



EAST MOUNTAIN HIGH SCHOOL

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AGENDA

EAST MOUNTAIN HIGH SCHOOL GOVERNING COUNCIL

March 31, 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, Minutes from Finance Committee
 - C. Approval of previous meeting's minutes
- V. Public Forum/Public Input
- VI. Reports
 - A. Student Report
 - B. Executive Director
 - C. Faculty Liason
- VII. Consideration of EMHS GC Action Items for Approval
 - A. Approval of Draft 2025-2026 Calendar
 - B. Approval of Draft 2025-2026 budget
 - C. Part Time Employee Resolution
 - D. Seclusion and Restraint Policy
- VIII. Discussion or Information Items (No action required)
 - A. Tuition Support Program for EMHS Faculty
- IX. Parking Lot Items for Future GC Meetings
- X. GC Board Member Comments
- XI. Chair's Report/Comment
- XII. Next Meeting Announcement
- XIII. Closed Session
- XIV. Adjournment

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

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

Doc. ID: 001-024-2425-0015-IB
Fund Type: Flowthrough
Adjustment Type: Initial Budget

Fiscal Year: 2024-2025

Entity Name: East Mountain High School

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

Contact: Mike Vigil Jr., Business Manager

Total Approved Budget (Flowthrough): 28,067

Phone: 505-938-7702

Email: mike@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2024	To: 06/30/2025
A. Approved Carryover:	
B. Total Current Year Allocation: 28,067	
D. Total Funding Available: 28,067	

Revenue 21000.0000.44500 \$28,067.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000	3100 Food Services Operations	56116 Food	0000 No Program	001024 East Mountain High School	0000 No Job Class		\$28,067.00	\$28,067.00	
						Sub Total	\$28,067.00		
						Indirect Cost			
						DOC. TOTAL	\$28,067.00		

Justification:

Budgeting of FY revenues both actualized and anticipated.

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

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

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

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

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

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

Doc. ID: 001-024-2425-0016-1

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: East Mountain High School

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

Contact: Mike Vigil Jr., Business Manager

Total Approved Budget (Flowthrough): 57,738

Phone: 505-938-7702

Email: mike@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2024	To: 06/30/2025
A. Approved Carryover:	
B. Total Current Year Allocation: 57,738	
D. Total Funding Available: 57,738	

Revenue 21100.0000.43203 \$57,738.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21100	3100 Food Services Operations	56116 Food	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$5,000.00	\$57,738.00	\$62,738.00	
						Sub Total	\$57,738.00		
						Indirect Cost			
						DOC. TOTAL	\$57,738.00		

Justification:

Budgeting of FY revenues both actualized and anticipated.

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

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

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

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

East Mountain High School

Cash Receipts Customer History Report

Cycle: FY2025; Beginning Customer Code: 61-USDA-Federal; Ending Customer Code: 61-USDA-Federal; Begin Date: 07/01/2024; End Date: 01/31/2025; Created On: 2/7/2025 12:29:05 AM

Fund 21000 - USDA Food Service Reimbursement					
Batch No.	Receipt No.	Received	Date	Description	Amount
10-033	10-033	Yes	10/30/2024	USDA August 2024	\$4,173.77
11-003	11-003	Yes	11/6/2024	USDA September 2024	\$5,193.15
12-017	12-017	Yes	12/17/2024	USDA October 2024	\$6,826.86
01-003	01-003	Yes	1/8/2025	USDA November 2024	\$3,751.82
					\$19,945.60

No	N/A	USDA December 2024	\$3,969.43
No	N/A	USDA January 2025	\$3,591.57
No	N/A	USDA February 2025	\$5,282.56
Total in Process to Date			\$12,843.56

Average per month \$ 4,684.17

Remaining Number of Months 3.25

Estimated Revenue Remaining to be Received \$ 15,223.54

Total Revenue Estimated for FY24-25 \$ 28,067.10

Current Budgeted Revenue \$ -

Amount for BAR \$ 28,067

Fund 21100 - Universal Free Meals Food Service Reimbursement					
Batch No.	Receipt No.	Received	Date	Description	Amount
10-031	10-031	Yes	10/28/2024	Universal Free Meals August 2024	\$10,364.02
11-005	11-005	Yes	11/12/2024	Universal Free Meals September 2024	\$12,562.75
12-009	12-009	Yes	12/10/2024	Universal Free Meals October 2024	\$15,236.86
01-011	01-011	Yes	1/15/2025	Universal Free Meals November 2024	\$8,126.10
					\$46,289.73

No	N/A	Universal Free Meals December 2024	\$ 8,294.43
No	N/A	Universal Free Meals January 2025	\$ 8,229.47
No	N/A	Universal Free Meals February 2025	\$ 11,644.01
Total in Process to Date			\$ 28,167.91

Average per month \$ 10,636.81

Remaining Number of Months 3.25

Estimated Revenue Remaining to be Received \$ 34,569.62

Total Revenue Estimated for FY24-25 \$ 62,737.53

Current Budgeted Revenue \$ 5,000.00

Amount for BAR \$ 57,738

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

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

Doc. ID: 001-024-2425-0017-M
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2024-2025

Entity Name: East Mountain High School

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

Contact: Mike Vigil Jr., Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7702

Email: mike@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: 2024-07-01	To: 2025-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	001024 East Mountain High School	1111 Superintendent	\$130,000.00	(\$41,368.00)	\$88,632.00	(0.30)
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	001024 East Mountain High School	1112 Principals		\$7,217.00	\$7,217.00	
11000 Operational	2500 Central Services	51100 Salaries Expense	0000 No Program	001024 East Mountain High School	1220 Business Office Support	\$34,862.00	\$13,813.00	\$48,675.00	0.20
11000 Operational	2500 Central Services	51300 Additional Compensation	0000 No Program	001024 East Mountain High School	1220 Business Office Support		\$3,527.00	\$3,527.00	
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$163,369.00	\$3,101.00	\$166,470.00	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$13,314.00	\$13,710.00	\$27,024.00	
Sub Total							\$0.00		(0.10)
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

Regular maintenance on 2000 functions.

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

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

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

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

East Mountain High School

Account Summary Report - Revenues

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 02/28/2025; Account Type: Revenue; Subtotal Elements: [None]; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 3/5/2025 11:56:29 PM

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees – Activities	\$ 53,000.00	\$ 38,891.89	\$ 14,108.11
Refund of Prior Year's Expenditures	\$ -	\$ 3,506.28	\$ (3,506.28)
State Equalization Guarantee	\$ 5,741,081.46	\$ 3,822,968.88	\$ 1,918,112.58
USDA Food Reimbursement	\$ -	\$ 19,945.60	\$ (19,945.60)
Universal Free Meals	\$ 5,000.00	\$ 46,289.73	\$ (41,289.73)
Fees – Activities	\$ 140,000.00	\$ 129,757.99	\$ 10,242.01
IDEA-B	\$ 64,025.00	\$ 15,792.58	\$ 48,232.42
Title III	\$ 100.00	\$ -	\$ 100.00
Title II	\$ 25,459.00	\$ -	\$ 25,459.00
ESSER III	\$ 77,542.00	\$ 77,541.80	\$ 0.20
GO Bonds Student Library Fund	\$ 7,270.00	\$ -	\$ 7,270.00
Kitchen Infrastructure Grant	\$ 506,000.00	\$ -	\$ 506,000.00
PSCOC Lease Reimbursement	\$ 326,648.00	\$ 163,324.00	\$ 163,324.00
Special Capital Outlay CY	\$ 220,000.00	\$ -	\$ 220,000.00
Special Capital Outlay PY	\$ 397,980.00	\$ -	\$ 397,980.00
HB-33	\$ 380,267.00	\$ 246,396.62	\$ 133,870.38
SB-9 Local	\$ 192,952.00	\$ 124,493.91	\$ 68,458.09
Total Revenues	\$ 8,137,324.46	\$ 4,688,909.28	\$ 3,448,415.18

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 02/28/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 3/6/2025 12:07:45 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 11000 - Operational SEG				
Function 1000 - Instruction	\$4,069,242.00	\$2,345,920.40	\$1,622,156.79	\$101,164.81
Function 2100 - Support Services-Students	\$779,005.00	\$403,977.97	\$318,768.22	\$56,258.81
Function 2200 - Support Services-Instruction	\$48,214.00	\$31,194.92	\$14,318.19	\$2,700.89
Function 2300 - Support Services-General Administration	\$366,743.00	\$165,663.75	\$72,853.71	\$128,225.54
Function 2400 - Support Services-School Administration	\$362,855.38	\$231,304.46	\$134,747.57	(\$3,196.65)
Function 2500 - Central Services	\$321,638.00	\$205,534.48	\$133,787.69	(\$17,684.17)
Function 2600 - Operation & Maintenance of Plant	\$412,428.00	\$299,653.26	\$115,230.26	(\$2,455.52)
Function 2700 - Student Transportation	\$29,920.00	\$14,713.82	\$6,946.31	\$8,259.87
Function 2900 - Other Support Services	\$40,458.08	\$0.00	\$0.00	\$40,458.08
Fund 11000 - Operational	\$6,430,503.46	\$3,697,963.06	\$2,418,808.74	\$313,731.66
Fund 21000 - Food Services				
Function 3100 - Food Services Operations	\$0.00	\$136,511.84	\$288,488.16	(\$425,000.00)
Total Fund 21000 - Food Services	\$0.00	\$136,511.84	\$288,488.16	(\$425,000.00)
Fund 21100 - Universal Free Meals				
Function 3100 - Food Services Operations	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Total Fund 21100 - Universal Free Meals	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Fund 23000 - Activity Fund				
Function 1000 - Instruction	\$147,545.00	\$70,387.76	\$29,322.38	\$47,834.86
Total Fund 23000 - Non-Instructional Support	\$147,545.00	\$70,387.76	\$29,322.38	\$47,834.86
Fund 24106 - IDEA-B				
Function 1000 - Instruction	\$64,025.00	\$21,772.49	\$19,977.42	\$22,275.09
Total Fund 24106 - IDEA-B	\$64,025.00	\$21,772.49	\$19,977.42	\$22,275.09
Fund 24153 - Title III				
Function 1000 - Instruction	\$0.00	\$15,000.00	\$0.00	(\$15,000.00)
Total Fund 24153 - Title III	\$0.00	\$15,000.00	\$0.00	(\$15,000.00)
Fund 24146 - CSP Grant				
Function 1000 - Instruction	\$100.00	\$0.00	\$0.00	\$100.00
Total Fund 24146 - CSP Grant	\$100.00	\$0.00	\$0.00	\$100.00

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 02/28/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 3/6/2025 12:07:45 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 24154 - Title II				
Function 2200 - Support Services-Instruction	\$25,459.00	\$1,219.84	\$0.00	\$24,239.16
Total Fund 24154 - Title II	\$25,459.00	\$1,219.84	\$0.00	\$24,239.16
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 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 2600 - Operation & Maintenance of Plant	\$0.00	\$47,257.39	\$0.00	(\$47,257.39)
Function 3100 - Food Services Operations	\$506,000.00	\$2,783.17	\$6,862.11	\$496,354.72
Function 4000 - Capital Outlay	\$0.00	\$144,708.30	\$366,325.35	(\$511,033.65)
Total Fund 28221 - Public School Kitchen Infrastructure	\$506,000.00	\$194,748.86	\$373,187.46	(\$61,936.32)
Fund 29102 - CSP Grant				
Function 4000 - Capital Outlay	\$0.00	\$1,514.75	\$0.00	(\$1,514.75)
Total Fund 29102 - CSP Grant	\$0.00	\$1,514.75	\$0.00	(\$1,514.75)
Fund 31200 - PSCOC Lease Reimbursement				
Function 4000 - Capital Outlay	\$326,648.00	\$195,914.64	\$130,733.36	\$0.00
Total Fund 31200 - PSCOC Lease Reimbursement	\$326,648.00	\$195,914.64	\$130,733.36	\$0.00
Fund 31400 - Special Capital Outlay				
Function 4000 - Capital Outlay	\$617,980.00	\$25,427.00	\$0.00	\$592,553.00
Total Fund 31400 - Special Capital Outlay-State	\$617,980.00	\$25,427.00	\$0.00	\$592,553.00
Fund 31600 - HB-33				
Function 2300 - Support Services-General Administration	\$7,500.00	\$2,464.02	\$0.00	\$5,035.98
Function 4000 - Capital Outlay	\$1,188,149.00	\$350,240.07	\$75,512.10	\$762,396.83
Total Fund 31600 - HB-33	\$1,195,649.00	\$352,704.09	\$75,512.10	\$767,432.81

East Mountain High School

Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 02/28/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 3/6/2025 12:07:45 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 31701 - SB-9 Local				
Function 2300 - Support Services-General Administration	\$0.00	\$1,244.95	\$0.00	(\$1,244.95)
Function 4000 - Capital Outlay	\$548,240.00	\$12,230.96	\$5,285.14	\$530,723.90
Total Fund 31701 - SB-9 Local	\$548,240.00	\$13,475.91	\$5,285.14	\$529,478.95
Fund 31703 - SB-9 State Match				
Function 4000 - Capital Outlay	\$50,701.55	\$43,327.75	\$2,408.69	\$4,965.11
Total Fund 31703 - SB-9 State Match	\$50,701.55	\$43,327.75	\$2,408.69	\$4,965.11
Total Expenditures	\$10,002,663.01	\$4,847,509.79	\$3,352,880.85	\$1,802,272.37

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 02/01/2025; End Date: 02/28/2025; Status: Non-Void; Created On: 3/6/2025 12:28:08 AM

Bank					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
2/3/2025		Payroll Liability Check	AFLAC		\$1,016.68
2/3/2025		Payroll Liability Check	Health Compass		\$3,744.84
2/3/2025		Payroll Liability Check	Pre-paid Legal Services, Inc.		\$170.45
2/3/2025	02-001	Cash Receipt	Donation; PopeJoy; STUCO; Baseball Player Package; MESA Envirothon; G Basketball Concession	\$1,155.75	
2/3/2025	13894	AP Warrant	NM Activities Association		\$100.00
2/4/2025		Payroll Liability Check	Internal Revenue Service		\$27,488.67
2/4/2025	02-002	Cash Receipt	Drama - PopeJoy; YAG; Robotics; Athletics Donation	\$17,945.00	
2/5/2025		AP Warrant	EMHS Foundation		\$65,366.68
2/5/2025		Payroll Liability Check	NM Public Schools Insurance Authority		\$38,964.10
2/5/2025		Payroll Liability Check	NM Retiree Health Care Authority		\$8,779.76
2/5/2025	02-003	Cash Receipt	Late Fall/Early Winter Sport Commission; Boys Basketball Concession	\$384.11	
2/6/2025	02-004	Cash Receipt	Boys BBall; Girls BBall; Track	\$1,132.50	
2/7/2025	02-005	Cash Receipt	Support Fee	\$39.24	
2/10/2025	02-006	Cash Receipt	Boys BBall; Track; Baseball	\$475.00	
2/11/2025	02-007	Cash Receipt	School Support	\$39.24	
2/11/2025	02-008	Cash Receipt	Baseball; Softball	\$278.40	
2/11/2025	02-009	Cash Receipt	SEG - February 2025	\$474,004.66	
2/13/2025		Payroll Liability Check	NM Educational Retirement Board		\$84,326.76
2/13/2025		Payroll Liability Check	Wells Fargo Bank, N.A.		\$102,739.46
2/13/2025	02-010	Cash Receipt	Baseball; Girls BBall; Softball; Refund; Vending	\$1,320.49	
2/13/2025	02-011	Cash Receipt	Boys BBall; Track; Girls BBall	\$1,516.50	
2/13/2025	13895	AP Warrant	Highland High School		\$266.00
2/14/2025		Payroll Liability Check	Health Compass		\$3,565.00
2/14/2025	13896	AP Warrant	AAA Organic Pest Control, Inc.		\$111.50
2/14/2025	13897	AP Warrant	ACES		\$8,385.78
2/14/2025	13898	AP Warrant	AJF Enterprises, Inc.		\$2,256.19
2/14/2025	13899	AP Warrant	Amazon.com		\$610.01
2/14/2025	13900	AP Warrant	B & D Industries, Inc.		\$2,126.16
2/14/2025	13901	AP Warrant	Brady Industries Inc		\$270.91
2/14/2025	13902	AP Warrant	CamNet, Inc.		\$1,508.73
2/14/2025	13903	AP Warrant	Central New Mexico Pumping, Inc.		\$712.38
2/14/2025	13904	AP Warrant	Coffetime Bottled Water & Coffee Service, LLC		\$142.98
2/14/2025	13905	AP Warrant	Emerald Commercial Cleaning		\$4,984.44
2/14/2025	13906	AP Warrant	Entranosa Water & Wastewater Assoc.		\$249.82
2/14/2025	13907	AP Warrant	Herff Jones, Inc.		\$47.08
2/14/2025	13908	AP Warrant	ItsQuest, Inc		\$1,760.56
2/14/2025	13909	AP Warrant	Nicole Santora		\$1,250.00
2/14/2025	13910	AP Warrant	NM Gas Company, Inc.		\$1,602.62
2/14/2025	13911	AP Warrant	PNM Electric		\$1,833.09
2/14/2025	13912	AP Warrant	Staples		\$623.82
2/14/2025	13913	AP Warrant	Tillery Chevrolet		\$320.32

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 02/01/2025; End Date: 02/28/2025; Status: Non-Void; Created On: 3/6/2025 12:28:08 AM

Bank					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
2/14/2025	13914	AP Warrant	Yellowstone Landscape		\$1,388.75
2/18/2025		Payroll Liability Check	Internal Revenue Service		\$28,502.84
2/18/2025	02-012	Cash Receipt	SandCo SB-9 January 2025	\$79.34	
2/18/2025	02-013	Cash Receipt	SandCo HB-33 January 2025	\$157.29	
2/18/2025	02-014	Cash Receipt	Golf; Girls BBall; Boys BBall; Track; Popejoy FT	\$735.50	
2/19/2025	02-015	Cash Receipt	Girls BBall; Softball; Baseball; Golf; Donation	\$1,504.00	
2/20/2025	02-016	Cash Receipt	Softball; Golf	\$335.00	
2/20/2025	02-017	Cash Receipt	Boys BBall; Girls BBall	\$1,449.50	
2/20/2025	02-018	Cash Receipt	BernCo Distributions - HB-33 & SB-9 January 2025	\$7,696.53	
2/20/2025	13915	AP Warrant	Kuehne, Elizabeth R		\$264.72
2/20/2025	13916	AP Warrant	Oord, Colton		\$19.14
2/20/2025	13917	AP Warrant	Robyn Mass		\$1,996.33
2/20/2025	13918	AP Warrant	Saunders, Dawn		\$118.00
2/20/2025	13919	AP Warrant	Schroeder, Stephanie		\$128.40
2/21/2025	02-019	Cash Receipt	Donation	\$196.18	
2/21/2025	02-020	Cash Receipt	Baseball; Track; Softball; Concessions	\$869.00	
2/24/2025		Payroll Liability Check	New Mexico Taxation and Revenue Department		\$6,539.92
2/24/2025	02-021	Cash Receipt	Softball; Baseball; Track; Support Fee	\$3,005.50	
2/25/2025	02-022	Cash Receipt	NHS; Softball; Golf; Concessions	\$1,673.00	
2/25/2025	13920	AP Warrant	Krispy Kreme Doughnut Corporaton		\$709.00
2/26/2025		Payroll Liability Check	Wells Fargo Bank, N.A.		\$102,246.90
2/26/2025		AP Warrant	WEX Bank		\$111.95
2/26/2025	00071252	Journal Entry	Booking of BMO Payment 2/5/25 Statement		\$15,045.26
2/26/2025	02-023	Cash Receipt	Softball; Track	\$437.50	
2/27/2025	02-024	Cash Receipt	IDEA-B RfR #0004; Track; Baseball; Donation	\$5,363.75	
2/27/2025	02-025	Cash Receipt	Girls BBall; Softball; Baseball; Track	\$1,198.50	
2/27/2025	13921	AP Warrant	Tammy Abts		\$720.00
2/27/2025	13922	AP Warrant	ACT Finance		\$1,099.04
2/27/2025	13923	AP Warrant	AJF Enterprises, Inc.		\$2,336.77
2/27/2025	13924	AP Warrant	Amazon.com		\$2,390.06
2/27/2025	13925	AP Warrant	B & D Industries, Inc.		\$3,826.06
2/27/2025	13926	AP Warrant	Baseball Spring Tournaments		\$250.00
2/27/2025	13927	AP Warrant	Bernalillo County Treasurer's Office		\$1,504.25
2/27/2025	13928	AP Warrant	BSN Sports LLC		\$1,225.00
2/27/2025	13929	AP Warrant	CamNet, Inc.		\$4,335.10
2/27/2025	13930	AP Warrant	Follett Content Solutions, LLC		\$1,114.59
2/27/2025	13931	AP Warrant	Gardenswartz Team Sales		\$2,134.92
2/27/2025	13932	AP Warrant	Home Security Systems, LLC		\$810.30
2/27/2025	13933	AP Warrant	ItsQuest, Inc		\$3,521.13
2/27/2025	13934	AP Warrant	Millennium Communications		\$1,172.17
2/27/2025	13935	AP Warrant	National Atomic Museum Foundation		\$1,640.00
2/27/2025	13936	AP Warrant	Podzemny, Bertha (Bird)		\$1,403.15
2/27/2025	13937	AP Warrant	RAS Technology Consultants, Inc.		\$325.00

East Mountain High School

Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 02/01/2025; End Date: 02/28/2025; Status: Non-Void; Created On: 3/6/2025 12:28:08 AM

Bank					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
2/27/2025	13938	AP Warrant	Schuit, Jessica		\$7,842.41
2/27/2025	13939	AP Warrant	Staples		\$138.08
2/27/2025	13940	AP Warrant	Staples, Inc.		\$3,477.53
2/27/2025	13941	AP Warrant	Verizon Wireless		\$563.94
2/27/2025	13942	AP Warrant	Waste Management of New Mexico, Inc.		\$774.60
2/27/2025	13943	AP Warrant	Wood, Brandy A		\$1,526.43
2/27/2025	13944	AP Warrant	Wood, Michael R		\$300.00
2/28/2025	00071251	Journal Entry	Voiding of stale dated check #'s 13025, 13059 & 13062.	\$971.20	
2/28/2025	02-026	Cash Receipt	Golf	\$600.00	
Grand Total				\$524,562.68	\$566,826.53

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2025; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: No; Created On: 3/6/2025 12:38:12 AM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250003-1	Dollar	B & D Industries, Inc.	9/23/2024	164	\$67,000.00	\$24,398.96	\$42,601.04
250005-1-1	Dollar	Cooperative Educational Svcs	1/15/2025	50	\$75,199.26	\$36,613.45	\$38,585.81
250009	Regular	BSN Sports LLC	7/1/2024	248	\$7,668.00	\$0.00	\$7,668.00
250011	Dollar	Brain and Behavioral Associates, PC	7/1/2024	248	\$2,152.50	\$0.00	\$2,152.50
250015	Dollar	AAA Organic Pest Control, Inc.	7/1/2024	248	\$1,800.00	\$723.74	\$1,076.26
250016	Dollar	Awards, Etc.	7/1/2024	248	\$2,300.00	\$678.00	\$1,622.00
250019	Dollar	Amazon.com	7/19/2024	230	\$3,000.00	\$466.84	\$2,533.16
250020-1	Dollar	Amazon.com	1/16/2025	49	\$2,901.72	\$1,551.67	\$1,350.05
250023	Dollar	Awards, Etc.	7/19/2024	230	\$3,800.00	\$1,167.66	\$2,632.34
250024	Regular	Bernalillo County	7/19/2024	230	\$50.00	\$0.00	\$50.00
250025	Dollar	Canon Financial Services, Inc.	7/19/2024	230	\$18,310.72	\$9,062.68	\$9,248.04
250026	Dollar	AJF Enterprises, Inc.	7/19/2024	230	\$39,000.00	\$21,516.93	\$17,483.07
250027-1	Dollar	Fire Safety Industries	7/19/2024	230	\$800.00	\$0.00	\$800.00
250029	Dollar	Bernalillo County Treasurer's Office	7/19/2024	230	\$10,000.00	\$8,946.07	\$1,053.93
250030	Dollar	CamNet, Inc.	7/19/2024	230	\$55,320.00	\$30,690.34	\$24,629.66
250031	Dollar	Century Link	7/19/2024	230	\$5,000.00	\$2,384.39	\$2,615.61
250032	Dollar	Entranosa Water & Wastewater Assoc.	7/19/2024	230	\$10,000.00	\$4,172.59	\$5,827.41
250033	Dollar	BC Technologies Co	7/19/2024	230	\$3,000.00	\$1,475.00	\$1,525.00
250035	Dollar	George Trujillo	7/19/2024	230	\$500.00	\$432.87	\$67.13
250037-1	Dollar	BSN Sports LLC	1/16/2025	49	\$2,871.00	\$0.00	\$2,871.00
250038-1	Dollar	First Impression, Inc.	7/19/2024	230	\$2,500.00	\$2,045.00	\$455.00
250039-1	Dollar	ItsQuest, Inc	10/21/2024	136	\$40,263.16	\$23,877.69	\$16,385.47
250040	Dollar	Home Depot #3501	7/19/2024	230	\$2,000.00	\$668.62	\$1,331.38
250041	Dollar	Coffetime Bottled Water & Coffee Service, LLC	7/19/2024	230	\$2,000.00	\$1,155.07	\$844.93
250042	Dollar	Millennium Communications	7/19/2024	230	\$2,450.00	\$1,103.87	\$1,346.13
250044	Dollar	Jostens	7/19/2024	230	\$5,000.00	\$0.00	\$5,000.00
250045	Dollar	Home Security Systems, LLC	7/19/2024	230	\$2,700.00	\$965.28	\$1,734.72
250046	Dollar	NAPA Auto Parts	7/19/2024	230	\$1,000.00	\$77.26	\$922.74
250048	Dollar	Cuddy & McCarthy LLP	7/19/2024	230	\$20,000.00	\$10,384.94	\$9,615.06
250049	Dollar	NM Gas Company, Inc.	7/19/2024	230	\$12,000.00	\$3,684.36	\$8,315.64
250050	Dollar	PNM Electric	7/19/2024	230	\$35,000.00	\$21,306.02	\$13,693.98
250051-1	Dollar	Tillery Chevrolet	11/15/2024	111	\$478.92	\$400.06	\$78.86
250052	Dollar	T-Mobile USA Inc.	7/19/2024	230	\$1,900.00	\$0.00	\$1,900.00
250053-1	Dollar	Verizon Wireless	7/29/2024	220	\$4,750.00	\$3,611.73	\$1,138.27
250054	Dollar	Waste Management of New Mexico, Inc.	7/19/2024	230	\$9,775.00	\$5,450.92	\$4,324.08
250055	Dollar	WEX Bank	7/19/2024	230	\$5,000.00	\$2,654.41	\$2,345.59
250057	Dollar	Abba Technology	7/19/2024	230	\$2,904.69	\$0.00	\$2,904.69

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2025; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: No; Created On: 3/6/2025 12:38:12 AM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250058	Dollar	Zoom Video Communicaitions, Inc.	7/19/2024	230	\$1,500.00	\$1,358.34	\$141.66
250059	Regular	Moriarty-Edgewood School District	7/1/2024	248	\$200.00	\$0.00	\$200.00
250060-1	Dollar	Yellowstone Landscape	2/28/2025	6	\$9,157.40	\$0.00	\$9,157.40
250061	Dollar	NMASBO	7/19/2024	230	\$1,000.00	\$0.00	\$1,000.00
250062	Dollar	Raptor Technologies, LLC	7/19/2024	230	\$620.00	\$0.00	\$620.00
250064	Dollar	SMPC Architects	7/19/2024	230	\$20,000.00	\$0.00	\$20,000.00
250065	Dollar	Edgenuity Inc.	7/19/2024	230	\$8,500.00	\$0.00	\$8,500.00
250067	Dollar	Staples	7/19/2024	230	\$3,000.00	\$2,234.13	\$765.87
250068	Dollar	Deeloh Technologies, Inc.	7/19/2024	230	\$1,000.00	\$0.00	\$1,000.00
250069	Dollar	Janison Education, Inc	7/19/2024	230	\$5,000.00	\$0.00	\$5,000.00
250070	Dollar	B & D Industries, Inc.	7/19/2024	230	\$3,000.00	\$2,765.36	\$234.64
250072	Dollar	Severin Intermediate Holdings, LLC	7/19/2024	230	\$7,040.00	\$0.00	\$7,040.00
250073-1	Regular	Powerschool	7/19/2024	230	\$7,826.65	\$5,068.15	\$2,758.50
250076	Regular	NM Activities Association	7/19/2024	230	\$6,000.00	\$0.00	\$6,000.00
250081	Dollar	Tammy Abts	7/19/2024	230	\$3,500.00	\$2,340.00	\$1,160.00
250082	Regular	Agile Sports Technologies, Inc.	7/19/2024	230	\$8,494.99	\$0.00	\$8,494.99
250083	Dollar	B & D Industries, Inc.	7/19/2024	230	\$1,826.68	\$926.49	\$900.19
250084	Dollar	Cedar Crest Tire	7/19/2024	230	\$750.00	\$84.95	\$665.05
250085	Regular	Bosque School - District 5 AAA	7/19/2024	230	\$400.00	\$0.00	\$400.00
250087-1	Dollar	Central New Mexico Pumping, Inc.	7/19/2024	230	\$2,000.00	\$712.38	\$1,287.62
250088	Regular	NM H.S. Coaches Association	7/19/2024	230	\$2,000.00	\$0.00	\$2,000.00
250091	Dollar	Los Altos Golf Course	7/19/2024	230	\$2,000.00	\$0.00	\$2,000.00
250092	Dollar	Full Contact Sports Photography	7/19/2024	230	\$1,000.00	\$1,000.00	\$0.00
250092-1	Dollar	Full Contact Sports Photography	7/19/2024	230	\$1,000.00	\$0.00	\$1,000.00
250093	Regular	Albuquerque Softball Officials Assoc	7/19/2024	230	\$3,500.00	\$0.00	\$3,500.00
250094	Dollar	Central NM Baseball Umpires Association	7/19/2024	230	\$5,000.00	\$0.00	\$5,000.00
250095	Dollar	BMO	7/19/2024	230	\$500.00	\$0.00	\$500.00
250096-1	Dollar	U.S. Postal Service	7/23/2024	226	\$966.00	\$631.00	\$335.00
250099	Dollar	ASM Global - Albuquerque Convention Center	7/19/2024	230	\$9,000.00	\$7,047.28	\$1,952.72
250100	Regular	Moriarty-Edgewood School District	7/19/2024	230	\$200.00	\$0.00	\$200.00
250101	Dollar	B & D Industries, Inc.	7/19/2024	230	\$10,496.76	\$7,868.82	\$2,627.94
250102	Dollar	B & D Industries, Inc.	7/19/2024	230	\$8,600.00	\$4,566.06	\$4,033.94
250104-2	Dollar	BMO	7/22/2024	227	\$1,133.53	\$0.00	\$1,133.53
250105	Dollar	Panoptic Clean, LLC	7/25/2024	224	\$8,500.00	\$238.28	\$8,261.72
250106-1	Dollar	BMO	11/6/2024	120	\$1,257.11	\$0.00	\$1,257.11
250110	Dollar	BMO	7/25/2024	224	\$1,300.00	\$0.00	\$1,300.00
250112	Dollar	Trudy A. Candelaria	7/30/2024	219	\$34,500.00	\$13,809.15	\$20,690.85

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2025; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: No; Created On: 3/6/2025 12:38:12 AM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250113	Regular	BMO	7/30/2024	219	\$1,840.30	\$0.00	\$1,840.30
250114	Dollar	BMO	7/30/2024	219	\$411.26	\$0.00	\$411.26
250115	Dollar	Cooperative Educational Svcs	7/30/2024	219	\$7,792.29	\$2,125.17	\$5,667.12
250116-1	Dollar	Robyn Mass	9/30/2024	157	\$16,000.00	\$6,477.44	\$9,522.56
250119	Dollar	Unite Private Networks, LLC	7/19/2024	230	\$9,500.00	\$5,348.44	\$4,151.56
250120-1	Regular	EMHS Foundation	1/14/2025	51	\$196,100.04	\$65,366.68	\$130,733.36
250122	Regular	Simply Design	8/5/2024	213	\$753.38	\$0.00	\$753.38
250124	Dollar	New Mexico Charter School Education Services Association	7/1/2024	248	\$100,629.38	\$41,928.90	\$58,700.48
250125-1	Regular	BMO	8/6/2024	212	\$2,919.50	\$0.00	\$2,919.50
250133	Regular	Herrera Coaches, Inc.	8/14/2024	204	\$1,629.18	\$0.00	\$1,629.18
250135	Regular	Amazon.com	8/14/2024	204	\$232.65	\$117.55	\$115.10
250136	Dollar	BMO	8/15/2024	203	\$2,716.00	\$0.00	\$2,716.00
250137	Dollar	Amazon.com	8/15/2024	203	\$262.00	\$244.38	\$17.62
250138	Regular	Medify Air LLC	8/15/2024	203	\$5,005.66	\$2,642.83	\$2,362.83
250149	Dollar	Amazon.com	8/21/2024	197	\$319.21	\$293.21	\$26.00
250150	Regular	CamNet, Inc.	8/22/2024	196	\$2,432.33	\$2,260.00	\$172.33
250151-1	Dollar	B & D Industries, Inc.	8/22/2024	196	\$1,200.00	\$0.00	\$1,200.00
250152	Dollar	Amazon.com	8/26/2024	192	\$423.79	\$395.91	\$27.88
250155	Dollar	CollegeBoard	8/28/2024	190	\$10,000.00	\$2,086.81	\$7,913.19
250156-1	Dollar	BMO	8/28/2024	190	\$940.01	\$0.00	\$940.01
250159	Dollar	ACT	8/28/2024	190	\$2,000.00	\$0.00	\$2,000.00
250166-1	Regular	Staples	8/29/2024	189	\$523.74	\$424.83	\$98.91
250167-2	Regular	BMO	8/29/2024	189	\$1,500.80	\$0.00	\$1,500.80
250170-1	Regular	BMO	9/4/2024	183	\$874.90	\$0.00	\$874.90
250174	Regular	Aztec Municipal Schools District No. 2	9/10/2024	177	\$600.00	\$0.00	\$600.00
250175	Regular	BMO	9/10/2024	177	\$950.00	\$0.00	\$950.00
250178	Regular	EAI Education	9/16/2024	171	\$424.00	\$399.00	\$25.00
250181	Regular	BSN Sports LLC	9/17/2024	170	\$1,893.50	\$1,850.00	\$43.50
250182-3	Dollar	Baseball Umpires	12/2/2024	94	\$1,730.00	\$0.00	\$1,730.00
250191-1	Dollar	Amazon.com	9/23/2024	164	\$641.39	\$628.34	\$13.05
250194	Regular	Cochiti Community Development Corporation	9/23/2024	164	\$220.00	\$200.00	\$20.00
250195	Dollar	Amazon.com	9/24/2024	163	\$274.48	\$273.74	\$0.74
250196	Regular	B & D Industries, Inc.	9/26/2024	161	\$1,941.56	\$0.00	\$1,941.56
250202	Dollar	Lisa Keck	7/1/2024	248	\$300.00	\$36.96	\$263.04
250205	Dollar	Marcia Brenner Associates	10/1/2024	156	\$1,500.00	\$1,470.00	\$30.00
250206	Regular	DEMCO	10/1/2024	156	\$98.98	\$98.98	\$0.00
250208	Dollar	Golf Tournaments	10/2/2024	155	\$2,000.00	\$387.00	\$1,613.00

East Mountain High School

Outstanding POs Report

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PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250209-1	Regular	Stamp Smith Inc.	10/3/2024	154	\$195.83	\$181.96	\$13.87
250210	Regular	YMCA of Central New Mexico	10/3/2024	154	\$3,000.00	\$0.00	\$3,000.00
250211	Regular	Los Lunas Schools	10/3/2024	154	\$250.00	\$0.00	\$250.00
250214	Dollar	Monica Christofferson	10/9/2024	148	\$3,300.00	\$3,135.60	\$164.40
250217	Regular	Public Charter Schools of New Mexico	10/15/2024	142	\$4,850.00	\$1,750.00	\$3,100.00
250218	Regular	National Assoc for College Admission Counseling	10/15/2024	142	\$330.00	\$0.00	\$330.00
250219-1	Dollar	Genuine Food Lab. LLC	10/20/2024	137	\$425,000.00	\$136,511.84	\$288,488.16
250223-1	Dollar	Genuine Food Lab. LLC	1/18/2025	47	\$2,742.61	\$0.00	\$2,742.61
250224-1	Dollar	Emerald Commercial Cleaning	12/3/2024	93	\$18,911.58	\$6,308.60	\$12,602.98
250226	Regular	Carolina Biological Supply	10/21/2024	136	\$106.90	\$0.00	\$106.90
250228	Regular	BSN Sports LLC	10/30/2024	127	\$1,598.00	\$0.00	\$1,598.00
250230	Regular	Cooperative Educational Service 6	11/1/2024	125	\$4,000.00	\$0.00	\$4,000.00
250234	Regular	LSG and Associates Inc.	11/1/2024	125	\$2,894.81	\$0.00	\$2,894.81
250237	Dollar	Nicole Santora	9/23/2024	164	\$10,000.00	\$5,000.00	\$5,000.00
250238	Dollar	Petersen Landscaping LLC	11/12/2024	114	\$5,000.00	\$1,715.50	\$3,284.50
250240	Regular	New Mexico Association of Student Councils	11/15/2024	111	\$1,870.00	\$0.00	\$1,870.00
250244	Dollar	Girls Basketball Winter Tournaments	11/18/2024	108	\$1,000.00	\$0.00	\$1,000.00
250246	Dollar	Boys Basketball Winter Tournament Fees	11/18/2024	108	\$1,000.00	\$0.00	\$1,000.00
250247-1	Dollar	Softball Spring Tournament Fees	1/30/2025	35	\$750.00	\$0.00	\$750.00
250248-1	Dollar	Baseball Spring Tournaments	1/30/2025	35	\$750.00	\$250.00	\$500.00
250252	Regular	Cooperative Educational Svcs	11/21/2024	105	\$550.00	\$0.00	\$550.00
250253	Regular	Albq. Basketball Officials' Assn.	11/21/2024	105	\$876.31	\$0.00	\$876.31
250257	Dollar	Gardenswartz Team Sales	12/2/2024	94	\$6,093.00	\$1,480.00	\$4,613.00
250264	Dollar	Kellie M Keto Odegard	12/4/2024	92	\$7,650.00	\$0.00	\$7,650.00
250268	Dollar	Cornivore Popcorn Company	12/11/2024	85	\$2,000.00	\$1,102.50	\$897.50
250269	Dollar	Brady Industries Inc	12/11/2024	85	\$4,957.37	\$4,203.14	\$754.23
250272	Dollar	Mark D Benson	12/16/2024	80	\$1,000.00	\$600.00	\$400.00
250275	Dollar	CheckBox Pro, LLC	1/7/2025	58	\$8,640.00	\$720.00	\$7,920.00
250277	Regular	BMO	1/7/2025	58	\$31.50	\$0.00	\$31.50
250282-1	Regular	BMO	1/15/2025	50	\$1,365.00	\$0.00	\$1,365.00
250283	Regular	Staples, Inc.	1/15/2025	50	\$4,771.14	\$2,362.45	\$2,408.69
250286	Regular	Brady Industries Inc	1/21/2025	44	\$422.76	\$270.91	\$151.85
250288	Regular	Robotics Education & Competition Foundation	1/21/2025	44	\$150.00	\$0.00	\$150.00
250289	Regular	SimpliFaster LLC	1/21/2025	44	\$1,494.00	\$0.00	\$1,494.00
250290	Regular	BSN Sports LLC	1/21/2025	44	\$1,287.00	\$1,225.00	\$62.00
250292	Regular	Follett Content Solutions, LLC	1/21/2025	44	\$43.80	\$17.00	\$26.80
250293	Dollar	Yellowstone Landscape	1/21/2025	44	\$285,138.50	\$0.00	\$285,138.50

East Mountain High School

Outstanding POs Report

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PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250295	Dollar	Amazon.com	1/22/2025	43	\$541.30	\$514.02	\$27.28
250296	Regular	BMO	1/23/2025	42	\$473.99	\$0.00	\$473.99
250300	Regular	Home Security Systems, LLC	1/27/2025	38	\$359.51	\$0.00	\$359.51
250301-1	Dollar	Amazon.com	1/28/2025	37	\$1,214.31	\$1,198.87	\$15.44
250303	Regular	BSN Sports LLC	1/24/2025	41	\$103.00	\$0.00	\$103.00
250305	Dollar	Geo-Test, Inc.	1/30/2025	35	\$7,540.46	\$0.00	\$7,540.46
250306	Dollar	Lone Tree Inc.	1/30/2025	35	\$25,480.00	\$0.00	\$25,480.00
250308-1	Regular	Amazon.com	2/4/2025	30	\$200.12	\$184.92	\$15.20
250309	Regular	Staples	2/4/2025	30	\$229.84	\$138.08	\$91.76
250310	Regular	Herrera Coaches, Inc.	2/4/2025	30	\$5,425.00	\$0.00	\$5,425.00
250311	Dollar	B & D Industries, Inc.	2/5/2025	29	\$600.00	\$0.00	\$600.00
250312-1	Regular	Amazon.com	2/13/2025	21	\$24.98	\$0.00	\$24.98
250313	Regular	Stage Partners	2/13/2025	21	\$391.00	\$0.00	\$391.00
250314	Regular	Aspen Printing Co. Inc	2/13/2025	21	\$1,435.18	\$0.00	\$1,435.18
250315	Regular	Follett Content Solutions, LLC	2/13/2025	21	\$52.01	\$0.00	\$52.01
250316	Regular	Gardenswartz Team Sales	2/13/2025	21	\$1,839.92	\$0.00	\$1,839.92
250318	Regular	Herrera Coaches, Inc.	2/13/2025	21	\$2,780.11	\$0.00	\$2,780.11
250319	Dollar	Krispy Kreme Doughnut Corporaton	2/13/2025	21	\$2,500.00	\$709.00	\$1,791.00
250321-1	Dollar	National Atomic Museum Foundation	2/19/2025	15	\$3,280.00	\$1,640.00	\$1,640.00
250322	Regular	Gardenswartz Team Sales	2/20/2025	14	\$907.00	\$0.00	\$907.00
250323	Regular	School Nurse Supply	2/20/2025	14	\$106.81	\$0.00	\$106.81
250324	Regular	BSN Sports LLC	2/20/2025	14	\$55.00	\$0.00	\$55.00
250325	Regular	B & D Industries, Inc.	2/20/2025	14	\$1,392.60	\$0.00	\$1,392.60
250326	Regular	World's Finest Chocolate, Inc	2/25/2025	9	\$2,344.62	\$0.00	\$2,344.62
250327	Regular	Robotics Education & Competition Foundation	2/25/2025	9	\$200.00	\$0.00	\$200.00
250328	Regular	B & D Industries, Inc.	2/25/2025	9	\$1,185.58	\$0.00	\$1,185.58
250329	Regular	Amazon.com	2/26/2025	8	\$814.09	\$0.00	\$814.09
250330	Regular	Follett Content Solutions, LLC	2/26/2025	8	\$271.86	\$0.00	\$271.86
250331	Regular	BMO	2/26/2025	8	\$75.00	\$0.00	\$75.00
250332	Regular	Staples	2/26/2025	8	\$461.54	\$0.00	\$461.54
250333	Regular	Brady Industries Inc	2/27/2025	7	\$500.00	\$0.00	\$500.00
250334	Dollar	B & D Industries, Inc.	3/3/2025	3	\$4,958.50	\$0.00	\$4,958.50
250335	Regular	Staples	3/4/2025	2	\$91.09	\$0.00	\$91.09

East Mountain High School

Outstanding POs Report

Accounting Cycle: FY2025; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: Yes; Include Closed POs: No; Show Detail: No; Created On: 3/6/2025 12:38:12 AM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Unencumbered Amount	Remaining Encumbrance
250336	Regular	Amazon.com	3/4/2025	2	\$228.70	\$0.00	\$228.70
250337	Regular	B & D Industries, Inc.	3/5/2025	1	\$6,044.14	\$0.00	\$6,044.14
250338	Regular	Gardenswartz Team Sales	3/5/2025	1	\$375.00	\$0.00	\$375.00
250339-1	Regular	Gardenswartz Team Sales	3/5/2025	1	\$96.00	\$0.00	\$96.00
250340	Regular	Alliance Audio Visual	3/5/2025	1	\$992.84	\$0.00	\$992.84
Grand Total					\$1,910,335.63	\$578,592.37	\$1,331,743.26

East Mountain High School

Bank: **Wells Fargo**
Account Description: **General Operational**
Statement Date: **February 28, 2025**

Beginning balance per bank	\$	2,018,007.28
Cleared transactions:		
Checks and withdrawals	\$	(583,439.60)
Deposits and credits	\$	524,562.68
Other bank adjustments	\$	-
Ending balance per bank	\$	1,959,130.36
Plus: Outstanding Deposits		
Plus: Cleared items prior to entry	\$	-
Less: Outstanding checks	\$	(64,324.78)
Balance per GL	\$	1,894,805.58

East Mountain High School

Balance Sheet

Cycle: FY2025; Fund Class: [All]; Fund Columns: [All Non-Zero Funds]; Account Expression: [All]; Balance Date: 02/28/2025; Detail: No; Created On: 3/6/2025 12:46:20 AM

Description	11000	21000	21100	23000	24106	24154	24330	28221	29102	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	\$200.00
11020 - WF-Operating	\$962,153.25	(\$116,566.24)	\$46,289.73	\$66,915.10	(\$4,538.66)	(\$1,219.84)	\$46.76	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	\$722,326.71	\$466,305.73	\$7,374.29	\$1,894,805.58
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	\$50.00
Subtotal of Account Type: Asset	\$962,403.25	(\$116,566.24)	\$46,289.73	\$66,915.10	(\$4,538.66)	(\$1,219.84)	\$46.76	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	\$722,326.71	\$466,305.73	\$7,374.29	\$1,895,055.58
Subtotal of Account Group: Assets	\$962,403.25	(\$116,566.24)	\$46,289.73	\$66,915.10	(\$4,538.66)	(\$1,219.84)	\$46.76	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	\$722,326.71	\$466,305.73	\$7,374.29	\$1,895,055.58
21000 - Payables	\$375.00	\$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	\$375.00
21011 - Accounts Payable	\$5,800.00	\$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	\$5,800.00
23011 - Accrued Salaries and Benefits	\$1,083.52	\$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	\$1,083.52
23122 - Social Security	\$15,593.96	\$0.00	\$0.00	\$0.00	\$142.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,736.54
23123 - Medicare	\$3,821.98	\$0.00	\$0.00	\$0.00	\$33.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,855.32
23124 - State Retirement Contributions	\$88,907.73	\$0.00	\$0.00	\$0.00	\$999.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,906.74
23125 - Employee Insurance	\$40,566.24	\$0.00	\$0.00	\$0.00	\$39.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,605.91
23126 - Unemployment Insurance	\$1,777.48	\$0.00	\$0.00	\$0.00	\$15.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,792.97
23141 - Federal Income Taxes	\$8,779.06	\$0.00	\$0.00	\$0.00	\$24.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,803.51
23146 - Voluntary Preventive Health	\$8,032.37	\$0.00	\$0.00	\$0.00	\$145.19	\$0.00	\$34.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,212.52
23147 - Voluntary Deductions	\$5,633.26	\$0.00	\$0.00	\$0.00	\$14.92	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,659.98
24214 - State Taxes	\$6,459.26	\$0.00	\$0.00	\$0.00	\$26.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,485.86
Subtotal of Account Type: Liability	\$186,829.86	\$0.00	\$0.00	\$0.00	\$1,441.25	\$0.00	\$46.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188,317.87
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	\$815,382.08	\$355,287.73	\$50,702.04	\$1,865,338.22
Net Increase/Decrease	\$139,151.89	(\$116,566.24)	\$46,289.73	\$59,370.23	(\$5,979.91)	(\$1,219.84)	\$0.00	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	(\$93,055.37)	\$111,018.00	(\$43,327.75)	(\$158,600.51)
Subtotal of Account Type: Fund Balance	\$775,573.39	(\$116,566.24)	\$46,289.73	\$66,915.10	(\$5,979.91)	(\$1,219.84)	\$0.00	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	\$722,326.71	\$466,305.73	\$7,374.29	\$1,706,737.71
Subtotal of Account Group: Liabilities/Fund Balance	\$962,403.25	(\$116,566.24)	\$46,289.73	\$66,915.10	(\$4,538.66)	(\$1,219.84)	\$46.76	(\$194,748.86)	(\$1,514.75)	(\$32,590.64)	(\$25,427.00)	\$722,326.71	\$466,305.73	\$7,374.29	\$1,895,055.58



A safe, innovative environment, East Mountain engages a diverse community of learners through transformative experiences and create problem solving to shape forward-thinking leaders.

Purpose: The purpose of this document is to serve as the Executive Director report to the Governing Council each month.

Team contacts:

- Trey Smith, Executive Director (tsmith@eastmountainhigh.net)

School Wide Mission Drive Goals		
<p>Goal 1: Cultivating Critical Thinkers Through Literacy and Numeracy</p> <p>Objective: By Spring 2029, EMHS will increase the average percentage of students identified as college-ready on the SAT Evidence-Based Reading and Writing score in the 11th grade by 20 percentage points and in Math by 50 percentage points while maintaining a focus on fostering critical thinking skills across all disciplines.</p>	<p>Goal 2: Cultivating Tomorrow's Changemakers: A Multifaceted Approach to Leadership Development</p> <p>Objective: By Spring 2029, EMHS will empower 100% of graduating seniors to demonstrate their potential as forward-thinking leaders through a comprehensive leadership program.</p>	<p>Goal 3: Empowering Diverse Learners Through Personalized Instruction</p> <p>Objective: EMHS will ensure all students demonstrate annual significant improvement (10%+) in their PSAT/SAT scores from Fall to Spring assessment dates, with a particular focus on closing the achievement gap for traditionally underserved student populations.</p>

Summary of resources:

- A. School News
- B. Expansion

Note: All goals and outcomes from the report are derived from the EMHS Strategic Plan, which can be accessed [here](#).

A. School News	
Item	Description
Building Hope Impact Award	EMHS one of five national finalists for the St. Joseph Bruno “model charter” award. Top 3 announced in March, and awards ceremony in Miami in May. Trey to deliver 10 min. TED Talk speech at conference.
Jennifer Webb, National award for Math Teaching	Jen Web was named one of four finalists in New Mexico for the Presidential Award for Excellence in Mathematics and Science Teaching .
SAT/PSAT	100% of juniors attended the SAT on March 26 (the cohort that determines school proficiency). Nearly all 9th and 10th graders also sat for the PSAT.
Charter School Growth Fund	Had on site visit for prestigious national grant

B. Expansion

Priorities	Description
EFF lender	Landing on a \$21 million loan at 4.5%, Lender will present to Foundation/GC board, conduct on site visit. EFF providing the enrollment build out they recommend for both financial stability and smart growth.
New Mexico Finance Authority	Initial approval of \$1 million loan through the NMFA at 3%
CSP Grant	Making updates to year one and year two budget. Emphasizing project costs in year two to assist with total project cost.
Middle School Principal	Position is posted and applications coming in. Will develop process for candidate interviews and visits.
PR Partner	Engaged with Siarza Social Digital to assist with branding, marketing, recruitment. New website design and domain coming in May (eastmountain.org)
Architect Design	Working with technology consultants on technology infrastructure needed. Working with furniture rep. Hired a library consultant.
Contractor review	Updated cost estimates are less than architect estimates. Favorable geotech review complete that should lower cost. Traffic impact study ongoing
Site visit study	EMHS Admin team visited Peak to Peak Charter in Lakewood, CO and DSST Cedar in Denver. Studying their 6-12 models. <i>"Students who enter our school as 6th graders have zero discipline problems. Students who enter our school in 9th grade tend to have more struggles."</i>

Mondays, Tuesdays, Thursdays and Fridays/Full Days			Wednesdays/Early Release		
Breakfast	8:05 – 8:15	10 mins	Breakfast	8:05 – 8:15	10 mins
1st Period	8:15 – 9:40	85 mins	1st Period	8:15 – 9:15	60 mins
2nd Period	9:45 – 11:10	85 mins	2nd Period	9:20 – 10:20	60 mins
Advocacy	11:10 – 11:40	30 mins	3rd Period	10:25 – 11:25	60 mins
Lunch	11:40 – 12:10	30 mins	4th Period	11:30 – 12:30	60 mins
3rd Period	12:10 – 1:35	85 mins	Lunch	12:30 – 1:00	30 mins
4th Period	1:40 – 3:05	85 mins	Enrichment	1:00 – 2:10	70 mins

2025 – 2026 EMHS CALENDAR

DRAFT #3

JULY/AUGUST 2025

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8 ₄	9	10
11	12	13	14	15 ₉	16	17
18	19	20	21	22 ₁₄	23	24
25	26	27	28	29 ₁₉	30	31

- 7/28–7/30: Extended Learning Opportunities
- 7/31, 8/1 & 8/4: Professional Development – Teachers Only
- 8/5: First Day of Fall Term Classes
- 8/27: Tutoring Day

SEPTEMBER 2025

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5 ₂₃	6	7
8	9	10	11	12 ₂₈	13	14
15	16	17	18	19 ₃₃	20	21
22	23	24	25	26 ₃₈	27	28
29	30	40				

- 9/1: Labor Day Holiday – No School
- 9/10: PSAT Testing (Grade 11) and Workshops (Grades 9, 10 & 12) in the Morning / Classes in the Afternoon (3:05PM Dismissal)
- 9/16: Progress Report Grades Up-to-Date
- 9/17: Tutoring Day
- 9/21: Extended Learning Opportunity
- 9/28: Extended Learning Opportunity

OCTOBER 2025

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3 ₄₃	4	5
6	7	8	9 ₄₇	10	11	12
13	14	15	16	17 ₅₁	18	19
20	21	22	23	24 ₅₆	25	26
27	28	29	30	31 ₆₁		

- 10/3: Mid-Term Exams
- 10/8: Tutoring Day
- 10/9: Parent/Guardian Teacher Conferences (No School for Students)
- 10/10: Fall Break – No School
- 10/13: Indigenous Peoples' Day – No School
- 10/22: Testing (Grades 9, 10, 11) and Workshop (Grade 12) in the Morning / Classes in the Afternoon (3:05PM Dismissal)
- 10/30: Progress Report Grades Up-to-Date

NOVEMBER 2025

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7 ₆₅	8	9
10	11	12	13	14 ₆₉	15	16
17	18	19	20	21 ₇₄	22	23
24	25	26	27	28	29	30

- 11/3: Tutoring Day
- 11/4: Election Day – No School
- 11/5: FULL DAY OF SCHOOL (3:05PM Dismissal)
- 11/11: Veterans' Day – No School
- 11/24–28: Thanksgiving Break – No School

DECEMBER 2025

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5 ₇₉	6	7
8	9	10	11	12 ₈₄	13	14
15	16	17	18	19 ₈₉	20	21
22	23	24	25	26	27	28
29	30	31				

- 12/3: Tutoring Day
- 12/17: FULL DAY OF SCHOOL (3:05PM Dismissal)
- 12/18: Fall Term Final Exams
- 12/19: Early Release
- 12/22–31: Winter Break – No School

JANUARY 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9 ₅	10	11
12	13	14	15	16 ₁₀	17	18
19	20	21	22	23 ₁₄	24	25
26	27	28	29	30 ₁₉	31	

- 1/1–2: Winter Break – No School
- 1/5: First Day of Spring Term Classes
- 1/19: MLK Jr. Day – No School
- 1/28: Tutoring Day
- 1/25: Extended Learning Opportunity

FEBRUARY 2026

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6 ₂₄	7	8
9	10	11	12	13 ₂₉	14	15
16	17	18	19	20 ₃₃	21	22
23	24	25	26	27 ₃₈	28	29

- 2/13: Progress Report Grades Up-to-Date
- 2/16: Presidents' Day – No School
- 2/17: Tutoring Day
- 2/18: FULL DAY OF SCHOOL (3:05PM Dismissal)

MARCH 2026

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6 ₄₃	7	8
9	10	11	12	13 ₄₈	14	15
16	17	18	19	20 ₅₃	21	22
23	24	25	26	27 ₅₈	28	29
30	31					

- 3/4: Classes in the Morning / NMASSR Testing for Grade 11 Only in the Afternoon
- 3/10: Mid-Term Exams
- 3/11: Tutoring Day
- 3/18: PSAT/SAT Testing (Grades 9, 10, 11) and Workshop (Grade 12) in the Morning / Classes in the Afternoon (3:05PM Dismissal)
- 3/27: Parent/Guardian Teacher Conferences (No School for Students) and Optional ACT Testing for Juniors
- 3/30–31: Spring Break – No School

APRIL 2026

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10 ₆₃	11	12
13	14	15	16	17 ₆₈	18	19
20	21	22	23	24 ₇₃	25	26
27	28	29	30	77		

- 4/1–3: Spring Break – No School
- 4/7: Progress Report Grades Up-to-Date
- 4/12: Extended Learning Opportunity
- 4/15: Tutoring Day

MAY 2026

Mo	Tu	We	Th	Fr	Sa	Su
				1 ₇₈	2	3
4	5	6	7	8 ₈₃	9	10
11	12	13	14	15 ₈₈	16	17
18	19	20	21	22 ₃	23	24
25	26	27	28	29 ₇	30	31

- 5/6: Tutoring Day
- 5/15: Spring Term Final Exams
- 5/18: Professional Development – Teachers Only
- 5/19: Extended Learning Opportunity / Discovery Prep
- 5/20–23: Discovery Projects and Senior Prep Days
- 5/25: Memorial Day – No School
- 5/26–29: Extended Learning Opportunities/Discovery Projects
- 5/28: Tentative Class of 2026 Graduation Ceremony*
- 5/29: Discovery Project Presentations and Last Day of School

*Graduation date is tentative and dependent upon facility availability.

ACT and SAT testing dates may need to be adjusted.
(4 total: 1—Sept, 1—Oct, 3—March)

To be approved by the
EMHS Governing Council.



2025-26 Operating Budget

Please complete the following survey to document charter schools operating budget. This is required to present Charter school budget documents to the Albuquerque Public School Board of Education. This must be completed by April 7, 2025.

tsmith@eastmountainhigh.net [Switch account](#)

 Draft saved

* Indicates required question

Email *

tsmith@eastmountainhigh.net

Name of Charter School *

East Mountain High School

Name of person completing this form. *

Trey Smith



Student Enrollment

*

Section 22-8-6.1 - Budget shall be based on the number of program units generated by the charter school using the average of the MEM on 80 and 120 reporting dates of the prior year, the at-risk index of the district and the school's staffing cost multiplier.

What is the school's 2024-25 average student enrollment? *(Please only respond with a number, i.e. 125)*

417

What is the school projected operational budget amount (SEG)? *(Dollar amount only)*

*

\$5,963,270

Please provide the method used to calculate the unit value. *

Used the FY24-25 SEG from the 910B-5 and divided it by the average 80/120 day figures from FY23-24 and multiplied that by the 80/120 day figures from FY24-25; the Unit Value was held flat as a conservative measure.

Parental Involvement

*

Section 22-8-10 - Before the public hearing held to fix the operating budget, the school's governing body shall give notice to parents explaining the budget process and inviting parental involvement and input.

Provide the date of the meeting where parents were invited to contribute to the creation of the schools operating budget.

Date

03/31/2025



Parental Notification *

Section 22-8-11 -Approve and certify an operating budget on or before July 1 of each year, ensure that each program meets the requirements of law, ensure the charter school is prioritizing resources toward proven programs and methods that are linked to improved student achievement, budget will not be approved or certified for a charter school that fails to demonstrate that parental involvement in the budget process was solicited

Provide a link to the email, notice, or flyer, that was sent to parents inviting them to participate in the budget process.

<https://meetings.boardbook.org/Public/Organi>

Cash Balance *

Section 22-8-41, Charter school may budget out of cash balances carried forward from the previous fiscal year an amount not to exceed five percent of its proposed operational fund expenditures

Are your operational fund expenditures less than 5% of your cash balance?

YES

NO

Submit



Page 1 of 1

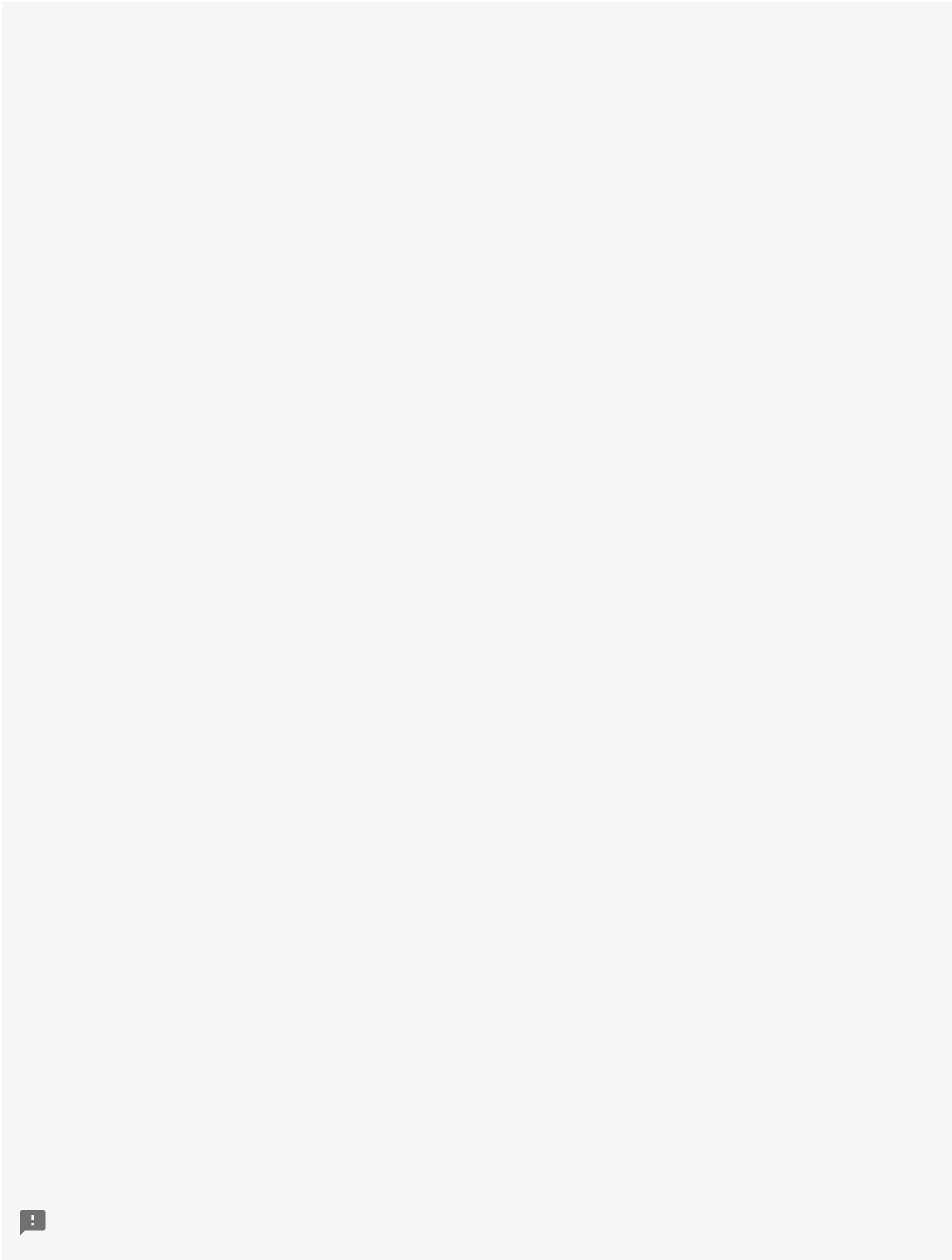
Clear form

Never submit passwords through Google Forms.

This form was created inside of Albuquerque Public Schools.
Does this form look suspicious? [Report](#)

Google Forms







(School District/Entity Name)

PART-TIME EMPLOYEE RESOLUTION
School Year

(starting/ending school year)

To provide insurance to eligible part-time employees who are on contract that work less than 20 hours per week, but not less than 15 hours per week, and to pay the employer’s share of insurance premiums.

WHEREAS, the _____ is requesting from the New
(district/entity name)

Mexico Public Schools Insurance Authority (NMPSIA) that our school district/entity be permitted to authorize participation in the employee lines of benefits coverage to our part-time employees who are on contract that work less than 20 hours per week, but not less than 15 hours per week; and

WHEREAS, the governing board of the _____
(district/entity name)

understands that in order for the part-time employee to be eligible to participate, an annual resolution requesting such must be adopted by the board of the _____ and approved by the NMPSIA Board of
(district/entity name)

Directors and filed annually with the NMPSIA Board.

NOW, THEREFORE, BE IT RESOLVED that we, the governing board of the _____ wish to offer the school’s part-time
(district/entity name)

employees as described above, the ability to participate in the NMPSIA employee benefit lines of coverage for the _____ **school year**. In addition,
(starting/ending school year)

we do resolve to provide the employer’s share of the insurance premiums for such eligible part-time employees.

Signed this _____ day of _____ .

Board Chairman

Board Member

Board Member

Board Member

Board Member

Board Member

[Draft] East Mountain High School:

Restraint and Seclusion Policy

East Mountain is committed to providing safe environments for all students. Crisis intervention techniques are intended to de-escalate a student and utilize restraint and/or seclusion as a last resort. There are times when it becomes necessary for staff to use reasonable restraint and/or seclusion to protect a student from harming himself/herself or to protect others from perceived or actual harm.

Persons employed by the district may, within the scope of their employment, including involvement in extracurricular and co-curricular activities, use and apply such amount of force for such period of time as is reasonable and necessary only if the following two conditions exist:

- the student's behavior presents an imminent danger of serious physical harm to the student or others; and
- less restrictive interventions appear insufficient to mitigate the imminent danger of serious physical harm

Before resorting to use of restraint or seclusion, a school must use de-escalation strategies and positive behavioral intervention supports to take steps to actively avoid the use of restraint and seclusion.

Restraint and Seclusion Techniques

East Mountain is committed to providing safe environments for all students. Crisis intervention techniques are intended to de-escalate a student and utilize restraint and/or seclusion as a last resort. There are times when it becomes necessary for staff to use reasonable restraint and/or seclusion to protect a student from harming himself/herself or to protect others from perceived or actual harm.

Persons employed by the district may, within the scope of their employment, including involvement in extracurricular and co-curricular activities, use and apply such amount of force for such period of time as is reasonable and necessary only if the following two conditions exist:

- the student's behavior presents an imminent danger of serious physical harm to the student or others; and
- less restrictive interventions appear insufficient to mitigate the imminent danger of serious physical harm

Documentation and Reporting Procedures

The school shall establish reporting and documentation procedures for school communication to parent(s)/guardian(s) to be followed when a restraint or seclusion technique has been used on a student. The procedures shall include the following provisions:

- a school employee shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident
- within a reasonable time following the incident, a school employee shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use
- strategies for successfully reintegrating a student who has been restrained or secluded back into the school or classroom environment

The school will report to the New Mexico Public Education Department , through the NMPED's data collection and reporting system, the following information at the end of each reporting period (40, 80, 120, and End of Year):

- all instances in which a restraint or seclusion technique is used;
- all instances in which law enforcement is summoned instead of using a restraint or seclusion technique;
- the names of the students and school personnel involved in an incident in which restraint or seclusion was used; and

- if a student was restrained, the type of restraint, including mechanical restraint or physical restraint, that was used.
- The names, professional license numbers, and positions of school personnel trained in de-escalation strategies, positive behavioral intervention supports, or other comparable behavior management techniques, the date of the training, and the source of training.

All of these reporting and documentation provisions apply even if non-trained personnel use restraint and seclusion techniques.

If law enforcement personnel are summoned in lieu of restraint and seclusion, the schools still are required to comply with the reporting, documentation, and review procedures.

School procedure for reasonable restraint and seclusion shall not be interpreted as addressing the conduct of law enforcement or first responders. Restraint devices, such as handcuffs and flex cuffs, may only be used by police officers and security staff trained and authorized by the Albuquerque Public Schools Police Department and/or Bernalillo County Sheriffs Department.

The school safety plan shall be developed by a team that includes at least one administrator, one educator, one special education expert, and may include a counselor or social worker, nurse, and school resource officer or security staff.

Designated, Trained School Personnel

School districts are required to develop and implement an annual training for designated school personnel regarding de-escalation strategies, positive behavioral intervention supports, or other comparable behavior management techniques and the use of restraint or seclusion techniques.

Designated school personnel shall attend training at least every two years or complete a certification course, exam, or other comparable demonstration of competency that provides evidence that the individual has up-to-date knowledge of proper restraint and seclusion techniques.

In the event that new designated school personnel are identified within the school after the provision of the training, certification course, exam, or other comparable demonstration of competency, the school district or charter school shall ensure that a training or other competency demonstration is provided to new designated school personnel within 60 days of being designated.

If an emergency exists that does not allow sufficient time to summon those trained, designated school personnel to respond to an imminent threat of serious bodily harm to a student or others, a school is allowed to respond to the emergency with other personnel. However, a school must ensure training for all school personnel as to this limited exception and have in place policies and procedures to ensure that school personnel have the support necessary to respond or not respond to the emergency as required by law.

Review of Incidents of Restraint or Seclusion

If a student has been restrained or secluded two or more times within 30 calendar days, the school shall review strategies used to address the student's behavior and determine whether the student needs a functional behavior assessment or referral to a student assistance team, behavioral intervention plan team, or – if a student has an IEP – a referral to the student's IEP team.

If a student has been restrained or secluded two or more times within 30 calendar days, the student's IEP team, behavioral intervention plan team, or student assistance team shall meet within two weeks of each subsequent use of restraint or seclusion to provide recommendations for avoiding future incidents requiring the use of restraint or seclusion.

The review shall include whether school personnel involved in the incidents were trained in the use of de-escalation strategies, positive behavioral intervention supports, or restraint and seclusion techniques. Additionally, the review shall consider whether the individual who restrained or secluded a student needs additional training.

Nothing in the Public School Code or rules precludes school staff from conducting reviews of student behaviors or convening the student's IEP team, behavioral intervention plan team, or student assistance team more frequently than required by the restraint and seclusion law and rules, if necessary.

Annual Review

Schools shall conduct an annual review and analysis of all incidents in which restraint or seclusion techniques were used, including the number of incidents, the type of incident, personnel involved, the need for additional training, and student demographics.

East Mountain shall provide assurances that it is in compliance with provisions of this procedural directive as required by the New Mexico Public Education Department.

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behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use

- strategies for successfully reintegrating a student who has been restrained or secluded back into the school or classroom environment

Schools shall report incidents of restraint and seclusion to the district in the appropriate data system.

The school will report to the New Mexico Public Education Department , through the NMPED's data collection and reporting system, the following information at the end of each reporting period (40, 80, 120, and End of Year):

- all instances in which a restraint or seclusion technique is used;
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East Mountain shall provide assurances that it is in compliance with provisions of this procedural directive as required by the New Mexico Public Education Department.

EMHS Tuition Reimbursement



East Mountain High School

Your Information

Name _____

Address _____

City, ST Zip Code _____

Phone _____

Email _____

Your Program

Degree or Program Pursuing _____

Institution _____

Explanation of costs _____

Total reimbursement request _____

Acknowledgements

I will provide proof of completion of the course/program.

Proof of Payment

In addition to this form, please include documentation that shows proof of payment.

Signature(s) Date

EMHS Foundation

Tuition Reimbursement Program

Purpose:

East Mountain is committed to the professional advancements of our faculty. Having more experienced teachers results in higher quality outcomes for our students. The East Mountain Tuition Remission program is intended to assist faculty members who are pursuing programs that directly impact their teaching.

Who's Eligible:

Any faculty member pursuing a Master's or PhD program through an accredited college or university.

Any faculty member pursuing course work leading to an additional endorsement.

Any faculty member pursuing National Board certification.

Eligible Expenses:

Tuition and fees related to course registration.

Registration fees associated with submitting National Board components.

Non-Eligible Expenses:

Books, supplies, or travel

Fees associated with teacher licensure requirements

Process:

The Tuition Remission Application should be turned into the Executive Director as soon as possible (first week of August for the Fall Semester and first week of January for the Spring Semester).

EMHS Administration will determine total availability of funds. A full reimbursement is not guaranteed.

After approval, a reimbursement request may be turned into the Executive Director. A receipt or proof of payment will be submitted with the reimbursement request.

At the conclusion of the course, proof of completion must be turned in to the Executive Director. If a course is not completed, it's expected that the employee will reimburse the school. Take special note of university withdraw/full refund deadlines.