



**LAS MONTAÑAS CHARTER HIGH SCHOOL  
GOVERNANCE COUNCIL MEETING  
for June 2021**

Topic June 15 GC Meeting

Time: Jun 15, 2021 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/74759040277?pwd=V2xURnpxZnpMOVFMelhsZlBqQWFCQT09>

Meeting ID: 747 5904 0277

Passcode: d4y2HJ

**1405 S. Solano, Las Cruces, NM 88001**

**Officers:**

Laura Carrion, President  
Dr. Blanca E. Martinez-Rolle, Vice President  
Michael Davis, Secretary

**Members:**

Kevin Freitas  
Patricia S. Gonzales

**AGENDA**

- |  |                                 |
|--|---------------------------------|
| <b>1. Call to Order</b><br>Roll Call<br>Pledge of Allegiance   | <b>Laura Carrion, President</b> |
| <b>2. Approval of Agenda and Previous Minutes</b><br>Agenda – June 15, 2021<br>Minutes – May 18, 2021 ( <b>Exhibit "A"</b> )   | <b>Laura Carrion, President</b> |
| <b>3. Closed Executive Session</b><br><i>Pursuant to the Open Meetings Act (NMSA 10-15-1)</i><br>Discussion on Superintendent's (Executive Director) Evaluation and Contract | <b>Laura Carrion, President</b> |

#### **4. Discussion & Action**

**Laura Carrion, President**

- A. Superintendent's (Executive Director) Contract
- B. Approval of LMCHS Governing Council Annual Resolution (**Exhibit "B"**)

#### **5. Open Forum**

**Laura Carrion, President**

*Public comments and observations regarding education policy and governance issues, as well as the strategic plan for education, are heard at this time. There is a three minute time limit per presenter. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged and may be ruled out of order by the LMCHS Governance Council President.*

#### **6. Discussion and/or Action: Fiscal (Exhibit "C") Manager**

**Priscilla Cabral, Business**

- A. May Disbursements:
- B. May Revenue:
- C. Fund 24330: ESSER III Initial Budget \$402,732
- D. PEC Notice – Change of Business Manager

#### **7. Superintendent's Report/Action Items**

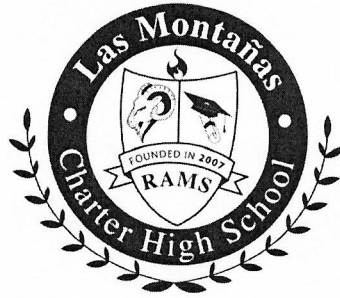
**Caz Martinez, Director**

- A. IDEA-B Application Approval (Federally funded program) (**Exhibit "D"**)
- B. Personnel Changes
- C. Summer School
- D. CTE Summer Training & Preparation

#### **8. Adjourn**

**Laura Carrion, President**

*The LMCHS Governance Council attempts to follow the order of items as listed, however the order of specific items may vary from the printed agenda. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the superintendent at Las Montañas Charter High School at 575-527-5916 at least one week prior to the meeting or as soon as possible.*



**LAS MONTAÑAS CHARTER HIGH SCHOOL  
GOVERNANCE COUNCIL MEETING  
For May 18th, 2021**

Topic: May GC Regular Meeting

Time: Tuesday May 18, 2021, 5:30 PM Mountain Time (US and Canada)

Join Zoom Meeting:

<https://us04web.zoom.us/j/73628554504?pwd=WHRvcStDdWVRSTQxZVFQTGREVUpGZz09>

Meeting ID: 736 2855 4504

Meeting Password: sHr1Jt

1405 S. Solano, Las Cruces, NM 88001

**Officers:**

Laura Carrion, President  
Dr. Blanca E. Martinez-Rolle, Vice President  
Michael Davis, Secretary

**Members:**

Kevin Freitas 5:41  
Patricia S. Gonzales

## Meeting Minutes

### 1. Call to Order

The meeting was called to order by President Laura Carrion at 5:38 pm. All board members were present except Vice President Dr. Blanca E. Martinez-Rolle.

Also, in attendance: Caz Martinez (Superintendent), Gabe Estrada (Asst. Principle), Valerie Ratcliff-Parker (Instructional Coach) Geri Bennet (Business Manager) Priscilla Cabral (Business Manager) and Amy Trevizo (Attendance Coach)

#### **Rolcall**

Call to order by Laura Carrion 5:38 p.m.

#### **Pledge of Allegiance**

The Pledge of Allegiance was led by Laura Carrion

### 2. Approval of Agenda and Previous Minutes

Agenda – May 18, 2021

Minutes – April 20, 2021 (**Exhibit "A"**)

**Laura Carrion President**

Laura Carrion asked board members to look over the agenda and meeting minutes for approval.

Motion to approve the agenda and minutes as presented:

1<sup>st</sup>: Patricia Gonzalez

2<sup>nd</sup>: Mike Davis

Rollcall Taken: **Passed unanimously**

### 3. Open Forum

**Laura Carrion President**

*Public comments and observations regarding education policy and governance issues, as well as the strategic plan for education, are heard at this time.*

*There is a three-minute time limit per presenter. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged and may be ruled out of order by the LMCHS Governance Council President.*

A. No individuals were present from outside of the school.

### 4. Discussion and/or Action: Fiscal (Exhibit "B") Priscilla Cabral Business Manager

A. April Disbursements: \$228,550.14

B. April Revenue: \$183,753.22

C. ESSER 24301- Decrease Budget \$37.73

D. Perkins Redistribution 24176- Initial Budget \$20,795.00

- a. Budget reports have also been submitted. The budget balance for each fund is on the top page. Mrs. Gonzales asked about voided checks on page 19. Priscilla explained that there was an issue with the printer being set up on double sided printing. Priscilla has them with her and let everyone one know that they will be on file at the school. Mrs. Gonzales asked if another check was reissued, Priscilla said yes. Mrs. Gonzalez suggested making a note that a check was reissued and what the check number was. So that we know it was reissued, for accountability make sure that it is balancing, it will show there are funds available when they are not.
- b. On the Left you will see the revenue by fund, you will also see the budget fund by percentages. The following pages are the memos from those budgets we are asking approval on.
- c. This is a decrease we received from PED it was about \$38, nothing crazy or serious we are asking to approve and get that part processed.
- d. We are asking to get Perkins Redistribution 24176; we are asking to get that approved to get that in the budget and get it entered.

Motion to approve Fiscal as presented:

1<sup>st</sup>: **Mike Davis**

2<sup>nd</sup>: **Patricia Gonzales**

Rollcall Taken: **Passed unanimously**

**5. Superintendent's Report/Action Items** **Caz Martinez, Director**

- A. School Reentry/Full Reentry/Remote Learning
- B. Enrollment
- C. Board Training
- D. CSD Modified Site Visit
- E. Social/Emotional Learning
- F. Summer School-Staff Summer School Stipends
- G. Summer School-Director Summer School Stipend Approval (action Item)
- H. Graduation- May 25, 2021, 6:30pm @ Las Cruces Convention Center.

- a. We have been tracking every student that comes into our building every day. The front office staff including, Amy, and Ms. Minnie in the front specifically have been taken temperature checks, doing the COVID screening, and making sure kids are wearing face masks, sanitizing their hands, and of course keeping track of and documenting everybody that walks into our building, students, visitors, and parents, everybody. Right now, we are averaging about 35 students in our full reentry on site learning. We are only having half the staff there on Monday and Tuesday and the other half of the staff there on Wednesday and Thursday. Those students who are there, whether it be for internet connectivity and a peaceful space to work and or getting help from teachers that are in the building are doing very well getting a lot of work done. Coach Robinson, with PE is taking them outside for physical activity, including some specific Basketball Drills for those in the athletic program, and other sports. We are also continuing with our social emotional learning space, with our special education population, and all their case managers and with Mr. Mike Montoya, who is our Student Learning Community Teacher. We are continuing to service those kids on site, we are also continuing to provide services to those students remotely, which is most of our students, they are still learning remotely. That is why it is good for our teachers to have two days working from home, focus on those kids, while the other half of the staff is in the building on site. Next year we are planning on full reentry, and a full day of instruction as well. Going back to our regular hours of 8:30 to 4:45. We will have to offer for certain situations and circumstances, a remote model, for those families and students that for different reasons are either unable or unwilling to return to school. The state says that we must give them an option if we do not, we must pay another school district or an ELA, to get online instruction delivered to them. So we have a plan to do that ourselves for those students and families that request it, we are not going to encourage it and we are certainly not going to ask anybody to do that, we're going to do the opposite and encourage all students to come into the building, fully and completely and see if we can get the majority of our kids back in the building on a full day on a full week, for a full year. But in certain situations, we will have to accommodate those students who want to learn remotely. I think that is the consensus on most districts. The colleagues I have spoken to in the superintendents' meetings and charter school meetings I have been involved in that is the consensus. That is what our back-to-school

task force wants too. Mrs. Gonzales commended Mr. Martinez's leadership this year, I do see a huge change in my son just from when we were in full COVID mode to currently. With the help and support of the teachers, Coach Rob, he went from a very rough place a very scary place to he is thriving again. I just want to make sure you know that as a system, you are doing the right things. I know you do not always hear it, but I can see it and I know that other students can see it and feel it. Mr. Martinez Thanked Mr. Gonzales. We certainly appreciate that. I know with Gabe, Valerie and Amy online, those of us that are there every day, certainly need to hear that and we will let all the other teachers as well and who is not on the meeting right now exactly what you said. We appreciate that, we love seeing Justin and the other kids there it makes our day a lot better as well.

- b. Next Item Current enrolment, there is not a lot of changes with our current enrollment. We continue to enroll students for next school year, getting paperwork, information, demographics, transcripts, and everything else. Lezlie is certainly doing a good job of doing that. We expect it to continue to happen, slowly for now and then, of course, pick up once June and especially July and August hit. We expect to be able to enroll, hopefully the students that we need to hit our numbers, I am not real worried about that situation at this point. Everything seems to be on track and on schedule with our enrollment from historical years that we have had in the past.
- c. Next item is Board Training I just want to remind everybody that we must all be trained by the end of June, whether we plan on staying on the board or not. The state made it very clear that that if somebody does resign at the end of the school year, like Dr Rolle has communicated, that she still needs to get trained for this year. I know Ms. Gonzales you have been doing trainings and will have all your hours done. I know Ms. Carrion Madam President, has started to complete those training, and Dr. Rolle as well. Kevin, Mike, I will call you tomorrow and talk about that a little more specifically with you. I did reach out to the state late last week about any possible in person training they are going to offer in June, I have not heard back from them yet, but Mike will talk about that, and Kevin, I think there is some online options that we can pay for that are simple and easy to do so we will talk about that as well. We will get everybody trained at that point.
- d. Next item: Charter School Division modified site visit everybody that is from the school. As far as a staff was on this modified virtual site visit with the charter school division. We had an agenda lasted about two, two and a half hours. We went through some specific items that they had questions about or data they needed to look at. We produce those items, answered the questions. We expect to get a report by the next board meeting, supposedly, that is what they said, sometimes they are a little late because they have so many to do. We will be on the lookout for that, and I will be able to share that report from the Charter School Division with all of you once I receive it. I am very confident that it will be a good report and that we have followed all the requirements, even though a lot of them have changed because of the full closure in the pandemic. We have changed with those requirements and compliance issues, I do not anticipate having any of those compliance issues, if all the board gets trained, that is the only thing they were a little concerned about. I did stress to them that you all would do that, and we have a plan to get everybody trained, and I will share that report with you when, it comes around.
- e. Next Item: Social Emotional Learning, and having that space for those students, it is not just with our student learning community space, but really, our teachers do a good job of doing individual SEL work with the students. Even if just talking to them or working out with them as coaches done, its anything. All the staff, even Danny who serves our

- lunches and cleans our cafeteria and other spaces, he talks to the kids, they enjoy getting food from him some of them have a different kind of connection. It is not just dedicated staffers whose role is to address SEL its everybody, and we will continue to do that and get these kids through the end of the school year, which happens to end at the end of next week, keep working with them through summer school, and then into next school year and hopefully we will be able to see a lot of them more regularly in person.
- f. Next Item: summer school I have mentioned this before, we got full approval for our CRSSA II funds, which included over \$100,000 to fund summer school for every single one of the staff, whether they were certified or not. I am asking them to chip in if they want to and work and help us with all the different duties that is needed to provide services to our students in a remote learning environment. In some cases, if they want to come to the building again for that connectivity, or to have a peaceful place in which to work, we are going to allow that, for some kind of modified summer school hours. We will be basically all hands-on deck to provide services to our students and get some learning loss recovered for those kids who need it. So again, all teachers, all support staff will receive a summer school stipend of \$4,000. We have a plan already in place as far as progress monitoring, scheduling, and student's communication, student/parent/family communication, all of that is being planned out and will be rolled out. We are going to take one week off after the end of next week, so Memorial weekend, we are going to take that Monday and the rest of that week off as far as the staff, and then get started again with summer school, the week after that. Mrs. Carrion said this past year there are a lot of students that need that extra support, and it needs to come from somewhere. I think it is good because a lot of students and especially our high school students have lost a lot this past year. I am not just talking about the high school traditions, but I am talking about the education and the learning, for them to be able to come in and get that in a summer school setting would be great. Mr. Martinez asked Valerie if she had anything to add she stated no she just has numbers on who is coming. Mr. Martinez said we will share with the board the numbers or participation and credits recovered and all of that throughout June and July meetings. We need to keep track of it ourselves, the state may want to see some numbers as well so we will be sure and document everything that we're doing and what the kids are doing as well throughout summer school. Mrs. Gonzales asked Mr. Martinez if school lunches, or breakfast will be provided for the students during the hours the school is open? Mr. Martinez answered yes. Fortunately, we're already on what's called a Seamless Summer Option for the school nutrition program because we've been in a remote learning model most of the year which federal guidelines allow for Seamless Summer. Basically, all year, and through the summer we're going to stay on that program and feed those kids that are there.
- g. Action Item: Summer School-Director Summer School Stipend Approval. I have given all my staff that \$4,000 stipend. I do not and did not feel comfortable giving myself that, although I am going to have to work, as you know, extra this summer. I'm asking you as a board to approve the exact same \$4,000 stipend I'm giving to all the teachers and all the support staff for myself. If you agree to that I'm going to ask you to make a motion and approve that, like I said I don't want to just give that to myself. I have the responsibility to give it to everybody else, but I can't give it to myself. These funds again including mine, all come from the CRSSA II funds which is the federal stimulus package, funds to address learning loss which is exactly what we're doing. so it's already been approved by the state, but I just wanted to get your approval as a board for my summer school stipend, which is no more than anybody else. Thank you

Madam President, members of the board, I appreciate that approval and we'll move forward and get you some numbers in June and July about summer school.

h. Last Item: Graduation is May 25, that is a week from today, next Tuesday at 6:30pm at the Las Cruces Convention Center. Fortunately with the Governor lifting some public health orders and restrictions, and our county being in turquoise, we are allowed to have large indoor group gatherings of 150 or less. We are going to be allowed to be in a space that holds about 700 to 800 people and allow about 150 people in there for our commencement ceremony. I know Tuesday is not an ideal night, however the convention center is only open for public events on Mondays and Tuesdays, because there is COVID vaccination clinics the rest of the week. We decided to hold it on a Tuesday, that was the best we can do. We are going to allow five guests per graduate to watch the commencement for their child or family member. All the staff, and of course all of the board will be invited as well. One thing that will be different for the board members, is they are limiting the number of seats allowed on the stage. So the board members will be sat with the teachers on the floor right by the stage. We are going to have about 18 Students walking. Some more are graduating that either do not want to walk or are graduating this summer. So we have 18 confirmed they're going to walk across that stage that evening. We are going to also live stream it on Facebook Live, our IT/media company is going to handle that for us. They are professionals in audio and videography and streaming and everything like that. They are going to make graphics and different bumpers in and out of different shots and stuff like that so those who cannot make it or cannot attend because of the five guest per graduate rule, can at least watch it on Facebook Live. It will be recorded and also put on Facebook for people to watch after the ceremony is over as well. We are going to have a slideshow of the senior class. The senior class advisory committee, Mrs. Salas, Mrs. Parker, Mrs Dunbar, have been getting different pictures and things like that from the students, to honor them with a slideshow. We are going to give them the best ceremony that we can with the restrictions that we have to live with. At least we will be able to give them a ceremony. Doors will open at 5:30, The commencement will start at 6:30. Again, there will be plenty of seats for you if you can make it, I understand if you cannot because it is a weekday a Tuesday. If you can make it we certainly would love to have you. Your name is going to be called and recognized, so if you don't make it you could maybe log into Facebook Live and watch it that way. Kevin Freitas, Patricia Gonzales and Mike Davis all said they will be at the commencement ceremony. Laura Carrion said she still is on the fence. Mr. Martinez continued, instead of a commencement speaker I have asked all of the teachers and staff to say a few words to the graduates themselves. That is how we are going to address them, instead of having a commencement speaker, they e actually hear from their teachers and their staff that they work with every day. Maybe it'll create a new way of doing things and it'll be our new tradition, as far as letting out kids hear from their teachers instead of a stranger, they don't know.

Motion to approve Summer School-Director Summer School Stipend as presented:

1<sup>st</sup>: **Patricia Gonzales**

2<sup>nd</sup>: **Kevin Freitas**

Rollcall Taken: **Passed unanimously**

**6. Motion to Adjourn**

**Laura Carrion President**

1<sup>st</sup>: Patricia Gonzales

2<sup>nd</sup>: Kevin Freitas

Rollcall taken: **Passed Unanimously.**

The meeting was adjourned at 6:09 PM.

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\_\_\_\_\_/\_\_\_\_\_  
**Laura Carrion** **Date Approved**  
**Governance Council President**

\_\_\_\_\_/\_\_\_\_\_  
**Mike Davis** **Date Approved**  
**Governance Council Secretary**

\_\_\_\_\_/\_\_\_\_\_

# Las Montañas Charter High School Governance Council Annual Resolution

2021

WHEREAS, THE Governance Council for Las Montañas Charter High School

Met in regular session at 1405 S. Solano Drive, Las Cruces NM on \_\_\_\_\_, 2021 at \_\_\_\_\_ p.m. as required by law and

WHEREAS, *Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board council commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and*

WHEREAS, *any meeting subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution rule, regulation or format action occurs shall be held only after reasonable notice to the public and*

WHEREAS, *Section 10-15-1 (D) of the Open Meetings Act requires the Governance Council to determine annually what constitutes reasonable notice of its public meetings;*

NOW, THEREFORE, BE IT RESOLVED by Las Montañas Charter High School Governance Council that

1. All meetings shall be held at LMCHS at 1405 S. Solano Drive, Las Cruces NM in the library at 5:30 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on Third Tuesday of every month. The agenda will be available at least seventy-two hours prior to the meeting from administrative assistant at LMCHS, whose office is located in Las Cruces New Mexico. The agenda will be posted at the office of LMCHS and LMCHS website.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten day in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting.
4. Special meeting may be called by the Chairman or a majority of the members upon three day notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained a copy of the agenda. The agenda will be available at least seventy-two hours before the meeting.
5. Emergency meeting will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the

Prepared By: \_\_\_\_\_

- public body from substantial financial loss. The **Governance Council for LMCHS** will avoid emergency meetings whenever possible. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the **LMCHS Governance Council** will notify the Attorney General's Office.
6. In addition to the information specified above, all notice shall include the following language:
- If you are an individual with a disability who is in need of a reader, amplifier, Qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact **LMCHS Administrative Assistant** at **575-636-2100**  
 At least one week prior to the meeting or as soon as possible.
7. The **LMCHS Governance Council** may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirements under section 10-15-1 (H) of the Open Meetings Act.
- (a) If any meeting is closed during an open meeting such closure shall be approved by a majority vote of a quorum of the **LMCHS governance Council** taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
- (b) If a closed meeting is conducted when the **LMCHS Governance Council** is not in an open meeting the closed meeting shall not be held until public notice, appropriated under the circumstances, state the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- (d) Except as provided in Section 10-15- (H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the **LMCHS Governance Council** in an open public meeting.

Passed by the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Prepared By: \_\_\_\_\_

Exhibit C

# Las Montanas Charter School

## Disbursement Detail Listing

Bank Name: Citizens Bank  
 Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Print Employee Vendor Names   
  Exclude Voided Checks   
  Exclude Manual Checks   
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: Citizens Bank      Bank Account: 119159401							
8246	05/06/2021	1179	ACES	6626	11000.2600.55915.0000.567001.0000	Annual cstustodian contract	\$1,689.89
8246	05/06/2021	1179	ACES	6630	11000.2600.55915.0000.567001.0000	Annual cstustodian contract	\$462.83
8247	05/06/2021	1179	Aguilera-Lee, Marcy	April 2021	24106.2100.53218.2000.567001.0000	Annual nursing service	Check Total: \$2,152.72
8248	05/06/2021	1179	Barraza Consultation Services	April 2021	24106.2100.53215.2000.567001.0000	Annual School Psychologist Services	Check Total: \$4,700.00
8249	05/06/2021	1179	Craving Cafe & Catering	2042 & 2043	11000.3100.56116.0000.567001.0000	Annual food service	Check Total: \$1,147.50
8249	05/06/2021	1179	Craving Cafe & Catering	2042 & 2043	21000.3100.56116.0000.567001.0000	Annual food service	Check Total: \$193.54
8250	05/06/2021	1179	DeLage Landen	69541943	11000.2600.54630.0000.567001.0000	Annual Copier Lease	Check Total: \$5,529.60
8250	05/06/2021	1179	DeLage Landen	72310119	11000.2600.54630.0000.567001.0000	Annual Copier Lease	Check Total: \$5,723.14
8251	05/06/2021	1179	Las Cruces Public Schools	May 2021	11000.2600.54610.0000.567001.0000	Annual Lease	Check Total: \$131.80
8251	05/06/2021	1179	Las Cruces Public Schools	May 2021	31200.4000.54610.0000.567001.0000	Lease Building	Check Total: \$25,653.00
8252	05/06/2021	1179	Martinez, Caz	V900574	11000.2300.55813.0000.567001.0000	Annual Travel/per diem	Check Total: \$25,653.00
8252	05/06/2021	1179	Martinez, Caz	V900574	11000.2300.56118.0000.567001.0000	Annual building supplies/materials	Check Total: \$0.00
8253	05/06/2021	1179	Maynes, Sandi	April 2021	24106.2100.53212.2000.567001.0000	Annual Speech Therapy Services	Check Total: \$16.25
8254	05/06/2021	1179	MDC Computers	13419	11000.1000.53414.0000.567001.0000	Annual IT support	Check Total: \$866.50
8254	05/06/2021	1179	MDC Computers	13419	11000.2300.53711.0000.567001.0000	GO Daddy annual renewal	Check Total: \$500.00
8254	05/06/2021	1179	MDC Computers	13419	11000.2400.55915.0000.567001.0000	Annual IT support	Check Total: \$0.00

# Las Montanas Charter School

## Disbursement Detail Listing

Bank Name: Citizens Bank  
 Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2020-2021

Print Employee Vendor Names   
  Exclude Voided Checks   
  Exclude Manual Checks   
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8254	05/06/2021	1179	MDC Computers	13419	11000.2600.54311.0000.567001.0000	HP M & R	\$0.00
8255	05/06/2021	1179	NMCO	1732	11000.2300.55400.0000.567001.0000	Annual content	Check Total: \$2,000.00 \$211.21
8256	05/06/2021	1179	Public Charter Schools of New Mexico	ADVNM2021-421-111	11000.2300.53330.0000.567001.0000	Registration for Caz Martinez and Priscilla Cabral	Check Total: \$125.00 \$125.00
8257	05/06/2021	1179	Robinson, Richard L	April 2021	11000.1000.53414.0000.567001.0000	Annual Athletic Instruction services	Check Total: \$125.00 \$850.00
8258	05/06/2021	1179	Staples Business Management	3472083956	25153.2100.56118.2000.567001.0000	DuracellCoppertop Alakline AAA Battery 36 pack	Check Total: \$850.00 \$56.58
8258	05/06/2021	1179	Staples Business Management	3472083957	24174.1000.56118.1010.567001.0000	Alera mobile storage cabinet Putty 3-shelf 66"H x	\$669.99
8258	05/06/2021	1179	Staples Business Management	3474939621	24106.2100.56118.2000.567001.0000	SPED Department supplies/materials	\$55.59
8258	05/06/2021	1179	Staples Business Management	3474939622	11000.2500.56118.0000.567001.0000	Business Office supplies/materials	\$42.49
8258	05/06/2021	1179	Staples Business Management	3474939623	11000.2500.56118.0000.567001.0000	Business Office supplies/materials	\$32.98
8259	05/06/2021	1179	Verizon	9877682612	11000.2600.54416.0000.567001.0000	Annual communication	Check Total: \$857.63 \$172.42
8260	05/17/2021	1182	Brady	6776955	11000.2600.56118.0000.567001.0000	Annual custodial supplies/materials	Check Total: \$172.42 \$352.21
8260	05/17/2021	1182	Brady	6851655	11000.2600.56118.0000.567001.0000	Annual custodial supplies/materials	\$188.70
8261	05/17/2021	1182	Employee Vendor	V912787	11000.2300.53711.0000.567001.0000	Background Check	Check Total: \$540.91 \$44.00
8261	05/17/2021	1182	Employee Vendor	V912787	11000.2500.53330.0000.567001.0000	Reimbursement: CPO Recertification, NMASBO	\$300.00

# Las Montanas Charter School

## Disbursement Detail Listing

Bank Name: Citizens Bank  
 Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Print Employee Vendor Names   
  Exclude Voids Checks   
  Exclude Manual Checks   
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8263	05/17/2021	1182	Document Solutions, Inc.	IN194324	11000.1000.56118.1010.567001.0000	Class supplies/materials	\$0.00
8263	05/17/2021	1182	Document Solutions, Inc.	IN194324	11000.2600.54311.0000.567001.0000	Annual M & R equipment	\$231.20
8264	05/17/2021	1182	Families and Youth, Inc.	April 2021 JARC	24189.2100.53414.0000.567001.0000	Annual JARC Services	\$231.20
8264	05/17/2021	1182	Families and Youth, Inc.	April 2021 JARC	24301.2100.53215.2000.567001.0000	School Psychologist Services	\$1,854.32
8264	05/17/2021	1182	Families and Youth, Inc.	April 2021 Psych	24189.2100.53414.0000.567001.0000	Annual JARC Services	\$0.00
8264	05/17/2021	1182	Families and Youth, Inc.	April 2021 Psych	24301.2100.53215.2000.567001.0000	School Psychologist Services	\$2,458.53
8265	05/17/2021	1182	SW Regional Education Center	2021-072	11000.2500.53414.0000.567001.0000	Annual fiscal management	\$4,312.85
8266	05/17/2021	1182	Xfinity	Acct8497950572064177	24305.2600.54416.0000.567001.0000	Communication internet for students	\$4,583.33
8267	05/17/2021	1183	DeLage Landen	72494147	11000.2600.54630.0000.567001.0000	Annual Copier Lease	\$75.93
8268	05/17/2021	1183	Xfinity	Acct8497950571296440	24305.2600.54416.0000.567001.0000	Communication internet for students	\$435.95
8269	05/17/2021	1184	Xfinity	Acct8497950570040344	24305.2600.54416.0000.567001.0000	Communication internet for students	\$18.01
8270	05/17/2021	1185	Xfinity	Acct8497950571263705	24305.2600.54416.0000.567001.0000	Communication internet for students	\$20.00
8271	05/17/2021	1186	Xfinity	Acct8497950571684256	24305.2600.54416.0000.567001.0000	Communication internet for students	\$20.00
8272	05/17/2021	1187	Xfinity	Acct8497950571765261	24305.2600.54416.0000.567001.0000	Communication internet for students	\$9.95
						Communication internet for students	\$35.00
						Communication internet for students	\$35.00
						Communication internet for students	\$169.11
						Communication internet for students	\$169.11

## Las Montanas Charter School

**Disbursement Detail Listing**     
 Bank Name: Citizens Bank     
 Date Range: 05/01/2021 - 05/31/2021     
 Sort By: Check  
 Fiscal Year: 2020-2021     
 Bank Account: 119159401     
 Voucher Range: -     
 Dollar Limit: \$0.00  
 Print Employee Vendor Names     
 Exclude Voided Checks     
 Exclude Manual Checks     
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8273	05/17/2021	1188	CenturyLink	Acct330195286	24305.2600.544116.0000.567001.0000	Communication internet for students	\$108.82
8273	05/17/2021	1188	CenturyLink	Acct330286458	24305.2600.544116.0000.567001.0000	Communication internet for students	\$61.49
8276	05/28/2021		Arneson, Katherine	Summer Stipend	24308.0000.44500.0000.567001.0000	Additional Comp	Check Total: \$170.31
8277	05/28/2021		Arneson, Robert	Summer Stipend	24308.0000.44500.0000.567001.0000	Additional Compensation	Check Total: \$538.55
8278	05/28/2021		Coca, Jerry	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$538.52
8280	05/28/2021		Dunbar, Kim	Stipend Disbursement	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$610.20
8281	05/28/2021		Estrada, Gabriel	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$262.23
8282	05/28/2021		LEE, JOHN J.	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$524.46
8284	05/28/2021		Mackechnie, Miles	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$655.58
8285	05/28/2021		Martinez, Caz	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$481.59
8286	05/28/2021		Hernandez, Eva	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$442.84
8287	05/28/2021		Ratliff-Parker Valery	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$442.84
8288	05/28/2021		Salas, Claudia	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$540.88
8289	05/28/2021		Sandoval, Matthew	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$524.46
8290	05/28/2021		Fuentes, Brandi	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$655.58
8291	05/28/2021		Adams, Christopher	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	Check Total: \$655.58
Check Total:							\$536.56

# Las Montanas Charter School

## Disbursement Detail Listing

Bank Name: Citizens Bank  
 Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Print Employee Vendor Names   
  Exclude Voided Checks   
  Exclude Manual Checks   
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8292	05/28/2021		Loera, Lezlie	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$601.61
Check Total:							\$601.61
8293	05/28/2021		Montoya, Michael	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$294.55
Check Total:							\$294.55
8294	05/28/2021		Robinson, Sidney	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$294.55
Check Total:							\$545.43
8295	05/28/2021		Russell, Ann	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$526.75
Check Total:							\$526.75
8296	05/28/2021		Sepulveda, Karla	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$515.41
Check Total:							\$515.41
8297	05/28/2021		Trevizo, Amy	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$549.96
Check Total:							\$549.96
8298	05/28/2021		Vega, Stephanie	Summer Stipend	24308.0000.44500.0000.567001.0000	Revenue	\$519.18
Check Total:							\$519.18
Bank Total:							\$66,490.33

### Manual Checks Recap

8276	05/28/2021	10012	Ameson, Katherine	MANUAL	24308.0000.44500.0000.567001.0000	Additional Comp	\$538.55
Check Total:							\$538.55
8277	05/28/2021	10013	Ameson, Robert	MANUAL	24308.0000.44500.0000.567001.0000	Additional Compensation	\$538.52
Check Total:							\$538.52
8278	05/28/2021	10014	Coca, Jerry	MANUAL	24308.0000.44500.0000.567001.0000	Revenue	\$610.20
Check Total:							\$610.20
8280	05/28/2021	10016	Dunbar, Kim	MANUAL	24308.0000.44500.0000.567001.0000	Revenue	\$262.23
Check Total:							\$262.23
8281	05/28/2021	10017	Estrada, Gabriel	MANUAL	24308.0000.44500.0000.567001.0000	Revenue	\$524.46
Check Total:							\$524.46
8282	05/28/2021	10018	LEE, JOHN J.	MANUAL	24308.0000.44500.0000.567001.0000	Revenue	\$655.58
Check Total:							\$655.58

## Las Montanas Charter School

### Disbursement Detail Listing

Fiscal Year: 2020-2021

Bank Name: Citizens Bank  
Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8284	05/28/2021	10020	Mackechnie, Miles		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$481.59
Check Total:							\$481.59
8285	05/28/2021	10021	Martinez, Caz		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$442.84
Check Total:							\$442.84
8286	05/28/2021	10022	Hernandez, Eva		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$540.88
Check Total:							\$540.88
8287	05/28/2021	10023	Ratiff-Parker Valery		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$524.46
Check Total:							\$524.46
8288	05/28/2021	10024	Salas, Claudia		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$655.58
Check Total:							\$655.58
8289	05/28/2021	10025	Sandoval, Matthew		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$538.75
Check Total:							\$538.75
8290	05/28/2021	10026	Fuentes, Brandi		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$533.52
Check Total:							\$533.52
8291	05/28/2021	10027	Adams, Christopher		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$536.56
Check Total:							\$536.56
8292	05/28/2021	10028	Loera, Lezlie		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$601.61
Check Total:							\$601.61
8293	05/28/2021	10029	Montoya, Michael		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$294.55
Check Total:							\$294.55
8294	05/28/2021	10030	Robinson, Sidney		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$545.43
Check Total:							\$545.43
8295	05/28/2021	10031	Russell, Ann		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$526.75
Check Total:							\$526.75
8296	05/28/2021	10032	Sepulveda, Karla		MANUAL 24308.0000.44500.0000.567001.0000	Revenue	\$515.41
Check Total:							\$515.41

# Las Montanas Charter School

## Disbursement Detail Listing

Fiscal Year: 2020-2021

Bank Name: Citizens Bank  
Bank Account: 119159401

Date Range: 05/01/2021 - 05/31/2021  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
8297	05/28/2021	10033	Trevizo, Amy		MANUAL 24308.0000.444500.0000.567001.0000	Revenue	\$549.96	
8298	05/28/2021	10034	Vega, Stephanie		MANUAL 24308.0000.444500.0000.567001.0000	Revenue	\$519.18	
<b>Voiced Checks</b>							<b>Check Total:</b>	<b>\$549.96</b>
8262	05/17/2021	1182	CenturyLink		VOID 24305.0000.21011.0000.0000000.0000	VOID: Incorrect Amount Entered	\$231.80	
8283	05/28/2021	10019	Leopold, Sandra		VOID 24308.0000.444500.0000.567001.0000	VOID: EE declined to participate	\$533.42	
<b>Voiced Checks</b>							<b>Check Total:</b>	<b>\$533.42</b>
<b>Manual Checks Total:</b>							<b>\$10,936.61</b>	
<b>Voiced Checks Total:</b>							<b>\$765.22</b>	

Fund	Amount
11000	\$37,716.80
21000	\$5,529.60
24106	\$6,769.59
24174	\$669.99
24189	\$1,854.32
24301	\$2,458.53
24305	\$498.31
24308	\$10,936.61
25153	\$56.58
31200	\$0.00
<b>Fund Totals:</b>	<b>\$66,490.33</b>

End of Report

Disbursements Grand Total: \$66,490.33

Las Montanas Charter School

Void Report

Fiscal Year: 2020-2021

Void Date 05/17/2021 Void Reason Incorrect Amount Entered

Replacement Bank Account Citizens Bank 119159401

Check No.	Repl. Check No.	Date	Payee	Amount	Status	Voucher
8262	0	05/17/2021	CenturyLink	\$231.80	Printed	1182

Total Amount: \$231.80  
End of Report

# Las Montanas Charter School

## Void Report

Fiscal Year: 2020-2021

Void Date 06/07/2021

Void Reason EE declined to participate in Summer School

Replacement Bank Account

Citizens Bank 119159401

Check No.	Repl. Check No.	Date	Payee	Amount	Status	Voucher
8283	0	05/28/2021	Leopold, Sandra	\$533.42	Printed	10019

Total Amount: \$533.42

End of Report

Las Montañas Charter High School Revenue Listing  
 5/1/2021 thru 5/31/21

Account	Date	Credit	Memo
21000.0000.44500.0000.567001.0000	5/25/2021	-\$3,705.52	Student Nutrition
31600.0000.41110.0000.567001.0000	5/26/2021	-\$155.75	HB 33
24101.0000.44500.0000.567001.0000	5/26/2021	-\$5,801.50	Title I
27502.0000.43202.0000.567001.0000	5/19/2021	-\$2,134.44	Career Tech Ed
24189.0000.44500.0000.567001.0000	5/21/2021	-\$4,333.68	Student Supp Achievement
24174.0000.44500.0000.567001.0000	5/13/2021	-\$19,021.61	Carl Perkins
24191.0000.44500.0000.567001.0000	5/13/2021	-\$38,615.60	Title I HSRD
24301.0000.44500.0000.567001.0000	5/17/2021	-\$4,007.58	CARES Act
27130.0000.43202.0000.567001.0000	5/18/2021	-\$495.89	Feminine Hygiene Products
24190.0000.44500.0000.567001.0000	5/12/2021	-\$1,678.90	Title I CSI
11000.0000.43101.0000.567001.0000	5/10/2021	-\$162,489.00	Operational SEG
24101.0000.44500.0000.567001.0000	5/3/2021	-\$5,803.80	Title I
24154.0000.44500.0000.567001.0000	5/4/2021	-\$876.88	Title II
<b>Total</b>		<b>-\$249,120.15</b>	

# Las Montanas Charter High School- BUDGET REPORTS FISCAL YEAR 2020/2021

Reporting Period Ending May 2021

Revenue	FUND NAME	FUND #	BUDGET	Adjustment	GL BUDGET	EXPENDITURE TO DATE	ENCUMBRANCE	BUDGET BALANCE	PERCENTAGE
*	Operational	11000	2,229,413.00	56,201.45	2,173,211.55	1,666,550.64	404,433.58	102,227.33	4.70%
>	Student Nutrition	21000	50,000.00	-	50,000.00	41,825.24	8,174.76	8,174.76	0.00%
>	Title I	24101	68,535.00	27,217.00	95,752.00	57,995.34	11,602.86	26,153.80	27.31%
>	Entitlement	24106	73,195.00	19,208.00	92,403.00	50,081.25	14,593.27	42,321.75	30.01%
>	Title II	24154	10,571.00	5,598.00	16,169.00	8,768.82	1,753.69	5,646.49	34.92%
>	Carl Perkins Secondary	24174	31,000.00	-	31,000.00	19,691.60	6,707.20	4,601.20	14.84%
>	Carl Perkins Redistribution	24176	20,795.00	-	20,795.00	-	-	20,795.00	100.00%
>	Student Enrichment	24189	13,214.00	9,210.00	22,424.00	19,355.72	3,068.28	-	0.00%
>	CSI	24190	21,250.00	-	21,250.00	16,783.64	4,466.36	1,110.01	5.22%
>	High School Redesign	24191	100,000.00	-	100,000.00	82,584.13	15,484.74	1,931.13	1.93%
>	CARES Act	24301	69,930.00	-	69,930.00	41,140.76	27,992.22	797.02	1.14%
>	GEERF Refeif	24305	3,025.00	-	3,025.00	1,245.32	-	1,779.68	58.83%
>	CARES Act GEERF	24307	10,000.00	-	10,000.00	-	-	10,000.00	100.00%
>	CRRSA ESSER II	24308	281,231.00	-	281,231.00	21,772.79	72,157.39	187,300.82	66.60%
*	Medicaid	25153	7,471.00	-	7,471.00	1,442.91	5,064.34	963.75	12.90%
>	GO Library	27107	5,021.00	-	5,021.00	-	-	5,021.00	100.00%
>	Feminine Hygiene Products	27130	500.00	-	500.00	495.89	-	4.11	0.82%
>	Career Tech Ed Program	27502	21,599.00	-	21,599.00	10,563.48	3,194.55	7,840.97	36.30%
>	Lease Assistance	31200	130,402.00	-	130,402.00	130,402.00	-	-	0.00%
*	HB-33	31600	104,770.00	-	104,770.00	42,999.47	-	61,770.53	58.96%
>	SB-9	31700	8,079.00	-	8,079.00	8,079.00	-	-	0.00%
>	SB-9 Special	31703	5,771.00	-	5,771.00	5,771.00	-	-	0.00%
<b>TOTAL</b>			3,265,772.00	117,434.45	3,270,803.55	2,227,549.00	578,693.24	488,439.35	

\*=guarantee revenue

>=RFR process, have expend first then ask for reimbursement. This is done monthly



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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RYAN STEWART, ED.L.D.  
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

May 24, 2021

**MEMORANDUM**

**TO:** Superintendents and State Charter Leaders  
**FROM:** Katarina Sandoval, Deputy Secretary, Academic Engagement and Student Success  
**RE:** **Elementary and Secondary School Emergency Relief (ESSER) Fund Federal Sub-award ARP Act, ESSER III (24330)**

DS  
KS

The New Mexico Public Education Department (PED) has granted its preliminary FY20-21 subawards for funding through the American Rescue Plan (ARP) Act; Elementary and Secondary School Emergency Relief Fund (24330) to help schools to return safely to in-person instruction, maximize in-person instructional time, sustain the safe operation of schools, and address the academic, social, emotional, and mental health impacts of the COVID-19 pandemic on New Mexico's students. In accordance with federal regulations at 2 C.F.R. § 200.332(a), please note the following federal award identification information specific to this subaward. All local educational agencies (LEAs) receiving this sub-award through PED, as listed on Exhibit A, are subrecipients of the following federal funding:

Subrecipient's name	See Exhibit A
Subrecipient's DUNS number	See Exhibit A
Federal Award Identification Number (FAIN)	S425U210023
Federal award date	03/24/2021
Subaward period of performance start and end dates	03/24/2021-09/30/2024
Subaward budget period start and end date	07/01/2021-09/30/2024

Amount of federal funds obligated by this subaward to subrecipient	See Exhibit A
Total amount of federal funds obligated to subrecipient <b>including current financial obligation</b>	See Exhibit A
<b>Total amount of the federal award committed to subrecipient</b>	See Exhibit A
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)
Federal awarding agency	United States Department of Education
Contact information for awarding official	Ian Rosenblum, Acting Assistant Secretary 400 Maryland Ave., SW Washington, DC 20202 (202) 401-0113
CFDA number and name	84.425U American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)
Research and development (R&D) award (Yes/No)	No
Indirect cost rate for federal award	<a href="https://webnew.ped.state.nm.us/bureaus/administrative-services/accounting/">https://webnew.ped.state.nm.us/bureaus/administrative-services/accounting/</a>

The following requirements apply to this subaward:

- 2 C.F.R. Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards<sup>1</sup>
- 2 C.F.R. Part 3474: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 C.F.R. Part 3485: Non-procurement Debarment and Suspension

Reporting Requirements

Please review Exhibit A, and submit a BAR or initial budget through OBMS for the appropriate amount using fund code **24330** and revenue object code **44500**. Please adhere to the following timelines required for obligation, liquidation and RfR submission:

- To establish 2021-2022 budget authority:

<sup>1</sup> The regulations at 2 C.F.R. Part 200 are located online at: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

- **Submit your application and an initial budget BAR between July 1 and August 24, 2021. (This option will allow you the most time for thorough planning and required stakeholder engagement); OR**
- **Submit your application and an initial 2021-2022 OBMS budget by June 4, 2021 to receive budget authority by July 1, 2021. This option will require additional stakeholder engagement after July 1, 2021.**
- To establish 2020-2021 budget authority:
  - **Submit your application and an initial 2020-2021 budget BAR by June 4, 2021. This option will require additional stakeholder engagement after July 1, 2021.**
- The amounts as illustrated in Exhibit A must be **expended by September 30, 2024.**
- Pursuant to Section 6-5-3 NMSA 1978, the **appropriate fund** shall be **encumbered prior to the issuance of vouchers or purchase orders** or the engagement of **contracts**.
- You must receive written prior approval for purchase of equipment with a unit cost equal to or in excess of \$5,000. Failure to do so will result in denial of reimbursement for the cost of such an item. Attach an approved Federal Grant Equipment Form to your BAR if you will include budget in object code 57331 "Fixed Assets (more than \$5,000)." Attach the approved form to your application if you submit an initial 2021-22 OBMS budget. The approved Federal Grant Equipment Form must also be uploaded with your request for reimbursement (RFR) containing such expenses.
- Any approved construction projects must comply with applicable Uniform Guidance requirements, as well as the Department's regulations regarding construction. See 34 CFR § 76.600. As is the case with all construction contracts using laborers and mechanics financed by federal education funds, an LEA that uses ESSER funds for construction contracts over \$2,000 must meet all Davis-Bacon prevailing wage requirements and include language in the construction contracts that all contractors or subcontractors must pay wages that are not less than those established for the locality of the project (prevailing wage rates). (See 20 U.S.C. 1232b Labor Standards.)

#### Indirect Cost Rate

As required by 2 C.F.R. § 200.332(a) (1) (xiv), PED recognizes the indirect cost rate between PED and public school districts and state charter schools as calculated by PED and located on the PED website: <https://webnew.ped.state.nm.us/bureaus/administrative-services/accounting/>

#### Access to Records and Financial Statements

In addition, pursuant to 2 C.F.R. § 200.332(a)(5), all subrecipients as identified in Exhibit A, attached to this subaward, must permit PED and auditors access to records and financial statements as necessary.

#### Closeout Procedures

- The final day to submit RFRs for FY20-21 is **July 7, 2021**.
- If you have any questions regarding your ESSER III federal subaward, please contact your designated Education Administrator in the Student, School and Family Support Bureau. To reach the Fiscal Grants Management Bureau, please contact Susan Lucero, [susan.lucero@state.nm.us](mailto:susan.lucero@state.nm.us), (505) 827-3848.

### Specific ARP Information

- The award amounts in Exhibit A reflect 2/3 of the ARP preliminary award that will be available to each LEA. The remaining 1/3 amount will be awarded after New Mexico receives the full ARP allocation from USDE. See the Special Table attached for full preliminary ESSER III subaward amounts.
- Each LEA that receives ARP ESSER funds shall either:
  - Within 30 days of receipt of the funds (**by June 24, 2021**), develop and make publicly available on the LEA's website a plan for the safe return of in-person instruction and continuity of services as required in section 2001(i)(1) of the ARP; or
  - If the LEA developed a plan, before the enactment of the ARP, that meets statutory requirements, the LEA will make the plan publicly available on the LEA's website. As required in section 2001(i)(2) of the ARP, before making the plan publicly available, the LEA must have sought public comment on the plan and taken such comments into account in the development of the plan.
- During the period of the ARP ESSER award established in section 2001(a) of the ARP Act (i.e., until September 30, 2023), an LEA must comply with section 2001(i)(2) of the ARP Act. (See <https://www.federalregister.gov/documents/2021/04/22/2021-08359/american-rescue-plan-act-elementary-and-secondary-school-emergency-relief-fund>).
- LEAs must use at least 20% of subawards to address learning loss through the implementation of **evidence-based** interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, extended school year programs, or other evidence-based interventions, and ensure that such interventions respond to students' academic, social, and emotional needs **and** address the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care).
- Each LEA that receives these funds must engage in meaningful consultation with stakeholders and give the public an opportunity to provide input in the development of its plan. Specifically, an LEA must engage in meaningful consultation with students; families; school and district administrators (including special education administrators); and teachers, principals, school leaders, other educators, school staff, and their unions. Additionally, an LEA must engage in meaningful consultation with each of the following, to the extent present in or served by the LEA: Tribes; civil rights organizations (including disability rights organizations); and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.
- Districts must reach out to all of their schools, including district-authorized charter schools, to determine and meet their needs with these funds.
- These funds may be used to address needs in all district schools, both Title I and non-Title I schools.
- There is no requirement for site-based allocations with these funds.
- There is no requirement for Equitable Services to non-public schools with these funds.

- LEAs must comply with the maintenance of equity (MEQ) provision in section 2004(c) of the ARP (see [https://oese.ed.gov/files/2021/03/ARP-ESSER-Grant-Award-Assurances\\_FINAL.pdf](https://oese.ed.gov/files/2021/03/ARP-ESSER-Grant-Award-Assurances_FINAL.pdf)):

(1) As a condition of receiving funds under section 2001, a local educational agency **shall not**, in fiscal year 2022 or fiscal year 2023—

(A) reduce per-pupil funding (from combined State and local funding) for any high-poverty school served by such local educational agency by an amount that exceeds—

(i) the total reduction in local educational agency funding (from combined State and local funding) for all schools served by the local educational agency in such fiscal year (if any); divided by

(ii) the number of children enrolled in all schools served by the local educational agency in such fiscal year; or

(B) reduce per-pupil, full-time equivalent staff in any high-poverty school by an amount that exceeds—

(i) the total reduction in full-time equivalent staff in all schools served by such local educational agency in such fiscal year (if any); divided by

(ii) the number of children enrolled in all schools served by the local educational agency in such fiscal year.

(2) **EXCEPTION.**—Paragraph (1) shall not apply to a local educational agency in fiscal year 2022 or 2023 that meets at least 1 of the following criteria in such fiscal year:

(A) Such local educational agency has a total enrollment of less than 1,000 students.

(B) Such local educational agency operates a single school.

(C) Such local educational agency serves all students within each grade span with a single school.

(D) Such local educational agency demonstrates an exceptional or uncontrollable circumstance, such as unpredictable changes in student enrollment or a precipitous decline in the financial resources of such agency, as determined by the Secretary of Education.

Definitions:

**HIGH-POVERTY SCHOOL.**—

(A) **IN GENERAL.**—The term “high-poverty school” means, with respect to a school served by a local educational agency, a school that is in the highest quartile of schools served by such local educational agency based on the percentage of economically disadvantaged students served, as determined by the State in accordance with subparagraph (B).

(B) **DETERMINATION.**—In making the determination under subparagraph (A), a State shall select a measure of poverty established for the purposes of this paragraph by the Secretary of Education and apply such measure consistently to all schools in the State.

- **The LEA’s ARP ESSER III application must be made publicly available on the LEA’s website no later than August 24, 2021.**
- Additional requirements are addressed within the application and the assurances document.
- The full list of areas of allowable uses is included in the application.

*Link to the application in SharePoint*

The application link is

<https://eui.ped.state.nm.us/sites/ESEAConApp/ARP/SitePages/Home.aspx>

In most cases, the same person who submitted your LEA's CARES Act ESSER application has access to the ESSER III application.

*Statewide Priorities*

The PED strongly encourages LEAs to consider these priority areas to help schools to return safely to in-person instruction, maximize in-person instructional time, sustain the safe operation of schools, and address the academic, social, emotional, and mental health impacts of the COVID-19 pandemic on New Mexico's students:

- **Closing the digital divide** through the purchase and distribution of digital devices and the support of home internet connectivity for all students and teachers who lack devices and connectivity, as well as through the professional development and instructional coaching needed by educators to facilitate remote learning;
- **Accelerated Instruction** for all students while addressing the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care). See [https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/NMPED\\_SupportDoc\\_InstructionalAcceleration.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/NMPED_SupportDoc_InstructionalAcceleration.pdf);
- **Supporting the social and emotional needs** of students, families, and staff;
- **Supporting the unique needs of students with disabilities and at-risk students;**
- **Providing personal protective equipment** for all staff and students, as well as ensuring that schools are fully cleaned, sanitized, and stocked with cleaning supplies;
- **Improving indoor air quality** including: inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities; and
- **Other priorities listed in any supplements to this May 24, 2021 Memorandum.**

Enclosures (2):            Exhibit A and Special Table

## Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission [Las Montañas Charter High School], hereafter "the School", effective [06] [MONTH], [YEAR]. The School was approved for a [YEAR TERM] Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

CHANGE OF:  BUSINESS MANAGER  CPO  BOTH

Charter Contract currently states:

**CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER:**

Geralyn Bennett

Requests the Public Education Commission approve Section \_\_\_\_\_ of the School's contract to read

**EFFECTIVE DATE OF CHANGE:** 07/01/2021

**REQUESTED CHANGE TO BUSINESS MANAGER OR PROCUREMENT OFFICER AND CONTACT INFORMATION :**

Priscilla Cabral pcabral@lasmontanashigh.com 575-740-8049

**Submit this form and all supporting documents to [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**

The School's Business Manager or Procurement Officer Amendment is hereby submitted by [Priscilla Cabral] on [6/15/21], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of the change being communicated or implemented; and
- The school's governing board is in compliance with all reporting requirements.

\_\_\_\_\_  
Charter School Representative Signature

\_\_\_\_\_  
Date

The School's Business Manager or Procurement Officer Amendment was:

Approved  Denied

\_\_\_\_\_  
Chair, Public Education Commission

\_\_\_\_\_  
Date

**AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN**

STATE OF NEW MEXICO )  
 )  
 COUNTY OF \_\_\_\_\_ )

I, Priscilla Cabral, [affiant] after being duly sworn, state:

1. I live in the City of Truth or Consequences County of Sierra, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
  - a) NMASBO Bootcamp for Business Managers
  - b) NMEDGE Public Procurement
  - c) NMASBO Winter Conference Professional Development
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>Assoc. Bus. Mgmt.</u>	<u>NMSU-DACC</u>	<u>May 2017</u>	<u>Completed</u>
<u>Level 1 SBO</u>	<u>State of New Mexico</u>	<u>7/1/18 - 6/30/21</u>	<u>yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]  
 [Signature of Affiant]  
Priscilla Cabral  
 [Print Name of Affiant]

6/9/21  
 Date

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 9<sup>th</sup> day of June, 2021.

[Notary Seal:]



OFFICIAL SEAL  
 RAENA GUERICKE  
 NOTARY PUBLIC - STATE OF NEW MEXICO  
 My commission expires 3-5-2024

[Signature]  
 NOTARY PUBLIC

My commission expires: March 5, 2024.

# STATE OF NEW MEXICO



*In Recognition of  
The Fulfillment of the Requirements for  
School Personnel Licensure  
this*

**LEVEL ONE PROVISIONAL SCHOOL BUSINESS OFFICIAL LICENSE**

is issued to

**PRISCILLA ADELA CABRAL**

Effective from July 1, 2018 to June 30, 2021

Licensure Number: 353186

A handwritten signature in black ink, appearing to read "C. M.", positioned above the title of the Secretary of Education.

Secretary of Education



**NEW MEXICO**  
GENERAL SERVICES DEPARTMENT

*Priscilla Cabral*

*Who has satisfactorily pursued the certification training program and  
passed the required examination*

*in accordance with the requirements established pursuant to*

**NMSA 13-1-95.2**

*is hereby awarded on this 0th day of May 2024*

*Chief Procurement Officer Certification*

Certificate No. **CPO-2017-00000-01372**



*State Purchasing Agent*

School Year: 2021-2022

DistrictCode: 567

LEA Name: LAS MONTANAS CHARTER

Application Type: Single Applicant

Application Option: Option B - Preliminary plus Projected Carryover

Is the LEA required to set aside funds for Comprehensive CEIS?  No

Will the LEA set aside funds for Voluntary CEIS?  No

Does the LEA have Local (Dependent) Charter Schools within its jurisdiction that are public schools of the LEA?  No

Does the LEA have Private Schools within its educational jurisdiction?  No

Application Status: Submit to State

IDEA B Recommendations

Created at 2/9/2021 3:40 PM by Mahesh Reddy  
Last modified at 6/4/2021 1:35 PM by Priscilla Cabral

Preliminary Allocation	41,741.00	Projected Carryover 24106	45,505.00
Basic Entitlement Fund 24106	87,246.00	Preschool Entitlement Fund 24109	0.00
Total Budgeted 24106	87,246.00	Total Budgeted 24109	0.00
Balance 24106	0.00	Balance 24109	0.00
Objective 1- 24106	0.00	Objective 1- 24109	0.00
Objective 2- 24106	87,246.00	Objective 2- 24109	0.00
Objective 3- 24106	0.00	Objective 3- 24109	0.00
Objective 4- 24106	0.00	Objective 4- 24109	0.00
Objective 6- 24106	0.00	Objective- 8 Elementary EC	0.00
Objective 7- 24106	0.00	Objective 8- Secondary EC	397,695.97

Refresh Budget Summary Numbers

IDEA B Uploads

Edit	Name	Modified
	Budget Reports	May 28
	Certification Signature Page	May 28

Upload Documents

Save

Objective 1-4

Objective 6-8

LEA Analysis & Plans



**IDEA B Application  
Certification of Assurances and  
Board of Education or Governing Authority and LEA Approval of Local IDEA B Funding Application**



Instructions: Print this page, obtain required signatures then upload the page to SharePoint.

**Local Education Agency Name:** Las Montañas Charter High School

**Local IDEA-B Funding Application Approval  
Authorized Representative Certification of Assurances**

In conjunction with this submission, I certify that all assurances, listed in Section I - Public Information and marked as "yes" in the Plan of Assurances have been met, or that the LEA has completed, or will complete and submit proof of adoption to the Special Education Bureau (SEB), policies and procedures that are consistent with State policies and procedures established under IDEA B regulations, by no later than June 30, 2021. I further certify that the LEA can make the assurances marked as "yes" in Section III and IV of this application. These provisions meet the requirements of IDEA B as found in Public Law No. 108-446. The LEA or State agency will operate its Part B program in accordance with all of the required assurances. If any assurances have been checked "no", I certify that the LEA or State agency will operate throughout the period of this grant award consistent with the requirements of IDEA, as found in Public Law No. 108-446 and any applicable regulations, and will make such changes to the existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of IDEA, as amended, as soon as possible, and not later than June 30, 2020. (34 CFR § 76.104).

Printed/Typed Name and Title of Authorized Representative of the LEA or State Agency:

Authorized Representative's Signature (REQUIRED):  Date:

**Board of Education or Governing Authority and LEA Approval of Local IDEA B Funding Application**

This application for IDEA B Entitlement funding was submitted to the local educational agency's (LEA's) local school board or governing authority for approval and the LEA has elected to submit this application for the purpose of maximizing resources in meeting fully all obligations to children with disabilities of the district under the Individuals with Disabilities Education Act Part B.

The 2021-2022 application for IDEA B Entitlement funding was approved on: *Enter date.*

The Board of Education or Governing Authority for the: Las Montañas Charter High School School District, State Chartered Charter School  
 or State Supported Educational Programs provides assurance to the New Mexico Public Education Department (PED), SEB that the applicable Federal, State and local laws and regulations will be met as described in the Local Application for IDEA B Funding. We the undersigned, further certify that all assurances in this application as provided to the PED have been approved by the local Board of Education and/or Charter School Governing Authority.

<b>Board of Education/Governing Board President Signature (REQUIRED):</b>	Date:
<b>Superintendent Signature/ Head Administrator Signature (REQUIRED):</b>	Date:
	5-26-21
<b>Special Education Director Signature (REQUIRED):</b>	Date:
	5-26-21
<b>Business Manager* (REQUIRED):</b>	
* Check box if Business Manager acknowledges receipt of the Budget Summary page, of the <u>2021-2022</u> application, for the purposes of setting up a correct budget in OBMS per fund/function.	
<b>Business Manager Signature (REQUIRED):</b>	Date:
	5/26/21
<b>Parent Involvement (REQUIRED):</b>	
I represent parents of the LEA. My signature below assures the Department that parents participated in the development of the IDEA B Entitlement budget for the <u>2021-2022</u> School Year.	
<b>Parent Representative Signature (REQUIRED):</b>	Date:
	5/26/21