacher wants me to explain my answers.	4.2	4.2	4.3	-	-	4.2	-	-	4.2	3.8	4.4	-
6. My teacher knows when I understand, and when I do not.	3.2	3.1	3.3	-	-	3.2	-	-	3.2	3.4	3.3	-
7. My teacher explains things in different ways so everyone can understand.	3.6	3.6	3.6	-	-	3.6	-	-	3.6	3.7	3.7	-
8. My teacher gives me helpful feedback on work I turn in.	3.0	3.0	2.9	-	-	2.9	-	-	2.9	2.9	3.1	-
9. My teacher checks our understanding.	3.7	3.5	3.9	-	-	3.7	-	-	3.6	3.6	3.9	-
10. My teacher takes the time to summarize what we learn each day.	3.1	3.1	3.1	-	-	3.1	-	-	3.1	2.9	3.0	-

OTL Survey Questions Math

1. My teacher introduces a new topic by connecting to things I already know.	2.6	2.7	2.3	-	-	2.5	-	-	2.6	2.2	2.7	-
2. My teacher explains why what we are learning is important.	3.1	3.2	3.0	-	-	3.1	-	-	3.1	2.4	3.2	-
3. My teacher explains how learning a new topic is a foundation for other topics.	2.3	2.4	2.2	-	-	2.3	-	-	2.3	2.2	2.5	-
4. Every student gets a chance to answer questions.	2.8	2.7	3.1	-	-	2.8	-	-	2.8	2.3	2.9	-
5. My teacher wants me to explain my answers.	3.7	3.6	3.9	-	-	3.7	-	-	3.7	3.4	3.9	-
6. My teacher knows when I understand, and when I do not.	2.7	2.7	2.6	-	-	2.6	-	-	2.6	2.1	2.8	-
7. My teacher explains things in different ways so everyone can understand.	2.2	2.1	2.3	-	-	2.1	-	-	2.1	2.5	2.3	-
8. My teacher gives me helpful feedback on work I turn in.	2.3	2.3	2.4	-	-	2.3	-	-	2.3	2.0	2.2	-
9. My teacher checks our understanding.	2.7	2.7	2.7	-	-	2.7	-	-	2.7	2.4	2.9	-
10. My teacher takes the time to summarize what we learn each day.	2.6	2.7	2.3	-	-	2.5	-	-	2.6	2.0	2.3	-

Color Key:

4 or 5, Rated High
2 or 3, Rated Mid
0 or 1, Rated Low

Bonus Points

While most schools provide a sampling of athletics, club participation opportunities, and parent meetings, a few schools stand out among the rest. These schools are recognized for their extraordinary dedication to keeping students invested in school, and their efforts in empowering parents to engage actively in their child's education. Bonus points indicate those schools that have gone above and beyond the others.

☒ Student Engagement ☒ Parental Engagement ☐ Extracurricular Activities ☒ Truancy Improvement

Participation

Schools must include all of their enrolled students in the annual statewide assessment. If the percentage of the All Students group is less than 95%, the school's letter grade is reduced by one grade. Supplemental Accountability Schools (SAM) and small schools with fewer than 40 students receive special consideration.

	All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners	Redesignated English Proficient
		F	M	White	Afr Amer	Hisp	Asian	Am Indian				
Reading (%)	>98.0	>98.0	>98.0	-	-	>98.0	-	-	>98.0	>98.0	>98.0	-
Math (%)	>98.0	>98.0	>98.0	-	-	>98.0	-	-	>98.0	>98.0	>98.0	-

Supplemental Information

Similar Schools

While statewide comparisons are helpful, schools may want to see how they rank next to their peers that have similar students and settings. The figures below show how this school contrasts with other schools in the state that are most like it in student characteristics.

Schools are grouped into categories that have similar proportions of English language learners (ELL), students with disabilities (SWD), ethnicities, economically disadvantaged (ED), and mobile students. Different schools are in each category set. A composite score incorporates all categories into a general measure of at-risk students. Higher ranking schools had more points in that indicator.

	School Rank											
	ELL		SWD		Ethnicity		ED		Mobility		Composite	
Students (% Tested)	63.4		19.2		97.8		92.3		35.6			
	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total	Rank	Total
Current Standing	24	(46)	43	(47)	29	(46)	42	(46)	34	(46)	24	(46)
School Growth	18	(46)	14	(47)	24	(46)	21	(46)	15	(46)	13	(46)
Student Growth, Highest 75%	11	(46)	9	(46)	12	(46)	11	(46)	9	(46)	6	(46)
Student Growth, Lowest 25%	40	(46)	36	(47)	35	(46)	30	(46)	27	(46)	41	(46)
Opportunity to Learn	46	(46)	47	(47)	46	(46)	46	(46)	46	(46)	46	(46)

School History

Student performance over time can demonstrate the success of interventions and school reform. Scaled scores (SS) range from 0 to 80, and 40 is the threshold for proficiency (on grade level). For a more detailed history see the NMPED website: <http://www.ped.state.nm.us/AssessmentAccountability/AcademicGrowth/NMSBA.html>

		All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners	Redesignated English Proficient
			F	M	White	Afr Amer	Hisp	Asian	Am Indian				
Reading	2014 (Avg SS)	37.2	38.0	35.8	-	-	37.0	-	-	36.8	30.2	36.3	-
	2013 (Avg SS)	36.4	36.0	37.1	-	-	36.2	-	-	36.5	28.2	35.6	-
	2012 (Avg SS)	36.0	37.3	34.4	-	-	35.8	-	-	35.9	24.2	35.8	33.4
Math	2014 (Avg SS)	31.8	32.5	30.6	-	-	31.5	-	-	31.0	28.0	31.3	-
	2013 (Avg SS)	31.5	30.8	32.5	-	-	31.3	-	-	31.6	21.4	30.6	-
	2012 (Avg SS)	31.0	30.7	31.3	-	-	30.9	-	-	30.9	20.3	30.5	32.5

School Growth Targets

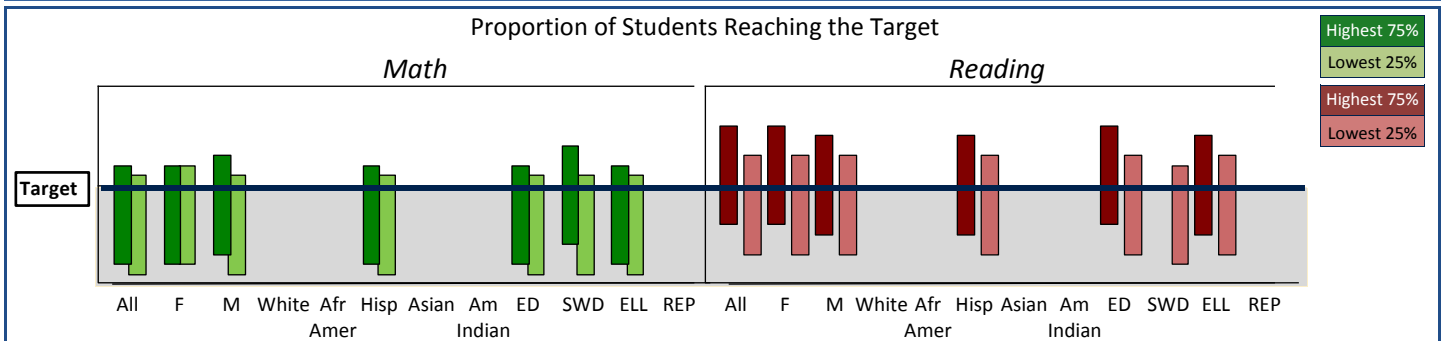
Customized targets, called School Growth Targets (SGTs), guide a school's path toward proficiency. These goals increase every year and challenge schools to identify student groups that might be struggling to keep up with their peers. Students who are not proficient but have made large enough gains to become proficient in the next 3 years are considered "on track" to proficiency and are included in the percentages below.

		All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners	Redesignated English Proficient
			F	M	White	Afr Amer	Hisp	Asian	Am Indian				
Reading	Highest 75% (%)	55.2	57.6	51.4	-	-	53.8	-	-	55.8	-	52.5	-
Target 61.0%	Lowest 25% (%)	31.8	34.6	27.8	-	-	31.7	-	-	32.6	22.2	26.7	-
Math	Highest 75% (%)	20.4	15.3	28.2	-	-	20.4	-	-	16.1	41.7	17.2	-
Target 55.0%	Lowest 25% (%)	11.9	15.4	6.3	-	-	12.2	-	-	11.9	6.7	12.9	-

Graduation

For high schools graduation rates for the Cohort of 2013 are available on page 5.

Target 73.7%



Student Promotion

Students that are prepared and progress to a higher grade each year (matriculate) indicate that the school is successfully moving students toward graduation. However, if the school's achievement in Reading and Math is subpar, and yet most students are being promoted, the school may be inattentive to a student's need to repeat grade-level instruction before moving on.

		All Students	Gender		Race / Ethnicity					Economically Disadvantaged	Students with Disabilities	English Language Learners	Redesignated English Proficient
			F	M	White	Afr Amer	Hisp	Asian	Am Indian				
Percent of students scoring Beginning Step (lowest) in the prior year that moved to a higher grade.													
Grade 3 to Grade 4 (%)	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade 5 to Grade 6 (%)	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade 8 to Grade 9 (%)	-	-	-	-	-	-	-	-	-	-	-	-	-

End Notes

- 1 The Statewide C grade was established in the first year of school grading as the midpoint of all schools. It was fixed in 2011 as the framework for all future letter grades and is not recalculated each year.
- 2 Final letter grades are established at the 90th and 50th percentiles, which represent 75 and 50 points respectively. For high schools that do not have members of 4-year 5-year or 6-year graduation cohorts, the scale is abbreviated and letter grades are adjusted to account for the school's remaining non-cohort indicators or non-cohort years.
- 3 A dash is substituted where a school has too few students (N<10) to meet confidentiality requirements for reporting.
- 4 Feeder schools are schools that do not have students in tested grades 3-8, 10, or 11. These school are rated using the performance of their alumni.
- 5 Redesignated English Proficient are students that were once English Language Learners and have since become fluent. New Mexico began this reporting category in 2012 and some data systems have not yet caught up. These fields are marked with "N/A" (not yet available).
- 6 During the 2013-2014 school year, schools across New Mexico piloted assessments on computers. To recognize these efforts, schools that offered the SBA on computers received bonus credit based on the number of students participating.