

ESTANCIA MUNICIPAL SCHOOLS

Policy Manual Index

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501 District Operating Budget

501.1 Preparation of Budget - The Superintendent shall prepare the budget annually for the consideration of the Board. The Superintendent shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted policies and practices of the Board.

501.2 Planning / Development

501.2.1 Sources of Revenue - Sources are set by State law.

501.2.2 Budget Preparation - The School District budget shall be developed annually from the best estimates from the individual schools with appropriate consolidation as the estimates move upward through the higher levels of administration. The budget shall be prepared by the Superintendent of Schools and the Board of Education with the assistance and cooperation of the administrative staff, advisory staff, parents and community members. The Superintendent of Schools shall determine the manner in which the annual budget is to be compiled.

501.2.3 Budget Process -

January:

- Review Budget
 1. Expenditures and Encumbrances
 2. Review Purchasing Plan for Remainder of Year
 3. Review Cash Flow

February:

- Request Insurance and Utility Companies to Project Rates for the Next Year.
- Request Staff to Submit Travel, Supply Needs, Equipment Needs for Next Year.

March and April:

- Project Student Enrollment
- Project Number of Teachers
- Prepare Worksheets (salary computations for all staff members)
- Review / Compute transportation contracts
- Project Cash Balance
- Prepare Salary Schedules
- Prepare Proposed Budget

501.3 Board Consideration - The Board shall meet to consider the tentative budget prior to formal presentation of the budget. The Board shall also meet to present the budget to the public and shall adopt the budget at that meeting according to State statute.

501.4 Budget Hearing - The Public Education Department sets the date, time and place of the budget hearing annually.

501.5 Budget Submittal and Administration - The Superintendent and administrative staff shall submit the annual budget to the Public Education Department as required. The Superintendent shall administer the budget in conformity with legal requirements and the actions of the Board.

- 501.6** **Budget Adoption** - When the budget receives its stamp of approval from the Public Education Department, it is adopted by the Board of Education for the new fiscal year.
- 501.7** **Grant Awards** - This account receives revenue specifically designated for categorical projects generally administered through a PED State plan submitted to the U.S. Office of Education (OE). Funds are allocated by PED through DFA or through a direct grant for deposits to this fund.
- 501.7.1** **Federal Programs Offered at Estancia**
- Title VI - Instructional Supplies, Library Materials, Training / In-Service
 - Migrant - Full-time Instructional Assistant working with Migrant Children / Families
 - Bilingual - Individual School Proposals -- Transitional, Maintenance and Enrichment Programs
 - Title I - Secondary Reading Program; Elementary Reading and Math Programs
 - Title II - Elementary Math and Science Training
 - Drug-Free - Drug Searches, Speakers, Drug-Free Supplies, AV Supplies, Art Supplies
- 501.8** **Fund-Raising Projects** - All activity funds are under the direct supervision of the Principal. All fund-raising projects sponsored by the School shall have written approval of the Building Principal.
- 501.8.1** Organizations are encouraged to sell services rather than goods.
- 501.8.2** All fund raising must be completed and all accounts paid by the end of the school year.
- 501.8.3** Middle-Senior High School activity funds shall be budgeted by the Principal working in cooperation with teachers sponsoring major activities. In no instance shall any activity fund expenditure exceed the cash credited to the total fund.
- 501.8.4** The collection of money for all activities within a school shall be under the direct supervision of the Principal. The Principal shall be sure that money collected from students and others is properly receipted by those that receive it. The Principal will also assure that financial ventures undertaken for any activity have a sound fiscal base.
- 501.8.5** If there is a cash balance remaining in a graduation class account after the date of graduation, such funds should accrue, after all encumbrances have been liquidated, to the benefit of the ensuing class, unless by majority vote of such graduating students, a different disposition of the funds has been authorized prior to graduation.
- 501.8.6** If an activity club owning funds ceases to exist without prior authorization on disposition of its remaining funds, the Principal may transfer such funds to another account in the same category.

502 Accountability and Reporting

- 502.1** **Responsibility of Funds** - The Board is responsible for the control of all funds of the School District including all funds collected at individual schools. The Superintendent or designee shall be responsible for detailing and maintaining all procedures necessary to assure adequate fiscal control.

- 502.2** **Financial System** - The Superintendent and business staff shall establish and maintain for the School District a complete, auditable financial system which meets all statutory and regulatory requirements of the State of New Mexico and more particularly, the Public Education Department.

- 502.3** **Financial Reports** - The Business Office reports will be submitted semi-annually to the Public Education Department. Additional reports shall be submitted as requested.

- 502.3.1** **Fiscal Accounting and Reporting** – The Board is responsible for the control of all funds of the District including funds collected at individual schools. The Superintendent shall be responsible for the development and maintenance of all procedures necessary to ensure adequate fiscal control. The Superintendent and business staff shall establish and maintain a complete auditable financial system which meets all statutory and regulatory requirements and guidelines of the State of New Mexico (The Manual of Procedure for Public School Accounting and Budgeting). Such system shall be defined in administrative procedure and presented to the Board for review.

Board Adopted: April 29, 2019

- 502.4** **Inventory Procedures and Key Control** - Administrators, faculty and staff shall assist in the proper maintenance of the school plant by diligent supervision of those who use the school plant.

- 502.4.1** All Principals and supervisors of buildings shall maintain a record and inventory of all keys. When keys are issued, an updated record should be kept and reviewed periodically.

- 502.4.2** **District Property Inventory** - A complete inventory of the District's property shall be maintained as required by law and presented to the Board annually.

503 Expenditure of Funds

503.1 Board Approval - The Board of Education shall approve all bills during regularly scheduled meeting after payment have been made.

Board Technical Revision: April 10, 2018

503.2 Payments and Distribution - All payments and disbursements shall be made by check. No cash payments will be made from any fund.

503.3 Local Reimbursement - The Board of Education, in accordance with the Per Diem and Mileage Act - 10-81-1, has established local reimbursement for travel for public officers and employees. Per diem will begin 5 hours beyond the normal working day. Employees are responsible for filing Per Diem forms.

503.3.1.1 Payroll

503.3.2 Pay Days - All regular employees of the school system shall be paid in 26 installments on or about every other Friday beginning July 14, 2017. Substitute employees may receive payment at the same time.

Board Technical Revision: June 13, 2017

503.3.3 Payroll Deductions - Written authority must be given by the employee before payroll deductions can be made.

Except for federal withholding, state withholding, social security, Medicare, ERA, and NMEHCA, each employee must authorize deductions from salary for membership in professional organizations, group insurance, credit unions and other deductions not required by law. This is done through the business office on a special authorization form.

503.4 Purchasing - All purchasing shall be done through the Superintendent of Schools in accordance with State law.

503.4.1 Requisitions - All requisitions shall be submitted to the Principals for approval. The Principal will submit the approved requisitions to the Superintendent of Schools.

503.4.2 Purchase Orders - All purchase orders must be signed and approved by the Superintendent of Schools. All expenditures will be made through the requisition and purchase order process. Under no condition will an employee purchase an item or items to be paid from budget funds without prior approval from the Superintendent of Schools.

UNAUTHORIZED PURCHASE OF GOODS AND SERVICES MAY BECOME THE RESPONSIBILITY OF THE EMPLOYEE. Principals of the schools may authorize purchases from activity funds provided a requisition and purchase order is made prior to the purchase.

503.4.3 Bids - Bids shall be called for in accordance with the State Procurement law.

503.5 Activity Fund Management

503.5.1 Activity Money - The Principal is responsible for accurate accounting and receipting of money daily. Money shall be receipted and forwarded to the Superintendent's office by 1:30 p.m. daily by the designated person for each school. The Superintendent's Office is responsible for the depositing of money that has been turned in to the Activity Bookkeeper.

Board Revision and Adoption: July 10, 2007

503.5.2 **Responsibility** - All school activity accounts are under the supervision of the Superintendent, with the Principal of each school being responsible for the school's activities and expenditures. The Business Office will keep records of income and disbursements.

503.5.3 **Activity Tickets** - Gate receipts should in no case be collected without the issuance of a pre-numbered ticket; pre-numbered tickets must be issued for all admissions and reconciliation made between the cash collected and the tickets used.

A summary of activity tickets, which clearly accounts for all tickets (used and unused), and the ticket sales receipts should be maintained. Also, all unused or voided tickets should be kept available for inspection by the auditors and should never be destroyed until the annual audit is completed.

505 Safety Program

505.1 Hazardous Chemicals - The District will maintain an effective "Hazardous Communication Program" in accordance with the New Mexico Occupational Health and Safety Act, NM Stat. Ann. 50-91-1 to 50-91-25. It is expected that all employees of this School District will fully cooperate and participate in this program.

505.1.1 The program applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

505.1.2 The program will consist of four (4) basic parts, which are:

1. Inventory and audit of hazardous chemicals and materials.
2. Labels for hazardous chemicals and materials containers.
3. Material safety data sheets.
4. Employee training and information, general and specific.

505.1.2 The written "Hazardous Communication Program" for the schools with its associated inventory list, records, materials, etc., will be maintained by the Principals, the Cafeteria Manager and the Maintenance Supervisor and will be located in their respective offices for their respective areas of supervision.

505.2 Vandalism Protection Rewards - As part of the protection from vandalism, the Board of Education will:

Offer, and upon compliance with the condition of such offer, to pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts of juvenile authorities of offenders in case of theft, defacement, or destruction of local school district property.

The Superintendent of Schools shall be responsible for recommending reward amounts to be paid by the Board.

507 Student Transportation

- 507.1** **Also See Section 300 – Student Welfare and Safety**
- 507.2** **Transportation for students Eligible Under Section 504 of the Rehabilitation Act** - Students who qualify for special transportation under Section 504 of the Rehabilitation Act of 1973 will be required to provide medical documentation supporting their need for transportation. A transportation form must be completed
- 507.3** **Deviation from Riding Bus and Regular Bus Stops** - All children who ride the bus in the morning shall likewise be transported home in the evening. Violations shall be reported to the principal on the following morning.
- 507.3.1** Exception shall be when the child presents a written permit from parents, guardian, or principal. This shall include giving the bus driver written permission for their child to remain in town. This shall be a must for the driver's concern of the child's safety necessitates the knowledge of the child's whereabouts so the driver can properly discharge their responsibilities.
- 507.3.2** A student not a regular passenger shall present written permission from the parent and principal to ride.
- 507.3.3** A bus driver MUST NOT knowingly permit a student off the bus at any point other than the student's regular stop without permission of parents and school administrators.
- 507.4** **Per Capita Feeder Requirements** - The person providing the transportation shall provide proof of insurance coverage when signing the per mile feeder agreement and will list the Insurance carrier monthly on the Reimbursement form. Proof of insurance coverage will be checked periodically throughout the school year.
- To be eligible for per mile feeder reimbursement, a pupil must live outside the legal walking distance to the nearest school bus stop or to school, whichever the case may be. The minimum distances, one way, to qualify for reimbursement are as follows:
- One (1) mile for grade Kindergarten through 6th.
 - One and a half (1 1/2) miles for grades 7th through 9th.
 - Two (2) miles for grades 10th through 12th.
- 507.5** **Drug-Testing for Bus Drivers** - In compliance with federal regulations the Board of Education requires drug and alcohol testing of district school bus drivers.
- 507.5.1** In order to meet DOT requirements, it is recommended that the district use the services of a medical laboratory certified by the substance abuse mental health services administration for DOT testing.
- 507.5.2** **Bus drivers will be tested in the following situations:**
1. Pre-employment drug and alcohol testing.
 2. Random testing for bus drivers before, during, or after their shift, (50% of drivers annually for drugs and 25% of drivers annually for alcohol.)
 3. Situations in which there is reasonable suspicion of drug or alcohol use.
 4. Immediately, or as soon as is feasible, after an accident involving a moving

- violation or fatal injury.
5. Return to duty testing of bus drivers who have violated the standards set forth (per DOT requirements).
 6. Follow-up testing of bus drivers who have violated the standards. (per DOT requirements).
 7. Test results that do not meet the standards, or refusal to cooperate in such tests, may be ground for discharge, nonrenewal, or refusal to hire.
 8. This Policy is enacted in accordance with the U.S. Department of Transportation and PED School Transportation Division. Specific restrictions, penalties, testing policies, and employer abuse prevention education requirements are documented in the act. It is the intent of the Board that this policy be implemented in adherence with these federal and state laws.

507.6 Transportation of Animals to Accompany Students with Disabilities- The transportation of companion animals shall be authorized by the Special Education Director if the need for such is justified in writing by qualified medical personnel and is deemed necessary in the student's IEP. School personnel shall determine that all passengers who will be affected by the transportation of the animal are free from allergies or fears of such animal. Should these problems arise; alternate means of transportation will be reviewed by the IEP Committee. In the event that a companion animal is approved for transportation, the student's parent/guardian must provide the following documentation:

- Certificate by an official licensed training school for companion animals.
- The owner's ID card or the special plate on the companion animal's collar.
- Current veterinary vaccination verification.
- A release of school responsibility for any injury or damage caused by or to the animal.
- The documentation must be renewed annually and will be due at the start of each school year.

507.7 Transportation of Medication - All medication must be given to the driver by the parent for transportation to the school. Students will not be allowed to transport their own medication. Drivers are not authorized to administer medication unless specifically authorized in the student's IEP. When the driver arrives at school, the medication is to be turned into the School Office.

507.8 Suspension from Riding the Bus - Disciplinary problems requiring suspension from riding the school bus shall be referred to the principal for investigation and action.

507.8.1 Principals shall be authorized to suspend students from riding the school bus for a period not to exceed three (3) days, provided a written report is immediately given to the Superintendent regarding action to be taken. Also, a copy of the report shall be mailed to the parent or guardian of the child, another to the bus driver, and the final copy shall be filed at the school.

507.8.2 In the event suspension for a period longer than three (3) days is necessary, the principal should immediately contact the Superintendent so that action can be initiated and a decision given to suspend or expel a student. The Superintendent shall be authorized to suspend a student for a period not to exceed two (2) weeks of school.

507.9 **Field Trips by Private Vehicles** - The use of private vehicles is strongly discouraged. However, if a private vehicle is used, the policy regarding Transportation applies, as well as the additional items noted here.

507.9.1 If parents or volunteers occasionally assist the District by transporting students in their own vehicles on field trips, it should be made clear that the District DOES NOT provide insurance coverage for their driving and transporting school children.

507.9.2 There is coverage for the District in the above situation, but such coverage is secondary to the parent's or volunteer's insurance, and is in excess of the limits of their policy.

507.9.3 The use of private vehicles should be discouraged. If a private passenger vehicle must be used, the following criteria should be verified:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for liability as required by law: \$100,000 / \$300,000 / \$50,000 or more is the preferred coverage.

507.9.4 A signed "Field Trip by Private Vehicle" must be submitted to the principal and superintendent for each vehicle used.

507.10 **Use of Private Passenger Automobile for School District Business** When a District employee is using a private passenger automobile for school business, the employee's insurance is primary (pays first) and the District's auto insurance is in excess of the employee's insurance (as a secondary source). If the employee does not carry insurance, then the District's insurance becomes primary for the third-party claim.

The District requires evidence of insurance such as: A photocopy of the face sheet, and a certificate from the agent or company.

507.11 Whenever possible, bus transportation should be provided. An approved school bus must be used any time the school sponsored activity involves more than 18 students or would require more than two school owned or private vehicle to transport students.

Board Technical Revision and Adoption: November 11, 2008

507.11.1 For activities involving 18 or less students, vehicles (school owned or private) with a rated capacity of 9 or fewer, may be used for an activity trip, provided the vehicle meets all applicable requirements of Federal Motor Vehicle Safety Standards for its category.

Board Technical Revision and Adoption: November 11, 2008

507.11.2 Each driver and /or chaperone should be given a copy of the approved itinerary including the route(s) to be followed, procedures for loading and unloading students on the route, and a summary of their responsibilities.

507.11.3 For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.

507.11.4 All occupants should use seat belts, and vehicles should not be retro-fitted with three-point seat belts.

507.11.5 The following safeguards must be followed:

1. A check of the driver through motor vehicle records.
2. Evidence that the vehicle is in safe condition.
3. Documentation of a vehicle maintenance program for school owned vehicles.
4. Records indicating pre and post trip inspections of the vehicle.
5. Documentation that the vehicle is adequately insured.

508 Food Services

508.1 Internal Control Structure - Segregation of financial duties and a system for providing checks and balances shall be implemented to provide reasonable assurance that assets are safe-guarded against loss from unauthorized use of disposition, and that transactions are executed in accordance with Board and Superintendent authorization.

508.2 Lunch Charges - The District will allow Students to accumulate no more than eight (8) lunch charges. The parents will be notified when a student has five (5) lunch charges.

508.3 Price Policy Statement – The district operates under the Community Eligibility Provision. As such, no enrolled students shall be charged for breakfast or lunch.

Staff Members, student guests and adult guests will be charged as follows:

Breakfast - \$3.00

Lunch - \$5.00

Board Technical Revision: April 10, 2018
Board Technical Revision: November 14, 2022

514 Maintenance - Buildings and Grounds Management

- 514.1 Operation and Maintenance of Schools** - The Superintendent shall have charge of the operation and the maintenance of the buildings and equipment of the schools.
- 514.2 Maintenance and Rental of Activity Bus** -
- 514.2.1** Each bus driver shall inspect their bus daily and correct any deficiencies as soon as possible but must never operate a bus that is unsafe to transport children.
- 514.2.2** In the event a bus contractor's bus breaks down, the contractor shall use an approved spare bus if they own one.
- 514.2.3** If the contractor does not own an approved spare bus, then the contractor shall make every effort possible to rent an approved spare bus from another contractor. The activity buses may be rented only if a spare bus is not available and only in emergencies, providing the activity buses are not being used for activity trips at that time. The rental should not be for more than three (3) consecutive days. The rental charge for the activity buses shall be at the operation and maintenance rate in the current school transportation schedule. Gasoline is to be furnished by the contractor but if it is not, the charge shall be at the fuel allowance rate in the current school transportation schedule. It shall be understood by the bus contractors that they have a contract to transport students in their designated routes and therefore, in the event of a bus breakdown, the responsibility to find and provide an approved bus rests with the contractor and not with the school administration. In the event a bus contractor fails to run their designated route on any given day, the contract pay will be reduced on a pro-rate basis. Also, depending on the severity of the problem, it could be cause for forfeiture of the contract.
- 514.3 School Building Consultant** - As new buildings are to be erected or old ones remodeled or discontinued in use, the School Building Consultant shall be responsible for carefully studying the needs of the schools and for recommending to the Board of Education plans adequate for meeting those needs. The Superintendent shall assist the architect employed by the Board of Education in drafting plans and specifications for construction work.
- 514.4 Master Plan Coordination** - In making plans for buildings, the Superintendent shall make the plans a part of the master capital development plan of the Board of Education, and shall include in this master capital development plan needs involving land options and acquisitions, new equipment and replacement of obsolete equipment, remodeling, landscaping, and other subjects peculiar to capital outlay of a school district.
- 514.5 School Construction Approval** - The School District will secure approval of the Secretary of Education or their designee prior to the construction or letting of contracts for construction to any school building or related school structure or before reopening an existing structure which was formerly used as a school building but which has not been used for that purpose during the previous year. It shall not be required to obtain approval for enlarging an existing attendance center.

515 Maintenance – Facilities Expansion

515.1 Capital Improvements - SB 9. Monies are derived through local proceeds from a two mill levy and state matching funds which are to be expended for maintenance and capital outlay projects as designated by board resolution. The District will continue every six (6) years to support a Capital Improvement Bond Election.

Board Revision and Adoption: October 09, 2007

515.2 Critical Capital Outlay - Monies are state appropriated revenue allocated by the Council for the purpose of construction of school buildings. The District is encouraged to apply for available monies. To meet this, the District will maintain a 75% bonding capacity.

This account shall be used to expend State allocations made by the Public School Capital Outlay Council for which school districts have applied when all other sources of revenue for classroom construction have been exhausted.

515.3 Capital Projects Funds - Capital Projects Funds are used to account for the purchase or construction of major capital facilities. Capital Projects Funds must be used when they are legally mandated or when projects are financed wholly or in part by bond issues, intergovernmental revenues, or major private donations.

515.4 Special Building (State or Federal) - The District will continue to explore outside funding revenue derived from special grants for specific purposes such as energy conservation, construction of recreational facilities, paving or any other miscellaneous State or federal capital outlay grant.

515.5 Bonds - The District shall use proceeds from the sale of general obligation school bond issues.

This account shall be used in accordance with Section 11 of Article IX, State of New Mexico Constitution. No school district shall borrow money, except for the purpose of erecting, remodeling, making additions to and furnishing school buildings, or purchasing or improving school grounds or any combination of these purposes.

515.6 Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

This account is established to receive revenues from a property tax levy established to pay interest and principal due on outstanding general obligation school bonds.

515.7 General Obligation Bonds and Property Tax

515.7.1 Issuance / Bond Elections - The School District may issue general obligation bonds for the purpose of erecting, remodeling, making additions to and furnishing school buildings, or purchasing or improving school grounds or any combination of these purposes upon submitting to a vote of the qualified electors the question of creating a debt.

515.7.2 The election on the question of creating a debt by issuing general obligation bonds shall be held at the same time as a regular School District election or at any special School District election, which is not within ninety (90) days after a regular School District election.

515.7.3 Whenever a bond election is called, notice of the bond election shall be published once each week for two (2) consecutive weeks. The notice published by the local School Board will state the date when the bond election will be held, the questions to be submitted to

the voters, a brief description of the boundaries of each voting division, the location of each polling place and the hours each polling place will be open.

515.7.4 All publications, ballots, ballot labels and instructions for a bond election shall be printed in English and may also be printed in Spanish.

515.8 **Public School Capital Improvements – Property Tax** - The District may, every six (6) years, adopt a resolution to submit to the qualified electors of the School District the question of whether a property tax should be imposed upon the net taxable value of property allocated to the School District under the Property Tax Code at a rate not to exceed that specified in the resolution for the purpose of capital improvements in the School District.

Board Revision and Adoption: October 09, 2007

515.9 **Property Insurance**

515.9.1 **Property Coverage.** Property coverage is provided by the District and includes all buildings and contents wherever located. The deductible of \$750 applies to each building and is paid by the District.

515.9.2 **Comprehensive Insurance Program.** The School District, under the New Mexico Public School Insurance Authority, provides a comprehensive insurance program which includes property, general liability, civil rights, automobile liability, workers' compensation, and crime.

515.10 **Oversight of Contract Services**

Oversight for the Estancia Municipal School District contract services is the responsibility of the Superintendent and designated staff.

Board Adoption: December 14, 2010