



Dolores Huerta

“A Dual Language Charter Middle School”

1480 N. Main Street

Las Cruces, NM 88001

Phone: 575/526-2984

Fax: 575/523-5407

SPECIAL GOVERNING COUNCIL MEETING MINUTES

FINAL

Thursday, June 18, 2015 5:30 pm

1) Call to Order

Ms. Norma Martinez Arrieta, Chair, called the meeting to order at 5:45 pm and asked for a roll call.

2) Roll call and establish quorum

Ms. Jennifer Allen, Treasurer: Present
Ms. Elena Hinderlich, Member: Present
Dr. Spencer Herrera, Vice Chair: Present

Ms. Clara Lopez, Member, Present
Ms. Norma Martinez-Arrieta, Chair: Present
Ms. Patty Montoya, Secretary: Present

Totals: Present (6); Absent (0). Let the record show that a quorum of members is present and this meeting has been posted in accordance with the Open Meetings Act.

Administration/Staff Present: Mr. Octavio Casillas, Principal; Ms. Mirna Rodriguez, Business Specialist; Ms. Diana Diaz, Assistant Principal/Teacher; Ms. Corinne Teller, Business Manager (via telephone)

3) Approval of Agenda

Ms. Norma Martinez Arrieta initiated discussion of any revisions to the agenda.

Ms. Montoya motioned to approve agenda with no revisions and was seconded by Ms. Allen.

4) Open forum-Public Input

No one present to provide input.

ACTION ITEMS

5) Business Manager's Report and Approval of BARs and Business Items:

a. Salary Schedules

Mr. Casillas explained two changes: custodial/cafeteria staff moved to salary and will be paid throughout entire year and second change is to move Level 1 Pay from a \$33,750 to \$34,000 starting salary. It is mandated at \$30,000, but raising the starting salary attracts more qualified teachers.

Motion to approve Salary Schedules was made by Ms. Allan and seconded by Ms. Montoya. Motion was approved unanimously.

b. Warrant Resolution

Without warrant resolution in place, the GC would have to approve every single check before it is issued to pay vendors, creditors, etc. With resolution in place, it allows for items to be presented at the next GC meeting for approval. This process is a continuance from the previous academic year.

Motion to approve Warrant Resolution was made by Ms. Allan and seconded by Ms. Hinderlich. Motion was approved unanimously.

c. Affidavit of 24-Hour Waiver

A brief discussion was held on the checks and balances currently in place to ensure security measures are being followed.

Motion to approve Affidavit of 24-Hour Waiver was made by Ms. Montoya and seconded by Ms. Lopez. Motion was approved unanimously.

d. Title I Maintenance BARs – Doc ID: 560-000-1415-0049-M

Ms. Teller explained the Title I Maintenance Bar is required in order to move computer lab equipment purchased currently listed in fixed assets (57332) totaling less than \$5,000 to fixed assets (57331) that are more than \$5,000.

Motion to approve Title I Maintenance BAR, Doc. ID: 560-000-1415-0049-M was made by Ms. Allan and seconded by Ms. Lopez. Motion was approved unanimously.

1. Maintenance BAR – Doc ID: 560-000-1415-0013-M

Ms. Teller explained that this maintenance bar is to clean up any accounts that currently have a positive/negative balance, but should reflect a \$0 balance.

Motion to approve Maintenance BAR – Doc ID: 560-000-1415-0013-M was made by Ms. Montoya and seconded by Ms. Allen. Motion was approved unanimously.

2. Maintenance BAR – Doc ID: 560-000-1415-0048-M

Ms. Teller explained this an additional maintenance bar to ensure that accounts that currently should have a \$0 balance but are carrying a positive/negative account are cleaned up.

Motion to approve Maintenance BAR – Doc ID: 560-000-1415-0048-M was made by Ms. Montoya and seconded by Ms. Lopez. Motion was approved unanimously.

e. Medicaid Initial Bar – Doc ID: 560-000-1415-0047-B

Mr. Casillas and Ms. Diaz explained that a company has been contracted to help acquire Medicaid reimbursement for services rendered by a psychologist to LADH students. Ms. Diaz explained that students would be evaluated in order to determine if that particular student requires psychology services. Medicaid will be billed if the student is found to require these services.

Motion to approve Medicaid Initial BAR – Doc ID: 560-000-1415-0047-B was made by Ms. Hinderlich and seconded by Ms. Allen. Motion was approved unanimously.

6) Approval of Year 2 of Principal's Contract

Ms. Martinez Arrieta advised GC members that the only thing that changed from the previous was that per statutes specific language was needed to be included in the last paragraph. Mr. Casillas was 100% in agreement with current contract.

Motion to approve Year 2 of Principal's Contract was made by Ms. Allen and seconded by Ms. Montoya. Motion was passed unanimously.

NEW BUSINESS: DISCUSSION ITEMS ONLY – NO ACTION WILL BE TAKEN

- 7) **Closed Session:** To discuss personnel matters relating to any individual employee, including hiring, promotion, demotion, dismissal, resignation, or investigation of complaints or charges against an employee. [10-15-1(H)(2) NMSA 1978]

An invitation was extended to Ms. Diaz and Ms. Rodriguez to convene into closed with the governing council. Motion to convene into closed was made by Ms. Montoya and seconded by Ms. Hinderlich. Motion was passed unanimously. Members convened into closed session at 6:09 pm.

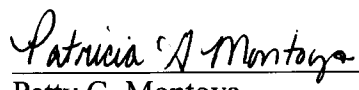
No action was taken during closed session.

Motion to reconvene from closed session was made by Ms. Montoya and seconded by Ms. Lopez. Motion was passed unanimously. Members reconvened from closed session at 6:53 pm.

8) **Adjourn**

Motion to adjourn was made by Ms. Allen and seconded by Ms. Montoya. Motion was approved unanimously. Meeting was adjourned at 6:54 pm.

Respectfully submitted:



Patty G. Montoya
GC Secretary

9/10/2015
Approval Date

Teachers Salary Schedule

2015-16

Level 1

Steps	BA	BA+15	MA/BA+45	MA+15	EDS/MA+45
0	34000	34100	35601	36642	38367
1	34256	34612	36135	37192	38751
2	34770	35131	36677	37750	39138
3	35292	35658	37227	38316	39530
4	35821	36192	37786	38890	39925
5	36358	36735	38352	39474	40324

Level 2

Steps	BA	BA+15	MA/BA+45	MA+15	EDS/MA+45
2	40075	40150	40175	40300	40400
3	40536	40632	40858	40905	41006
4	41002	41119	41553	41600	41703
5	41474	41613	42591	42307	42412
6	41950	42112	42996	43026	43133
7	42433	42618	43404	43672	43780
8	42921	43129	43817	44108	44437
9	43414	43646	44233	44549	44970
10	43705	44083	44653	44995	45510
11	43998	44436	45077	45445	45965
12	44293	44791	45506	45899	46424
13	44590	45149	45938	46358	46889
14	44888	45511	46374	46822	47358
15	45189	45875	46815	47290	47831
16	45492	46242	47260	47763	48309
17	45797	46612	47709	48241	48792
18	46104	46985	48162	48723	49280
19	46413	47360	48619	49210	49773
20	46724	47739	49081	49702	50271
21	47037	48121	49548	50199	50774
22	47352	48506	50018	50701	51281
23	47669	48894	50494	51208	51794
24	47988	49285	50973	51721	52312
25	48310	49680	51457	52238	52835

Level 3

BA+45/MA	MA+15	EDS/MA+45
50100	50150	50200
50501	50551	50702
50905	51006	51209
51312	51465	51721
51723	51928	52238
52188	52396	52761
52360	52867	53288
52533	53343	53821
52706	53823	54359
52880	54308	54903
53055	54796	55452
53230	55290	55646
53406	55478	55841
53582	55666	56036
53759	55855	56232
53936	56045	56429
54114	56236	56627
54293	56427	56825
54472	56619	57024
54652	56811	57223

1. Salary schedule based on 180 days.
2. \$1500 for bilingual stipends and \$500 for tesol.
3. One year's experience will be allowed for each year (100 days or more), of approved, verified experience public or private schools.
4. No collective bargaining agreements in place or being negotiated
5. Directly related, out of district experienced allowed

Norma M. Arrieta
approved 6/18/15

Coordinator and EA Salary Schedule

2015-16

	<u>Coordinator</u>	<u>Educational Ass't</u>	<u>Educational Ass't</u> <u>degreed</u>	<u>173 days</u> <u>Nurse</u>
0	\$ 27,500	\$ 13,780	\$ 15,000	\$ 34.65
1	\$ 28,325	\$ 13,918	\$ 15,900	\$ 35.10
2	\$ 29,175	\$ 14,057	\$ 16,059	\$ 35.56
3	\$ 30,050	\$ 14,198	\$ 16,220	\$ 36.02
4	\$ 30,951	\$ 14,340	\$ 16,382	\$ 36.49
5	\$ 31,880	\$ 14,483	\$ 16,546	\$ 36.96
6	\$ 32,836	\$ 14,628	\$ 16,711	\$ 37.44
7	\$ 33,822	\$ 14,774	\$ 16,878	\$ 37.93
8	\$ 34,836	\$ 14,922	\$ 17,047	\$ 38.42
9	\$ 35,881	\$ 15,071	\$ 17,217	\$ 38.92
10	\$ 36,958	\$ 15,222	\$ 17,390	\$ 39.43
11	\$ 38,066	\$ 15,374	\$ 17,563	\$ 39.94
12	\$ 39,208	\$ 15,528	\$ 17,739	\$ 40.46
13	\$ 40,385	\$ 15,683	\$ 17,917	\$ 40.99
14	\$ 41,596	\$ 15,840	\$ 18,096	\$ 41.52
15	\$ 42,844	\$ 15,998	\$ 18,277	\$ 42.06
16	\$ 44,129	\$ 16,158	\$ 18,459	\$ 42.60
17	\$ 45,453	\$ 16,320	\$ 18,644	\$ 43.16
18	\$ 46,817	\$ 16,483	\$ 18,830	\$ 43.72
19	\$ 48,221	\$ 16,648	\$ 19,019	\$ 44.29
20	\$ 49,668	\$ 16,814	\$ 19,209	\$ 44.86
21	\$ 51,158	\$ 16,982	\$ 19,401	\$ 45.45
22	\$ 52,693	\$ 17,152	\$ 19,595	\$ 46.04
23	\$ 54,274	\$ 17,324	\$ 19,791	\$ 46.64
24	\$ 55,902	\$ 17,497	\$ 19,989	\$ 47.24
25	\$ 57,579	\$ 17,672	\$ 20,189	\$ 47.86
26	\$ 59,306	\$ 17,849	\$ 20,391	\$ 48.48
27	\$ 61,085	\$ 18,027	\$ 20,595	\$ 49.11
28	\$ 62,918	\$ 18,207	\$ 20,801	\$ 49.75
29	\$ 64,806	\$ 18,389	\$ 21,009	\$ 50.39
30	\$ 66,750	\$ 18,573	\$ 21,219	\$ 51.05

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nma
6/18/15

Custodial and Cafeteria Salary Schedule

2015-16

	<u>Custodial</u>	<u>Cafeteria</u>
0	\$ 11,151	\$ 10,584
1	\$ 11,318	\$ 10,743
2	\$ 11,488	\$ 10,904
3	\$ 11,660	\$ 11,067
4	\$ 11,835	\$ 11,233
5	\$ 12,013	\$ 11,402
6	\$ 12,193	\$ 11,573
7	\$ 12,376	\$ 11,747
8	\$ 12,562	\$ 11,923
9	\$ 12,750	\$ 12,102
10	\$ 12,941	\$ 12,283
11	\$ 13,135	\$ 12,467
12	\$ 13,332	\$ 12,654
13	\$ 13,532	\$ 12,844
14	\$ 13,735	\$ 13,037
15	\$ 13,941	\$ 13,232
16	\$ 14,150	\$ 13,431
17	\$ 14,363	\$ 13,632
18	\$ 14,578	\$ 13,837
19	\$ 14,797	\$ 14,044
20	\$ 15,019	\$ 14,255
21	\$ 15,244	\$ 14,469
22	\$ 15,473	\$ 14,686
23	\$ 15,705	\$ 14,906
24	\$ 15,940	\$ 15,130
25	\$ 16,179	\$ 15,357
26	\$ 16,422	\$ 15,587
27	\$ 16,669	\$ 15,821
28	\$ 16,919	\$ 16,058
29	\$ 17,172	\$ 16,299
30	\$ 17,430	\$ 16,544

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nma
6/18/15



La Academia Dolores Huerta
"A Dual Language Charter Middle School with
a tradition of excellence in Academics, Visual
and Performing Arts"



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Governing Council Resolution, per NMSA 6.20.2.14 H

Per this resolution, we the Board of La Academia Dolores Huerta, authorize the Head Administrator or designee to approve vouchers for payment prior to a Board meeting. A summary listing of the vouchers and the following additional information (if any) be presented at the next regular board meeting for formal approval and entry in the minutes.

June 18, 2015

Signed,



Norma Arrieta, GC President



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A RESOLUTION OF
La Academia Dolores Huerta
Waiver of 24 Hour Bank Deposit Rule

WHEREAS, on June 11, 2015, the Governing Council of La Academia Dolores Huerta (LADH) has determined it is in the best interest of the District to request a waiver from the twenty-four (24) bank deposit rule. Many days cash receipts are minimal and business office staffing consisting of only one person and a receptionist. Every effort is made to make deposits within 24 hours but occasionally circumstances around limited office personnel making bank deposits within 24 hours difficult.

WHEREAS, the plan of LADH is to make deposits at the bank within 24 hours whenever possible, and when not possible, at the earliest time available when at least \$100 in cash receipts are received.

NOW, THEREFORE, BE IT RESOLVED that the New Mexico International School Governing Council authorizes a waiver from the 24 hour bank deposit rule.

Dated June ¹⁸ 11, 2015

Governing Council
La Academia Dolores Huerta

Norma Arrieta

Norma Arrieta, GC President

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: 560-000-1415-0049-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2014-2015

Entity Name: La Academia Dolores Huerta

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough): 87,767

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2014	To: 06/30/2015
A. Approved Carryover:	
B. Total Current Year Allocation: 87,767	
D. Total Funding Available: 87,767	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I - IASA	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$23,182	(\$10,300)	\$12,882	
24101 Title I - IASA	1000 Instruction	57331 Fixed Assets (more than \$5,000)	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$7,063	\$10,300	\$17,363	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Computer lab computers need to be budgeted to 57331

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.

Norma Marreita
approved 6/18/15

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: 560-000-1415-0013-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2014-2015

Entity Name: La Academia Dolores Huerta

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2014 12:00AM	To: Jun 30 2015 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1624 Activities Salary	\$12,400	(\$1,100)	\$11,300	
11000 Operational	1000 Instruction	57331 Fixed Assets (more than \$5,000)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$59,773	(\$7,577)	\$52,196	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$3,000	\$500	\$3,500	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1612 Substitutes-Other Leave	\$19,000	\$5,100	\$24,100	
11000 Operational	1000 Instruction	51300 Additional Compensation	9000 Co-Curricular and Extra-Curricular Activities	1624 Activities Salary		\$2,000	\$2,000	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K-12) Programs	0000 No Job Class	\$100	\$1,005	\$1,105	
11000 Operational	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$26,000	\$72	\$26,072	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

Purchase of computer lab computers needs to be recorded under 57331

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

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

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

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Norma Marrieta
approved 6/18/15

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: 560-000-1415-0048-M
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2014-2015

Entity Name: La Academia Dolores Huerta

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2014 12:00AM	To: Jun 30 2015 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$728	(\$594)	\$134	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,348	(\$1,243)	\$105	
11000 Operational	2500 Central Services	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$613	(\$468)	\$145	
11000 Operational	2500 Central Services	57331 Fixed Assets (more than \$5,000)	0000 No Program	0000 No Job Class	\$59,504	(\$28,831)	\$30,673	
11000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$200	(\$200)		
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$1,875	\$1,875	
11000 Operational	2100 Support Services-Students	53330 Professional Development	0000 No Program	0000 No Job Class	\$200	\$50	\$250	
11000 Operational	2100 Support Services-Students	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$316	\$204	\$520	
11000 Operational	2100 Support Services-Students	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$13,202	\$441	\$13,643	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$63	\$6,780	\$6,843	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$8,500	\$7,500	\$16,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$15,000	\$1,000	\$16,000	
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$13,623	\$75	\$13,698	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$6,155	\$350	\$6,505	
11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,449	\$75	\$1,524	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$4,100	\$7,759	\$11,859	
11000 Operational	2500 Central Services	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$7,742	\$100	\$7,842	

Norma Arrieta
approved 6/18/15

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: 560-000-1415-0047-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2014-2015

Entity Name: La Academia Dolores Huerta

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2014 12:00AM	To: Jun 30 2015 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 28144.0000.43203 \$937

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
28144 Medicaid HSD	2100 Support Services-Students	53215 Psychologists/Counse lors - Contracted	2000 Special Programs	0000 No Job Class		\$937	\$937	
						Sub Total	\$937	
						Indirect Cost		
						DOC. TOTAL	\$937	

Justification:

Medicaid payments to be used to pay for Special Education Ancillary Services.

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

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