



EAST MOUNTAIN HIGH SCHOOL

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AGENDA

EAST MOUNTAIN HIGH SCHOOL GOVERNING COUNCIL

July 28, 2025

- I. Call to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Consent Agenda
 - A. Budget Adjustment Requests
 - B. Monthly Financial Report, Check and Voucher Report
 - C. Approval of previous meeting's minutes
- V. Public Forum/Public Input
- VI. Reports
 - A. Executive Director
- VII. Committee Reports
 - A. Policy
 - B. Strategic Planning and Outcomes
 - C. Finance and Facilities
- VIII. Consideration of EMHS GC Action Items for Approval
 - A. Updated Policies: Bylaws, Employee Leave, Travel
- IX. Updates on Expansion
- X. Parking Lot Items for Future GC Meetings
- XI. GC Board Member Comments
- XII. Chair's Report/Comment
- XIII. Next Meeting Announcement
- XIV. Adjournment

Wells Fargo Business Essentials - PF

Account number: 4941513491 ■ June 1, 2025 - June 30, 2025 ■ Page 1 of 3



EAST MOUNTAIN HIGH SCHOOL
GENERAL OPERATING
PO BOX 340
SANDIA PARK NM 87047-0340

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

Account summary

Wells Fargo Business Essentials - PF

Account number	Beginning balance	Total credits	Total debits	Ending balance
4941513491	\$2,060,023.42	\$768,063.80	-\$901,583.66	\$1,926,503.56

Credits

Deposits

Effective date	Posted date	Amount	Transaction detail
	06/03	50.00	Deposit
	06/04	33,097.11	Deposit
	06/09	8,019.98	Deposit
	06/10	415.00	Deposit
06/10	06/11	1,881.00	Reversal of Check Posted 6-10-25 Refer to Maker Our Ref: 6-10-25 00000000
	06/12	363.00	Deposit
	06/16	26.11	Deposit
	06/16	3,370.00	Deposit
	06/18	200.44	Deposit
	06/24	558.41	Deposit
	06/25	610.00	Deposit
		\$48,591.05	Total deposits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	06/16	10,000.00	WT Fed#04495 PNC Bank, N.A. /Org=Building Hope Impact Fund Inc Srf# 256GL15067Ei4Aen Trn#250616210889 Rfb# 202506611289
	06/17	1,383.48	Sandoval County ACH Paymen 1685396 May 2025 Dist APS Sb-9
	06/17	2,675.14	Sandoval County ACH Paymen 1684422 May 2025 Dist APS Hb-33
	06/18	9,110.00	Huddle Tickets EDI Pymnts Acx250618-151 NM13887
	06/20	163,635.43	Bernalillo Count Distr_Pymt East Mountain High Sch
	06/24	474,004.65	APS Payments East Mntn Hs Cs East Mountain Hs Cs
	06/27	6,188.64	State of NEW Mex Vndr Pymt Nmap0002314907 USDA April 2025 USDA April 2025



Electronic deposits/bank credits (continued)

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	06/27	13,137.77	Public Charter S Payment 250627 Eas-0001 East Mountain High Sch
	06/27	39,337.64	State of NEW Mex Vndr Pymt Nmap0002314461 31703 Fy25 State Match 31703 Fy25 State Match
		\$719,472.75	Total electronic deposits/bank credits
		\$768,063.80	Total credits

Debits

Electronic debits/bank debits

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	06/02	32,683.34	ACH Prep Origintn - East Mountain Hs - File 7878782339 Coid 1850467418
	06/03	170.45	Legalshield Grp Paymt 250458550154376 East Mountain High Sch
	06/03	28,667.53	< Business to Business ACH Debit - IRS Usatxpymt 060325 270555484214470 East Mountain High Sch
	06/04	3,744.84	< Business to Business ACH Debit - American Heritag Benman ACH 060225 V1560 V1560
	06/05	8,853.97	ACH Prep Origintn - East Mountain Hs - File 7878782339 Coid 1850467418
	06/05	38,301.88	ACH Prep Origintn - East Mountain Hs - File 7878782339 Coid 1850467418
	06/06	1,016.68	< Business to Business ACH Debit - AFLAC Columbus Achpmt 250605 xxxxx0268 Eastmountainhighschool
	06/12	94,276.99	ACH Prep Origintn - East Mountain HI - File 7878782339 Coid 1850467418
	06/13	84,983.99	< Business to Business ACH Debit - Nmerb Web Pay 250612 02304 East Mountain High Sch
	06/17	3,565.00	< Business to Business ACH Debit - Health Comp 5451 Cash C&D Eastmountainhig Eastmountainhighschool
	06/17	27,011.64	< Business to Business ACH Debit - IRS Usatxpymt 061725 270556864231332 East Mountain High Sch
	06/23	237.49	< Business to Business ACH Debit - Wright Express Fleet Debi 250619 9100009717129 East Mountain High Sch
	06/23	6,582.99	< Business to Business ACH Debit - Tax_Rev_Wwt_Ecks Trd Pmnt 250620 xxxxx1904 East Mountain High Sch
	06/26	87,733.18	ACH Prep Origintn - East Mountain HI - File 7878782339 Coid 1850467418
	06/26	8,781.78	Bank of Montreal Fp Pymt/CR 250625 5480_1187104 1187104*2025/06/26*Ord
	06/27	396.53	< Business to Business ACH Debit - Wright Express Fleet Debi 250626 9100009717129 East Mountain High Sch
		\$427,008.28	Total electronic debits/bank debits

< *Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.*

Checks paid

<i>Number</i>	<i>Amount</i>	<i>Date</i>	<i>Number</i>	<i>Amount</i>	<i>Date</i>	<i>Number</i>	<i>Amount</i>	<i>Date</i>
14002	2,075.00	06/23	14149	80.00	06/13	14154	1,274.79	06/09
14034*	70.00	06/30	14150	1,745.86	06/09	14155	625.80	06/06
14133*	2,442.31	06/05	14151	992.84	06/05	14157*	59.70	06/03
14142*	130.00	06/20	14152	734.54	06/09	14158	578.47	06/04
14148*	20,098.00	06/02	14153	358.00	06/09	14159	1,129.50	06/09



Checks paid (continued)

Number	Amount	Date	Number	Amount	Date	Number	Amount	Date
14160	977.13	06/06	14186	1,440.00	06/16	14212	129.42	06/26
14161	309.63	06/02	14188*	416.70	06/11	14213	2,625.00	06/23
14162	1,451.50	06/02	14189	1,650.00	06/05	14215*	186.73	06/23
14163	22,730.21	06/06	14190	11,873.75	06/06	14216	955.69	06/26
14164	31.97	06/02	14191	1,486.63	06/06	14217	154.98	06/26
14165	1,155.70	06/02	14192	572.48	06/09	14218	2,860.93	06/23
14166	4,097.00	06/23	14193	104.31	06/09	14219	6,468.91	06/30
14168*	196.05	06/03	14194	2,654.69	06/04	14220	2,364.00	06/25
14169	3,100.84	06/10	14196*	563.80	06/06	14222*	1,250.00	06/23
14170	222.39	06/02	14197	111.50	06/24	14223	225.00	06/24
14171	2,383.67	06/03	14198	27.08	06/23	14224	2,667.68	06/20
14172	100.00	06/20	14199	3,667.86	06/23	14225	6,822.67	06/23
14173	1,881.00	06/10	14200	698.34	06/23	14226	1,699.00	06/23
14174	776.67	06/09	14201	63.96	06/24	14227	344.08	06/24
14175	501.94	06/05	14202	603.50	06/23	14228	660.65	06/20
14176	8,385.78	06/06	14203	883.12	06/23	14229	1,881.00	06/24
14177	443.00	06/13	14204	1,162.52	06/25	14230	780.12	06/27
14178	250.34	06/09	14205	812.97	06/23	14231	290,137.43	06/30
14179	716.00	06/13	14206	5,539.25	06/30	14232	2,700.00	06/23
14180	1,332.73	06/11	14207	9,937.75	06/30	14233	1,870.00	06/24
14182*	1,129.50	06/09	14208	1,332.45	06/24	14234	2,256.66	06/26
14183	374.73	06/09	14209	2,442.31	06/23	14235	4,150.00	06/24
14184	5,471.50	06/06	14210	1,187.81	06/23	14236	30.00	06/24
14185	396.01	06/06	14211	1,312.55	06/24			
			\$474,575.38	Total checks paid				

* Gap in check sequence.

\$901,583.66 Total debits

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
05/31	2,060,023.42	06/10	1,887,494.79	06/20	1,862,315.01
06/02	2,004,070.89	06/11	1,887,626.36	06/23	1,820,855.21
06/03	1,972,643.49	06/12	1,793,712.37	06/24	2,284,097.73
06/04	1,998,762.60	06/13	1,707,489.38	06/25	2,281,181.21
06/05	1,946,019.66	06/16	1,719,445.49	06/26	2,181,169.50
06/06	1,892,492.37	06/17	1,692,927.47	06/27	2,238,656.90
06/09	1,892,061.63	06/18	1,702,237.91	06/30	1,926,503.56
Average daily ledger balance		\$1,928,593.77			

East Mountain High School

Bank Account Reconciliation Report (Bank Reconciliation)

Accounting Cycle: FY2025; Bank: Wells Fargo - ; Bank Account: 4941513491 - WF - Gen Operating; Statement Date: 06/30/2025; Include Unposted Transactions: No; Created On: 7/19/2025 12:18:

Last Reconciled	Beginning Balance	Statement Date	Ending Balance		
5/31/2025	\$2,060,023.42	06/30/2025	\$1,926,503.56		
Date	Source Document	Item Number	Description	Deposit	Withdrawal
3/31/2025	APV 25-36	14034	UNM Championship Golf Course		\$70.00
3/31/2025	PVM25-129	14002	Security Benefit		\$2,075.00
5/15/2025	APV 25-42	14133	Emerald Commercial Cleaning		\$2,442.31
5/15/2025	APV 25-42	14142	Smith, James E		\$130.00
5/27/2025	APV=25 44	14148	Lone Tree Inc.		\$20,098.00
5/29/2025	APV 25-44	14150	AJF Enterprises, Inc.		\$1,745.86
5/29/2025	APV 25-44	14151	Alliance Audio Visual		\$992.84
5/29/2025	APV 25-44	14152	Amazon.com		\$734.54
5/29/2025	APV 25-44	14153	APS - Transportation		\$358.00
5/29/2025	APV 25-44	14154	Aspen Printing Co. Inc		\$1,274.79
5/29/2025	APV 25-44	14155	Awards, Etc.		\$625.80
5/29/2025	APV 25-44	14157	Booth, Marie C		\$59.70
5/29/2025	APV 25-44	14158	Boyce, Laurie E.		\$578.47
5/29/2025	APV 25-44	14159	BSN Sports LLC		\$1,129.50
5/29/2025	APV 25-44	14160	CollegeBoard		\$977.13
5/29/2025	APV 25-44	14161	Davidson, Shayna		\$309.63
5/29/2025	APV 25-44	14162	Fichter, Nicole		\$1,451.50
5/29/2025	APV 25-44	14163	Genuine Food Lab. LLC		\$22,730.21
5/29/2025	APV 25-44	14164	Jamison, Michael G		\$31.97
5/29/2025	APV 25-44	14165	Janes, Tucker		\$1,155.70
5/29/2025	APV 25-44	14166	Los Altos Golf Course		\$4,097.00
5/29/2025	APV 25-44	14168	Miranda, Margaret		\$196.05
5/29/2025	APV 25-44	14169	Nelson, Atalie		\$3,100.84
5/29/2025	APV 25-44	14170	Schroeder, Stephanie		\$222.39
5/29/2025	APV 25-44	14171	Schuit, Jessica		\$2,383.67
5/29/2025	APV 25-44	14172	Smith, James E		\$100.00
5/29/2025	APV 25-44	14174	Waste Management of New Mexico, Inc.		\$776.67
5/29/2025	APV 25-44	14175	Webb, Jennifer		\$501.94
5/29/2025	APV-25 45	14149	Nambe Pueblo		\$80.00
6/3/2025	06-001	06-001	Track Shorts	\$50.00	
6/3/2025	APV 25-46		EMHS Foundation		\$32,683.34
6/3/2025	APV 25-46	14176	New Mexico Charter School Education Services Association		\$8,385.78
6/3/2025	APV 25-46	14177	Albuquerque Public Schools		\$443.00
6/3/2025	APV 25-46	14178	Amazon.com		\$250.34

6/3/2025	APV 25-46	14179	APS - Transportation		\$716.00
6/3/2025	APV 25-46	14180	B&D Industries, Inc.		\$1,332.73
6/3/2025	APV 25-46	14182	BSN Sports LLC		\$1,129.50
6/3/2025	APV 25-46	14183	Campus Specialties		\$374.73
6/3/2025	APV 25-46	14184	Trudy A. Candelaria		\$5,471.50
6/3/2025	APV 25-46	14185	Century Link		\$396.01
6/3/2025	APV 25-46	14186	CheckBox Pro, LLC		\$1,440.00
6/3/2025	APV 25-46	14188	Fire Safety Industries		\$416.70
6/3/2025	APV 25-46	14189	Francine Binnert		\$1,650.00
6/3/2025	APV 25-46	14190	Herrera Coaches, Inc.		\$11,873.75
6/3/2025	APV 25-46	14191	Herrera School Buses, Inc.		\$1,486.63
6/3/2025	APV 25-46	14192	Kellie M Keto Odegard		\$572.48
6/3/2025	APV 25-46	14193	NM Gas Company, Inc.		\$104.31
6/3/2025	APV 25-46	14194	Robyn Mass		\$2,654.69
6/3/2025	APV 25-46	14196	Verizon Wireless		\$563.80
6/3/2025	PVM25-162		Internal Revenue Service		\$28,667.53
6/3/2025	PVM25-163		Pre-paid Legal Services, Inc.		\$170.45
6/4/2025	9864	9864	IDEA-B; Title II; Carl D; Refund	\$33,097.11	
6/5/2025	PVM25-164		NM Retiree Health Care Authority		\$8,853.97
6/5/2025	PVM25-166		NM Public Schools Insurance Authority		\$38,301.88
6/6/2025	PVM25-165		AFLAC		\$1,016.68
6/9/2025	06-003	06-003	Soccer Camp; Plan Disbursement	\$8,019.98	
6/10/2025	06-004	06-004	Sophomore Discovery Trip; Soccer Summer Camp	\$415.00	
6/12/2025	06-005	06-005	Dep 6/12 \$363	\$363.00	
6/12/2025	PVM25-168		Wells Fargo Bank, N.A.		\$94,276.99
6/13/2025	PVM25-167		NM Educational Retirement Board		\$84,983.99
6/16/2025	06-006	06-006	Soccer Summer Camp	\$26.11	
6/16/2025	06-007	06-007	Golf Fund Raiser	\$3,370.00	
6/16/2025	06-008	06-008	Building Hope Impact Fund	\$10,000.00	
6/17/2025	06-009	06-009	Sandoval County Tax - HB-33/SB-9	\$4,058.62	
6/17/2025	APV 25-47	14197	AAA Organic Pest Control, Inc.		\$111.50
6/17/2025	APV 25-47	14198	New Mexico Charter School Education Services Association		\$27.08
6/17/2025	APV 25-47	14199	ACT		\$3,667.86
6/17/2025	APV 25-47	14200	AJF Enterprises, Inc.		\$698.34
6/17/2025	APV 25-47	14201	Amazon.com		\$63.96
6/17/2025	APV 25-47	14202	Awards, Etc.		\$603.50
6/17/2025	APV 25-47	14203	B&D Industries, Inc.		\$883.12
6/17/2025	APV 25-47	14204	Bernalillo County Treasurer's Office		\$1,162.52
6/17/2025	APV 25-47	14205	Brady Industries Inc		\$812.97
6/17/2025	APV 25-47	14206	CamNet, Inc.		\$5,539.25
6/17/2025	APV 25-47	14207	CNM		\$9,937.75
6/17/2025	APV 25-47	14208	CollegeBoard		\$1,332.45
6/17/2025	APV 25-47	14209	Emerald Commercial Cleaning		\$2,442.31
6/17/2025	APV 25-47	14210	Entranosa Water & Wastewater Assoc.		\$1,187.81

6/17/2025	APV 25-47	14211	Follett Content Solutions, LLC		\$1,312.55
6/17/2025	APV 25-47	14212	Follett Corporation		\$129.42
6/17/2025	APV 25-47	14213	Francine Binnert		\$2,625.00
6/17/2025	APV 25-47	14215	Hayden Crowley		\$186.73
6/17/2025	APV 25-47	14216	Herrera School Buses, Inc.		\$955.69
6/17/2025	APV 25-47	14217	Home Security Systems, LLC		\$154.98
6/17/2025	APV 25-47	14218	ItsQuest, Inc		\$2,860.93
6/17/2025	APV 25-47	14219	Jostens		\$6,468.91
6/17/2025	APV 25-47	14220	Los Altos Golf Course		\$2,364.00
6/17/2025	APV 25-47	14222	Nicole Santora		\$1,250.00
6/17/2025	APV 25-47	14223	NMASBO		\$225.00
6/17/2025	APV 25-47	14224	PNM Electric		\$2,667.68
6/17/2025	APV 25-47	14225	Severin Intermediate Holdings, LLC		\$6,822.67
6/17/2025	APV 25-47	14226	Robyn Mass		\$1,699.00
6/17/2025	APV 25-47	14227	Unite Private Networks, LLC		\$344.08
6/17/2025	APV 25-47	14228	Tillery Chevrolet		\$660.65
6/17/2025	APV 25-47	14229	University of Kansas Center for Research, Inc.		\$1,881.00
6/17/2025	APV 25-47	14230	Waste Management of New Mexico, Inc.		\$780.12
6/17/2025	APV 25-47	14231	Yellowstone Landscape		\$290,137.43
6/17/2025	APV 25-47	14232	YMCA of Central New Mexico		\$2,700.00
6/17/2025	PVM25-169		Internal Revenue Service		\$27,011.64
6/17/2025	PVM25-171	14233	ING ReliaStar Life Ins Co		\$1,870.00
6/17/2025	PVM25-172	14234	Matrix Trust Company		\$2,256.66
6/17/2025	PVM25-173	14235	Security Benefit		\$4,150.00
6/17/2025	PVM25-174	14236	United Way of Central New Mexico		\$30.00
6/18/2025	06-010	06-010	Dep 6/18 \$200.44	\$200.44	
6/18/2025	06-011	06-011	Huddle Tickets	\$9,110.00	
6/20/2025	06-012	06-012	BernCo HB-33/SB-9 May 2025	\$163,635.43	
6/20/2025	PVM25-170		New Mexico Taxation and Revenue Department		\$6,582.99
6/24/2025	9860	9860	Lone Tree Refund-\$500/All Districts Awards-\$58.41	\$558.41	
6/24/2025	9862	9862	SEG - June 2025	\$474,004.65	
6/25/2025	9861	9861	Kasi Giovenco CIF-Volleyball camp/shirts	\$610.00	
6/27/2025	9863	9863	USDA April 2025	\$6,188.64	
6/27/2025	9865	9865	CSP-FY25-25282	\$13,137.77	
6/27/2025	9866	9866	SB-9 State Match	\$39,337.64	
6/30/2025	APV 25-50		Allstate Workplace Division		\$3,744.84
6/30/2025	APV 25-50		Health Compass		\$3,565.00
6/30/2025	APV 25-50		WEX Bank		\$634.02
6/30/2025	APV 25-50		BMO		\$8,781.78
6/30/2025	PVM25-176		Wells Fargo Bank, N.A.		\$87,733.18
Sub Total				\$766,182.80	\$899,702.66

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East Mountain High School

Bank Account Reconciliation Report (Outstanding)

Accounting Cycle: FY2025; Bank: Wells Fargo - ; Bank Account: 4941513491 - WF - Gen Operating; Statement Date: 06/30/2025; Include Unposted Transactions: No; Created On: 7/19/2025 12:18:

Last Reconciled		Beginning Balance		Statement Date	
5/31/2025		(\$74,150.76)		06/30/2025	
Date	Source Document	Item Number	Description	Deposit	Withdrawal
6/20/2024	062024	13376	LeGate, Laurel		\$107.70
8/30/2024	APV25-06	13520	Albuquerque Academy		\$150.00
10/1/2024	PVM25-029	13619	Matrix Trust Company		\$2,256.66
11/29/2024	PR25-10	13736	Sveum, Aspen		\$499.41
12/12/2024	APV 25-21	13781	CNM		\$29.99
12/12/2024	APV 25-21	13786	PNM Electric		\$425.13
5/1/2025	APV 25-39	14109	Schroeder, Stephanie		\$252.36
6/3/2025	APV 25-46	14187	Coffetime Bottled Water & Coffee Service, LLC		\$183.66
6/17/2025	APV 25-47	14214	Genuine Food Lab. LLC		\$16,268.07
6/17/2025	APV 25-47	14221	Millea, Amanda F		\$468.72
6/26/2025	APV 25-48	14237	Awards, Etc.		\$466.50
6/26/2025	APV 25-48	14238	B&D Industries, Inc.		\$233.28
6/26/2025	APV 25-48	14239	Canon Financial Services, Inc.		\$4,152.53
6/26/2025	APV 25-48	14240	Century Link		\$396.32
6/26/2025	APV 25-48	14241	Cooperative Educational Svcs		\$99,378.73
6/26/2025	APV 25-48	14242	Herff Jones, Inc.		\$18.34
6/26/2025	APV 25-48	14243	Herrera Coaches, Inc.		\$3,675.00
6/26/2025	APV 25-48	14244	LSG and Associates Inc.		\$2,894.81
6/26/2025	APV 25-48	14245	Miranda, Margaret		\$98.34
6/26/2025	APV 25-48	14246	Nelson, Atalie		\$522.36
6/26/2025	APV 25-48	14247	Verizon Wireless		\$563.76
6/26/2025	APV 25-48-1	14248	Jenna Hagengruber		\$587.96
6/30/2025	PVM25-177	14249	United Way of Central New Mexico		\$35.00
6/30/2025	PVM25-178	14250	Security Benefit		\$3,325.00
6/30/2025	PVM25-179	14251	Matrix Trust Company		\$1,468.33
6/30/2025	PVM25-180	14252	ING ReliaStar Life Ins Co		\$2,315.00
Sub Total					\$140,772.96

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East Mountain High School

Bank Account Reconciliation Report (Actual GL Detail FY2025)

Accounting Cycle: FY2025; Bank: Wells Fargo - ; Bank Account: 4941513491 - WF - Gen Operating; Statement Date: 06/30/2025; Include Unposted Transactions: No; Created On: 7/19/2025

Trans. Date	Source Document	Trans. No.	Account Code	Trans. Line Comment	Debit
06/03/2025	06-001	00072416	23000-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 06-001-Receipt No.: 06-0	\$50.00
06/03/2025	APV 25-46	00071814	23000-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=23000	\$0.00
06/03/2025	APV 25-46	00071814	11000-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=11000	\$0.00
06/03/2025	APV 25-46	00071814	25282-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=25282	\$0.00
06/03/2025	APV 25-46	00071814	31200-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=31200	\$0.00
06/03/2025	APV 25-46	00071814	31600-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=31600	\$0.00
06/03/2025	APV 25-46	00071844	11000-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=11000	\$59.70
06/03/2025	APV 25-46	00071846	11000-0000-11020-0000-000000-0000-000000	Disbursement for Voucher: APV 25-46; Fund=11000	\$100.00
06/03/2025	PVM25-162	00071858	11000-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-162	\$0.00
06/03/2025	PVM25-162	00071858	24106-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-162	\$0.00
06/03/2025	PVM25-163	00071859	24106-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-163	\$0.00
06/03/2025	PVM25-163	00071859	11000-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-163	\$0.00
06/04/2025	06-002	00072426	11000-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$377.95
06/04/2025	06-002	00072426	24106-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$3,986.03
06/04/2025	06-002	00072426	24154-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$25,459.00
06/04/2025	06-002	00072426	24174-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$3,274.13
06/04/2025	06-002	00072484	24174-0000-11020-0000-000000-0000-000000	Reversing: Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$0.00
06/04/2025	06-002	00072484	24154-0000-11020-0000-000000-0000-000000	Reversing: Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$0.00
06/04/2025	06-002	00072484	24106-0000-11020-0000-000000-0000-000000	Reversing: Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$0.00
06/04/2025	06-002	00072484	11000-0000-11020-0000-000000-0000-000000	Reversing: Approve Cash Receipts Batch; Batch No.: 06-002-Receipt No.: 06-0	\$0.00
06/04/2025	9864	00072485	11000-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 9864-Receipt No.: 00004	\$250.00
06/04/2025	9864	00072485	11000-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 9864-Receipt No.: 00005	\$127.95
06/04/2025	9864	00072485	24106-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 9864-Receipt No.: 00001	\$3,986.03
06/04/2025	9864	00072485	24154-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 9864-Receipt No.: 00002	\$25,459.00
06/04/2025	9864	00072485	24174-0000-11020-0000-000000-0000-000000	Approve Cash Receipts Batch; Batch No.: 9864-Receipt No.: 00003	\$3,274.13
06/05/2025	PVM25-164	00071860	24106-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-164	\$0.00
06/05/2025	PVM25-164	00071860	11000-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-164	\$0.00
06/05/2025	PVM25-166	00071862	11000-0000-11020-0000-000000-0000-000000	Mark Payroll Voucher Paid PVM25-166	\$0.00

06/05/2025	PVM25-166	00071862	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-166	\$0.00
06/06/2025	PVM25-165	00071861	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-165	\$0.00
06/06/2025	PVM25-165	00071861	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-165	\$0.00
06/09/2025	06-003	00072427	11000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-003:Receipt No.: 06-0	\$6,969.98
06/09/2025	06-003	00072427	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-003:Receipt No.: 06-0	\$1,050.00
06/10/2025	06-004	00072428	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-004:Receipt No.: 06-0	\$390.00
06/10/2025	06-004	00072428	11000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-004:Receipt No.: 06-0	\$25.00
06/12/2025	06-005	00072479	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-005:Receipt No.: 0000	\$363.00
06/12/2025	PVM25-168	00071966	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-168	\$0.00
06/12/2025	PVM25-168	00071966	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-168	\$0.00
06/13/2025	PVM25-167	00071965	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-167	\$0.00
06/13/2025	PVM25-167	00071965	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-167	\$0.00
06/16/2025	06-006	00072452	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-006:Receipt No.: 06-0	\$26.11
06/16/2025	06-007	00072459	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-007:Receipt No.: 06-0	\$3,370.00
06/16/2025	06-008	00072463	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-008:Receipt No.: 0000	\$10,000.00
06/17/2025	06-009	00072464	31600-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-009:Receipt No.: 06-0	\$2,702.16
06/17/2025	06-009	00072464	31701-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-009:Receipt No.: 0000	\$0.00
06/17/2025	06-009	00072464	31701-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-009:Receipt No.: 06-0	\$1,397.47
06/17/2025	APV 25-47	00071949	31600-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=31600	\$0.00
06/17/2025	APV 25-47	00071949	28221-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=28221	\$0.00
06/17/2025	APV 25-47	00071949	25282-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=25282	\$0.00
06/17/2025	APV 25-47	00071949	23000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=23000	\$0.00
06/17/2025	APV 25-47	00071949	21000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=21000	\$0.00
06/17/2025	APV 25-47	00071949	21100-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=21100	\$0.00
06/17/2025	APV 25-47	00071949	11000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-47; Fund=11000	\$0.00
06/17/2025	PVM25-169	00071964	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-169	\$0.00
06/17/2025	PVM25-169	00071964	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-169	\$0.00
06/17/2025	PVM25-171	00071951	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-171	\$0.00
06/17/2025	PVM25-172	00071952	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-172	\$0.00
06/17/2025	PVM25-173	00071953	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-173	\$0.00
06/17/2025	PVM25-174	00071954	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-174	\$0.00
06/18/2025	06-010	00072460	11000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-010:Receipt No.: 0000	\$30.90
06/18/2025	06-010	00072460	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-010:Receipt No.: 0000	\$169.54
06/18/2025	06-011	00072483	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-011:Receipt No.: 0000	\$9,110.00
06/20/2025	06-012	00072465	31600-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-012:Receipt No.: 0000	\$0.00

06/20/2025	06-012	00072465	31600-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-012; Receipt No.: 06-0	\$109,319.23
06/20/2025	06-012	00072465	31701-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-012; Receipt No.: 00000	\$0.00
06/20/2025	06-012	00072465	31701-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 06-012; Receipt No.: 06-0	\$55,969.12
06/20/2025	PVM25-170	00072678	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-170	\$0.00
06/20/2025	PVM25-170	00072678	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-170	\$0.00
06/24/2025	9860	00072461	11000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9860; Receipt No.: 00001	\$500.00
06/24/2025	9860	00072461	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9860; Receipt No.: 00002	\$58.41
06/24/2025	9862	00072466	11000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9862; Receipt No.: 00001	\$474,004.65
06/25/2025	9861	00072462	23000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9861; Receipt No.: 00001	\$610.00
06/26/2025	00072226	00072226	24174-0000-11020-0000-000000-0000-00000		\$0.00
06/26/2025	00072415	00072415	24174-0000-11020-0000-000000-0000-00000		\$1,224.72
06/26/2025	APV 25-48	00071982	31400-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-48; Fund=31400	\$0.00
06/26/2025	APV 25-48	00071982	31600-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-48; Fund=31600	\$0.00
06/26/2025	APV 25-48	00071982	23000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-48; Fund=23000	\$0.00
06/26/2025	APV 25-48	00071982	11000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-48; Fund=11000	\$0.00
06/26/2025	APV 25-48-1	00071984	11000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-48-1; Fund=11000	\$0.00
06/27/2025	9863	00072467	21000-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9863; Receipt No.: 00001	\$6,188.64
06/27/2025	9865	00072486	25282-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9865; Receipt No.: 00001	\$13,137.77
06/27/2025	9866	00072681	31703-0000-11020-0000-000000-0000-00000	Approve Cash Receipts Batch; Batch No.: 9866; Receipt No.: 00001	\$39,337.64
06/30/2025	00072225	00072225	24174-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072225	00072225	11000-0000-11020-0000-000000-0000-00000		\$5,105.88
06/30/2025	00072225	00072225	24153-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072414	00072414	24153-0000-11020-0000-000000-0000-00000		\$100.00
06/30/2025	00072414	00072414	11000-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072414	00072414	24174-0000-11020-0000-000000-0000-00000		\$5,005.88
06/30/2025	00072456	00072456	24154-0000-11020-0000-000000-0000-00000		\$1,032.40
06/30/2025	00072456	00072456	31701-0000-11020-0000-000000-0000-00000		\$9,726.00
06/30/2025	00072456	00072456	11000-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072456	00072456	21000-0000-11020-0000-000000-0000-00000		\$194,682.99
06/30/2025	00072456	00072456	24106-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072456	00072456	21100-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072489	00072489	11000-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072489	00072489	31701-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072489	00072489	28221-0000-11020-0000-000000-0000-00000		\$14,140.18
06/30/2025	00072490	00072490	28221-0000-11020-0000-000000-0000-00000		\$14,140.18
06/30/2025	00072490	00072490	31701-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	00072490	00072490	11000-0000-11020-0000-000000-0000-00000		\$0.00

06/30/2025	00072491	00072491	11000-0000-11020-0000-000000-0000-00000		\$6,943.70
06/30/2025	00072491	00072491	31701-0000-11020-0000-000000-0000-00000		\$7,196.48
06/30/2025	00072491	00072491	28221-0000-11020-0000-000000-0000-00000		\$0.00
06/30/2025	APV 25-50	00072680	11000-0000-11020-0000-000000-0000-00000	Disbursement for Voucher: APV 25-50; Fund=11000	\$0.00
06/30/2025	PVM25-176	00072228	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-176	\$0.00
06/30/2025	PVM25-176	00072228	24106-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-176	\$0.00
06/30/2025	PVM25-177	00071985	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-177	\$0.00
06/30/2025	PVM25-178	00071986	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-178	\$0.00
06/30/2025	PVM25-179	00071987	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-179	\$0.00
06/30/2025	PVM25-180	00071988	11000-0000-11020-0000-000000-0000-00000	Mark Payroll Voucher Paid PVM25-180	\$0.00
Sub Total					\$1,060,431.95

12:18:51 PM

Credit
\$0.00
\$183.66
\$36,438.92
\$1,650.00
\$32,683.34
\$1,332.73
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\$0.00
\$28,467.16
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\$142.55
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\$3,986.03
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\$16,725.64
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\$1,049.64
\$35.00
\$3,325.00
\$1,468.33
\$2,315.00
\$1,260,574.01

East Mountain High School

Bank Account Reconciliation Report (GL Reconciliation)

Accounting Cycle: FY2025; Bank: Wells Fargo - ; Bank Account: 4941513491 - WF - Gen Operating; Statement Date: 06/30/2025; Include Unposted Transactions: No;
 Created On: 7/19/2025 12:18:51 PM

	Bank Reconciliation +	Outstanding	=	Expected GL -	=	Actual GL 1	=	Difference
Beginning Balance	\$2,060,023.42	(\$74,150.76)	=	\$1,985,872.66	=	\$1,985,872.66	=	\$0.00
Deposits/Debits	\$766,182.80	\$0.00	=	\$766,182.80	=	\$1,060,431.95	=	(\$294,249.15)
Withdrawals/Credits	(\$899,702.66)	(\$66,622.20)	=	(\$966,324.86)	=	(\$1,260,574.01)	=	\$294,249.15
Sub Total	\$1,926,503.56	(\$140,772.96)		\$1,785,730.60		\$1,785,730.60		\$0.00

East Mountain High School

Journal Entry Line Info Report

[Cycle Name]: "FY2025"; Created On: 7/18/2025 6:29:32 PM

Transaction Number	Trans Date	Transaction Comment		
00072490	06/30/2025	Budget Maintenance for fund 28221		
Sequence	Account Code	Description	Debit	Credit
1	28221-0000-11020-0000-000000- 0000-00000	WF-Operating	\$6,943.70	\$0.00
2	28221-2600-56118-0000-001024- 0000-00000	General Supplies and Materials	\$0.00	\$6,943.70
3	11000-2600-56118-0000-001024- 0000-00000	General Supplies and Materials	\$6,943.70	\$0.00
4	11000-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$6,943.70
5	28221-3100-56119-0000-001024- 0000-00000	Supply Assets (\$5000 or less)	\$40,313.69	\$0.00
6	28221-2600-56118-0000-001024- 0000-00000	General Supplies and Materials	\$0.00	\$40,313.69
7	28221-3100-54312-0000-001024- 0000-00000	Maintenance & Repair - Buildings And Grounds	\$285,138.50	\$0.00
8	28221-4000-54500-0000-526001- 0000-00000	Construction Services	\$0.00	\$285,138.50
9	28221-3100-57331-0000-001024- 0000-00000	Fixed Assets (More Than \$5,000)	\$144,708.30	\$0.00
10	28221-4000-57331-0000-001024- 0000-00000	Fixed Assets (More Than \$5,000)	\$0.00	\$144,708.30
11	28221-0000-11020-0000-000000- 0000-00000	WF-Operating	\$7,196.48	\$0.00
12	28221-4000-54500-0000-526001- 0000-00000	Construction Services	\$0.00	\$7,196.48
13	31701-4000-54315-0000-001024- 0000-00000	Maintenance & Repair - Bldgs/Grnds/Equipment (SR-9)	\$7,196.48	\$0.00
14	31701-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$7,196.48
			\$498,440.85	\$498,440.85
			\$498,440.85	\$498,440.85

East Mountain High School

Account Summary Report

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 07/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Category: [All]; Created On: 7/16/2025 9:21:21 PM

Account Code	Description	Actual (Date Range)
Subtotal of Element: [Function] 1000 - Instruction		\$3,864,210.05
Subtotal of Element: [Function] 2100 - Support Services-Students		\$679,481.76
Subtotal of Element: [Function] 2200 - Support Services-Instruction		\$37,030.19
Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$218,029.14
Subtotal of Element: [Function] 2400 - Support Services-School Administration		\$361,065.77
Subtotal of Element: [Function] 2500 - Central Services		\$311,898.20
Subtotal of Element: [Function] 2600 - Operation & Maintenance of Plant		\$371,500.63
Subtotal of Element: [Function] 2700 - Student Transportation		\$18,187.17
Subtotal of Element: [Function] 2900 - Other Support Services		\$0.00
Subtotal of Element: [Function] 3100 - Food Services-Operations		\$135,627.87
Subtotal of Element: [Fund] 11000 - Operational		\$5,997,030.78
21000-3100-56116-0000-001024-0000-00000	Food	\$32,789.16
Subtotal of Element: Expenditure		\$32,789.16
Subtotal of Element: [Function] 3100 - Food Services-Operations		\$32,789.16
Subtotal of Element: [Fund] 21000 - Food Services		\$32,789.16
21100-3100-56116-0000-001024-0000-00000	Food	\$74,457.64
Subtotal of Element: Expenditure		\$74,457.64
Subtotal of Element: [Function] 3100 - Food Services-Operations		\$74,457.64
Subtotal of Element: [Fund] 21100 - Universal Free Meals		\$74,457.64
23000-1000-53711-9000-001024-0000-00000	Other Charges	\$0.00
23000-1000-53711-9000-001024-0000-17500	Other Charges	\$1,950.74
23000-1000-53711-9000-001024-0000-30000	Other Charges	\$2,288.97
23000-1000-53711-9000-001024-0000-30050	Other Charges	\$77.49
23000-1000-53711-9000-001024-0000-30100	Other Charges	\$6,719.41
23000-1000-53711-9000-001024-0000-30200	Other Charges	\$1,450.00
23000-1000-53711-9000-001024-0000-30250	Other Charges	\$3,694.98
23000-1000-53711-9000-001024-0000-30300	Other Charges	\$2,318.74
23000-1000-53711-9000-001024-0000-30400	Other Charges	\$885.00
23000-1000-53711-9000-001024-0000-30450	Other Charges	\$3,886.32
23000-1000-53711-9000-001024-0000-30600	Other Charges	\$4,234.19
23000-1000-53711-9000-001024-0000-30650	Other Charges	\$2,669.15
23000-1000-53711-9000-001024-0000-30700	Other Charges	\$4,710.80
23000-1000-53711-9000-001024-0000-45000	Other Charges	\$4,218.66
23000-1000-53711-9000-001024-0000-50000	Other Charges	\$6,468.91
23000-1000-53711-9000-001024-0000-52500	Other Charges	\$250.00
23000-1000-53711-9000-001024-0000-57500	Other Charges	\$10,694.44
23000-1000-53711-9000-001024-0000-64000	Other Charges	\$1,752.50
23000-1000-53711-9000-001024-0000-66000	Other Charges	\$9,995.78
23000-1000-53711-9000-001024-0000-68000	Other Charges	\$17,678.73
23000-1000-53711-9000-001024-0000-70000	Other Charges	\$1,507.95
23000-1000-56118-9000-001024-0000-00000	General Supplies and Materials	\$227.40
23000-1000-56118-9000-001024-0000-30000	General Supplies and Materials	\$2,936.95
23000-1000-56118-9000-001024-0000-30016	General Supplies and Materials	\$2,950.37
23000-1000-56118-9000-001024-0000-30100	General Supplies and Materials	\$5,421.96
23000-1000-56118-9000-001024-0000-30200	General Supplies and Materials	\$10,060.60
23000-1000-56118-9000-001024-0000-30250	General Supplies and Materials	\$375.00
23000-1000-56118-9000-001024-0000-30300	General Supplies and Materials	\$1,664.30

ccount Expression: ([Fund] >= "11000") ; Subtotal By Account Type: Yes; Include Unposted Transactions: No; Budget

Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
\$4,047,148.00	\$3,864,210.05	\$56,740.96	\$126,196.99	95.48
\$779,005.00	\$679,481.76	\$23,378.44	\$76,144.80	87.22
\$48,214.00	\$37,030.19	\$0.00	\$11,183.81	76.80
\$237,375.00	\$218,029.14	\$5.60	\$19,340.26	91.85
\$370,072.38	\$361,065.77	\$24.65	\$8,981.96	97.57
\$342,079.00	\$311,898.20	\$1,436.10	\$28,744.70	91.18
\$422,096.00	\$371,500.63	\$3,182.13	\$47,413.24	88.01
\$22,420.00	\$18,187.17	\$2,001.62	\$2,231.21	81.12
\$0.08	\$0.00	\$0.00	\$0.08	0.00
\$140,000.00	\$135,627.87	\$0.00	\$4,372.13	96.88
\$6,408,409.46	\$5,997,030.78	\$86,769.50	\$324,609.18	93.58
\$32,789.16	\$32,789.16	\$0.00	\$0.00	100.00
\$32,789.16	\$32,789.16	\$0.00	\$0.00	100.00
\$32,789.16	\$32,789.16	\$0.00	\$0.00	100.00
\$32,789.16	\$32,789.16	\$0.00	\$0.00	100.00
\$74,457.64	\$74,457.64	\$0.00	\$0.00	100.00
\$74,457.64	\$74,457.64	\$0.00	\$0.00	100.00
\$74,457.64	\$74,457.64	\$0.00	\$0.00	100.00
\$74,457.64	\$74,457.64	\$0.00	\$0.00	100.00
\$77,545.00	\$0.00	\$0.00	\$77,545.00	0.00
\$0.00	\$1,950.74	\$0.00	(\$1,950.74)	0.00
\$0.00	\$2,288.97	\$0.00	(\$2,288.97)	0.00
\$0.00	\$77.49	\$0.00	(\$77.49)	0.00
\$0.00	\$6,719.41	\$0.00	(\$6,719.41)	0.00
\$0.00	\$1,450.00	\$0.00	(\$1,450.00)	0.00
\$0.00	\$3,694.98	\$0.00	(\$3,694.98)	0.00
\$0.00	\$2,318.74	\$0.00	(\$2,318.74)	0.00
\$0.00	\$885.00	\$0.00	(\$885.00)	0.00
\$0.00	\$3,886.32	\$0.00	(\$3,886.32)	0.00
\$0.00	\$4,234.19	\$0.00	(\$4,234.19)	0.00
\$0.00	\$2,669.15	\$0.00	(\$2,669.15)	0.00
\$0.00	\$4,710.80	\$0.00	(\$4,710.80)	0.00
\$0.00	\$4,218.66	\$0.00	(\$4,218.66)	0.00
\$0.00	\$6,468.91	\$0.00	(\$6,468.91)	0.00
\$0.00	\$250.00	\$0.00	(\$250.00)	0.00
\$0.00	\$10,694.44	\$0.00	(\$10,694.44)	0.00
\$0.00	\$1,752.50	\$0.00	(\$1,752.50)	0.00
\$0.00	\$9,995.78	\$0.00	(\$9,995.78)	0.00
\$0.00	\$17,678.73	\$0.00	(\$17,678.73)	0.00
\$0.00	\$1,507.95	\$0.00	(\$1,507.95)	0.00
\$70,000.00	\$227.40	\$0.00	\$69,772.60	0.32
\$0.00	\$2,936.95	\$0.00	(\$2,936.95)	0.00
\$0.00	\$2,950.37	\$0.00	(\$2,950.37)	0.00
\$0.00	\$5,421.96	\$0.00	(\$5,421.96)	0.00
\$0.00	\$10,060.60	\$0.00	(\$10,060.60)	0.00
\$0.00	\$375.00	\$0.00	(\$375.00)	0.00
\$0.00	\$1,664.30	\$0.00	(\$1,664.30)	0.00

East Mountain High School

Journal Entry Line Info Report

[Cycle Name]: "FY2025"; Created On: 7/16/2025 9:20:10 PM

Transaction Number	Trans Date	Transaction Comment		
00072456	06/30/2025	Reclassification of Spec. Ed. Chromebooks (30) from Fund 31701 to Fund 24106. Ref. PO #250354; Reclassify of Food Service (21000) to 21100 and 11000 & 24154 to 11000 for budge maintenance.		
Sequence	Account Code	Description	Debit	Credit
	1 31701-4000-56119-0000-001024- 0000-00000	Supply Assets (\$5000 or less)	\$0.00	\$9,726.00
	2 24106-1000-56119-2000-001024- 0000-00000	Supply Assets (\$5000 or less)	\$9,726.00	\$0.00
	3 31701-0000-11020-0000-000000- 0000-00000	WF-Operating	\$9,726.00	\$0.00
	4 24106-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$9,726.00
	5 24154-0000-11020-0000-000000- 0000-00000	WF-Operating	\$1,032.40	\$0.00
	6 24154-2200-53330-0000-001024- 0000-00000	Professional Development	\$0.00	\$1,032.40
	7 11000-2200-53330-0000-001024- 0000-00000	Professional Development	\$1,032.40	\$0.00
	8 11000-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$1,032.40
	9 21100-3100-56116-0000-001024- 0000-00000	Food	\$59,055.12	\$0.00
	10 21100-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$59,055.12
	11 21000-0000-11020-0000-000000- 0000-00000	WF-Operating	\$59,055.12	\$0.00
	12 21000-3100-56116-0000-001024- 0000-00000	Food	\$0.00	\$59,055.12
	13 11000-3100-56116-0000-001024- 0000-00000	Food	\$135,627.87	\$0.00
	14 11000-0000-11020-0000-000000- 0000-00000	WF-Operating	\$0.00	\$135,627.87
	15 21000-0000-11020-0000-000000- 0000-00000	WF-Operating	\$135,627.87	\$0.00
	16 21000-3100-56116-0000-001024- 0000-00000	Food	\$0.00	\$135,627.87
			\$410,882.78	\$410,882.78
			\$410,882.78	\$410,882.78

East Mountain High School

Account Summary Report

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 08/09/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Category: [All]; Created On: 7/15/2025 7:21:00 PM

Account Code	Description	Actual (Date Range)
11000-1000-51100-0000-001024-1611-00000	Salaries Expense	\$3,770.00
11000-1000-51100-1010-001024-1411-00000	Salaries Expense	\$1,794,505.20
11000-1000-51100-1010-001024-1711-00000	Salaries Expense	\$25,963.44
11000-1000-51100-2000-001024-1412-00000	Salaries Expense	\$338,093.00
11000-1000-51100-2000-001024-1712-00000	Salaries Expense	\$58,365.87
11000-1000-51100-9000-001024-1618-00000	Salaries Expense	\$35,000.00
11000-1000-51300-1010-001024-1411-00000	Additional Compensation	\$89,812.91
11000-1000-51300-1010-001024-1411-72500	Additional Compensation	\$2,400.00
11000-1000-51300-1010-001024-1411-90000	Additional Compensation	\$0.00
11000-1000-51300-1010-001024-1711-00000	Additional Compensation	\$150.00
11000-1000-51300-2000-001024-1412-00000	Additional Compensation	\$20,721.00
11000-1000-51300-2000-001024-1422-00000	Additional Compensation	\$0.00
11000-1000-51300-2000-001024-1712-00000	Additional Compensation	\$3,850.06
11000-1000-51300-4020-001024-1411-00000	Additional Compensation	\$0.00
11000-1000-51300-4020-001024-1411-92000	Additional Compensation	\$11,143.90
11000-1000-51300-4020-001024-1711-00000	Additional Compensation	\$0.00
11000-1000-51300-9000-001024-1411-00000	Additional Compensation	\$0.00
11000-1000-51300-9000-001024-1618-00000	Additional Compensation	\$3,500.02
11000-1000-51300-9000-001024-1618-30100	Additional Compensation	\$10,818.00
11000-1000-51300-9000-001024-1618-30200	Additional Compensation	\$9,498.00
11000-1000-51300-9000-001024-1618-30250	Additional Compensation	\$18,689.10
11000-1000-51300-9000-001024-1618-30300	Additional Compensation	\$5,200.00
11000-1000-51300-9000-001024-1618-30400	Additional Compensation	\$4,500.00
11000-1000-51300-9000-001024-1618-30450	Additional Compensation	\$12,000.00
11000-1000-51300-9000-001024-1618-30500	Additional Compensation	\$6,000.00
11000-1000-51300-9000-001024-1618-30600	Additional Compensation	\$18,418.00
11000-1000-51300-9000-001024-1618-30650	Additional Compensation	\$6,218.00
11000-1000-51300-9000-001024-1618-30700	Additional Compensation	\$10,818.00
11000-1000-51300-9000-001024-1622-00000	Additional Compensation	\$21,436.35
11000-1000-51300-9000-001024-1624-00000	Additional Compensation	\$3,700.00
11000-1000-51300-9000-001024-1624-45000	Additional Compensation	\$1,500.00
11000-1000-51300-9000-001024-1624-57500	Additional Compensation	\$2,000.00
11000-1000-51300-9000-001024-1624-64000	Additional Compensation	\$2,000.00
11000-1000-51300-9000-001024-1624-65000	Additional Compensation	\$1,000.00
11000-1000-51300-9000-001024-1624-66000	Additional Compensation	\$2,600.00
11000-1000-51300-9000-001024-1624-69000	Additional Compensation	\$750.00
11000-1000-51300-9000-001024-1624-70000	Additional Compensation	\$1,500.00
11000-1000-52111-0000-001024-1611-00000	Educational Retirement	\$500.94
11000-1000-52111-1010-001024-1411-00000	Educational Retirement	\$342,002.99
11000-1000-52111-1010-001024-1411-72500	Educational Retirement	\$435.54
11000-1000-52111-1010-001024-1411-90000	Educational Retirement	\$0.00
11000-1000-52111-1010-001024-1711-00000	Educational Retirement	\$4,739.64
11000-1000-52111-2000-001024-1412-00000	Educational Retirement	\$65,124.95
11000-1000-52111-2000-001024-1422-00000	Educational Retirement	\$0.00
11000-1000-52111-2000-001024-1712-00000	Educational Retirement	\$11,292.18
11000-1000-52111-4020-001024-1411-00000	Educational Retirement	\$0.00
11000-1000-52111-4020-001024-1411-92000	Educational Retirement	\$2,022.69

11000-1000-52111-4020-001024-1711-00000	Educational Retirement	\$0.00
11000-1000-52111-9000-001024-1411-00000	Educational Retirement	\$0.00
11000-1000-52111-9000-001024-1618-00000	Educational Retirement	\$6,352.57
11000-1000-52111-9000-001024-1618-30100	Educational Retirement	\$1,963.44
11000-1000-52111-9000-001024-1618-30250	Educational Retirement	\$1,270.50
11000-1000-52111-9000-001024-1618-30300	Educational Retirement	\$726.02
11000-1000-52111-9000-001024-1618-30600	Educational Retirement	\$1,379.40
11000-1000-52111-9000-001024-1618-30650	Educational Retirement	\$435.60
11000-1000-52111-9000-001024-1618-30700	Educational Retirement	\$692.97
11000-1000-52111-9000-001024-1622-00000	Educational Retirement	\$515.48
11000-1000-52111-9000-001024-1624-00000	Educational Retirement	\$127.04
11000-1000-52111-9000-001024-1624-45000	Educational Retirement	\$272.14
11000-1000-52111-9000-001024-1624-57500	Educational Retirement	\$363.05
11000-1000-52111-9000-001024-1624-64000	Educational Retirement	\$363.06
11000-1000-52111-9000-001024-1624-65000	Educational Retirement	\$181.43
11000-1000-52111-9000-001024-1624-66000	Educational Retirement	\$471.90
11000-1000-52111-9000-001024-1624-69000	Educational Retirement	\$136.07
11000-1000-52111-9000-001024-1624-70000	Educational Retirement	\$272.24
11000-1000-52112-0000-001024-1611-00000	ERA - Retiree Health	\$55.20
11000-1000-52112-1010-001024-1411-00000	ERA - Retiree Health	\$37,686.76
11000-1000-52112-1010-001024-1411-72500	ERA - Retiree Health	\$47.94
11000-1000-52112-1010-001024-1411-90000	ERA - Retiree Health	\$0.00
11000-1000-52112-1010-001024-1711-00000	ERA - Retiree Health	\$522.34
11000-1000-52112-2000-001024-1412-00000	ERA - Retiree Health	\$7,176.30
11000-1000-52112-2000-001024-1422-00000	ERA - Retiree Health	\$0.00
11000-1000-52112-2000-001024-1712-00000	ERA - Retiree Health	\$1,244.33
11000-1000-52112-4020-001024-1411-00000	ERA - Retiree Health	\$0.00
11000-1000-52112-4020-001024-1411-92000	ERA - Retiree Health	\$222.93
11000-1000-52112-4020-001024-1711-00000	ERA - Retiree Health	\$0.00
11000-1000-52112-9000-001024-1411-00000	ERA - Retiree Health	\$0.00
11000-1000-52112-9000-001024-1618-00000	ERA - Retiree Health	\$700.08
11000-1000-52112-9000-001024-1618-30100	ERA - Retiree Health	\$216.40
11000-1000-52112-9000-001024-1618-30250	ERA - Retiree Health	\$140.00
11000-1000-52112-9000-001024-1618-30300	ERA - Retiree Health	\$79.97
11000-1000-52112-9000-001024-1618-30600	ERA - Retiree Health	\$152.00
11000-1000-52112-9000-001024-1618-30650	ERA - Retiree Health	\$48.00
11000-1000-52112-9000-001024-1618-30700	ERA - Retiree Health	\$76.39
11000-1000-52112-9000-001024-1622-00000	ERA - Retiree Health	\$56.80
11000-1000-52112-9000-001024-1624-00000	ERA - Retiree Health	\$14.00
11000-1000-52112-9000-001024-1624-45000	ERA - Retiree Health	\$29.88
11000-1000-52112-9000-001024-1624-57500	ERA - Retiree Health	\$39.96
11000-1000-52112-9000-001024-1624-64000	ERA - Retiree Health	\$39.96
11000-1000-52112-9000-001024-1624-65000	ERA - Retiree Health	\$19.98
11000-1000-52112-9000-001024-1624-66000	ERA - Retiree Health	\$52.00
11000-1000-52112-9000-001024-1624-69000	ERA - Retiree Health	\$14.94
11000-1000-52112-9000-001024-1624-70000	ERA - Retiree Health	\$30.00
11000-1000-52210-0000-001024-1611-00000	FICA Payments	\$209.14
11000-1000-52210-1010-001024-1411-00000	FICA Payments	\$98,669.70
11000-1000-52210-1010-001024-1411-72500	FICA Payments	\$123.65
11000-1000-52210-1010-001024-1411-90000	FICA Payments	\$0.00
11000-1000-52210-1010-001024-1711-00000	FICA Payments	\$1,617.75
11000-1000-52210-2000-001024-1412-00000	FICA Payments	\$19,556.79
11000-1000-52210-2000-001024-1422-00000	FICA Payments	\$0.00

11000-1000-52210-2000-001024-1712-00000	FICA Payments	\$3,694.83
11000-1000-52210-4020-001024-1411-00000	FICA Payments	\$0.00
11000-1000-52210-4020-001024-1411-92000	FICA Payments	\$626.17
11000-1000-52210-4020-001024-1711-00000	FICA Payments	\$0.00
11000-1000-52210-9000-001024-1411-00000	FICA Payments	\$0.00
11000-1000-52210-9000-001024-1618-00000	FICA Payments	\$1,254.69
11000-1000-52210-9000-001024-1618-30100	FICA Payments	\$670.72
11000-1000-52210-9000-001024-1618-30200	FICA Payments	\$588.84
11000-1000-52210-9000-001024-1618-30250	FICA Payments	\$1,158.79
11000-1000-52210-9000-001024-1618-30300	FICA Payments	\$322.38
11000-1000-52210-9000-001024-1618-30400	FICA Payments	\$279.00
11000-1000-52210-9000-001024-1618-30450	FICA Payments	\$744.03
11000-1000-52210-9000-001024-1618-30500	FICA Payments	\$371.98
11000-1000-52210-9000-001024-1618-30600	FICA Payments	\$1,099.55
11000-1000-52210-9000-001024-1618-30650	FICA Payments	\$370.72
11000-1000-52210-9000-001024-1618-30700	FICA Payments	\$630.90
11000-1000-52210-9000-001024-1622-00000	FICA Payments	\$1,329.09
11000-1000-52210-9000-001024-1624-00000	FICA Payments	\$222.72
11000-1000-52210-9000-001024-1624-45000	FICA Payments	\$38.52
11000-1000-52210-9000-001024-1624-57500	FICA Payments	\$124.01
11000-1000-52210-9000-001024-1624-64000	FICA Payments	\$107.65
11000-1000-52210-9000-001024-1624-65000	FICA Payments	\$54.42
11000-1000-52210-9000-001024-1624-66000	FICA Payments	\$152.41
11000-1000-52210-9000-001024-1624-69000	FICA Payments	\$39.45
11000-1000-52210-9000-001024-1624-70000	FICA Payments	\$77.33
11000-1000-52220-0000-001024-1611-00000	Medicare Payments	\$48.95
11000-1000-52220-1010-001024-1411-00000	Medicare Payments	\$24,011.33
11000-1000-52220-1010-001024-1411-72500	Medicare Payments	\$28.91
11000-1000-52220-1010-001024-1411-90000	Medicare Payments	\$0.00
11000-1000-52220-1010-001024-1711-00000	Medicare Payments	\$378.30
11000-1000-52220-2000-001024-1412-00000	Medicare Payments	\$4,573.52
11000-1000-52220-2000-001024-1422-00000	Medicare Payments	\$0.00
11000-1000-52220-2000-001024-1712-00000	Medicare Payments	\$864.03
11000-1000-52220-4020-001024-1411-00000	Medicare Payments	\$0.00
11000-1000-52220-4020-001024-1411-92000	Medicare Payments	\$146.43
11000-1000-52220-4020-001024-1711-00000	Medicare Payments	\$0.00
11000-1000-52220-9000-001024-1411-00000	Medicare Payments	\$0.00
11000-1000-52220-9000-001024-1618-00000	Medicare Payments	\$293.50
11000-1000-52220-9000-001024-1618-30100	Medicare Payments	\$156.88
11000-1000-52220-9000-001024-1618-30200	Medicare Payments	\$137.76
11000-1000-52220-9000-001024-1618-30250	Medicare Payments	\$271.04
11000-1000-52220-9000-001024-1618-30300	Medicare Payments	\$75.38
11000-1000-52220-9000-001024-1618-30400	Medicare Payments	\$65.25
11000-1000-52220-9000-001024-1618-30450	Medicare Payments	\$173.97
11000-1000-52220-9000-001024-1618-30500	Medicare Payments	\$87.01
11000-1000-52220-9000-001024-1618-30600	Medicare Payments	\$257.16
11000-1000-52220-9000-001024-1618-30650	Medicare Payments	\$86.69
11000-1000-52220-9000-001024-1618-30700	Medicare Payments	\$147.55
11000-1000-52220-9000-001024-1622-00000	Medicare Payments	\$310.86
11000-1000-52220-9000-001024-1624-00000	Medicare Payments	\$52.13
11000-1000-52220-9000-001024-1624-45000	Medicare Payments	\$16.37
11000-1000-52220-9000-001024-1624-57500	Medicare Payments	\$28.98
11000-1000-52220-9000-001024-1624-64000	Medicare Payments	\$25.21

11000-1000-52220-9000-001024-1624-65000	Medicare Payments	\$12.78
11000-1000-52220-9000-001024-1624-66000	Medicare Payments	\$35.64
11000-1000-52220-9000-001024-1624-69000	Medicare Payments	\$9.18
11000-1000-52220-9000-001024-1624-70000	Medicare Payments	\$18.10
11000-1000-52311-0000-001024-1611-00000	Health and Medical Premiums	\$689.39
11000-1000-52311-1010-001024-1411-00000	Health and Medical Premiums	\$191,543.77
11000-1000-52311-1010-001024-1711-00000	Health and Medical Premiums	\$0.00
11000-1000-52311-2000-001024-1412-00000	Health and Medical Premiums	\$42,061.94
11000-1000-52311-2000-001024-1712-00000	Health and Medical Premiums	\$5,525.92
11000-1000-52311-9000-001024-1618-00000	Health and Medical Premiums	\$25,031.00
11000-1000-52312-0000-001024-1611-00000	Life	\$2.21
11000-1000-52312-1010-001024-1411-00000	Life	\$344.52
11000-1000-52312-1010-001024-1711-00000	Life	\$13.92
11000-1000-52312-2000-001024-1412-00000	Life	\$62.64
11000-1000-52312-2000-001024-1712-00000	Life	\$30.16
11000-1000-52312-4020-001024-1411-92000	Life	\$0.11
11000-1000-52312-9000-001024-1618-00000	Life	\$13.92
11000-1000-52312-9000-001024-1622-00000	Life	\$1.14
11000-1000-52313-0000-001024-1611-00000	Dental	\$21.36
11000-1000-52313-1010-001024-1411-00000	Dental	\$6,990.84
11000-1000-52313-1010-001024-1711-00000	Dental	\$0.00
11000-1000-52313-2000-001024-1412-00000	Dental	\$1,630.62
11000-1000-52313-2000-001024-1712-00000	Dental	\$353.35
11000-1000-52313-9000-001024-1618-00000	Dental	\$823.86
11000-1000-52314-0000-001024-1611-00000	Vision	\$4.32
11000-1000-52314-1010-001024-1411-00000	Vision	\$1,175.65
11000-1000-52314-2000-001024-1412-00000	Vision	\$281.98
11000-1000-52314-2000-001024-1712-00000	Vision	\$132.85
11000-1000-52314-9000-001024-1618-00000	Vision	\$142.40
11000-1000-52316-1010-001024-1411-00000	Other Insurance	\$970.00
11000-1000-52500-0000-001024-1611-00000	Unemployment Compensation	\$7.93
11000-1000-52500-1010-001024-1411-00000	Unemployment Compensation	\$3,007.77
11000-1000-52500-1010-001024-1411-72500	Unemployment Compensation	\$3.85
11000-1000-52500-1010-001024-1411-90000	Unemployment Compensation	\$0.00
11000-1000-52500-1010-001024-1711-00000	Unemployment Compensation	\$86.05
11000-1000-52500-2000-001024-1412-00000	Unemployment Compensation	\$613.66
11000-1000-52500-2000-001024-1422-00000	Unemployment Compensation	\$0.00
11000-1000-52500-2000-001024-1712-00000	Unemployment Compensation	\$188.12
11000-1000-52500-4020-001024-1411-00000	Unemployment Compensation	\$0.00
11000-1000-52500-4020-001024-1411-92000	Unemployment Compensation	\$25.47
11000-1000-52500-4020-001024-1711-00000	Unemployment Compensation	\$0.00
11000-1000-52500-9000-001024-1411-00000	Unemployment Compensation	\$0.00
11000-1000-52500-9000-001024-1618-00000	Unemployment Compensation	\$66.76
11000-1000-52500-9000-001024-1618-30100	Unemployment Compensation	\$35.68
11000-1000-52500-9000-001024-1618-30200	Unemployment Compensation	\$31.36
11000-1000-52500-9000-001024-1618-30250	Unemployment Compensation	\$38.57
11000-1000-52500-9000-001024-1618-30300	Unemployment Compensation	\$17.13
11000-1000-52500-9000-001024-1618-30400	Unemployment Compensation	\$14.85
11000-1000-52500-9000-001024-1618-30450	Unemployment Compensation	\$39.60
11000-1000-52500-9000-001024-1618-30500	Unemployment Compensation	\$19.81
11000-1000-52500-9000-001024-1618-30600	Unemployment Compensation	\$35.70
11000-1000-52500-9000-001024-1618-30650	Unemployment Compensation	\$12.60
11000-1000-52500-9000-001024-1618-30700	Unemployment Compensation	\$33.56

11000-1000-52500-9000-001024-1622-00000	Unemployment Compensation	\$70.78
11000-1000-52500-9000-001024-1624-00000	Unemployment Compensation	\$11.84
11000-1000-52500-9000-001024-1624-45000	Unemployment Compensation	\$2.00
11000-1000-52500-9000-001024-1624-57500	Unemployment Compensation	\$3.26
11000-1000-52500-9000-001024-1624-64000	Unemployment Compensation	\$3.20
11000-1000-52500-9000-001024-1624-65000	Unemployment Compensation	\$1.56
11000-1000-52500-9000-001024-1624-66000	Unemployment Compensation	\$6.40
11000-1000-52500-9000-001024-1624-69000	Unemployment Compensation	\$1.20
11000-1000-52500-9000-001024-1624-70000	Unemployment Compensation	\$4.10
11000-1000-52710-0000-001024-1611-00000	Workers Compensation Premium	\$1.06
11000-1000-52710-1010-001024-1411-00000	Workers Compensation Premium	\$419.30
11000-1000-52710-1010-001024-1411-72500	Workers Compensation Premium	\$0.54
11000-1000-52710-1010-001024-1711-00000	Workers Compensation Premium	\$17.20
11000-1000-52710-2000-001024-1412-00000	Workers Compensation Premium	\$75.14
11000-1000-52710-2000-001024-1422-00000	Workers Compensation Premium	\$0.00
11000-1000-52710-2000-001024-1712-00000	Workers Compensation Premium	\$32.00
11000-1000-52710-4020-001024-1411-00000	Workers Compensation Premium	\$0.00
11000-1000-52710-4020-001024-1411-92000	Workers Compensation Premium	\$0.76
11000-1000-52710-4020-001024-1711-00000	Workers Compensation Premium	\$0.00
11000-1000-52710-9000-001024-1618-00000	Workers Compensation Premium	\$25.80
11000-1000-52710-9000-001024-1618-30100	Workers Compensation Premium	\$8.60
11000-1000-52710-9000-001024-1618-30200	Workers Compensation Premium	\$8.60
11000-1000-52710-9000-001024-1618-30250	Workers Compensation Premium	\$17.20
11000-1000-52710-9000-001024-1618-30300	Workers Compensation Premium	\$12.90
11000-1000-52710-9000-001024-1618-30400	Workers Compensation Premium	\$4.30
11000-1000-52710-9000-001024-1618-30450	Workers Compensation Premium	\$17.20
11000-1000-52710-9000-001024-1618-30500	Workers Compensation Premium	\$4.30
11000-1000-52710-9000-001024-1618-30600	Workers Compensation Premium	\$9.32
11000-1000-52710-9000-001024-1618-30650	Workers Compensation Premium	\$4.30
11000-1000-52710-9000-001024-1618-30700	Workers Compensation Premium	\$4.80
11000-1000-52710-9000-001024-1622-00000	Workers Compensation Premium	\$18.79
11000-1000-52710-9000-001024-1624-00000	Workers Compensation Premium	\$8.72
11000-1000-52710-9000-001024-1624-45000	Workers Compensation Premium	\$0.27
11000-1000-52710-9000-001024-1624-57500	Workers Compensation Premium	\$0.39
11000-1000-52710-9000-001024-1624-64000	Workers Compensation Premium	\$0.38
11000-1000-52710-9000-001024-1624-65000	Workers Compensation Premium	\$0.18
11000-1000-52710-9000-001024-1624-66000	Workers Compensation Premium	\$0.26
11000-1000-52710-9000-001024-1624-69000	Workers Compensation Premium	\$0.21
11000-1000-52710-9000-001024-1624-70000	Workers Compensation Premium	\$0.20
11000-1000-53414-1010-001024-0000-00000	Other Professional/Technical Services	\$10,000.00
11000-1000-53711-1010-001024-0000-00000	Other Charges	\$110,279.46
11000-1000-53711-1010-001024-0000-72500	Other Charges	\$26,074.76
11000-1000-53711-9000-001024-0000-00000	Other Charges	\$3,919.01
11000-1000-53711-9000-001024-0000-30000	Other Charges	\$29,529.47
11000-1000-53711-9000-001024-0000-30050	Other Charges	\$1,850.00
11000-1000-53711-9000-001024-0000-30100	Other Charges	\$4,962.82
11000-1000-53711-9000-001024-0000-30200	Other Charges	\$3,605.10
11000-1000-53711-9000-001024-0000-30250	Other Charges	\$500.00
11000-1000-53711-9000-001024-0000-30300	Other Charges	\$6,911.00
11000-1000-53711-9000-001024-0000-30400	Other Charges	\$7,465.85
11000-1000-53711-9000-001024-0000-30450	Other Charges	\$5,049.65
11000-1000-53711-9000-001024-0000-30500	Other Charges	\$490.00
11000-1000-53711-9000-001024-0000-30600	Other Charges	\$300.00

11000-1000-53711-9000-001024-0000-30650	Other Charges	\$300.00
11000-1000-53711-9000-001024-0000-30700	Other Charges	\$3,245.54
11000-1000-53711-9000-001024-0000-68000	Other Charges	\$677.33
11000-1000-53711-9000-001024-0000-72500	Other Charges	\$1,257.69
11000-1000-54630-1010-001024-0000-00000	Rentals of Computers and Related Equipment	\$9,911.43
11000-1000-55817-1010-001024-0000-00000	Student Travel	\$10,160.50
11000-1000-55817-1010-001024-0000-72500	Student Travel	\$9,210.00
11000-1000-55817-9000-001024-0000-00000	Student Travel	\$0.00
11000-1000-55819-1010-001024-0000-00000	Employee Travel - Teachers	\$630.88
11000-1000-55819-9000-001024-0000-00000	Employee Travel - Teachers	\$1,216.89
11000-1000-56109-1010-001024-0000-00000	Instructional Materials Online Digital Subscriptions	\$0.00
11000-1000-56112-1010-001024-0000-00000	Other Textbooks	\$13,254.97
11000-1000-56113-1010-001024-0000-00000	Software	\$51,212.20
11000-1000-56113-4020-001024-0000-00000	Software	\$500.00
11000-1000-56118-1010-001024-0000-00000	General Supplies and Materials	\$46,058.56
11000-1000-56118-1010-001024-0000-72500	General Supplies and Materials	\$1,376.53
11000-1000-56118-2000-001024-0000-00000	General Supplies and Materials	\$231.21
11000-1000-56118-4020-001024-0000-00000	General Supplies and Materials	\$0.00
11000-1000-56118-9000-001024-0000-00000	General Supplies and Materials	\$257.97
11000-1000-56118-9000-001024-0000-30000	General Supplies and Materials	\$12,859.07
11000-1000-56118-9000-001024-0000-30100	General Supplies and Materials	\$55.00
11000-1000-56118-9000-001024-0000-30200	General Supplies and Materials	\$773.37
11000-1000-56118-9000-001024-0000-30250	General Supplies and Materials	\$7,668.00
11000-1000-56118-9000-001024-0000-30600	General Supplies and Materials	\$1,129.50
11000-1000-56118-9000-001024-0000-30700	General Supplies and Materials	\$945.95
11000-1000-56118-9000-001024-0000-45000	General Supplies and Materials	\$1,362.89
11000-1000-56118-9000-001024-0000-68000	General Supplies and Materials	\$8,213.40
11000-1000-56118-9000-001024-0000-72500	General Supplies and Materials	\$3,982.00
11000-1000-56119-1010-001024-0000-00000	Supply Assets (\$5000 or less)	\$329.99
11000-1000-56119-2000-001024-0000-00000	Supply Assets (Under \$5,000)	\$0.00
11000-1000-56119-9000-001024-0000-30000	Supply Assets (\$5000 or less)	\$851.67
Subtotal of Element: Expenditure		\$3,864,210.05
Subtotal of Element: [Function] 1000 - Instruction		\$3,864,210.05
11000-2100-51100-0000-001024-1211-00000	Salaries Expense	\$91,873.70
11000-2100-51100-0000-001024-1214-00000	Salaries Expense	\$159,405.81
11000-2100-51100-0000-001024-1215-00000	Salaries Expense	\$81,870.00
11000-2100-51100-0000-001024-1218-00000	Salaries Expense	\$92,750.00
11000-2100-51100-2000-001024-1214-00000	Salaries Expense	\$13,550.00
11000-2100-51100-2000-001024-1311-00000	Salaries Expense	\$2,560.00
11000-2100-51300-0000-001024-1211-00000	Additional Compensation	\$0.00
11000-2100-51300-0000-001024-1215-00000	Additional Compensation	\$0.00
11000-2100-51300-0000-001024-1216-00000	Additional Compensation	\$5,019.00
11000-2100-51300-2000-001024-1211-00000	Additional Compensation	\$0.00
11000-2100-51300-4025-001024-1218-00000	Additional Compensation	\$0.00
11000-2100-52111-0000-001024-1211-00000	Educational Retirement	\$21,063.35
11000-2100-52111-0000-001024-1214-00000	Educational Retirement	\$29,231.99
11000-2100-52111-0000-001024-1215-00000	Educational Retirement	\$14,859.36
11000-2100-52111-0000-001024-1216-00000	Educational Retirement	\$910.98
11000-2100-52111-0000-001024-1218-00000	Educational Retirement	\$16,834.10
11000-2100-52111-2000-001024-1211-00000	Educational Retirement	\$0.00
11000-2100-52111-2000-001024-1214-00000	Educational Retirement	\$2,459.35
11000-2100-52111-2000-001024-1311-00000	Educational Retirement	\$464.64
11000-2100-52111-4025-001024-1218-00000	Educational Retirement	\$0.00

11000-2100-52112-0000-001024-1211-00000	ERA - Retiree Health	\$2,321.04
11000-2100-52112-0000-001024-1214-00000	ERA - Retiree Health	\$3,221.25
11000-2100-52112-0000-001024-1215-00000	ERA - Retiree Health	\$1,637.52
11000-2100-52112-0000-001024-1216-00000	ERA - Retiree Health	\$100.49
11000-2100-52112-0000-001024-1218-00000	ERA - Retiree Health	\$1,854.96
11000-2100-52112-2000-001024-1211-00000	ERA - Retiree Health	\$0.00
11000-2100-52112-2000-001024-1214-00000	ERA - Retiree Health	\$271.00
11000-2100-52112-2000-001024-1311-00000	ERA - Retiree Health	\$51.20
11000-2100-52112-4025-001024-1218-00000	ERA - Retiree Health	\$0.00
11000-2100-52210-0000-001024-1211-00000	FICA Payments	\$0.00
11000-2100-52210-0000-001024-1214-00000	FICA Payments	\$8,406.28
11000-2100-52210-0000-001024-1215-00000	FICA Payments	\$4,891.38
11000-2100-52210-0000-001024-1216-00000	FICA Payments	\$310.69
11000-2100-52210-0000-001024-1218-00000	FICA Payments	\$5,405.69
11000-2100-52210-2000-001024-1211-00000	FICA Payments	\$0.00
11000-2100-52210-2000-001024-1214-00000	FICA Payments	\$840.13
11000-2100-52210-2000-001024-1311-00000	FICA Payments	\$158.72
11000-2100-52210-4025-001024-1218-00000	FICA Payments	\$0.00
11000-2100-52220-0000-001024-1211-00000	Medicare Payments	\$1,131.57
11000-2100-52220-0000-001024-1214-00000	Medicare Payments	\$1,966.00
11000-2100-52220-0000-001024-1215-00000	Medicare Payments	\$1,144.02
11000-2100-52220-0000-001024-1216-00000	Medicare Payments	\$72.66
11000-2100-52220-0000-001024-1218-00000	Medicare Payments	\$1,264.22
11000-2100-52220-2000-001024-1211-00000	Medicare Payments	\$0.00
11000-2100-52220-2000-001024-1214-00000	Medicare Payments	\$196.46
11000-2100-52220-2000-001024-1311-00000	Medicare Payments	\$37.12
11000-2100-52220-4025-001024-1218-00000	Medicare Payments	\$0.00
11000-2100-52311-0000-001024-1211-00000	Health and Medical Premiums	\$6,790.14
11000-2100-52311-0000-001024-1214-00000	Health and Medical Premiums	\$21,811.77
11000-2100-52311-0000-001024-1215-00000	Health and Medical Premiums	\$11,385.10
11000-2100-52312-0000-001024-1211-00000	Life	\$13.92
11000-2100-52312-0000-001024-1214-00000	Life	\$25.52
11000-2100-52312-0000-001024-1215-00000	Life	\$13.92
11000-2100-52312-0000-001024-1218-00000	Life	\$13.92
11000-2100-52312-2000-001024-1214-00000	Life	\$6.96
11000-2100-52313-0000-001024-1211-00000	Dental	\$149.12
11000-2100-52313-0000-001024-1214-00000	Dental	\$894.36
11000-2100-52313-0000-001024-1215-00000	Dental	\$422.32
11000-2100-52314-0000-001024-1211-00000	Vision	\$61.84
11000-2100-52314-0000-001024-1214-00000	Vision	\$139.41
11000-2100-52314-0000-001024-1215-00000	Vision	\$101.34
11000-2100-52500-0000-001024-1211-00000	Unemployment Compensation	\$108.66
11000-2100-52500-0000-001024-1214-00000	Unemployment Compensation	\$218.02
11000-2100-52500-0000-001024-1215-00000	Unemployment Compensation	\$109.56
11000-2100-52500-0000-001024-1216-00000	Unemployment Compensation	\$15.20
11000-2100-52500-0000-001024-1218-00000	Unemployment Compensation	\$109.56
11000-2100-52500-2000-001024-1214-00000	Unemployment Compensation	\$44.70
11000-2100-52500-2000-001024-1311-00000	Unemployment Compensation	\$8.44
11000-2100-52500-4025-001024-1218-00000	Unemployment Compensation	\$0.00
11000-2100-52710-0000-001024-1211-00000	Workers Compensation Premium	\$17.08
11000-2100-52710-0000-001024-1214-00000	Workers Compensation Premium	\$34.25
11000-2100-52710-0000-001024-1215-00000	Workers Compensation Premium	\$17.20
11000-2100-52710-0000-001024-1216-00000	Workers Compensation Premium	\$2.40

11000-2100-52710-0000-001024-1218-00000	Workers Compensation Premium	\$17.20
11000-2100-52710-2000-001024-1214-00000	Workers Compensation Premium	\$4.30
11000-2100-52710-2000-001024-1311-00000	Workers Compensation Premium	\$0.00
11000-2100-52710-4025-001024-1218-00000	FICA Payments	\$0.00
11000-2100-53211-2000-001024-0000-00000	Diagnosticians - Contracted	\$14,866.26
11000-2100-53212-2000-001024-0000-00000	Speech Therapists - Contracted	\$29,227.97
11000-2100-53213-2000-001024-0000-00000	Occupational Therapists - Contracted	\$0.00
11000-2100-53215-0000-001024-0000-00000	Psychologists - Contracted	\$0.00
11000-2100-53215-2000-001024-0000-00000	Psychologists - Contracted	\$0.00
11000-2100-53218-2000-001024-0000-00000	Specialists - Contracted	\$3,650.30
11000-2100-53414-0000-001024-0000-00000	Other Professional/Technical Services	\$0.00
11000-2100-53711-0000-001024-0000-00000	Other Charges	\$11,652.88
11000-2100-53711-2000-001024-0000-00000	Other Charges	\$2,189.46
11000-2100-56118-0000-001024-0000-00000	General Supplies and Materials	\$6,995.83
11000-2100-56118-2000-001024-0000-00000	General Supplies and Materials	\$0.00
11000-2100-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$228.17
Subtotal of Element: Expenditure		\$679,481.76
Subtotal of Element: [Function] 2100 - Support Services-Students		\$679,481.76
11000-2200-53330-0000-001024-0000-00000	Professional Development	\$22,967.80
11000-2200-56113-0000-001024-0000-00000	Software	\$0.00
11000-2200-56118-0000-001024-0000-00000	General Supplies and Materials	\$13,029.99
11000-2200-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$0.00
Subtotal of Element: Expenditure		\$35,997.79
Subtotal of Element: [Function] 2200 - Support Services-Instruction		\$35,997.79
11000-2300-51100-0000-001024-1111-00000	Salaries Expense	\$49,545.67
11000-2300-51100-0000-001024-1113-00000	Salaries Expense	\$71,395.91
11000-2300-52111-0000-001024-1111-00000	Educational Retirement	\$10,945.40
11000-2300-52111-0000-001024-1113-00000	Educational Retirement	\$12,958.43
11000-2300-52112-0000-001024-1111-00000	ERA - Retiree Health	\$1,206.05
11000-2300-52112-0000-001024-1113-00000	ERA - Retiree Health	\$1,427.84
11000-2300-52210-0000-001024-1111-00000	FICA Payments	\$3,313.27
11000-2300-52210-0000-001024-1113-00000	FICA Payments	\$4,401.29
11000-2300-52220-0000-001024-1111-00000	Medicare Payments	\$774.94
11000-2300-52220-0000-001024-1113-00000	Medicare Payments	\$1,029.46
11000-2300-52311-0000-001024-1113-00000	Health and Medical Premiums	\$1,586.52
11000-2300-52312-0000-001024-1111-00000	Life	\$6.42
11000-2300-52312-0000-001024-1113-00000	Life	\$13.92
11000-2300-52313-0000-001024-1113-00000	Dental	\$70.98
11000-2300-52314-0000-001024-1113-00000	Vision	\$59.25
11000-2300-52500-0000-001024-1111-00000	Unemployment Compensation	\$53.08
11000-2300-52500-0000-001024-1113-00000	Unemployment Compensation	\$101.35
11000-2300-52710-0000-001024-1111-00000	Workers Compensation Premium	\$8.32
11000-2300-52710-0000-001024-1113-00000	Workers Compensation Premium	\$11.94
11000-2300-53330-0000-001024-0000-00000	Professional Development	\$425.00
11000-2300-53411-0000-001024-0000-00000	Auditing	\$25,969.92
11000-2300-53413-0000-001024-0000-00000	Legal	\$10,384.94
11000-2300-53414-0000-001024-0000-00000	Other Professional/Technical Services	\$5,872.50
11000-2300-53711-0000-001024-0000-00000	Other Charges	\$853.96
11000-2300-54630-0000-001024-0000-00000	Rentals of Computers and Related Equipment	\$3,303.78
11000-2300-55400-0000-001024-0000-00000	Advertising	\$6,636.80
11000-2300-55812-0000-001024-0000-00000	Board Training	\$1,878.24
11000-2300-56113-0000-001024-0000-00000	Software	\$3,250.00

11000-2300-56118-0000-001024-0000-00000	General Supplies and Materials	\$543.96
Subtotal of Element: Expenditure		\$218,029.14
Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$218,029.14
11000-2400-51100-0000-001024-1112-00000	Salaries Expense	\$161,581.43
11000-2400-51100-0000-001024-1217-00000	Salaries Expense	\$80,055.00
11000-2400-51300-0000-001024-1217-00000	Additional Compensation	\$75.00
11000-2400-52111-0000-001024-1112-00000	Educational Retirement	\$33,855.83
11000-2400-52111-0000-001024-1217-00000	Educational Retirement	\$14,543.66
11000-2400-52112-0000-001024-1112-00000	ERA - Retiree Health	\$3,730.80
11000-2400-52112-0000-001024-1217-00000	ERA - Retiree Health	\$1,602.54
11000-2400-52210-0000-001024-1112-00000	FICA Payments	\$10,987.12
11000-2400-52210-0000-001024-1217-00000	FICA Payments	\$3,844.35
11000-2400-52220-0000-001024-1112-00000	Medicare Payments	\$2,569.56
11000-2400-52220-0000-001024-1217-00000	Medicare Payments	\$899.02
11000-2400-52311-0000-001024-1112-00000	Health and Medical Premiums	\$7,216.12
11000-2400-52311-0000-001024-1217-00000	Health and Medical Premiums	\$19,131.54
11000-2400-52312-0000-001024-1112-00000	Life	\$21.12
11000-2400-52312-0000-001024-1217-00000	Life	\$27.84
11000-2400-52313-0000-001024-1112-00000	Dental	\$292.82
11000-2400-52313-0000-001024-1217-00000	Dental	\$1,376.55
11000-2400-52314-0000-001024-1112-00000	Vision	\$67.02
11000-2400-52314-0000-001024-1217-00000	Vision	\$242.70
11000-2400-52500-0000-001024-1112-00000	Unemployment Compensation	\$262.39
11000-2400-52500-0000-001024-1217-00000	Unemployment Compensation	\$198.66
11000-2400-52710-0000-001024-1112-00000	Workers Compensation Premium	\$26.08
11000-2400-52710-0000-001024-1217-00000	Workers Compensation Premium	\$34.40
11000-2400-53330-0000-001024-0000-00000	Professional Development	\$0.00
11000-2400-53711-0000-001024-0000-00000	Other Charges	\$13,587.00
11000-2400-55813-0000-001024-0000-00000	Employee Travel - Non-Teachers	\$0.00
11000-2400-56113-0000-001024-0000-00000	Software	\$2,772.90
11000-2400-56118-0000-001024-0000-00000	General Supplies and Materials	\$2,064.32
Subtotal of Element: Expenditure		\$361,065.77
Subtotal of Element: [Function] 2400 - Support Services-School Administration		\$361,065.77
11000-2500-51100-0000-001024-1220-00000	Salaries Expense	\$48,674.36
11000-2500-51100-0000-001024-1511-00000	Salaries Expense	\$46,452.00
11000-2500-51300-0000-001024-1220-00000	Additional Compensation	\$2,452.42
11000-2500-52111-0000-001024-1220-00000	Educational Retirement	\$9,279.51
11000-2500-52111-0000-001024-1511-00000	Educational Retirement	\$8,430.96
11000-2500-52112-0000-001024-1220-00000	ERA - Retiree Health	\$1,022.54
11000-2500-52112-0000-001024-1511-00000	ERA - Retiree Health	\$929.04
11000-2500-52210-0000-001024-1220-00000	FICA Payments	\$2,082.26
11000-2500-52210-0000-001024-1511-00000	FICA Payments	\$2,659.97
11000-2500-52220-0000-001024-1220-00000	Medicare Payments	\$486.98
11000-2500-52220-0000-001024-1511-00000	Medicare Payments	\$622.09
11000-2500-52311-0000-001024-1511-00000	Health and Medical Premiums	\$13,306.92
11000-2500-52312-0000-001024-1220-00000	Life	\$13.92
11000-2500-52312-0000-001024-1511-00000	Life	\$13.92
11000-2500-52313-0000-001024-1511-00000	Dental	\$582.44
11000-2500-52314-0000-001024-1511-00000	Vision	\$103.36
11000-2500-52500-0000-001024-1220-00000	Unemployment Compensation	\$110.84
11000-2500-52500-0000-001024-1511-00000	Unemployment Compensation	\$108.45
11000-2500-52710-0000-001024-1220-00000	Workers Compensation Premium	\$17.20

11000-2500-52710-0000-001024-1511-00000	Workers Compensation Premium	\$17.20
11000-2500-53414-0000-001024-0000-00000	Other Professional/Technical Services	\$141,706.08
11000-2500-53711-0000-001024-0000-00000	Other Charges	\$3,411.25
11000-2500-55400-0000-001024-0000-00000	Advertising	\$2,743.04
11000-2500-56113-0000-001024-0000-00000	Software	\$16,964.69
11000-2500-56118-0000-001024-0000-00000	General Supplies and Materials	\$7,817.05
11000-2500-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$1,889.71
Subtotal of Element: Expenditure		\$311,898.20
Subtotal of Element: [Function] 2500 - Central Services		\$311,898.20
11000-2600-51100-0000-001024-1615-00000	Salaries Expense	\$64,476.94
11000-2600-51200-0000-001024-1615-00000	Overtime Expense	\$280.80
11000-2600-51300-0000-001024-1615-00000	Additional Compensation	\$3,078.20
11000-2600-52111-0000-001024-1615-00000	Educational Retirement	\$12,312.21
11000-2600-52112-0000-001024-1615-00000	ERA - Retiree Health	\$1,356.85
11000-2600-52210-0000-001024-1615-00000	FICA Payments	\$3,942.10
11000-2600-52220-0000-001024-1615-00000	Medicare Payments	\$922.04
11000-2600-52311-0000-001024-1615-00000	Health and Medical Premiums	\$16,190.24
11000-2600-52312-0000-001024-1615-00000	Life	\$24.36
11000-2600-52313-0000-001024-1615-00000	Dental	\$684.12
11000-2600-52314-0000-001024-1615-00000	Vision	\$139.08
11000-2600-52500-0000-001024-1615-00000	Unemployment Compensation	\$194.82
11000-2600-52710-0000-001024-1615-00000	Workers Compensation Premium	\$30.10
11000-2600-53711-0000-001024-0000-00000	Other Charges	\$3,856.75
11000-2600-54311-0000-001024-0000-00000	Maintenance & Repair Furniture/Fixtures/Equipment	\$0.00
11000-2600-54411-0000-001024-0000-00000	Electricity	\$32,231.54
11000-2600-54412-0000-001024-0000-00000	Natural Gas (Buildings)	\$7,288.35
11000-2600-54415-0000-001024-0000-00000	Water/Sewage	\$18,757.10
11000-2600-54416-0000-001024-0000-00000	Communication Services	\$36,294.84
11000-2600-55200-0000-001024-0000-00000	Property/Liability Insurance	\$98,642.00
11000-2600-55914-0000-001024-0000-00000	Contracts - Interagency	\$12,252.46
11000-2600-55915-0000-001024-0000-00000	Other Contract Services	\$33,576.78
11000-2600-56118-0000-001024-0000-00000	General Supplies and Materials	\$24,825.89
11000-2600-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$143.06
Subtotal of Element: Expenditure		\$371,500.63
Subtotal of Element: [Function] 2600 - Operation & Maintenance of Plant		\$371,500.63
11000-2700-51100-0000-001024-1614-00000	Salaries Expense	\$10,460.00
11000-2700-52210-0000-001024-1614-00000	FICA Payments	\$648.52
11000-2700-52220-0000-001024-1614-00000	Medicare Payments	\$151.67
11000-2700-52312-0000-001024-1614-00000	Life	\$9.30
11000-2700-52500-0000-001024-1614-00000	Unemployment Compensation	\$34.50
11000-2700-52710-0000-001024-1614-00000	Workers Compensation Premium	\$7.01
11000-2700-55916-0000-001024-0000-00000	Bus Inspections	\$432.87
11000-2700-56212-0000-001024-0000-00000	Diesel Fuel	\$4,717.71
11000-2700-56214-0000-001024-0000-00000	Lubricants/Anti-Freeze	\$0.00
11000-2700-56216-0000-001024-0000-00000	Maintenance Supplies/Parts	\$1,725.59
Subtotal of Element: Expenditure		\$18,187.17
Subtotal of Element: [Function] 2700 - Student Transportation		\$18,187.17
11000-2900-58215-0000-001024-0000-00000	Restricted Expenditures	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2900 - Other Support Services		\$0.00
11000-3100-56116-0000-001024-0000-00000	Food	\$0.00

Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 3100 - Food Services Operations		\$0.00
Subtotal of Element: [Fund] 11000 - Operational		\$5,860,370.51
21000-3100-56116-0000-001024-0000-00000	Food	\$227,472.15
Subtotal of Element: Expenditure		\$227,472.15
Subtotal of Element: [Function] 3100 - Food Services Operations		\$227,472.15
Subtotal of Element: [Fund] 21000 - Food Services		\$227,472.15
21100-3100-56116-0000-001024-0000-00000	Food	\$15,402.52
Subtotal of Element: Expenditure		\$15,402.52
Subtotal of Element: [Function] 3100 - Food Services Operations		\$15,402.52
Subtotal of Element: [Fund] 21100 - Universal Free Meals		\$15,402.52
23000-1000-53711-9000-001024-0000-00000	Other Charges	\$0.00
23000-1000-53711-9000-001024-0000-17500	Other Charges	\$1,950.74
23000-1000-53711-9000-001024-0000-30000	Other Charges	\$2,288.97
23000-1000-53711-9000-001024-0000-30050	Other Charges	\$77.49
23000-1000-53711-9000-001024-0000-30100	Other Charges	\$6,719.41
23000-1000-53711-9000-001024-0000-30200	Other Charges	\$1,450.00
23000-1000-53711-9000-001024-0000-30250	Other Charges	\$3,694.98
23000-1000-53711-9000-001024-0000-30300	Other Charges	\$2,318.74
23000-1000-53711-9000-001024-0000-30400	Other Charges	\$885.00
23000-1000-53711-9000-001024-0000-30450	Other Charges	\$3,886.32
23000-1000-53711-9000-001024-0000-30600	Other Charges	\$4,234.19
23000-1000-53711-9000-001024-0000-30650	Other Charges	\$2,669.15
23000-1000-53711-9000-001024-0000-30700	Other Charges	\$4,710.80
23000-1000-53711-9000-001024-0000-45000	Other Charges	\$4,218.66
23000-1000-53711-9000-001024-0000-50000	Other Charges	\$6,468.91
23000-1000-53711-9000-001024-0000-52500	Other Charges	\$250.00
23000-1000-53711-9000-001024-0000-57500	Other Charges	\$10,694.44
23000-1000-53711-9000-001024-0000-64000	Other Charges	\$1,752.50
23000-1000-53711-9000-001024-0000-66000	Other Charges	\$9,995.78
23000-1000-53711-9000-001024-0000-68000	Other Charges	\$17,678.73
23000-1000-53711-9000-001024-0000-70000	Other Charges	\$1,507.95
23000-1000-56118-9000-001024-0000-00000	General Supplies and Materials	\$227.40
23000-1000-56118-9000-001024-0000-30000	General Supplies and Materials	\$2,936.95
23000-1000-56118-9000-001024-0000-30016	General Supplies and Materials	\$2,950.37
23000-1000-56118-9000-001024-0000-30100	General Supplies and Materials	\$5,421.96
23000-1000-56118-9000-001024-0000-30200	General Supplies and Materials	\$10,060.60
23000-1000-56118-9000-001024-0000-30250	General Supplies and Materials	\$375.00
23000-1000-56118-9000-001024-0000-30300	General Supplies and Materials	\$1,664.30
23000-1000-56118-9000-001024-0000-30500	General Supplies and Materials	\$7,341.60
23000-1000-56118-9000-001024-0000-30600	General Supplies and Materials	\$3,498.00
23000-1000-56118-9000-001024-0000-30700	General Supplies and Materials	\$930.65
23000-1000-56118-9000-001024-0000-45000	General Supplies and Materials	\$108.83
23000-1000-56118-9000-001024-0000-57500	General Supplies and Materials	\$4,541.20
23000-1000-56118-9000-001024-0000-64000	General Supplies and Materials	\$135.46
23000-1000-56118-9000-001024-0000-65000	General Supplies and Materials	\$5,315.00
23000-1000-56118-9000-001024-0000-66000	General Supplies and Materials	\$972.20
23000-1000-56118-9000-001024-0000-68000	General Supplies and Materials	\$2,606.82
23000-1000-56118-9000-001024-0000-69000	General Supplies and Materials	\$46.97
23000-1000-56118-9000-001024-0000-70000	General Supplies and Materials	\$166.64
Subtotal of Element: Expenditure		\$136,752.71

Subtotal of Element: [Function] 1000 - Instruction		\$136,752.71
Subtotal of Element: [Fund] 23000 - Non-Instructional Support		\$136,752.71
24106-1000-51100-2000-001024-1712-00000	Salaries Expense	\$31,995.34
24106-1000-52111-2000-001024-1712-00000	Educational Retirement	\$5,807.10
24106-1000-52112-2000-001024-1712-00000	ERA - Retiree Health	\$639.96
24106-1000-52210-2000-001024-1712-00000	FICA Payments	\$1,516.53
24106-1000-52220-2000-001024-1712-00000	Medicare Payments	\$354.64
24106-1000-52312-2000-001024-1712-00000	Life	\$11.60
24106-1000-52313-2000-001024-1712-00000	Dental	\$264.81
24106-1000-52314-2000-001024-1712-00000	Vision	\$54.39
24106-1000-52500-2000-001024-1712-00000	Unemployment Compensation	\$80.66
24106-1000-52710-2000-001024-1712-00000	Workers Compensation Premium	\$17.20
24106-1000-53711-2000-001024-0000-00000	Other Charges	\$13,090.22
24106-1000-56118-2000-001024-0000-00000	General Supplies and Materials	\$0.00
Subtotal of Element: Expenditure		\$53,832.45
Subtotal of Element: [Function] 1000 - Instruction		\$53,832.45
Subtotal of Element: [Fund] 24106 - Entitlement IDEA-B		\$53,832.45
24153-1000-56118-1010-001024-0000-00000	General Supplies and Materials	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 1000 - Instruction		\$0.00
Subtotal of Element: [Fund] 24153 - English Language Acquisition		\$0.00
24154-2200-53330-0000-001024-0000-00000	Professional Development	\$26,491.40
Subtotal of Element: Expenditure		\$26,491.40
Subtotal of Element: [Function] 2200 - Support Services-Instruction		\$26,491.40
Subtotal of Element: [Fund] 24154 - Title II Teacher/Principal Training & Recruiting		\$26,491.40
24174-1000-51300-3000-001024-1415-00000	Additional Compensation	\$0.00
24174-1000-52111-3000-001024-1415-00000	Educational Retirement	\$0.00
24174-1000-52112-3000-001024-1415-00000	ERA - Retiree Health	\$0.00
24174-1000-52210-3000-001024-1415-00000	FICA Payments	\$0.00
24174-1000-52220-3000-001024-1415-00000	Medicare Payments	\$0.00
24174-1000-52500-3000-001024-1415-00000	Unemployment Compensation	\$0.00
24174-1000-52710-3000-001024-1415-00000	Workers Compensation Premium	\$0.00
24174-1000-55817-3000-001024-0000-00000	Student Travel	\$3,274.13
24174-1000-56118-3000-001024-0000-00000	General Supplies and Materials	\$0.00
Subtotal of Element: Expenditure		\$3,274.13
Subtotal of Element: [Function] 1000 - Instruction		\$3,274.13
Subtotal of Element: [Fund] 24174 - Carl D Perkins Secondary - Current		\$3,274.13
24330-2100-51100-0000-001024-1211-00000	Salaries Expense	\$24,177.30
24330-2100-51100-0000-001024-1214-00000	Salaries Expense	\$12,008.19
24330-2100-52111-0000-001024-1214-00000	Educational Retirement	\$1,879.83
24330-2100-52112-0000-001024-1214-00000	ERA - Retiree Health	\$207.15
24330-2100-52210-0000-001024-1214-00000	FICA Payments	\$537.51
24330-2100-52220-0000-001024-1214-00000	Medicare Payments	\$125.70
24330-2100-52312-0000-001024-1214-00000	Life	\$2.32
Subtotal of Element: Expenditure		\$38,938.00
Subtotal of Element: [Function] 2100 - Support Services-Students		\$38,938.00
24330-2300-51100-0000-001024-1111-00000	Salaries Expense	\$10,759.80
Subtotal of Element: Expenditure		\$10,759.80

Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$10,759.80
24330-2400-51100-0000-001024-1112-00000	Salaries Expense	\$27,230.10
24330-2400-52111-0000-001024-1112-00000	Educational Retirement	\$413.55
24330-2400-52112-0000-001024-1112-00000	ERA - Retiree Health	\$45.55
24330-2400-52210-0000-001024-1112-00000	FICA Payments	\$125.20
24330-2400-52220-0000-001024-1112-00000	Medicare Payments	\$29.30
24330-2400-52312-0000-001024-1112-00000	Life	\$0.30
Subtotal of Element: Expenditure		\$27,844.00
Subtotal of Element: [Function] 2400 - Support Services-School Administration		\$27,844.00
Subtotal of Element: [Fund] 24330 - ARP ESSER III CDEA RA 42511		\$77,541.80
25282-1000-51100-1010-001024-1411-00000	Salaries Expense	\$0.00
25282-1000-51300-1010-001024-1411-00000	Additional Compensation	\$8,400.00
25282-1000-52111-1010-001024-1411-00000	Educational Retirement	\$1,524.60
25282-1000-52112-1010-001024-1411-00000	ERA - Retiree Health	\$168.00
25282-1000-52210-1010-001024-1411-00000	FICA Payments	\$520.80
25282-1000-52220-1010-001024-1411-00000	Medicare Payments	\$121.80
25282-1000-52311-1010-001024-1411-00000	Health and Medical Premiums	\$0.00
25282-1000-52312-1010-001024-1411-00000	Life	\$0.00
25282-1000-52313-1010-001024-1411-00000	Dental	\$0.00
25282-1000-52314-1010-001024-1411-00000	Vision	\$0.00
25282-1000-56112-1010-001024-0000-00000	Other Textbooks	\$0.00
25282-1000-56113-1010-001024-0000-00000	Software	\$0.00
25282-1000-56118-1010-001024-0000-00000	General Supplies and Materials	\$0.00
25282-1000-56119-1010-001024-0000-00000	Supply Assets (\$5000 or less)	\$0.00
Subtotal of Element: Expenditure		\$10,735.20
Subtotal of Element: [Function] 1000 - Instruction		\$10,735.20
25282-2200-53330-0000-001024-0000-00000	Professional Development	\$2,737.33
25282-2200-56114-0000-001024-0000-00000	Library And Audio-Visual	\$4,275.00
Subtotal of Element: Expenditure		\$7,012.33
Subtotal of Element: [Function] 2200 - Support Services-Instruction		\$7,012.33
25282-2300-53413-0000-001024-0000-00000	Legal	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$0.00
25282-2400-51100-0000-001024-1112-00000	Salaries Expense	\$0.00
25282-2400-52111-0000-001024-1112-00000	Educational Retirement	\$0.00
25282-2400-52112-0000-001024-1112-00000	ERA - Retiree Health	\$0.00
25282-2400-52210-0000-001024-1112-00000	FICA Payments	\$0.00
25282-2400-52220-0000-001024-1112-00000	Medicare Payments	\$0.00
25282-2400-52311-0000-001024-1112-00000	Health and Medical Premiums	\$0.00
25282-2400-52312-0000-001024-1112-00000	Life	\$0.00
25282-2400-52313-0000-001024-1112-00000	Dental	\$0.00
25282-2400-52314-0000-001024-1112-00000	Vision	\$0.00
25282-2400-53330-0000-001024-0000-00000	Professional Development	\$0.00
25282-2400-55813-0000-001024-0000-00000	Employee Travel - Non-Teachers	\$0.00
25282-2400-56113-0000-001024-0000-00000	Software	\$0.00
25282-2400-56118-0000-001024-0000-00000	General Supplies and Materials	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2400 - Support Services-School Administration		\$0.00
25282-2500-53414-0000-001024-0000-00000	Other Professional/Technical Services	\$5,155.10
25282-2500-55400-0000-001024-0000-00000	Advertising	\$10,851.00

25282-2500-56113-0000-526001-0000-00000	Software	\$15,000.00
Subtotal of Element: Expenditure		\$31,006.10
Subtotal of Element: [Function] 2500 - Central Services		\$31,006.10
25282-2600-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2600 - Operation & Maintenance of Plant		\$0.00
25282-2700-55112-0000-001024-0000-00000	Transportation Contractors	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2700 - Student Transportation		\$0.00
25282-3100-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 3100 - Food Services Operations		\$0.00
Subtotal of Element: [Fund] 25282 - Charter School Program Grant		\$48,753.63
27107-2200-56114-0000-001024-0000-00000	Library And Audio-Visual	\$0.00
Subtotal of Element: Expenditure		\$0.00
Subtotal of Element: [Function] 2200 - Support Services Instruction		\$0.00
Subtotal of Element: [Fund] 27107 - 2012 GOB Public School Library		\$0.00
28221-2600-56118-0000-001024-0000-00000	General Supplies and Materials	\$47,257.39
Subtotal of Element: Expenditure		\$47,257.39
Subtotal of Element: [Function] 2600 - Operation & Maintenance of Plant		\$47,257.39
28221-3100-54312-0000-001024-0000-00000	Maintenance & Repair - Buildings And Grounds	\$2,783.17
28221-3100-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$0.00
Subtotal of Element: Expenditure		\$2,783.17
Subtotal of Element: [Function] 3100 - Food Services Operations		\$2,783.17
28221-4000-54500-0000-526001-0000-00000	Construction Services	\$292,334.98
28221-4000-57331-0000-001024-0000-00000	Fixed Assets (More Than \$5,000)	\$144,708.30
Subtotal of Element: Expenditure		\$437,043.28
Subtotal of Element: [Function] 4000 - Capital Outlay		\$437,043.28
Subtotal of Element: [Fund] 28221 - Public School Kitchen Infrastructure		\$487,083.84
31200-4000-54640-0000-001024-0000-00000	Lease to Purchase	\$326,648.00
Subtotal of Element: Expenditure		\$326,648.00
Subtotal of Element: [Function] 4000 - Capital Outlay		\$326,648.00
Subtotal of Element: [Fund] 31200 - Public School Capital Outlay		\$326,648.00
31400-4000-54500-0000-001024-0000-00000	Construction Services	\$75,411.71
31400-4000-57331-0000-001024-0000-00000	Fixed Assets (More Than \$5,000)	\$0.00
Subtotal of Element: Expenditure		\$75,411.71
Subtotal of Element: [Function] 4000 - Capital Outlay		\$75,411.71
Subtotal of Element: [Fund] 31400 - Special Capital Outlay State		\$75,411.71
31600-2300-53712-0000-001024-0000-00000	County Tax Collection Costs	\$2,857.18
Subtotal of Element: Expenditure		\$2,857.18
Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$2,857.18
31600-4000-54311-0000-001024-0000-00000	Maintenance & Repair Furniture/Fixtures/Equipment	\$12,126.54
31600-4000-54312-0000-001024-0000-00000	Maintenance & Repair - Buildings & Grounds	\$252,043.48
31600-4000-54500-0000-001024-0000-00000	Construction Services	\$126,049.55
31600-4000-54640-0000-001024-0000-00000	Lease to Purchase	\$65,552.08
31600-4000-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$2,419.49

31600-4000-57331-0000-001024-0000-00000	Fixed Assets (More Than \$5,000)	\$0.00
Subtotal of Element: Expenditure		\$458,191.14
Subtotal of Element: [Function] 4000 - Capital Outlay		\$458,191.14
Subtotal of Element: [Fund] 31600 - Capital Improvements HR-33		\$461,048.32
31701-2300-53712-0000-001024-0000-00000	County Tax Collection Costs	\$1,441.48
Subtotal of Element: Expenditure		\$1,441.48
Subtotal of Element: [Function] 2300 - Support Services-General Administration		\$1,441.48
31701-4000-54315-0000-001024-0000-00000	Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$2,700.88
31701-4000-56113-0000-001024-0000-00000	Software	\$594.95
31701-4000-56118-0000-001024-0000-00000	General Supplies and Materials	\$301.63
31701-4000-56119-0000-001024-0000-00000	Supply Assets (\$5000 or less)	\$45,703.32
31701-4000-57331-0000-001024-0000-00000	Fixed Assets (More Than \$5,000)	\$0.00
Subtotal of Element: Expenditure		\$49,300.78
Subtotal of Element: [Function] 4000 - Capital Outlay		\$49,300.78
Subtotal of Element: [Fund] 31701 - Capital Improvement SB-9 County		\$50,742.26
31703-4000-54315-0000-001024-0000-00000	Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$913.23
31703-4000-56119-0000-001024-0000-00000	Supply Assets (Under \$5,000)	\$44,823.21
Subtotal of Element: Expenditure		\$45,736.44
Subtotal of Element: [Function] 4000 - Capital Outlay		\$45,736.44
Subtotal of Element: [Fund] 31703 - SB-9 State Match - Cash		\$45,736.44
Grand Total		\$7,896,561.87

Account Expression: ([Fund] >= "11000") ; Subtotal By Account Type: Yes; Include Unposted Transactions: No; Budget

Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
\$0.00	\$3,770.00	\$22,307.72	(\$26,077.72)	0.00
\$1,950,000.00	\$1,794,505.20	\$0.00	\$155,494.80	92.02
\$26,631.00	\$25,963.44	\$0.00	\$667.56	97.49
\$250,000.00	\$338,093.00	\$0.00	(\$88,093.00)	135.23
\$100,000.00	\$58,365.87	\$0.00	\$41,634.13	58.36
\$18,500.00	\$35,000.00	\$0.00	(\$16,500.00)	189.18
\$80,000.00	\$89,812.91	\$0.00	(\$9,812.91)	112.26
\$0.00	\$2,400.00	\$0.00	(\$2,400.00)	0.00
\$0.00	\$0.00	\$207.60	(\$207.60)	0.00
\$0.00	\$150.00	\$0.00	(\$150.00)	0.00
\$0.00	\$20,721.00	\$0.00	(\$20,721.00)	0.00
\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00
\$0.00	\$3,850.06	\$0.00	(\$3,850.06)	0.00
\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00
\$0.00	\$11,143.90	\$11,453.35	(\$22,597.25)	0.00
\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00
\$515.00	\$0.00	\$0.00	\$515.00	0.00
\$110,000.00	\$3,500.02	\$0.00	\$106,499.98	3.18
\$0.00	\$10,818.00	\$0.00	(\$10,818.00)	0.00
\$0.00	\$9,498.00	\$0.00	(\$9,498.00)	0.00
\$0.00	\$18,689.10	\$0.00	(\$18,689.10)	0.00
\$0.00	\$5,200.00	\$0.00	(\$5,200.00)	0.00
\$0.00	\$4,500.00	\$0.00	(\$4,500.00)	0.00
\$0.00	\$12,000.00	\$0.00	(\$12,000.00)	0.00
\$0.00	\$6,000.00	\$0.00	(\$6,000.00)	0.00
\$0.00	\$18,418.00	\$0.00	(\$18,418.00)	0.00
\$0.00	\$6,218.00	\$0.00	(\$6,218.00)	0.00
\$0.00	\$10,818.00	\$0.00	(\$10,818.00)	0.00
\$30,000.00	\$21,436.35	\$3,924.07	\$4,639.58	71.45
\$30,000.00	\$3,700.00	\$0.00	\$26,300.00	12.33
\$0.00	\$1,500.00	\$0.00	(\$1,500.00)	0.00
\$0.00	\$2,000.00	\$0.00	(\$2,000.00)	0.00
\$0.00	\$2,000.00	\$0.00	(\$2,000.00)	0.00
\$0.00	\$1,000.00	\$0.00	(\$1,000.00)	0.00
\$0.00	\$2,600.00	\$0.00	(\$2,600.00)	0.00
\$0.00	\$750.00	\$0.00	(\$750.00)	0.00
\$0.00	\$1,500.00	\$0.00	(\$1,500.00)	0.00
\$0.00	\$500.94	\$1,353.49	(\$1,854.43)	0.00
\$368,445.00	\$342,002.99	\$8,978.86	\$17,463.15	92.82
\$0.00	\$435.54	\$15.90	(\$451.44)	0.00
\$0.00	\$0.00	\$1.13	(\$1.13)	0.00
\$4,833.00	\$4,739.64	\$86.18	\$7.18	98.06
\$53,369.00	\$65,124.95	\$718.06	(\$12,474.01)	122.02
\$1,634.00	\$0.00	\$0.00	\$1,634.00	0.00
\$18,150.00	\$11,292.18	\$76.18	\$6,781.64	62.21
\$3,267.00	\$0.00	\$0.00	\$3,267.00	0.00
\$0.00	\$2,022.69	\$227.04	(\$2,249.73)	0.00

\$545.00	\$0.00	\$0.00	\$545.00	0.00
\$93.00	\$0.00	\$0.00	\$93.00	0.00
\$23,323.00	\$6,352.57	\$0.00	\$16,970.43	27.23
\$0.00	\$1,963.44	\$0.00	(\$1,963.44)	0.00
\$0.00	\$1,270.50	\$0.00	(\$1,270.50)	0.00
\$0.00	\$726.02	\$0.00	(\$726.02)	0.00
\$0.00	\$1,379.40	\$0.00	(\$1,379.40)	0.00
\$0.00	\$435.60	\$0.00	(\$435.60)	0.00
\$0.00	\$692.97	\$92.13	(\$785.10)	0.00
\$5,445.00	\$515.48	\$573.54	\$4,355.98	9.46
\$5,445.00	\$127.04	\$16.00	\$5,301.96	2.33
\$0.00	\$272.14	\$0.00	(\$272.14)	0.00
\$0.00	\$363.05	\$1.13	(\$364.18)	0.00
\$0.00	\$363.06	\$0.00	(\$363.06)	0.00
\$0.00	\$181.43	\$1.78	(\$183.21)	0.00
\$0.00	\$471.90	\$1.01	(\$472.91)	0.00
\$0.00	\$136.07	\$0.00	(\$136.07)	0.00
\$0.00	\$272.24	\$36.19	(\$308.43)	0.00
\$0.00	\$55.20	\$149.12	(\$204.32)	0.00
\$40,600.00	\$37,686.76	\$989.28	\$1,923.96	92.82
\$0.00	\$47.94	\$1.76	(\$49.70)	0.00
\$0.00	\$0.00	\$0.12	(\$0.12)	0.00
\$533.00	\$522.34	\$9.48	\$1.18	98.00
\$5,881.00	\$7,176.30	\$79.09	(\$1,374.39)	122.02
\$180.00	\$0.00	\$0.00	\$180.00	0.00
\$2,000.00	\$1,244.33	\$8.39	\$747.28	62.21
\$360.00	\$0.00	\$0.00	\$360.00	0.00
\$0.00	\$222.93	\$25.00	(\$247.93)	0.00
\$60.00	\$0.00	\$0.00	\$60.00	0.00
\$10.00	\$0.00	\$0.00	\$10.00	0.00
\$2,570.00	\$700.08	\$0.00	\$1,869.92	27.24
\$0.00	\$216.40	\$0.00	(\$216.40)	0.00
\$0.00	\$140.00	\$0.00	(\$140.00)	0.00
\$0.00	\$79.97	\$0.00	(\$79.97)	0.00
\$0.00	\$152.00	\$0.00	(\$152.00)	0.00
\$0.00	\$48.00	\$0.00	(\$48.00)	0.00
\$0.00	\$76.39	\$10.15	(\$86.54)	0.00
\$600.00	\$56.80	\$63.22	\$479.98	9.46
\$600.00	\$14.00	\$1.77	\$584.23	2.33
\$0.00	\$29.88	\$0.00	(\$29.88)	0.00
\$0.00	\$39.96	\$0.12	(\$40.08)	0.00
\$0.00	\$39.96	\$0.00	(\$39.96)	0.00
\$0.00	\$19.98	\$0.20	(\$20.18)	0.00
\$0.00	\$52.00	\$0.12	(\$52.12)	0.00
\$0.00	\$14.94	\$0.00	(\$14.94)	0.00
\$0.00	\$30.00	\$3.99	(\$33.99)	0.00
\$0.00	\$209.14	\$404.78	(\$613.92)	0.00
\$125,860.00	\$98,669.70	\$2,486.07	\$24,704.23	78.39
\$0.00	\$123.65	\$4.38	(\$128.03)	0.00
\$0.00	\$0.00	\$0.33	(\$0.33)	0.00
\$1,651.00	\$1,617.75	\$29.45	\$3.80	97.98
\$18,231.00	\$19,556.79	\$192.63	(\$1,518.42)	107.27
\$558.00	\$0.00	\$0.00	\$558.00	0.00

\$6,200.00	\$3,694.83	\$28.61	\$2,476.56	59.59
\$1,116.00	\$0.00	\$0.00	\$1,116.00	0.00
\$0.00	\$626.17	\$64.54	(\$690.71)	0.00
\$186.00	\$0.00	\$0.00	\$186.00	0.00
\$32.00	\$0.00	\$0.00	\$32.00	0.00
\$7,967.00	\$1,254.69	\$0.00	\$6,712.31	15.74
\$0.00	\$670.72	\$0.00	(\$670.72)	0.00
\$0.00	\$588.84	\$7.27	(\$596.11)	0.00
\$0.00	\$1,158.79	\$0.00	(\$1,158.79)	0.00
\$0.00	\$322.38	\$0.05	(\$322.43)	0.00
\$0.00	\$279.00	\$0.00	(\$279.00)	0.00
\$0.00	\$744.03	\$0.00	(\$744.03)	0.00
\$0.00	\$371.98	\$0.00	(\$371.98)	0.00
\$0.00	\$1,099.55	\$0.00	(\$1,099.55)	0.00
\$0.00	\$370.72	\$0.00	(\$370.72)	0.00
\$0.00	\$630.90	\$28.94	(\$659.84)	0.00
\$1,860.00	\$1,329.09	\$210.18	\$320.73	71.45
\$1,860.00	\$222.72	\$4.81	\$1,632.47	11.97
\$0.00	\$38.52	\$0.00	(\$38.52)	0.00
\$0.00	\$124.01	\$0.39	(\$124.40)	0.00
\$0.00	\$107.65	\$0.00	(\$107.65)	0.00
\$0.00	\$54.42	\$0.85	(\$55.27)	0.00
\$0.00	\$152.41	\$0.36	(\$152.77)	0.00
\$0.00	\$39.45	\$0.00	(\$39.45)	0.00
\$0.00	\$77.33	\$11.38	(\$88.71)	0.00
\$0.00	\$48.95	\$94.62	(\$143.57)	0.00
\$29,435.00	\$24,011.33	\$607.62	\$4,816.05	81.57
\$0.00	\$28.91	\$1.01	(\$29.92)	0.00
\$0.00	\$0.00	\$0.08	(\$0.08)	0.00
\$386.00	\$378.30	\$6.89	\$0.81	98.00
\$4,264.00	\$4,573.52	\$45.03	(\$354.55)	107.25
\$131.00	\$0.00	\$0.00	\$131.00	0.00
\$1,450.00	\$864.03	\$6.73	\$579.24	59.58
\$261.00	\$0.00	\$0.00	\$261.00	0.00
\$0.00	\$146.43	\$15.13	(\$161.56)	0.00
\$44.00	\$0.00	\$0.00	\$44.00	0.00
\$7.00	\$0.00	\$0.00	\$7.00	0.00
\$1,863.00	\$293.50	\$0.00	\$1,569.50	15.75
\$0.00	\$156.88	\$0.00	(\$156.88)	0.00
\$0.00	\$137.76	\$1.67	(\$139.43)	0.00
\$0.00	\$271.04	\$0.00	(\$271.04)	0.00
\$0.00	\$75.38	\$0.00	(\$75.38)	0.00
\$0.00	\$65.25	\$0.00	(\$65.25)	0.00
\$0.00	\$173.97	\$0.00	(\$173.97)	0.00
\$0.00	\$87.01	\$0.00	(\$87.01)	0.00
\$0.00	\$257.16	\$0.00	(\$257.16)	0.00
\$0.00	\$86.69	\$0.00	(\$86.69)	0.00
\$0.00	\$147.55	\$6.76	(\$154.31)	0.00
\$435.00	\$310.86	\$49.17	\$74.97	71.46
\$435.00	\$52.13	\$1.13	\$381.74	11.98
\$0.00	\$16.37	\$0.00	(\$16.37)	0.00
\$0.00	\$28.98	\$0.09	(\$29.07)	0.00
\$0.00	\$25.21	\$0.00	(\$25.21)	0.00

\$0.00	\$12.78	\$0.20	(\$12.98)	0.00
\$0.00	\$35.64	\$0.09	(\$35.73)	0.00
\$0.00	\$9.18	\$0.00	(\$9.18)	0.00
\$0.00	\$18.10	\$2.65	(\$20.75)	0.00
\$0.00	\$689.39	\$0.00	(\$689.39)	0.00
\$182,827.00	\$191,543.77	\$0.00	(\$8,716.77)	104.76
\$3,842.00	\$0.00	\$0.00	\$3,842.00	0.00
\$23,363.00	\$42,061.94	\$0.00	(\$18,698.94)	180.03
\$0.00	\$5,525.92	\$0.00	(\$5,525.92)	0.00
\$0.00	\$25,031.00	\$0.00	(\$25,031.00)	0.00
\$0.00	\$2.21	\$0.00	(\$2.21)	0.00
\$558.00	\$344.52	\$143.84	\$69.64	61.74
\$31.00	\$13.92	\$18.56	(\$1.48)	44.90
\$71.00	\$62.64	\$17.40	(\$9.04)	88.22
\$48.00	\$30.16	\$8.12	\$9.72	62.83
\$0.00	\$0.11	\$0.00	(\$0.11)	0.00
\$18.00	\$13.92	\$11.60	(\$7.52)	77.33
\$0.00	\$1.14	\$0.00	(\$1.14)	0.00
\$0.00	\$21.36	\$0.00	(\$21.36)	0.00
\$7,155.00	\$6,990.84	\$0.00	\$164.16	97.70
\$78.00	\$0.00	\$0.00	\$78.00	0.00
\$1,037.00	\$1,630.62	\$0.00	(\$593.62)	157.24
\$129.00	\$353.35	\$0.00	(\$224.35)	273.91
\$0.00	\$823.86	\$0.00	(\$823.86)	0.00
\$0.00	\$4.32	\$0.00	(\$4.32)	0.00
\$1,140.00	\$1,175.65	\$0.00	(\$35.65)	103.12
\$181.00	\$281.98	\$0.00	(\$100.98)	155.79
\$87.00	\$132.85	\$0.00	(\$45.85)	152.70
\$0.00	\$142.40	\$0.00	(\$142.40)	0.00
\$0.00	\$970.00	\$0.00	(\$970.00)	0.00
\$0.00	\$7.93	\$19.65	(\$27.58)	0.00
\$3,125.00	\$3,007.77	\$352.82	(\$235.59)	96.24
\$0.00	\$3.85	\$0.30	(\$4.15)	0.00
\$0.00	\$0.00	\$0.02	(\$0.02)	0.00
\$104.00	\$86.05	\$1.57	\$16.38	82.74
\$458.00	\$613.66	\$75.49	(\$231.15)	133.98
\$15.00	\$0.00	\$0.00	\$15.00	0.00
\$202.00	\$188.12	\$1.44	\$12.44	93.12
\$37.00	\$0.00	\$0.00	\$37.00	0.00
\$0.00	\$25.47	\$13.60	(\$39.07)	0.00
\$7.00	\$0.00	\$0.00	\$7.00	0.00
\$1.00	\$0.00	\$0.00	\$1.00	0.00
\$350.00	\$66.76	\$0.00	\$283.24	19.07
\$0.00	\$35.68	\$0.00	(\$35.68)	0.00
\$0.00	\$31.36	\$0.42	(\$31.78)	0.00
\$0.00	\$38.57	\$0.02	(\$38.59)	0.00
\$0.00	\$17.13	\$0.00	(\$17.13)	0.00
\$0.00	\$14.85	\$0.00	(\$14.85)	0.00
\$0.00	\$39.60	\$0.00	(\$39.60)	0.00
\$0.00	\$19.81	\$0.00	(\$19.81)	0.00
\$0.00	\$35.70	\$0.00	(\$35.70)	0.00
\$0.00	\$12.60	\$0.00	(\$12.60)	0.00
\$0.00	\$33.56	\$1.31	(\$34.87)	0.00

\$73.00	\$70.78	\$9.15	(\$6.93)	96.95
\$47.00	\$11.84	\$0.27	\$34.89	25.19
\$0.00	\$2.00	\$0.00	(\$2.00)	0.00
\$0.00	\$3.26	\$0.52	(\$3.78)	0.00
\$0.00	\$3.20	\$0.00	(\$3.20)	0.00
\$0.00	\$1.56	\$0.12	(\$1.68)	0.00
\$0.00	\$6.40	\$0.45	(\$6.85)	0.00
\$0.00	\$1.20	\$0.00	(\$1.20)	0.00
\$0.00	\$4.10	\$0.51	(\$4.61)	0.00
\$0.00	\$1.06	\$1.82	(\$2.88)	0.00
\$406.00	\$419.30	\$2.71	(\$16.01)	103.27
\$0.00	\$0.54	\$0.00	(\$0.54)	0.00
\$23.00	\$17.20	\$8.60	(\$2.80)	74.78
\$60.00	\$75.14	\$0.00	(\$15.14)	125.23
\$2.00	\$0.00	\$0.00	\$2.00	0.00
\$39.00	\$32.00	\$0.00	\$7.00	82.05
\$2.00	\$0.00	\$0.00	\$2.00	0.00
\$0.00	\$0.76	\$0.00	(\$0.76)	0.00
\$1.00	\$0.00	\$0.00	\$1.00	0.00
\$162.00	\$25.80	\$0.00	\$136.20	15.92
\$0.00	\$8.60	\$4.30	(\$12.90)	0.00
\$0.00	\$8.60	\$4.30	(\$12.90)	0.00
\$0.00	\$17.20	\$4.30	(\$21.50)	0.00
\$0.00	\$12.90	\$4.30	(\$17.20)	0.00
\$0.00	\$4.30	\$0.00	(\$4.30)	0.00
\$0.00	\$17.20	\$8.60	(\$25.80)	0.00
\$0.00	\$4.30	\$0.00	(\$4.30)	0.00
\$0.00	\$9.32	\$12.90	(\$22.22)	0.00
\$0.00	\$4.30	\$0.00	(\$4.30)	0.00
\$0.00	\$4.80	\$0.00	(\$4.80)	0.00
\$17.00	\$18.79	\$14.89	(\$16.68)	110.52
\$7.00	\$8.72	\$0.00	(\$1.72)	124.57
\$0.00	\$0.27	\$0.00	(\$0.27)	0.00
\$0.00	\$0.39	\$0.00	(\$0.39)	0.00
\$0.00	\$0.38	\$0.00	(\$0.38)	0.00
\$0.00	\$0.18	\$0.00	(\$0.18)	0.00
\$0.00	\$0.26	\$0.00	(\$0.26)	0.00
\$0.00	\$0.21	\$0.00	(\$0.21)	0.00
\$0.00	\$0.20	\$0.00	(\$0.20)	0.00
\$12,505.00	\$10,000.00	\$0.00	\$2,505.00	79.96
\$80,772.00	\$110,279.46	\$0.00	(\$29,507.46)	136.53
\$0.00	\$26,074.76	\$0.00	(\$26,074.76)	0.00
\$115,808.00	\$3,919.01	\$0.00	\$111,888.99	3.38
\$0.00	\$29,529.47	\$0.00	(\$29,529.47)	0.00
\$0.00	\$1,850.00	\$0.00	(\$1,850.00)	0.00
\$0.00	\$4,962.82	\$0.00	(\$4,962.82)	0.00
\$0.00	\$3,605.10	\$0.00	(\$3,605.10)	0.00
\$0.00	\$500.00	\$0.00	(\$500.00)	0.00
\$0.00	\$6,911.00	\$270.00	(\$7,181.00)	0.00
\$0.00	\$7,465.85	\$0.00	(\$7,465.85)	0.00
\$0.00	\$5,049.65	\$0.00	(\$5,049.65)	0.00
\$0.00	\$490.00	\$0.00	(\$490.00)	0.00
\$0.00	\$300.00	\$0.00	(\$300.00)	0.00

\$0.00	\$300.00	\$0.00	(\$300.00)	0.00
\$0.00	\$3,245.54	\$0.00	(\$3,245.54)	0.00
\$0.00	\$677.33	\$0.00	(\$677.33)	0.00
\$0.00	\$1,257.69	\$0.00	(\$1,257.69)	0.00
\$13,604.00	\$9,911.43	\$0.00	\$3,692.57	72.85
\$3,081.00	\$10,160.50	\$0.00	(\$7,079.50)	329.77
\$0.00	\$9,210.00	\$0.00	(\$9,210.00)	0.00
\$31,171.00	\$0.00	\$0.00	\$31,171.00	0.00
\$26.00	\$630.88	\$0.00	(\$604.88)	2,426.46
\$0.00	\$1,216.89	\$0.00	(\$1,216.89)	0.00
\$1,843.00	\$0.00	\$0.00	\$1,843.00	0.00
\$65,223.00	\$13,254.97	\$0.00	\$51,968.03	20.32
\$33,192.00	\$51,212.20	\$0.00	(\$18,020.20)	154.29
\$10,197.00	\$500.00	\$0.00	\$9,697.00	4.90
\$33,478.00	\$46,058.56	\$0.00	(\$12,580.56)	137.57
\$0.00	\$1,376.53	\$0.00	(\$1,376.53)	0.00
\$4,748.00	\$231.21	\$0.00	\$4,516.79	4.86
\$45.00	\$0.00	\$0.00	\$45.00	0.00
\$40,025.00	\$257.97	\$0.00	\$39,767.03	0.64
\$0.00	\$12,859.07	\$0.00	(\$12,859.07)	0.00
\$0.00	\$55.00	\$0.00	(\$55.00)	0.00
\$0.00	\$773.37	\$0.00	(\$773.37)	0.00
\$0.00	\$7,668.00	\$0.00	(\$7,668.00)	0.00
\$0.00	\$1,129.50	\$0.00	(\$1,129.50)	0.00
\$0.00	\$945.95	\$0.00	(\$945.95)	0.00
\$0.00	\$1,362.89	\$0.00	(\$1,362.89)	0.00
\$0.00	\$8,213.40	\$0.00	(\$8,213.40)	0.00
\$0.00	\$3,982.00	\$0.00	(\$3,982.00)	0.00
\$2,906.00	\$329.99	\$0.00	\$2,576.01	11.35
\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00
\$0.00	\$851.67	\$0.00	(\$851.67)	0.00
\$4,047,148.00	\$3,864,210.05	\$56,740.96	\$126,196.99	95.48
\$4,047,148.00	\$3,864,210.05	\$56,740.96	\$126,196.99	95.48
\$112,551.00	\$91,873.70	\$0.00	\$20,677.30	81.62
\$168,299.00	\$159,405.81	\$0.00	\$8,893.19	94.71
\$81,871.00	\$81,870.00	\$0.00	\$1.00	99.99
\$89,460.00	\$92,750.00	\$0.00	(\$3,290.00)	103.67
\$0.00	\$13,550.00	\$10,972.13	(\$24,522.13)	0.00
\$21,424.00	\$2,560.00	\$4,854.34	\$14,009.66	11.94
\$1,030.00	\$0.00	\$0.00	\$1,030.00	0.00
\$5,110.00	\$0.00	\$0.00	\$5,110.00	0.00
\$5,019.00	\$5,019.00	\$0.00	\$0.00	100.00
\$515.00	\$0.00	\$0.00	\$515.00	0.00
\$13,600.00	\$0.00	\$0.00	\$13,600.00	0.00
\$20,615.00	\$21,063.35	\$0.00	(\$448.35)	102.17
\$30,546.00	\$29,231.99	\$0.02	\$1,313.99	95.69
\$15,787.00	\$14,859.36	\$0.00	\$927.64	94.12
\$911.00	\$910.98	\$13.27	(\$13.25)	99.99
\$16,237.00	\$16,834.10	\$0.09	(\$597.19)	103.67
\$93.00	\$0.00	\$0.00	\$93.00	0.00
\$0.00	\$2,459.35	\$1,797.52	(\$4,256.87)	0.00
\$3,888.00	\$464.64	\$2,395.78	\$1,027.58	11.95
\$2,468.00	\$0.00	\$0.00	\$2,468.00	0.00

\$2,272.00	\$2,321.04	\$0.00	(\$49.04)	102.15
\$3,366.00	\$3,221.25	\$0.00	\$144.75	95.69
\$1,740.00	\$1,637.52	\$0.00	\$102.48	94.11
\$100.00	\$100.49	\$1.46	(\$1.95)	100.49
\$1,789.00	\$1,854.96	\$0.00	(\$65.96)	103.68
\$10.00	\$0.00	\$0.00	\$10.00	0.00
\$0.00	\$271.00	\$198.05	(\$469.05)	0.00
\$428.00	\$51.20	\$264.01	\$112.79	11.96
\$272.00	\$0.00	\$0.00	\$272.00	0.00
\$7,042.00	\$0.00	\$0.00	\$7,042.00	0.00
\$10,435.00	\$8,406.28	\$0.00	\$2,028.72	80.55
\$5,393.00	\$4,891.38	\$0.00	\$501.62	90.69
\$311.00	\$310.69	\$4.53	(\$4.22)	99.90
\$5,547.00	\$5,405.69	\$0.09	\$141.22	97.45
\$32.00	\$0.00	\$0.00	\$32.00	0.00
\$0.00	\$840.13	\$614.04	(\$1,454.17)	0.00
\$1,328.00	\$158.72	\$818.40	\$350.88	11.95
\$843.00	\$0.00	\$0.00	\$843.00	0.00
\$1,647.00	\$1,131.57	\$0.38	\$515.05	68.70
\$2,440.00	\$1,966.00	\$0.00	\$474.00	80.57
\$1,261.00	\$1,144.02	\$0.00	\$116.98	90.72
\$73.00	\$72.66	\$1.06	(\$0.72)	99.53
\$1,297.00	\$1,264.22	\$0.00	\$32.78	97.47
\$7.00	\$0.00	\$0.00	\$7.00	0.00
\$0.00	\$196.46	\$143.60	(\$340.06)	0.00
\$311.00	\$37.12	\$191.42	\$82.46	11.93
\$197.00	\$0.00	\$0.00	\$197.00	0.00
\$5,433.00	\$6,790.14	\$0.00	(\$1,357.14)	124.97
\$6,500.00	\$21,811.77	\$919.27	(\$16,231.04)	335.56
\$8,757.00	\$11,385.10	\$0.00	(\$2,628.10)	130.01
\$17.00	\$13.92	\$8.12	(\$5.04)	81.88
\$5.00	\$25.52	\$20.88	(\$41.40)	510.40
\$21.00	\$13.92	\$9.28	(\$2.20)	66.28
\$13.00	\$13.92	\$10.44	(\$11.36)	107.07
\$0.00	\$6.96	\$3.48	(\$10.44)	0.00
\$138.00	\$149.12	\$0.00	(\$11.12)	108.05
\$144.00	\$894.36	\$37.70	(\$788.06)	621.08
\$137.00	\$422.32	\$0.00	(\$285.32)	308.26
\$59.00	\$61.84	\$0.00	(\$2.84)	104.81
\$23.00	\$139.41	\$5.83	(\$122.24)	606.13
\$52.00	\$101.34	\$0.00	(\$49.34)	194.88
\$122.00	\$108.66	\$0.00	\$13.34	89.06
\$0.00	\$218.02	\$0.00	(\$218.02)	0.00
\$141.00	\$109.56	\$0.00	\$31.44	77.70
\$16.00	\$15.20	\$0.24	\$0.56	95.00
\$53.00	\$109.56	\$0.00	(\$56.56)	206.71
\$0.00	\$44.70	\$32.71	(\$77.41)	0.00
\$58.00	\$8.44	\$39.03	\$10.53	14.55
\$27.00	\$0.00	\$0.00	\$27.00	0.00
\$17.00	\$17.08	\$0.00	(\$0.08)	100.47
\$0.00	\$34.25	\$0.00	(\$34.25)	0.00
\$17.00	\$17.20	\$0.00	(\$0.20)	101.17
\$3.00	\$2.40	\$0.00	\$0.60	80.00

\$10.00	\$17.20	\$0.00	(\$7.20)	172.00
\$0.00	\$4.30	\$4.07	(\$8.37)	0.00
\$17.00	\$0.00	\$17.20	(\$0.20)	0.00
\$4.00	\$0.00	\$0.00	\$4.00	0.00
\$5,150.00	\$14,866.26	\$0.00	(\$9,716.26)	288.66
\$28,000.00	\$29,227.97	\$0.00	(\$1,227.97)	104.38
\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00
\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00
\$0.00	\$3,650.30	\$0.00	(\$3,650.30)	0.00
\$39,332.00	\$0.00	\$0.00	\$39,332.00	0.00
\$1,961.00	\$11,652.88	\$0.00	(\$9,691.88)	594.23
\$4,792.00	\$2,189.46	\$0.00	\$2,602.54	45.68
\$2,341.00	\$6,995.83	\$0.00	(\$4,654.83)	298.83
\$80.00	\$0.00	\$0.00	\$80.00	0.00
\$5,000.00	\$228.17	\$0.00	\$4,771.83	4.56
\$779,005.00	\$679,481.76	\$23,378.44	\$76,144.80	87.22
\$779,005.00	\$679,481.76	\$23,378.44	\$76,144.80	87.22
\$29,020.00	\$22,967.80	\$0.00	\$6,052.20	79.14
\$1,079.00	\$0.00	\$0.00	\$1,079.00	0.00
\$13,115.00	\$13,029.99	\$0.00	\$85.01	99.35
\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00
\$48,214.00	\$35,997.79	\$0.00	\$12,216.21	74.66
\$48,214.00	\$35,997.79	\$0.00	\$12,216.21	74.66
\$49,632.00	\$49,545.67	\$0.00	\$86.33	99.82
\$72,203.00	\$71,395.91	\$0.00	\$807.09	98.88
\$11,595.00	\$10,945.40	\$0.00	\$649.60	94.39
\$13,105.00	\$12,958.43	\$0.00	\$146.57	98.88
\$2,600.00	\$1,206.05	\$0.00	\$1,393.95	46.38
\$1,444.00	\$1,427.84	\$0.00	\$16.16	98.88
\$8,060.00	\$3,313.27	\$0.00	\$4,746.73	41.10
\$4,477.00	\$4,401.29	\$0.00	\$75.71	98.30
\$1,885.00	\$774.94	\$0.00	\$1,110.06	41.11
\$1,047.00	\$1,029.46	\$0.00	\$17.54	98.32
\$2,055.00	\$1,586.52	\$0.00	\$468.48	77.20
\$7.00	\$6.42	\$5.60	(\$5.02)	91.71
\$21.00	\$13.92	\$0.00	\$7.08	66.28
\$312.00	\$70.98	\$0.00	\$241.02	22.75
\$67.00	\$59.25	\$0.00	\$7.75	88.43
\$75.00	\$53.08	\$0.00	\$21.92	70.77
\$91.00	\$101.35	\$0.00	(\$10.35)	111.37
\$7.00	\$8.32	\$0.00	(\$1.32)	118.85
\$15.00	\$11.94	\$0.00	\$3.06	79.60
\$544.00	\$425.00	\$0.00	\$119.00	78.12
\$26,523.00	\$25,969.92	\$0.00	\$553.08	97.91
\$20,754.00	\$10,384.94	\$0.00	\$10,369.06	50.03
\$6,247.00	\$5,872.50	\$0.00	\$374.50	94.00
\$0.00	\$853.96	\$0.00	(\$853.96)	0.00
\$4,535.00	\$3,303.78	\$0.00	\$1,231.22	72.85
\$0.00	\$6,636.80	\$0.00	(\$6,636.80)	0.00
\$4,000.00	\$1,878.24	\$0.00	\$2,121.76	46.95
\$5,663.00	\$3,250.00	\$0.00	\$2,413.00	57.39

\$411.00	\$543.96	\$0.00	(\$132.96)	132.35
\$237,375.00	\$218,029.14	\$5.60	\$19,340.26	91.85
\$237,375.00	\$218,029.14	\$5.60	\$19,340.26	91.85
\$167,787.38	\$161,581.43	\$0.06	\$6,205.89	96.30
\$79,026.00	\$80,055.00	\$0.00	(\$1,029.00)	101.30
\$0.00	\$75.00	\$0.00	(\$75.00)	0.00
\$21,780.00	\$33,855.83	\$0.00	(\$12,075.83)	155.44
\$14,343.00	\$14,543.66	\$0.01	(\$200.67)	101.39
\$2,400.00	\$3,730.80	\$0.00	(\$1,330.80)	155.45
\$1,581.00	\$1,602.54	\$0.00	(\$21.54)	101.36
\$7,440.00	\$10,987.12	\$0.01	(\$3,547.13)	147.67
\$4,900.00	\$3,844.35	\$0.01	\$1,055.64	78.45
\$1,740.00	\$2,569.56	\$0.00	(\$829.56)	147.67
\$1,146.00	\$899.02	\$0.00	\$246.98	78.44
\$7,217.00	\$7,216.12	\$0.00	\$0.88	99.98
\$17,617.00	\$19,131.54	\$0.00	(\$1,514.54)	108.59
\$0.00	\$21.12	\$14.12	(\$35.24)	0.00
\$38.00	\$27.84	\$10.44	(\$0.28)	73.26
\$0.00	\$292.82	\$0.00	(\$292.82)	0.00
\$1,434.00	\$1,376.55	\$0.00	\$57.45	95.99
\$0.00	\$67.02	\$0.00	(\$67.02)	0.00
\$248.00	\$242.70	\$0.00	\$5.30	97.86
\$97.00	\$262.39	\$0.00	(\$165.39)	270.50
\$184.00	\$198.66	\$0.00	(\$14.66)	107.96
\$9.00	\$26.08	\$0.00	(\$17.08)	289.77
\$33.00	\$34.40	\$0.00	(\$1.40)	104.24
\$2,217.00	\$0.00	\$0.00	\$2,217.00	0.00
\$30,806.00	\$13,587.00	\$0.00	\$17,219.00	44.10
\$626.00	\$0.00	\$0.00	\$626.00	0.00
\$4,822.00	\$2,772.90	\$0.00	\$2,049.10	57.50
\$2,581.00	\$2,064.32	\$0.00	\$516.68	79.98
\$370,072.38	\$361,065.77	\$24.65	\$8,981.96	97.57
\$370,072.38	\$361,065.77	\$24.65	\$8,981.96	97.57
\$48,675.00	\$48,674.36	\$0.00	\$0.64	99.99
\$46,453.00	\$46,452.00	\$0.00	\$1.00	99.99
\$3,527.00	\$2,452.42	\$1,073.74	\$0.84	69.53
\$6,327.00	\$9,279.51	\$194.91	(\$3,147.42)	146.66
\$8,431.00	\$8,430.96	\$0.00	\$0.04	99.99
\$697.00	\$1,022.54	\$21.47	(\$347.01)	146.70
\$929.00	\$929.04	\$0.00	(\$0.04)	100.00
\$2,161.00	\$2,082.26	\$102.63	(\$23.89)	96.35
\$2,880.00	\$2,659.97	\$0.00	\$220.03	92.36
\$505.00	\$486.98	\$23.96	(\$5.94)	96.43
\$674.00	\$622.09	\$0.00	\$51.91	92.29
\$16,399.00	\$13,306.92	\$0.00	\$3,092.08	81.14
\$19.00	\$13.92	\$5.80	(\$0.72)	73.26
\$21.00	\$13.92	\$8.12	(\$1.04)	66.28
\$647.00	\$582.44	\$0.00	\$64.56	90.02
\$105.00	\$103.36	\$0.00	\$1.64	98.43
\$44.00	\$110.84	\$5.47	(\$72.31)	251.90
\$108.00	\$108.45	\$0.00	(\$0.45)	100.41
\$16.00	\$17.20	\$0.00	(\$1.20)	107.50

\$17.00	\$17.20	\$0.00	(\$0.20)	101.17
\$166,470.00	\$141,706.08	\$0.00	\$24,763.92	85.12
\$3,636.00	\$3,411.25	\$0.00	\$224.75	93.81
\$2,000.00	\$2,743.04	\$0.00	(\$743.04)	137.15
\$17,849.00	\$16,964.69	\$0.00	\$884.31	95.04
\$10,376.00	\$7,817.05	\$0.00	\$2,558.95	75.33
\$3,113.00	\$1,889.71	\$0.00	\$1,223.29	60.70
\$342,079.00	\$311,898.20	\$1,436.10	\$28,744.70	91.18
\$342,079.00	\$311,898.20	\$1,436.10	\$28,744.70	91.18
\$73,305.00	\$64,476.94	\$0.00	\$8,828.06	87.95
\$0.00	\$280.80	\$0.00	(\$280.80)	0.00
\$0.00	\$3,078.20	\$1,842.51	(\$4,920.71)	0.00
\$13,305.00	\$12,312.21	\$851.97	\$140.82	92.53
\$1,466.00	\$1,356.85	\$93.90	\$15.25	92.55
\$4,545.00	\$3,942.10	\$302.73	\$300.17	86.73
\$1,063.00	\$922.04	\$70.81	\$70.15	86.73
\$1,265.00	\$16,190.24	\$0.00	(\$14,925.24)	1,279.86
\$22.00	\$24.36	\$10.44	(\$12.80)	110.72
\$396.00	\$684.12	\$0.00	(\$288.12)	172.75
\$78.00	\$139.08	\$0.00	(\$61.08)	178.30
\$110.00	\$194.82	\$9.77	(\$94.59)	177.10
\$17.00	\$30.10	\$0.00	(\$13.10)	177.05
\$3,811.00	\$3,856.75	\$0.00	(\$45.75)	101.20
\$1,288.00	\$0.00	\$0.00	\$1,288.00	0.00
\$36,050.00	\$32,231.54	\$0.00	\$3,818.46	89.40
\$20,600.00	\$7,288.35	\$0.00	\$13,311.65	35.38
\$21,145.00	\$18,757.10	\$0.00	\$2,387.90	88.70
\$71,287.00	\$36,294.84	\$0.00	\$34,992.16	50.91
\$108,342.00	\$98,642.00	\$0.00	\$9,700.00	91.04
\$10,678.00	\$12,252.46	\$0.00	(\$1,574.46)	114.74
\$26,299.00	\$33,576.78	\$0.00	(\$7,277.78)	127.67
\$27,024.00	\$24,825.89	\$0.00	\$2,198.11	91.86
\$0.00	\$143.06	\$0.00	(\$143.06)	0.00
\$422,096.00	\$371,500.63	\$3,182.13	\$47,413.24	88.01
\$422,096.00	\$371,500.63	\$3,182.13	\$47,413.24	88.01
\$13,121.00	\$10,460.00	\$1,961.69	\$699.31	79.71
\$1,278.00	\$648.52	\$16.64	\$612.84	50.74
\$299.00	\$151.67	\$3.89	\$143.44	50.72
\$23.00	\$9.30	\$13.92	(\$0.22)	40.43
\$47.00	\$34.50	\$3.17	\$9.33	73.40
\$14.00	\$7.01	\$2.31	\$4.68	50.07
\$428.00	\$432.87	\$0.00	(\$4.87)	101.13
\$5,150.00	\$4,717.71	\$0.00	\$432.29	91.60
\$618.00	\$0.00	\$0.00	\$618.00	0.00
\$1,442.00	\$1,725.59	\$0.00	(\$283.59)	119.66
\$22,420.00	\$18,187.17	\$2,001.62	\$2,231.21	81.12
\$22,420.00	\$18,187.17	\$2,001.62	\$2,231.21	81.12
\$0.08	\$0.00	\$0.00	\$0.08	0.00
\$0.08	\$0.00	\$0.00	\$0.08	0.00
\$0.08	\$0.00	\$0.00	\$0.08	0.00
\$140,000.00	\$0.00	\$0.00	\$140,000.00	0.00

\$140,000.00	\$0.00	\$0.00	\$140,000.00	0.00
\$140,000.00	\$0.00	\$0.00	\$140,000.00	0.00
\$6,408,409.46	\$5,860,370.51	\$86,769.50	\$461,269.45	91.45
\$32,789.16	\$227,472.15	\$0.00	(\$194,682.99)	693.74
\$32,789.16	\$227,472.15	\$0.00	(\$194,682.99)	693.74
\$32,789.16	\$227,472.15	\$0.00	(\$194,682.99)	693.74
\$32,789.16	\$227,472.15	\$0.00	(\$194,682.99)	693.74
\$74,457.64	\$15,402.52	\$0.00	\$59,055.12	20.68
\$74,457.64	\$15,402.52	\$0.00	\$59,055.12	20.69
\$74,457.64	\$15,402.52	\$0.00	\$59,055.12	20.69
\$74,457.64	\$15,402.52	\$0.00	\$59,055.12	20.69
\$77,545.00	\$0.00	\$0.00	\$77,545.00	0.00
\$0.00	\$1,950.74	\$0.00	(\$1,950.74)	0.00
\$0.00	\$2,288.97	\$0.00	(\$2,288.97)	0.00
\$0.00	\$77.49	\$0.00	(\$77.49)	0.00
\$0.00	\$6,719.41	\$0.00	(\$6,719.41)	0.00
\$0.00	\$1,450.00	\$0.00	(\$1,450.00)	0.00
\$0.00	\$3,694.98	\$0.00	(\$3,694.98)	0.00
\$0.00	\$2,318.74	\$0.00	(\$2,318.74)	0.00
\$0.00	\$885.00	\$0.00	(\$885.00)	0.00
\$0.00	\$3,886.32	\$0.00	(\$3,886.32)	0.00
\$0.00	\$4,234.19	\$0.00	(\$4,234.19)	0.00
\$0.00	\$2,669.15	\$0.00	(\$2,669.15)	0.00
\$0.00	\$4,710.80	\$0.00	(\$4,710.80)	0.00
\$0.00	\$4,218.66	\$0.00	(\$4,218.66)	0.00
\$0.00	\$6,468.91	\$0.00	(\$6,468.91)	0.00
\$0.00	\$250.00	\$0.00	(\$250.00)	0.00
\$0.00	\$10,694.44	\$0.00	(\$10,694.44)	0.00
\$0.00	\$1,752.50	\$0.00	(\$1,752.50)	0.00
\$0.00	\$9,995.78	\$0.00	(\$9,995.78)	0.00
\$0.00	\$17,678.73	\$0.00	(\$17,678.73)	0.00
\$0.00	\$1,507.95	\$0.00	(\$1,507.95)	0.00
\$70,000.00	\$227.40	\$0.00	\$69,772.60	0.32
\$0.00	\$2,936.95	\$0.00	(\$2,936.95)	0.00
\$0.00	\$2,950.37	\$0.00	(\$2,950.37)	0.00
\$0.00	\$5,421.96	\$0.00	(\$5,421.96)	0.00
\$0.00	\$10,060.60	\$0.00	(\$10,060.60)	0.00
\$0.00	\$375.00	\$0.00	(\$375.00)	0.00
\$0.00	\$1,664.30	\$0.00	(\$1,664.30)	0.00
\$0.00	\$7,341.60	\$0.00	(\$7,341.60)	0.00
\$0.00	\$3,498.00	\$0.00	(\$3,498.00)	0.00
\$0.00	\$930.65	\$0.00	(\$930.65)	0.00
\$0.00	\$108.83	\$0.00	(\$108.83)	0.00
\$0.00	\$4,541.20	\$0.00	(\$4,541.20)	0.00
\$0.00	\$135.46	\$0.00	(\$135.46)	0.00
\$0.00	\$5,315.00	\$0.00	(\$5,315.00)	0.00
\$0.00	\$972.20	\$0.00	(\$972.20)	0.00
\$0.00	\$2,606.82	\$0.00	(\$2,606.82)	0.00
\$0.00	\$46.97	\$0.00	(\$46.97)	0.00
\$0.00	\$166.64	\$0.00	(\$166.64)	0.00
\$147,545.00	\$136,752.71	\$0.00	\$10,792.29	92.69

\$147,545.00	\$136,752.71	\$0.00	\$10,792.29	92.69
\$147,545.00	\$136,752.71	\$0.00	\$10,792.29	92.69
\$42,508.00	\$31,995.34	\$0.00	\$10,512.66	75.26
\$7,715.00	\$5,807.10	\$0.00	\$1,907.90	75.27
\$850.00	\$639.96	\$0.00	\$210.04	75.28
\$2,466.00	\$1,516.53	\$0.00	\$949.47	61.49
\$787.00	\$354.64	\$0.00	\$432.36	45.06
\$0.00	\$11.60	\$0.00	(\$11.60)	0.00
\$0.00	\$264.81	\$0.00	(\$264.81)	0.00
\$0.00	\$54.39	\$0.00	(\$54.39)	0.00
\$0.00	\$80.66	\$0.00	(\$80.66)	0.00
\$0.00	\$17.20	\$0.00	(\$17.20)	0.00
\$0.00	\$13,090.22	\$0.00	(\$13,090.22)	0.00
\$9,699.00	\$0.00	\$0.00	\$9,699.00	0.00
\$64,025.00	\$53,832.45	\$0.00	\$10,192.55	84.08
\$64,025.00	\$53,832.45	\$0.00	\$10,192.55	84.08
\$64,025.00	\$53,832.45	\$0.00	\$10,192.55	84.08
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$25,459.00	\$26,491.40	\$0.00	(\$1,032.40)	104.05
\$25,459.00	\$26,491.40	\$0.00	(\$1,032.40)	104.06
\$25,459.00	\$26,491.40	\$0.00	(\$1,032.40)	104.06
\$25,459.00	\$26,491.40	\$0.00	(\$1,032.40)	104.06
\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00
\$500.00	\$0.00	\$0.00	\$500.00	0.00
\$55.00	\$0.00	\$0.00	\$55.00	0.00
\$160.00	\$0.00	\$0.00	\$160.00	0.00
\$40.00	\$0.00	\$0.00	\$40.00	0.00
\$10.00	\$0.00	\$0.00	\$10.00	0.00
\$10.00	\$0.00	\$0.00	\$10.00	0.00
\$7,728.00	\$3,274.13	\$0.00	\$4,453.87	42.36
\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
\$12,103.00	\$3,274.13	\$0.00	\$8,828.87	27.05
\$12,103.00	\$3,274.13	\$0.00	\$8,828.87	27.05
\$12,103.00	\$3,274.13	\$0.00	\$8,828.87	27.05
\$24,178.00	\$24,177.30	\$0.00	\$0.70	99.99
\$14,760.00	\$12,008.19	\$0.00	\$2,751.81	81.35
\$0.00	\$1,879.83	\$0.00	(\$1,879.83)	0.00
\$0.00	\$207.15	\$0.00	(\$207.15)	0.00
\$0.00	\$537.51	\$0.00	(\$537.51)	0.00
\$0.00	\$125.70	\$0.00	(\$125.70)	0.00
\$0.00	\$2.32	\$0.00	(\$2.32)	0.00
\$38,938.00	\$38,938.00	\$0.00	\$0.00	100.00
\$38,938.00	\$38,938.00	\$0.00	\$0.00	100.00
\$10,760.00	\$10,759.80	\$0.00	\$0.20	99.99
\$10,760.00	\$10,759.80	\$0.00	\$0.20	100.00

\$10,760.00	\$10,759.80	\$0.00	\$0.20	100.00
\$27,844.00	\$27,230.10	\$0.00	\$613.90	97.79
\$0.00	\$413.55	\$0.00	(\$413.55)	0.00
\$0.00	\$45.55	\$0.00	(\$45.55)	0.00
\$0.00	\$125.20	\$0.00	(\$125.20)	0.00
\$0.00	\$29.30	\$0.00	(\$29.30)	0.00
\$0.00	\$0.30	\$0.00	(\$0.30)	0.00
\$27,844.00	\$27,844.00	\$0.00	\$0.00	100.00
\$27,844.00	\$27,844.00	\$0.00	\$0.00	100.00
\$77,542.00	\$77,541.80	\$0.00	\$0.20	100.00
\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.00
\$0.00	\$8,400.00	\$0.00	(\$8,400.00)	0.00
\$16,335.00	\$1,524.60	\$0.00	\$14,810.40	9.33
\$1,800.00	\$168.00	\$0.00	\$1,632.00	9.33
\$5,580.00	\$520.80	\$0.00	\$5,059.20	9.33
\$1,305.00	\$121.80	\$0.00	\$1,183.20	9.33
\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
\$880.00	\$0.00	\$0.00	\$880.00	0.00
\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00
\$110,000.00	\$0.00	\$0.00	\$110,000.00	0.00
\$249,900.00	\$0.00	\$0.00	\$249,900.00	0.00
\$599,900.00	\$10,735.20	\$0.00	\$589,164.80	1.79
\$599,900.00	\$10,735.20	\$0.00	\$589,164.80	1.79
\$20,000.00	\$2,737.33	\$0.00	\$17,262.67	13.68
\$55,000.00	\$4,275.00	\$0.00	\$50,725.00	7.77
\$75,000.00	\$7,012.33	\$0.00	\$67,987.67	9.35
\$75,000.00	\$7,012.33	\$0.00	\$67,987.67	9.35
\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
\$105,000.00	\$0.00	\$0.00	\$105,000.00	0.00
\$19,060.00	\$0.00	\$0.00	\$19,060.00	0.00
\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00
\$6,510.00	\$0.00	\$0.00	\$6,510.00	0.00
\$1,525.00	\$0.00	\$0.00	\$1,525.00	0.00
\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00
\$100.00	\$0.00	\$0.00	\$100.00	0.00
\$5,705.00	\$0.00	\$0.00	\$5,705.00	0.00
\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
\$9,900.00	\$0.00	\$0.00	\$9,900.00	0.00
\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00
\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00
\$217,649.00	\$0.00	\$0.00	\$217,649.00	0.00
\$448,549.00	\$0.00	\$0.00	\$448,549.00	0.00
\$448,549.00	\$0.00	\$0.00	\$448,549.00	0.00
\$10,851.00	\$5,155.10	\$0.00	\$5,695.90	47.50
\$0.00	\$10,851.00	\$0.00	(\$10,851.00)	0.00

\$15,000.00	\$15,000.00	\$0.00	\$0.00	100.00
\$25,851.00	\$31,006.10	\$0.00	(\$5,155.10)	119.94
\$25,851.00	\$31,006.10	\$0.00	(\$5,155.10)	119.94
\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00
\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00
\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00
\$245,000.00	\$0.00	\$0.00	\$245,000.00	0.00
\$245,000.00	\$0.00	\$0.00	\$245,000.00	0.00
\$245,000.00	\$0.00	\$0.00	\$245,000.00	0.00
\$89,700.00	\$0.00	\$0.00	\$89,700.00	0.00
\$89,700.00	\$0.00	\$0.00	\$89,700.00	0.00
\$89,700.00	\$0.00	\$0.00	\$89,700.00	0.00
\$1,500,000.00	\$48,753.63	\$0.00	\$1,451,246.37	3.25
\$7,270.00	\$0.00	\$0.00	\$7,270.00	0.00
\$7,270.00	\$0.00	\$0.00	\$7,270.00	0.00
\$7,270.00	\$0.00	\$0.00	\$7,270.00	0.00
\$7,270.00	\$0.00	\$0.00	\$7,270.00	0.00
\$0.00	\$47,257.39	\$0.00	(\$47,257.39)	0.00
\$0.00	\$47,257.39	\$0.00	(\$47,257.39)	0.00
\$0.00	\$47,257.39	\$0.00	(\$47,257.39)	0.00
\$0.00	\$2,783.17	\$0.00	(\$2,783.17)	0.00
\$506,000.00	\$0.00	\$0.00	\$506,000.00	0.00
\$506,000.00	\$2,783.17	\$0.00	\$503,216.83	0.55
\$506,000.00	\$2,783.17	\$0.00	\$503,216.83	0.55
\$0.00	\$292,334.98	\$0.00	(\$292,334.98)	0.00
\$0.00	\$144,708.30	\$0.00	(\$144,708.30)	0.00
\$0.00	\$437,043.28	\$0.00	(\$437,043.28)	0.00
\$0.00	\$437,043.28	\$0.00	(\$437,043.28)	0.00
\$506,000.00	\$487,083.84	\$0.00	\$18,916.16	96.26
\$326,648.00	\$326,648.00	\$0.00	\$0.00	100.00
\$326,648.00	\$326,648.00	\$0.00	\$0.00	100.00
\$326,648.00	\$326,648.00	\$0.00	\$0.00	100.00
\$326,648.00	\$326,648.00	\$0.00	\$0.00	100.00
\$397,980.00	\$75,411.71	\$0.00	\$322,568.29	18.94
\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00
\$617,980.00	\$75,411.71	\$0.00	\$542,568.29	12.20
\$617,980.00	\$75,411.71	\$0.00	\$542,568.29	12.20
\$617,980.00	\$75,411.71	\$0.00	\$542,568.29	12.20
\$7,500.00	\$2,857.18	\$0.00	\$4,642.82	38.09
\$7,500.00	\$2,857.18	\$0.00	\$4,642.82	38.10
\$7,500.00	\$2,857.18	\$0.00	\$4,642.82	38.10
\$0.00	\$12,126.54	\$0.00	(\$12,126.54)	0.00
\$186,546.00	\$252,043.48	\$0.00	(\$65,497.48)	135.11
\$374,024.00	\$126,049.55	\$0.00	\$247,974.45	33.70
\$100,000.00	\$65,552.08	\$0.00	\$34,447.92	65.55
\$0.00	\$2,419.49	\$0.00	(\$2,419.49)	0.00

\$527,579.00	\$0.00	\$0.00	\$527,579.00	0.00
\$1,188,149.00	\$458,191.14	\$0.00	\$729,957.86	38.56
\$1,188,149.00	\$458,191.14	\$0.00	\$729,957.86	38.56
\$1,195,649.00	\$461,048.32	\$0.00	\$734,600.68	38.56
\$5,000.00	\$1,441.48	\$0.00	\$3,558.52	28.82
\$5,000.00	\$1,441.48	\$0.00	\$3,558.52	28.83
\$5,000.00	\$1,441.48	\$0.00	\$3,558.52	28.83
\$53,491.00	\$2,700.88	\$0.00	\$50,790.12	5.04
\$0.00	\$594.95	\$0.00	(\$594.95)	0.00
\$0.00	\$301.63	\$0.00	(\$301.63)	0.00
\$250,000.00	\$45,703.32	\$0.00	\$204,296.68	18.28
\$239,749.00	\$0.00	\$0.00	\$239,749.00	0.00
\$543,240.00	\$49,300.78	\$0.00	\$493,939.22	9.08
\$543,240.00	\$49,300.78	\$0.00	\$493,939.22	9.08
\$548,240.00	\$50,742.26	\$0.00	\$497,497.74	9.26
\$0.00	\$913.23	\$0.00	(\$913.23)	0.00
\$50,701.55	\$44,823.21	\$0.00	\$5,878.34	88.40
\$50,701.55	\$45,736.44	\$0.00	\$4,965.11	90.21
\$50,701.55	\$45,736.44	\$0.00	\$4,965.11	90.21
\$50,701.55	\$45,736.44	\$0.00	\$4,965.11	90.21
\$11,594,918.81	\$7,896,561.87	\$86,769.50	\$3,611,587.44	68.10

Account Code	Debit	Credit
21100-3100-56116-0000-001	\$ 59,055.12	\$ -
21100-0000-11011	\$ -	\$ 59,055.12
21000-0000-11011	\$ 59,055.12	\$ -
21000-3100-56116-0000-001	\$ -	\$ 59,055.12
11000-3100-56116-0000-001	\$135,627.87	
11000-0000-11011		\$135,627.87
21000-0000-11011	\$135,627.87	
21000-3100-56116-0000-		\$135,627.87

Account Code	Debit	Credit
31701-4000-56119-0000-	\$0.00	\$9,726.00
24106-1000-56119-2000-	\$9,726.00	\$0.00
31701-0000-11020-0000-	\$9,726.00	\$0.00
24106-0000-11020-0000-	\$0.00	\$9,726.00

Account Code	Debit	Credit
24154-2200-53330-0000-	\$0.00	\$1,032.40
24154-0000-11020	\$1,032.40	\$0.00
11000-2200-53330-0000- 001024-0000-00000	\$1,032.40	\$0.00
11000-0000-11020	\$0.00	\$1,032.40

\$410,882.78 \$410,882.78

East Mountain High School

Account Summary Report - Revenues

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 06/30/2025; Account Type: Revenue; Subtotal Elements: [None]; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 7/19/2025 9:06:07 PM

Account Code	Description	Budget (YTD)	Actual (YTD)	Available (YTD)
11000-0000-41701-	Fees – Activities	\$ 53,000.00	\$ 40,302.81	\$ 12,697.19
11000-0000-41702-	Fees – Educational	\$ -	\$ 576.76	\$ (576.76)
11000-0000-41910-	Rentals	\$ -	\$ 2,750.00	\$ (2,750.00)
11000-0000-41920-	Contributions and Donations From Private Sou	\$ 3,877.11	\$ 3,950.61	\$ (73.50)
11000-0000-41980-	Refund of Prior Year's Expenditures	\$ -	\$ 17,383.19	\$ (17,383.19)
11000-0000-43101-	State Equalization Guarantee	\$ 5,718,987.46	\$ 5,718,987.51	\$ (0.05)
21000-0000-44500-	USDA Food Reimbursement	\$ 32,789.16	\$ 43,176.15	\$ (10,386.99)
21100-0000-43203-	Universal Free Meals	\$ 74,457.64	\$ 83,455.12	\$ (8,997.48)
23000-0000-41701-	Fees – Activities	\$ 150,487.67	\$ 178,312.41	\$ (27,824.74)
24106-0000-41924-	IDEA-B	\$ 64,025.00	\$ 43,805.69	\$ 20,219.31
24153-0000-41924-	Title III	\$ 100.00	\$ -	\$ 100.00
24154-0000-41924-	Title II	\$ 25,459.00	\$ 25,459.00	\$ -
24174-0000-41924-	Carl Perkins	\$ 12,103.00	\$ 3,274.13	\$ 8,828.87
24330-0000-41924-	ESSER III	\$ 77,542.00	\$ 77,541.80	\$ 0.20
25282-0000-44301-	CSP Grant	\$ 1,500,000.00	\$ 46,128.63	\$ 1,453,871.37
27107-0000-43204-	GO Bonds Student Library Fund	\$ 7,270.00	\$ -	\$ 7,270.00
28221-0000-43203-	Kitchen Infrastructure Grant	\$ 506,000.00	\$ 187,805.16	\$ 318,194.84
31200-0000-43209-	PSCOC Lease Reimbursement	\$ 326,648.00	\$ 245,639.30	\$ 81,008.70
31400-0000-43202-	Special Capital Outlay CY	\$ 220,000.00	\$ -	\$ 220,000.00
31400-0000-43204-	Special Capital Outlay PY	\$ 397,980.00	\$ 25,427.00	\$ 372,553.00
31600-0000-41110-	HB-33	\$ 380,267.00	\$ 397,733.38	\$ (17,466.38)
31701-0000-41110-	SB-9 Local	\$ 192,952.00	\$ 201,512.65	\$ (8,560.65)
31703-0000-43202-	SB-9 Local-State Match	\$ -	\$ 39,337.64	\$ (39,337.64)
Total Revenues		\$ 9,743,945.04	\$ 7,382,558.94	\$ 2,361,386.10

Receive in July 2025

\$ 19,752.76

\$ 2,625.00

\$ 285,130.50

\$ 81,008.70

\$ 49,984.71

\$ 438,501.67

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 06/30/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All];
 Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 7/18/2025 5:51:25 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 11000 - Operational SEG				
Function 1000 - Instruction	\$4,047,148.00	\$3,879,680.91	\$0.00	\$167,467.09
Function 2100 - Support Services-Students	\$779,005.00	\$679,481.76	\$0.00	\$99,523.24
Function 2200 - Support Services-Instruction	\$48,214.00	\$37,030.19	\$0.00	\$11,183.81
Function 2300 - Support Services-General Administration	\$237,375.00	\$218,029.14	\$0.00	\$19,345.86
Function 2400 - Support Services-School Administration	\$370,072.38	\$361,065.77	\$0.00	\$9,006.61
Function 2500 - Central Services	\$342,079.00	\$311,898.20	\$0.00	\$30,180.80
Function 2600 - Operation & Maintenance of Plant	\$422,096.00	\$378,444.33	\$0.00	\$43,651.67
Function 2700 - Student Transportation	\$22,420.00	\$18,187.17	\$0.00	\$4,232.83
Function 2900 - Other Support Services	\$0.08	\$0.00	\$0.00	\$0.08
Function 3100 - Food Service Operations	\$140,000.00	\$135,627.87	\$0.00	\$4,372.13
Fund 11000 - Operational	\$6,408,409.46	\$6,019,445.34	\$0.00	\$388,964.12
Fund 21000 - Food Services				
Function 3100 - Food Services Operations	\$32,789.16	\$32,789.16	\$0.00	\$0.00
Total Fund 21000 - Food Services	\$32,789.16	\$32,789.16	\$0.00	\$0.00
Fund 21100 - Universal Free Meals				
Function 3100 - Food Services Operations	\$74,457.64	\$74,457.64	\$0.00	\$0.00
Total Fund 21100 - Universal Free Meals	\$74,457.64	\$74,457.64	\$0.00	\$0.00
Fund 23000 - Activity Fund				
Function 1000 - Instruction	\$147,545.00	\$136,752.71	\$0.00	\$10,792.29
Total Fund 23000 - Activity Fund	\$147,545.00	\$136,752.71	\$0.00	\$10,792.29
Fund 24106 - IDEA-B				
Function 1000 - Instruction	\$64,025.00	\$63,558.45	\$0.00	\$466.55
Total Fund 24106 - IDEA-B	\$64,025.00	\$63,558.45	\$0.00	\$466.55
Fund 24153 - Title III				
Function 1000 - Instruction	\$100.00	\$0.00	\$0.00	\$100.00
Total Fund 24153 - Title III	\$100.00	\$0.00	\$0.00	\$100.00
Fund 24154 - Title II				
Function 2200 - Support Services-Instruction	\$25,459.00	\$25,459.00	\$0.00	\$0.00
Total Fund 24154 - Title II	\$25,459.00	\$25,459.00	\$0.00	\$0.00
Fund 24174 - Carl Perkins				
Function 1000 - Instruction	\$12,103.00	\$3,274.13	\$0.00	\$8,828.87
Total Fund 24174 - Carl Perkins	\$12,103.00	\$3,274.13	\$0.00	\$8,828.87

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 06/30/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All];
 Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 7/18/2025 5:51:25 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 24330 - ESSER III				
Function 2100 - Support Services-Students	\$38,938.00	\$38,938.00	\$0.00	\$0.00
Function 2300 - Support Services-General Administration	\$10,760.00	\$10,759.80	\$0.00	\$0.20
Function 2400 - Support Services-School Administration	\$27,844.00	\$27,844.00	\$0.00	\$0.00
Total Fund 24330 - ESSER III	\$77,542.00	\$77,541.80	\$0.00	\$0.20
Fund 25282 - CSP Grant				
Function 1000 - Instruction	\$599,900.00	\$10,735.20	\$0.00	\$589,164.80
Function 2200 - Support Services-Instruction	\$75,000.00	\$7,012.33	\$0.00	\$67,987.67
Function 2300 - Support Services-General Administration	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Function 2400 - Support Services-School Administration	\$448,549.00	\$0.00	\$0.00	\$448,549.00
Function 2500 - Central Services	\$25,851.00	\$31,006.10	\$0.00	(\$5,155.10)
Function 2600 - Operation & Maintenance of Plant	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Function 2700 - Student Transportation	\$245,000.00	\$0.00	\$0.00	\$245,000.00
Function 3100 - Food Services Operations	\$89,700.00	\$0.00	\$0.00	\$89,700.00
Total Fund 25282 - CSP Grant	\$1,500,000.00	\$48,753.63	\$0.00	\$1,451,246.37
Fund 27107 - GO Bonds School Library				
Function 2200 - Support Services-Instruction	\$7,270.00	\$0.00	\$0.00	\$7,270.00
Total Fund 27107 - GO Bonds School Library	\$7,270.00	\$0.00	\$0.00	\$7,270.00
Fund 28221 - Public School Kitchen Infrastructure				
Function 3100 - Food Services Operations	\$506,000.00	\$472,943.66	\$0.00	\$33,056.34
Total Fund 28221 - Public School Kitchen Infrastructure	\$506,000.00	\$472,943.66	\$0.00	\$33,056.34
Fund 31200 - PSCOC Lease Reimbursement				
Function 4000 - Capital Outlay	\$326,648.00	\$326,648.00	\$0.00	\$0.00
Total Fund 31200 - PSCOC Lease Reimbursement	\$326,648.00	\$326,648.00	\$0.00	\$0.00
Fund 31400 - Special Capital Outlay				
Function 4000 - Capital Outlay	\$617,980.00	\$75,411.71	\$0.00	\$542,568.29
Total Fund 31400 - Special Capital Outlay-State	\$617,980.00	\$75,411.71	\$0.00	\$542,568.29
Fund 31600 - HB-33				
Function 2300 - Support Services-General Administration	\$7,500.00	\$3,977.40	\$0.00	\$3,522.60
Function 4000 - Capital Outlay	\$1,188,149.00	\$458,191.14	\$0.00	\$729,957.86
Total Fund 31600 - HB-33	\$1,195,649.00	\$462,168.54	\$0.00	\$733,480.46

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 06/30/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All];
 Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 7/18/2025 5:51:25 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<i>Fund 31701 - SB-9 Local</i>				
Function 2300 - Support Services-General Administration	\$5,000.00	\$2,015.19	\$0.00	\$2,984.81
Function 4000 - Capital Outlay	\$543,240.00	\$46,771.26	\$0.00	\$496,468.74
Total Fund 31701 - SB-9 Local	\$548,240.00	\$48,786.45	\$0.00	\$499,453.55
<i>Fund 31703 - SB-9 State Match</i>				
Function 4000 - Capital Outlay	\$50,701.55	\$45,736.44	\$0.00	\$4,965.11
Total Fund 31703 - SB-9 State Match	\$50,701.55	\$45,736.44	\$0.00	\$4,965.11
Total Expenditures	\$11,594,918.81	\$7,913,726.66	\$0.00	\$3,681,192.15

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 06/01/2025; End Date: 06/30/2025; Status: Non-Void; Created On: 7/19/2025 2:13:38 PM

Bank		Account			
Wells Fargo		494151349			
Date	Number	Type	Payee/From	Status	Deposit
6/1/2025			Beginning Balance		
6/3/2025		AP Warrant	EMHS Foundation	Non-Void	
6/3/2025		Payroll Liability Check	Internal Revenue Service	Non-Void	
6/3/2025		Payroll Liability Check	Pre-paid Legal Services, Inc.	Non-Void	
6/3/2025	06-001	Cash Receipt	Track Shorts	Non-Void	\$50.00
6/3/2025	14176	AP Warrant	New Mexico Charter School Education Services	Non-Void	
6/3/2025	14177	AP Warrant	Albuquerque Public Schools	Non-Void	
6/3/2025	14178	AP Warrant	Amazon.com	Non-Void	
6/3/2025	14179	AP Warrant	APS - Transportation	Non-Void	
6/3/2025	14180	AP Warrant	B&D Industries, Inc.	Non-Void	
6/3/2025	14182	AP Warrant	BSN Sports LLC	Non-Void	
6/3/2025	14183	AP Warrant	Campus Specialties	Non-Void	
6/3/2025	14184	AP Warrant	Trudy A. Candelaria	Non-Void	
6/3/2025	14185	AP Warrant	Century Link	Non-Void	
6/3/2025	14186	AP Warrant	CheckBox Pro, LLC	Non-Void	
6/3/2025	14187	AP Warrant	Coffetime Bottled Water & Coffee Service, LLC	Non-Void	
6/3/2025	14188	AP Warrant	Fire Safety Industries	Non-Void	
6/3/2025	14189	AP Warrant	Francine Binnert	Non-Void	
6/3/2025	14190	AP Warrant	Herrera Coaches, Inc.	Non-Void	
6/3/2025	14191	AP Warrant	Herrera School Buses, Inc.	Non-Void	
6/3/2025	14192	AP Warrant	Kellie M Keto Odegard	Non-Void	
6/3/2025	14193	AP Warrant	NM Gas Company, Inc.	Non-Void	
6/3/2025	14194	AP Warrant	Robyn Mass	Non-Void	
6/3/2025	14196	AP Warrant	Verizon Wireless	Non-Void	
6/4/2025	9864	Cash Receipt	IDEA-B; Title II; Carl D; Refund	Non-Void	\$33,097.11
6/5/2025		Payroll Liability Check	NM Public Schools Insurance Authority	Non-Void	
6/5/2025		Payroll Liability Check	NM Retiree Health Care Authority	Non-Void	
6/6/2025		Payroll Liability Check	AFLAC	Non-Void	
6/9/2025	06-003	Cash Receipt	Soccer Camp; Plan Disbursement	Non-Void	\$8,019.98
6/10/2025	06-004	Cash Receipt	Sophomore Discovery Trip; Soccer Summer Camp	Non-Void	\$415.00
6/12/2025		Payroll Liability Check	Wells Fargo Bank, N.A.	Non-Void	
6/12/2025	06-005	Cash Receipt	Dep 6/12 \$363	Non-Void	\$363.00
6/13/2025		Payroll Liability Check	NM Educational Retirement Board	Non-Void	
6/16/2025	06-006	Cash Receipt	Soccer Summer Camp	Non-Void	\$26.11
6/16/2025	06-007	Cash Receipt	Golf Fund Raiser	Non-Void	\$3,370.00
6/16/2025	06-008	Cash Receipt	Building Hope Impact Fund	Non-Void	\$10,000.00
6/17/2025		Payroll Liability Check	Internal Revenue Service	Non-Void	
6/17/2025	06-009	Cash Receipt	Sandoval County Tax - HB-33/SB-9	Non-Void	\$4,058.62
6/17/2025	14197	AP Warrant	AAA Organic Pest Control, Inc.	Non-Void	
6/17/2025	14198	AP Warrant	New Mexico Charter School Education Services	Non-Void	
6/17/2025	14199	AP Warrant	ACT	Non-Void	
6/17/2025	14200	AP Warrant	AJF Enterprises, Inc.	Non-Void	

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 06/01/2025; End Date: 06/30/2025; Status: Non-Void; Created On: 7/19/2025 2:13:38 PM

Bank	Account				
Wells Fargo	494151349				
6/17/2025	14201	AP Warrant	Amazon.com	Non-Void	
6/17/2025	14202	AP Warrant	Awards, Etc.	Non-Void	
6/17/2025	14203	AP Warrant	B&D Industries, Inc.	Non-Void	
6/17/2025	14204	AP Warrant	Bernalillo County Treasurer's Office	Non-Void	
6/17/2025	14205	AP Warrant	Brady Industries Inc	Non-Void	
6/17/2025	14206	AP Warrant	CamNet, Inc.	Non-Void	
6/17/2025	14207	AP Warrant	CNM	Non-Void	
6/17/2025	14208	AP Warrant	CollegeBoard	Non-Void	
6/17/2025	14209	AP Warrant	Emerald Commercial Cleaning	Non-Void	
6/17/2025	14210	AP Warrant	Entranosa Water & Wastewater Assoc.	Non-Void	
6/17/2025	14211	AP Warrant	Follett Content Solutions, LLC	Non-Void	
6/17/2025	14212	AP Warrant	Follett Corporation	Non-Void	
6/17/2025	14213	AP Warrant	Francine Binnert	Non-Void	
6/17/2025	14214	AP Warrant	Genuine Food Lab. LLC	Non-Void	
6/17/2025	14215	AP Warrant	Hayden Crowley	Non-Void	
6/17/2025	14216	AP Warrant	Herrera School Buses, Inc.	Non-Void	
6/17/2025	14217	AP Warrant	Home Security Systems, LLC	Non-Void	
6/17/2025	14218	AP Warrant	ItsQuest, Inc	Non-Void	
6/17/2025	14219	AP Warrant	Jostens	Non-Void	
6/17/2025	14220	AP Warrant	Los Altos Golf Course	Non-Void	
6/17/2025	14221	AP Warrant	Millea, Amanda F	Non-Void	
6/17/2025	14222	AP Warrant	Nicole Santora	Non-Void	
6/17/2025	14223	AP Warrant	NMASBO	Non-Void	
6/17/2025	14224	AP Warrant	PNM Electric	Non-Void	
6/17/2025	14225	AP Warrant	Severin Intermediate Holdings, LLC	Non-Void	
6/17/2025	14226	AP Warrant	Robyn Mass	Non-Void	
6/17/2025	14227	AP Warrant	Unite Private Networks, LLC	Non-Void	
6/17/2025	14228	AP Warrant	Tillery Chevrolet	Non-Void	
6/17/2025	14229	AP Warrant	University of Kansas Center for Research, Inc.	Non-Void	
6/17/2025	14230	AP Warrant	Waste Management of New Mexico, Inc.	Non-Void	
6/17/2025	14231	AP Warrant	Yellowstone Landscape	Non-Void	
6/17/2025	14232	AP Warrant	YMCA of Central New Mexico	Non-Void	
6/17/2025	14233	Payroll Liability Check	ING ReliaStar Life Ins Co	Non-Void	
6/17/2025	14234	Payroll Liability Check	Matrix Trust Company	Non-Void	
6/17/2025	14235	Payroll Liability Check	Security Benefit	Non-Void	
6/17/2025	14236	Payroll Liability Check	United Way of Central New Mexico	Non-Void	
6/18/2025	06-010	Cash Receipt	Dep 6/18 \$200.44	Non-Void	\$200.44
6/18/2025	06-011	Cash Receipt	Huddle Tickets	Non-Void	\$9,110.00
6/20/2025		Payroll Liability Check	New Mexico Taxation and Revenue Department	Non-Void	
6/20/2025	06-012	Cash Receipt	BernCo HB-33/SB-9 May 2025	Non-Void	\$163,635.43
6/24/2025	9860	Cash Receipt	Lone Tree Refund-\$500/All Districts Awards-	Non-Void	\$558.41
6/24/2025	9862	Cash Receipt	SEG - June 2025	Non-Void	\$474,004.65

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 06/01/2025; End Date: 06/30/2025; Status: Non-Void; Created On: 7/19/2025 2:13:38 PM

Bank	Account				
Wells Fargo	494151349				
6/25/2025	9861	Cash Receipt	Kasi Giovenco CIF-Volleyball camp/shirts	Non-Void	\$610.00
6/26/2025	14237	AP Warrant	Awards, Etc.	Non-Void	
6/26/2025	14238	AP Warrant	B&D Industries, Inc.	Non-Void	
6/26/2025	14239	AP Warrant	Canon Financial Services, Inc.	Non-Void	
6/26/2025	14240	AP Warrant	Century Link	Non-Void	
6/26/2025	14241	AP Warrant	Cooperative Educational Svcs	Non-Void	
6/26/2025	14242	AP Warrant	Herff Jones, Inc.	Non-Void	
6/26/2025	14243	AP Warrant	Herrera Coaches, Inc.	Non-Void	
6/26/2025	14244	AP Warrant	LSG and Associates Inc.	Non-Void	
6/26/2025	14245	AP Warrant	Miranda, Margaret	Non-Void	
6/26/2025	14246	AP Warrant	Nelson, Atalie	Non-Void	
6/26/2025	14247	AP Warrant	Verizon Wireless	Non-Void	
6/26/2025	14248	AP Warrant	Jenna Hagengruber	Non-Void	
6/27/2025	9863	Cash Receipt	USDA April 2025	Non-Void	\$6,188.64
6/27/2025	9865	Cash Receipt	CSP-FY25-25282	Non-Void	\$13,137.77
6/27/2025	9866	Cash Receipt	SB-9 State Match	Non-Void	\$39,337.64
6/30/2025		AP Warrant	Allstate Workplace Division	Non-Void	
6/30/2025		AP Warrant	BMO	Non-Void	
6/30/2025		AP Warrant	Health Compass	Non-Void	
6/30/2025		Payroll Liability Check	Wells Fargo Bank, N.A.	Non-Void	
6/30/2025		AP Warrant	WEX Bank	Non-Void	
6/30/2025	14249	Payroll Liability Check	United Way of Central New Mexico	Non-Void	
6/30/2025	14250	Payroll Liability Check	Security Benefit	Non-Void	
6/30/2025	14251	Payroll Liability Check	Matrix Trust Company	Non-Void	
6/30/2025	14252	Payroll Liability Check	ING ReliaStar Life Ins Co	Non-Void	
6/30/2025			Ending Balance		
Sub Total					\$766,182.80
Grand Total					\$766,182.80

Withdrawal
\$32,683.34
\$28,667.53
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\$443.00
\$250.34
\$716.00
\$1,332.73
\$1,129.50
\$374.73
\$5,471.50
\$396.01
\$1,440.00
\$183.66
\$416.70
\$1,650.00
\$11,873.75
\$1,486.63
\$572.48
\$104.31
\$2,654.69
\$563.80
\$38,301.88
\$8,853.97
\$1,016.68
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\$84,983.99
\$27,011.64
\$111.50
\$27.08
\$3,667.86
\$698.34

\$63.96
\$603.50
\$883.12
\$1,162.52
\$812.97
\$5,539.25
\$9,937.75
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\$2,364.00
\$468.72
\$1,250.00
\$225.00
\$2,667.68
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\$8,781.78
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\$634.02
\$35.00
\$3,325.00
\$1,468.33
\$2,315.00
\$966,324.86
\$966,324.86

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
26-0002	Dollar	AAA Organic Pest Control, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0003	Dollar	AJF Enterprises, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0005	Dollar	Awards, Etc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0006	Dollar	Awards, Etc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0009	Dollar	BYU Independent Study	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0010	Dollar	CamNet, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0011	Dollar	Trudy A. Candelaria	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0012	Dollar	Century Link	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0013	Dollar	Coffetime Bottled Water & Coffee Service, LLC	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0020	Dollar	Kellie M Keto Odegard	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0021	Dollar	Entranosa Water & Wastewater Assoc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0023	Dollar	Fire Safety Industries	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0024	Dollar	Home Depot #3501	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0025	Dollar	Home Security Systems, LLC	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0028	Dollar	LSG and Associates Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0029	Dollar	Millennium Communications	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0031	Dollar	NM Gas Company, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0032	Dollar	NMASBO	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0033	Dollar	PNM Electric	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0034	Dollar	Raptor Technologies, LLC	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0035	Dollar	Robyn Mass	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0036	Dollar	Unite Private Networks, LLC	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0037	Dollar	U.S. Postal Service	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0038	Dollar	Waste Management of New Mexico, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0039	Dollar	WEX Bank	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0041	Dollar	EMHS Foundation	Archuleta,	carchuleta97@outlo	EMHS	7/1/2025	Issued	18
26-0042	Dollar	BMO	Archuleta,	carchuleta97@outlo	EMHS	7/1/2025	Issued	18
26-0045	Dollar	Cuddy & McCarthy LLP	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0048	Dollar	CliftonLarsonAllen LLP	Brown,	carchuleta97@outlo	EMHS	7/8/2025	Issued	11
26-0050	Dollar	B&D Industries, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0051	Dollar	B&D Industries, Inc.	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0055-1	Dollar	Campus Specialties	Brown,	Brown, Gwen L	EMHS	7/14/2025	Issued	5
26-0060	Dollar	Canon Financial Services, Inc.	Brown,	carchuleta97@outlo	EMHS	7/1/2025	Issued	18
26-0063	Dollar	Amazon.com	Brown,	Brown, Gwen L	EMHS	7/8/2025	Issued	11
26-0065	Dollar	STOP Restoration LLC	Brown,	Brown, Gwen L	EMHS	7/14/2025	Issued	5
26-0066	Dollar	The Grant Plant, Inc.	Brown,	Brown, Gwen L	EMHS	7/14/2025	Issued	5

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
26-0067	Dollar	Castille Law LLC	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0071	Dollar	Bernalillo County Treasurer's Office	Brown,	Brown, Gwen L	EMHS	7/1/2025	Issued	18
26-0078	Dollar	Abba Technology	Brown,	Brown, Gwen L	EMHS	7/17/2025	Issued	2
26-0079	Dollar	Amazon.com	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0080	Dollar	B&D Industries, Inc.	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0081	Dollar	B&D Industries, Inc.	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0082	Dollar	Central New Mexico Pumping, Inc.	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0083	Dollar	Gardenswartz Team Sales	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0085	Dollar	Staples	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0086	Dollar	Staples	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0087	Dollar	Staples	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0089	Dollar	Lone Tree Inc.	Brown,	Brown, Gwen L	EMHS	7/18/2025	Issued	1
26-0090	Dollar	Bellwether Education Partners, Inc.	Brown,	carchuleta97@outlo	EMHS	7/18/2025	Issued	1
Sub Total								

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
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250196-1	Dollar	B&D Industries, Inc.	3/14/2025	86	\$1,941.56	\$630.75	\$630.75	\$1,310.81
250202	Dollar	Lisa Keck	7/1/2024	342	\$300.00	\$36.96	\$36.96	\$263.04
250205	Dollar	Marcia Brenner Associates	10/1/2024	250	\$1,500.00	\$1,470.00	\$1,470.00	\$30.00
250206	Regular	DEMCO	10/1/2024	250	\$98.98	\$139.00	\$98.98	\$0.00
250208-1	Dollar	Golf Tournaments	3/31/2025	69	\$746.00	\$270.00	\$270.00	\$476.00
250209-1	Regular	Stamp Smith Inc.	10/3/2024	248	\$195.83	\$181.96	\$181.96	\$13.87
250211	Regular	Los Lunas Schools	10/3/2024	248	\$250.00	\$0.00	\$0.00	\$250.00

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
250214	Dollar	Monica Christofferson	10/9/2024	242	\$3,300.00	\$3,135.60	\$3,135.60	\$164.40
250217	Regular	Public Charter Schools of New Mexico	10/15/2024	236	\$4,850.00	\$4,200.00	\$2,300.00	\$2,550.00
250218	Regular	National Assoc for College Admission Counseling	10/15/2024	236	\$330.00	\$0.00	\$0.00	\$330.00
250219-2	Dollar	Genuine Food Lab. LLC	4/13/2025	56	\$241,387.18	\$42,993.78	\$42,993.78	\$198,393.40
250223-1	Dollar	Genuine Food Lab. LLC	1/18/2025	141	\$2,742.61	\$0.00	\$0.00	\$2,742.61
250224-1	Dollar	Emerald Commercial Cleaning	12/3/2024	187	\$18,911.58	\$13,635.53	\$13,635.53	\$5,276.05
250226	Regular	Carolina Biological Supply	10/21/2024	230	\$106.90	\$0.00	\$0.00	\$106.90
250228	Regular	BSN Sports LLC	10/30/2024	221	\$1,598.00	\$0.00	\$0.00	\$1,598.00
250234	Regular	LSG and Associates Inc.	11/1/2024	219	\$2,894.81	\$0.00	\$0.00	\$2,894.81
250237	Dollar	Nicole Santora	9/23/2024	258	\$10,000.00	\$10,000.00	\$8,750.00	\$1,250.00
250238	Dollar	Petersen Landscaping LLC	11/12/2024	208	\$5,000.00	\$1,715.50	\$1,715.50	\$3,284.50
250240	Regular	New Mexico Association of Student Councils	11/15/2024	205	\$1,870.00	\$0.00	\$0.00	\$1,870.00
250244	Dollar	Girls Basketball Winter Tournaments	11/18/2024	202	\$1,000.00	\$0.00	\$0.00	\$1,000.00
250246	Dollar	Boys Basketball Winter Tournament Fees	11/18/2024	202	\$1,000.00	\$0.00	\$0.00	\$1,000.00
250247-1	Dollar	Softball Spring Tournament Fees	1/30/2025	129	\$750.00	\$0.00	\$0.00	\$750.00
250248-1	Dollar	Baseball Spring Tournaments	1/30/2025	129	\$750.00	\$250.00	\$250.00	\$500.00
250252	Regular	Cooperative Educational Svcs	11/21/2024	199	\$550.00	\$0.00	\$0.00	\$550.00
250253	Regular	Albq. Basketball Officials' Assn.	11/21/2024	199	\$876.31	\$0.00	\$0.00	\$876.31
250257	Dollar	Gardenswartz Team Sales	12/2/2024	188	\$6,093.00	\$1,480.00	\$1,480.00	\$4,613.00
250264	Dollar	Kellie M Keto Odegard	12/4/2024	186	\$7,650.00	\$3,956.22	\$3,956.22	\$3,693.78
250268	Dollar	Cornivore Popcorn Company	12/11/2024	179	\$2,000.00	\$1,102.50	\$1,102.50	\$897.50
250269	Dollar	Brady Industries Inc	12/11/2024	179	\$4,957.37	\$4,864.26	\$4,203.14	\$754.23
250272	Dollar	Mark D Benson	12/16/2024	174	\$1,000.00	\$600.00	\$600.00	\$400.00
250275	Dollar	CheckBox Pro, LLC	1/7/2025	152	\$8,640.00	\$6,480.00	\$6,480.00	\$2,160.00
250277	Regular	BMO	1/7/2025	152	\$31.50	\$0.00	\$0.00	\$31.50
250282-1	Regular	BMO	1/15/2025	144	\$1,365.00	\$0.00	\$0.00	\$1,365.00
250286	Regular	Brady Industries Inc	1/21/2025	138	\$422.76	\$422.76	\$270.91	\$151.85
250288	Regular	Robotics Education & Competition Foundation	1/21/2025	138	\$150.00	\$0.00	\$0.00	\$150.00
250290	Regular	BSN Sports LLC	1/21/2025	138	\$1,287.00	\$1,225.00	\$1,225.00	\$62.00
250293	Dollar	Yellowstone Landscape	1/21/2025	138	\$285,138.50	\$288,855.07	\$3,716.56	\$281,421.94
250295	Dollar	Amazon.com	1/22/2025	137	\$541.30	\$514.02	\$514.02	\$27.28
250296	Regular	BMO	1/23/2025	136	\$473.99	\$0.00	\$0.00	\$473.99
250300	Regular	Home Security Systems, LLC	1/27/2025	132	\$359.51	\$0.00	\$0.00	\$359.51
250301-1	Dollar	Amazon.com	1/28/2025	131	\$1,214.31	\$1,202.98	\$1,198.87	\$15.44
250306	Dollar	Lone Tree Inc.	1/30/2025	129	\$25,480.00	\$20,098.00	\$20,098.00	\$5,382.00
250308-1	Regular	Amazon.com	2/4/2025	124	\$200.12	\$184.39	\$184.92	\$15.20

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
250311	Dollar	B&D Industries, Inc.	2/5/2025	123	\$600.00	\$0.00	\$0.00	\$600.00
250319	Dollar	Krispy Kreme Doughnut Corporaton	2/13/2025	115	\$2,500.00	\$709.00	\$709.00	\$1,791.00
250331	Regular	BMO	2/26/2025	102	\$75.00	\$0.00	\$0.00	\$75.00
250334	Dollar	B&D Industries, Inc.	3/3/2025	97	\$4,958.50	\$4,725.22	\$4,725.22	\$233.28
250342	Regular	BMO	3/6/2025	94	\$412.56	\$0.00	\$0.00	\$412.56
250343	Regular	BMO	3/6/2025	94	\$272.00	\$0.00	\$0.00	\$272.00
250344-1	Dollar	Francine Binnert	3/6/2025	94	\$10,500.00	\$1,650.00	\$1,650.00	\$8,850.00
250351-1	Dollar	Transportation Rental & Sales	3/12/2025	88	\$530.94	\$477.84	\$480.94	\$50.00
250356	Regular	NMASBO	3/17/2025	83	\$225.00	\$225.00	\$0.00	\$225.00
250358	Regular	Sweetwater Sound Inc.	3/25/2025	75	\$918.38	\$918.38	\$793.38	\$125.00
250359	Regular	Follett Content Solutions, LLC	3/25/2025	75	\$40.95	\$0.00	\$0.00	\$40.95
250361	Regular	Follett Content Solutions, LLC	3/25/2025	75	\$332.00	\$0.00	\$0.00	\$332.00
250366	Dollar	SMPC Architects	3/14/2025	86	\$42,950.25	\$0.00	\$0.00	\$42,950.25
250367-1	Dollar	Cooperative Educational Svcs	3/27/2025	73	\$99,409.12	\$0.00	\$0.00	\$99,409.12
250369	Regular	Marcia Brenner Associates	3/31/2025	69	\$1,675.01	\$0.00	\$0.00	\$1,675.01
250371	Regular	Brady Industries Inc	4/1/2025	68	\$179.55	\$0.00	\$0.00	\$179.55
250380	Regular	Tillery Chevrolet	4/3/2025	66	\$684.13	\$0.00	\$0.00	\$684.13
250385	Regular	Herrera School Buses, Inc.	4/8/2025	61	\$955.69	\$0.00	\$0.00	\$955.69
250390	Regular	Jones School Supply	4/13/2025	56	\$49.75	\$0.00	\$0.00	\$49.75
250395-1	Dollar	Amazon.com	4/16/2025	53	\$785.44	\$778.54	\$775.74	\$9.70
250400	Dollar	B&D Industries, Inc.	4/17/2025	52	\$2,500.00	\$0.00	\$0.00	\$2,500.00
250401	Regular	Cariina, Inc	2/1/2025	127	\$15,000.00	\$0.00	\$0.00	\$15,000.00
250402	Regular	James Smith	2/1/2025	127	\$913.86	\$0.00	\$0.00	\$913.86
250412	Dollar	B&D Industries, Inc.	4/30/2025	39	\$1,038.56	\$0.00	\$0.00	\$1,038.56
250416	Dollar	Charlotte M. Archuleta	5/6/2025	33	\$3,000.00	\$0.00	\$0.00	\$3,000.00
250418	Regular	BSN Sports LLC	5/6/2025	33	\$1,129.50	\$0.00	\$0.00	\$1,129.50
250420	Regular	Follett Content Solutions, LLC	5/6/2025	33	\$908.15	\$0.00	\$0.00	\$908.15
250422	Dollar	RDH Occupational Therapy	4/25/2025	44	\$1,750.00	\$0.00	\$0.00	\$1,750.00
250423	Regular	BrightArrow Technologies, Inc	5/7/2025	32	\$2,947.50	\$0.00	\$0.00	\$2,947.50
250424	Regular	BSN Sports LLC	5/8/2025	31	\$4,702.00	\$0.00	\$0.00	\$4,702.00
250425	Regular	BSN Sports LLC	5/8/2025	31	\$4,438.00	\$0.00	\$0.00	\$4,438.00
250426	Regular	BMO	5/8/2025	31	\$630.88	\$0.00	\$0.00	\$630.88
250427	Regular	BMO	5/8/2025	31	\$1,224.72	\$0.00	\$0.00	\$1,224.72
250428	Regular	Staples	5/12/2025	27	\$466.92	\$0.00	\$0.00	\$466.92
250429	Regular	BMO	5/12/2025	27	\$283.45	\$0.00	\$0.00	\$283.45
250430	Regular	Follett Content Solutions, LLC	5/12/2025	27	\$72.40	\$0.00	\$0.00	\$72.40

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2026; PO Type: Dollar; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: Yes; Create

PO Number	Type	Vendor Name	Requested By	Entered By	Shipping Destination	Date Issued	Status	Days Outstanding
250432	Regular	BMO	5/7/2025	32	\$631.34	\$0.00	\$0.00	\$631.34
250434	Regular	BMO	5/13/2025	26	\$1,500.00	\$0.00	\$0.00	\$1,500.00
250435	Regular	BMO	5/13/2025	26	\$1,520.42	\$0.00	\$0.00	\$1,520.42
250436	Regular	Amazon.com	5/13/2025	26	\$900.65	\$834.97	\$836.69	\$63.96
250437	Regular	BMO	5/14/2025	25	\$1,443.68	\$0.00	\$0.00	\$1,443.68
250439-2	Regular	BMO	5/15/2025	24	\$735.50	\$0.00	\$0.00	\$735.50
250440	Regular	UNM Career Services	3/26/2025	74	\$300.00	\$0.00	\$0.00	\$300.00
250442	Regular	BMO	5/15/2025	24	\$73.16	\$0.00	\$0.00	\$73.16
250443-3	Regular	BMO	5/28/2025	11	\$685.69	\$0.00	\$0.00	\$685.69
250445	Regular	B&D Industries, Inc.	5/19/2025	20	\$890.06	\$0.00	\$0.00	\$890.06
250446	Regular	BMO	5/21/2025	18	\$207.45	\$0.00	\$0.00	\$207.45
250449	Dollar	Fort Lewis College	5/22/2025	17	\$1,800.00	\$0.00	\$0.00	\$1,800.00
250451	Regular	Herrera Coaches, Inc.	5/28/2025	11	\$3,675.00	\$0.00	\$0.00	\$3,675.00
250452	Dollar	Moving Solutions, Inc.	6/3/2025	5	\$3,296.55	\$0.00	\$0.00	\$3,296.55
Grand Total					\$1,638,391.47	\$856,676.24	\$547,637.63	\$1,090,753.84

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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
\$1,300.00	\$0.00	\$0.00	\$1,300.00
\$36,000.00	\$0.00	\$0.00	\$36,000.00
\$2,000.00	\$0.00	\$0.00	\$2,000.00
\$3,400.00	\$0.00	\$0.00	\$3,400.00
\$1,300.00	\$0.00	\$0.00	\$1,300.00
\$61,000.00	\$0.00	\$0.00	\$61,000.00
\$36,719.64	\$0.00	\$0.00	\$36,719.64
\$4,200.00	\$0.00	\$0.00	\$4,200.00
\$2,000.00	\$0.00	\$0.00	\$2,000.00
\$15,590.00	\$0.00	\$0.00	\$15,590.00
\$6,200.00	\$817.43	\$817.43	\$5,382.57
\$800.00	\$0.00	\$0.00	\$800.00
\$2,000.00	\$0.00	\$0.00	\$2,000.00
\$2,700.00	\$0.00	\$0.00	\$2,700.00
\$2,500.00	\$0.00	\$0.00	\$2,500.00
\$2,450.00	\$0.00	\$0.00	\$2,450.00
\$7,400.00	\$34.12	\$34.12	\$7,365.88
\$500.00	\$0.00	\$0.00	\$500.00
\$32,000.00	\$2,270.36	\$2,270.36	\$29,729.64
\$620.00	\$0.00	\$0.00	\$620.00
\$16,000.00	\$0.00	\$0.00	\$16,000.00
\$7,000.00	\$0.00	\$0.00	\$7,000.00
\$300.00	\$266.00	\$266.00	\$34.00
\$9,575.00	\$833.15	\$833.15	\$8,741.85
\$5,200.00	\$0.00	\$0.00	\$5,200.00
\$690,455.60	\$0.00	\$0.00	\$690,455.60
\$6,500.00	\$0.00	\$0.00	\$6,500.00
\$600.00	\$0.00	\$0.00	\$600.00
\$37,325.00	\$0.00	\$0.00	\$37,325.00
\$500.00	\$0.00	\$0.00	\$500.00
\$500.00	\$0.00	\$0.00	\$500.00
\$2,000.00	\$0.00	\$0.00	\$2,000.00
\$18,400.00	\$0.00	\$0.00	\$18,400.00
\$10,000.00	\$0.00	\$0.00	\$10,000.00
\$1,000.00	\$0.00	\$0.00	\$1,000.00
\$25,000.00	\$0.00	\$0.00	\$25,000.00

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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
\$15,000.00	\$0.00	\$0.00	\$15,000.00
\$12,000.00	\$0.00	\$0.00	\$12,000.00
\$3,265.30	\$0.00	\$0.00	\$3,265.30
\$3,000.00	\$0.00	\$0.00	\$3,000.00
\$3,500.00	\$0.00	\$0.00	\$3,500.00
\$4,000.00	\$0.00	\$0.00	\$4,000.00
\$2,200.00	\$0.00	\$0.00	\$2,200.00
\$8,000.00	\$0.00	\$0.00	\$8,000.00
\$3,000.00	\$0.00	\$0.00	\$3,000.00
\$1,200.00	\$0.00	\$0.00	\$1,200.00
\$1,200.00	\$0.00	\$0.00	\$1,200.00
\$25,750.00	\$0.00	\$0.00	\$25,750.00
\$17,800.00	\$0.00	\$0.00	\$17,800.00
#####	\$4,221.06	\$4,221.06	#####

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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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East Mountain High School

Balance Sheet

Cycle: FY2025; Fund Class: [All]; Fund Columns: [All Non-Zero Funds]; Account Expression: [All]; Balance Date: 06/30/2025; Detail: No; Created On: 7/19/2025 2:19:42 PM

Description	11000	21000	21100	23000	24106	24154	24174	24330	25282	28221	31200	31400	31600	31701	31703	Total
11000 - Cash Assets	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
11020 - WF-Operating	\$846,960.29	\$10,386.99	\$8,997.48	\$49,104.57	(\$14,237.71)	\$0.00	\$0.00	\$11.80	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	\$750,946.92	\$508,013.93	\$44,303.24	\$1,785,730.60
13000 - Receivables	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Subtotal of Account Type: Asset	\$847,210.29	\$10,386.99	\$8,997.48	\$49,104.57	(\$14,237.71)	\$0.00	\$0.00	\$11.80	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	\$750,946.92	\$508,013.93	\$44,303.24	\$1,785,980.60
Subtotal of Account Group: Assets	\$847,210.29	\$10,386.99	\$8,997.48	\$49,104.57	(\$14,237.71)	\$0.00	\$0.00	\$11.80	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	\$750,946.92	\$508,013.93	\$44,303.24	\$1,785,980.60
21000 - Payables	\$1,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00
21011 - Accounts Payable	\$12,769.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,769.98
23011 - Accrued Salaries and Benefits	\$132,843.38	\$0.00	\$0.00	\$0.00	\$2,073.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134,916.80
23122 - Social Security	\$35,772.36	\$0.00	\$0.00	\$0.00	\$526.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,299.30
23123 - Medicare	\$8,723.38	\$0.00	\$0.00	\$0.00	\$123.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,846.60
23124 - State Retirement Contributions	\$145,744.51	\$0.00	\$0.00	\$0.00	\$1,998.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,742.52
23125 - Employee Insurance	\$71,195.38	\$0.00	\$0.00	\$0.00	\$78.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,273.66
23126 - Unemployment Insurance	\$2,182.26	\$0.00	\$0.00	\$0.00	\$32.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,214.34
23127 - Workers Compensation Fee Payable-Employee	\$189.20	\$0.00	\$0.00	\$0.00	\$4.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.50
23141 - Federal Income Taxes	\$20,565.72	\$0.00	\$0.00	\$0.00	\$153.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,719.07
23146 - Voluntary Preventive Health	\$6,156.17	\$0.00	\$0.00	\$0.00	\$166.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,322.56
23147 - Voluntary Deductions	(\$8,125.34)	\$0.00	\$0.00	\$0.00	\$290.42	\$0.00	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,823.12)
24214 - State Taxes	\$10,905.29	\$0.00	\$0.00	\$0.00	\$68.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,973.93
Subtotal of Account Type: Liability	\$439,947.29	\$0.00	\$0.00	\$0.00	\$5,515.05	\$0.00	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445,474.14
32300 - Unreserved Fund Balance	\$636,421.50	\$0.00	\$0.00	\$7,544.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815,382.08	\$355,287.73	\$50,702.04	\$1,865,338.22
Net Increase/Decrease	(\$229,158.50)	\$10,386.99	\$8,997.48	\$41,559.70	(\$19,752.76)	\$0.00	\$0.00	\$0.00	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	(\$64,435.16)	\$152,726.20	(\$6,398.80)	(\$524,831.76)
Subtotal of Account Type: Fund Balance/Retained Earnings	\$407,263.00	\$10,386.99	\$8,997.48	\$49,104.57	(\$19,752.76)	\$0.00	\$0.00	\$0.00	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	\$750,946.92	\$508,013.93	\$44,303.24	\$1,340,506.46
Subtotal of Account Group: Liabilities/Fund Balance	\$847,210.29	\$10,386.99	\$8,997.48	\$49,104.57	(\$14,237.71)	\$0.00	\$0.00	\$11.80	(\$2,625.00)	(\$285,138.50)	(\$81,008.70)	(\$49,984.71)	\$750,946.92	\$508,013.93	\$44,303.24	\$1,785,980.60



2025-2026 Administrative Priorities

1. Student achievement

Area	Description
Academic outcomes	<ul style="list-style-type: none"> -Schoolwide commitment to individual student growth -Every student provided actionable feedback everyday in every class -Alignment of department-designed and nationally-normed assessments -Preparedness for Spring 2026 goal of ERW 78%, Math 50%
Leadership (SEL/character development)	<ul style="list-style-type: none"> -Track student involvement in athletics and activities, strategic about which programs to add, remove -Implement comprehensive advocacy program, norms -Overhaul of discovery model for better outcomes, make planning less burdensome -Refine community service requirements, outcomes -Develop leadership related goals for entire school and individual students

2. Successful middle school launch

Area	Description
Middle School admin and organization	Set clear expectations for planning year, determine staffing, support in understanding mission, vision, non-negotiables
Middle school design refinement	Clearly communicate curricular and SEL program of middle school
Onboard family liaison	Set clear expectations for recruitment, communication outreach
Financial planning	Clear, affordable financial targets with additional debt
Communication strategy	Rollout of new website, new approach to social media. Newsletter updates. Managing construction impacts to campus
Enrollment and recruitment	Early lottery, mailers, events, PR

3. Systems improvement and strategic thinking

Area	Description
12 week planning over annual planning	<ul style="list-style-type: none"> -Move past large annual goals toward 90 day planning for all staff and projects. Increase efficiency. -Stop waiting for perfection and act.

Proactive planning over reactive task management	Take control of calendar Preserve important meetings
Policy overhaul	-Clear landing page for all policies and procedures, notifications of updates, reviews -Development of needed policies (i.e. comprehensive academic policy)
New financial procedures	-Onboarding of new business manager -Goal of zero audit findings within two years -Refine financial procedures under very strained budget
Inventory management	Onboard Cariina for inventory tracking (instructional materials, technology, furniture, equipment)
Transportation	Onboard Cariina for transportation management, bus riders, families
Meals	-Implement new improvements for financial sustainability -Vendor management -Solicit volunteers for running of the program -Involve students in planning
New Student Information System	-Prep for transition from PowerSchool to Synergy

4. Internal communication and transparency

Area	Description
Build on current successes	Refine internal communication norms: Friday Focus, Email, Slack, meeting design
Implement additional transparency tools	Administrative activity reports, comprehensive list of staff leadership opportunities/stipends, increase feedback loops (surveys on specifics)
Provide more opportunities for staff input	-Staff roles on GC committees: Strategic Planning & Outcomes, Finance & Facilities, Policy -Increased responsibilities for staff roles (dept. Chairs, grade level chairs, special assignments)

5. Community partnerships

Area	Description
Build on current successes	-Increase leadership within Public Charter Schools of New Mexico and Excellent Schools New Mexico -Successful onboarding with Charter School Growth Fund
Increase legislative influence	Expand lobbying outreach for better funding support and policy advocacy East Mountain's reputation as expert, high-performing school in Santa Fe
Expand grant and fundraising activities	-Work with Grant Plant to apply for and win as many grants as possible -Secure additional funding so that annual legislative changes do not impact program as much -Comprehensive fundraising plan

Alumni engagement	-Implement alumni surveys -Involve alumni in classes, guest speakers, consultation
Peer school outreach	-Collaboration and visits with local and national peer schools for staff visits and learning walks
Service opportunities	-Outreach to San Antonito, local nonprofits

Executive Director Activity Report

For the week ending July 25, 2025

Expansion

-Final credit committee approval on loan from EFF. Final board approval within 3-10 days and then begin the closing process
Highly competitive, rigorous, and lengthy process to get to this moment

Policy and governance

PED announced that Synergy will be the new required Student Information System for all public schools in New Mexico.
EMHS will explore early adoption as we transition away from PowerSchool

Leadership

-ED to receive executive coaching from Greenhouse E3, paid for by Excellent Schools New Mexico and a grant. Matched with Todd Dickson as coach, founder/CEO of Valor Schools in Nashville.

-Valor Schools created the Powered by Compass model that East Mountain is considering adoption for SEL programming at the middle school level

School Promotion

-EMHS well represented at the interim Legislative Education Study Committee this week. Senior Andy Procter was part of a panel presentation making policy recommendations on GenAI in education.
-During a report on charter school governance and leadership, Dr. Joseph Escobedo featured EMHS student engagement in his report on APS charters (the only APS charter to be featured in the presentation).

Financial

-Begin pulling files for audit
-Finished Innovation Zone grant (\$200,000).
-Finished Yaas Prize grant

For the week ending July 18, 2025

Facilities and Operations

-Researching cooling options for tech closet in Building 4

-eastmountain.org now live for web and email. Will begin transition after start of school year.

-Meeting with Tijeras Library on bus pick up

-Final library de-brief with Francine Binnert, our library consultant. Finished weeding out old books, preservation of books for new library, and development of plan and policies for new 6-12 library

Financial

-APS Audit entrance meeting- Clifton Larson Allen taking on this year's audit of APS charters

-Kicked off financial planning process with Bellwether for the creation of a robust financial planning tool for the coming years

Leadership

-APS charter leadership meeting, attended with Principal

-Meeting with Top Minnow, a consultant firm with experience building dynamic data dashboards for local charter schools. Work covered by CSP award status.

-Meeting with Amy Rome, former Chicago School Board member and long time school administrator who now lives in San Pedro Creek and serves as President of the Board for the East Mountain Food Pantry. Discussed collaboration on school meal program and possible assistance on a school governance level.

For the week ending July 11, 2025

Facilities and Operations

-Inspected grounds for storm damage from storm on July 6, 2025. Major hail the day prior. One large leak was discovered in one admin office. Filed insurance claim for roof damage

-Confirmed bus driver availability for new pick up and dropoff route from Tijeras Library

Leadership

-Met with leadership team and board members to discuss new administrative direction with middle school. Not filling the principal role at this time, allowing for additional counseling staff to support middle school students earlier.

-Worked on Discovery and Enrichment programming updates with Principal

-Established partnership with [Junior Achievement of New Mexico](#) to provide free, ongoing career speakers for Wednesday enrichment

Financial

-Worked on leave updates, researching leave policies of other schools, districts. Compiling policy recommendations for July GC meeting

-Preparations on applications for new grants: Innovation Zones, Literacy Mini Grants, Outdoor Learning

For the week ending July 4, 2025

Governance and Policy

-Meeting with APS Charter School Director, update on school expansion and planning

-ED asked to serve on this year's charter renewals for other APS charter schools

-Meeting with APS Fine Arts Director to collaborate on Manzano band participation and credits

-Continued refinement of upcoming policy review system and process

Expansion

-Architect and Contractor meeting, additional value-engineering exercises to save money on total project costs

-Updates on Bernalillo County traffic study

-Meeting with The Sign Store, Al Padilla (alumni family owner) on new marketing materials for school

-Reference checks on Middle School Principal applicants

Financial

-Kickoff meeting with [The Grant Plant](#)

Find and apply for all grants available, seek out additional corporate sponsors

-Meeting with Foundation treasurer for loan closing preparations

-Finalized RfR's from past fiscal year

GenAI

-4th meeting with LESC working group on statewide GenAI policy. Began drafting legislation for education AI work to be introduced at the 2026 legislative session.

For the week ending June 27, 2025

Governance and Policy

Governing Council meeting on June 23, 2025

-Wireless device policy adopted, with expectations to revisit in September

- New business manager introduced
- Expansion updates- modular building to support smaller 6th grade cohort in Fall 2026
- Executive director contract extension

Legislative advocacy

-Met individually with Legislative Finance Committee budget analyst assigned to education. Discussion of ideas for legislative session improvements to school funding formula. Ideas include financial incentives for spotlight schools or schools making substantial academic gains. Listing priorities for next two legislative sessions, including funding for critical academic interventions.

Operations

- Implemented new transportation portal in Cariina. Allows for parent access to bus activity, attendance tracker of ridership, submission of permission forms, etc.
- Learned new inventory portal in Cariina
- Launched faculty app for Cariina-most used forms now available without having to enter email address multiple times

Expansion

Meetings with EFF on the details of school and Foundation 21 million loan for construction. To be closed in September.

Meetings with SMPC architect to decide on finishings (colors, flooring, etc.) on new building.

Middle School Principal finalists interviewed

Outreach

Strategy meeting with Cottonwood Classical's Executive Director on additional collaboration opportunities for the upcoming school year. More teacher visit dates scheduled.

Attended Greater Albuquerque Chamber of Commerce meeting where EMHS was presented with "School of the Year" award. Delivered a brief speech on school excellence.

For the week ending June 20, 2025

Financial

- GC Finance Committee meeting introduced council members to new business manager
- Discussion of May financial reports
- May was the first month that the school meal program generated revenue. A new contract with the vendor was discussed that should guarantee the meal program either breaks even or generates revenue in the coming school year.

Governance and Policy

-Began development of new system for better tracking of school policies, making updates available publicly

-Confirmed wireless device policy changes with school attorney, updates from Principal's feedback from staff

Expansion

-Continued zoom interviews with Middle School Principal candidates

-Identified two finalists, developed stakeholder input protocols for upcoming week with senior leadership team

Operations

-Met with Director of [ASU's Next Education Workforce](#) to consider partnership on exploring innovative team-based teaching models. They are currently working with APS and school districts across the country on identifying methods for making the teaching profession more sustainable and learning experiences better for students

-Met with Athletic Director and Principal to discuss improvements and systems for upcoming school year, including evaluating open coaching positions. Reviewed the athletic team's improvements to handbook, player contracts, etc.

-Worked with Siarza Social Digital on new website for school. The goal is for eastmountain.org to be live by mid-July with major improvements to design and functionality

-Met with Edia, a platform used by multiple districts in New Mexico and nationally to improve attendance procedures and data management

-Confirmed cancellation of school's contract with Vital 110 for the 25-26 school year. Many problems with the platform and service.

Facilities

-Met with contractors to plan the construction of a wall this summer in Room 402 to allow for multiple classroom and office space

-Finished moving of old library equipment. Finished setup of new computer lab in right side portable with school's tech support

School Promotion

EMHS Speech and Debate attended the 100th National tournament in Des Moines, IA this past week. Four students earned the right to compete with coach Atalie Nelson. Andy Procter, Liam Pereira, and Grayson Oakleaf all qualified for elimination rounds in their events (out of preliminary rounds). This was EMHS' 17th straight appearance in the world's largest academic competition.

For the week ending June 13, 2025

Financial

-Attended a grant workshop sponsored by the GrantPlant on 6/9/25. Began talks with GrantPlant to provide grant research and writing services for the school in the 25-26 SY. Approx. \$500/mo. Can pay with other grant funds. New business manager reports previous school received \$500,000/yr. from work with Grant Plant.

-Operations Manager and ED had onboarding session with Charlotte Archuleta, the school's new Business Manager, to clarify business office operations for the upcoming school year.

-Finishing of contracts for staff for upcoming year, including correct financial coding.

-Applied for and received \$57,011 grant from PED related to "out of school" time programming. Can help offset costs related to athletic and activity club stipends

Facilities

-Yellowstone Landscaping finished outdoor cafe project by final grass seed installation around amphitheater.

-Applied for grant to support purchasing equipment and supplies related to having a mental wellness room on campus.

Expansion

-Library consultant finished weeding out all old inventory. Identified work plan for improving inventory of all school equipment. Differentiating between library collection and resource manager.

-Zoom interviews with Middle School Principal candidates

-Architect and Contractor meeting with members of Foundation board to clarify final budget of construction project and timeline

-Met with Cottonwood Classical's Director of After School Programming to brainstorm East Mountain's program when the middle school is operational.

GenAI

-ED appointed to the Legislative Education Study Committee's statewide working group on AI in education. Attended one Zoom meeting and one daylong convening at Roundhouse. Goal of group is to make policy recommendations for statewide approach to AI in education.

-Met with and solicited quote and scope of work from Oforma AI, a local startup building localized AI networks for nonprofits. Goal is to make large amounts of data usable and assist students with PSAT/SAT score improvement plans.

-Applied for [grant](#) to implement AI system locally

Charter School Growth Fund

-Onboarding with Charter School Growth Fund. In addition to a \$520,00 grant, the CSGF portfolio provides additional networking and professional development opportunities.

Operations

Met with Cariina to develop software tracking systems for new bus route and improved inventory system

School promotion

EMHS Robotics featured at state charter conference June 11, 2025 at the Embassy Suites

East Mountain Highschool Governing Council Policies

ORIGINAL APPROVAL:

December 15, 2003

DATES REVISED:

December 12, 2005

June 12, 2006

June 11, 2007

August 10, 2009

August 9, 2010

February 14, 2011

February 27, 2012

Spring, 2020

July 28, 2025

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SECTION 1: Governance Process Policies

The policies in this section define the role of the Governing Council, how they will get their work done, and the relationship between individual Governing Council Members.

1.0 Purpose of the Governing Council

The purpose of the East Mountain High School Governing Council is to be held accountable by our community to ensure that East Mountain High School achieve its mission and purpose of educating students within the boundaries of state and federal educational statutes.

1.1 Number of Governing Council Members.

The Governing Council is composed of five to nine voting members.

1.2 Qualifications of Governing Council Members.

Any adult member of the New Mexico community who does not receive compensation from the school is eligible to serve on the East Mountain High School Governing Council. The Governing Council is composed of a broad cross-section of school stakeholders, including parents, professionals and community leaders.

- 1.2.1 The Governing Council will strive to have its membership reflect the entire East Mountain High School community.
- 1.2.2 It may choose from personal considerations such as age, gender, race, ethnicity, geographic location, and socio-economic status.
- 1.2.3 When balancing the attributes of its membership, the Governing Council will consider those who possess the following competencies: educational administration, curriculum and instruction, business administration, finance, strategic planning, policy development, law, community relations, and other areas of strategic expertise, resources and perspective needed to achieve the Vision, Mission and Stakeholder Goals of the school.

1.3 Disqualifications of Governing Council Members

The following persons are ineligible to serve as Governing Council members:

- 1.3.1 A person who is serving on the governing body of another charter school. 228B-4B NMSA (2011)
- 1.3.2 A person, or an immediate family member of the person, who is an owner, agent of, contractor with or otherwise has a financial interest in a for-profit or nonprofit entity with which East Mountain High School contracts directly, for professional services, goods or facilities.
- 1.3.3 An employee, agent or board member of the chartering authority who participated in the initial review, approval, ongoing oversight, evaluation or charter renewal process of EMHS. 22-8B-5.2C NMSA (2011)
- 1.3.4 A person who is an immediate family member of an employee of East Mountain High School. Immediate family member” means spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially supported. 22-8B-5.2B and D NMSA (2011)

- 1.3.5** Further, no voting member of the East Mountain High School Governing Council shall be employed in any capacity by East Mountain High School during the term of office for which the member was selected.

1.4 Powers of Governing Council

The Governing Council has the rights and responsibilities set forth in 22-8B-4 NMSA. Pursuant to 22-8B-4 NMSA, East Mountain High School is administered and governed by the Governing Council in the manner set forth in its Charter. Subject to the provisions of the laws of this State and any limitations in the East Mountain High School Charter or these Policies relating to action required or permitted to be taken or approved by the members, the activities and affairs of this Governing Council and East Mountain High School shall be conducted and all powers shall be exercised by or under the direction of the Governing Council of East Mountain High School.

- 1.4.1** The Governing Council not only supports the East Mountain High School Charter, it also leads the realization of the Charter and its Vision, Mission and stakeholder Goals and further establishes policies and plans consistent with these statements.
- 1.4.2** It is the Governing Council's responsibility to ensure that the East Mountain High School Charter is relevant and vital to the community it serves and also to monitor the success of the school in realizing the East Mountain High School Charter.
- 1.4.3** The Governing Council has the authority and responsibility to employ and evaluate the school Director and to fix the Director's salary.
- 1.4.4** The East Mountain High School model of governance is based on a board of directors (Governing Council) with a structure of officers, policies, and delegation of management to the East Mountain High School Director.
- 1.4.5** This model draws inspiration from the approach to governance traditionally found in nonprofit organizations. Specifically, the Governing Council is inspired by John Carver's model of Policy Governance. In this model, there is a clear distinction made between the governance work of the Governing Council and the administrative/management work of the paid staff.
- 1.4.6** In this model, the Governing Council is responsible for governing the school through policies it creates and the delegation of its authority to its lone employee/executive, the Director. GC Policies are divided into two types:
- 1.4.6.1** Governance Process Policies designed to define the roles and responsibility of the Governance Council and how it will get its work done.
- 1.4.6.2** Outcomes Policies: These policies will define the Governing Council's expectations for what outcomes will occur as a result of their delegation of their authority to the executive (their lone employee).
- 1.4.7 Adoption, Repeal, and Revision of Policy**
- 1.4.7.1** The East Mountain High School Governing Council has the sole responsibility for the adoption of new policies or the revision or repeal of existing policies. Adoption of new policies or the revision, suspension or repeal of existing policies is solely the responsibility of the Governing

Council. Any policies not specifically prescribed by statute may be adopted, revised, suspended or revoked by a majority vote of the Council.

- 1.4.7.2 The Council will adhere to the following procedure in considering and adopting policy proposals to ensure that such proposals are thoroughly examined before final action:
- 1.4.7.2.1 Governing Council committees will submit drafts of proposed policies to the Governing Council Policy Committee for consideration and submission to the Governing Council.
 - 1.4.7.2.2 Under unusual circumstances, the Council may, without Policy Committee review or recommendation, temporarily approve a policy to meet immediate or emergency conditions. Discussion will occur at the next Policy Committee meeting to consider the appropriateness of maintaining or revising the temporary policy resulting in a subsequent recommendation to be offered at the next Council meeting.
- 1.4.7.3 The Director may, in case of emergency, request suspension of any parts of policies as they pertain to the administration of the school. However, the Director must report the facts and rationale for such action at the next meeting of the Governing Council. The suspension of the policy expires at the time of said report unless the Governing Council votes to continue the suspension of the policy.

1.4.8 The Governing Council is responsible for addressing major matters through policy creation including:

- 1.4.8.1 Setting the school's general policies and contributing to the overall educational policies;
- 1.4.8.2 Approving and monitoring the annual budget and financial procedures;
- 1.4.8.3 Hiring and evaluating the performance of the school's Director;
- 1.4.8.4 Approving policies and monitoring their implementation by the Director; and
- 1.4.8.5 Assuring that the school fulfills the requirements of the East Mountain High School Charter and, implementing the strategic plan.

1.4.9 Delegation of Governing Council Authority

Consistent with the best practices of nonprofit corporation management, the Governing Council delegates responsibility for running the school.

- 1.4.9.1 The Governing Council is not involved in handling day to day details of running the school, dealing with personnel issues, or addressing individual student needs.
- 1.4.9.2 To this end, the Director not only creates procedural directives for the Council's policies but also is accountable for implementing those procedures.

1.4.9.3 Where appropriate, the Director will delegate some responsibility to other assistants, teachers, staff and students.

1.4.10 Construction and Terms of Policies

1.4.10.1 If there is any conflict between the provisions of these Bylaws and the East Mountain High School Charter, the provisions of the Charter shall govern.

1.4.10.2 Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

1.4.10.3 All references in these Bylaws to the East Mountain High School Charter shall be to the Charter or other founding document of this charter school filed with an office of this state and used to establish the legal existence of this charter school.

1.5 Duties of Governing Council Members

It shall be the duty of the Governing Council members to adhere to the Governing Council Roles and Responsibilities as outlined below.

1.5.1 The Governing Council leads the realization of and provides oversight for the school's vision, mission, stakeholder goals as established in the East Mountain High School Charter, and adopts Bylaws and policies that are consistent with the vision, mission, stakeholder goals and all legal and regulatory requirements.

1.5.2 The Governing Council assures that the School and the Governing Council operate in compliance with applicable laws and regulations.

1.5.3 The Governing Council creates a conflict-of-interest statement, and a Code of Conduct that is reviewed with, and signed by, individual Governing Council members annually.

1.5.4 The Governing Council accepts accountability for both the financial stability and the financial future of the institution, engaging in strategic financial planning, assuming primary responsibility for the preservation of capital assets and endowments, approving and overseeing the operating budget, and actively partners with the East Mountain High School Foundation in fundraising.

1.5.5 The Governing Council selects, employs, evaluates, sets the roles and responsibilities and fixes the salary for the Director of the school.

1.5.6 The Governing Council's primary work and focus are long-range and strategic.

1.5.7 The Governing Council undertakes formal strategic planning on a periodic basis.

1.5.8 The governing council translates that strategic plan into three types of policies.

1.5.8.1 Goals and strategic imperatives are translated into outcomes policies.

1.5.8.2 Actions and procedures deemed counter to the GC's strategic plan are translated into limitation policies.

1.5.8.3 The manner in which the GC will monitor the outcomes and the limitations are translated into policy.

1.5.8.4 Strategic priorities or sets annual goals related to the plan, and conducts annual written evaluations for the school, the head of the school, and the Governing Council itself.

- 1.5.9 The Governing Council keeps full and accurate records of its meetings, committees, and policies and communicates its decisions widely.
- 1.5.10 Governing Council members are actively involved in the work of the Governing Council and its committees.
- 1.5.11 It is the responsibility of each Governing Council member to study and understand the materials in the Governing Council Packet before the meeting and to comment and/or question information in said materials if and when appropriate during the meeting. Fulfilling this responsibility will add immeasurably to the efficiency and effectiveness of the Governing Council meetings.
- 1.5.12 As the leader of the school community, the Governing Council engages proactively in partnership with the Director in cultivating and maintaining good relations with school constituents as well as the broader community.
- 1.5.13 The Governing Council supports a program of professional development for the Governing Council that includes annual new member orientation, ongoing member education and evaluation, and Governing Council leadership succession planning.
- 1.5.14 The Governing Council, in close collaboration with the Director strive to continuously enhance student academic performance.

1.6 Terms of Office for Governing Council Members

With the intent of ensuring continuity of purpose within the Governing Council, Governing Council members shall hold offices for staggered terms of three (3) years to be determined and elected by the Governing Council.

- 1.6.1 The terms shall begin and expire at the first regular Council meeting of July.
- 1.6.2 Except as provided in Section 16 infra, each Governing Council member will serve until a successor is elected, sworn in, and seated.
- 1.6.3 Each Council member shall be allowed to serve two (2) consecutive full terms of office (appointment to a seat vacated prior to expiration of term and less than three (3) years shall not consist of a full term).
- 1.6.4 After one (1) year absence from being a voting member, a former Council member who had previously served two (2) consecutive terms may re-apply to serve on the Council through the procedures contained in accordance with the Council policies and procedures.
- 1.6.5 The Governing Council may execute its prerogative to extend the term of any member who has completed two (2) consecutive full terms of office and expresses a willingness to further serve by remaining on the Governing Council. The Governing Council will determine the length of the extension.

1.7 Leave of Absence

Under extraordinary circumstances, the Governing Council may, by majority vote of those

members present, interrupt a Governing Council member's term, not to exceed a period of nine (9) months, and award a Leave of Absence, after which said Council member will notify the Council of his/her continuance of term or resignation from the Council.

1.8 Removal, Resignation or Position Vacancy of Governing Council Members

- 1.8.1** Any Governing Council member may resign effective upon giving written notice to the Chair of the Governing Council, the Secretary, or the Governing Council as a whole.
 - 1.8.1.1 Unless the notice specifies a later time for the effectiveness of such resignation.
 - 1.8.1.2 Unless specified therein, no acceptance of the resignation is necessary.
- 1.8.2** Governing Council members may be removed, with or without cause.
 - 1.8.2.1 Removal occurs by a vote of two-thirds (2/3) of the members of the Governing Council.
 - 1.8.2.2 Such removal must take place at a regularly scheduled meeting.
- 1.8.3** If a Council member misses four (4) consecutive meetings, regular or special, that position may be declared vacant by a majority vote of the remaining Governing Council members, which will be done on motion by any other member of the Council.
- 1.8.4** If a Council member misses six (6) consecutive meetings, regular or special, the Chair shall declare the position to be vacant in accordance with these policies and the laws of this State.

1.9 Governing Council Member Vacancies

Vacancies on the Governing Council shall exist in the following cases.

- 1.9.1** when a Governing Council member's term of office is completed,
- 1.9.2** upon the death, resignation or removal of any Governing Council member, or
- 1.9.3** whenever the number of authorized Council members is increased for reasons determined by the Governing Council.

1.10 Recruitment and Process for Selecting New Governing Council Members

Per the direction of the Governing Council, the Council Recruitment Committee is responsible for implementing the process of identifying the most favorable individuals to meet the needs of the school, encouraging them to become part of the Council and helping them understand their roles and responsibilities.

- 1.10.1** The recruitment committee shall be responsible for interviewing, vetting, and recommending candidate(s) to fill vacancies.
- 1.10.2** The Director may serve as an ex-officio, non-voting member of the recruitment committee.
- 1.10.3** The candidate or candidates receiving the most votes of the members present shall be elected to serve the expiring or vacant terms.
- 1.10.4** A vacancy on the Governing Council may be filled by approval of either a majority of the Council members or by a sole remaining Council member.

- 1.10.5 A person elected to fill a vacancy on the Governing Council shall hold office until the end of their second three-year term, his or her death, resignation, removal from office.
- 1.10.6 The GC can extend an invitation for a GC member to serve beyond their second three-year term.
- 1.10.7 Unless otherwise prohibited by these policies or provisions of law, vacancies on the Governing Council that occur prior to the ordinary expiration of a term may be filled by approval of the Governing Council.
- 1.10.8 No Council position shall remain vacant for longer than thirty (30) days, whenever possible.

1.11 Compensation of GC members

Council members shall serve without compensation. However, they may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their authorized duties.

1.12 Nonliability of Governing Council members

The Council members shall not be personally liable for the debts, liabilities, or other obligations of the East Mountain High School.

1.13 Indemnification of Governing Council and Officers

The Governing Council, to the fullest extent permissible by law, shall indemnify the Council members and officers of the Governing Council under the laws of this State.

1.14 Insurance for Governing Council Agents

Except as may be otherwise be provided under provisions of law, the Governing Council may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Governing Council (including a Council member, officer, employee or other agent of the Governing Council).

- 1.14.1 Insurance may be provided against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status.
- 1.14.2 Insurance may be provided whether or not the Governing Council would have the power to indemnify the agent against such liability under these policies or provisions of law.

1.15 CONFLICT OF INTEREST

Members of the Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role.

- 1.15.1 All decisions made by the Governing Council must be made solely on the basis of a desire to promote the best interests of East Mountain High School.
 - 1.15.1.1 Council members will not use their position to try to influence any individual student outcome especially for those students who may be related to the Council member.

- 1.15.2** Council members shall annually sign a form acknowledging that he or she has read the “Conflict of Interest” statement and has disclosed all known potential or actual conflicts.
- 1.15.3** Conflict of Interest Statement:
Members of the East Mountain High School Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role. All decisions made by the Governing Council must be made solely to promote the best interests of East Mountain High School.
- 1.15.4** Governing Council members must disclose any actual or potential conflicts of interest prior to joining the Council, or immediately after the conflict is discovered, should the conflict be discovered after becoming a member.
- 1.15.5** In addition, Council members may not use any confidential information obtained by virtue of their association with East Mountain High School for their own individual or another’s private gain.
- 1.15.6** This policy involves a member of the Council or a member of his or her immediate family or close relative (spouse, parent, stepparent, guardian, brother, sister, parent-in-law, brother-in-law, sister-in-law, child, stepchild, grandparent, aunt, uncle, niece, nephew, first cousin and grandchildren) or an organization for which a member of the Council is affiliated, including the East Mountain High School Foundation.
- 1.15.7** At first knowledge of the business, the member must disclose the actual or potential conflict and refrain from taking any action with respect to such business.
- 1.15.7.1 It is further required that disclosures must be made of all relationships and business affiliations that reasonably could give rise to a conflict of interest involving East Mountain High School.
- 1.15.7.1.1 For this purpose, affiliation is understood to exist if any Council member or member of his or her family (as defined above) is: an officer, director, trustee, partner, employee, or agent of such organization; either the actual beneficial owner of more than five percent (5%) of the voting stock or controlling interest of such organization; or has any direct or indirect dealings with such organization from which he or she knowingly benefited (i.e. through receipt of cash or other property, directly or indirectly, in excess of five hundred dollars (\$500.) a year.
- 1.15.7.2 Pursuant to the requirements of 34 CFR 74.42, no Governing Council member, officer, or agent shall participate in the selection, award, or administration of an East Mountain High School contract supported by Federal funds if a real or apparent conflict of interest would be involved.
- 1.15.7.3 A conflict of interest would arise when the Governing Council member, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of

the parties indicated herein, has a financial or other interest in the firm selected for the award.

- 1.15.7.4 The Governing Council members, officers, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.
- 1.15.7.5 However, the Governing Council may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- 1.15.7.6 The standards of conduct shall provide for disciplinary actions to be applied for violations of these standards by a member of the Governing Council.

1.16 Nepotism Prohibited

The Council shall not employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law of any Council Member, in accordance with the New Mexico State laws.

1.17 Non-voting, ex-officio members of the Governing Council, non-member stakeholder involvement.

- 1.17.1 The East Mountain High School Director is a non-voting, ex-officio member.
- 1.17.2 One staff member is invited to provide a report on school happenings every other month.
- 1.17.3 One staff member is invited to participate in any of the standing committees.
- 1.17.4 The Executive Director will publicize opportunities for staff input and involvement in board committee work.
- 1.17.5 One student is invited to provide a report on schools happenings every other month.
- 1.17.6 Staff and student involvement shall be for one year terms, unless otherwise deemed appropriate by the Governing Council and Executive Director.

1.17.7 Roles and Responsibilities of non-voting, ex-officio members of the Governing Council.

The inclusion of these ex-officio members is to enrich the deliberations of the Council and to create and maintain a collaborative relationship with their respective constituencies.

- 1.17.7.1 The Director shall serve as the primary decision maker on all educational issues and will make recommendations to the Council when appropriate and upon request. *Unless otherwise noted, limitations of ex-officio members will exclude the Director.*

1.17.8 Ex-officio, non-voting members access to information.

Ex-officio members have access to all materials distributed to the voting Council with the exception of those which relate to personnel matters or legally privileged information. The Director will not be subject to this limitation.

1.17.9 Ex-officio, non-voting members meeting participation.

Ex-Officio members represent their particular group with fairness and accuracy, separating when they are speaking on behalf of the group from when expressing as an individual.

1.17.9.1 Members participate as contributing Council members in all council meetings, both regular and special as well as designated work sessions.

1.17.9.2 Ex-officio members (except the Director) *shall not* actively participate in closed sessions as defined in the Open Meetings Act

1.17.10 Ex-officio, non-voting members expectations.

Individual ex-officio Council members are expected to conform to all standards applicable to voting members as described in the East Mountain High School Charter, as well as to sign appropriate sections of the East Mountain High School Ex-Officio **Governing Council Code of Ethics**.

1.17.10.1 Attend all scheduled Governing Council meetings insofar as possible, and devote the time, thought and study to the duties and responsibilities of an ex-officio Governing Council member in order to render effective and creditable service;

1.17.10.2 Understand that ex-officio members are subject to the rules of the Governing Council attendance as written in the Governing Council Bylaws;

1.17.10.3 Work with my fellow Governing Council members in a spirit of openness, harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points of issue;

1.17.10.4 Remember, at all times, that, ex-officio members have no Council standing outside of the meeting of the Council, and, as such, conduct relationships with the school staff, local citizenry, and all communication media on that basis;

1.17.10.5 Avoid being placed in a position of conflict of interest and refrain from using the Governing Council position for personal or partisan gain;

1.17.10.6 Contribute to, and maintain a professional atmosphere within the school environment by voicing concerns regarding school employees only to the East Mountain High School Principal;

1.17.10.7 Welcome and encourage cooperation and participation by citizens of the community for better understanding of their needs and improvement of relations with the public served;

1.17.10.8 Welcome and encourage cooperation and participation by teachers, administrators and other personnel in developing policies that affect their welfare and that of the students served;

- 1.17.10.9 Avoid speaking on behalf of the Governing Council except at those times authorized by the Governing Council by official action;
- 1.17.10.10 Stay informed about current educational issues through individual study and participation in voluntary and mandatory training programs;
- 1.17.10.11 Make sure the school has financial support, within the capabilities of the community and the state, to support its mission and goals;
- 1.17.10.12 Listen to members of the school community, referring all concerns to the proper authorities, and discussing such concerns only at an authorized Governing Council meeting if an administrative resolution fails;
- 1.17.10.13 Speak on behalf of the group represented, clearly distinguishing the group's interest from personal ideas and opinions, and;
- 1.17.10.14 Understand that ex-officio members do not attend closed Governing Council sessions.

1.17.11 Replacement of Ex-Officio Members (except the Director)

In a case of malfeasance, non-attendance, breach of ethics, or resignation of an ex-officio member, the Council, with recommendations from the appropriate constituencies, may choose to request that the representative group appoint another representative to complete the term of the disengaged ex-officio member.

1.18 Governing Council Meetings

The East Mountain High School Governing Council will meet at least once each month to hear reports, consider and adopt policies, act on committee recommendations, allow for public input, and engage in public discourse about matters of the school.

1.18.1 Location of Regular of Meetings

Meetings shall be held at East Mountain High School unless otherwise provided by the Governing Council or at such other place as may be designated from time-to-time by resolution of the Governing Council of East Mountain High School.

1.18.2 Agenda for Regular Meeting

- 1.18.2.1 The East Mountain High School Governing Council Chair and the Director set the Governing Council meeting agenda.
- 1.18.2.2 Every East Mountain High School Governing Council agenda shall contain a list of specific items of business to be discussed or transacted at the meeting.
- 1.18.2.3 Except for emergency matters, the East Mountain High School Governing Council shall take action only on items appearing on the agenda.
 - 1.18.2.3.1 The Governing Council may discuss, but cannot take action on, items that do not appear on the agenda.
 - 1.18.2.3.2 Action on items outside the agenda must be taken at a subsequent special or regular meeting.

- 1.18.2.4 The Governing Council must provide an agenda for an emergency meeting, but it needs to be available at least 24 hours before the meeting. If an emergency matter arises too late to appear on a meeting's agenda, the Governing Council may take action on, as well as discuss the matter.
- 1.18.2.5 No later than two working days before the regular meeting, the approved agenda is sent to the school office for posting.
 - 1.18.2.5.1 The current agenda is also distributed to the East Mountain High School E-mail Distribution List and published on the East Mountain High School Webpage.
 - 1.18.2.5.2 For a Regular or Special Meeting, the agenda will be sent to the East Mountain High School E-Mail Distribution List no later than the end of the workday two business days in advance of the meeting.
- 1.18.2.6 In the case of an Emergency Meeting, all attempts will be made to provide that the agenda is sent to the East Mountain High School E-mail Distribution List no later than twenty-four hours in advance of the meeting..

1.18.3 The Council Meeting Packet.

- 1.18.3.1 The Governing Council will provide a Council Packet of preparatory materials for each of its regular meetings.
- 1.18.3.2 The Governing Council Chair, the Governing Council Secretary, and the Director (or their delegate) will assemble the Governing Council ePacket collaboratively. The Council ePacket will contain:
 - 1.18.3.2.1 the meeting agenda;
 - 1.18.3.2.2 the minutes of the previous meeting;
 - 1.18.3.2.3 written administrative reports;
 - 1.18.3.2.4 Council committee reports;
 - 1.18.3.2.5 supportive and explanatory documents for agenda business items to be discussed and/or acted upon, particularly proposals by Governing Council committees, and
 - 1.18.3.2.6 any other material(s) deemed necessary for the quality operation of the Council. The Governing Council Packet will be made available to the Governing Council in the School Office at least two business days before each regular meeting. Governing Council members may either pick up their Packet or choose to have it mailed to their home address.

1.18.4 Public Comment During Regular Meetings

- 1.18.4.1 Time will be allowed for citizens to speak on their concerns at the regular East Mountain High School Governing Council meetings.

- 1.18.4.2 An individual may speak on any item that appears on the adopted agenda by being recognized by the Chair of the Governing Council.
- 1.18.4.3 Governing Council members are not to engage in conversation with or debate community concerns unless so authorized by the Chair.
- 1.18.4.4 All presentations by the public to the Governing Council should be given during the Public Comments section of the agenda, and those individuals should limit their remarks to three (3) minutes.
- 1.18.4.5 The Chair may modify these procedures when deemed appropriate.

1.18.5 New Mexico Open Meetings Act.

Governing Council meetings will reflect the requirements of the New Mexico Open Meetings Act.

- 1.18.5.1 Regular meetings of the Governing Council members shall be held in accordance with the annually adopted New Mexico Open Meetings Act Resolution.
- 1.18.5.2 Public or other notice of such meetings shall be timely and in accordance with that resolution, these Bylaws and the New Mexico Open Meetings Act.
- 1.18.5.3 The Council may recess any Open Meeting and reconvene, if prior to recessing the Council specifies for the minutes the date, time, and place for the continuation of the meeting, the reason for the recess, and immediately prior to recessing, posts notice of the date, time, place and agenda of the reconvened meeting on or near the door of the place where the meeting was held, or in accordance with the New Mexico Open Meetings Act Resolution.
- 1.18.5.4 Resolution to be voted on each July below:

**Governing Council
East Mountain High School
EMHS Resolution 2025-2026**

WHEREAS, the East Mountain High School Governing Council is a public body established to form policy and provide oversight of the operations of East Mountain High School; and WHEREAS, the East Mountain High School Governing Council met in regular session at East Mountain High School on July 28, 2025 at 6p.m. as required by law; and WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that , except as otherwise provided in the Constitution or the provisions in the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council of East Mountain High School to determine annually what constitutes reasonable notice of its public meetings;

NOW THEREFORE, BE, IT RESOLVED, by the East Mountain High School Governing Council that:

- 1) All Governing Council meetings during the 2025-2026 school year shall be held at East Mountain High School at 6:00p.m. or as indicated otherwise in the meeting notice. Meetings may be held electronically via Zoom as needed. All meeting notification requirements if notice of the date, time, place and agenda are posted in the East Mountain High School Administrative Office and e-mailed to the East Mountain High School E-Mail Distribution List. Copies of the written notice shall be made available to newspapers of general circulation that have made a written request for notice of public meetings.
- 2) Regular meetings shall be held on the fourth Monday unless otherwise specified. The agenda will be available at least three business days prior to the meeting from the East Mountain High School Administrative Office located in Building 1 of the campus in Sandia Park, New Mexico. This agenda shall be disseminated to those on the East Mountain High School Board Book website.
- 3) A special meeting may be called by the Chair of the Governing Council or a majority of the members upon three days' notice. The agenda shall be available to the public at least twenty-four hours before any special meeting. This agenda shall be disseminated to those on the East Mountain High School E-Mail Distribution List and shall also be displayed in the Administrative Office.
- 4) An emergency meeting will be called only for unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The East Mountain High School Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four hours, notice, unless threat of personal injury or property damage requires less notice. An agenda for the emergency meeting will be posted in the school's Administrative Office and disseminated to those on the East Mountain High School E-Mail Distribution List.
- 5) In addition to the information specified above, all notices shall include the following language: *"If you are an individual with a disability who is in need of a reader, amplifier, or qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Assistant Principal of East Mountain High School at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be located on the school's website at <http://www.eastmountainhigh.net/index.aspx>. Please*

contact the Secretary of the Governing Council at East Mountain High School if a summary or other type of accessible format is needed.”

- 6) The East Mountain High School Governing Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority roll-call vote of a quorum of the East Mountain High School Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a closed meeting is conducted when the East Mountain High School Governing Council is not in an open meeting. The closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - c) Following the completion of any closed meeting, the minutes of the meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the East Mountain High School Governing Council in an open public meeting.
- 7) A member of the Governing Council may participate in a meeting of the Council by means of a conference telephone call or other similar communications equipment when it is difficult or impossible for the member 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 member of the public body who speaks during the meeting.
- 8) Once transcribed and approved, all minutes produced as a result of open meetings will be available to the public on the school's website <http://www.eastmountainhigh.net/index.aspx> and in accordance with the Open Meetings Act.
- 9) This resolution will become effective on the 28th day of July, 2025.

PASSED, APPROVED, AND ADOPTED BY THE EAST MOUNTAIN HIGH SCHOOL GOVERNING Council on this 28th day of July, 2025.

1.19 Closed Meetings

Closed meetings of the Governing Council are limited to those subject matters allowed to be closed to the public under the New Mexico Open Meetings Act, NMSA 1978 § 10-151.

- 1.19.1** A closed meeting may be called during an Open Meeting or when the Council is not meeting, according to the provisions of law.
- 1.19.2** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.19.3** No business other than the business on the published agenda for a closed meeting may be covered in a closed meeting of the Governing Council, and no action shall be taken.
- 1.19.4** At the next Open Meeting immediately following the closed meeting, the Council shall state on the record that a closed meeting was held, the date, time and place, and that nothing other than the published matter or matters were discussed.
- 1.19.5** A reconvened meeting shall constitute the next Open Meeting for purposes of this requirement. This shall be done in accordance with NMSA 1978 § 10-15-1(I).

1.20 Special Meetings

Special meetings of the Governing Council may be called by the Chair of the Governing Council, the Vice-Chair/Chair-Elect, or by any two (2) Council members together.

- 1.20.1** Such meetings shall be held at the Director's office of East Mountain High School or, if different, at the place designated by the person or persons calling the special meeting.
- 1.20.2** All special meetings shall be noticed and held in accordance with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.
- 1.20.3** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.20.4** The Governing Council may, in its discretion, adopt a course of action that some meetings will be working and/or training sessions at which no action shall be taken.
 - 1.20.4.1 These meetings shall be open to the public and announced in the local media pursuant to the New Mexico Open Meetings Act Resolution.
 - 1.20.4.2 At these meetings, the Governing Council may also approve the minutes from a previous meeting in order to expedite timely public notification.

1.21 Meeting of Council Organization

The organizational meeting for each term shall be at the first regular meeting in July. At that meeting, all Council members will be seated, and the officers shall be elected. It is recommended that the Governing Council include the following items on the agenda of its annual Organizational Meeting:

- 1.21.1** Council Evaluation. Evaluation of last year's Governing Council operation – The Council will conduct an East Mountain High School annual review of the Governing Council goals and assess the effectiveness of the ongoing Council

operation, either at this organizational meeting or at the final meeting of the previous school year.

- 1.21.2** Council Seating. Seating of the Governing Council members for the upcoming year – The Chair will seat all Council members who will sign the Governing Council Code of Conduct and the Governing Council Conflict of Interest.
- 1.21.3** Determination of Council Terms. The Governing Council will designate new member terms to assure, to the extent reasonable feasible, that at least a majority of members will carry over from one year to the next.
- 1.21.4** Officer Election. Election of the chair, statement of the chair’s declaration of target length of service, election of vice-chair/chair elect, and election of secretary.
- 1.21.5** Meeting Date and Time. Determination of the monthly regular meeting date(s) for the upcoming year.
- 1.21.6** In compliance with the stipulations of the New Mexico Open Meetings Act, the Council Secretary will prepare the annual resolution certifying the information above for Council approval at the first regular meeting following the Organizational Meeting.
- 1.21.7** Retiree Recognition.
- 1.21.8** At the Direction of the Council development Committee, the Council members retiring during the past Council year will be recognized for their service via a plaque and Council resolution.

1.22 Notice of Meetings to Council Members

Unless otherwise provided by these Bylaws, or the laws of this State, the following provisions shall govern the giving of notice for meetings of the Governing Council to Council Members:

- 1.22.1** Regular Meetings.
 - 1.22.1.1 If the regular meeting of the Governing Council is determined by the Governing Council to be held consistently, no notice to Council members need be given.
 - 1.22.1.2 However, if regular meetings are held only at the discretion of the Governing Council, then at least one-week prior notice shall be given by the Chair or the Secretary or an individual so authorized by the Chair to give such notice.
- 1.22.2** Special Meetings.
 - 1.22.2.1 The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each special meeting of the Governing Council, unless the meeting is called on an emergency basis consistent with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.
 - 1.22.2.2 Such notice may be oral, written, or electronic, may be given personally, by first class mail, by telephone, by e-mail, or by facsimile, and shall state the place, date and time of the meeting and the matters on the agenda for action or discussion at the meeting.

1.22.2.3 In the case of facsimile or e-mail notification, the Council member contacted shall acknowledge personal receipt of the facsimile or e-mail notice by a return message or telephone call within twenty-four (24) hours of the initial facsimile or e-mail transmission.

1.22.3 Closed Meetings.

The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each closed meeting of the Governing Council in the same manner as for special meetings in subsection above.

1.22.4 Waiver of Notice.

1.22.4.1 Whenever any notice of a meeting is required to be given to any Council member of this Governing Council under provisions of these Bylaws or the law of this State, a waiver of notice in writing signed by the Council member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

1.22.4.2 Attendance at the meeting, recorded in the official minutes, shall be deemed to be a valid waiver by a member who was not noticed pursuant to these provisions.

1.23 Quorum for Meetings

1.23.1 A quorum is defined as a majority of voting Governing Council members and a majority vote will constitute the action by the Governing Council.

1.23.2 Except as otherwise provided under these Policies, or provisions of law, discussion may occur, but no decisions will be made by the Governing Council at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

1.23.3 Any Council member may attend a meeting via teleconference if unable to attend in person.

1.23.3.1 The physical setup must be in accordance with the conditions of the New Mexico Open Meetings Act.

1.23.3.2 The member participating via teleconference will also be considered as present when deciding a quorum.

1.24 Conduct of Meetings

Meetings of the Governing Council shall be presided over by the Chair of the Governing Council.

1.24.1 Or, if no such person has been so designated, or, in his or her absence, by the Vice-Chair if in attendance, or by Chair chosen by a majority of the Council members present at the meeting.

1.24.2 The Secretary of the Governing Council shall act as secretary of all meetings of the Governing Council, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

1.24.3 Robert's Rules of Order Revised shall govern the Governing Council meetings, except when other regulations prevail. When appropriate, the Chair may use

discretion in the adherence to any procedural rule.

1.25 Majority Action as Governing Council Action

Every act done or decision made by a majority of the Council members present at a meeting duly held at which a quorum is present shall be construed as an act of the entire Governing Council, unless these policies require a greater percentage or different voting rules for approval of a matter by the Governing Council.

1.26 One-Voice Principle

The GC subscribes to the “one voice” best-practiced described by John Carver in the Policy Governance model.

- 1.26.1** As such, the Governance Council can act only as a plurality where quorum exists.
- 1.26.2** By definition, then, there is no such thing as an individual governing council member.
- 1.26.3** When operating outside of quorum, all GC members serve as volunteers without GC authority except as explicitly delegated to them by the entire GC.
- 1.26.4** When in the minority of a GC decision, it is expected that you will be publicly and privately in support of the majority following a decision.

1.27 Governing Council Use of Committees

- 1.27.1** The GC uses various committees to assist in accomplishing the work of governance.
- 1.27.2** The Governing Council may choose to adopt rules and regulations pertaining to the meetings of its committees to the extent that such rules and regulations are not inconsistent with the provisions of these Policies.
- 1.27.3** If any committee meeting has a quorum of Governing Council members in attendance, it must follow the procedures outlined for an open Governing Council meeting.
- 1.27.4** In addition to standing committees that accommodate policies, procedures and budget oversight, the East Mountain High School Governing Council shall create such committees that are necessary for the operation of the school and for the principal work of the Council, including the support necessary for the realization of the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.
- 1.27.5** Committees may be modified, added or deleted when determined necessary by resolution of the Council.
- 1.27.6** Each Governing Council committee shall be chaired by a member of the Governing Council appointed by the Council Chair, and shall include at least one other Council member as a committee member, when possible.
- 1.27.7** Additional committee members shall be appointed by the respective committee chair, and, where appropriate, shall be representative of the school community – staff, parents, and community members. When appropriate, some committees may also include students.

- 1.27.8** Council committees are non-decision making but have the power as they fulfill their responsibility to recommend to the full Governing Council.
- 1.27.9** The Council Chair may from time-to-time appoint any other committees he/she deems necessary.
- 1.27.9.1 These committees will consist of persons designated by the Governing Council Chair and shall act in an advisory capacity to the Governing Council.
- 1.27.9.2 Ad hoc committees may be established either to make recommendations to the Governing Council, to evaluate the advantages and disadvantages of optional actions, or for any other support function to assist the Council.
- 1.27.9.3 Examples include a Principal Search Committee, a Council Recruitment Task-Force, a Conflict Resolution Committee, or a committee to suggest alternative actions for consideration by the Council.
- 1.27.9.4 Because of its importance, the GC has provided specific policies regarding Director Search Committee below:
- 1.27.9.4.1 East Mountain High School shall select and hire the best possible Principal to lead the school to achieve its Vision, Mission, and Goals.
- 1.27.9.4.2 Council assigns several of its members to staff an ad hoc search committee.
- 1.27.9.4.3 The search committee will be chaired by a GC member.
- 1.27.9.4.4 The appointed Council members meet in preliminary sessions to outline the search process, including the scope of the search, funds required, a tentative timeline for the key decision points, a method of interviews and decision making and selection criteria.
- 1.27.9.4.5 The full committee membership is solicited, and should include a minimum of two of each of the following school stakeholders: students, teachers, administration/staff, parents and community
- 1.27.9.4.6 Operating principles of Principal Search Committee:
- 1.27.9.4.6.1 There will be an equal opportunity for participation by all stakeholder groups and all individuals within those groups.
- 1.27.9.4.6.2 The selection process will focus on a definition of desired characteristics for the new principal.
- 1.27.9.4.6.3 These characteristics will be linked to the Vision, Mission, and Charter.
- 1.27.9.4.7 The Committee reviews the search process outline, then proceeds to design and post notices of vacancy as defined in the scope of the search.
- 1.27.9.4.8 During this time, members meet with their constituencies to establish the content and format of the interviews.

- 1.27.9.4.9 All stakeholder groups have the opportunity to interview candidates and provide ranking to Council.
- 1.27.9.4.10 After all applications are received, those candidates meeting the minimum selection criteria are scheduled for interviews.
- 1.27.9.4.11 After initial interviews have been completed, the Principal Search Committee members consult with their constituents and determine their top candidates.
- 1.27.9.4.12 The committee then meets to select its overall top candidates and invites them to return for a presentation to Council and second interview.
- 1.27.9.4.13 All of the process except the final decision is held in sessions open to the public.
- 1.27.9.4.14 The final decisions about who is selected, the salary to be offered and any subsequent negotiations are made by Council in closed session.

1.27.10 The general purpose of each of the Council committees shall be stated in the charter of each committee.

1.27.11 Annual committee goals are set annually and committee accomplishments are evaluated in the form of a written report at the regular June Governing Council meeting.

1.27.12 Committee Chair Responsibilities

- 1.27.12.1 Attend all meetings
- 1.27.12.2 Call and reside over meetings of the committee.
- 1.27.12.3 Set the agenda for the committee meetings.
- 1.27.12.4 Record the decisions and recommendations made by the committee.
- 1.27.12.5 Report the committee's activities and recommendations to the full Council.
- 1.27.12.6 Invite the Director, as appropriate, and Council Chair to attend committee meetings.
- 1.27.12.7 Work with the Director and Council Chair to decide who should serve on the committee.
- 1.27.12.8 Delegate responsibilities to other committee members and encourage their full participation.
- 1.27.12.9 Evaluate the work of the committee with other committee members, the Council Chair, and the Director.
- 1.27.12.10 Ensure the committee has a written committee charter, which details the scope of work, composition of the committee (number of people and skills and qualifications desired), constituencies to be represented, and skills and qualifications desired and committee ground rules.
- 1.27.12.11 Ensure that clear, tangible goals are set for the committee and approved by the Council.

- 1.27.12.12 Council committees of the East Mountain High School Governing Council have a variety of means to and/or seek input from the Governing Council, among which are
- 1.27.12.12.1 Committee agendas and minutes distributed to the Governing Council;
 - 1.27.12.12.2 Discussion/action items at regular Governing Council meetings; and/or
 - 1.27.12.12.3 A special Council meeting.
- 1.27.12.13 As a courtesy to Governing Council members and as a method of keeping the Governing Council continuously informed, it is desired that each Council committee will communicate the agenda and minutes of each of its meetings using email.
- 1.27.12.14 Committees are expected to use regular Governing Council meetings to either seek Council input by means of Governing Council discussion or to submit recommendations (motion) for the Governing Council to act upon from time to time.
- 1.27.12.15 On occasion, the Council committee may request that the Governing Council convene a special session to thoroughly explore a specific topic.
- 1.27.12.16 The Assembly of past governing council Members may be convened by the Council Chair or designee for general or specific matters associated with East Mountain High School.

1.27.13 Standing committees (may include but are not limited to) the following:

- 1.27.13.1 Executive Committee/Policy Committee
 - 1.27.13.1.1 Consists of Chair, Vice-Chair, and Secretary
 - 1.27.13.1.2 Manages the policy revision described above
- 1.27.13.2 Finance, Facilities and Audit Committee
- 1.27.13.3 Strategic Planning and Outcomes
- 1.27.13.4 Board Development

1.28 Designation of Officers

The officers of the Governing Council shall be a Chair, Vice-Chair/Chair Elect, and a Secretary.

- 1.28.1** The Governing Council may also have assistant secretaries and such other officers as the Governing Council may determine from time to time.
- 1.28.2** All members of the Governing Council are encouraged to assume the role of an officer during their tenure on the Council.

1.29 Qualification of Officers

Any Member of the Governing Council may serve as an officer of this Governing Council, at the discretion of the Governing Council, with all rights and responsibilities afforded those offices.

1.30 Election of Officers and Terms

Officers shall be elected by the Governing Council to a term specified for a given opening, at any time. Each officer shall hold office until the end of the term of that office, his or her successor is elected and qualified, or until s/he resigns, is removed or is otherwise disqualified to serve, whichever occurs first.

1.31 Removal and Resignation of Officers

1.31.1 The Governing Council may remove any officer from office at any time, with or without cause, by a vote of two-thirds (2/3) of the members of the Governing Council present at the meeting.

1.31.2 Any officer may resign from office at any time by giving written notice to the Governing Council or to the Chair or Secretary of the Governing Council.

1.31.2.1 Any such resignation shall take effect on the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein.

1.31.2.2 Council acceptance of such resignation shall not be necessary to make it effective.

1.31.2.3 The above provisions of this Section shall be superseded by any conflicting terms of a contract that has been approved or ratified by the Governing Council relating to the employment of any officer of the Governing Council.

1.32 Officer Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise (except for expiration of term) of any officer shall be filled by majority vote of the Governing Council.

1.32.1 Vacancy may be filled temporarily by appointment by the Chair until such time as the Governing Council shall fill the vacancy.

1.32.2 Vacancies occurring in offices appointed at the discretion of the Governing Council may or may not be filled, as the Governing Council shall determine.

1.32.3 To the extent reasonably feasible, no office shall remain vacant for longer than thirty (30) days.

1.33 Continuity of Governing Council Leadership.

To encourage continuity of Governing Council leadership, when the conclusion of the term of the Immediate Past-Chair of the Governing Council coincides with the completion of his/her term of membership, the Immediate Past-Chair may exercise a prerogative to serve on the Governing Council as a non-voting, ex-officio member for one additional year.

1.34 Duties of Chair of the Governing Council

1.34.1 The chair is the senior volunteer leader of East Mountain High School who presides at all meetings of the Governing Council and other meetings as required.

- 1.34.2** Term is for one year, renewable for three years or more at the Council's discretion.
- 1.34.3** The chair is an ex-officio member of all committees of the Council.
- 1.34.4** The Council Chair oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained.
- 1.34.5** Works with the Director, Council officers, and committee chairs to develop the agendas for Governing Council meetings, and presides at these meetings.
- 1.34.6** Chairs all meetings of the Governing Council, facilitates discussions and rules on questions of procedure.
- 1.34.7** Must vote to break tie votes, and may vote on any issue, including to cause a tie, as might any other member in good standing.
- 1.34.8** Must remain neutral on matters in debate until voting. May, however, participate in debate and move Governing Council action, as any other member in good standing, by appointing a Chair pro-tem for the period of the debate and thereby vacating the Chair.
- 1.34.9** Collaborates with the Council to set annual Governing Council Goals
- 1.34.10** Assigns volunteers to key leadership positions
- 1.34.11** Appoints chairs of Council committees.
- 1.34.12** Supports annual fund-raising efforts and sets an example for other Council members.
- 1.34.13** Works with the Governing Council and paid and volunteer leadership, in accordance with these policies, to establish and maintain systems for:
 - 1.34.13.1 Planning the school's human and financial resources and setting priorities for future development.
 - 1.34.13.2 Reviewing operational effectiveness and setting priorities for future development.
 - 1.34.13.3 Controlling fiscal affairs.
 - 1.34.13.4 Acquiring, maintaining, and disposing of property.
 - 1.34.13.5 Maintaining a public relations program to ensure community involvement.
 - 1.34.13.6 Ensuring the ethical standard.
- 1.34.14** Communicates on a regular basis with the Director without implying to speak on behalf of the Governing Council unless given formal authority to do so by the council.
- 1.34.15** Conveys to the Governing Council, when necessary, appropriate matters communicated directly and privately by the Director, either prior to or at a subsequent Governing Council meeting.
- 1.34.16** Qualifications:
 - 1.34.16.1 One year of previous Governing Council Service
 - 1.34.16.2 A dedication to East Mountain High School and its values
 - 1.34.16.3 A commitment to realizing the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.
 - 1.34.16.4 Ability to understand concepts and articulate ideas

1.34.16.5 Excellent facilitator

1.35 Duties of Vice-Chair

1.35.1 Preside in the Chair's absence

1.35.2 May serve as a member of any standing committees

1.35.3 Length of term: One year, renewable for three consecutive terms or more at the Council's discretion.

1.35.3.1 Key Responsibilities:

1.35.3.1.1 Presides at meetings of Governing Council at the request of the Chair or in his/her absence

1.35.3.1.2 Works closely with the Chair to acquire the skills, competencies, and knowledge of EMHS objectives, activities, procedures, and services,

1.35.3.1.3 In case of the disability of the Chair, temporarily exercises all the powers and perform all the duties of the Chair,

1.35.3.1.4 Performs such liaison duties as the Governing Council or the Chair may determine.

1.35.3.1.5 In case of resignation or death of the Chair, succeeds to the office of the Chair for the remainder of that term of office as well as for his/her subsequent term of office as Chair,

1.35.3.1.6 Generally, exercises such other powers and duties as may be prescribed by the Chair and or the Governing Council.

1.36 Duties of Secretary

The secretary is the designated member of the East Mountain High School Governing Council who ensures that, via minutes, all business of the Council is accurately recorded, maintained, and disseminated in a timely manner.

1.36.1 Length of Term: One year; renewable for three consecutive years or more at the council's discretion.

1.36.2 Facilitate preparation of agendas, when appropriate, with cooperation and under the direction of the Chair.

1.36.3 Certify and keep at the principal office of the school the original or a copy of the Policies as amended or otherwise altered to date.

1.36.4 Keep at the principal office of the school or at such a place as the Council may determine a book of minutes of all meetings of the Council.

1.36.4.1 Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.

1.36.5 Ensure that all notices are duly given in accordance with the provisions of the Policies.

1.36.6 In general, ensure all duties incident to the office of the secretary and such other duties as may be required by law, or by the Policies, or which may be assigned to him or her from time to time by the Governing Council. Including

- 1.36.6.1 Certify and keep at the principal office of the Governing Council the original, or a copy, of the East Mountain High School Governing Council Bylaws as amended or otherwise altered to date;
- 1.36.6.2 Provide the school Principal the approved minutes and non-confidential Council Packet contents of each Council meeting in the Council Book of Minutes. The Director will be responsible for filing and maintaining the approved official minutes of all meetings and file same in the principal office of the Governing Council or at such other place as the Governing Council may determine;
- 1.36.6.3 Ensure the recording of the proceedings of the Governing Council in abbreviated "action" minutes as opposed to "narrative" minutes. The essentials of the action minutes are as follows:
 - 1.36.6.3.1 the kind of meeting, regular, special, or emergency or adjourned regular, adjourned special, or adjourned emergency;
 - 1.36.6.3.2 the name of the organization, i.e., Governing Council;
 - 1.36.6.3.3 the date of meeting and place;
 - 1.36.6.3.4 the fact of presence or absence of Council members, both official and ex-officio;
 - 1.36.6.3.5 whether the agenda of this meeting was approved;
 - 1.36.6.3.6 whether the minutes of the previous meeting approved, or their reading dispensed with;
 - 1.36.6.3.7 all the main motions, who made the motion, the vote of each council member, and whether approved or defeated; and
 - 1.36.6.3.8 the time of meeting and adjournment.
- 1.36.6.4 Within ten (10) working days of the meeting, ensure availability for public inspection a draft copy of the minutes and clearly indicate on the draft that they are not the official minutes and are subject to approval by the Governing Council at its next meeting at which there is a quorum.
- 1.36.6.5 Ensure dissemination the approved official minutes of each Governing Council meeting to the east Mountain High School E-mail Distribution List and posting the minutes on the East Mountain High School Webpage within ten (10) working days of the meeting at which the minutes were approved. Official minutes are open to public inspection and subject to public inspection under the Inspection of Public Records Act, NMSA 11978, Sections 14-2-1 to -12.

1.37 Execution of Instruments, Deposits and Receipt of Gifts

1.37.1 Execution of Instruments

- 1.37.1.1 The Governing Council, except as otherwise provided in these Policies, may by resolution authorize any officer or agent of the Governing Council to enter into any contract or execute and deliver any instrument in the

name of and on behalf of East Mountain High School, and such authority may be general or confined to specific instances.

1.37.1.2 Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Governing Council to any contract, or to render it liable monetarily for any purpose or in any amount.

1.37.2 Deposits

All funds of East Mountain High School shall be deposited from time to time to the credit of East Mountain High School in such banks, trust companies, or other depositories as the Director may select.

1.37.3 Gifts

The Governing Council may accept on behalf of East Mountain High School any contribution, gift, bequest, or device for the nonprofit purposes of East Mountain High School subject to the provisions of Policy K-004 Gifts and Donations.

1.38 Maintenance of Records

The Governing Council shall electronically maintain the following:

1.38.1 Minutes of all meetings of Governing Council members and committees of the Governing Council, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

1.38.2 Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

1.38.3 A copy of the East Mountain High School Charter, Bylaws as amended to-date, and Governing Council policies, which shall be open to inspection at all reasonable times during office hours or by appointment.

1.39 Council Member's Inspection Rights

Every Council member shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of East Mountain High School.

1.40 Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney, and the right to inspection shall include the right to copy and make extracts.

1.41 Periodic Report

The Governing Council shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state to be so prepared and delivered within the time limits set by law.

ADOPTION OF POLICIES:

The undersigned, in consent with and on behalf of the Governing Council members of East Mountain High School, hereby adopts the foregoing Policies, consisting of the preceding pages.

CHAIR OF THE GOVERNING COUNCIL

Dated

SECRETARY OF THE GOVERNING COUNCIL

Dated

G-106: Employee Travel and Expenses

Approved by: Governing Council

Effective Date: June 13, 2005

Revision Date(s): Draft revisions on 7/15/2025

Reviewed On:

POLICY:

East Mountain High School will reimburse employees for expenses incurred for travel in connection with recognized school business provided the employee receives prior approval for reimbursement from the Executive Director.

PROCEDURES FOR EMPLOYEE:

1. Employees desiring to attend educational meetings, conferences or other events during their contract/duty days must have prior written approval from the Executive Director.
2. With prior approval of the Executive Director, the employee may attend an educational meeting, conference or other event with no loss of pay.
3. Reimbursement for any travel expenses must receive prior approval from the Executive Director. If approved, reimbursement shall be made in compliance with the provisions of the Per-Diem and Mileage Act, 2.42.2 NMSA, as follows:
 - A. Actual reimbursement for lodging, not exceeding the single occupancy room charge (including tax). Whenever possible, employees should stay in hotels which offer government or discounted rates. Employees who incur lodging expenses in excess of \$350.00 per night must obtain the signature of the Executive Director or Executive Director's designee on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.
 - B. Actual reimbursement for meals is limited to a maximum of \$70.00 for in-state / out-of state for a 24-hour period. No reimbursement will be made for purchase of alcoholic beverages.
 - C. Employee may be reimbursed for actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical. If employee drives their own private vehicle, see E. below.
 - D. At destination, if less expensive public transportation is not available or appropriate, employee may be reimbursed for the cost of a rental car.
 - E. Mileage – Private Conveyance: Employees shall be reimbursed for mileage accrued in the use of a private automobile at a rate of fifty-five cents (\$.55) per mile. Employee must list the beginning and ending odometer reading on the Travel Expense Reimbursement form.
 - F. To be reimbursed for the above items, the employee must submit original receipts, not credit card receipts for transportation, and lodging expenses incurred. Receipts are not required for per-diem meals. These receipts must be attached to a *Travel Expense Reimbursement* form. Under circumstances where the receipt(s) is lost, an affidavit from the employee attesting to the expenses may be substituted for actual receipt(s). The affidavit must accompany the travel voucher and include the signature of the Executive Director or Executive Director's designee.
 - G. Reimbursement for Other Expenses: Employee may be reimbursed without receipts for the following expenses up to \$6.00 per day, not to exceed a total of \$30.00 per trip:
 - Taxi or other transportation fares at the destination of the traveler;
 - Gratuities (excluding meals) as allowed by the Executive Director; and
 - Parking fees

If more than \$6.00 per day or \$30.00 per trip is claimed the entire amount of the reimbursement claim must be accompanied by receipts.

4. Generally, the school issues purchase orders for travel expenses; however, to secure advantageous air carrier or other commercial transportation rates, the school may elect to purchase the ticket for the employee.
5. If an employee is traveling with family members, the employee shall pay all travel costs associated with the employee's family.

EAST MOUNTAIN HIGH SCHOOL

**EMPLOYEE LEAVE POLICY AND
PROCEDURES**

Updated July 28, 2025

G-007: Employee Leave

Approved by: Governing Council

Effective Date: May 14, 2007

Revision Date(s): July 28, 2025

Reviewed On:

POLICY:

East Mountain High School provides its employees annual leave and holidays based upon the terms of their individual employment contracts and statutory requirements. The Executive Director, the Principal or the Principal's designee shall consider all leave requests on an individual basis.

LEAVE PROCEDURES

Annual	G-007.01
Professional	G-
007.02	
Unpaid/Without-Pay	G-007.03
Long-Term	G-
007.04	
FMLA	G-007.05
Holidays	G-
007.06	
Jury Duty and Court Subpoena	G-
007.07	
Legislative	G-007.08
Military	G-
007.09	
Victims of Domestic Abuse	G-
007.10	

POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007.01: ANNUAL

Annual leave includes both sick/illness leave and personal leave.

I. Accrual

Unless specified in a specific employee's contract, leave shall be accrued in the following manner:

All annual leave for the year will be accrued on the first pay period in August.

Full-time teachers shall accrue 10 days of annual leave

Staff on contracts with 200-205 days shall accrue 12 days of leave

Staff on contracts with 205-215 days shall accrue 14 days of leave

Staff on contracts with 215-220 days shall accrue 16 days of leave

Staff on contracts with 220-225 days shall accrue 18 days of leave

Staff on contracts with 225+ days shall accrue 20 days of leave

I. REGULAR LEAVE REQUESTS

A. To request annual leave, the employee must notify their direct supervisor in writing and also record the request in *AptaFund*.

B. If an employee is ill and cannot fill out the *AptaFund* request in advance, the employee will complete the form as soon as possible, no later than 24 hours after returning to work.

C. The Business Manager will track employee use of Annual Leave making corresponding payroll deductions including those for each day's absence from duty beyond allowable Annual Leave.

D. Leave Requests during the Duty Day

1. In all instances, the employee must receive prior approval from the supervisor for leave taken during the duty day.

2. Employees who need to schedule medical, professional, or personal appointments Monday through Friday of any given workday are asked to schedule those appointments outside their normal duty hours to avoid being charged for leave.

3. Employees who must schedule appointments during the duty day will be charged for their absence in the appropriate leave category in authorized increments of time (e.g., 1/4 day; 1/2 day; 3/4 day; or full day) in accordance with the following guidelines:

8-Hour Employees 7 1/2 -Hour Employees Leave to be Charged

2 Hours 1 3/4 Hours 1/4 day

4 Hours 3 3/4 Hours 1/2 day

6 Hours 5 1/2 Hours 3/4 day

8 Hours 7 1/2 Hours full day

II. EMERGENCY LEAVE REQUESTS

- A. **EMERGENCY:** If an emergency occurs while the employee is on duty, the employee must notify the supervisor of the circumstances and receive prior approval before leaving the work site. An emergency is defined as a condition or unexpected happening demanding immediate action that is sudden, unforeseen, and urgent. Note that if the time away from the work site does not exceed one (1) hour, leave will not be charged to the employee.
- B. **TRANSITORY:** The supervisor may allow the employee to leave school for a period not to exceed one (1) hour if the employee's assignment can be covered voluntarily by another employee. It is strongly suggested that employees utilize designated prep periods for these absences if reasonable. The decision to allow the employee to leave school will be determined by the Principal or the Principal's designee on a case-by-case basis.
- C. **BEREAVEMENT:** Bereavement leave will be classified as personal leave and the procedures above will apply. Time off will be deducted in the same manner as all annual leave.

III. GENERAL LEAVE INFORMATION

A. Leave Accumulation

- 1. At the conclusion of each contract year, a maximum of five (5) unused Annual Leave (illness/personal leave) days may be carried forward to the next contract year. Such illness/personal leave days may be accumulated to a maximum of thirty-six (36).
- 2. **EXCEPTION:** During the COVID pandemic, employees were authorized to rollover all unused leave to the following year. Any staff employed during the years of 2019-2022 are authorized to maintain more than 36 days of leave.
- 3. Employees contracted to work twenty (20) hours or more per week will accrue personal leave as defined in their employment contract. One leave day is equal to the number of hours stipulated in a part-time or hourly employees' contract.
- 4. During the school year, an employee may not take more than three consecutive annual leave days unless the employee furnishes a medical doctor's excuse to the Principal or the Principal's designee or makes a written request to the Principal or the Principal's designee in the case of bereavement, emergency or other situation with two week notice at the discretion of the Principal or Principal's designee.
- 5. Upon termination of employment, all unused and accumulated Annual Leave is forfeited, and will not be purchased by East Mountain High School nor transferred to any other employee.
- 6. For year-round employees (215 days or more) earned annual leave may be taken through July 31st of the current calendar year. Any unused personal leave (accumulated during the previous fiscal year) in excess of 5 days will be forfeited on July 31st of that year.

B. Leave Abuse

The Executive Director and Principal will oversee absences to determine if a failure to follow procedures, a pattern of absences or a frequency of absences is occurring. If the Principal or the Principal's designee identifies a pattern of abuse, he/she shall consult with the employee. If a perceived abuse of illness continues, the Principal or the Principal's designee may request that the employee produce a written statement from a licensed physician stating the reason for the absence.

C. Leave Donation Program

As per NMAC 1.7.7.9, employees who experience a medical emergency may request a donation of leave time directly from another employee with earned leave. If you are uncomfortable with soliciting a donation, administration will do it on your behalf. The following provisions apply:

1. An employee wishing to request donated leave must exhaust all of their own leave time.
2. The Operations Manager shall be provided with a document from a health care provider that details the nature, severity, and anticipated duration of the emergency medical condition. This includes a statement that the employee is unable to work all or a portion of their hours.
3. Both the employee requesting leave and the individual donating leave must sign the Leave Donation Form.
4. The Donor must maintain a minimum of 5 days in their leave account. Anyone with 5 or fewer days will not be eligible to donate leave time.
5. The value of the donated leave will be computed using a conversion of the donors hourly rate of pay to the recipients hourly rate of pay.
6. Any donated leave that was unused will revert to the donor on a prorated basis.

Note – Donated leave time that has been used remains *donated* – it is not paid back to the donor.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.02: PROFESSIONAL

- I. **ATTENDANCE:** An East Mountain High School employee may be granted professional leave to attend professional activities such as conferences, meetings, seminars, etc. at the employee's expense if the Principal deems such attendance is beneficial to the school and its programs.
- II. **PARTICIPATION:** If an employee is acting in some capacity on behalf of the school, the employee may be granted professional leave, will not lose pay during the absence, and may have all or a portion of the expenses for attending such activity paid. With the Principal's prior written approval, the employee may be released, with full pay, to serve as a speaker, consultant or resource person. Although an employee may direct a proffered fee or honorarium for services to East Mountain High School, said employee accepting such a professional assignment may not accept any fee or honorarium other than a reasonable fee for preparation done outside the employee's duty day. The sponsoring person or institution receiving the services of the EMHS employee is responsible for travel, lodging, meal expenses and substitute costs, if necessary.
- III. **EXPECTATION:** The Principal reserves the right to expect that if the professional leave request is approved, the employee may be asked to report, written and/or orally, aspects of the professional activity that might be deemed of value to the faculty, department and/or other teachers.
- IV. **LENGTH OF LEAVE:** Leaves to attend or participate in professional activities shall not exceed five (5) days per school year, unless special permission is granted by the Principal.

- V. LEAVE REQUEST: Any employee wishing to attend professional activities, not to exceed five days per school year, must submit a written request to the Principal in advance with a justification of how attendance at the activity will be of benefit to the school.

EXTENDED PROFESSIONAL LEAVE REQUEST: Any employee wishing to attend more than 5 days of professional activities per school year must submit a written request to the Principal with justification for the employee's absence from the school, the benefit the school will derive from the employee's work, and how the employee's duties will be covered. Such request may or may not be granted, in the sole judgment of the Principal, based on the Principal's perceived need for the employee at school and/or or the benefit the school may derive from the work.

POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007-03: UNPAID

I. GUIDELINES:

East Mountain High Schools wishes to meet the needs of employees who request extended leaves of absence. Decisions regarding extended leave of absence requests should be made in a manner that ensures that leave will not have a negative impact on students. An employee may request an unpaid leave of absence for a period of up to one (1) contractual year. The Principal or the Principal's designee must approve all requests for unpaid leave of absences and will give serious consideration for such leave under the following circumstances:

- A. To accommodate the employee's physical, medical and mental health needs.
- B. To accommodate pregnancy or adoption.
- C. For the employee to continue formal education.
- D. For the employee to take part in a foreign teacher exchange or to teach in a foreign country.

All requests will be considered on an individual basis by the Principal or the Principal's designee.

II. LEAVE-WITHOUT-PAY

- A. Leave-Without-Pay will be in effect when an employee has exhausted all sick leave due to illness of the employee or the immediate family member, all personal leave, or other extenuating circumstances.
- B. Leave-Without-Pay is not authorized for personal business which infringes upon the employee's school contractual obligations.
- C. Any unauthorized leave taken by an employee will be considered Leave-Without-Pay.
- D. The need for Leave-Without-Pay will be determined by the by the Principal or the Principal's designee.
 - E. An employee on Leave-Without-Pay will be docked at their daily rate.
 - F. Twelve (12) month (Full-time?) employees who are in Leave-Without-Pay status will not earn annual leave for the period when Leave-Without-Pay is in effect.
 - G. An employee on Leave-Without-Pay will be dropped from the school payroll and will be responsible for the payment of their insurance/benefit premiums.

III. EMPLOYEE RIGHTS:

- A. Salary Schedule Placement – During the unpaid leave of absence, the employee will retain placement on but not advance on the salary schedule and will retain all accumulated sick leave, but may not use sick leave.
- B. Tenure Rights – The employee will not lose any acquired tenure rights and will waive any claim to unemployment compensation for the period of unpaid leave.
- C. Insurance Premiums – The employee may continue in the School's health and life insurance group plan provided that payment of both the employee's and School's portion of the monthly premiums are made by the employee on the established due date. A failure to pay the monthly premiums as agreed upon will result in the termination of coverage.
- D. The only exception to "C" is if allowed by NMPSIA and requested by the employee, the school may continue the employee's health plan benefits during the leave period to a maximum of one year of total leave. The school will continue to pay its portion of the insurance coverage and the employee will be responsible for payment of his/her portion at least one (1) month in advance. Failure by the employee to pay his/her portion of the insurance premium in advance will result in cancellation of the insurance coverage

IV. REQUEST PROCESS: [5.30.11.1. Procedures for Unpaid Leave of Absence]

- A. Written Request: A request for unpaid leave of absence must be submitted in writing to the Principal. The request must contain the reason for such leave and the period of time that the employee will be absent from work.
- B. Advanced Notice: All requests for unpaid leave of absence must be made as far in advance as possible, but at least thirty (30)-days' notice must be given to the employer prior to the start of such leave. Any request that does not meet the thirty (30)-day required notice will be considered on an individual basis.
- C. Length of Leave: Except in emergency situations, an unpaid leave of absence must begin and end at semester and/or at the end of the school year.
- D. Notification of Return to Work:

1. If the unpaid leave of absence is for a full school year, the employee must notify the Principal in writing no later than April 1 whether he/she intends to return to work at the start of the following school year. The School will not guarantee the employee's return to the vacated position and placement for the following school year will be at the discretion of the School. Failure to notify by this date will be treated as a resignation from the School.
2. If the unpaid leave of absence is for less than a full school year, the employee must notify the Principal at least sixty (60) days before the conclusion of the leave of his/her intent to return on the agreed-upon date. The School will not guarantee the employee's return to the vacated position, and placement for the following school year will be at the discretion of the School. Failure to notify within the required time limit will be treated as a resignation from the School.

IV. GENERAL REQUIREMENTS:

- A. **PHYSICIAN'S STATEMENT:** Employees granted a leave of absence for personal health or childbirth reasons shall be required to submit to the Principal or the Principal's designee, prior to their return to work, a physician's statement releasing the employee to return to work and to perform the essential functions of his/her position, with or without reasonable accommodations.
- B. **Abuse of Leave:** East Mountain High School may take disciplinary action against an employee on the grounds of abuse of leave including termination or discharge.
- C. **Reinstatement:** Eligible employees ordinarily return from leave to be reinstated to their former position or an equivalent position; however, exceptions may apply.

POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007-04: LONG-TERM

The Principal or Principal's designee may grant an employee a long-term leave of absence only if the leave 1) contributes to the employee's professional growth, 2) allows for the maintenance of good health, 3) allows for childbirth, adoption, and infant care, 4) adds significant value to the success of the school, or 5) is required by law.

- A. **ELIGIBILITY:** To be eligible for a leave of absence, an employee must have worked for EMHS for a full school-year, during which the employee must have worked a total of 1,250 hours, and the employee must have had satisfactory work performance and not be the subject of discipline or on a professional improvement plan prior to the leave request.
- B. **LEAVE REQUEST:** Employees requesting long-term leave are to provide the Principal or Principal's designee appropriate supporting documentation justifying their request, including a physician's statement when the request relates to personal health, childbirth or healthcare reasons. The Principal or Principal's designee may request further clarification or justification prior to making a decision.
- C. **REMUNERATION:** An employee taking an extended leave shall do so without pay; however, the school may pay the employee from unused Annual Leave or the Sick Leave Bank (see EMHS Policy G-105 Sick Leave Bank), if applicable.
- D. **LENGTH OF LEAVE:** Where planning is possible, such as in the case of childbirth or scheduled medical treatment, the school will determine that the extended leave should be for an entire semester, term, or school year in order to avoid disruption to the student learning process. Such leave shall not exceed one (1) school year.

- E. **ADJUSTMENT OF LEAVE:** Where the requested leave begins during a semester, the Principal or Principal's designee may require the employee to continue the leave until the end of the semester, so as to minimize the impact on the educational program.
- F. **CONCLUSION OF LEAVE:** The school expects the date of return from an extended leave to be at the beginning of a semester.
- G. **NOTIFICATION OF RETURN:** When the school grants an employee an extended leave of absence for a portion of the school/work year, the employee must notify the Principal or Principal's designee, in writing, of his/her desire to return to active employment at least thirty (30) days prior to the expected date of return.
- H. **RESUMPTION OF EMPLOYMENT:** When the school grants an employee an extended leave of absence for an entire school/work year, the employee must notify the Principal or Principal's designee of his/her desire to return to active employment by March 15 of the school/work year in which the leave was granted.
- I. **PHYSICIAN'S STATEMENT:** When the school grants an employee an extended leave of absence for personal health or childbirth reasons, the employee shall submit to the Principal or Principal's designee, prior to return to work, a physician's statement releasing the employee to assume full duties.
- J. **PAYROLL DEDUCTION:** The school will deduct the employee's daily rate of pay from the employee's salary for any unauthorized absence or absence not meeting the criteria set forth above.
- K. **ABUSE OF LEAVE:** The school may take disciplinary action, including termination or discharge, against an employee who abuses any terms of long-term leave.
- L. **REDUCTION OF SCHEDULE:** An employee may not take an intermittent leave or work a reduced schedule unless approved by the Principal or Principal's designee and medically necessary. If such a schedule is medically necessary (e.g., cases of planned medical treatment), the Principal or Principal's designee may require the employee to transfer to another position, if that position better accommodates the employee's recurring periods of leave.
- M. **INTERMITTENT/REDUCED LEAVE:** If an employee, whose duties are principally instructional (teachers), applies to take intermittent leave, or leave on a reduced work schedule that is foreseeable due to a planned medical treatment, the school may require the employee to either:
 - 1. Take a continuous leave for the entire medical treatment period, or
 - 2. Transfer temporarily to another position.
- N. **ADVANCED, WRITTEN NOTICE:** If possible, an employee must provide written notice to the school at least thirty (30) days prior to the date the leave is to commence. Such advance notice is not required in cases of medical emergency or other unforeseen events. In those cases, it is the employee's responsibility to provide the school with as much notice as is practical.
- O. **NON-ACCRUAL OF BENEFITS:** The employee shall not accrue seniority, Annual Leave, or other accrued benefits during the period of leave.
- P. **INSURANCE BENEFITS:** If allowed by NMPSIA and requested by the employee, the school may continue the employee's health plan benefits during the leave period. The school will continue to pay its portion of the insurance coverage and the employee will be responsible for payment of his/her portion at least one (1) month in advance. Failure by the employee to pay his/her portion of the insurance premium in advance will result in cancellation of the insurance coverage.
- Q. **DENIAL OF REINSTATEMENT:** With the exception of leave taken for FMLA, the school may deny reinstatement to an employee following the leave if reinstatement would create a substantial economic burden for the school.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.05 FMLA

I. Family Medical Leave Act of 1993 (FMLA)

In general, the FMLA allows up to twelve (12) weeks of unpaid, job-protected leave. All employees who have at least twelve (12) months of service to East Mountain High School and have worked 1,250 or more hours during the preceding twelve (12) months, may be eligible for unpaid family and medical leave.

A. Required Notice:

If the necessity for the leave is foreseeable, an employee must provide the Principal or Principal's designee with thirty (30) days' advance written notice of a request for a leave, but in any case notice is required as soon as such notice is practicable, i.e., within one (1) or two (2) business days when the need for leave becomes known to the employee.

B. Request for Leave:

An employee requesting leave must submit a written request for approval to the Principal or Principal's designee, which sets forth:

- the reason(s) for the leave;
- the anticipated start date;

- the anticipated duration of the leave; and
- supporting documentation.

The employee must also provide appropriate supporting documentation with the request to verify the reasons for the leave. The school may also require an appropriate medical certification by a licensed health care provider for any requested leave based on a serious health condition, whether it involves the employee or an immediate family member, i.e., spouse, their children, brothers, sisters, parents, and grandparents. In all cases of leave for medical reasons, East Mountain High School reserves the right to request a second medical opinion at East Mountain High School's expense and further medical opinion, where deemed appropriate. Further, the school may also require periodic medical recertification.

C. Application of Annual Leave:

East Mountain High School requires an employee requesting leave to apply any available annual leave time toward such FMLA leave. The applied East Mountain High School annual leave will "count" against FMLA leave.

D. Twelve Month Period:

The eligible twelve-month period will be the school year, which begins on July 1 and ends on June 30.

E. Unpaid Leave:

Although the Family and Medical Leave shall be without pay, the school may pay the employee from unused Annual Leave or the Sick Leave Bank (see "EMHS Policy G-105: Sick Leave Bank"), if applicable.

(See G-003-03 Unpaid Leave)

F. Intermittent Leave or Reduced Leave Schedule:

Under some circumstances where employees request intermittent leave or leave on a reduced leave schedule, East Mountain High School may require the employee to choose either to:

1. Take leave for a period of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the school will count the entire period of leave against the twelve (12) weeks of leave.

G. Limitations on Leave Near the End of an Academic Term:

Under certain circumstances where instructional employees begin leave near the end of a term, East Mountain High School may require the employee to continue taking leave until the end of the term.

H. Limitations on Leave Where Husband and Wife are Both Employed by East Mountain High School:

Spouses employed by the School are limited to a combined total of twelve (12) workweeks per year for the birth or placement of a child, or to care for a parent. However, for other covered leaves, such as to care for a spouse or child, or for treatment of the employee's own serious health condition, each spouse may take up to twelve (12) weeks a year.

I. Inability to Accrue Leave on FMLA

Employees will not accrue any other type of leave or other benefits during the Family Medical Leave period.

II. Military Leave under the Family Medical Leave Act – Special provisions for FMLA Service-member Family Leave:

- A. An eligible employee of the District may take up to twelve (12) workweeks of FMLA, such leave to be measured backward from the first time such employee uses leave under FMLA, without pay. Such request shall be based on any qualifying exigency, as the U.S. Secretary of Labor shall by regulation determine, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. "Qualifying exigency" is defined by the Department of Labor by referring to a number of broad categories for which employees can use FMLA leave:
 - 1. Short-notice deployment;
 - 2. Military events and related activities;
 - 3. Childcare and school activities;
 - 4. Financial and legal arrangements;
 - 5. Counseling;
 - 6. Rest and recuperation;
 - 7. Post-deployment activities; and
 - 8. Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
- B. An eligible employee of the District may take up to twenty-six (26) workweeks of FMLA to care for a covered Service-member who is the spouse, son, daughter, parent, or next of kin of a covered Service-member. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The leave described to care for a covered service member shall only be available during a single twelve (12) month period.
- C. The aggregate number of workweeks of leave to which both the husband and wife working for the District may be entitled under covered service member family leave combined with leave shall be limited to twenty-six (26) workweeks during only one (1) twelve (12)-month period.
- D. An employee must provide at least thirty (30) days notice before FMLA Servicemember Family Leave is to begin if the need for the leave is foreseeable. When thirty (30) notice is not practicable, notice must be given as soon as practicable.
- E. Certification of active military duty or call to active duty in support of a contingency operation for purpose of receiving FMLA Service-member Family Leave shall be required under the same conditions as FMLA certification for other FMLA leave. In the case of continuation, recurrence, or onset of a serious health condition of the covered Service-member being cared for by an employee and the employee is unable to return to work, certification issued by the health care provider of the Service-member with the serious health condition shall be required to support the inability of the employee to return to work.
- F. All other provisions of the FMLA policy shall apply to the FMLA Service-member Family Leave.

III. Extended Leave Beyond FMLA:

The Principal or Principal's designee will consider requests for extended leave beyond the eligible FMLA leave when such additional leave would be in the best interest of East Mountain High School.

- A. Where planning is possible, such as in the case of childbirth or scheduled medical treatment, extended leave should be for an entire semester, term, or school year in order to avoid disruption to the student learning process. Such leave shall not exceed one (1) school year.
- B. Where the requested leave begins during a semester and continues into a subsequent semester, the Principal or Principal's designee may require the employee to continue the leave until the end of the semester.
- C. Where an extended leave is granted, the date of return should be at the beginning of a semester.

- D. An employee granted an extended leave of absence for a portion of the school/work year must notify the Principal or Principal's designee, in writing, of his/her desire to return to active employment at least thirty (30) days prior to the date of return.
- E. An employee granted an extended leave of absence for an entire school/work year must notify the Principal or Principal's designee of his/her desire to return to active employment by March 15 of the school/work year in which the leave was granted.
- F. The extended leave shall be without pay, provided however, the employee may be paid from unused Annual Leave or the Sick Leave Bank (see EMHS Policy G-105: "Sick Leave Bank"), if applicable.
- G. The employee shall not accrue seniority, Annual Leave, or other accrued benefits during the period of extended leave.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007-06: HOLIDAYS

- I. The East Mountain High School Principal with the assistance of the Business Manager will develop an annual calendar listing all designated holidays and attach the list to each employee's contract.
- II. No employee will be allowed annual leave on the day immediately before or after a holiday, unless supported by a physician's note or requested from and approved by the Principal or the Principal's designee at least one week in advance.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.07: JURY DUTY OR COURT SUBPOENA

I. GUIDELINES:

An EMHS employee will be granted a leave of absence when said employee

- is required to serve on a jury,
- is called to appear in court as a witness,
- must respond to an official order from another governmental jurisdiction for reasons not brought about through misconduct on the part of the employee, or
- is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment and does not concern the employee's own personal affairs.

II. PAYMENT:

Any compensation received for such services, except for transportation expenses, shall be submitted directly to the school Business Manager. Similar to other state employees, East Mountain High School personnel are not paid for jury duty unless they are serving during unpaid leave such as winter break, spring break, summer break, holidays, etc. Payment for serving on jury duty during periods of unpaid leave and travel reimbursement are the sole property of the employee.

III. PROOF OF ATTENDANCE

- A. Leave of absence will be granted when an employee is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment and does not concern the employee's own personal affairs. Leave will be granted to an employee for appearance in court as a witness, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through misconduct of the employee. Such leave will be granted with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury duty or witness fees. Any compensation received, except for transportation expenses, shall be submitted directly to the school Business Office.
- B. The Principal or Principal's designee may request any employee to provide a sealed notice verifying his/her attendance for jury duty. The notification is easily obtained from the court clerk upon request; however, it will only be sealed at the end of the day.

**POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.08: LEGISLATIVE**

An employee currently serving as a New Mexico State Representative or New Mexico State Senator will be granted personal leave by East Mountain High School for the number of days constituting the legislative session as well as for days specified for legislative committee meetings. Once annual leave days are exhausted, salary deductions for additional days requested and approved will be prorated on the amount of the employee's daily salary.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.09: MILITARY

Any employee who is a member of an organized unit of the National Guard, or a reserve unit of any of the military branches, shall be given paid military leave not to exceed fifteen (15) days each fiscal year when ordered to active duty training with such organized units. Such leave is in addition to Annual Leave or vacation time to which the employee is otherwise entitled. Such military leave will be granted with full salary regardless of the amount of money drawn by the employee while on such military duty.

The Uniformed Services Employment & Reemployment Rights Act (USERRA) and as amended in the future requires that employees be granted a leave of absence to perform their military duties. In the event of any conflict between the provisions of this or any other leave policy of the Governing Council and the provisions of the USERRA, the latter shall prevail.

USERRA and this Policy allows for rights and benefits provided that:

- (1) the Employee has given advance written notice or verbal notice of military service to the School (notice can be from the military itself and no notice if required if "military necessity" prevents notification);
- (2) the cumulative length of the Employee's absence and all previous absences from his or her job for military service does not exceed five years; and
- (3) the person reports to or submits an application for reemployment to the School.

After the Employee has been absent for 31 days or more for military service, the School may ask the Employee or the Employee's military unit for documentation showing that:

- (1) the Employee submitted a timely application for employment;
- (2) the Employee's length of military service has not exceeded the five (5) year limitation; and
- (3) the Employee's separation from military service meets the requirements for reemployment.

If the Employee cannot provide this documentation because it is not readily available or does not exist, the employer is still required to promptly reemploy the returning employee.

It is important to note that the USERRA and this Policy requires the employee to submit an application for reemployment and report for work within specific time periods depending on the length of the Employee's military service. The time limits for reporting for work are as follows:

1. *1 to 30 days of military service:* The Employee reports to the School by the beginning of the first scheduled work day that falls eight (8) hours after the end of the last calendar day of military service. This means that a service member who returns home at 10:00 p.m. can be required to report for work for 6:00 a.m. work-shift the following day. This same guideline applies to an Employee who has been ordered to take a fitness-for-service examination regardless of the length of the service member's absence from the job.
2. *31 to 180 days of military services:* The Employee must submit an application for reemployment no later than fourteen (14) days after completion of military service. If the 14th day falls on a day when the School is closed or unavailable to accept a reemployment application, the time is extended to the next business day.
3. *181 days or more of military service:* The Employee must submit an application for reemployment no later than ninety (90) days after completion of military service. If the 90th day falls on a day when the School is closed or unavailable to accept a reemployment application, the time is extended to the next business day.

- *Cases of disability:* Employees who are hospitalized or recovering from a disability that relates to the employee's military service have up to two (2) years to submit an application for reemployment.

Failure to report under this timetable will not automatically forfeit the Employee's entitlement to rights and benefits but will subject the service member to the same rules, policies and procedures the School has for other employees returning from leave.

Provided that the service member meets the prerequisites of the statute, reemployment must occur in a specific order of priority.

- If the period of military service for the employee was ninety (90) days or less:
 - the service member must be reemployed in the position he or she would have occupied had the employment with the School not been interrupted, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School;
 - the service member must be reemployed to the position the employee held on the date that the Employee entered military service, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School; and

- if the Employee cannot become qualified in either case (except for an incurred disability), he or she must be reemployed in a position that the Employee can perform and which closely approximates the positions above, with full seniority.
- If the period of military service for the employee was ninety-one (91) days or more:
 - the service member must be reemployed to the job the Employee would have held had the Employee remained continuously employed, or a position of like seniority and status, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School;
 - the service member must be reemployed to the position the Employee held on the date that the Employee entered military service, or a position of like seniority and status, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School; and
 - if the Employee cannot become qualified in either case (except for an incurred disability), he or she may be reemployed in a position of lesser status or pay, that the Employee can perform, but that most closely approximates the positions above, with full seniority.

If two (2) or more returning service members are entitled to the same position, then the service member who left home first for military service has the priority. Although the focus of the USERRA and this Policy is on reemployment, the statute also includes the right to returning service members to be free from discrimination in initial employment, retention, promotion or benefits, pension, health benefits, vacations and seniority work selection rights. The USERRA also protects covered employees from retaliation for engaging in certain protected conduct specified in the USERRA.

With regard to seniority, the “escalator principle” requires the School to place returning service members back into the “seniority escalator” at the point the Employee would have occupied had he or she remained continuously employed. This could result in the Employee acquiring tenure rights under the N.M. Stat. Ann. § 22-10A-24(A) (2003) without three (3) years of continuous employment with the School. Additionally, if the Employee accepted an employment contract for the upcoming school year, but had yet to work in that position before being called to military service, the returning service member is entitled to the contracted position upon his or her return. Also, any seniority benefits that would have accrued to the Employee, for example, FMLA, salary increases, sick and personal leave accrual, must be granted to the returning service member upon reemployment.

Returning service members may be disqualified for reemployment under four (4) conditions:

- (1) a dishonorable or bad conduct discharge;
- (2) separation from military service under “other than honorable conditions”;
- (3) a commissioned officer’s dismissal via a court martial or by order of the President; and
- (4) when a service member is absent from his duty station without authority or because of civilian imprisonment.

As many service members are returning from the war injured or wounded, the School also has certain obligations regarding reemployment of service members who incurred disabilities or aggravated disabilities during military service. There are three (3) guiding steps which govern reemployment of service members with disabilities:

- The School must take reasonable efforts to accommodate the returning service member’s disability so the Employee can perform the job he or she would have occupied had he or she remained continuously employed.
- If despite reasonable accommodation, the Employee is not qualified for the position above, he or she must be employed in a position of equivalent seniority, status and pay so long as the Employee is qualified to perform the duties of the position or could become qualified to perform them with reasonable efforts by the School.
- If the Employee does not become qualified in either case above, he or she must be employed in a position which most closely approximates in seniority, status and pay, the position held just prior to entering military service.

Reemployment of a returning service member is not required under the following circumstances:

- If the School's circumstances have changed so much that reemploying the Employee would be impossible or unreasonable. An example is a reduction in force that would include the Employee's position.
- If the Employee left an employment position that was for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.
- The School is excused from efforts to qualify or accommodate returning employees with military service-related disabilities when doing so would be so difficult or expensive as to cause the School an undue hardship as determined under the USERRA.
- Service members forfeit their reemployment rights if, prior to leaving for military service, the Employee provided an informed, clear, written notice of intent not to return to work. However, the burden of proof rests with the School to prove that the Employee knowingly provided clear written notice of intent not to return to a position of employment after military service and, in doing so, was aware of the specific rights and benefits to be lost.

As provided under state law, N.M. Stat. Ann. § 20-4-6 (1978), this Policy prohibits any adverse action against applicants or employees on the basis that the person is a member of or has applied for membership in the National Guard.

In addition, under N.M. Stat. Ann. § 28-15-1 (1978), this Policy requires reinstatement of an employee to the same or like position unless it is impossible or unreasonable for the School. If the Employee is honorably discharged or released from military service to complete his or her remaining service in a reserve component, and if the Employee is still qualified to perform the duties of the position he or she previously held, the Employee shall be deemed to meet all the requirements of the School Personnel Act, as well as all residency requirements or other provisions of state law, and shall be restored to such position or to a position of like seniority, status and pay. The language in N.M. Stat. Ann. § 28-15-2 (1978) states that the restored employee shall not be discharged by the School from his or her position without cause within one (1) year after such restoration and shall be incorporated into this Policy.

As provided in N.M. Stat. Ann. § 20-4-7 (1978), this Policy grants Employees of the School who are members of organized units of the Army or Air National Guard or Army, Air Force, Navy, Marine or Coast Guard reserves up to fifteen (15) working days of military leave with pay per fiscal year in addition to other leave or vacation time with pay to which such employees are otherwise entitled. Additionally, the Governor may grant any member of the National Guard or reserves additional military leave with pay for training when he deems that such training will benefit the State by enabling that employee to better perform the duties required.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.10: VICTIMS OF DOMESTIC ABUSE

- I. **DESCRIPTION:** Pursuant to New Mexico's Promoting Financial Independence for Victims of Domestic Abuse Act, any employee who is the subject of domestic abuse or whose family member (a minor child of the employee or a person for whom the employee is the legal guardian) is the subject of domestic abuse, may take intermittent paid or unpaid leave up to 14 days in any calendar year for the purpose of:
- A. Obtaining a protection order or other judicial relief from domestic abuse;
 - B. Meeting with law enforcement officials relating to domestic abuse;
 - C. Consulting with attorneys or district attorneys regarding domestic abuse;
 - D. Consulting with victim advocates; or
 - E. Attending court proceedings relating to domestic abuse of the employee or the employee's family member. For these purposes, "family member: means a minor child of the employee or a person for whom the employee is the legal guardian.
- II. **VERIFICATION:** The employee is required to provide verification of the need for domestic abuse leave, within 7 days of the commencement of the leave, including one of the following:
- A. Police report indicating that the employee or the employee's family member is a victim of domestic abuse;
 - B. A copy of the Order of Protection;
 - C. A written statement of the attorney representing the employee, the district attorney victim advocate, the police officer or prosecuting attorney stating that the employee or the employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.
- III. **NOTICE:** As soon as reasonably practical, the employee shall provide notice to the Principal of the need to take domestic abuse leave. However, when leave is taken in an emergency, the employee must give notice to the Principal within 24 hours of commencing domestic abuse leave.
- IV. **BENEFITS:** The employee may use annual leave or other available personal time off, comp time, or unpaid leave consistent with EMHS policies. To the extent permitted by law, EMHS shall not withhold pay, health coverage insurance or any other benefit that has accrued to the employee, and shall not include time taken for domestic leave in calculating eligibility for benefits.
- V. **CONFIDENTIALITY:** EMHS shall not disclose verification information, and shall maintain confidentiality of ...
- A. The fact that the employee or family member was involved in a domestic abuse incident
 - B. That employee requested or obtained domestic abuse leave
 - C. That employee made a written statement about the need for domestic abuse leave
- EMHS may disclose information related to domestic abuse only with the employee's consent, or when a court or administrative agency orders disclosure, or when otherwise required by law.

Employee: _____ Date: _____

G-106: Employee Travel and Expenses

Approved by: Governing Council

Effective Date: June 13, 2005

Revision Date(s): Draft revisions on 7/15/2025

Reviewed On:

POLICY:

East Mountain High School will reimburse employees for expenses incurred for travel in connection with recognized school business provided the employee receives prior approval for reimbursement from the Executive Director.

PROCEDURES FOR EMPLOYEE:

1. Employees desiring to attend educational meetings, conferences or other events during their contract/duty days must have prior written approval from the Executive Director.
2. With prior approval of the Executive Director, the employee may attend an educational meeting, conference or other event with no loss of pay.
3. Reimbursement for any travel expenses must receive prior approval from the Executive Director. If approved, reimbursement shall be made in compliance with the provisions of the Per-Diem and Mileage Act, 2.42.2 NMSA, as follows:
 - A. Actual reimbursement for lodging, not exceeding the single occupancy room charge (including tax). Whenever possible, employees should stay in hotels which offer government or discounted rates. Employees who incur lodging expenses in excess of \$350.00 per night must obtain the signature of the Executive Director or Executive Director's designee on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.
 - B. Actual reimbursement for meals is limited to a maximum of \$70.00 for in-state / out-of state for a 24-hour period. No reimbursement will be made for purchase of alcoholic beverages.
 - C. Employee may be reimbursed for actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical. If employee drives their own private vehicle, see E. below.
 - D. At destination, if less expensive public transportation is not available or appropriate, employee may be reimbursed for the cost of a rental car.
 - E. Mileage – Private Conveyance: Employees shall be reimbursed for mileage accrued in the use of a private automobile at a rate of fifty-five cents (\$.55) per mile. Employee must list the beginning and ending odometer reading on the Travel Expense Reimbursement form.
 - F. To be reimbursed for the above items, the employee must submit original receipts, not credit card receipts for transportation, and lodging expenses incurred. Receipts are not required for per-diem meals. These receipts must be attached to a *Travel Expense Reimbursement* form. Under circumstances where the receipt(s) is lost, an affidavit from the employee attesting to the expenses may be substituted for actual receipt(s). The affidavit must accompany the travel voucher and include the signature of the Executive Director or Executive Director's designee.
 - G. Reimbursement for Other Expenses: Employee may be reimbursed without receipts for the following expenses up to \$6.00 per day, not to exceed a total of \$30.00 per trip:
 - Taxi or other transportation fares at the destination of the traveler;
 - Gratuities (excluding meals) as allowed by the Executive Director; and
 - Parking fees

If more than \$6.00 per day or \$30.00 per trip is claimed the entire amount of the reimbursement claim must be accompanied by receipts.

4. Generally, the school issues purchase orders for travel expenses; however, to secure advantageous air carrier or other commercial transportation rates, the school may elect to purchase the ticket for the employee.
5. If an employee is traveling with family members, the employee shall pay all travel costs associated with the employee's family.

EAST MOUNTAIN HIGH SCHOOL

**EMPLOYEE LEAVE POLICY AND
PROCEDURES**

Updated July 28, 2025

G-007: Employee Leave

Approved by: Governing Council

Effective Date: May 14, 2007

Revision Date(s): July 28, 2025

Reviewed On:

POLICY:

East Mountain High School provides its employees annual leave and holidays based upon the terms of their individual employment contracts and statutory requirements. The Executive Director, the Principal or the Principal's designee shall consider all leave requests on an individual basis.

LEAVE PROCEDURES

Annual	G-007.01
Professional	G-
007.02	
Unpaid/Without-Pay	G-007.03
Long-Term	G-
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POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007.01: ANNUAL

Annual leave includes both sick/illness leave and personal leave.

I. Accrual

Unless specified in a specific employee's contract, leave shall be accrued in the following manner:

All annual leave for the year will be accrued on the first pay period in August.

Full-time teachers shall accrue 10 days of annual leave

Staff on contracts with 200-205 days shall accrue 12 days of leave

Staff on contracts with 205-215 days shall accrue 14 days of leave

Staff on contracts with 215-220 days shall accrue 16 days of leave

Staff on contracts with 220-225 days shall accrue 18 days of leave

Staff on contracts with 225+ days shall accrue 20 days of leave

I. REGULAR LEAVE REQUESTS

A. To request annual leave, the employee must notify their direct supervisor in writing and also record the request in *AptaFund*.

B. If an employee is ill and cannot fill out the *AptaFund* request in advance, the employee will complete the form as soon as possible, no later than 24 hours after returning to work.

C. The Business Manager will track employee use of Annual Leave making corresponding payroll deductions including those for each day's absence from duty beyond allowable Annual Leave.

D. Leave Requests during the Duty Day

1. In all instances, the employee must receive prior approval from the supervisor for leave taken during the duty day.

2. Employees who need to schedule medical, professional, or personal appointments Monday through Friday of any given workday are asked to schedule those appointments outside their normal duty hours to avoid being charged for leave.

3. Employees who must schedule appointments during the duty day will be charged for their absence in the appropriate leave category in authorized increments of time (e.g., 1/4 day; 1/2 day; 3/4 day; or full day) in accordance with the following guidelines:

8-Hour Employees 7 1/2 -Hour Employees Leave to be Charged

2 Hours 1 3/4 Hours 1/4 day

4 Hours 3 3/4 Hours 1/2 day

6 Hours 5 1/2 Hours 3/4 day

8 Hours 7 1/2 Hours full day

II. EMERGENCY LEAVE REQUESTS

- A. **EMERGENCY:** If an emergency occurs while the employee is on duty, the employee must notify the supervisor of the circumstances and receive prior approval before leaving the work site. An emergency is defined as a condition or unexpected happening demanding immediate action that is sudden, unforeseen, and urgent. Note that if the time away from the work site does not exceed one (1) hour, leave will not be charged to the employee.
- B. **TRANSITORY:** The supervisor may allow the employee to leave school for a period not to exceed one (1) hour if the employee's assignment can be covered voluntarily by another employee. It is strongly suggested that employees utilize designated prep periods for these absences if reasonable. The decision to allow the employee to leave school will be determined by the Principal or the Principal's designee on a case-by-case basis.
- C. **BEREAVEMENT:** Bereavement leave will be classified as personal leave and the procedures above will apply. Time off will be deducted in the same manner as all annual leave.

III. GENERAL LEAVE INFORMATION

A. Leave Accumulation

- 1. At the conclusion of each contract year, a maximum of five (5) unused Annual Leave (illness/personal leave) days may be carried forward to the next contract year. Such illness/personal leave days may be accumulated to a maximum of thirty-six (36).
- 2. **EXCEPTION:** During the COVID pandemic, employees were authorized to rollover all unused leave to the following year. Any staff employed during the years of 2019-2022 are authorized to maintain more than 36 days of leave.
- 3. Employees contracted to work twenty (20) hours or more per week will accrue personal leave as defined in their employment contract. One leave day is equal to the number of hours stipulated in a part-time or hourly employees' contract.
- 4. During the school year, an employee may not take more than three consecutive annual leave days unless the employee furnishes a medical doctor's excuse to the Principal or the Principal's designee or makes a written request to the Principal or the Principal's designee in the case of bereavement, emergency or other situation with two week notice at the discretion of the Principal or Principal's designee.
- 5. Upon termination of employment, all unused and accumulated Annual Leave is forfeited, and will not be purchased by East Mountain High School nor transferred to any other employee.
- 6. For year-round employees (215 days or more) earned annual leave may be taken through July 31st of the current calendar year. Any unused personal leave (accumulated during the previous fiscal year) in excess of 5 days will be forfeited on July 31st of that year.

B. Leave Abuse

The Executive Director and Principal will oversee absences to determine if a failure to follow procedures, a pattern of absences or a frequency of absences is occurring. If the Principal or the Principal's designee identifies a pattern of abuse, he/she shall consult with the employee. If a perceived abuse of illness continues, the Principal or the Principal's designee may request that the employee produce a written statement from a licensed physician stating the reason for the absence.

C. Leave Donation Program

As per NMAC 1.7.7.9, employees who experience a medical emergency may request a donation of leave time directly from another employee with earned leave. If you are uncomfortable with soliciting a donation, administration will do it on your behalf. The following provisions apply:

1. An employee wishing to request donated leave must exhaust all of their own leave time.
2. The Operations Manager shall be provided with a document from a health care provider that details the nature, severity, and anticipated duration of the emergency medical condition. This includes a statement that the employee is unable to work all or a portion of their hours.
3. Both the employee requesting leave and the individual donating leave must sign the Leave Donation Form.
4. The Donor must maintain a minimum of 5 days in their leave account. Anyone with 5 or fewer days will not be eligible to donate leave time.
5. The value of the donated leave will be computed using a conversion of the donors hourly rate of pay to the recipients hourly rate of pay.
6. Any donated leave that was unused will revert to the donor on a prorated basis.

Note – Donated leave time that has been used remains *donated* – it is not paid back to the donor.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.02: PROFESSIONAL

- I. **ATTENDANCE:** An East Mountain High School employee may be granted professional leave to attend professional activities such as conferences, meetings, seminars, etc. at the employee's expense if the Principal deems such attendance is beneficial to the school and its programs.
- II. **PARTICIPATION:** If an employee is acting in some capacity on behalf of the school, the employee may be granted professional leave, will not lose pay during the absence, and may have all or a portion of the expenses for attending such activity paid. With the Principal's prior written approval, the employee may be released, with full pay, to serve as a speaker, consultant or resource person. Although an employee may direct a proffered fee or honorarium for services to East Mountain High School, said employee accepting such a professional assignment may not accept any fee or honorarium other than a reasonable fee for preparation done outside the employee's duty day. The sponsoring person or institution receiving the services of the EMHS employee is responsible for travel, lodging, meal expenses and substitute costs, if necessary.
- III. **EXPECTATION:** The Principal reserves the right to expect that if the professional leave request is approved, the employee may be asked to report, written and/or orally, aspects of the professional activity that might be deemed of value to the faculty, department and/or other teachers.
- IV. **LENGTH OF LEAVE:** Leaves to attend or participate in professional activities shall not exceed five (5) days per school year, unless special permission is granted by the Principal.

- V. LEAVE REQUEST: Any employee wishing to attend professional activities, not to exceed five days per school year, must submit a written request to the Principal in advance with a justification of how attendance at the activity will be of benefit to the school.

EXTENDED PROFESSIONAL LEAVE REQUEST: Any employee wishing to attend more than 5 days of professional activities per school year must submit a written request to the Principal with justification for the employee's absence from the school, the benefit the school will derive from the employee's work, and how the employee's duties will be covered. Such request may or may not be granted, in the sole judgment of the Principal, based on the Principal's perceived need for the employee at school and/or or the benefit the school may derive from the work.

POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007-03: UNPAID

I. GUIDELINES:

East Mountain High Schools wishes to meet the needs of employees who request extended leaves of absence. Decisions regarding extended leave of absence requests should be made in a manner that ensures that leave will not have a negative impact on students. An employee may request an unpaid leave of absence for a period of up to one (1) contractual year. The Principal or the Principal's designee must approve all requests for unpaid leave of absences and will give serious consideration for such leave under the following circumstances:

- A. To accommodate the employee's physical, medical and mental health needs.
- B. To accommodate pregnancy or adoption.
- C. For the employee to continue formal education.
- D. For the employee to take part in a foreign teacher exchange or to teach in a foreign country.

All requests will be considered on an individual basis by the Principal or the Principal's designee.

II. LEAVE-WITHOUT-PAY

- A. Leave-Without-Pay will be in effect when an employee has exhausted all sick leave due to illness of the employee or the immediate family member, all personal leave, or other extenuating circumstances.
- B. Leave-Without-Pay is not authorized for personal business which infringes upon the employee's school contractual obligations.
- C. Any unauthorized leave taken by an employee will be considered Leave-Without-Pay.
- D. The need for Leave-Without-Pay will be determined by the by the Principal or the Principal's designee.
 - E. An employee on Leave-Without-Pay will be docked at their daily rate.
 - F. Twelve (12) month (Full-time?) employees who are in Leave-Without-Pay status will not earn annual leave for the period when Leave-Without-Pay is in effect.
 - G. An employee on Leave-Without-Pay will be dropped from the school payroll and will be responsible for the payment of their insurance/benefit premiums.

III. EMPLOYEE RIGHTS:

- A. Salary Schedule Placement – During the unpaid leave of absence, the employee will retain placement on but not advance on the salary schedule and will retain all accumulated sick leave, but may not use sick leave.
- B. Tenure Rights – The employee will not lose any acquired tenure rights and will waive any claim to unemployment compensation for the period of unpaid leave.
- C. Insurance Premiums – The employee may continue in the School's health and life insurance group plan provided that payment of both the employee's and School's portion of the monthly premiums are made by the employee on the established due date. A failure to pay the monthly premiums as agreed upon will result in the termination of coverage.
- D. The only exception to "C" is if allowed by NMPSIA and requested by the employee, the school may continue the employee's health plan benefits during the leave period to a maximum of one year of total leave. The school will continue to pay its portion of the insurance coverage and the employee will be responsible for payment of his/her portion at least one (1) month in advance. Failure by the employee to pay his/her portion of the insurance premium in advance will result in cancellation of the insurance coverage

IV. REQUEST PROCESS: [5.30.11.1. Procedures for Unpaid Leave of Absence]

- A. Written Request: A request for unpaid leave of absence must be submitted in writing to the Principal. The request must contain the reason for such leave and the period of time that the employee will be absent from work.
- B. Advanced Notice: All requests for unpaid leave of absence must be made as far in advance as possible, but at least thirty (30)-days' notice must be given to the employer prior to the start of such leave. Any request that does not meet the thirty (30)-day required notice will be considered on an individual basis.
- C. Length of Leave: Except in emergency situations, an unpaid leave of absence must begin and end at semester and/or at the end of the school year.
- D. Notification of Return to Work:

1. If the unpaid leave of absence is for a full school year, the employee must notify the Principal in writing no later than April 1 whether he/she intends to return to work at the start of the following school year. The School will not guarantee the employee's return to the vacated position and placement for the following school year will be at the discretion of the School. Failure to notify by this date will be treated as a resignation from the School.
2. If the unpaid leave of absence is for less than a full school year, the employee must notify the Principal at least sixty (60) days before the conclusion of the leave of his/her intent to return on the agreed-upon date. The School will not guarantee the employee's return to the vacated position, and placement for the following school year will be at the discretion of the School. Failure to notify within the required time limit will be treated as a resignation from the School.

IV. GENERAL REQUIREMENTS:

- A. **PHYSICIAN'S STATEMENT:** Employees granted a leave of absence for personal health or childbirth reasons shall be required to submit to the Principal or the Principal's designee, prior to their return to work, a physician's statement releasing the employee to return to work and to perform the essential functions of his/her position, with or without reasonable accommodations.
- B. **Abuse of Leave:** East Mountain High School may take disciplinary action against an employee on the grounds of abuse of leave including termination or discharge.
- C. **Reinstatement:** Eligible employees ordinarily return from leave to be reinstated to their former position or an equivalent position; however, exceptions may apply.

POLICY G-007: EMPLOYEE LEAVE

PROCEDURE G-007-04: LONG-TERM

The Principal or Principal's designee may grant an employee a long-term leave of absence only if the leave 1) contributes to the employee's professional growth, 2) allows for the maintenance of good health, 3) allows for childbirth, adoption, and infant care, 4) adds significant value to the success of the school, or 5) is required by law.

- A. **ELIGIBILITY:** To be eligible for a leave of absence, an employee must have worked for EMHS for a full school-year, during which the employee must have worked a total of 1,250 hours, and the employee must have had satisfactory work performance and not be the subject of discipline or on a professional improvement plan prior to the leave request.
- B. **LEAVE REQUEST:** Employees requesting long-term leave are to provide the Principal or Principal's designee appropriate supporting documentation justifying their request, including a physician's statement when the request relates to personal health, childbirth or healthcare reasons. The Principal or Principal's designee may request further clarification or justification prior to making a decision.
- C. **REMUNERATION:** An employee taking an extended leave shall do so without pay; however, the school may pay the employee from unused Annual Leave or the Sick Leave Bank (see EMHS Policy G-105 Sick Leave Bank), if applicable.
- D. **LENGTH OF LEAVE:** Where planning is possible, such as in the case of childbirth or scheduled medical treatment, the school will determine that the extended leave should be for an entire semester, term, or school year in order to avoid disruption to the student learning process. Such leave shall not exceed one (1) school year.

- E. **ADJUSTMENT OF LEAVE:** Where the requested leave begins during a semester, the Principal or Principal's designee may require the employee to continue the leave until the end of the semester, so as to minimize the impact on the educational program.
- F. **CONCLUSION OF LEAVE:** The school expects the date of return from an extended leave to be at the beginning of a semester.
- G. **NOTIFICATION OF RETURN:** When the school grants an employee an extended leave of absence for a portion of the school/work year, the employee must notify the Principal or Principal's designee, in writing, of his/her desire to return to active employment at least thirty (30) days prior to the expected date of return.
- H. **RESUMPTION OF EMPLOYMENT:** When the school grants an employee an extended leave of absence for an entire school/work year, the employee must notify the Principal or Principal's designee of his/her desire to return to active employment by March 15 of the school/work year in which the leave was granted.
- I. **PHYSICIAN'S STATEMENT:** When the school grants an employee an extended leave of absence for personal health or childbirth reasons, the employee shall submit to the Principal or Principal's designee, prior to return to work, a physician's statement releasing the employee to assume full duties.
- J. **PAYROLL DEDUCTION:** The school will deduct the employee's daily rate of pay from the employee's salary for any unauthorized absence or absence not meeting the criteria set forth above.
- K. **ABUSE OF LEAVE:** The school may take disciplinary action, including termination or discharge, against an employee who abuses any terms of long-term leave.
- L. **REDUCTION OF SCHEDULE:** An employee may not take an intermittent leave or work a reduced schedule unless approved by the Principal or Principal's designee and medically necessary. If such a schedule is medically necessary (e.g., cases of planned medical treatment), the Principal or Principal's designee may require the employee to transfer to another position, if that position better accommodates the employee's recurring periods of leave.
- M. **INTERMITTENT/REDUCED LEAVE:** If an employee, whose duties are principally instructional (teachers), applies to take intermittent leave, or leave on a reduced work schedule that is foreseeable due to a planned medical treatment, the school may require the employee to either:
 - 1. Take a continuous leave for the entire medical treatment period, or
 - 2. Transfer temporarily to another position.
- N. **ADVANCED, WRITTEN NOTICE:** If possible, an employee must provide written notice to the school at least thirty (30) days prior to the date the leave is to commence. Such advance notice is not required in cases of medical emergency or other unforeseen events. In those cases, it is the employee's responsibility to provide the school with as much notice as is practical.
- O. **NON-ACCRUAL OF BENEFITS:** The employee shall not accrue seniority, Annual Leave, or other accrued benefits during the period of leave.
- P. **INSURANCE BENEFITS:** If allowed by NMPSIA and requested by the employee, the school may continue the employee's health plan benefits during the leave period. The school will continue to pay its portion of the insurance coverage and the employee will be responsible for payment of his/her portion at least one (1) month in advance. Failure by the employee to pay his/her portion of the insurance premium in advance will result in cancellation of the insurance coverage.
- Q. **DENIAL OF REINSTATEMENT:** With the exception of leave taken for FMLA, the school may deny reinstatement to an employee following the leave if reinstatement would create a substantial economic burden for the school.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.05 FMLA

I. Family Medical Leave Act of 1993 (FMLA)

In general, the FMLA allows up to twelve (12) weeks of unpaid, job-protected leave. All employees who have at least twelve (12) months of service to East Mountain High School and have worked 1,250 or more hours during the preceding twelve (12) months, may be eligible for unpaid family and medical leave.

A. Required Notice:

If the necessity for the leave is foreseeable, an employee must provide the Principal or Principal's designee with thirty (30) days' advance written notice of a request for a leave, but in any case notice is required as soon as such notice is practicable, i.e., within one (1) or two (2) business days when the need for leave becomes known to the employee.

B. Request for Leave:

An employee requesting leave must submit a written request for approval to the Principal or Principal's designee, which sets forth:

- the reason(s) for the leave;
- the anticipated start date;

- the anticipated duration of the leave; and
- supporting documentation.

The employee must also provide appropriate supporting documentation with the request to verify the reasons for the leave. The school may also require an appropriate medical certification by a licensed health care provider for any requested leave based on a serious health condition, whether it involves the employee or an immediate family member, i.e., spouse, their children, brothers, sisters, parents, and grandparents. In all cases of leave for medical reasons, East Mountain High School reserves the right to request a second medical opinion at East Mountain High School's expense and further medical opinion, where deemed appropriate. Further, the school may also require periodic medical recertification.

C. Application of Annual Leave:

East Mountain High School requires an employee requesting leave to apply any available annual leave time toward such FMLA leave. The applied East Mountain High School annual leave will "count" against FMLA leave.

D. Twelve Month Period:

The eligible twelve-month period will be the school year, which begins on July 1 and ends on June 30.

E. Unpaid Leave:

Although the Family and Medical Leave shall be without pay, the school may pay the employee from unused Annual Leave or the Sick Leave Bank (see "EMHS Policy G-105: Sick Leave Bank"), if applicable.

(See G-003-03 Unpaid Leave)

F. Intermittent Leave or Reduced Leave Schedule:

Under some circumstances where employees request intermittent leave or leave on a reduced leave schedule, East Mountain High School may require the employee to choose either to:

1. Take leave for a period of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the school will count the entire period of leave against the twelve (12) weeks of leave.

G. Limitations on Leave Near the End of an Academic Term:

Under certain circumstances where instructional employees begin leave near the end of a term, East Mountain High School may require the employee to continue taking leave until the end of the term.

H. Limitations on Leave Where Husband and Wife are Both Employed by East Mountain High School:

Spouses employed by the School are limited to a combined total of twelve (12) workweeks per year for the birth or placement of a child, or to care for a parent. However, for other covered leaves, such as to care for a spouse or child, or for treatment of the employee's own serious health condition, each spouse may take up to twelve (12) weeks a year.

I. Inability to Accrue Leave on FMLA

Employees will not accrue any other type of leave or other benefits during the Family Medical Leave period.

II. Military Leave under the Family Medical Leave Act – Special provisions for FMLA Service-member Family Leave:

- A. An eligible employee of the District may take up to twelve (12) workweeks of FMLA, such leave to be measured backward from the first time such employee uses leave under FMLA, without pay. Such request shall be based on any qualifying exigency, as the U.S. Secretary of Labor shall by regulation determine, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. "Qualifying exigency" is defined by the Department of Labor by referring to a number of broad categories for which employees can use FMLA leave:
 - 1. Short-notice deployment;
 - 2. Military events and related activities;
 - 3. Childcare and school activities;
 - 4. Financial and legal arrangements;
 - 5. Counseling;
 - 6. Rest and recuperation;
 - 7. Post-deployment activities; and
 - 8. Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
- B. An eligible employee of the District may take up to twenty-six (26) workweeks of FMLA to care for a covered Service-member who is the spouse, son, daughter, parent, or next of kin of a covered Service-member. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The leave described to care for a covered service member shall only be available during a single twelve (12) month period.
- C. The aggregate number of workweeks of leave to which both the husband and wife working for the District may be entitled under covered service member family leave combined with leave shall be limited to twenty-six (26) workweeks during only one (1) twelve (12)-month period.
- D. An employee must provide at least thirty (30) days notice before FMLA Servicemember Family Leave is to begin if the need for the leave is foreseeable. When thirty (30) notice is not practicable, notice must be given as soon as practicable.
- E. Certification of active military duty or call to active duty in support of a contingency operation for purpose of receiving FMLA Service-member Family Leave shall be required under the same conditions as FMLA certification for other FMLA leave. In the case of continuation, recurrence, or onset of a serious health condition of the covered Service-member being cared for by an employee and the employee is unable to return to work, certification issued by the health care provider of the Service-member with the serious health condition shall be required to support the inability of the employee to return to work.
- F. All other provisions of the FMLA policy shall apply to the FMLA Service-member Family Leave.

III. Extended Leave Beyond FMLA:

The Principal or Principal's designee will consider requests for extended leave beyond the eligible FMLA leave when such additional leave would be in the best interest of East Mountain High School.

- A. Where planning is possible, such as in the case of childbirth or scheduled medical treatment, extended leave should be for an entire semester, term, or school year in order to avoid disruption to the student learning process. Such leave shall not exceed one (1) school year.
- B. Where the requested leave begins during a semester and continues into a subsequent semester, the Principal or Principal's designee may require the employee to continue the leave until the end of the semester.
- C. Where an extended leave is granted, the date of return should be at the beginning of a semester.

- D. An employee granted an extended leave of absence for a portion of the school/work year must notify the Principal or Principal's designee, in writing, of his/her desire to return to active employment at least thirty (30) days prior to the date of return.
- E. An employee granted an extended leave of absence for an entire school/work year must notify the Principal or Principal's designee of his/her desire to return to active employment by March 15 of the school/work year in which the leave was granted.
- F. The extended leave shall be without pay, provided however, the employee may be paid from unused Annual Leave or the Sick Leave Bank (see EMHS Policy G-105: "Sick Leave Bank"), if applicable.
- G. The employee shall not accrue seniority, Annual Leave, or other accrued benefits during the period of extended leave.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007-06: HOLIDAYS

- I. The East Mountain High School Principal with the assistance of the Business Manager will develop an annual calendar listing all designated holidays and attach the list to each employee's contract.
- II. No employee will be allowed annual leave on the day immediately before or after a holiday, unless supported by a physician's note or requested from and approved by the Principal or the Principal's designee at least one week in advance.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.07: JURY DUTY OR COURT SUBPOENA

I. GUIDELINES:

An EMHS employee will be granted a leave of absence when said employee

- is required to serve on a jury,
- is called to appear in court as a witness,
- must respond to an official order from another governmental jurisdiction for reasons not brought about through misconduct on the part of the employee, or
- is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment and does not concern the employee's own personal affairs.

II. PAYMENT:

Any compensation received for such services, except for transportation expenses, shall be submitted directly to the school Business Manager. Similar to other state employees, East Mountain High School personnel are not paid for jury duty unless they are serving during unpaid leave such as winter break, spring break, summer break, holidays, etc. Payment for serving on jury duty during periods of unpaid leave and travel reimbursement are the sole property of the employee.

III. PROOF OF ATTENDANCE

- A. Leave of absence will be granted when an employee is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment and does not concern the employee's own personal affairs. Leave will be granted to an employee for appearance in court as a witness, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through misconduct of the employee. Such leave will be granted with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury duty or witness fees. Any compensation received, except for transportation expenses, shall be submitted directly to the school Business Office.
- B. The Principal or Principal's designee may request any employee to provide a sealed notice verifying his/her attendance for jury duty. The notification is easily obtained from the court clerk upon request; however, it will only be sealed at the end of the day.

**POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.08: LEGISLATIVE**

An employee currently serving as a New Mexico State Representative or New Mexico State Senator will be granted personal leave by East Mountain High School for the number of days constituting the legislative session as well as for days specified for legislative committee meetings. Once annual leave days are exhausted, salary deductions for additional days requested and approved will be prorated on the amount of the employee's daily salary.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.09: MILITARY

Any employee who is a member of an organized unit of the National Guard, or a reserve unit of any of the military branches, shall be given paid military leave not to exceed fifteen (15) days each fiscal year when ordered to active duty training with such organized units. Such leave is in addition to Annual Leave or vacation time to which the employee is otherwise entitled. Such military leave will be granted with full salary regardless of the amount of money drawn by the employee while on such military duty.

The Uniformed Services Employment & Reemployment Rights Act (USERRA) and as amended in the future requires that employees be granted a leave of absence to perform their military duties. In the event of any conflict between the provisions of this or any other leave policy of the Governing Council and the provisions of the USERRA, the latter shall prevail.

USERRA and this Policy allows for rights and benefits provided that:

- (1) the Employee has given advance written notice or verbal notice of military service to the School (notice can be from the military itself and no notice if required if "military necessity" prevents notification);
- (2) the cumulative length of the Employee's absence and all previous absences from his or her job for military service does not exceed five years; and
- (3) the person reports to or submits an application for reemployment to the School.

After the Employee has been absent for 31 days or more for military service, the School may ask the Employee or the Employee's military unit for documentation showing that:

- (1) the Employee submitted a timely application for employment;
- (2) the Employee's length of military service has not exceeded the five (5) year limitation; and
- (3) the Employee's separation from military service meets the requirements for reemployment.

If the Employee cannot provide this documentation because it is not readily available or does not exist, the employer is still required to promptly reemploy the returning employee.

It is important to note that the USERRA and this Policy requires the employee to submit an application for reemployment and report for work within specific time periods depending on the length of the Employee's military service. The time limits for reporting for work are as follows:

1. *1 to 30 days of military service:* The Employee reports to the School by the beginning of the first scheduled work day that falls eight (8) hours after the end of the last calendar day of military service. This means that a service member who returns home at 10:00 p.m. can be required to report for work for 6:00 a.m. work-shift the following day. This same guideline applies to an Employee who has been ordered to take a fitness-for-service examination regardless of the length of the service member's absence from the job.
2. *31 to 180 days of military services:* The Employee must submit an application for reemployment no later than fourteen (14) days after completion of military service. If the 14th day falls on a day when the School is closed or unavailable to accept a reemployment application, the time is extended to the next business day.
3. *181 days or more of military service:* The Employee must submit an application for reemployment no later than ninety (90) days after completion of military service. If the 90th day falls on a day when the School is closed or unavailable to accept a reemployment application, the time is extended to the next business day.

- *Cases of disability:* Employees who are hospitalized or recovering from a disability that relates to the employee's military service have up to two (2) years to submit an application for reemployment.

Failure to report under this timetable will not automatically forfeit the Employee's entitlement to rights and benefits but will subject the service member to the same rules, policies and procedures the School has for other employees returning from leave.

Provided that the service member meets the prerequisites of the statute, reemployment must occur in a specific order of priority.

- If the period of military service for the employee was ninety (90) days or less:
 - the service member must be reemployed in the position he or she would have occupied had the employment with the School not been interrupted, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School;
 - the service member must be reemployed to the position the employee held on the date that the Employee entered military service, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School; and

- if the Employee cannot become qualified in either case (except for an incurred disability), he or she must be reemployed in a position that the Employee can perform and which closely approximates the positions above, with full seniority.
- If the period of military service for the employee was ninety-one (91) days or more:
 - the service member must be reemployed to the job the Employee would have held had the Employee remained continuously employed, or a position of like seniority and status, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School;
 - the service member must be reemployed to the position the Employee held on the date that the Employee entered military service, or a position of like seniority and status, provided the Employee is qualified or can become qualified with reasonable effort on the part of the School; and
 - if the Employee cannot become qualified in either case (except for an incurred disability), he or she may be reemployed in a position of lesser status or pay, that the Employee can perform, but that most closely approximates the positions above, with full seniority.

If two (2) or more returning service members are entitled to the same position, then the service member who left home first for military service has the priority. Although the focus of the USERRA and this Policy is on reemployment, the statute also includes the right to returning service members to be free from discrimination in initial employment, retention, promotion or benefits, pension, health benefits, vacations and seniority work selection rights. The USERRA also protects covered employees from retaliation for engaging in certain protected conduct specified in the USERRA.

With regard to seniority, the “escalator principle” requires the School to place returning service members back into the “seniority escalator” at the point the Employee would have occupied had he or she remained continuously employed. This could result in the Employee acquiring tenure rights under the N.M. Stat. Ann. § 22-10A-24(A) (2003) without three (3) years of continuous employment with the School. Additionally, if the Employee accepted an employment contract for the upcoming school year, but had yet to work in that position before being called to military service, the returning service member is entitled to the contracted position upon his or her return. Also, any seniority benefits that would have accrued to the Employee, for example, FMLA, salary increases, sick and personal leave accrual, must be granted to the returning service member upon reemployment.

Returning service members may be disqualified for reemployment under four (4) conditions:

- (1) a dishonorable or bad conduct discharge;
- (2) separation from military service under “other than honorable conditions”;
- (3) a commissioned officer’s dismissal via a court martial or by order of the President; and
- (4) when a service member is absent from his duty station without authority or because of civilian imprisonment.

As many service members are returning from the war injured or wounded, the School also has certain obligations regarding reemployment of service members who incurred disabilities or aggravated disabilities during military service. There are three (3) guiding steps which govern reemployment of service members with disabilities:

- The School must take reasonable efforts to accommodate the returning service member’s disability so the Employee can perform the job he or she would have occupied had he or she remained continuously employed.
- If despite reasonable accommodation, the Employee is not qualified for the position above, he or she must be employed in a position of equivalent seniority, status and pay so long as the Employee is qualified to perform the duties of the position or could become qualified to perform them with reasonable efforts by the School.
- If the Employee does not become qualified in either case above, he or she must be employed in a position which most closely approximates in seniority, status and pay, the position held just prior to entering military service.

Reemployment of a returning service member is not required under the following circumstances:

- If the School's circumstances have changed so much that reemploying the Employee would be impossible or unreasonable. An example is a reduction in force that would include the Employee's position.
- If the Employee left an employment position that was for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.
- The School is excused from efforts to qualify or accommodate returning employees with military service-related disabilities when doing so would be so difficult or expensive as to cause the School an undue hardship as determined under the USERRA.
- Service members forfeit their reemployment rights if, prior to leaving for military service, the Employee provided an informed, clear, written notice of intent not to return to work. However, the burden of proof rests with the School to prove that the Employee knowingly provided clear written notice of intent not to return to a position of employment after military service and, in doing so, was aware of the specific rights and benefits to be lost.

As provided under state law, N.M. Stat. Ann. § 20-4-6 (1978), this Policy prohibits any adverse action against applicants or employees on the basis that the person is a member of or has applied for membership in the National Guard.

In addition, under N.M. Stat. Ann. § 28-15-1 (1978), this Policy requires reinstatement of an employee to the same or like position unless it is impossible or unreasonable for the School. If the Employee is honorably discharged or released from military service to complete his or her remaining service in a reserve component, and if the Employee is still qualified to perform the duties of the position he or she previously held, the Employee shall be deemed to meet all the requirements of the School Personnel Act, as well as all residency requirements or other provisions of state law, and shall be restored to such position or to a position of like seniority, status and pay. The language in N.M. Stat. Ann. § 28-15-2 (1978) states that the restored employee shall not be discharged by the School from his or her position without cause within one (1) year after such restoration and shall be incorporated into this Policy.

As provided in N.M. Stat. Ann. § 20-4-7 (1978), this Policy grants Employees of the School who are members of organized units of the Army or Air National Guard or Army, Air Force, Navy, Marine or Coast Guard reserves up to fifteen (15) working days of military leave with pay per fiscal year in addition to other leave or vacation time with pay to which such employees are otherwise entitled. Additionally, the Governor may grant any member of the National Guard or reserves additional military leave with pay for training when he deems that such training will benefit the State by enabling that employee to better perform the duties required.

POLICY G-007: EMPLOYEE LEAVE
PROCEDURE G-007.10: VICTIMS OF DOMESTIC ABUSE

- I. DESCRIPTION: Pursuant to New Mexico's Promoting Financial Independence for Victims of Domestic Abuse Act, any employee who is the subject of domestic abuse or whose family member (a minor child of the employee or a person for whom the employee is the legal guardian) is the subject of domestic abuse, may take intermittent paid or unpaid leave up to 14 days in any calendar year for the purpose of:
- A. Obtaining a protection order or other judicial relief from domestic abuse;
 - B. Meeting with law enforcement officials relating to domestic abuse;
 - C. Consulting with attorneys or district attorneys regarding domestic abuse;
 - D. Consulting with victim advocates; or
 - E. Attending court proceedings relating to domestic abuse of the employee or the employee's family member. For these purposes, "family member: means a minor child of the employee or a person for whom the employee is the legal guardian.
- II. VERIFICATION: The employee is required to provide verification of the need for domestic abuse leave, within 7 days of the commencement of the leave, including one of the following:
- A. Police report indicating that the employee or the employee's family member is a victim of domestic abuse;
 - B. A copy of the Order of Protection;
 - C. A written statement of the attorney representing the employee, the district attorney victim advocate, the police officer or prosecuting attorney stating that the employee or the employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.
- III. NOTICE: As soon as reasonably practical, the employee shall provide notice to the Principal of the need to take domestic abuse leave. However, when leave is taken in an emergency, the employee must give notice to the Principal within 24 hours of commencing domestic abuse leave.
- IV. BENEFITS: The employee may use annual leave or other available personal time off, comp time, or unpaid leave consistent with EMHS policies. To the extent permitted by law, EMHS shall not withhold pay, health coverage insurance or any other benefit that has accrued to the employee, and shall not include time taken for domestic leave in calculating eligibility for benefits.
- V. CONFIDENTIALITY: EMHS shall not disclose verification information, and shall maintain confidentiality of ...
- A. The fact that the employee or family member was involved in a domestic abuse incident
 - B. That employee requested or obtained domestic abuse leave
 - C. That employee made a written statement about the need for domestic abuse leave
- EMHS may disclose information related to domestic abuse only with the employee's consent, or when a court or administrative agency orders disclosure, or when otherwise required by law.

Employee: _____ Date: _____

East Mountain Highschool Governing Council Policies

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SECTION 1: Governance Process Policies

The policies in this section define the role of the Governing Council, how they will get their work done, and the relationship between individual Governing Council Members.

1.0 Purpose of the Governing Council

The purpose of the East Mountain High School Governing Council is to be held accountable by our community to ensure that East Mountain High School achieve its mission and purpose of educating students within the boundaries of state and federal educational statutes.

1.1 Number of Governing Council Members.

The Governing Council is composed of five to nine voting members.

1.2 Qualifications of Governing Council Members.

Any adult member of the New Mexico community who does not receive compensation from the school is eligible to serve on the East Mountain High School Governing Council. The Governing Council is composed of a broad cross-section of school stakeholders, including parents, professionals and community leaders.

- 1.2.1 The Governing Council will strive to have its membership reflect the entire East Mountain High School community.
- 1.2.2 It may choose from personal considerations such as age, gender, race, ethnicity, geographic location, and socio-economic status.
- 1.2.3 When balancing the attributes of its membership, the Governing Council will consider those who possess the following competencies: educational administration, curriculum and instruction, business administration, finance, strategic planning, policy development, law, community relations, and other areas of strategic expertise, resources and perspective needed to achieve the Vision, Mission and Stakeholder Goals of the school.

1.3 Disqualifications of Governing Council Members

The following persons are ineligible to serve as Governing Council members:

- 1.3.1 A person who is serving on the governing body of another charter school. 228B-4B NMSA (2011)
- 1.3.2 A person, or an immediate family member of the person, who is an owner, agent of, contractor with or otherwise has a financial interest in a for-profit or nonprofit entity with which East Mountain High School contracts directly, for professional services, goods or facilities.
- 1.3.3 An employee, agent or board member of the chartering authority who participated in the initial review, approval, ongoing oversight, evaluation or charter renewal process of EMHS. 22-8B-5.2C NMSA (2011)
- 1.3.4 A person who is an immediate family member of an employee of East Mountain High School. Immediate family member” means spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially supported. 22-8B-5.2B and D NMSA (2011)

- 1.3.5** Further, no voting member of the East Mountain High School Governing Council shall be employed in any capacity by East Mountain High School during the term of office for which the member was selected.

1.4 Powers of Governing Council

The Governing Council has the rights and responsibilities set forth in 22-8B-4 NMSA. Pursuant to 22-8B-4 NMSA, East Mountain High School is administered and governed by the Governing Council in the manner set forth in its Charter. Subject to the provisions of the laws of this State and any limitations in the East Mountain High School Charter or these Policies relating to action required or permitted to be taken or approved by the members, the activities and affairs of this Governing Council and East Mountain High School shall be conducted and all powers shall be exercised by or under the direction of the Governing Council of East Mountain High School.

- 1.4.1** The Governing Council not only supports the East Mountain High School Charter, it also leads the realization of the Charter and its Vision, Mission and stakeholder Goals and further establishes policies and plans consistent with these statements.
- 1.4.2** It is the Governing Council's responsibility to ensure that the East Mountain High School Charter is relevant and vital to the community it serves and also to monitor the success of the school in realizing the East Mountain High School Charter.
- 1.4.3** The Governing Council has the authority and responsibility to employ and evaluate the school Director and to fix the Director's salary.
- 1.4.4** The East Mountain High School model of governance is based on a board of directors (Governing Council) with a structure of officers, policies, and delegation of management to the East Mountain High School Director.
- 1.4.5** This model draws inspiration from the approach to governance traditionally found in nonprofit organizations. Specifically, the Governing Council is inspired by John Carver's model of Policy Governance. In this model, there is a clear distinction made between the governance work of the Governing Council and the administrative/management work of the paid staff.
- 1.4.6** In this model, the Governing Council is responsible for governing the school through policies it creates and the delegation of its authority to its lone employee/executive, the Director. GC Policies are divided into two types:
- 1.4.6.1** Governance Process Policies designed to define the roles and responsibility of the Governance Council and how it will get its work done.
- 1.4.6.2** Outcomes Policies: These policies will define the Governing Council's expectations for what outcomes will occur as a result of their delegation of their authority to the executive (their lone employee).
- 1.4.7 Adoption, Repeal, and Revision of Policy**
- 1.4.7.1** The East Mountain High School Governing Council has the sole responsibility for the adoption of new policies or the revision or repeal of existing policies. Adoption of new policies or the revision, suspension or repeal of existing policies is solely the responsibility of the Governing

Council. Any policies not specifically prescribed by statute may be adopted, revised, suspended or revoked by a majority vote of the Council.

- 1.4.7.2 The Council will adhere to the following procedure in considering and adopting policy proposals to ensure that such proposals are thoroughly examined before final action:
- 1.4.7.2.1 Governing Council committees will submit drafts of proposed policies to the Governing Council Policy Committee for consideration and submission to the Governing Council.
 - 1.4.7.2.2 Under unusual circumstances, the Council may, without Policy Committee review or recommendation, temporarily approve a policy to meet immediate or emergency conditions. Discussion will occur at the next Policy Committee meeting to consider the appropriateness of maintaining or revising the temporary policy resulting in a subsequent recommendation to be offered at the next Council meeting.
- 1.4.7.3 The Director may, in case of emergency, request suspension of any parts of policies as they pertain to the administration of the school. However, the Director must report the facts and rationale for such action at the next meeting of the Governing Council. The suspension of the policy expires at the time of said report unless the Governing Council votes to continue the suspension of the policy.

1.4.8 The Governing Council is responsible for addressing major matters through policy creation including:

- 1.4.8.1 Setting the school's general policies and contributing to the overall educational policies;
- 1.4.8.2 Approving and monitoring the annual budget and financial procedures;
- 1.4.8.3 Hiring and evaluating the performance of the school's Director;
- 1.4.8.4 Approving policies and monitoring their implementation by the Director; and
- 1.4.8.5 Assuring that the school fulfills the requirements of the East Mountain High School Charter and, implementing the strategic plan.

1.4.9 Delegation of Governing Council Authority

Consistent with the best practices of nonprofit corporation management, the Governing Council delegates responsibility for running the school.

- 1.4.9.1 The Governing Council is not involved in handling day to day details of running the school, dealing with personnel issues, or addressing individual student needs.
- 1.4.9.2 To this end, the Director not only creates procedural directives for the Council's policies but also is accountable for implementing those procedures.

1.4.9.3 Where appropriate, the Director will delegate some responsibility to other assistants, teachers, staff and students.

1.4.10 Construction and Terms of Policies

1.4.10.1 If there is any conflict between the provisions of these Bylaws and the East Mountain High School Charter, the provisions of the Charter shall govern.

1.4.10.2 Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

1.4.10.3 All references in these Bylaws to the East Mountain High School Charter shall be to the Charter or other founding document of this charter school filed with an office of this state and used to establish the legal existence of this charter school.

1.5 Duties of Governing Council Members

It shall be the duty of the Governing Council members to adhere to the Governing Council Roles and Responsibilities as outlined below.

1.5.1 The Governing Council leads the realization of and provides oversight for the school's vision, mission, stakeholder goals as established in the East Mountain High School Charter, and adopts Bylaws and policies that are consistent with the vision, mission, stakeholder goals and all legal and regulatory requirements.

1.5.2 The Governing Council assures that the School and the Governing Council operate in compliance with applicable laws and regulations.

1.5.3 The Governing Council creates a conflict-of-interest statement, and a Code of Conduct that is reviewed with, and signed by, individual Governing Council members annually.

1.5.4 The Governing Council accepts accountability for both the financial stability and the financial future of the institution, engaging in strategic financial planning, assuming primary responsibility for the preservation of capital assets and endowments, approving and overseeing the operating budget, and actively partners with the East Mountain High School Foundation in fundraising.

1.5.5 The Governing Council selects, employs, evaluates, sets the roles and responsibilities and fixes the salary for the Director of the school.

1.5.6 The Governing Council's primary work and focus are long-range and strategic.

1.5.7 The Governing Council undertakes formal strategic planning on a periodic basis.

1.5.8 The governing council translates that strategic plan into three types of policies.

1.5.8.1 Goals and strategic imperatives are translated into outcomes policies.

1.5.8.2 Actions and procedures deemed counter to the GC's strategic plan are translated into limitation policies.

1.5.8.3 The manner in which the GC will monitor the outcomes and the limitations are translated into policy.

1.5.8.4 Strategic priorities or sets annual goals related to the plan, and conducts annual written evaluations for the school, the head of the school, and the Governing Council itself.

- 1.5.9 The Governing Council keeps full and accurate records of its meetings, committees, and policies and communicates its decisions widely.
- 1.5.10 Governing Council members are actively involved in the work of the Governing Council and its committees.
- 1.5.11 It is the responsibility of each Governing Council member to study and understand the materials in the Governing Council Packet before the meeting and to comment and/or question information in said materials if and when appropriate during the meeting. Fulfilling this responsibility will add immeasurably to the efficiency and effectiveness of the Governing Council meetings.
- 1.5.12 As the leader of the school community, the Governing Council engages proactively in partnership with the Director in cultivating and maintaining good relations with school constituents as well as the broader community.
- 1.5.13 The Governing Council supports a program of professional development for the Governing Council that includes annual new member orientation, ongoing member education and evaluation, and Governing Council leadership succession planning.
- 1.5.14 The Governing Council, in close collaboration with the Director strive to continuously enhance student academic performance.

1.6 Terms of Office for Governing Council Members

With the intent of ensuring continuity of purpose within the Governing Council, Governing Council members shall hold offices for staggered terms of three (3) years to be determined and elected by the Governing Council.

- 1.6.1 The terms shall begin and expire at the first regular Council meeting of July.
- 1.6.2 Except as provided in Section 16 infra, each Governing Council member will serve until a successor is elected, sworn in, and seated.
- 1.6.3 Each Council member shall be allowed to serve two (2) consecutive full terms of office (appointment to a seat vacated prior to expiration of term and less than three (3) years shall not consist of a full term).
- 1.6.4 After one (1) year absence from being a voting member, a former Council member who had previously served two (2) consecutive terms may re-apply to serve on the Council through the procedures contained in accordance with the Council policies and procedures.
- 1.6.5 The Governing Council may execute its prerogative to extend the term of any member who has completed two (2) consecutive full terms of office and expresses a willingness to further serve by remaining on the Governing Council. The Governing Council will determine the length of the extension.

1.7 Leave of Absence

Under extraordinary circumstances, the Governing Council may, by majority vote of those

members present, interrupt a Governing Council member's term, not to exceed a period of nine (9) months, and award a Leave of Absence, after which said Council member will notify the Council of his/her continuance of term or resignation from the Council.

1.8 Removal, Resignation or Position Vacancy of Governing Council Members

- 1.8.1** Any Governing Council member may resign effective upon giving written notice to the Chair of the Governing Council, the Secretary, or the Governing Council as a whole.
 - 1.8.1.1 Unless the notice specifies a later time for the effectiveness of such resignation.
 - 1.8.1.2 Unless specified therein, no acceptance of the resignation is necessary.
- 1.8.2** Governing Council members may be removed, with or without cause.
 - 1.8.2.1 Removal occurs by a vote of two-thirds (2/3) of the members of the Governing Council.
 - 1.8.2.2 Such removal must take place at a regularly scheduled meeting.
- 1.8.3** If a Council member misses four (4) consecutive meetings, regular or special, that position may be declared vacant by a majority vote of the remaining Governing Council members, which will be done on motion by any other member of the Council.
- 1.8.4** If a Council member misses six (6) consecutive meetings, regular or special, the Chair shall declare the position to be vacant in accordance with these policies and the laws of this State.

1.9 Governing Council Member Vacancies

Vacancies on the Governing Council shall exist in the following cases.

- 1.9.1** when a Governing Council member's term of office is completed,
- 1.9.2** upon the death, resignation or removal of any Governing Council member, or
- 1.9.3** whenever the number of authorized Council members is increased for reasons determined by the Governing Council.

1.10 Recruitment and Process for Selecting New Governing Council Members

Per the direction of the Governing Council, the Council Recruitment Committee is responsible for implementing the process of identifying the most favorable individuals to meet the needs of the school, encouraging them to become part of the Council and helping them understand their roles and responsibilities.

- 1.10.1** The recruitment committee shall be responsible for interviewing, vetting, and recommending candidate(s) to fill vacancies.
- 1.10.2** The Director may serve as an ex-officio, non-voting member of the recruitment committee.
- 1.10.3** The candidate or candidates receiving the most votes of the members present shall be elected to serve the expiring or vacant terms.
- 1.10.4** A vacancy on the Governing Council may be filled by approval of either a majority of the Council members or by a sole remaining Council member.

- 1.10.5 A person elected to fill a vacancy on the Governing Council shall hold office until the end of their second three-year term, his or her death, resignation, removal from office.
- 1.10.6 The GC can extend an invitation for a GC member to serve beyond their second three-year term.
- 1.10.7 Unless otherwise prohibited by these policies or provisions of law, vacancies on the Governing Council that occur prior to the ordinary expiration of a term may be filled by approval of the Governing Council.
- 1.10.8 No Council position shall remain vacant for longer than thirty (30) days, whenever possible.

1.11 Compensation of GC members

Council members shall serve without compensation. However, they may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their authorized duties.

1.12 Nonliability of Governing Council members

The Council members shall not be personally liable for the debts, liabilities, or other obligations of the East Mountain High School.

1.13 Indemnification of Governing Council and Officers

The Governing Council, to the fullest extent permissible by law, shall indemnify the Council members and officers of the Governing Council under the laws of this State.

1.14 Insurance for Governing Council Agents

Except as may be otherwise be provided under provisions of law, the Governing Council may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Governing Council (including a Council member, officer, employee or other agent of the Governing Council.

- 1.14.1 Insurance may be provided against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status.
- 1.14.2 Insurance may be provided whether or not the Governing Council would have the power to indemnify the agent against such liability under these policies or provisions of law.

1.15 CONFLICT OF INTEREST

Members of the Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role.

- 1.15.1 All decisions made by the Governing Council must be made solely on the basis of a desire to promote the best interests of East Mountain High School.
 - 1.15.1.1 Council members will not use their position to try to influence any individual student outcome especially for those students who may be related to the Council member.

- 1.15.2** Council members shall annually sign a form acknowledging that he or she has read the “Conflict of Interest” statement and has disclosed all known potential or actual conflicts.
- 1.15.3** Conflict of Interest Statement:
Members of the East Mountain High School Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role. All decisions made by the Governing Council must be made solely to promote the best interests of East Mountain High School.
- 1.15.4** Governing Council members must disclose any actual or potential conflicts of interest prior to joining the Council, or immediately after the conflict is discovered, should the conflict be discovered after becoming a member.
- 1.15.5** In addition, Council members may not use any confidential information obtained by virtue of their association with East Mountain High School for their own individual or another’s private gain.
- 1.15.6** This policy involves a member of the Council or a member of his or her immediate family or close relative (spouse, parent, stepparent, guardian, brother, sister, parent-in-law, brother-in-law, sister-in-law, child, stepchild, grandparent, aunt, uncle, niece, nephew, first cousin and grandchildren) or an organization for which a member of the Council is affiliated, including the East Mountain High School Foundation.
- 1.15.7** At first knowledge of the business, the member must disclose the actual or potential conflict and refrain from taking any action with respect to such business.
- 1.15.7.1 It is further required that disclosures must be made of all relationships and business affiliations that reasonably could give rise to a conflict of interest involving East Mountain High School.
- 1.15.7.1.1 For this purpose, affiliation is understood to exist if any Council member or member of his or her family (as defined above) is: an officer, director, trustee, partner, employee, or agent of such organization; either the actual beneficial owner of more than five percent (5%) of the voting stock or controlling interest of such organization; or has any direct or indirect dealings with such organization from which he or she knowingly benefited (i.e. through receipt of cash or other property, directly or indirectly, in excess of five hundred dollars (\$500.) a year.
- 1.15.7.2 Pursuant to the requirements of 34 CFR 74.42, no Governing Council member, officer, or agent shall participate in the selection, award, or administration of an East Mountain High School contract supported by Federal funds if a real or apparent conflict of interest would be involved.
- 1.15.7.3 A conflict of interest would arise when the Governing Council member, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of

the parties indicated herein, has a financial or other interest in the firm selected for the award.

- 1.15.7.4 The Governing Council members, officers, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.
- 1.15.7.5 However, the Governing Council may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- 1.15.7.6 The standards of conduct shall provide for disciplinary actions to be applied for violations of these standards by a member of the Governing Council.

1.16 Nepotism Prohibited

The Council shall not employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law of any Council Member, in accordance with the New Mexico State laws.

1.17 Non-voting, ex-officio members of the Governing Council, non-member stakeholder involvement.

- 1.17.1 The East Mountain High School Director is a non-voting, ex-officio member.
- 1.17.2 One staff member is invited to provide a report on school happenings every other month.
- 1.17.3 One staff member is invited to participate in any of the standing committees.
- 1.17.4 The Executive Director will publicize opportunities for staff input and involvement in board committee work.
- 1.17.5 One student is invited to provide a report on schools happenings every other month.
- 1.17.6 Staff and student involvement shall be for one year terms, unless otherwise deemed appropriate by the Governing Council and Executive Director.

1.17.7 Roles and Responsibilities of non-voting, ex-officio members of the Governing Council.

The inclusion of these ex-officio members is to enrich the deliberations of the Council and to create and maintain a collaborative relationship with their respective constituencies.

- 1.17.7.1 The Director shall serve as the primary decision maker on all educational issues and will make recommendations to the Council when appropriate and upon request. *Unless otherwise noted, limitations of ex-officio members will exclude the Director.*

1.17.8 Ex-officio, non-voting members access to information.

Ex-officio members have access to all materials distributed to the voting Council with the exception of those which relate to personnel matters or legally privileged information. The Director will not be subject to this limitation.

1.17.9 Ex-officio, non-voting members meeting participation.

Ex-Officio members represent their particular group with fairness and accuracy, separating when they are speaking on behalf of the group from when expressing as an individual.

1.17.9.1 Members participate as contributing Council members in all council meetings, both regular and special as well as designated work sessions.

1.17.9.2 Ex-officio members (except the Director) *shall not* actively participate in closed sessions as defined in the Open Meetings Act

1.17.10 Ex-officio, non-voting members expectations.

Individual ex-officio Council members are expected to conform to all standards applicable to voting members as described in the East Mountain High School Charter, as well as to sign appropriate sections of the East Mountain High School Ex-Officio **Governing Council Code of Ethics**.

1.17.10.1 Attend all scheduled Governing Council meetings insofar as possible, and devote the time, thought and study to the duties and responsibilities of an ex-officio Governing Council member in order to render effective and creditable service;

1.17.10.2 Understand that ex-officio members are subject to the rules of the Governing Council attendance as written in the Governing Council Bylaws;

1.17.10.3 Work with my fellow Governing Council members in a spirit of openness, harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points of issue;

1.17.10.4 Remember, at all times, that, ex-officio members have no Council standing outside of the meeting of the Council, and, as such, conduct relationships with the school staff, local citizenry, and all communication media on that basis;

1.17.10.5 Avoid being placed in a position of conflict of interest and refrain from using the Governing Council position for personal or partisan gain;

1.17.10.6 Contribute to, and maintain a professional atmosphere within the school environment by voicing concerns regarding school employees only to the East Mountain High School Principal;

1.17.10.7 Welcome and encourage cooperation and participation by citizens of the community for better understanding of their needs and improvement of relations with the public served;

1.17.10.8 Welcome and encourage cooperation and participation by teachers, administrators and other personnel in developing policies that affect their welfare and that of the students served;

- 1.17.10.9 Avoid speaking on behalf of the Governing Council except at those times authorized by the Governing Council by official action;
- 1.17.10.10 Stay informed about current educational issues through individual study and participation in voluntary and mandatory training programs;
- 1.17.10.11 Make sure the school has financial support, within the capabilities of the community and the state, to support its mission and goals;
- 1.17.10.12 Listen to members of the school community, referring all concerns to the proper authorities, and discussing such concerns only at an authorized Governing Council meeting if an administrative resolution fails;
- 1.17.10.13 Speak on behalf of the group represented, clearly distinguishing the group's interest from personal ideas and opinions, and;
- 1.17.10.14 Understand that ex-officio members do not attend closed Governing Council sessions.

1.17.11 Replacement of Ex-Officio Members (except the Director)

In a case of malfeasance, non-attendance, breach of ethics, or resignation of an ex-officio member, the Council, with recommendations from the appropriate constituencies, may choose to request that the representative group appoint another representative to complete the term of the disengaged ex-officio member.

1.18 Governing Council Meetings

The East Mountain High School Governing Council will meet at least once each month to hear reports, consider and adopt policies, act on committee recommendations, allow for public input, and engage in public discourse about matters of the school.

1.18.1 Location of Regular of Meetings

Meetings shall be held at East Mountain High School unless otherwise provided by the Governing Council or at such other place as may be designated from time-to-time by resolution of the Governing Council of East Mountain High School.

1.18.2 Agenda for Regular Meeting

- 1.18.2.1 The East Mountain High School Governing Council Chair and the Director set the Governing Council meeting agenda.
- 1.18.2.2 Every East Mountain High School Governing Council agenda shall contain a list of specific items of business to be discussed or transacted at the meeting.
- 1.18.2.3 Except for emergency matters, the East Mountain High School Governing Council shall take action only on items appearing on the agenda.
 - 1.18.2.3.1 The Governing Council may discuss, but cannot take action on, items that do not appear on the agenda.
 - 1.18.2.3.2 Action on items outside the agenda must be taken at a subsequent special or regular meeting.

- 1.18.2.4 The Governing Council must provide an agenda for an emergency meeting, but it needs to be available at least 24 hours before the meeting. If an emergency matter arises too late to appear on a meeting's agenda, the Governing Council may take action on, as well as discuss the matter.
- 1.18.2.5 No later than two working days before the regular meeting, the approved agenda is sent to the school office for posting.
 - 1.18.2.5.1 The current agenda is also distributed to the East Mountain High School E-mail Distribution List and published on the East Mountain High School Webpage.
 - 1.18.2.5.2 For a Regular or Special Meeting, the agenda will be sent to the East Mountain High School E-Mail Distribution List no later than the end of the workday two business days in advance of the meeting.
- 1.18.2.6 In the case of an Emergency Meeting, all attempts will be made to provide that the agenda is sent to the East Mountain High School E-mail Distribution List no later than twenty-four hours in advance of the meeting..

1.18.3 The Council Meeting Packet.

- 1.18.3.1 The Governing Council will provide a Council Packet of preparatory materials for each of its regular meetings.
- 1.18.3.2 The Governing Council Chair, the Governing Council Secretary, and the Director (or their delegate) will assemble the Governing Council ePacket collaboratively. The Council ePacket will contain:
 - 1.18.3.2.1 the meeting agenda;
 - 1.18.3.2.2 the minutes of the previous meeting;
 - 1.18.3.2.3 written administrative reports;
 - 1.18.3.2.4 Council committee reports;
 - 1.18.3.2.5 supportive and explanatory documents for agenda business items to be discussed and/or acted upon, particularly proposals by Governing Council committees, and
 - 1.18.3.2.6 any other material(s) deemed necessary for the quality operation of the Council. The Governing Council Packet will be made available to the Governing Council in the School Office at least two business days before each regular meeting. Governing Council members may either pick up their Packet or choose to have it mailed to their home address.

1.18.4 Public Comment During Regular Meetings

- 1.18.4.1 Time will be allowed for citizens to speak on their concerns at the regular East Mountain High School Governing Council meetings.

- 1.18.4.2 An individual may speak on any item that appears on the adopted agenda by being recognized by the Chair of the Governing Council.
- 1.18.4.3 Governing Council members are not to engage in conversation with or debate community concerns unless so authorized by the Chair.
- 1.18.4.4 All presentations by the public to the Governing Council should be given during the Public Comments section of the agenda, and those individuals should limit their remarks to three (3) minutes.
- 1.18.4.5 The Chair may modify these procedures when deemed appropriate.

1.18.5 New Mexico Open Meetings Act.

Governing Council meetings will reflect the requirements of the New Mexico Open Meetings Act.

- 1.18.5.1 Regular meetings of the Governing Council members shall be held in accordance with the annually adopted New Mexico Open Meetings Act Resolution.
- 1.18.5.2 Public or other notice of such meetings shall be timely and in accordance with that resolution, these Bylaws and the New Mexico Open Meetings Act.
- 1.18.5.3 The Council may recess any Open Meeting and reconvene, if prior to recessing the Council specifies for the minutes the date, time, and place for the continuation of the meeting, the reason for the recess, and immediately prior to recessing, posts notice of the date, time, place and agenda of the reconvened meeting on or near the door of the place where the meeting was held, or in accordance with the New Mexico Open Meetings Act Resolution.
- 1.18.5.4 Resolution to be voted on each July below:

**Governing Council
East Mountain High School
EMHS Resolution 2025-2026**

WHEREAS, the East Mountain High School Governing Council is a public body established to form policy and provide oversight of the operations of East Mountain High School; and WHEREAS, the East Mountain High School Governing Council met in regular session at East Mountain High School on July 28, 2025 at 6p.m. as required by law; and WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that , except as otherwise provided in the Constitution or the provisions in the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council of East Mountain High School to determine annually what constitutes reasonable notice of its public meetings;

NOW THEREFORE, BE, IT RESOLVED, by the East Mountain High School Governing Council that:

- 1) All Governing Council meetings during the 2025-2026 school year shall be held at East Mountain High School at 6:00p.m. or as indicated otherwise in the meeting notice. Meetings may be held electronically via Zoom as needed. All meeting notification requirements if notice of the date, time, place and agenda are posted in the East Mountain High School Administrative Office and e-mailed to the East Mountain High School E-Mail Distribution List. Copies of the written notice shall be made available to newspapers of general circulation that have made a written request for notice of public meetings.
- 2) Regular meetings shall be held on the fourth Monday unless otherwise specified. The agenda will be available at least three business days prior to the meeting from the East Mountain High School Administrative Office located in Building 1 of the campus in Sandia Park, New Mexico. This agenda shall be disseminated to those on the East Mountain High School Board Book website.
- 3) A special meeting may be called by the Chair of the Governing Council or a majority of the members upon three days' notice. The agenda shall be available to the public at least twenty-four hours before any special meeting. This agenda shall be disseminated to those on the East Mountain High School E-Mail Distribution List and shall also be displayed in the Administrative Office.
- 4) An emergency meeting will be called only for unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The East Mountain High School Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four hours, notice, unless threat of personal injury or property damage requires less notice. An agenda for the emergency meeting will be posted in the school's Administrative Office and disseminated to those on the East Mountain High School E-Mail Distribution List.
- 5) In addition to the information specified above, all notices shall include the following language: *"If you are an individual with a disability who is in need of a reader, amplifier, or qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Assistant Principal of East Mountain High School at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be located on the school's website at <http://www.eastmountainhigh.net/index.aspx>. Please*

contact the Secretary of the Governing Council at East Mountain High School if a summary or other type of accessible format is needed.”

- 6) The East Mountain High School Governing Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority roll-call vote of a quorum of the East Mountain High School Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a closed meeting is conducted when the East Mountain High School Governing Council is not in an open meeting. The closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - c) Following the completion of any closed meeting, the minutes of the meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the East Mountain High School Governing Council in an open public meeting.
- 7) A member of the Governing Council may participate in a meeting of the Council by means of a conference telephone call or other similar communications equipment when it is difficult or impossible for the member 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 member of the public body who speaks during the meeting.
- 8) Once transcribed and approved, all minutes produced as a result of open meetings will be available to the public on the school’s website <http://www.eastmountainhigh.net/index.aspx> and in accordance with the Open Meetings Act.
- 9) This resolution will become effective on the 28th day of July, 2025.

PASSED, APPROVED, AND ADOPTED BY THE EAST MOUNTAIN HIGH SCHOOL GOVERNING Council on this 28th day of July, 2025.

1.19 Closed Meetings

Closed meetings of the Governing Council are limited to those subject matters allowed to be closed to the public under the New Mexico Open Meetings Act, NMSA 1978 § 10-151.

- 1.19.1** A closed meeting may be called during an Open Meeting or when the Council is not meeting, according to the provisions of law.
- 1.19.2** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.19.3** No business other than the business on the published agenda for a closed meeting may be covered in a closed meeting of the Governing Council, and no action shall be taken.
- 1.19.4** At the next Open Meeting immediately following the closed meeting, the Council shall state on the record that a closed meeting was held, the date, time and place, and that nothing other than the published matter or matters were discussed.
- 1.19.5** A reconvened meeting shall constitute the next Open Meeting for purposes of this requirement. This shall be done in accordance with NMSA 1978 § 10-15-1(I).

1.20 Special Meetings

Special meetings of the Governing Council may be called by the Chair of the Governing Council, the Vice-Chair/Chair-Elect, or by any two (2) Council members together.

- 1.20.1** Such meetings shall be held at the Director's office of East Mountain High School or, if different, at the place designated by the person or persons calling the special meeting.
- 1.20.2** All special meetings shall be noticed and held in accordance with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.
- 1.20.3** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.20.4** The Governing Council may, in its discretion, adopt a course of action that some meetings will be working and/or training sessions at which no action shall be taken.
 - 1.20.4.1 These meetings shall be open to the public and announced in the local media pursuant to the New Mexico Open Meetings Act Resolution.
 - 1.20.4.2 At these meetings, the Governing Council may also approve the minutes from a previous meeting in order to expedite timely public notification.

1.21 Meeting of Council Organization

The organizational meeting for each term shall be at the first regular meeting in July. At that meeting, all Council members will be seated, and the officers shall be elected. It is recommended that the Governing Council include the following items on the agenda of its annual Organizational Meeting:

- 1.21.1** Council Evaluation. Evaluation of last year's Governing Council operation – The Council will conduct an East Mountain High School annual review of the Governing Council goals and assess the effectiveness of the ongoing Council

operation, either at this organizational meeting or at the final meeting of the previous school year.

- 1.21.2** Council Seating. Seating of the Governing Council members for the upcoming year – The Chair will seat all Council members who will sign the Governing Council Code of Conduct and the Governing Council Conflict of Interest.
- 1.21.3** Determination of Council Terms. The Governing Council will designate new member terms to assure, to the extent reasonable feasible, that at least a majority of members will carry over from one year to the next.
- 1.21.4** Officer Election. Election of the chair, statement of the chair’s declaration of target length of service, election of vice-chair/chair elect, and election of secretary.
- 1.21.5** Meeting Date and Time. Determination of the monthly regular meeting date(s) for the upcoming year.
- 1.21.6** In compliance with the stipulations of the New Mexico Open Meetings Act, the Council Secretary will prepare the annual resolution certifying the information above for Council approval at the first regular meeting following the Organizational Meeting.
- 1.21.7** Retiree Recognition.
- 1.21.8** At the Direction of the Council development Committee, the Council members retiring during the past Council year will be recognized for their service via a plaque and Council resolution.

1.22 Notice of Meetings to Council Members

Unless otherwise provided by these Bylaws, or the laws of this State, the following provisions shall govern the giving of notice for meetings of the Governing Council to Council Members:

- 1.22.1** Regular Meetings.
 - 1.22.1.1 If the regular meeting of the Governing Council is determined by the Governing Council to be held consistently, no notice to Council members need be given.
 - 1.22.1.2 However, if regular meetings are held only at the discretion of the Governing Council, then at least one-week prior notice shall be given by the Chair or the Secretary or an individual so authorized by the Chair to give such notice.
- 1.22.2** Special Meetings.
 - 1.22.2.1 The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each special meeting of the Governing Council, unless the meeting is called on an emergency basis consistent with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.
 - 1.22.2.2 Such notice may be oral, written, or electronic, may be given personally, by first class mail, by telephone, by e-mail, or by facsimile, and shall state the place, date and time of the meeting and the matters on the agenda for action or discussion at the meeting.

1.22.2.3 In the case of facsimile or e-mail notification, the Council member contacted shall acknowledge personal receipt of the facsimile or e-mail notice by a return message or telephone call within twenty-four (24) hours of the initial facsimile or e-mail transmission.

1.22.3 Closed Meetings.

The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each closed meeting of the Governing Council in the same manner as for special meetings in subsection above.

1.22.4 Waiver of Notice.

1.22.4.1 Whenever any notice of a meeting is required to be given to any Council member of this Governing Council under provisions of these Bylaws or the law of this State, a waiver of notice in writing signed by the Council member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

1.22.4.2 Attendance at the meeting, recorded in the official minutes, shall be deemed to be a valid waiver by a member who was not noticed pursuant to these provisions.

1.23 Quorum for Meetings

1.23.1 A quorum is defined as a majority of voting Governing Council members and a majority vote will constitute the action by the Governing Council.

1.23.2 Except as otherwise provided under these Policies, or provisions of law, discussion may occur, but no decisions will be made by the Governing Council at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

1.23.3 Any Council member may attend a meeting via teleconference if unable to attend in person.

1.23.3.1 The physical setup must be in accordance with the conditions of the New Mexico Open Meetings Act.

1.23.3.2 The member participating via teleconference will also be considered as present when deciding a quorum.

1.24 Conduct of Meetings

Meetings of the Governing Council shall be presided over by the Chair of the Governing Council.

1.24.1 Or, if no such person has been so designated, or, in his or her absence, by the Vice-Chair if in attendance, or by Chair chosen by a majority of the Council members present at the meeting.

1.24.2 The Secretary of the Governing Council shall act as secretary of all meetings of the Governing Council, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

1.24.3 Robert's Rules of Order Revised shall govern the Governing Council meetings, except when other regulations prevail. When appropriate, the Chair may use

discretion in the adherence to any procedural rule.

1.25 Majority Action as Governing Council Action

Every act done or decision made by a majority of the Council members present at a meeting duly held at which a quorum is present shall be construed as an act of the entire Governing Council, unless these policies require a greater percentage or different voting rules for approval of a matter by the Governing Council.

1.26 One-Voice Principle

The GC subscribes to the “one voice” best-practiced described by John Carver in the Policy Governance model.

- 1.26.1** As such, the Governance Council can act only as a plurality where quorum exists.
- 1.26.2** By definition, then, there is no such thing as an individual governing council member.
- 1.26.3** When operating outside of quorum, all GC members serve as volunteers without GC authority except as explicitly delegated to them by the entire GC.
- 1.26.4** When in the minority of a GC decision, it is expected that you will be publicly and privately in support of the majority following a decision.

1.27 Governing Council Use of Committees

- 1.27.1** The GC uses various committees to assist in accomplishing the work of governance.
- 1.27.2** The Governing Council may choose to adopt rules and regulations pertaining to the meetings of its committees to the extent that such rules and regulations are not inconsistent with the provisions of these Policies.
- 1.27.3** If any committee meeting has a quorum of Governing Council members in attendance, it must follow the procedures outlined for an open Governing Council meeting.
- 1.27.4** In addition to standing committees that accommodate policies, procedures and budget oversight, the East Mountain High School Governing Council shall create such committees that are necessary for the operation of the school and for the principal work of the Council, including the support necessary for the realization of the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.
- 1.27.5** Committees may be modified, added or deleted when determined necessary by resolution of the Council.
- 1.27.6** Each Governing Council committee shall be chaired by a member of the Governing Council appointed by the Council Chair, and shall include at least one other Council member as a committee member, when possible.
- 1.27.7** Additional committee members shall be appointed by the respective committee chair, and, where appropriate, shall be representative of the school community – staff, parents, and community members. When appropriate, some committees may also include students.

- 1.27.8** Council committees are non-decision making but have the power as they fulfill their responsibility to recommend to the full Governing Council.
- 1.27.9** The Council Chair may from time-to-time appoint any other committees he/she deems necessary.
- 1.27.9.1 These committees will consist of persons designated by the Governing Council Chair and shall act in an advisory capacity to the Governing Council.
- 1.27.9.2 Ad hoc committees may be established either to make recommendations to the Governing Council, to evaluate the advantages and disadvantages of optional actions, or for any other support function to assist the Council.
- 1.27.9.3 Examples include a Principal Search Committee, a Council Recruitment Task-Force, a Conflict Resolution Committee, or a committee to suggest alternative actions for consideration by the Council.
- 1.27.9.4 Because of its importance, the GC has provided specific policies regarding Director Search Committee below:
- 1.27.9.4.1 East Mountain High School shall select and hire the best possible Principal to lead the school to achieve its Vision, Mission, and Goals.
- 1.27.9.4.2 Council assigns several of its members to staff an ad hoc search committee.
- 1.27.9.4.3 The search committee will be chaired by a GC member.
- 1.27.9.4.4 The appointed Council members meet in preliminary sessions to outline the search process, including the scope of the search, funds required, a tentative timeline for the key decision points, a method of interviews and decision making and selection criteria.
- 1.27.9.4.5 The full committee membership is solicited, and should include a minimum of two of each of the following school stakeholders: students, teachers, administration/staff, parents and community
- 1.27.9.4.6 Operating principles of Principal Search Committee:
- 1.27.9.4.6.1 There will be an equal opportunity for participation by all stakeholder groups and all individuals within those groups.
- 1.27.9.4.6.2 The selection process will focus on a definition of desired characteristics for the new principal.
- 1.27.9.4.6.3 These characteristics will be linked to the Vision, Mission, and Charter.
- 1.27.9.4.7 The Committee reviews the search process outline, then proceeds to design and post notices of vacancy as defined in the scope of the search.
- 1.27.9.4.8 During this time, members meet with their constituencies to establish the content and format of the interviews.

- 1.27.9.4.9 All stakeholder groups have the opportunity to interview candidates and provide ranking to Council.
- 1.27.9.4.10 After all applications are received, those candidates meeting the minimum selection criteria are scheduled for interviews.
- 1.27.9.4.11 After initial interviews have been completed, the Principal Search Committee members consult with their constituents and determine their top candidates.
- 1.27.9.4.12 The committee then meets to select its overall top candidates and invites them to return for a presentation to Council and second interview.
- 1.27.9.4.13 All of the process except the final decision is held in sessions open to the public.
- 1.27.9.4.14 The final decisions about who is selected, the salary to be offered and any subsequent negotiations are made by Council in closed session.

1.27.10 The general purpose of each of the Council committees shall be stated in the charter of each committee.

1.27.11 Annual committee goals are set annually and committee accomplishments are evaluated in the form of a written report at the regular June Governing Council meeting.

1.27.12 Committee Chair Responsibilities

- 1.27.12.1 Attend all meetings
- 1.27.12.2 Call and reside over meetings of the committee.
- 1.27.12.3 Set the agenda for the committee meetings.
- 1.27.12.4 Record the decisions and recommendations made by the committee.
- 1.27.12.5 Report the committee's activities and recommendations to the full Council.
- 1.27.12.6 Invite the Director, as appropriate, and Council Chair to attend committee meetings.
- 1.27.12.7 Work with the Director and Council Chair to decide who should serve on the committee.
- 1.27.12.8 Delegate responsibilities to other committee members and encourage their full participation.
- 1.27.12.9 Evaluate the work of the committee with other committee members, the Council Chair, and the Director.
- 1.27.12.10 Ensure the committee has a written committee charter, which details the scope of work, composition of the committee (number of people and skills and qualifications desired), constituencies to be represented, and skills and qualifications desired and committee ground rules.
- 1.27.12.11 Ensure that clear, tangible goals are set for the committee and approved by the Council.

- 1.27.12.12 Council committees of the East Mountain High School Governing Council have a variety of means to and/or seek input from the Governing Council, among which are
- 1.27.12.12.1 Committee agendas and minutes distributed to the Governing Council;
 - 1.27.12.12.2 Discussion/action items at regular Governing Council meetings; and/or
 - 1.27.12.12.3 A special Council meeting.
- 1.27.12.13 As a courtesy to Governing Council members and as a method of keeping the Governing Council continuously informed, it is desired that each Council committee will communicate the agenda and minutes of each of its meetings using email.
- 1.27.12.14 Committees are expected to use regular Governing Council meetings to either seek Council input by means of Governing Council discussion or to submit recommendations (motion) for the Governing Council to act upon from time to time.
- 1.27.12.15 On occasion, the Council committee may request that the Governing Council convene a special session to thoroughly explore a specific topic.
- 1.27.12.16 The Assembly of past governing council Members may be convened by the Council Chair or designee for general or specific matters associated with East Mountain High School.

1.27.13 Standing committees (may include but are not limited to) the following:

- 1.27.13.1 Executive Committee/Policy Committee
 - 1.27.13.1.1 Consists of Chair, Vice-Chair, and Secretary
 - 1.27.13.1.2 Manages the policy revision described above
- 1.27.13.2 Finance, Facilities and Audit Committee
- 1.27.13.3 Strategic Planning and Outcomes
- 1.27.13.4 Board Development

1.28 Designation of Officers

The officers of the Governing Council shall be a Chair, Vice-Chair/Chair Elect, and a Secretary.

- 1.28.1** The Governing Council may also have assistant secretaries and such other officers as the Governing Council may determine from time to time.
- 1.28.2** All members of the Governing Council are encouraged to assume the role of an officer during their tenure on the Council.

1.29 Qualification of Officers

Any Member of the Governing Council may serve as an officer of this Governing Council, at the discretion of the Governing Council, with all rights and responsibilities afforded those offices.

1.30 Election of Officers and Terms

Officers shall be elected by the Governing Council to a term specified for a given opening, at any time. Each officer shall hold office until the end of the term of that office, his or her successor is elected and qualified, or until s/he resigns, is removed or is otherwise disqualified to serve, whichever occurs first.

1.31 Removal and Resignation of Officers

1.31.1 The Governing Council may remove any officer from office at any time, with or without cause, by a vote of two-thirds (2/3) of the members of the Governing Council present at the meeting.

1.31.2 Any officer may resign from office at any time by giving written notice to the Governing Council or to the Chair or Secretary of the Governing Council.

1.31.2.1 Any such resignation shall take effect on the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein.

1.31.2.2 Council acceptance of such resignation shall not be necessary to make it effective.

1.31.2.3 The above provisions of this Section shall be superseded by any conflicting terms of a contract that has been approved or ratified by the Governing Council relating to the employment of any officer of the Governing Council.

1.32 Officer Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise (except for expiration of term) of any officer shall be filled by majority vote of the Governing Council.

1.32.1 Vacancy may be filled temporarily by appointment by the Chair until such time as the Governing Council shall fill the vacancy.

1.32.2 Vacancies occurring in offices appointed at the discretion of the Governing Council may or may not be filled, as the Governing Council shall determine.

1.32.3 To the extent reasonably feasible, no office shall remain vacant for longer than thirty (30) days.

1.33 Continuity of Governing Council Leadership.

To encourage continuity of Governing Council leadership, when the conclusion of the term of the Immediate Past-Chair of the Governing Council coincides with the completion of his/her term of membership, the Immediate Past-Chair may exercise a prerogative to serve on the Governing Council as a non-voting, ex-officio member for one additional year.

1.34 Duties of Chair of the Governing Council

1.34.1 The chair is the senior volunteer leader of East Mountain High School who presides at all meetings of the Governing Council and other meetings as required.

- 1.34.2** Term is for one year, renewable for three years or more at the Council's discretion.
- 1.34.3** The chair is an ex-officio member of all committees of the Council.
- 1.34.4** The Council Chair oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained.
- 1.34.5** Works with the Director, Council officers, and committee chairs to develop the agendas for Governing Council meetings, and presides at these meetings.
- 1.34.6** Chairs all meetings of the Governing Council, facilitates discussions and rules on questions of procedure.
- 1.34.7** Must vote to break tie votes, and may vote on any issue, including to cause a tie, as might any other member in good standing.
- 1.34.8** Must remain neutral on matters in debate until voting. May, however, participate in debate and move Governing Council action, as any other member in good standing, by appointing a Chair pro-tem for the period of the debate and thereby vacating the Chair.
- 1.34.9** Collaborates with the Council to set annual Governing Council Goals
- 1.34.10** Assigns volunteers to key leadership positions
- 1.34.11** Appoints chairs of Council committees.
- 1.34.12** Supports annual fund-raising efforts and sets an example for other Council members.
- 1.34.13** Works with the Governing Council and paid and volunteer leadership, in accordance with these policies, to establish and maintain systems for:
 - 1.34.13.1 Planning the school's human and financial resources and setting priorities for future development.
 - 1.34.13.2 Reviewing operational effectiveness and setting priorities for future development.
 - 1.34.13.3 Controlling fiscal affairs.
 - 1.34.13.4 Acquiring, maintaining, and disposing of property.
 - 1.34.13.5 Maintaining a public relations program to ensure community involvement.
 - 1.34.13.6 Ensuring the ethical standard.
- 1.34.14** Communicates on a regular basis with the Director without implying to speak on behalf of the Governing Council unless given formal authority to do so by the council.
- 1.34.15** Conveys to the Governing Council, when necessary, appropriate matters communicated directly and privately by the Director, either prior to or at a subsequent Governing Council meeting.
- 1.34.16** Qualifications:
 - 1.34.16.1 One year of previous Governing Council Service
 - 1.34.16.2 A dedication to East Mountain High School and its values
 - 1.34.16.3 A commitment to realizing the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.
 - 1.34.16.4 Ability to understand concepts and articulate ideas

1.34.16.5 Excellent facilitator

1.35 Duties of Vice-Chair

1.35.1 Preside in the Chair's absence

1.35.2 May serve as a member of any standing committees

1.35.3 Length of term: One year, renewable for three consecutive terms or more at the Council's discretion.

1.35.3.1 Key Responsibilities:

1.35.3.1.1 Presides at meetings of Governing Council at the request of the Chair or in his/her absence

1.35.3.1.2 Works closely with the Chair to acquire the skills, competencies, and knowledge of EMHS objectives, activities, procedures, and services,

1.35.3.1.3 In case of the disability of the Chair, temporarily exercises all the powers and perform all the duties of the Chair,

1.35.3.1.4 Performs such liaison duties as the Governing Council or the Chair may determine.

1.35.3.1.5 In case of resignation or death of the Chair, succeeds to the office of the Chair for the remainder of that term of office as well as for his/her subsequent term of office as Chair,

1.35.3.1.6 Generally, exercises such other powers and duties as may be prescribed by the Chair and or the Governing Council.

1.36 Duties of Secretary

The secretary is the designated member of the East Mountain High School Governing Council who ensures that, via minutes, all business of the Council is accurately recorded, maintained, and disseminated in a timely manner.

1.36.1 Length of Term: One year; renewable for three consecutive years or more at the council's discretion.

1.36.2 Facilitate preparation of agendas, when appropriate, with cooperation and under the direction of the Chair.

1.36.3 Certify and keep at the principal office of the school the original or a copy of the Policies as amended or otherwise altered to date.

1.36.4 Keep at the principal office of the school or at such a place as the Council may determine a book of minutes of all meetings of the Council.

1.36.4.1 Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.

1.36.5 Ensure that all notices are duly given in accordance with the provisions of the Policies.

1.36.6 In general, ensure all duties incident to the office of the secretary and such other duties as may be required by law, or by the Policies, or which may be assigned to him or her from time to time by the Governing Council. Including

- 1.36.6.1 Certify and keep at the principal office of the Governing Council the original, or a copy, of the East Mountain High School Governing Council Bylaws as amended or otherwise altered to date;
- 1.36.6.2 Provide the school Principal the approved minutes and non-confidential Council Packet contents of each Council meeting in the Council Book of Minutes. The Director will be responsible for filing and maintaining the approved official minutes of all meetings and file same in the principal office of the Governing Council or at such other place as the Governing Council may determine;
- 1.36.6.3 Ensure the recording of the proceedings of the Governing Council in abbreviated "action" minutes as opposed to "narrative" minutes. The essentials of the action minutes are as follows:
 - 1.36.6.3.1 the kind of meeting, regular, special, or emergency or adjourned regular, adjourned special, or adjourned emergency;
 - 1.36.6.3.2 the name of the organization, i.e., Governing Council;
 - 1.36.6.3.3 the date of meeting and place;
 - 1.36.6.3.4 the fact of presence or absence of Council members, both official and ex-officio;
 - 1.36.6.3.5 whether the agenda of this meeting was approved;
 - 1.36.6.3.6 whether the minutes of the previous meeting approved, or their reading dispensed with;
 - 1.36.6.3.7 all the main motions, who made the motion, the vote of each council member, and whether approved or defeated; and
 - 1.36.6.3.8 the time of meeting and adjournment.
- 1.36.6.4 Within ten (10) working days of the meeting, ensure availability for public inspection a draft copy of the minutes and clearly indicate on the draft that they are not the official minutes and are subject to approval by the Governing Council at its next meeting at which there is a quorum.
- 1.36.6.5 Ensure dissemination the approved official minutes of each Governing Council meeting to the east Mountain High School E-mail Distribution List and posting the minutes on the East Mountain High School Webpage within ten (10) working days of the meeting at which the minutes were approved. Official minutes are open to public inspection and subject to public inspection under the Inspection of Public Records Act, NMSA 11978, Sections 14-2-1 to -12.

1.37 Execution of Instruments, Deposits and Receipt of Gifts

1.37.1 Execution of Instruments

- 1.37.1.1 The Governing Council, except as otherwise provided in these Policies, may by resolution authorize any officer or agent of the Governing Council to enter into any contract or execute and deliver any instrument in the

name of and on behalf of East Mountain High School, and such authority may be general or confined to specific instances.

1.37.1.2 Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Governing Council to any contract, or to render it liable monetarily for any purpose or in any amount.

1.37.2 Deposits

All funds of East Mountain High School shall be deposited from time to time to the credit of East Mountain High School in such banks, trust companies, or other depositories as the Director may select.

1.37.3 Gifts

The Governing Council may accept on behalf of East Mountain High School any contribution, gift, bequest, or device for the nonprofit purposes of East Mountain High School subject to the provisions of Policy K-004 Gifts and Donations.

1.38 Maintenance of Records

The Governing Council shall electronically maintain the following:

1.38.1 Minutes of all meetings of Governing Council members and committees of the Governing Council, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

1.38.2 Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

1.38.3 A copy of the East Mountain High School Charter, Bylaws as amended to-date, and Governing Council policies, which shall be open to inspection at all reasonable times during office hours or by appointment.

1.39 Council Member's Inspection Rights

Every Council member shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of East Mountain High School.

1.40 Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney, and the right to inspection shall include the right to copy and make extracts.

1.41 Periodic Report

The Governing Council shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state to be so prepared and delivered within the time limits set by law.

ADOPTION OF POLICIES:

The undersigned, in consent with and on behalf of the Governing Council members of East Mountain High School, hereby adopts the foregoing Policies, consisting of the preceding pages.

CHAIR OF THE GOVERNING COUNCIL

Dated

SECRETARY OF THE GOVERNING COUNCIL

Dated