



# EAST MOUNTAIN HIGH SCHOOL

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## AGENDA

### EAST MOUNTAIN HIGH SCHOOL GOVERNING COUNCIL

June 23, 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
  - D. HB171 Graduation Requirements
- V. Public Forum/Public Input
- VI. Reports
  - A. Executive Director
- VII. Consideration of EMHS GC Action Items for Approval
  - A. Updates to bank account access and check signers
  - B. Adoption of Wireless Device Policy
  - C. Board Officers and Committees for 2025-2026 school year
- VIII. Discussion or Information Items (No action required)
  - A. Expansion Updates
- 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. Approval of Executive Director Contract
- XV. 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: 001-024-2425-0029-T  
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Transfer

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

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

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	\$88,632.00	(\$39,000.00)	\$49,632.00	(0.35)
11000 Operational	2300 Support Services-General Administration	52111 Educational Retirement	0000 No Program	001024 East Mountain High School	1111 Superintendent	\$23,595.00	(\$12,000.00)	\$11,595.00	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	001024 East Mountain High School	1113 Administrative Associates	\$7,055.00	(\$5,000.00)	\$2,055.00	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$15,544.00	(\$15,000.00)	\$544.00	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$37,754.00	(\$17,000.00)	\$20,754.00	
11000 Operational	2600 Operation & Maintenance of Plant	54416 Communication Services	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$75,329.00	(\$4,042.00)	\$71,287.00	
11000 Operational	2700 Student Transportation	51100 Salaries Expense	0000 No Program	001024 East Mountain High School	1614 Maintenance	\$20,621.00	(\$7,500.00)	\$13,121.00	(0.35)
11000 Operational	2900 Other Support Services	58215 Restricted Expenditures	0000 No Program	001024 East Mountain High School	0000 No Job Class	\$40,458.08	(\$40,458.00)	\$0.08	
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	001024 East Mountain High School	0000 No Job Class		\$140,000.00	\$140,000.00	
Sub Total							\$0.00		(0.70)
<b>Indirect Cost</b>									
<b>DOC. TOTAL</b>							\$0.00		

**Justification:**

Transfer of available budget from 2xxx Functions to Function 3100 for anticipated need based on food service Fund 21000 and 21100 revenues not covering food service program expenditures.

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: 05/31/2025; Account Type: Revenue; Subtotal Elements: [None]; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 6/9/2025 9:06:07 PM

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees – Activities	\$ 53,000.00	\$ 40,277.81	\$ 12,722.19
Fees – Educational	\$ -	\$ 576.76	\$ (576.76)
Rentals	\$ -	\$ 2,750.00	\$ (2,750.00)
Contributions and Donations From Private Sources	\$ -	\$ 3,950.61	\$ (3,950.61)
Refund of Prior Year's Expenditures	\$ -	\$ 17,383.19	\$ (17,383.19)
State Equalization Guarantee	\$ 5,718,987.46	\$ 5,244,982.86	\$ 474,004.60
USDA Food Reimbursement	\$ 28,067.00	\$ 36,987.51	\$ (8,920.51)
Universal Free Meals	\$ 62,738.00	\$ 83,455.12	\$ (20,717.12)
Fees – Activities	\$ 140,000.00	\$ 153,115.35	\$ (13,115.35)
IDEA-B	\$ 64,025.00	\$ 39,819.66	\$ 24,205.34
Title III	\$ 100.00	\$ -	\$ 100.00
Title II	\$ 25,459.00	\$ -	\$ 25,459.00
Carl Perkins	\$ 12,103.00	\$ -	\$ 12,103.00
ESSER III	\$ 77,542.00	\$ 77,541.80	\$ 0.20
CSP Grant	\$ 1,500,000.00	\$ 32,990.86	\$ 1,467,009.14
GO Bonds Student Library Fund	\$ 7,270.00	\$ -	\$ 7,270.00
Kitchen Infrastructure Grant	\$ 506,000.00	\$ 187,805.16	\$ 318,194.84
PSCOC Lease Reimbursement	\$ 326,648.00	\$ 245,639.30	\$ 81,008.70
Special Capital Outlay CY	\$ 220,000.00	\$ -	\$ 220,000.00
Special Capital Outlay PY	\$ 397,980.00	\$ 25,427.00	\$ 372,553.00
HB-33	\$ 380,267.00	\$ 285,711.99	\$ 94,555.01
SB-9 Local	\$ 192,952.00	\$ 144,146.06	\$ 48,805.94
<b>Total Revenues</b>	<b>\$ 9,713,138.46</b>	<b>\$ 6,622,561.04</b>	<b>\$ 3,090,577.42</b>

# East Mountain High School

## Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 05/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All];  
 Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 6/8/2025 11:42:15 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<b>Fund 11000 - Operational SEG</b>				
Function 1000 - Instruction	\$4,047,148.00	\$3,302,322.56	\$710,348.63	\$34,476.81
Function 2100 - Support Services-Students	\$779,005.00	\$590,523.82	\$136,264.83	\$52,216.35
Function 2200 - Support Services-Instruction	\$48,214.00	\$28,672.48	\$12,791.06	\$6,750.46
Function 2300 - Support Services-General Administration	\$325,375.00	\$205,562.21	\$28,786.26	\$91,026.53
Function 2400 - Support Services-School Administration	\$370,072.38	\$324,755.31	\$41,780.72	\$3,536.35
Function 2500 - Central Services	\$342,079.00	\$286,608.41	\$67,072.64	(\$11,602.05)
Function 2600 - Operation & Maintenance of Plant	\$426,138.00	\$355,393.69	\$46,436.10	\$24,308.21
Function 2700 - Student Transportation	\$29,920.00	\$17,526.52	\$4,854.91	\$7,538.57
Function 2900 - Other Support Services	\$40,458.08	\$0.00	\$0.00	\$40,458.08
<b>Fund 11000 - Operational</b>	<b>\$6,408,409.46</b>	<b>\$5,111,365.00</b>	<b>\$1,048,335.15</b>	<b>\$248,709.31</b>
<b>Fund 21000 - Food Services</b>				
Function 3100 - Food Services Operations	\$28,067.00	\$215,432.25	\$146,829.75	(\$334,195.00)
<b>Total Fund 21000 - Food Services</b>	<b>\$28,067.00</b>	<b>\$215,432.25</b>	<b>\$146,829.75</b>	<b>(\$334,195.00)</b>
<b>Fund 21100 - Universal Free Meals</b>				
Function 3100 - Food Services Operations	\$62,738.00	\$11,174.35	\$51,563.65	\$0.00
<b>Total Fund 21100 - Universal Free Meals</b>	<b>\$62,738.00</b>	<b>\$11,174.35</b>	<b>\$51,563.65</b>	<b>\$0.00</b>
<b>Fund 23000 - Activity Fund</b>				
Function 1000 - Instruction	\$147,545.00	\$126,691.05	\$20,935.25	(\$81.30)
<b>Total Fund 23000 - Activity Fund</b>	<b>\$147,545.00</b>	<b>\$126,691.05</b>	<b>\$20,935.25</b>	<b>(\$81.30)</b>
<b>Fund 24106 - IDEA-B</b>				
Function 1000 - Instruction	\$64,025.00	\$45,796.94	\$8,131.66	\$10,096.40
<b>Total Fund 24106 - IDEA-B</b>	<b>\$64,025.00</b>	<b>\$45,796.94</b>	<b>\$8,131.66</b>	<b>\$10,096.40</b>
<b>Fund 24153 - Title III</b>				
Function 1000 - Instruction	\$100.00	\$0.00	\$0.00	\$100.00
<b>Total Fund 24153 - Title III</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>
<b>Fund 24154 - Title II</b>				
Function 2200 - Support Services-Instruction	\$25,459.00	\$26,491.40	\$0.00	(\$1,032.40)
<b>Total Fund 24154 - Title II</b>	<b>\$25,459.00</b>	<b>\$26,491.40</b>	<b>\$0.00</b>	<b>(\$1,032.40)</b>
<b>Fund 24174 - Carl Perkins</b>				
Function 1000 - Instruction	\$12,103.00	\$3,274.13	\$0.00	\$8,828.87
<b>Total Fund 24174 - Carl Perkins</b>	<b>\$12,103.00</b>	<b>\$3,274.13</b>	<b>\$0.00</b>	<b>\$8,828.87</b>

# East Mountain High School

## Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 05/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 6/8/2025 11:42:15 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<b>Fund 24330 - ESSER III</b>				
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
<b>Total Fund 24330 - ESSER III</b>	<b>\$77,542.00</b>	<b>\$77,541.80</b>	<b>\$0.00</b>	<b>\$0.20</b>
<b>Fund 25282 - CSP Grant</b>				
Function 1000 - Instruction	\$599,900.00	\$10,735.20	\$15,000.00	\$574,164.80
Function 2200 - Support Services-Instruction	\$75,000.00	\$2,737.33	\$10,500.00	\$61,762.67
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	\$913.86	\$447,635.14
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
<b>Total Fund 25282 - CSP Grant</b>	<b>\$1,500,000.00</b>	<b>\$44,478.63</b>	<b>\$26,413.86</b>	<b>\$1,429,107.51</b>
<b>Fund 27107 - GO Bonds School Library</b>				
Function 2200 - Support Services-Instruction	\$7,270.00	\$0.00	\$0.00	\$7,270.00
<b>Total Fund 27107 - GO Bonds School Library</b>	<b>\$7,270.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,270.00</b>
<b>Fund 28221 - Public School Kitchen Infrastructure</b>				
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	\$148,424.86	\$362,608.79	(\$511,033.65)
<b>Total Fund 28221 - Public School Kitchen Infrastructure</b>	<b>\$506,000.00</b>	<b>\$198,465.42</b>	<b>\$369,470.90</b>	<b>(\$61,936.32)</b>
<b>Fund 31200 - PSCOC Lease Reimbursement</b>				
Function 4000 - Capital Outlay	\$326,648.00	\$293,964.66	\$32,683.34	\$0.00
<b>Total Fund 31200 - PSCOC Lease Reimbursement</b>	<b>\$326,648.00</b>	<b>\$293,964.66</b>	<b>\$32,683.34</b>	<b>\$0.00</b>
<b>Fund 31400 - Special Capital Outlay</b>				
Function 4000 - Capital Outlay	\$617,980.00	\$25,427.00	\$92,950.25	\$499,602.75
<b>Total Fund 31400 - Special Capital Outlay-State</b>	<b>\$617,980.00</b>	<b>\$25,427.00</b>	<b>\$92,950.25</b>	<b>\$499,602.75</b>
<b>Fund 31600 - HB-33</b>				
Function 2300 - Support Services-General Administration	\$7,500.00	\$2,857.18	\$0.00	\$4,642.82
Function 4000 - Capital Outlay	\$1,188,149.00	\$402,275.17	\$104,088.34	\$681,785.49
<b>Total Fund 31600 - HB-33</b>	<b>\$1,195,649.00</b>	<b>\$405,132.35</b>	<b>\$104,088.34</b>	<b>\$686,428.31</b>

# East Mountain High School

## Account Summary Report - Expenditures

Cycle: FY2025; Begin Date: 07/01/2024; End Date: 05/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 6/8/2025 11:42:15 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<b>Fund 31701 - SB-9 Local</b>				
Function 2300 - Support Services-General Administration	\$5,000.00	\$1,441.48	\$0.00	\$3,558.52
Function 4000 - Capital Outlay	\$543,240.00	\$49,300.78	\$6,960.15	\$486,979.07
<b>Total Fund 31701 - SB-9 Local</b>	<b>\$548,240.00</b>	<b>\$50,742.26</b>	<b>\$6,960.15</b>	<b>\$490,537.59</b>
<b>Fund 31703 - SB-9 State Match</b>				
Function 4000 - Capital Outlay	\$50,701.55	\$45,736.44	\$0.00	\$4,965.11
<b>Total Fund 31703 - SB-9 State Match</b>	<b>\$50,701.55</b>	<b>\$45,736.44</b>	<b>\$0.00</b>	<b>\$4,965.11</b>
<b>Total Expenditures</b>	<b>\$11,578,477.01</b>	<b>\$6,681,713.68</b>	<b>\$1,908,362.30</b>	<b>\$2,988,401.03</b>

# East Mountain High School

## Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 05/01/2025; End Date: 05/31/2025; Status: Non-Void; Created On: 6/9/2025 9:11:18 PM

<b>Bank</b>					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
5/1/2025			Beginning Balance		
5/1/2025		Payroll Liability Check	Pre-paid Legal Services, Inc.		\$170.45
5/1/2025		AP Warrant	WEX Bank		\$1,395.14
5/1/2025	05-001	Cash Receipt	Huddle Tickets - Track	\$400.00	
5/1/2025	14083	AP Warrant	ACES		\$8,440.96
5/1/2025	14084	AP Warrant	AJF Enterprises, Inc.		\$1,497.41
5/1/2025	14085	AP Warrant	Amazon.com		\$2,494.57
5/1/2025	14086	AP Warrant	B&D Industries, Inc.		\$12,201.74
5/1/2025	14087	AP Warrant	Bernalillo County Treasurer's Office		\$833.51
5/1/2025	14088	AP Warrant	Booth, Marie C		\$272.25
5/1/2025	14089	AP Warrant	Brain and Behavioral Associates, PC		\$2,152.50
5/1/2025	14090	AP Warrant	BSN Sports LLC		\$1,390.00
5/1/2025	14091	AP Warrant	BYU Independent Study		\$443.86
5/1/2025	14092	AP Warrant	Casandra Munoz		\$600.00
5/1/2025	14093	AP Warrant	Central New Mexico Pumping, Inc.		\$712.38
5/1/2025	14094	AP Warrant	Century Link		\$395.68
5/1/2025	14095	AP Warrant	Chad B Scheer		\$300.00
5/1/2025	14096	AP Warrant	CheckBox Pro, LLC		\$1,440.00
5/1/2025	14097	AP Warrant	Coffetime Bottled Water & Coffee Service		\$251.47
5/1/2025	14098	AP Warrant	Peter Defries Corp DBA Dion's Pizza		\$175.00
5/1/2025	14099	AP Warrant	Fort Sumner Municipal Schools		\$100.00
5/1/2025	14100	AP Warrant	Genuine Food Lab. LLC		\$20,263.57
5/1/2025	14101	AP Warrant	Herrera School Buses, Inc.		\$2,267.10
5/1/2025	14102	AP Warrant	ItsQuest, Inc		\$4,841.55
5/1/2025	14103	AP Warrant	Jones School Supply		\$1,456.89
5/1/2025	14104	AP Warrant	NM Institute of Mining and Technology		\$270.00
5/1/2025	14105	AP Warrant	NM Gas Company, Inc.		\$596.31
5/1/2025	14106	AP Warrant	Raptor Technologies, LLC		\$500.00
5/1/2025	14107	AP Warrant	Sanchez-Dinwiddie, Melanie		\$830.50
5/1/2025	14108	AP Warrant	Santa Rosa High School Athletics		\$100.00
5/1/2025	14109	AP Warrant	Schroeder, Stephanie		\$252.36
5/1/2025	14110	AP Warrant	Staples		\$124.02
5/1/2025	14111	AP Warrant	Sweet Tees and More LLC		\$625.00
5/1/2025	14112	AP Warrant	Tillery Chevrolet		\$13.15
5/1/2025	14113	AP Warrant	Verizon Wireless		\$563.74
5/5/2025	05-002	Cash Receipt	Golf overnight / Bus Rental / Refund / NHS / IDEA-B	\$5,487.47	
5/6/2025		Payroll Liability Check	Internal Revenue Service		\$27,850.44
5/7/2025		Payroll Liability Check	NM Public Schools Insurance Authority		\$38,301.88
5/7/2025		Payroll Liability Check	NM Retiree Health Care Authority		\$8,622.15
5/8/2025		Payroll Liability Check	Health Compass		\$3,744.84
5/8/2025	05-003	Cash Receipt	Huddle Tickets - Baseball	\$50.00	
5/9/2025		Payroll Liability Check	AFLAC		\$1,016.68

# East Mountain High School

## Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 05/01/2025; End Date: 05/31/2025; Status: Non-Void; Created On: 6/9/2025 9:11:18 PM

<b>Bank</b>					
Wells Fargo					
<b>Date</b>	<b>Number</b>	<b>Type</b>	<b>Payee/From</b>	<b>Deposit</b>	<b>Withdrawal</b>
5/9/2025	00071811	Journal Entry	Booking of BMO P-Card Payment 5/5/25 Stmt.		\$7,395.34
5/9/2025	00071852	Journal Entry	Correction of BMO P-Card duplicate entry on line item.	\$268.81	
5/9/2025	05-004	Cash Receipt	Sophomore Trip / SAGA	\$1,085.25	
5/9/2025	05-005	Cash Receipt	USDA March 2025	\$4,198.35	
5/9/2025	14114	AP Warrant	Flake, Hannah		\$80.00
5/9/2025	14115	AP Warrant	Joshua Smith		\$406.95
5/9/2025	14116	AP Warrant	Adelynn Nee		\$2,016.16
5/12/2025	14117	AP Warrant	Rio Metro Regional Transit District		\$222.00
5/13/2025	05-006	Cash Receipt	Chromebook fee / Sophomore trip / athletic bag / Support fee / Summer extended learning / track / Music Refund / Speech and Debate	\$1,339.00	
5/13/2025	05-007	Cash Receipt	CSP	\$17,990.86	
5/13/2025	05-008	Cash Receipt	SEG - May 2025	\$474,004.66	
5/14/2025		Payroll Liability Check	NM Educational Retirement Board		\$82,771.34
5/14/2025		Payroll Liability Check	Wells Fargo Bank, N.A.		\$100,083.15
5/14/2025	05-009	Cash Receipt	Sophomore Discovery Trip; Summer Extended learning - College; Santa Fe Field Trip	\$265.00	
5/14/2025	05-011	Cash Receipt	Discovery Trip / Summer Extended Learning / Vending / IDEA-B	\$16,221.85	
5/15/2025		AP Warrant	EMHS Foundation		\$32,683.34
5/15/2025		Payroll Liability Check	Health Compass		\$3,565.00
5/15/2025	05-010	Cash Receipt	Sandoval County Tax - HB-33/SB-9	\$1,018.30	
5/15/2025	14118	Payroll Liability Check	ING ReliaStar Life Ins Co		\$1,870.00
5/15/2025	14119	Payroll Liability Check	Matrix Trust Company		\$2,256.66
5/15/2025	14120	Payroll Liability Check	Security Benefit		\$4,150.00
5/15/2025	14121	Payroll Liability Check	United Way of Central New Mexico		\$30.00
5/15/2025	14123	AP Warrant	AAA Organic Pest Control, Inc.		\$111.50
5/15/2025	14124	AP Warrant	AJF Enterprises, Inc.		\$1,665.28
5/15/2025	14125	AP Warrant	Amazon.com		\$684.02
5/15/2025	14126	AP Warrant	Awards, Etc.		\$402.33
5/15/2025	14127	AP Warrant	Aztec Municipal Schools District No. 2		\$600.00
5/15/2025	14128	AP Warrant	B&D Industries, Inc.		\$2,166.67
5/15/2025	14129	AP Warrant	Mark D Benson		\$200.00
5/15/2025	14130	AP Warrant	Brown, Kirk		\$318.57
5/15/2025	14131	AP Warrant	BSN Sports LLC		\$1,165.00
5/15/2025	14132	AP Warrant	CamNet, Inc.		\$6,106.34
5/15/2025	14133	AP Warrant	Emerald Commercial Cleaning		\$2,442.31
5/15/2025	14134	AP Warrant	Entranosa Water & Wastewater Assoc.		\$1,072.06
5/15/2025	14135	AP Warrant	ItsQuest, Inc		\$8,032.59
5/15/2025	14136	AP Warrant	Kellie M Keto Odegard		\$982.23
5/15/2025	14137	AP Warrant	Nelson, Atalie		\$630.88
5/15/2025	14138	AP Warrant	Nicole Santora		\$1,250.00
5/15/2025	14139	AP Warrant	PNM Electric		\$2,704.48

# East Mountain High School

## Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 05/01/2025; End Date: 05/31/2025; Status: Non-Void; Created On: 6/9/2025 9:11:18 PM

<b>Bank</b>					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
5/15/2025	14140	AP Warrant	Schroeder, Stephanie		\$492.98
5/15/2025	14141	AP Warrant	Unite Private Networks, LLC		\$344.08
5/15/2025	14142	AP Warrant	Smith, James E		\$130.00
5/15/2025	14143	AP Warrant	Staples, Inc.		\$2,407.60
5/15/2025	14144	AP Warrant	Yellowstone Landscape		\$1,519.01
5/16/2025	05-012	Cash Receipt	Sophomore Trip / Parent Volunteer Time / Baseball / Overnight Softball / Summer Extended	\$922.00	
5/16/2025	05-013	Cash Receipt	USDA State March 2025	\$8,997.48	
5/19/2025	05-014	Cash Receipt	Summer Extended / Sophomore Trip / Drama / All District Awards / Spring Sport Pic	\$624.62	
5/19/2025	14146	AP Warrant	Sweet Tees and More LLC		\$1,888.00
5/19/2025	14147	AP Warrant	Albuquerque The Media Corporation		\$1,722.00
5/20/2025		Payroll Liability Check	Internal Revenue Service		\$28,265.73
5/20/2025	05-015	Cash Receipt	RevTrak - Summer extended learning	\$39.24	
5/20/2025	05-016	Cash Receipt	Sophomore Discovery Trip	\$225.00	
5/20/2025	05-017	Cash Receipt	BernCo HB-33/SB-9 Apr. 2025	\$40,936.63	
5/21/2025	05-018	Cash Receipt	RevTrak - Summer extended learning	\$39.24	
5/21/2025	05-019	Cash Receipt	Golf Fundraiser	\$500.00	
5/22/2025	05-020	Cash Receipt	Summer extended learning	\$80.00	
5/22/2025	05-021	Cash Receipt	RevTrak - Summer extended learning / Chromebook fee	\$166.76	
5/23/2025	05-022	Cash Receipt	RevTrak - Summer extended learning	\$39.24	
5/27/2025		Payroll Liability Check	New Mexico Taxation and Revenue Dept.		\$6,348.58
5/27/2025	05-023	Cash Receipt	Summer extended learning / Softball / Donation / Advisor Trust	\$413.50	
5/27/2025	14148	AP Warrant	Lone Tree Inc.		\$20,098.00
5/28/2025	05-024	Cash Receipt	RevTrak - Extended Learning	\$39.24	
5/29/2025	05-025	Cash Receipt	Summer extended learning / NHS Dinner	\$90.00	
5/29/2025	14149	AP Warrant	Nambe Pueblo		\$80.00
5/29/2025	14150	AP Warrant	AJF Enterprises, Inc.		\$1,745.86
5/29/2025	14151	AP Warrant	Alliance Audio Visual		\$992.84
5/29/2025	14152	AP Warrant	Amazon.com		\$734.54
5/29/2025	14153	AP Warrant	APS - Transportation		\$358.00
5/29/2025	14154	AP Warrant	Aspen Printing Co. Inc		\$1,274.79
5/29/2025	14155	AP Warrant	Awards, Etc.		\$625.80
5/29/2025	14156	AP Warrant	Bohannon, Lynsey		\$153.62
5/29/2025	14157	AP Warrant	Booth, Marie C		\$59.70
5/29/2025	14158	AP Warrant	Boyce, Laurie E.		\$578.47
5/29/2025	14159	AP Warrant	BSN Sports LLC		\$1,129.50
5/29/2025	14160	AP Warrant	CollegeBoard		\$977.13
5/29/2025	14161	AP Warrant	Davidson, Shayna		\$309.63
5/29/2025	14162	AP Warrant	Fichter, Nicole		\$1,451.50
5/29/2025	14163	AP Warrant	Genuine Food Lab. LLC		\$22,730.21
5/29/2025	14164	AP Warrant	Jamison, Michael G		\$31.97

# East Mountain High School

## Check Register

Bank: [All]; Bank Account: [All]; Begin Date: 05/01/2025; End Date: 05/31/2025; Status: Non-Void; Created On: 6/9/2025 9:11:18 PM

Bank					
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
5/29/2025	14165	AP Warrant	Janes, Tucker		\$1,155.70
5/29/2025	14166	AP Warrant	Los Altos Golf Course		\$4,097.00
5/29/2025	14167	AP Warrant	Millea, Amanda F		\$1,640.00
5/29/2025	14168	AP Warrant	Miranda, Margaret		\$196.05
5/29/2025	14169	AP Warrant	Nelson, Atalie		\$3,100.84
5/29/2025	14170	AP Warrant	Schroeder, Stephanie		\$222.39
5/29/2025	14171	AP Warrant	Schuit, Jessica		\$2,383.67
5/29/2025	14172	AP Warrant	Smith, James E		\$100.00
5/29/2025	14173	AP Warrant	University of Kansas Center for Research		\$1,881.00
5/29/2025	14174	AP Warrant	Waste Management of New Mexico, Inc.		\$776.67
5/29/2025	14175	AP Warrant	Webb, Jennifer		\$501.94
5/30/2025		Payroll Liability Check	Wells Fargo Bank, N.A.		\$99,983.43
5/30/2025	00071817	Journal Entry	Voiding stale checks 13233 and 13313	\$13,733.90	
5/30/2025	05-026	Cash Receipt	RevTrak - Summer extended learning	\$39.24	
<b>Grand Total</b>				<b>\$589,215.64</b>	<b>\$628,059.53</b>

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
250003-1	Dollar	B&D Industries, Inc.	9/23/2024	258	\$67,000.00	\$24,398.96	\$24,398.96	\$42,601.04
250005-1-1	Dollar	Cooperative Educational Svcs	1/15/2025	144	\$75,199.26	\$36,613.45	\$36,613.45	\$38,585.81
250009	Regular	BSN Sports LLC	7/1/2024	342	\$7,668.00	\$0.00	\$0.00	\$7,668.00
250015	Dollar	AAA Organic Pest Control, Inc.	7/1/2024	342	\$1,800.00	\$1,171.25	\$1,059.75	\$740.25
250016	Dollar	Awards, Etc.	7/1/2024	342	\$2,300.00	\$1,844.75	\$1,844.75	\$455.25
250019	Dollar	Amazon.com	7/19/2024	324	\$3,000.00	\$1,802.07	\$1,795.08	\$1,204.92
250020-1	Dollar	Amazon.com	1/16/2025	143	\$2,901.72	\$2,133.08	\$2,133.08	\$768.64
250023	Dollar	Awards, Etc.	7/19/2024	324	\$3,800.00	\$2,137.29	\$2,137.29	\$1,662.71
250024	Regular	Bernalillo County	7/19/2024	324	\$50.00	\$0.00	\$0.00	\$50.00
250025	Dollar	Canon Financial Services, Inc.	7/19/2024	324	\$18,310.72	\$9,062.68	\$9,062.68	\$9,248.04
250026	Dollar	AJF Enterprises, Inc.	7/19/2024	324	\$39,000.00	\$32,878.44	\$32,878.44	\$6,121.56
250027-1	Dollar	Fire Safety Industries	7/19/2024	324	\$800.00	\$416.70	\$300.00	\$500.00
250030	Dollar	CamNet, Inc.	7/19/2024	324	\$55,320.00	\$54,657.17	\$41,278.91	\$14,041.09
250031	Dollar	Century Link	7/19/2024	324	\$5,000.00	\$4,366.27	\$4,366.27	\$633.73
250032	Dollar	Entranosa Water & Wastewater Assoc.	7/19/2024	324	\$10,000.00	\$5,872.53	\$5,872.53	\$4,127.47
250033	Dollar	BC Technologies Co	7/19/2024	324	\$3,000.00	\$1,475.00	\$1,475.00	\$1,525.00
250035	Dollar	George Trujillo	7/19/2024	324	\$500.00	\$432.87	\$432.87	\$67.13
250037-1	Dollar	BSN Sports LLC	1/16/2025	143	\$2,871.00	\$1,129.50	\$1,129.50	\$1,741.50
250038-1	Dollar	First Impression, Inc.	7/19/2024	324	\$2,500.00	\$2,045.00	\$2,045.00	\$455.00
250040	Dollar	Home Depot #3501	7/19/2024	324	\$2,000.00	\$668.62	\$668.62	\$1,331.38
250041	Dollar	Coffetime Bottled Water & Coffee Service, LLC	7/19/2024	324	\$2,000.00	\$1,950.74	\$1,950.74	\$49.26
250042	Dollar	Millennium Communications	7/19/2024	324	\$2,450.00	\$1,172.17	\$1,103.87	\$1,346.13
250044	Dollar	Jostens	7/19/2024	324	\$5,000.00	\$0.00	\$0.00	\$5,000.00
250045	Dollar	Home Security Systems, LLC	7/19/2024	324	\$2,700.00	\$1,287.39	\$1,132.41	\$1,567.59
250046	Dollar	NAPA Auto Parts	7/19/2024	324	\$1,000.00	\$77.26	\$77.26	\$922.74
250048	Dollar	Cuddy & McCarthy LLP	7/19/2024	324	\$20,000.00	\$10,384.94	\$10,384.94	\$9,615.06
250049	Dollar	NM Gas Company, Inc.	7/19/2024	324	\$12,000.00	\$7,212.02	\$7,212.02	\$4,787.98
250050	Dollar	PNM Electric	7/19/2024	324	\$35,000.00	\$29,563.86	\$29,563.86	\$5,436.14
250051-1	Dollar	Tillery Chevrolet	11/15/2024	205	\$478.92	\$413.21	\$413.21	\$65.71
250052	Dollar	T-Mobile USA Inc.	7/19/2024	324	\$1,900.00	\$0.00	\$0.00	\$1,900.00
250054	Dollar	Waste Management of New Mexico, Inc.	7/19/2024	324	\$9,775.00	\$7,953.48	\$7,779.90	\$1,995.10
250055	Dollar	WEX Bank	7/19/2024	324	\$5,000.00	\$4,717.71	\$4,717.71	\$282.29
250057	Dollar	Abba Technology	7/19/2024	324	\$2,904.69	\$0.00	\$0.00	\$2,904.69
250058	Dollar	Zoom Video Communicaitons, Inc.	7/19/2024	324	\$1,500.00	\$1,358.34	\$1,358.34	\$141.66
250059	Regular	Moriarty-Edgewood School District	7/1/2024	342	\$200.00	\$0.00	\$0.00	\$200.00
250060-1	Dollar	Yellowstone Landscape	2/28/2025	100	\$9,157.40	\$6,881.21	\$5,362.20	\$3,795.20
250061	Dollar	NMASBO	7/19/2024	324	\$1,000.00	\$0.00	\$0.00	\$1,000.00
250062	Dollar	Raptor Technologies, LLC	7/19/2024	324	\$620.00	\$500.00	\$500.00	\$120.00

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
250064	Dollar	SMPC Architects	7/19/2024	324	\$20,000.00	\$0.00	\$0.00	\$20,000.00
250065	Dollar	Edgenuity Inc.	7/19/2024	324	\$8,500.00	\$0.00	\$0.00	\$8,500.00
250067	Dollar	Staples	7/19/2024	324	\$3,000.00	\$2,343.14	\$2,343.14	\$656.86
250068	Dollar	Deeloh Technologies, Inc.	7/19/2024	324	\$1,000.00	\$0.00	\$0.00	\$1,000.00
250069	Dollar	Janison Education, Inc	7/19/2024	324	\$5,000.00	\$0.00	\$0.00	\$5,000.00
250070-1	Dollar	B&D Industries, Inc.	7/19/2024	324	\$4,000.00	\$3,577.17	\$3,577.17	\$422.83
250071-1	Dollar	B&D Industries, Inc.	7/19/2024	324	\$3,500.00	\$2,490.11	\$2,490.11	\$1,009.89
250072	Dollar	Severin Intermediate Holdings, LLC	7/19/2024	324	\$7,040.00	\$0.00	\$0.00	\$7,040.00
250073-1	Regular	Powerschool	7/19/2024	324	\$7,826.65	\$5,058.10	\$5,068.15	\$2,758.50
250075-1-1	Dollar	BYU Independent Study	5/1/2025	38	\$456.14	\$0.00	\$0.00	\$456.14
250076	Regular	NM Activities Association	7/19/2024	324	\$6,000.00	\$0.00	\$0.00	\$6,000.00
250081	Dollar	Tammy Abts	7/19/2024	324	\$3,500.00	\$2,430.00	\$2,430.00	\$1,070.00
250082	Regular	Agile Sports Technologies, Inc.	7/19/2024	324	\$8,494.99	\$0.00	\$0.00	\$8,494.99
250084	Dollar	Cedar Crest Tire	7/19/2024	324	\$750.00	\$84.95	\$84.95	\$665.05
250085	Regular	Bosque School - District 5 AAA	7/19/2024	324	\$400.00	\$0.00	\$0.00	\$400.00
250087-1	Dollar	Central New Mexico Pumping, Inc.	7/19/2024	324	\$1,500.00	\$712.38	\$712.38	\$787.62
250088	Regular	NM H.S. Coaches Association	7/19/2024	324	\$2,000.00	\$0.00	\$0.00	\$2,000.00
250092	Dollar	Full Contact Sports Photography	7/19/2024	324	\$1,000.00	\$782.90	\$1,000.00	\$0.00
250092-1	Dollar	Full Contact Sports Photography	7/19/2024	324	\$1,000.00	\$0.00	\$0.00	\$1,000.00
250093	Regular	Albuquerque Softball Officials Assoc	7/19/2024	324	\$3,500.00	\$0.00	\$0.00	\$3,500.00
250094	Dollar	Central NM Baseball Umpires Association	7/19/2024	324	\$5,000.00	\$0.00	\$0.00	\$5,000.00
250095	Dollar	BMO	7/19/2024	324	\$500.00	\$0.00	\$0.00	\$500.00
250096-1	Dollar	U.S. Postal Service	7/23/2024	320	\$966.00	\$631.00	\$631.00	\$335.00
250099	Dollar	ASM Global - Albuquerque Convention Center	7/19/2024	324	\$9,000.00	\$7,047.28	\$7,047.28	\$1,952.72
250100	Regular	Moriarty-Edgewood School District	7/19/2024	324	\$200.00	\$0.00	\$0.00	\$200.00
250101	Dollar	B&D Industries, Inc.	7/19/2024	324	\$10,496.76	\$8,436.66	\$8,436.66	\$2,060.10
250102	Dollar	B&D Industries, Inc.	7/19/2024	324	\$8,600.00	\$6,849.09	\$6,849.09	\$1,750.91
250104-2	Dollar	BMO	7/22/2024	321	\$1,133.53	\$0.00	\$0.00	\$1,133.53
250105	Dollar	Panoptic Clean, LLC	7/25/2024	318	\$8,500.00	\$238.28	\$238.28	\$8,261.72
250106-1	Dollar	BMO	11/6/2024	214	\$1,257.11	\$0.00	\$0.00	\$1,257.11
250110	Dollar	BMO	7/25/2024	318	\$1,300.00	\$0.00	\$0.00	\$1,300.00
250112	Dollar	Trudy A. Candelaria	7/30/2024	313	\$34,500.00	\$25,271.75	\$25,271.75	\$9,228.25
250113	Regular	BMO	7/30/2024	313	\$1,840.30	\$0.00	\$0.00	\$1,840.30
250114	Dollar	BMO	7/30/2024	313	\$411.26	\$0.00	\$0.00	\$411.26
250115	Dollar	Cooperative Educational Svcs	7/30/2024	313	\$7,792.29	\$3,650.30	\$2,125.17	\$5,667.12
250116-1	Dollar	Robyn Mass	9/30/2024	251	\$16,000.00	\$13,167.26	\$13,167.26	\$2,832.74
250119	Dollar	Unite Private Networks, LLC	7/19/2024	324	\$9,500.00	\$6,724.76	\$6,380.68	\$3,119.32
250122	Regular	Simply Design	8/5/2024	307	\$753.38	\$0.00	\$0.00	\$753.38

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
250124	Dollar	ACES	7/1/2024	342	\$100,629.38	\$75,472.02	\$75,472.02	\$25,157.36
250125-1	Regular	BMO	8/6/2024	306	\$2,919.50	\$0.00	\$0.00	\$2,919.50
250133	Regular	Herrera Coaches, Inc.	8/14/2024	298	\$1,629.18	\$0.00	\$0.00	\$1,629.18
250135	Regular	Amazon.com	8/14/2024	298	\$232.65	\$112.86	\$117.55	\$115.10
250136	Dollar	BMO	8/15/2024	297	\$2,716.00	\$0.00	\$0.00	\$2,716.00
250137	Dollar	Amazon.com	8/15/2024	297	\$262.00	\$258.36	\$244.38	\$17.62
250138	Regular	Medify Air LLC	8/15/2024	297	\$5,005.66	\$5,005.60	\$2,642.83	\$2,362.83
250149	Dollar	Amazon.com	8/21/2024	291	\$319.21	\$293.33	\$293.21	\$26.00
250150	Regular	CamNet, Inc.	8/22/2024	290	\$2,432.33	\$2,260.00	\$2,260.00	\$172.33
250151-1	Dollar	B&D Industries, Inc.	8/22/2024	290	\$1,200.00	\$0.00	\$0.00	\$1,200.00
250152	Dollar	Amazon.com	8/26/2024	286	\$423.79	\$398.55	\$395.91	\$27.88
250155	Dollar	CollegeBoard	8/28/2024	284	\$10,000.00	\$3,063.94	\$3,063.94	\$6,936.06
250156-1	Dollar	BMO	8/28/2024	284	\$940.01	\$0.00	\$0.00	\$940.01
250159	Dollar	ACT	8/28/2024	284	\$2,000.00	\$0.00	\$0.00	\$2,000.00
250166-1	Regular	Staples	8/29/2024	283	\$523.74	\$415.52	\$424.83	\$98.91
250167-2	Regular	BMO	8/29/2024	283	\$1,500.80	\$0.00	\$0.00	\$1,500.80
250170-1	Regular	BMO	9/4/2024	277	\$874.90	\$0.00	\$0.00	\$874.90
250175	Regular	BMO	9/10/2024	271	\$950.00	\$0.00	\$0.00	\$950.00
250178	Regular	EAI Education	9/16/2024	265	\$424.00	\$399.00	\$399.00	\$25.00
250181	Regular	BSN Sports LLC	9/17/2024	264	\$1,893.50	\$1,850.00	\$1,850.00	\$43.50
250182-3	Dollar	Baseball Umpires	12/2/2024	188	\$1,730.00	\$0.00	\$0.00	\$1,730.00
250191-1	Dollar	Amazon.com	9/23/2024	258	\$641.39	\$629.00	\$628.34	\$13.05
250193-2	Dollar	Herff Jones, Inc.	2/14/2025	114	\$50.00	\$0.00	\$0.00	\$50.00
250194	Regular	Cochiti Community Development Corporation	9/23/2024	258	\$220.00	\$208.00	\$200.00	\$20.00
250195	Dollar	Amazon.com	9/24/2024	257	\$274.48	\$273.74	\$273.74	\$0.74
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
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

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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.	11/11/2024	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
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

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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	Carina, 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
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

# 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: 6/8/2025 11:59:44 PM

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
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
<b>Grand Total</b>					<b>\$1,638,391.47</b>	<b>\$856,676.24</b>	<b>\$547,637.63</b>	<b>\$1,090,753.84</b>

**East Mountain High School**

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Bank: **Wells Fargo**  
Account Description: **General Operational**  
Statement Date: **May 31, 2025**

Beginning balance per bank	\$	<b>2,055,302.27</b>
Cleared transactions:		
Checks and withdrawals	\$	<b>(584,494.49)</b>
Deposits and credits	\$	589,215.64
Other bank adjustments	\$	-
Ending balance per bank	\$	<b><u>2,060,023.42</u></b>
Plus: Outstanding Deposits		
Plus: Cleared items prior to entry	\$	-
Less: Outstanding checks	\$	<b><u>(76,301.76)</u></b>
<b>Balance per GL</b>	\$	<b><u><u>1,983,721.66</u></u></b>

# East Mountain High School

## Balance Sheet

Cycle: FY2025; Fund Class: [All]; Fund Columns: [All Non-Zero Funds]; Account Expression: [All]; Balance Date: 05/31/2025; Detail: No; Created On: 6/9/2025 9:16:40 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	\$1,011,184.87	(\$178,444.74)	\$72,280.77	\$33,969.17	(\$4,660.14)	(\$26,491.40)	(\$3,274.13)	\$11.80	(\$11,487.77)	(\$10,660.26)	(\$48,325.36)	\$0.00	\$695,961.72	\$448,691.53	\$4,965.60	\$1,983,721.66
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
<b>Subtotal of Account Type: Asset</b>	<b>\$1,011,434.87</b>	<b>(\$178,444.74)</b>	<b>\$72,280.77</b>	<b>\$33,969.17</b>	<b>(\$4,660.14)</b>	<b>(\$26,491.40)</b>	<b>(\$3,274.13)</b>	<b>\$11.80</b>	<b>(\$11,487.77)</b>	<b>(\$10,660.26)</b>	<b>(\$48,325.36)</b>	<b>\$0.00</b>	<b>\$695,961.72</b>	<b>\$448,691.53</b>	<b>\$4,965.60</b>	<b>\$1,983,971.66</b>
<b>Subtotal of Account Group: Assets</b>	<b>\$1,011,434.87</b>	<b>(\$178,444.74)</b>	<b>\$72,280.77</b>	<b>\$33,969.17</b>	<b>(\$4,660.14)</b>	<b>(\$26,491.40)</b>	<b>(\$3,274.13)</b>	<b>\$11.80</b>	<b>(\$11,487.77)</b>	<b>(\$10,660.26)</b>	<b>(\$48,325.36)</b>	<b>\$0.00</b>	<b>\$695,961.72</b>	<b>\$448,691.53</b>	<b>\$4,965.60</b>	<b>\$1,983,971.66</b>
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	\$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	\$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	\$0.00	\$1,083.52
23122 - Social Security	\$15,465.66	\$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	\$0.00	\$15,608.24
23123 - Medicare	\$3,791.96	\$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	\$0.00	\$3,825.30
23124 - State Retirement Contributions	\$89,140.49	\$0.00	\$0.00	\$0.00	\$999.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,139.49
23125 - Employee Insurance	\$38,841.75	\$0.00	\$0.00	\$0.00	\$39.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,880.89
23126 - Unemployment Insurance	\$1,625.94	\$0.00	\$0.00	\$0.00	\$14.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,640.22
23141 - Federal Income Taxes	\$9,209.54	\$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	\$0.00	\$9,233.99
23146 - Voluntary Preventive Health	\$1,315.49	\$0.00	\$0.00	\$0.00	\$25.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,340.98
23147 - Voluntary Deductions	\$2,329.93	\$0.00	\$0.00	\$0.00	\$14.92	\$0.00	\$0.00	\$11.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,356.65
24214 - State Taxes	\$6,559.05	\$0.00	\$0.00	\$0.00	\$23.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,582.99
<b>Subtotal of Account Type: Liability</b>	<b>\$176,188.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,317.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$177,517.27</b>
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	\$198,825.04	(\$178,444.74)	\$72,280.77	\$26,424.30	(\$5,977.28)	(\$26,491.40)	(\$3,274.13)	\$0.00	(\$11,487.77)	(\$10,660.26)	(\$48,325.36)	\$0.00	(\$119,420.36)	\$93,403.80	(\$45,736.44)	(\$58,883.83)
<b>Subtotal of Account Type: Fund Balance</b>	<b>\$835,246.54</b>	<b>(\$178,444.74)</b>	<b>\$72,280.77</b>	<b>\$33,969.17</b>	<b>(\$5,977.28)</b>	<b>(\$26,491.40)</b>	<b>(\$3,274.13)</b>	<b>\$0.00</b>	<b>(\$11,487.77)</b>	<b>(\$10,660.26)</b>	<b>(\$48,325.36)</b>	<b>\$0.00</b>	<b>\$695,961.72</b>	<b>\$448,691.53</b>	<b>\$4,965.60</b>	<b>\$1,806,454.39</b>
<b>Subtotal of Account Group: Liabilities/Fund Balance</b>	<b>\$1,011,434.87</b>	<b>(\$178,444.74)</b>	<b>\$72,280.77</b>	<b>\$33,969.17</b>	<b>(\$4,660.14)</b>	<b>(\$26,491.40)</b>	<b>(\$3,274.13)</b>	<b>\$11.80</b>	<b>(\$11,487.77)</b>	<b>(\$10,660.26)</b>	<b>(\$48,325.36)</b>	<b>\$0.00</b>	<b>\$695,961.72</b>	<b>\$448,691.53</b>	<b>\$4,965.60</b>	<b>\$1,983,971.66</b>



## GRADUATION REQUIREMENTS – CLASSES OF 2026 – 2029

There are two diploma types: the Standard Diploma and the Timberwolf Diploma of Excellence. To earn the **Timberwolf Diploma of Excellence**, a student must also fulfill the following:

- Earn two electives in one subject area over the minimum requirements (For example: six math credits or three fine arts credits);
- Earn four credits in math, one of which is equivalent to Algebra 2 or higher;
- Have experience taking a career, workforce, distance learning, honors, Advanced Placement or college course.

### EMHS GRADUATION REQUIREMENTS – CLASSES OF 2026 – 2029

EMHS GRADUATION REQUIREMENTS – CLASSES OF 2026 – 2029		
HUMANITIES (ENGLISH & SOCIAL STUDIES)	8.5 credits	<p><i>1 credit = English 9 and 1 credit = New Mexico History (Classes of 2026, 2027 &amp; 2028) OR 1 credit = Social Studies Foundations w/ Financial Literacy (Class of 2029)</i></p> <p><i>Grade 9:</i></p> <p><i>Grade 10: 1 credit = English 10/World Literature and 1 credit = Modern World History</i></p> <p><i>Grade 11: 1 credit = English 11/American Literature and 1 credit = US History</i></p> <p><i>Grade 12: 1 credit = English 12, 1 credit = US Government, 0.5 credit = Economics</i></p>
MATHEMATICS	4 credits	<p><i>1 credit = Algebra 1</i></p> <p><i>1 credit = Geometry</i></p> <p><i>1 credit = Algebra 2 or Probability &amp; Statistics</i></p> <p><i>1 credit = Additional Math Credit (May be taken at EMHS or through dual credit)</i></p>
SCIENCE	4 credits	<p><i>1 credit = Integrated Physics &amp; Chemistry</i></p> <p><i>1 credit = Biology</i></p> <p><i>1 credit = Environmental Science Honors</i></p> <p><i>1 credit = Additional Science Credit</i></p>
FINE ARTS	1 credit	<i>May be taken at EMHS or through dual credit</i>
PHYSICAL EDUCATION	1 credit	<i>May use the NMAA Athletics for PE Waiver</i>
WORLD LANGUAGE	2 credits	<i>In the same language; Must be taken in consecutive terms May be taken at EMHS or through dual credit</i>
HEALTH	0.5 credits	<i>Satisfied by required high school Health class in 9<sup>th</sup> grade</i>
COLLEGE/CAREER RELATED	1 credit	<i>Elective credit satisfied by a college/career-related elective May be taken at EMHS or through dual credit</i>
SEMINAR & CAPSTONE	2 credits	<p><i>Grade 9: 0.5 credit = Freshman Seminar*</i></p> <p><i>Grade 12: 0.5 credit = Senior Seminar Capstone*</i></p> <p><i>Grade 12: 1 credit = The Senior Experience</i></p>
DISCOVERY PROJECTS	1.5 credits	<i>Elective credits satisfied by required Discovery Projects in the 9<sup>th</sup>, 10<sup>th</sup>* and 11<sup>th</sup>* grades</i>
ELECTIVES	3 credits	<i>May be taken at EMHS or through dual credit</i>
COMMUNITY SERVICE		<i>20 hours are required each year, for a minimum of 80 hours</i>
STATE REQUIREMENTS		<p><i>Meet state graduation assessment requirements in reading, math, writing, history and science</i></p> <p><i>*Freshman Seminar, 10<sup>th</sup> Grade Discovery, 11<sup>th</sup> Grade Discovery &amp; Senior Seminar meet the two-credit school-specific requirement set by the state</i></p>
<b>TOTAL: 28.5 credits</b>		

## **GC DRAFT EMHS Wireless Communication Device Policy**

East Mountain High School is dedicated to creating a culture of learning which requires students to be fully engaged in their education and interact face-to-face with their peers and teachers. Students who are utilizing wireless communication devices during instructional time cannot fully participate in and maximize their learning opportunities. Further, wireless communication devices cause disruption to the educational process and create issues with security and safety. Issues created by student wireless communication devices include: distraction/disruption, academic dishonesty, cheating, bullying, sexual harassment and cyberbullying.

As such, East Mountain High School prohibits students from using a wireless communication device during instructional hours (class time, advocacy, enrichment, and field trips at the discretion of the teacher), with the exceptions described herein. For the purposes of this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text or data, including a: (1) cellular phone, smartphone or smartwatch; (2) tablet computer; or (3) gaming device.

Students shall be directed to store wireless communication devices in their personal backpacks or lockers. Wireless communication devices are the responsibility of the student. Lost or stolen devices are not the responsibility of East Mountain High School. East Mountain High School will not search for, replace, nor reimburse a student for any lost or stolen or damaged device.

Pursuant to this policy, wireless communication devices may only be used during instructional time under the following circumstances:

- (1) for educational purposes, during instructional hours, at the specific direction of the teacher;
- (2) in the event of an emergency or to manage the student's health care; or
- (3) for accessibility purposes, including text-to-speech, speech-to-text or other assistive technologies that aid in communication, navigation or learning pursuant to an approved Individual Education Program or Section 504 plan.

### **Wireless Communications Policy Summary:**

Wireless communication devices should not be visible during school hours, including having devices in pockets or on their person, or having earbuds/headphones in their ears or on their person. Students who are in violation will be redirected by the teacher to place their device(s) in their backpack.

If a student does not follow redirection, or continues to have a device(s) visible the Dean/Director of Student Success will be contacted to assist and with repeated violation parents will be required to pick up the device.

Students should not be using their device(s) in class for any reason including educational purposes. Chromebooks should be utilized instead. If Chromebooks are not available for any reason, an alternative resource should be provided.

If IEP/504 plan notes specific use parameters for wireless communication devices, these plans will be followed.

### **Wireless Communication Device Ladder of Accountability**

**1st Violation:** If student does not comply with the first redirection, device will be held in a locked and safe place with the Dean/Director of Student Success to be picked up by the student between 3:15-3:30 pm the same day.

**2nd Violation:** Parent/Guardian must pick up the device at the end of the day in the front office between the hours of 3:30-4:00 on the assigned date of pick up.

**3rd Violation:** Device will be held in the office for 1 week. After this time, Parent/Guardian must pick up the device in the front office between the hours of 3:30-4:00 on the assigned date of pick up.

**Ongoing Violation:** Device will be held in the office for 1 month. After this time, Parent/Guardian must pick up the device in the front office between the hours of 3:30-4:00 on the assigned date of pick up.

School administrators will ensure protections for student privacy and confidentiality related to the permissible uses of a wireless communication device at school and provide for the permissible use of a wireless communication device during non-instructional hours, for example during lunch. The student disciplinary matrix will outline consequences for violation of the wireless communication device policy.