

Maxwell Municipal Schools  
Regular Board Meeting  
July 19, 2021



**Maxwell Municipal Schools  
Regular School Board Meeting  
July 19, 2021 6:30p.m.**

1. Call to Order
2. Welcome of Visitors
3. Pledge to US & NM Flags
4. Consent Agenda
  - a. \*Approval of Agenda
  - b. \*Approval of June 21, 2021 Regular Board Meeting Minutes
5. Consent Agenda-Business
  - a. \*Monthly Cash Report
  - b. \*Ratification of Warrants
  - c. \*Budget Adjustments
  - d. \*Asset Disposal
6. Old Business –
  - a. Vehicle Bids
7. New Business –
  - a. Per Capita Feeder Route
  - b. 2021-2022 Re-entry Plan
  - c. 2021-2022 K-5 Student Handbook
  - d. 2021-2022 6-12 Student Handbook
  - e. 2021-2022 Staff Handbook
  - f. 2021-2022 COVID-19 Pandemic Handbook Supplement
8. Hearing from Delegation
9. Consent Agenda –
  - a. \*Acceptance of Vehicle Bids
  - b. \*Per Capita Feeder Route
  - c. \*2021-2022 Re-entry Plan
  - d. \*2021-2022 K-5 Student Handbook
  - e. \*2021-2022 6-12 Student Handbook
  - f. \*2021-2022 Staff Handbook
  - g. \*2021-2022 COVID-19 Pandemic Handbook Supplement
10. Other Business
  - a. Superintendent's Report
  - b. Board Call
11. Setting of Next Regular Board Meeting, August 16, 2021, 6:30 pm
12. \*Adjournment

**\*Action Items**

<b>Regular</b>	<b>Board Room</b>	<b>6:30 p.m.</b>	<b>June 21, 2021</b>
<b>Kind of Meeting</b>	<b>Place</b>	<b>Time</b>	<b>Date</b>

**Present**  
**Mary Lou Kern – Presiding Officer**  
**Randy Casper**  
**Monica Hoy**  
**Frank Taylor**  
**Char Pompeo**

**Absent**

**Kristen Forrester – Superintendent**  
**Arnold Peralez - Principal**  
**Susan Robinson – Business Manager**  
**Taunya Mitchell – Administrative Assistant**

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- 1. Call to Order:** Board President, Mary Lou Kern, called the meeting to order at 6:30pm.
- 2. Welcome of Visitors:** Amy Roble
- 3. Pledge to U.S. & N.M. Flags:** President Kern asked all those present to stand and salute the flags.
- 4. Approve Agenda:** **Approval of Agenda** – President Kern entertained a motion to approve the agenda as presented. Frank Taylor made the motion, seconded by Monica Hoy. The motion carried a vote of 5-0.
- Approval of the Minutes** – President Kern entertained a motion to approve the regular meeting minutes of May 17, 2021. Char Pompeo made the motion, seconded by Frank Taylor. The motion carried a vote of 5-0.
- 5. Business:** **Business** – Business Manager, Susan Robinson, presented the cash report, warrants and budget adjustments (BARs) SY2020-20201 #049-#051 for approval.
- President Kern entertained a motion to approve the business consent agenda as presented. Frank Taylor made the motion, seconded by Monica Hoy. The motion carried a vote of 5-0.
- Approval of the Asset Disposal & Removal** – Business Manager Robinson presented a list of assets to be disposed and removed of for approval.
- President Kern entertained a motion to approve the asset disposal and removal list as presented. Frank Taylor made the motion, seconded by Randy Casper. The motion carried a vote 5-0.
- 6. Old Business:** None
- 7. New Business:** **Policy G-0650 – Staff Ethics** – Superintendent Forrester presented Policy GBEA for review.
- Policy ^&^G-0750 – Staff Conduct** – Superintendent Forrester presented Policy GBEB for review.
- Policy ^&^G-3450 – Professional Staff Hiring** - Superintendent Forrester presented Policy GCF for review.
- Policy ^&^G-7650 – Support Staff Hiring** – Superintendent Forrester presented Policy GDF for review.
- Policy ^&^G-3550 – Professional Staff Certification and Credentialing Requirements** – Superintendent Forrester presented Policy GCFC and GCFC-E for review.

**Policy ^&^G-7700 – Support Staff Certification and Credentialing Requirements –**  
Superintendent Forrester presented Policy GDFA and GDFA-E for review.

**Policy ^&^G-6100 – Discipline, Suspension, Termination, and Discharge of Professional Staff Members** – Superintendent Forrester presented Policy GCQF for review.

**Policy ^&^G-9300 - Discipline, Suspension, Termination, and Discharge of Support Staff Members** – Superintendent Forrester presented Policy GDQD for review.

**Policy ^J-6250 – Reporting Child Abuse/Child Protection** – Superintendent Forrester presented Policy JLF and JLF-E for review.

**SUV Bids** – Transportation Director, Taunya Mitchell, proposed the 2005 Chevrolet Suburban and the 2005 Ford Excursion be sold “as-is” and advertised for sealed bids. After discussion, the Board agreed and set the NADA value of each vehicle minus the cost of repair as the minimum bid.

**Bus Bid** – Transportation Director, Taunya Mitchell, proposed the 2006 Chevrolet Collins be sold “as-is” and advertised for a sealed bid. After discussion, the Board agreed.

**8. Hearing from  
the Delegation:**

None

**9. Consent Agenda:**

**Policies** – President Kern entertained a motion to approve all 9 policies as presented. Randy Casper made the motion, seconded by Frank Taylor. The motion carried a vote 5-0.

**SUV Bids** – President Kern made the motion to advertise the 2005 Chevrolet Suburban and 2005 Ford Excursion for a sealed bid, setting the minimum bid and selling in “as-is” condition, seconded by Randy Casper. The motion carried a vote 5-0.

**Bus Bid** – President Kern entertained a motion to advertise the 2006 Chevrolet Collins bus for sealed bids and selling in “as-is” condition. Frank Taylor made the motion, seconded by Monica Hoy. The motion carried a vote 5-0.

**10. Other Business:**

**Superintendent’s Report-** Superintendent Forrester updated the board on the following:

- Current enrollment – 118 students,
- Staffing – seeking a Counselor, Principal, 7-12 ELA and 7-12 Science position; Amy Roble informed the Board on the status of the available positions
- School Board Elections – Position 1, 4, 5 – election in November 2021
- Elementary Building – TruDegree is installing a new HVAC system and near completion
- College & Career Course – Mrs. Forrester worked with several upcoming Junior and Seniors on a College & Career information box on Wednesdays in June
- CTE Grant – NM & Next Gen are offering pre-apprentice and apprenticeships in Drone GPS mapping and possibly drafting
- Historical Research – a gentleman emailed a written request to view the board minutes from 1950 and earlier
- Facility Master Plan – 5yr master plan – purchase orders and contracts are being processed
- Retention Stipends – award to staff that worked 50% or more on site during COVID 19
- Art Awards & Postings – 3 students from Maxwell and 2 students from Des Moines, all taught by Kelly Jones, will have their art displayed on billboards outside of the fair for two weeks

Superintendent Forrester informed the board the Title IV and the SEL Grant (\$35,000 – \$40,000) have been completed. The ARP and Family Income Index are in progress.

**Board Call** – None



**11. Next Meeting:**

The setting of the next regular Board Meeting will be Monday, July 19, 2021 at 6:30 pm.

**12. Adjournment:**

At 7:30pm, there being no further business, President Kern entertained a motion to adjourn. Frank Taylor made the motion, seconded by Randy Casper. The motion carried a vote 5-0.

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**Presiding Officer**

**Date**

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**Board Secretary**

**Date**

# Maxwell Municipal Schools

## Cash Balances by OBJECT

Fiscal Year: 2020-2021

Date Range: 06/01/2021 - 06/30/2021

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
11000.0000.11012.0000.011000.0000	OPERATIONAL FUND	497,016.07	233,084.45	483,573.53	246,526.99
12000.0000.11012.0000.011000.0000	TEACHERAGE FUND	18,732.23	900.00	300.00	19,332.23
13000.0000.11012.0000.011000.0000	TRANSPORTATION FUND	43,422.78	6,884.53	10,417.02	39,890.29
24101.0000.11012.0000.011000.0000	TITLE I FUND	(4,027.11)	8,749.93	7,045.07	(2,322.25) <i>RED'D 7/6</i>
24106.0000.11012.0000.011000.0000	IDEA B - ENTITLEMENT FUND	(5,288.07)	3,089.48	8,646.89	(10,845.48) " "
24109.0000.11012.0000.011000.0000	IDEA B - PRESCHOOL FUND	(1,849.79)	1,965.77	811.83	(695.85) " "
24154.0000.11012.0000.011000.0000	TITLE II - TEACHER/PRINCIPAL TRAINING FUND	0.00	0.00	400.00	(400.00) " "
24189.0000.11012.0000.011000.0000	TITLE IV - STUDENT SUPPORT FUND	(5,909.25)	0.00	0.00	(5,909.25) <i>RED'D 6/1</i>
24305.0000.11012.0000.011000.0000	GEERF FUND	(1,125.07)	2,563.78	1,438.71	0.00
24307.0000.11012.0000.011000.0000	CARES, GEERF, SEL	(1,619.00)	1,619.00	7,376.25	(7,376.25) <i>RED'D 7/6</i>
24308.0000.11012.0000.011000.0000	CRRSA, ESSER II	(13,302.55)	58.80	8,542.58	(21,786.33) " "
24312.0000.11012.0000.011000.0000	CRRSA RETENTION STIPENDS	0.00	176.50	1,098.50	(922.00) " "
25153.0000.11012.0000.011000.0000	MEDICAID 3/21 YEARS FUND	(1,400.39)	2,013.94	4,294.78	(3,681.23) " "
25233.0000.11012.0000.011000.0000	REAP FUND	2,061.17	0.00	2,540.13	(478.96) " "
27107.0000.11012.0000.011000.0000	2012 GO BOND STUDENT LIBRARY FUND	(1,409.91)	0.00	0.00	(1,409.91) <i>RED'D 5/17</i>
27183.0000.11012.0000.011000.0000	NM GROWN FFV FUND	(751.76)	751.76	0.00	0.00
29102.0000.11012.0000.011000.0000	PRIVATE GRANT FUND	2,475.77	0.00	0.00	2,475.77
31701.0000.11012.0000.011000.0000	CAPITAL OUTLAY LOCAL SB9 FUND	40,803.82	15,385.62	9,022.42	47,167.02
31703.0000.11012.0000.011000.0000	SB-9 STATE MATCH CASH	33,137.00	0.00	0.00	33,137.00
31900.0000.11012.0000.011000.0000	ED TECH BOND REVENUE FUND	0.00	0.00	2,160.00	(2,160.00) <i>RED'D 4/23</i>
43000.0000.11012.0000.011000.0000	ED TECH DEBT SERVICE FUND	44,268.36	24,963.55	0.00	69,231.91
<b>Total OBJECT: 11012</b>		<b>645,234.30</b>	<b>302,207.11</b>	<b>547,667.71</b>	<b>399,773.70</b>
21000.0000.11013.0000.011000.0000	FOOD SERVICES FUND	26,645.47	5,811.24	1,995.54	30,461.17
24118.0000.11013.0000.011000.0000	FRESH FRUITS AND VEGETABLE FUND	(459.57)	459.57	0.00	0.00
<b>Total OBJECT: 11013</b>		<b>26,185.90</b>	<b>6,270.81</b>	<b>1,995.54</b>	<b>30,461.17</b>
22000.0000.11014.0000.011000.0000	ATHLETIC FUND	6,629.03	141.53	0.00	6,770.56
23110.0000.11014.0000.011000.0000	GENERAL ACTIVITY FUND	710.88	0.00	0.00	710.88
23112.0000.11014.0000.011000.0000	PARENT ADVISORY COMMITTEE FUND	431.24	0.00	0.00	431.24
23113.0000.11014.0000.011000.0000	CLASS OF 2023 FUND	1,627.65	0.00	0.00	1,627.65
23117.0000.11014.0000.011000.0000	CLASS OF 2022 FUND	3,222.40	0.00	0.00	3,222.40
23118.0000.11014.0000.011000.0000	PBIS REWARDS FUND	902.87	0.00	20.00	882.87

## Maxwell Municipal Schools

### Cash Balances by OBJECT

Fiscal Year: 2020-2021

Date Range: 06/01/2021 - 06/30/2021

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
23119.0000.11014.0000.011000.0000	STUDENT COUNCIL FUND	45.53	0.00	0.00	45.53
23121.0000.11014.0000.011000.0000	BOOSTER CLUB FUND	3,573.92	0.00	150.00	3,423.92
23123.0000.11014.0000.011000.0000	PEE WEE SPORTS FUND	10,387.69	0.00	0.00	10,387.69
23125.0000.11014.0000.011000.0000	PEE WEE CHEER FUND	499.18	0.00	0.00	499.18
23126.0000.11014.0000.011000.0000	FFA FUND	5,440.68	0.00	0.00	5,440.68
23127.0000.11014.0000.011000.0000	LIBRARY FUND	683.77	0.00	0.00	683.77
23149.0000.11014.0000.011000.0000	FCCLA FUND	3,787.77	0.00	0.00	3,787.77
23150.0000.11014.0000.011000.0000	YEARBOOK FUND	586.00	20.00	0.00	606.00
23155.0000.11014.0000.011000.0000	SPEECH FUND	15.00	0.00	0.00	15.00
23162.0000.11014.0000.011000.0000	SCHOOL MALL FUND	178.97	0.00	0.00	178.97
23178.0000.11014.0000.011000.0000	MAXWELL NEA FUND	554.28	0.00	0.00	554.28
23179.0000.11014.0000.011000.0000	MAXWELL COMMUNITY FUND	174.89	0.00	0.00	174.89
23180.0000.11014.0000.011000.0000	PREFECTA PRINTING FUND	310.00	0.00	0.00	310.00
<b>Total OBJECT:</b>	11014	39,761.75	161.53	170.00	39,753.28
31900.0000.11016.0000.011000.0000	ED TECH TRUST ACCOUNT	139,168.42	0.00	0.00	139,168.42
<b>Total OBJECT:</b>	11016	139,168.42	0.00	0.00	139,168.42
		850,350.37	308,639.45	549,833.25	609,156.57

End of Report

## Maxwell Municipal Schools

### Bank Reconciliation Report

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

Beginning Balance Per Bank:	\$770,968.91
Less Checks Cleared This Period:	-\$351,858.59
Less Other Disbursements Cleared This Period:	\$0.00
Plus Deposits Cleared This Period:	\$238,628.72
Plus Other Receipts Cleared This Period:	\$0.00
Adjustments This Period:	-\$236.97
Computed Ending Bank Statement Balance:	<u>\$657,502.07</u>
Less Outstanding Checks:	\$257,728.37
Less Outstanding Other Disbursements:	\$0.00
Plus Outstanding Deposits	\$0.00
Plus Outstanding Other Receipts	\$0.00
Reconciled Bank Balance:	<u>\$399,773.70</u>
Beginning General Ledger Balance:	\$233,628.29
Transactions Through Ending Date:	\$166,145.41
Ending Balance Per General Ledger:	<u>\$399,773.70</u>
Variance:	<u>\$0.00</u>

End of Report

## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:  
From Check:  
From Voucher:

To Date: 6/30/2021  
To Check:  
To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
32812	03/09/2021	Donna Rodarte	\$44.00	1001	Printed	Expense	<input type="checkbox"/>		
32966	06/22/2021	Denise Trujillo	\$400.00	1099	Printed	Expense	<input type="checkbox"/>		
32968	06/22/2021	Mary Lou Kern	\$170.66	1099	Printed	Expense	<input type="checkbox"/>		
32969	06/22/2021	McGowen Chiropractic	\$120.00	1099	Printed	Expense	<input type="checkbox"/>		
32972	06/22/2021	SMS Tech Solutions	\$2,160.00	1099	Printed	Expense	<input type="checkbox"/>		
32981	06/24/2021	Phil Long Ford of Raton	\$1,594.79	1101	Printed	Expense	<input type="checkbox"/>		
32983	06/30/2021	Maxwell School Operational	\$22.00	1103	Printed	Expense	<input type="checkbox"/>		
32984	06/30/2021	Adrian Archuleta Construction, LLC	\$391.28	1104	Printed	Expense	<input type="checkbox"/>		
32985	06/30/2021	Amazon Capital Services	\$1,693.61	1104	Printed	Expense	<input type="checkbox"/>		
32986	06/30/2021	Cooperative Educ. Services	\$3,000.00	1104	Printed	Expense	<input type="checkbox"/>		
32987	06/30/2021	Dick Blick Art Materials	\$698.69	1104	Printed	Expense	<input type="checkbox"/>		
32988	06/30/2021	Harris Technology	\$1,438.71	1104	Printed	Expense	<input type="checkbox"/>		
32989	06/30/2021	IXL Learning	\$1,800.00	1104	Printed	Expense	<input type="checkbox"/>		
32990	06/30/2021	Kuhlman Racing Carquest, LLC.	\$1,637.71	1104	Printed	Expense	<input type="checkbox"/>		
32991	06/30/2021	Manning Accounting and Consulting	\$5,974.50	1104	Printed	Expense	<input type="checkbox"/>		
32992	06/30/2021	NMASBO	\$350.00	1104	Printed	Expense	<input type="checkbox"/>		
32993	06/30/2021	Plank Road Publishing, Inc.	\$1,002.47	1104	Printed	Expense	<input type="checkbox"/>		
32994	06/30/2021	Professional Compliance & Testing	\$51.00	1104	Printed	Expense	<input type="checkbox"/>		
32995	06/30/2021	Quill	\$174.85	1104	Printed	Expense	<input type="checkbox"/>		
32996	06/30/2021	Record's Hardware Store	\$11.99	1104	Printed	Expense	<input type="checkbox"/>		
64513	04/15/2021	Taxation And Revenue Dept.	\$141.90	1067	Printed	Payroll Ded	<input type="checkbox"/>		
64525	04/30/2021	Taxation And Revenue Dept.	\$4.30	1073	Printed	Payroll Ded	<input type="checkbox"/>		
64537	05/14/2021	Taxation And Revenue Dept.	\$4.30	1078	Printed	Payroll Ded	<input type="checkbox"/>		
64556	06/03/2021	Aflac Worldwide Hdqtrs	\$25.50	1087	Printed	Payroll Ded	<input type="checkbox"/>		

## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:

From Check:

From Voucher:

To Date: 6/30/2021

To Check:

To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
64557	06/03/2021	Educational Retirement Board	\$27,727.78	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64558	06/03/2021	First Financial Administrators	\$1,726.91	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64559	06/03/2021	Legal Shield	\$35.38	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64563	06/03/2021	Nm Retiree Health Care Auth.	\$3,403.77	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64564	06/03/2021	NMPSIA - Benefits	\$14,542.17	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64565	06/03/2021	Taxation And Revenue Dept	\$2,069.19	1087	Printed	Payroll Ded	<input type="checkbox"/>		
64567	06/03/2021	Aflac Worldwide Hdqtrs	\$25.50	1086	Printed	Payroll Ded	<input type="checkbox"/>		
64568	06/03/2021	First Financial Administrators	\$720.38	1086	Printed	Payroll Ded	<input type="checkbox"/>		
64569	06/03/2021	Legal Shield	\$25.90	1086	Printed	Payroll Ded	<input type="checkbox"/>		
64571	06/03/2021	NMPSIA - Benefits	\$6,977.84	1086	Printed	Payroll Ded	<input type="checkbox"/>		
64572	06/03/2021	Aflac Worldwide Hdqtrs	\$25.50	1085	Printed	Payroll Ded	<input type="checkbox"/>		
64573	06/03/2021	First Financial Administrators	\$720.38	1085	Printed	Payroll Ded	<input type="checkbox"/>		
64574	06/03/2021	Legal Shield	\$25.90	1085	Printed	Payroll Ded	<input type="checkbox"/>		
64576	06/03/2021	NMPSIA - Benefits	\$6,331.72	1085	Printed	Payroll Ded	<input type="checkbox"/>		
64577	06/30/2021	Educational Retirement Board	\$3,282.87	1088	Printed	Payroll Ded	<input type="checkbox"/>		
64578	06/30/2021	First Financial Administrators	\$168.99	1088	Printed	Payroll Ded	<input type="checkbox"/>		
64580	06/30/2021	Nm Retiree Health Care Auth.	\$400.00	1088	Printed	Payroll Ded	<input type="checkbox"/>		
64581	06/30/2021	NMPSIA - Benefits	\$1,071.34	1088	Printed	Payroll Ded	<input type="checkbox"/>		
64582	06/30/2021	Taxation And Revenue Dept	\$312.27	1088	Printed	Payroll Ded	<input type="checkbox"/>		
64594	06/17/2021	Educational Retirement Board	\$8,031.42	1089	Printed	Payroll Ded	<input type="checkbox"/>		
64595	06/17/2021	First Financial Administrators	\$837.54	1089	Printed	Payroll Ded	<input type="checkbox"/>		
64596	06/17/2021	Legal Shield	\$9.48	1089	Printed	Payroll Ded	<input type="checkbox"/>		
64600	06/17/2021	Nm Retiree Health Care Auth.	\$983.25	1089	Printed	Payroll Ded	<input type="checkbox"/>		
64601	06/17/2021	NMPSIA - Benefits	\$6,492.99	1089	Printed	Payroll Ded	<input type="checkbox"/>		



## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:

To Date: 6/30/2021

From Check:

To Check:

From Voucher:

To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
64602	06/17/2021	Taxation And Revenue Dept	\$1,263.61	1089	Printed	Payroll Ded	<input type="checkbox"/>		
64604	06/17/2021	Educational Retirement Board	\$8,031.42	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64605	06/17/2021	First Financial Administrators	\$837.54	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64606	06/17/2021	Legal Shield	\$9.48	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64610	06/17/2021	Nm Retiree Health Care Auth.	\$983.25	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64611	06/17/2021	NMPSIA - Benefits	\$6,492.99	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64612	06/17/2021	Taxation And Revenue Dept	\$794.74	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64613	06/17/2021	Wells Fargo Bank	\$20,351.14	1090	Printed	Payroll Ded	<input type="checkbox"/>		
64614	06/17/2021	Wells Fargo Bank	\$200.01	1091	Printed	Payroll Ded	<input type="checkbox"/>		
64615	06/17/2021	Educational Retirement Board	\$8,031.39	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64616	06/17/2021	First Financial Administrators	\$837.54	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64617	06/17/2021	Legal Shield	\$9.48	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64620	06/17/2021	Nm Retiree Health Care Auth.	\$983.25	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64621	06/17/2021	NMPSIA - Benefits	\$6,492.99	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64622	06/17/2021	Taxation And Revenue Dept	\$794.74	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64623	06/17/2021	Wells Fargo Bank	\$20,551.09	1092	Printed	Payroll Ded	<input type="checkbox"/>		
64624	06/17/2021	Educational Retirement Board	\$7,712.03	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64625	06/17/2021	First Financial Administrators	\$752.79	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64626	06/17/2021	Legal Shield	\$9.48	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64629	06/17/2021	Nm Retiree Health Care Auth.	\$944.70	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64630	06/17/2021	NMPSIA - Benefits	\$5,841.52	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64631	06/17/2021	Taxation And Revenue Dept	\$788.07	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64632	06/17/2021	Wells Fargo Bank	\$19,944.73	1093	Printed	Payroll Ded	<input type="checkbox"/>		
64633	06/17/2021	Educational Retirement Board	\$7,712.06	1094	Printed	Payroll Ded	<input type="checkbox"/>		

## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:  
From Check:  
From Voucher:

To Date: 6/30/2021  
To Check:  
To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
64634	06/17/2021	First Financial Administrators	\$752.79	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64635	06/17/2021	Legal Shield	\$9.48	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64638	06/17/2021	Nm Retiree Health Care Auth.	\$944.70	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64639	06/17/2021	NMPSIA - Benefits	\$5,841.52	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64640	06/17/2021	Taxation And Revenue Dept	\$788.07	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64641	06/17/2021	Wells Fargo Bank	\$19,944.84	1094	Printed	Payroll Ded	<input type="checkbox"/>		
64642	06/15/2021	Educational Retirement Board	\$82.01	1095	Printed	Payroll Ded	<input type="checkbox"/>		
64644	06/15/2021	Nm Retiree Health Care Auth.	\$9.90	1095	Printed	Payroll Ded	<input type="checkbox"/>		
64646	06/30/2021	Educational Retirement Board	\$105.62	1102	Printed	Payroll Ded	<input type="checkbox"/>		
64648	06/30/2021	Nm Retiree Health Care Auth.	\$14.37	1102	Printed	Payroll Ded	<input type="checkbox"/>		
64649	06/30/2021	Taxation And Revenue Dept.	\$4.30	1102	Printed	Payroll Ded	<input type="checkbox"/>		

Total Checks for Bank:

83

Total Amount:

\$257,728.37

End of Report

# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

### Check Transactions:

Check Number	Check Date	Payee	Check Amount	Cleared Amount	Variance	Clear Date
32788	01/30/2021	Erika Meadows	\$216.38	\$216.38	\$0.00	06/30/2021
32878	04/23/2021	NMSU - Las Cruces	\$540.00	\$540.00	\$0.00	06/30/2021
32892	04/27/2021	Kenneth Jenkins	\$80.00	\$80.00	\$0.00	06/30/2021
32901	05/25/2021	Apple for Education	\$8,204.90	\$8,204.90	\$0.00	06/30/2021
32902	05/25/2021	Apple, Inc. - LTSA Repair	\$697.95	\$697.95	\$0.00	06/30/2021
32906	05/25/2021	Century Link	\$112.47	\$112.47	\$0.00	06/30/2021
32907	05/25/2021	Colfax General Lab	\$35.00	\$35.00	\$0.00	06/30/2021
32909	05/25/2021	Crown Awards	\$404.29	\$404.29	\$0.00	06/30/2021
32910	05/25/2021	Electric Horseman	\$4,854.09	\$4,854.09	\$0.00	06/30/2021
32911	05/25/2021	Graduation Source	\$104.48	\$104.48	\$0.00	06/30/2021
32912	05/25/2021	Herff Jones	\$181.28	\$181.28	\$0.00	06/30/2021
32913	05/25/2021	Hermitage Art	\$31.48	\$31.48	\$0.00	06/30/2021
32914	05/25/2021	High Plains Regional Center	\$11,472.61	\$11,472.61	\$0.00	06/30/2021
32915	05/25/2021	Jones School Supply Co., Inc.	\$161.60	\$161.60	\$0.00	06/30/2021
32916	05/25/2021	La Montanita Food Cooperative	\$751.76	\$751.76	\$0.00	06/30/2021
32917	05/25/2021	Leo Pacheco	\$312.08	\$312.08	\$0.00	06/30/2021
32918	05/25/2021	Linda Casper	\$81.31	\$81.31	\$0.00	06/30/2021
32919	05/25/2021	Lowe's Pay and Save, Inc.	\$684.73	\$684.73	\$0.00	06/30/2021
32921	05/25/2021	Medify Air LLC	\$6,601.00	\$6,601.00	\$0.00	06/30/2021
32923	05/25/2021	New Mexico School Board Assoc.	\$1,155.00	\$1,155.00	\$0.00	06/30/2021
32925	05/25/2021	PowerSchool Group, LLC	\$4,698.94	\$4,698.94	\$0.00	06/30/2021
32926	05/25/2021	Professional Compliance & Testing	\$72.50	\$72.50	\$0.00	06/30/2021
32927	05/25/2021	Quill	\$1,793.76	\$1,793.76	\$0.00	06/30/2021
32928	05/25/2021	Record's Hardware Store	\$82.09	\$82.09	\$0.00	06/30/2021
32929	05/25/2021	SEL Launchpad	\$1,000.00	\$1,000.00	\$0.00	06/30/2021
32930	05/25/2021	Springer Electric Cooperative	\$2,213.86	\$2,213.86	\$0.00	06/30/2021
32931	05/25/2021	The Lampo Group, LLC	\$1,047.32	\$1,047.32	\$0.00	06/30/2021
32932	05/25/2021	Unlimited Teletherapy, LLC.	\$3,532.20	\$3,532.20	\$0.00	06/30/2021
32933	05/25/2021	UPS	\$5.80	\$5.80	\$0.00	06/30/2021
32934	05/25/2021	Village of Maxwell	\$354.92	\$354.92	\$0.00	06/30/2021
32936	05/25/2021	Wright Express Universal Fleet	\$50.00	\$50.00	\$0.00	06/30/2021
32938	06/10/2021	Budget Glass	\$250.00	\$250.00	\$0.00	06/30/2021
32939	06/14/2021	Amazon Capital Services	\$366.30	\$366.30	\$0.00	06/30/2021
32940	06/14/2021	Amy Roble	\$44.00	\$44.00	\$0.00	06/30/2021
32941	06/14/2021	Andrea French	\$300.00	\$300.00	\$0.00	06/30/2021
32942	06/14/2021	Baca Valley Telephone Company	\$1,613.85	\$1,613.85	\$0.00	06/30/2021
32943	06/14/2021	Burco Chemical Co.	\$201.30	\$201.30	\$0.00	06/30/2021
32944	06/14/2021	Carquest-Raton	\$60.83	\$60.83	\$0.00	06/30/2021
32945	06/14/2021	Century Link	\$70.41	\$70.41	\$0.00	06/30/2021



# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

32946	06/14/2021 Colfax General Lab	\$60.00	\$60.00	\$0.00	06/30/2021
32947	06/14/2021 Cooperative Educ. Services	\$1,179.99	\$1,179.99	\$0.00	06/30/2021
32948	06/14/2021 Daniel A. Bullock	\$1,000.00	\$1,000.00	\$0.00	06/30/2021
32949	06/14/2021 Istation	\$1,997.60	\$1,997.60	\$0.00	06/30/2021
32950	06/14/2021 Learning Without Tears	\$674.70	\$674.70	\$0.00	06/30/2021
32951	06/14/2021 Lowe's Pay and Save, Inc.	\$176.41	\$176.41	\$0.00	06/30/2021
32952	06/14/2021 New Mexico School Board Assoc.	\$750.00	\$750.00	\$0.00	06/30/2021
32953	06/14/2021 Professional Compliance & Testing	\$51.00	\$51.00	\$0.00	06/30/2021
32954	06/14/2021 Quill	\$404.55	\$404.55	\$0.00	06/30/2021
32955	06/14/2021 Record's Hardware Store	\$544.30	\$544.30	\$0.00	06/30/2021
32956	06/14/2021 Roberto Cruz	\$300.00	\$300.00	\$0.00	06/30/2021
32957	06/14/2021 Rocky Mountain Physical Therapy	\$141.06	\$141.06	\$0.00	06/30/2021
32958	06/14/2021 School-Connect	\$7,376.25	\$7,376.25	\$0.00	06/30/2021
32959	06/14/2021 Tascosa Office Machines	\$150.00	\$150.00	\$0.00	06/30/2021
32960	06/14/2021 Village of Maxwell	\$349.73	\$349.73	\$0.00	06/30/2021
32961	06/14/2021 Zia Natural Gas Company	\$707.88	\$707.88	\$0.00	06/30/2021
32962	06/22/2021 Acorn Petroleum, Inc.	\$1,532.72	\$1,532.72	\$0.00	06/30/2021
32963	06/22/2021 Amazon Capital Services	\$1,028.92	\$1,028.92	\$0.00	06/30/2021
32964	06/22/2021 Carrier Corporation	\$2,019.14	\$2,019.14	\$0.00	06/30/2021
32965	06/22/2021 Cooperative Educ. Services	\$6,697.49	\$6,697.49	\$0.00	06/30/2021
32967	06/22/2021 Luna Community College	\$2,815.05	\$2,815.05	\$0.00	06/30/2021
32970	06/22/2021 Pinon Tire, LLC	\$855.52	\$855.52	\$0.00	06/30/2021
32971	06/22/2021 Record's Hardware Store	\$112.35	\$112.35	\$0.00	06/30/2021
32973	06/22/2021 Springer Electric Cooperative	\$1,237.84	\$1,237.84	\$0.00	06/30/2021
32974	06/22/2021 Tascosa Office Machines	\$6,312.00	\$6,312.00	\$0.00	06/30/2021
32975	06/22/2021 Technology Integration Group	\$8,466.08	\$8,466.08	\$0.00	06/30/2021
32976	06/22/2021 U.S. Postmaster	\$1,635.00	\$1,635.00	\$0.00	06/30/2021
32977	06/22/2021 Wells Fargo	\$432.02	\$432.02	\$0.00	06/30/2021
32978	06/24/2021 Burco Chemical Co.	\$1,304.72	\$1,304.72	\$0.00	06/30/2021
32979	06/24/2021 Cooperative Educ. Services	\$721.49	\$721.49	\$0.00	06/30/2021
32980	06/24/2021 Karen Romero	\$335.00	\$335.00	\$0.00	06/30/2021
32982	06/24/2021 Record's Hardware Store	\$149.99	\$149.99	\$0.00	06/30/2021
64503	04/15/2021 Aflac Worldwide Hdqtrs	\$12.75	\$12.75	\$0.00	06/30/2021
64506	04/15/2021 Legal Shield	\$22.43	\$22.43	\$0.00	06/30/2021
64515	04/30/2021 Aflac Worldwide Hdqtrs	\$12.75	\$12.75	\$0.00	06/30/2021
64518	04/30/2021 Legal Shield	\$22.43	\$22.43	\$0.00	06/30/2021
64527	05/14/2021 Aflac Worldwide Hdqtrs	\$12.75	\$12.75	\$0.00	06/30/2021
64528	05/14/2021 Educational Retirement Board	\$13,950.13	\$13,950.13	\$0.00	06/30/2021
64529	05/14/2021 First Financial Administrators	\$1,366.72	\$1,366.72	\$0.00	06/30/2021
64530	05/14/2021 Legal Shield	\$22.43	\$22.43	\$0.00	06/30/2021
64533	05/14/2021 NEA of New Mexico	\$96.61	\$96.61	\$0.00	06/30/2021
64534	05/14/2021 Nm Retiree Health Care Auth.	\$1,707.93	\$1,707.93	\$0.00	06/30/2021
64535	05/14/2021 NMPSIA - Benefits	\$11,054.57	\$11,054.57	\$0.00	06/30/2021
64536	05/14/2021 Taxation And Revenue Dept	\$1,247.35	\$1,247.35	\$0.00	06/30/2021



# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

64539	05/14/2021	Educational Retirement Board	\$2,255.05	\$2,255.05	\$0.00	06/30/2021
64541	05/14/2021	Nm Retiree Health Care Auth.	\$279.00	\$279.00	\$0.00	06/30/2021
64542	05/14/2021	Taxation And Revenue Dept	\$280.74	\$280.74	\$0.00	06/30/2021
64545	05/28/2021	Aflac Worldwide Hdqtrs	\$12.75	\$12.75	\$0.00	06/30/2021
64546	05/28/2021	Educational Retirement Board	\$13,925.26	\$13,925.26	\$0.00	06/30/2021
64547	05/28/2021	First Financial Administrators	\$1,366.72	\$1,366.72	\$0.00	06/30/2021
64548	05/28/2021	Legal Shield	\$22.43	\$22.43	\$0.00	06/30/2021
64549	05/28/2021	Maxwell Schools	\$11,980.60	\$11,980.60	\$0.00	06/30/2021
64551	05/28/2021	NEA of New Mexico	\$96.61	\$96.61	\$0.00	06/30/2021
64552	05/28/2021	Nm Retiree Health Care Auth.	\$1,704.93	\$1,704.93	\$0.00	06/30/2021
64553	05/28/2021	NMPSIA - Benefits	\$11,054.57	\$11,054.57	\$0.00	06/30/2021
64554	05/28/2021	Taxation And Revenue Dept	\$1,235.90	\$1,235.90	\$0.00	06/30/2021
64560	06/03/2021	Maxwell Schools	\$22,158.10	\$22,158.10	\$0.00	06/30/2021
64561	06/03/2021	Maxwell Teacherage Accounts	\$200.00	\$200.00	\$0.00	06/30/2021
64562	06/03/2021	NEA of New Mexico	\$150.89	\$150.89	\$0.00	06/30/2021
64566	06/03/2021	Wells Fargo Bank	\$69,631.85	\$69,631.85	\$0.00	06/30/2021
64570	06/03/2021	NEA of New Mexico	\$108.63	\$108.63	\$0.00	06/30/2021
64575	06/03/2021	NEA of New Mexico	\$108.63	\$108.63	\$0.00	06/30/2021
64579	06/30/2021	Maxwell Schools	\$3,631.18	\$3,631.18	\$0.00	06/30/2021
64583	06/30/2021	Wells Fargo Bank	\$9,214.22	\$9,214.22	\$0.00	06/30/2021
64597	06/17/2021	Maxwell Schools	\$10,821.99	\$10,821.99	\$0.00	06/30/2021
64598	06/17/2021	Maxwell Teacherage Accounts	\$200.00	\$200.00	\$0.00	06/30/2021
64599	06/17/2021	NEA of New Mexico	\$42.27	\$42.27	\$0.00	06/30/2021
64603	06/17/2021	Wells Fargo Bank	\$27,359.66	\$27,359.66	\$0.00	06/30/2021
64607	06/17/2021	Maxwell Schools	\$6,689.98	\$6,689.98	\$0.00	06/30/2021
64609	06/17/2021	NEA of New Mexico	\$42.27	\$42.27	\$0.00	06/30/2021
64618	06/17/2021	Maxwell Schools	\$6,689.95	\$6,689.95	\$0.00	06/30/2021
64619	06/17/2021	NEA of New Mexico	\$42.27	\$42.27	\$0.00	06/30/2021
64627	06/17/2021	Maxwell Schools	\$6,434.56	\$6,434.56	\$0.00	06/30/2021
64628	06/17/2021	NEA of New Mexico	\$42.27	\$42.27	\$0.00	06/30/2021
64636	06/17/2021	Maxwell Schools	\$6,434.57	\$6,434.57	\$0.00	06/30/2021
64637	06/17/2021	NEA of New Mexico	\$42.19	\$42.19	\$0.00	06/30/2021
64643	06/15/2021	Maxwell Schools	\$50.50	\$50.50	\$0.00	06/30/2021
64645	06/15/2021	Wells Fargo Bank	\$266.14	\$266.14	\$0.00	06/30/2021
64647	06/30/2021	Maxwell Schools	\$261.30	\$261.30	\$0.00	06/30/2021
64650	06/30/2021	Wells Fargo Bank	\$1,532.47	\$1,532.47	\$0.00	06/30/2021
Total Checks:			119	\$351,858.59	\$351,858.59	\$0.00

### Deposit Transactions:

Deposit Number	Deposit Date	Memo	Deposit Amount	Cleared Amount	Variance	Clear Date
2847	06/01/2021	Operational Deposit	\$2,014.25	\$2,014.25	\$0.00	06/30/2021

# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

2848	06/01/2021	Operational Deposit	\$1,617.83	\$1,617.83	\$0.00	06/30/2021
2849	06/02/2021	Operational Deposit	\$500.00	\$500.00	\$0.00	06/30/2021
2850	06/04/2021	Operational Deposit	\$2,645.13	\$2,645.13	\$0.00	06/30/2021
2851	06/08/2021	Operational Deposit	\$1,465.56	\$1,465.56	\$0.00	06/30/2021
2852	06/10/2021	Operational Deposit	\$1,125.07	\$1,125.07	\$0.00	06/30/2021
2853	06/15/2021	Operational Deposit	\$264.80	\$264.80	\$0.00	06/30/2021
2854	06/17/2021	Operational Deposit	\$200.00	\$200.00	\$0.00	06/30/2021
2855	06/21/2021	Operational Deposit	\$44,034.42	\$44,034.42	\$0.00	06/30/2021
2856	06/18/2021	Operational Deposit	\$6,149.00	\$6,149.00	\$0.00	06/30/2021
2857	06/18/2021	Operational Deposit	\$1,619.00	\$1,619.00	\$0.00	06/30/2021
2858	06/21/2021	Operational Deposit	\$751.76	\$751.76	\$0.00	06/30/2021
2859	06/21/2021	Operational Deposit	\$231.96	\$231.96	\$0.00	06/30/2021
2860	06/21/2021	Operational Deposit	\$58.80	\$58.80	\$0.00	06/30/2021
2861	06/24/2021	Operational Deposit	\$2,012.86	\$2,012.86	\$0.00	06/30/2021
2862	06/30/2021	Operational Deposit	\$173,859.00	\$173,859.00	\$0.00	06/30/2021
2863	06/30/2021	Operational Deposit	\$79.28	\$79.28	\$0.00	06/30/2021
Total Deposits:			17	\$238,628.72	\$238,628.72	\$0.00

### Other Receipts:

Transaction Date	Description	Amount
	Total	0 \$0.00

### Adjustment Transactions:

Adjustment Date	Description	Adjustment Amount
06/30/2021	Client Analysis Fee	-\$236.97
	Total	1 -\$236.97

### Other Disbursement Transactions:

Transaction Date	Description	Amount
	Total	0 \$0.00



## Maxwell Municipal Schools

### Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: OPERATIONAL 260-0775007 Ending Date: 6/30/2021

Cash Account: ??????.0000.11012.0000.011000.0000

### Bank Statement Summary

Beginning Balance Per Bank:	\$770,968.91
Less Checks:	-\$351,858.59
Less Other Disbursements:	\$0.00
Plus Deposits:	\$238,628.72
Plus Other Receipts:	\$0.00
Total Adjustments:	-\$236.97
Ending Balance Per Statement:	\$657,502.07
Ending Balance Per Bank:	\$657,502.07
Variance:	\$0.00

End of Report

## Maxwell Municipal Schools

### Bank Reconciliation Report

Fiscal Year: 2020-2021

Bank Account: ACTIVITIES 260-0775005

Ending Date: 6/30/2021

Cash Account: ??????.0000.11014.0000.011000.0000

Beginning Balance Per Bank:	\$46,206.29
Less Checks Cleared This Period:	-\$6,575.54
Less Other Disbursements Cleared This Period:	\$0.00
Plus Deposits Cleared This Period:	\$131.53
Plus Other Receipts Cleared This Period:	\$0.00
Adjustments This Period:	\$0.00
Computed Ending Bank Statement Balance:	\$39,762.28
Less Outstanding Checks:	\$9.00
Less Outstanding Other Disbursements:	\$0.00
Plus Outstanding Deposits	\$0.00
Plus Outstanding Other Receipts	\$0.00
Reconciled Bank Balance:	\$39,753.28
Beginning General Ledger Balance:	\$43,689.90
Transactions Through Ending Date:	-\$3,936.62
Ending Balance Per General Ledger:	\$39,753.28
Variance:	\$0.00

End of Report

## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

**Criteria:**

**Bank Account:** ACTIVITIES 260-0775005

**From Date:**  
**From Check:**  
**From Voucher:**

**To Date:** 6/30/2021  
**To Check:**  
**To Voucher:**

**Bank:** ACTIVITIES

**Account:** 260-0775005

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9389	05/25/2021	Maxwell Station	\$9.00	1082	Printed	Expense	<input type="checkbox"/>		

Total Checks for Bank:

1

Total Amount:

\$9.00

End of Report

# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: ACTIVITIES 260-0775005

Ending Date: 6/30/2021

Cash Account: ?????0.0000.11014.0000.011000.0000

### Check Transactions:

Check Number	Check Date	Payee	Check Amount	Cleared Amount	Variance	Clear Date
9386	05/25/2021	Daniel Gurule	\$100.00	\$100.00	\$0.00	06/30/2021
9387	05/25/2021	Debra Arellano	\$60.00	\$60.00	\$0.00	06/30/2021
9388	05/25/2021	Graduation Source	\$273.07	\$273.07	\$0.00	06/30/2021
9390	05/25/2021	New Mex. Activity Association	\$2,772.00	\$2,772.00	\$0.00	06/30/2021
9391	05/25/2021	NMHSCA	\$390.00	\$390.00	\$0.00	06/30/2021
9392	05/27/2021	Amazon Capital Services	\$2,810.47	\$2,810.47	\$0.00	06/30/2021
9395	06/14/2021	Cynthia Berry	\$20.00	\$20.00	\$0.00	06/30/2021
9396	06/14/2021	Michael Glasman	\$150.00	\$150.00	\$0.00	06/30/2021
Total Checks:			8	\$6,575.54	\$6,575.54	\$0.00

### Deposit Transactions:

Deposit Number	Deposit Date	Memo	Deposit Amount	Cleared Amount	Variance	Clear Date
2660	06/08/2021	Activity Deposit	\$111.18	\$111.18	\$0.00	06/30/2021
2661	06/21/2021	Activity Deposit	\$15.00	\$15.00	\$0.00	06/30/2021
2662	06/30/2021	Activity Deposit	\$5.35	\$5.35	\$0.00	06/30/2021
Total Deposits:			3	\$131.53	\$131.53	\$0.00

### Other Receipts:

Transaction Date	Description	Amount
Total	0	\$0.00

### Adjustment Transactions:

Adjustment Date	Description	Adjustment Amount
Total	0	\$0.00

### Other Disbursement Transactions:

Transaction Date	Description	Amount
Total	0	\$0.00



## Maxwell Municipal Schools

### Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: ACTIVITIES 260-0775005

Ending Date: 6/30/2021

Cash Account: ??????.0000.11014.0000.011000.0000

### Bank Statement Summary

Beginning Balance Per Bank:	\$46,206.29
Less Checks:	-\$6,575.54
Less Other Disbursements:	\$0.00
Plus Deposits:	\$131.53
Plus Other Receipts:	\$0.00
Total Adjustments:	\$0.00
Ending Balance Per Statement:	<u>\$39,762.28</u>
Ending Balance Per Bank:	<u>\$39,762.28</u>
Variance:	<u>\$0.00</u>

End of Report

# Maxwell Municipal Schools

## Bank Reconciliation Report

Fiscal Year: 2020-2021

Bank Account: LUNCH PROGRAM  
260-0775006

Ending Date: 6/30/2021

Cash Account: ??????.0000.11013.0000.011000.0000

Beginning Balance Per Bank:	\$26,329.56
Less Checks Cleared This Period:	-\$2,021.17
Less Other Disbursements Cleared This Period:	\$0.00
Plus Deposits Cleared This Period:	\$6,270.81
Plus Other Receipts Cleared This Period:	\$0.00
Adjustments This Period:	\$0.00
Computed Ending Bank Statement Balance:	<u>\$30,579.20</u>
Less Outstanding Checks:	\$118.03
Less Outstanding Other Disbursements:	\$0.00
Plus Outstanding Deposits	\$0.00
Plus Outstanding Other Receipts	\$0.00
Reconciled Bank Balance:	<u>\$30,461.17</u>
Beginning General Ledger Balance:	\$34,922.53
Transactions Through Ending Date:	<u>-\$4,461.36</u>
Ending Balance Per General Ledger:	\$30,461.17
Variance:	<u>\$0.00</u>

End of Report



## Maxwell Municipal Schools

### Outstanding Check Listing

Fiscal Year: 2020-2021

**Criteria:**

**Bank Account:** LUNCH PROGRAM 260-0775006

**From Date:**  
**From Check:**  
**From Voucher:**

**To Date:** 6/30/2021  
**To Check:**  
**To Voucher:**

**Bank:** LUNCH PROGRAM

**Account:** 260-0775006

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
4824	06/30/2021	Amazon Capital Services	\$118.03	1105	Printed	Expense	<input type="checkbox"/>		

Total Checks for Bank:

1

Total Amount:

\$118.03

End of Report

# Maxwell Municipal Schools

## Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: LUNCH PROGRAM  
260-0775006

Ending Date: 6/30/2021

Cash Account: ?????0.0000.11013.0000.011000.0000

### Check Transactions:

Check Number	Check Date	Payee	Check Amount	Cleared Amount	Variance	Clear Date
4818	05/25/2021	La Montanita Food Cooperative	\$3.89	\$3.89	\$0.00	06/30/2021
4820	05/25/2021	Lowe's Pay and Save, Inc.	\$20.28	\$20.28	\$0.00	06/30/2021
4821	05/25/2021	Quill	\$119.49	\$119.49	\$0.00	06/30/2021
4822	06/14/2021	Labatt New Mexico LLC	\$935.95	\$935.95	\$0.00	06/30/2021
4823	06/22/2021	Amazon Capital Services	\$941.56	\$941.56	\$0.00	06/30/2021
Total Checks:			5	\$2,021.17	\$2,021.17	\$0.00

### Deposit Transactions:

Deposit Number	Deposit Date	Memo	Deposit Amount	Cleared Amount	Variance	Clear Date
1398	06/08/2021	Lunch Deposit	\$110.65	\$110.65	\$0.00	06/30/2021
1399	06/15/2021	Lunch Deposit	\$25.43	\$25.43	\$0.00	06/30/2021
1400	06/29/2021	Lunch Deposit	\$5,671.72	\$5,671.72	\$0.00	06/30/2021
1401	06/29/2021	Lunch Deposit	\$459.57	\$459.57	\$0.00	06/30/2021
1402	06/30/2021	Lunch Deposit	\$3.44	\$3.44	\$0.00	06/30/2021
Total Deposits:			5	\$6,270.81	\$6,270.81	\$0.00

### Other Receipts:

Transaction Date	Description	Amount
	Total	0
		\$0.00

### Adjustment Transactions:

Adjustment Date	Description	Adjustment Amount
	Total	0
		\$0.00

### Other Disbursement Transactions:

Transaction Date	Description	Amount
	Total	0
		\$0.00

## Maxwell Municipal Schools

### Bank Statement Edit Listing

Fiscal Year: 2020-2021

Bank Account: LUNCH PROGRAM  
260-0775006

Ending Date: 6/30/2021

Cash Account: ??????.0000.11013.0000.011000.0000

### Bank Statement Summary

Beginning Balance Per Bank:	\$26,329.56
Less Checks:	-\$2,021.17
Less Other Disbursements:	\$0.00
Plus Deposits:	\$6,270.81
Plus Other Receipts:	\$0.00
Total Adjustments:	\$0.00
Ending Balance Per Statement:	<u>\$30,579.20</u>
Ending Balance Per Bank:	<u>\$30,579.20</u>
Variance:	<u>\$0.00</u>

End of Report

## Maxwell Municipal Schools

### Void Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account:

From Date: 06/01/2021

To Date: 06/30/2021

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9269	10/10/2019	Santa Fe High Athletics	\$30.00	1036	Void	Expense	<input checked="" type="checkbox"/>	06/07/2021	06/07/2021
9393	06/14/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/14/2021	06/14/2021
9394	06/14/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/14/2021	06/14/2021
32904	05/25/2021	Budget Glass	\$250.00	1081	Void	Expense	<input checked="" type="checkbox"/>	06/10/2021	06/10/2021
64543	05/14/2021	Taxation And Revenue Dept.	\$12.90	1079	Void	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2021	06/30/2021
64584	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64585	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64586	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64587	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64588	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64589	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64590	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64591	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64592	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64593	06/08/2021	Print Void - Not Issued	\$0.00		Void	Manual	<input checked="" type="checkbox"/>	06/08/2021	06/08/2021
64608	06/17/2021	Maxwell Teacherage Accounts	\$200.00	1090	Void	Payroll Ded	<input checked="" type="checkbox"/>	06/17/2021	06/17/2021

Total Amount: \$492.90

End of Report

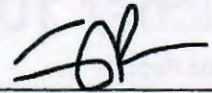


# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1085,

Voucher Date: 06/15/2021

Prepared By:

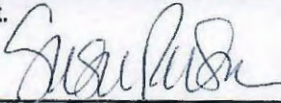


1086 & 1087

Printed: 06/03/2021 02:48:58 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$156,741.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

<b>Fund</b>		
11000	OPERATIONAL	\$148,460.21
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.43
24106	ENTITLEMENT IDEA-B	\$5,810.22
24109	IDEA B - PRESCHOOL	\$115.98
25153	MEDICAID 3/21 YEARS	\$613.55
		<b>\$156,741.92</b>

Kristen Forrester

Kristen Forrester (Jun 4, 2021 10:47 MDT)



# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 23

Pay Cycle: OP PAYROLL

Starting: 06/01/2021

Ending: 06/15/2021

Pay Date: 06/15/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$100,942.11	\$12,553.31	\$113,495.42
<b><u>Employee Deductions:</u></b>			
Federal Income Tax	\$6,275.67	\$376.79	\$6,652.46
FICA - Social Security	\$5,645.25	\$638.07	\$6,283.32
FICA - Medicare	\$1,320.28	\$149.22	\$1,469.50
Deduction - Regular (Not Tax Exempt)	\$2,990.56	\$573.38	\$3,563.94
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$9,889.97	\$2,261.71	\$12,151.68
Direct Deposit Deduction	\$2,450.00	\$25.00	\$2,475.00
State Tax - New Mexico	\$2,001.10	\$68.09	\$2,069.19
Retirement - New Mexico ERB	\$10,570.78	\$1,102.70	\$11,673.48
<b><u>Total Employee Deductions:</u></b>	<b>\$41,143.61</b>	<b>\$5,194.96</b>	<b>\$46,338.57</b>
<b><u>Total Net Pay:</u></b>	<b>\$59,798.50</b>	<b>\$7,358.35</b>	<b>\$67,156.85</b>
<b><u>Direct Deposit:</u></b>	<b>\$59,798.50</b>	<b>\$7,358.35</b>	<b>\$67,156.85</b>
<b><u>Net Pay Checks:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b><u>Employer Paid Benefits:</u></b>			
FICA - Social Security	\$5,645.25	\$638.07	\$6,283.32
FICA - Medicare	\$1,320.28	\$149.22	\$1,469.50
Deduction - Regular (Not Tax Exempt)	\$2,018.09	\$251.08	\$2,269.17
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$13,086.13	\$4,084.08	\$17,170.21
Retirement - New Mexico ERB	\$14,278.00	\$1,776.30	\$16,054.30
<b><u>Total Employer Benefits:</u></b>	<b>\$36,347.75</b>	<b>\$6,898.75</b>	<b>\$43,246.50</b>
<b><u>Gross:</u></b>	<b>\$100,942.11</b>	<b>\$12,553.31</b>	<b>\$113,495.42</b>
<b><u>Total Payroll Expense:</u></b>	<b>\$137,289.86</b>	<b>\$19,452.06</b>	<b>\$156,741.92</b>
<b><u>Number of Employees Paid</u></b>			
	23	8	31
<b><u>Number of Males</u></b>			
	6	1	7
<b><u>Number of Females</u></b>			
	17	7	24

### Payroll Balancing Data

Direct Deposit

\$67,156.85



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 23

Pay Cycle: OP PAYROLL

Starting: 06/01/2021

Ending: 06/15/2021

Pay Date: 06/15/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$113,495.42	Total Net Pay	\$67,156.85
ER Contributions	\$43,246.50	EE Deductions	\$46,338.57
		ER Contributions	\$43,246.50
Total Payroll Expense	\$156,741.92	Total Payroll Expense	\$156,741.92

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End of Report

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1088

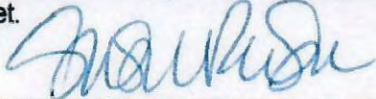
Voucher Date: 06/30/2021

Prepared By: 

Printed: 06/03/2021 03:37:05 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$18,080.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$18,080.87
		<b>\$18,080.87</b>

Kristen Forrester

Kristen Forrester (Jun 4, 2021 10:44 MDT)



# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/30/2021

Pay Date: 06/30/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
<b>Gross Pay</b>	\$10,468.86	\$3,764.14	\$14,233.00
<b><u>Employee Deductions:</u></b>			
Federal Income Tax	\$1,350.93	\$182.29	\$1,533.22
FICA - Social Security	\$626.11	\$224.04	\$850.15
FICA - Medicare	\$146.43	\$52.40	\$198.83
Deduction - Regular (Not Tax Exempt)	\$95.69	\$111.50	\$207.19
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$370.26	\$150.61	\$520.87
Direct Deposit Deduction	\$675.00	\$0.00	\$675.00
State Tax - New Mexico	\$264.03	\$48.24	\$312.27
Retirement - New Mexico ERB	\$1,023.87	\$372.38	\$1,396.25
<b><u>Total Employee Deductions:</u></b>	\$4,552.32	\$1,141.46	\$5,693.78
<b><u>Total Net Pay:</u></b>	\$5,916.54	\$2,622.68	\$8,539.22
<b><u>Direct Deposit:</u></b>	\$5,916.54	\$2,622.68	\$8,539.22
<b><u>Net Pay Checks:</u></b>	\$0.00	\$0.00	\$0.00
<b><u>Employer Paid Benefits:</u></b>			
FICA - Social Security	\$626.11	\$224.04	\$850.15
FICA - Medicare	\$146.43	\$52.40	\$198.83
Deduction - Regular (Not Tax Exempt)	\$191.38	\$75.29	\$266.67
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$415.36	\$230.24	\$645.60
Retirement - New Mexico ERB	\$1,354.00	\$532.62	\$1,886.62
<b><u>Total Employer Benefits:</u></b>	\$2,733.28	\$1,114.59	\$3,847.87
<b><u>Gross:</u></b>	\$10,468.86	\$3,764.14	\$14,233.00
<b><u>Total Payroll Expense:</u></b>	\$13,202.14	\$4,878.73	\$18,080.87
<b>Number of Employees Paid</b>	4	3	7
<b>Number of Males</b>	2	0	2
<b>Number of Females</b>	2	3	5

### Payroll Balancing Data

Direct Deposit

\$8,539.22

## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/30/2021

Pay Date: 06/30/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$14,233.00	Total Net Pay	\$8,539.22
ER Contributions	\$3,847.87	EE Deductions	\$5,693.78
		ER Contributions	\$3,847.87
Total Payroll Expense	\$18,080.87	Total Payroll Expense	\$18,080.87

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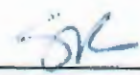
End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1089

Voucher Date: 06/17/2021

Prepared By: 

Printed: 06/08/2021 02:38:19 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$56,042.21 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$53,126.37
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.43
24106	ENTITLEMENT IDEA-B	\$444.35
24109	IDEA B - PRESCHOOL	\$115.98
25153	MEDICAID 3/21 YEARS	\$613.55
		<b>\$56,042.21</b>

  
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# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.1

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/17/2021

Pay Date: 06/17/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$40,640.80	\$2,917.79	\$43,558.59
<u>Employee Deductions:</u>			
Federal Income Tax	\$4,452.50	\$110.75	\$4,563.25
FICA - Social Security	\$2,391.97	\$144.25	\$2,536.22
FICA - Medicare	\$559.42	\$33.73	\$593.15
Deduction - Regular (Not Tax Exempt)	\$989.63	\$207.33	\$1,196.96
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,060.69	\$591.18	\$2,651.87
Direct Deposit Deduction	\$525.00	\$25.00	\$550.00
State Tax - New Mexico	\$1,256.51	\$7.10	\$1,263.61
Retirement - New Mexico ERB	\$3,127.38	\$266.49	\$3,393.87
<u>Total Employee Deductions:</u>	\$15,363.10	\$1,385.83	\$16,748.93
<u>Total Net Pay:</u>	\$25,277.70	\$1,531.96	\$26,809.66
<u>Direct Deposit:</u>	\$25,277.70	\$1,531.96	\$26,809.66
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$2,391.97	\$144.25	\$2,536.22
FICA - Medicare	\$559.42	\$33.73	\$593.15
Deduction - Regular (Not Tax Exempt)	\$597.13	\$58.36	\$655.49
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,877.43	\$1,183.78	\$4,061.21
Retirement - New Mexico ERB	\$4,224.68	\$412.87	\$4,637.55
<u>Total Employer Benefits:</u>	\$10,650.63	\$1,832.99	\$12,483.62
<u>Gross:</u>	\$40,640.80	\$2,917.79	\$43,558.59
<u>Total Payroll Expense:</u>	\$51,291.43	\$4,750.78	\$56,042.21
Number of Employees Paid	16	4	20
Number of Males	4	1	5
Number of Females	12	3	15

### Payroll Balancing Data

Direct Deposit

\$26,809.66



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.1

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/17/2021

Pay Date: 06/17/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$43,558.59	Total Net Pay	\$26,809.66
ER Contributions	\$12,483.62	EE Deductions	\$16,748.93
		ER Contributions	\$12,483.62
Total Payroll Expense	\$56,042.21	Total Payroll Expense	\$56,042.21

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End of Report

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1090

Voucher Date: 06/17/2021

Prepared By: 

Printed: 06/10/2021 11:08:55 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$44,432.81 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$41,516.97
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.43
24106	ENTITLEMENT IDEA-B	\$444.35
24109	IDEA B - PRESCHOOL	\$115.98
25153	MEDICAID 3/21 YEARS	\$613.55
		<b>\$44,432.81</b>

  
KF

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.2

Pay Cycle: OP PAYROLL

Starting: 06/18/2021

Ending: 06/18/2021

Pay Date: 06/18/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$29,856.40	\$2,917.79	\$32,774.19
<u>Employee Deductions:</u>			<i>KF</i> KF
Federal Income Tax	\$1,970.49	\$110.75	\$2,081.24
FICA - Social Security	\$1,723.34	\$144.25	\$1,867.59
FICA - Medicare	\$403.05	\$33.73	\$436.78
Deduction - Regular (Not Tax Exempt)	\$989.63	\$207.33	\$1,196.96
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,060.69	\$591.18	\$2,651.87
Direct Deposit Deduction	\$525.00	\$25.00	\$550.00
State Tax - New Mexico	\$787.64	\$7.10	\$794.74
Retirement - New Mexico ERB	\$3,127.38	\$266.49	\$3,393.87
<u>Total Employee Deductions:</u>	\$11,587.22	\$1,385.83	\$12,973.05
<u>Total Net Pay:</u>	\$18,269.18	\$1,531.96	\$19,801.14
<u>Direct Deposit:</u>	\$18,269.18	\$1,531.96	\$19,801.14
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$1,723.34	\$144.25	\$1,867.59
FICA - Medicare	\$403.05	\$33.73	\$436.78
Deduction - Regular (Not Tax Exempt)	\$597.13	\$58.36	\$655.49
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,877.43	\$1,183.78	\$4,061.21
Retirement - New Mexico ERB	\$4,224.68	\$412.87	\$4,637.55
<u>Total Employer Benefits:</u>	\$9,825.63	\$1,832.99	\$11,658.62
<u>Gross:</u>	\$29,856.40	\$2,917.79	\$32,774.19
<u>Total Payroll Expense:</u>	\$39,682.03	\$4,750.78	\$44,432.81
Number of Employees Paid	15	4	19
Number of Males	4	1	5
Number of Females	11	3	14

### Payroll Balancing Data

Direct Deposit

\$19,801.14



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.2

Pay Cycle: OP PAYROLL

Starting: 06/18/2021

Ending: 06/18/2021

Pay Date: 06/18/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$32,774.19	Total Net Pay	\$19,801.14
		EE Deductions	\$12,973.05
ER Contributions	\$11,658.62	ER Contributions	\$11,658.62
Total Payroll Expense	\$44,432.81	Total Payroll Expense	\$44,432.81

KF  
KF


End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1091

Voucher Date: 06/17/2021

Prepared By: 

Printed: 06/10/2021 10:47:19 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$200.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund	Amount
11000 OPERATIONAL	\$200.01
	<b>\$200.01</b>

  
KF

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.21

Pay Cycle: OP PAYROLL

Starting: 06/18/2021

Ending: 06/18/2021

Pay Date: 06/18/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$0.01	\$0.00	\$0.01
<b>Employee Deductions:</b>			
Deduction - Regular (Not Tax Exempt)	-\$200.00	\$0.00	-\$200.00
<u>Total Employee Deductions:</u>	(\$200.00)	\$0.00	(\$200.00)
<u>Total Net Pay:</u>	\$200.01	\$0.00	\$200.01
<u>Direct Deposit:</u>	\$200.01	\$0.00	\$200.01
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00
<b>Employer Paid Benefits:</b>			
<u>Total Employer Benefits:</u>	\$0.00	\$0.00	\$0.00
<u>Gross:</u>	\$0.01	\$0.00	\$0.01
<u>Total Payroll Expense:</u>	\$0.01	\$0.00	\$0.01
Number of Employees Paid	1	0	1
Number of Males	0	0	0
Number of Females	1	0	1

### Payroll Balancing Data

		Direct Deposit	\$200.01
		Employee Checks	\$0.00
Gross Pay	\$0.01	Total Net Pay	\$200.01
ER Contributions	\$0.00	EE Deductions	(\$200.00)
		ER Contributions	\$0.00
Total Payroll Expense	\$0.01	Total Payroll Expense	\$0.01

End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1092

Voucher Date: 06/17/2021

Prepared By:

*GR*

Printed: 06/10/2021 01:13:51 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$44,432.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*G. Robinson*

Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$41,516.86
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.43
24106	ENTITLEMENT IDEA-B	\$444.35
24109	IDEA B - PRESCHOOL	\$115.98
25153	MEDICAID 3/21 YEARS	\$613.55
		<b>\$44,432.70</b>

*KF*  
KF

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.3

Pay Cycle: OP PAYROLL

Starting: 06/19/2021

Ending: 06/19/2021

Pay Date: 06/19/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$29,856.36	\$2,917.75	\$32,774.11
<u>Employee Deductions:</u>			<i>KF</i> KF
Federal Income Tax	\$1,970.48	\$110.75	\$2,081.23
FICA - Social Security	\$1,723.33	\$144.25	\$1,867.58
FICA - Medicare	\$403.05	\$33.73	\$436.78
Deduction - Regular (Not Tax Exempt)	\$789.63	\$207.33	\$996.96
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,060.69	\$591.18	\$2,651.87
Direct Deposit Deduction	\$525.00	\$25.00	\$550.00
State Tax - New Mexico	\$787.64	\$7.10	\$794.74
Retirement - New Mexico ERB	\$3,127.38	\$266.48	\$3,393.86
<u>Total Employee Deductions:</u>	\$11,387.20	\$1,385.82	\$12,773.02
<u>Total Net Pay:</u>	\$18,469.16	\$1,531.93	\$20,001.09
<u>Direct Deposit:</u>	\$18,469.16	\$1,531.93	\$20,001.09
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$1,723.33	\$144.25	\$1,867.58
FICA - Medicare	\$403.05	\$33.73	\$436.78
Deduction - Regular (Not Tax Exempt)	\$597.13	\$58.36	\$655.49
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,877.43	\$1,183.78	\$4,061.21
Retirement - New Mexico ERB	\$4,224.67	\$412.86	\$4,637.53
<u>Total Employer Benefits:</u>	\$9,825.61	\$1,832.98	\$11,658.59
<u>Gross:</u>	\$29,856.36	\$2,917.75	\$32,774.11
<u>Total Payroll Expense:</u>	\$39,681.97	\$4,750.73	\$44,432.70
Number of Employees Paid	15	4	19
Number of Males	4	1	5
Number of Females	11	3	14

### Payroll Balancing Data

Direct Deposit

\$20,001.09



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.3

Pay Cycle: OP PAYROLL

Starting: 06/19/2021

Ending: 06/19/2021

Pay Date: 06/19/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$32,774.11	Total Net Pay	\$20,001.09
ER Contributions	\$11,658.59	EE Deductions	\$12,773.02
		ER Contributions	\$11,658.59
Total Payroll Expense	\$44,432.70	Total Payroll Expense	\$44,432.70


KF  
KF

End of Report

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1093

Voucher Date: 06/17/2021

Prepared By: 

Printed: 06/10/2021 01:47:57 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$42,470.15 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$39,554.31
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.43
24106	ENTITLEMENT IDEA-B	\$444.35
24109	IDEA B - PRESCHOOL	\$115.98
25153	MEDICAID 3/21 YEARS	\$613.55
		<b>\$42,470.15</b>

  
KF



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.4

Pay Cycle: OP PAYROLL

Starting: 06/20/2021

Ending: 06/20/2021

Pay Date: 06/20/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$29,856.36	\$1,632.58	\$31,488.94
<b><u>Employee Deductions:</u></b>			<i>KF</i> KF
Federal Income Tax	\$1,970.48	\$12.20	\$1,982.68
FICA - Social Security	\$1,723.33	\$80.69	\$1,804.02
FICA - Medicare	\$403.05	\$18.87	\$421.92
Deduction - Regular (Not Tax Exempt)	\$789.63	\$109.73	\$899.36
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,060.69	\$331.12	\$2,391.81
Direct Deposit Deduction	\$525.00	\$0.00	\$525.00
State Tax - New Mexico	\$787.64	\$0.43	\$788.07
Retirement - New Mexico ERB	\$3,127.38	\$128.97	\$3,256.35
<b><u>Total Employee Deductions:</u></b>	\$11,387.20	\$682.01	\$12,069.21
<b><u>Total Net Pay:</u></b>	\$18,469.16	\$950.57	\$19,419.73
<b><u>Direct Deposit:</u></b>	\$18,469.16	\$950.57	\$19,419.73
<b><u>Net Pay Checks:</u></b>	\$0.00	\$0.00	\$0.00
<b><u>Employer Paid Benefits:</u></b>			
FICA - Social Security	\$1,723.33	\$80.69	\$1,804.02
FICA - Medicare	\$403.05	\$18.87	\$421.92
Deduction - Regular (Not Tax Exempt)	\$597.13	\$32.66	\$629.79
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,877.43	\$792.37	\$3,669.80
Retirement - New Mexico ERB	\$4,224.67	\$231.01	\$4,455.68
<b><u>Total Employer Benefits:</u></b>	\$9,825.61	\$1,155.60	\$10,981.21
<b><u>Gross:</u></b>	\$29,856.36	\$1,632.58	\$31,488.94
<b><u>Total Payroll Expense:</u></b>	\$39,681.97	\$2,788.18	\$42,470.15
<b>Number of Employees Paid</b>	15	3	18
<b>Number of Males</b>	4	1	5
<b>Number of Females</b>	11	2	13

#### Payroll Balancing Data

Direct Deposit

\$19,419.73

## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.4

Pay Cycle: OP PAYROLL

Starting: 06/20/2021

Ending: 06/20/2021

Pay Date: 06/20/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$31,488.94	Total Net Pay	\$19,419.73
ER Contributions	\$10,981.21	EE Deductions	\$12,069.21
		ER Contributions	\$10,981.21
Total Payroll Expense	\$42,470.15	Total Payroll Expense	\$42,470.15

KF  
KF

End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1094

Voucher Date: 06/17/2021

Prepared By: SK

Printed: 06/10/2021 02:05:24 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$42,470.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Signature

Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$39,554.51
13000	PUPIL TRANSPORTATION	\$735.53
24101	TITLE I - IASA	\$1,006.49
24106	ENTITLEMENT IDEA-B	\$444.26
24109	IDEA B - PRESCHOOL	\$115.95
25153	MEDICAID 3/21 YEARS	\$613.48
		<b>\$42,470.22</b>

KF  
KF

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.5

Pay Cycle: OP PAYROLL

Starting: 06/21/2021

Ending: 06/21/2021

Pay Date: 06/21/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
<b>Gross Pay</b>	\$29,856.33	\$1,632.66	\$31,488.99
<b><u>Employee Deductions:</u></b>			<i>KF</i> KF
Federal Income Tax	\$1,970.49	\$12.20	\$1,982.69
FICA - Social Security	\$1,723.32	\$80.70	\$1,804.02
FICA - Medicare	\$403.05	\$18.87	\$421.92
Deduction - Regular (Not Tax Exempt)	\$789.55	\$109.73	\$899.28
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,060.69	\$331.12	\$2,391.81
Direct Deposit Deduction	\$525.00	\$0.00	\$525.00
State Tax - New Mexico	\$787.64	\$0.43	\$788.07
Retirement - New Mexico ERB	\$3,127.38	\$128.98	\$3,256.36
<b><u>Total Employee Deductions:</u></b>	\$11,387.12	\$682.03	\$12,069.15
<b><u>Total Net Pay:</u></b>	\$18,469.21	\$950.63	\$19,419.84
<b><u>Direct Deposit:</u></b>	\$18,469.21	\$950.63	\$19,419.84
<b><u>Net Pay Checks:</u></b>	\$0.00	\$0.00	\$0.00
<b><u>Employer Paid Benefits:</u></b>			
FICA - Social Security	\$1,723.32	\$80.70	\$1,804.02
FICA - Medicare	\$403.05	\$18.87	\$421.92
Deduction - Regular (Not Tax Exempt)	\$597.13	\$32.66	\$629.79
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$2,877.43	\$792.37	\$3,669.80
Retirement - New Mexico ERB	\$4,224.68	\$231.02	\$4,455.70
<b><u>Total Employer Benefits:</u></b>	\$9,825.61	\$1,155.62	\$10,981.23
<b><u>Gross:</u></b>	\$29,856.33	\$1,632.66	\$31,488.99
<b><u>Total Payroll Expense:</u></b>	\$39,681.94	\$2,788.28	\$42,470.22
<b>Number of Employees Paid</b>	15	3	18
<b>Number of Males</b>	4	1	5
<b>Number of Females</b>	11	2	13

### Payroll Balancing Data

Direct Deposit

\$19,419.84



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.5

Pay Cycle: OP PAYROLL

Starting: 06/21/2021

Ending: 06/21/2021

Pay Date: 06/21/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
		Employee Checks	\$0.00
Gross Pay	\$31,488.99	Total Net Pay	\$19,419.84
		EE Deductions	\$12,069.15
ER Contributions	\$10,981.23	ER Contributions	\$10,981.23
Total Payroll Expense	\$42,470.22	Total Payroll Expense	\$42,470.22

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KF

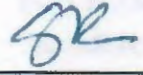
End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1095

Voucher Date: 06/15/2021

Prepared By: 

Printed: 06/10/2021 02:30:22 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$408.55 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund	Amount
11000 OPERATIONAL	\$408.55
	<b>\$408.55</b>

  
KF

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.6

Pay Cycle: OP PAYROLL

Starting: 06/01/2021

Ending: 06/15/2021

Pay Date: 06/15/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$0.00	\$330.00	\$330.00
<u>Employee Deductions:</u>			<i>KF</i> KF
FICA - Social Security	\$0.00	\$20.46	\$20.46
FICA - Medicare	\$0.00	\$4.79	\$4.79
Deduction - Regular (Not Tax Exempt)	\$0.00	\$3.30	\$3.30
Retirement - New Mexico ERB	\$0.00	\$35.31	\$35.31
<u>Total Employee Deductions:</u>	\$0.00	\$63.86	\$63.86
<u>Total Net Pay:</u>	\$0.00	\$266.14	\$266.14
<u>Direct Deposit:</u>	\$0.00	\$266.14	\$266.14
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$0.00	\$20.46	\$20.46
FICA - Medicare	\$0.00	\$4.79	\$4.79
Deduction - Regular (Not Tax Exempt)	\$0.00	\$6.60	\$6.60
Retirement - New Mexico ERB	\$0.00	\$46.70	\$46.70
<u>Total Employer Benefits:</u>	\$0.00	\$78.55	\$78.55
<u>Gross:</u>	\$0.00	\$330.00	\$330.00
<u>Total Payroll Expense:</u>	\$0.00	\$408.55	\$408.55

Number of Employees Paid	0	1	1
Number of Males	0	1	1
Number of Females	0	0	0

### Payroll Balancing Data

		Direct Deposit	\$266.14
		Employee Checks	\$0.00
Gross Pay	\$330.00	Total Net Pay	\$266.14
ER Contributions	\$78.55	EE Deductions	\$63.86
		ER Contributions	\$78.55
Total Payroll Expense	\$408.55	Total Payroll Expense	\$408.55

*KF*  
KF

## Maxwell Municipal Schools

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### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.6

Pay Cycle: OP PAYROLL

Starting: 06/01/2021

Ending: 06/15/2021

Pay Date: 06/15/2021

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Certified

Classified

Total

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End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1096

Voucher Date: 06/14/2021

Prepared By: 

Printed: 06/14/2021 03:17:02 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$18,520.16 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

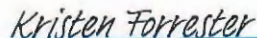
Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$10,171.70
12000	TEACHERAGE	\$300.00
13000	PUPIL TRANSPORTATION	\$372.21
24307	CARES, GEERF, SEL	\$7,376.25
31701	CAPITAL IMPROVEMENTS SB-9	\$300.00
	LOCAL	
		<b>\$18,520.16</b>



Kristen Forrester (Jun 15, 2021 09:13 MDT)

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Capital Services						
Check Group:						
Canson XL Mix Media Art Pad 9 x 12		30	21316	IYCP-7QQ6-6RC R 6/14/2021	11000.1000.56118.1010.011000.0000	\$366.30
Check #: 32939						
PO/InvoiceTotal:						\$366.30
Vendor Total:						\$366.30
Amy Roble						
Check Group:						
Reimbursement for Fingerprint/Background Check		1	21174	V140270 6/14/2021	11000.2100.53711.0000.011000.0000	\$44.00
Check #: 32940						
PO/InvoiceTotal:						\$44.00
Vendor Total:						\$44.00
Andrea French						
Check Group:						
Refund of lease deposit		1	21329	V1450 6/14/2021	12000.0000.41910.0000.011000.0000	\$300.00
Check #: 32941						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
Baca Valley Telephone Company						
Check Group:						
Monthly phone service	102	1	1	V286493 6/14/2021	11000.2600.54416.0000.011000.0000	\$844.85
Monthly T-1 Service		1	1	V286493 6/14/2021	11000.2600.54416.0000.011000.0000	\$769.00
Check #: 32942						
PO/InvoiceTotal:						\$1,613.85



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$1,613.85
Burco Chemical Co.	711					
Check Group:						
Spray buff/Carpet Shampoo/Buf Pads		1 2		26041 6/14/2021	11000.2600.56118.0000.011000.0000	\$201.30
Check #: 32943						
PO/InvoiceTotal:						\$201.30
Vendor Total:						\$201.30
Carquest-Raton	2486					
Check Group:						
Parts for Lawn Tractor		1 25		5728-357880 6/14/2021	11000.2600.54313.0000.011000.0000	\$60.83
Check #: 32944						
PO/InvoiceTotal:						\$60.83
Vendor Total:						\$60.83
Century Link						
Check Group:						
Monthly long distance service		1 30		223282273 6/14/2021	11000.2600.54416.0000.011000.0000	\$70.41
Check #: 32945						
PO/InvoiceTotal:						\$70.41
Vendor Total:						\$70.41
Colfax General Lab						
Check Group:						
5 Panel Drug Screening (Non-DOT)		1 42		10068 6/14/2021	11000.1000.53711.1010.011105.0000	\$60.00
Check #: 32946						
PO/InvoiceTotal:						\$60.00
Vendor Total:						\$60.00
Cooperative Educ. Services	1					



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Occupational Therapy Services by Coyle Domina for 2020-21 school year		16.9	21123	36-037802 6/14/2021	11000.2100.53213.2000.011000.0000	\$1,107.29
OT Travel Charges		1	21123	36-037802 6/14/2021	11000.2100.53213.2000.011000.0000	\$72.70
Check #: 32947						
PO/InvoiceTotal:						\$1,179.99
Vendor Total:						\$1,179.99
Daniel A. Bullock						
Check Group:						
STARS tech support		1	47	V79926 6/14/2021	11000.2400.53414.0000.011000.0000	\$1,000.00
Check #: 32948						
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00
Istation						
Check Group:						
IM.Student Istation Math (Student Account)		35	21310	SIN019224 6/14/2021	11000.1000.53711.1010.011100.0000	\$659.66
IR Student - Istation Reading (Student Account)		35	21310	SIN019224 6/14/2021	11000.1000.53711.1010.011100.0000	\$1,337.94
Check #: 32949						
PO/InvoiceTotal:						\$1,997.60
Vendor Total:						\$1,997.60
Learning Without Tears						
Check Group:						
Letters and Numbers for Me	1064	10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$113.40

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
My Printing Book		10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$113.40
Printing Power		10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$113.40
Cursive Success		10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$113.40
Cursive Handwriting		10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$113.40
Can Do Cursive		10	21303	109648 6/14/2021	11000.1000.56118.1010.011100.0000	\$107.70
Check #: 32950						
PO/InvoiceTotal:						\$674.70
Vendor Total:						\$674.70
Lowe's Pay and Save, Inc.	153					
Check Group:						
Food for cooking class		0.5	21232	50235 6/14/2021	11000.1000.56118.1010.011105.0000	\$88.21
Food for cooking class		0.5	21232	50235 6/14/2021	11000.1000.56118.1010.011108.0000	\$88.20
Check #: 32951						
PO/InvoiceTotal:						\$176.41
Vendor Total:						\$176.41
New Mexico School Board Assoc.	11					
Check Group:						
42nd Annual School Law Conference		5	21286	21092 6/14/2021	11000.2300.55812.0000.011000.0000	\$625.00
42nd Annual School Law Conference		1	21286	21092 6/14/2021	11000.2300.53330.0000.011000.0000	\$125.00
Check #: 32952						
PO/InvoiceTotal:						\$750.00



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Professional Compliance & Testing						Vendor Total: \$750.00
Check Group:						
DOT Urine Testing Fee		1	39	70222 6/14/2021	13000.2700.53711.0000.011000.0000	\$51.00
Check #: 32953						PO/InvoiceTotal: \$51.00
						Vendor Total: \$51.00
Quill						
776						
Check Group:						
HP 952XL Black Ink		3	21313	17001026 6/14/2021	13000.2700.56118.0000.011000.0000	\$126.87
HP 952XL Yellow Ink		2	21313	17001026 6/14/2021	13000.2700.56118.0000.011000.0000	\$64.78
HP 952XL Cyan Ink		2	21313	17001026 6/14/2021	13000.2700.56118.0000.011000.0000	\$64.78
HP 952XL Magenta Ink		2	21313	17001026 6/14/2021	13000.2700.56118.0000.011000.0000	\$64.78
Letter Opener		2	21313	17001026 6/14/2021	11000.2300.56118.0000.011000.0000	\$13.76
Shipping Labels		1	21313	17001026 6/14/2021	11000.2500.56118.0000.011000.0000	\$34.02
Storage Boxes		1	21313	17001026 6/14/2021	11000.2300.56118.0000.011000.0000	\$27.99
Aerosol Refill - Lavendar		1	21313	17001026 6/14/2021	11000.2300.56118.0000.011000.0000	\$6.29
Staple Remover		1	21313	17002019 6/14/2021	11000.2300.56118.0000.011000.0000	\$1.28
Check #: 32954						PO/InvoiceTotal: \$404.55



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Record's Hardware Store						
Check Group:						
Ant Killer/Paintbrushes/Liners	19	1	13	331035 6/14/2021	11000.2600.56118.0000.011000.0000	\$91.02
Stop Angle/Supply Lines		1	13	331573 6/14/2021	11000.2600.56118.0000.011000.0000	\$173.33
Stihl Linetrimmer		1	13	331573 6/14/2021	11000.2600.57332.0000.011000.0000	\$279.95
Check #: 32955						
PO/InvoiceTotal:						\$544.30
Vendor Total:						\$544.30
Roberto Cruz						
Check Group:						
Installation of replacement window in high school entrance.		1	21206	052521 6/14/2021	31701.4000.54315.0000.011000.0000	\$300.00
Check #: 32956						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
Rocky Mountain Physical Therapy						
Check Group:						
PT Services		2	40	May 2021 6/14/2021	11000.2100.53214.2000.011000.0000	\$141.06
Check #: 32957						
PO/InvoiceTotal:						\$141.06
Vendor Total:						\$141.06
School-Connect						
Check Group:						
Module 4 Pricing by Educator		15	21299	4896 6/14/2021	24307.1000.53330.4020.011000.1411	\$551.25

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Module 4 School License		1	21299	4896 6/14/2021	24307.1000.53330.4020.011000.1411	\$1,050.00
Modules 1-3 Pricing by Educator		15	21299	4896 6/14/2021	24307.1000.53330.4020.011000.1411	\$1,575.00
Modules 1-3 School License		1	21299	4896 6/14/2021	24307.1000.53330.4020.011000.1411	\$4,200.00
Check #: 32958						
PO/InvoiceTotal:						\$7,376.25
Vendor Total:						\$7,376.25
Tascosa Office Machines						
Check Group:						
SERVICE call on Admin Copy Machine		1	21302	264934 6/14/2021	11000.2300.53414.0000.011000.0000	\$150.00
Check #: 32959						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
Village of Maxwell	69					
Check Group:						
30.01 - Vermejo Avenue Portables		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$57.89
31.01 - 207 5th Street Gym/Cafeteria		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$58.47
61.01 - 403 4th Street Elementary		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$57.92
62.01 - 207 4th Street Auditorium		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$58.47
71.01 - 207 5th Street High School		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$58.82
32.01 - 411 Parque Ave Central Office		1	19	V232342 6/14/2021	11000.2600.54415.0000.011000.0000	\$58.16



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1096

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 32960						
PO/InvoiceTotal:						\$349.73
Vendor Total:						\$349.73
Zia Natural Gas Company	1140					
Check Group:						
52841 - 402 Vermejo Avenue Portables		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$47.98
G215 - 412 Parque Avenue High School		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$88.97
30490 - 411 Parque Avenue Central Office		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$79.05
30509 - 206 Fourth Street Elementary		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$55.20
32190 - 207 Fifth Street Gym/Cafeteria		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$299.70
30514 - 310 Fourth Street Auditorium		1	21	V733023 6/14/2021	11000.2600.54412.0000.011000.0000	\$136.98
Check #: 32961						
PO/InvoiceTotal:						\$707.88
Vendor Total:						\$707.88
Grand Total:						\$18,520.16

End of Report

KF  
KF



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1097

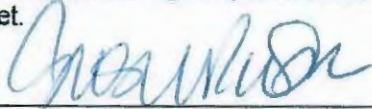
Voucher Date: 06/14/2021

Prepared By:

Printed: 06/14/2021 03:52:21 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$935.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
21000	FOOD SERVICES	\$935.95
		<b>\$935.95</b>

Kristen Forrester

Kristen Forrester (Jun 15, 2021 09:11 MDT)

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1097

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Labatt New Mexico LLC						
Check Group:						
Weekly food purchase		1 38		06061768 6/14/2021	21000.3100.56116.0000.011000.0000	\$842.65
Weekly food purchase		1 38		06061769 6/14/2021	21000.3100.56116.0000.011000.0000	\$93.30

Check #: 4822

PO/InvoiceTotal:	\$935.95
Vendor Total:	\$935.95
Grand Total:	\$935.95

End of Report

KF  
KF

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1098

Voucher Date: 06/14/2021

Prepared By: SK

Printed: 06/14/2021 03:54:30 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$170.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Gordon

Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
23118	PBIS REWARDS	\$20.00
23121	BOOSTER CLUB	\$150.00
		<b>\$170.00</b>

Kristen Forrester

Kristen Forrester (Jun 15, 2021 09:12 MDT)



## Maxwell Municipal Schools

### Voucher Detail Listing

Voucher Batch Number: 1098

06/14/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cynthia Berry						
Check Group:						
PBIS Student Rewards		1	21219	V90989 6/14/2021	23118.1000.56118.9000.011000.0000	\$20.00
Check #: 9393						
PO/InvoiceTotal:						\$20.00
Vendor Total:						\$20.00
Michael Glasman						
2163						
Check Group:						
Meals - State Track Meet		1	21335	V199021 6/14/2021	23121.1000.56118.9000.011000.0000	\$150.00
Check #: 9394						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
Grand Total:						\$170.00

End of Report

KF  
KF

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1099

Voucher Date: 06/22/2021

Prepared By: 

Printed: 06/22/2021 01:42:42 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$35,994.79 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern President

Randy Casper Vice President


Monica Hoy Secretary/Treasurer

Clifford Frank Taylor Member

Charlene Pompeo Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$12,999.68
13000	PUPIL TRANSPORTATION	\$927.10
24106	ENTITLEMENT IDEA-B	\$170.66
24154	TEACHER/PRINCIPAL TRAINING & RECRUITING	\$400.00
24308	CRRSA, ESSER II FUND	\$8,466.08
25233	RURAL EDUCATION ACHIEVEMENT PROGRAM	\$2,540.13
31701	CAPITAL IMPROVEMENTS SB-9 LOCAL	\$8,331.14
31900	EDUCATIONAL TECHNOLOGY EQUIPMENT ACT	\$2,160.00
		<b>\$35,994.79</b>

  
Kristen Forrester (Jun 23, 2021 08:37 MDT)



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Acorn Petroleum, Inc.						
Check Group:						
Gasoline for school vehicles		1	33	1086642 6/21/2021	11000.2600.56211.0000.011000.0000	\$725.62
Diesel for school route bus		1	33	1086642 6/21/2021	13000.2700.56212.0000.011000.0000	\$807.10
Check #: 32962						
PO/InvoiceTotal:						\$1,532.72
Vendor Total:						\$1,532.72
Amazon Capital Services						
Check Group:						
Canson XL Mix Media 7 x 10 Paper pads		11	21315	1JVW-GRD3-XKR X 6/21/2021	11000.1000.56118.1010.011000.0000	\$113.41
Pencils Box 150		1	21315	1PK1-13V1-JL6V 6/21/2021	11000.1000.56118.1010.011000.0000	\$12.49
Scissors 25 Pack 8"		1	21315	1PK1-13V1-JL6V 6/21/2021	11000.1000.56118.1010.011000.0000	\$20.99
Canson XL Mix Media 7 x 10 Paper pads		39	21315	1PK1-13V1-JL6V 6/21/2021	11000.1000.56118.1010.011000.0000	\$402.09
Crayola Watercolors 12 Pk		8	21315	1PK1-13V1-JL6V 6/21/2021	11000.1000.56118.1010.011000.0000	\$185.76
Meuxan 30 pc pottery tools clay set		2	21315	1PK1-13V1-JL6V 6/21/2021	11000.1000.56118.1010.011000.0000	\$37.98
Check #: 32963						
PO/InvoiceTotal:						\$772.72
Check Group:						
Listening to Music		1	21319	14TN-GW4J-N7N P 6/21/2021	11000.1000.56112.1010.011105.0000	\$71.09
Check #: 32963						



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$71.09
Check Group:						
American Extractors Wand Brush Attachment for Traditional Carpet Cleaning Wands		1	21326	IHLJ-7CL6-WF6T 6/21/2021	11000.2600.56118.0000.011000.0000	\$50.12
Check #: 32963						
PO/InvoiceTotal:						\$50.12
Check Group:						
Carpet Cleaning Wand- Stainless Steel Stair Tool / SUV Upholstery Wand		1	21338	1NLD-LLKK-JPCP 6/21/2021	11000.2600.56118.0000.011000.0000	\$134.99
Check #: 32963						
PO/InvoiceTotal:						\$134.99
Vendor Total:						\$1,028.92
Carrier Corporation						
Check Group:						
Service call to troubleshoot/repair air handler unit in Gym		1	21244	8000124499 6/21/2021	31701.4000.54315.0000.011000.0000	\$2,019.14
Check #: 32964						
PO/InvoiceTotal:						\$2,019.14
Vendor Total:						\$2,019.14
Cooperative Educ. Services	1					
Check Group:						
Shoretel Phone System Down		0.34	3	24-116723 6/21/2021	25233.1000.53414.1010.011100.0000	\$184.54
Shoretel Phone System Down		0.33	3	24-116723 6/21/2021	25233.1000.53414.1010.011105.0000	\$179.11
Shoretel Phone System Down		0.33	3	24-116723 6/21/2021	25233.1000.53414.1010.011108.0000	\$179.10
Network Services - From Harris Technologies		0.34	3	V249361 6/21/2021	25233.1000.53414.1010.011100.0000	\$679.11

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Network Services - From Harris Technologies		0.33	3	V249361 6/21/2021	25233.1000.53414.1010.011105.0000	\$659.14
Network Services - From Harris Technologies		0.33	3	V249361 6/21/2021	25233.1000.53414.1010.011108.0000	\$659.13
Check #: 32965						
PO/InvoiceTotal:						\$2,540.13
Check Group:						
Diagnostician Services by Marie Martinez for 2020-21 school year		8.07	21123	36-037378 6/21/2021	11000.2100.53211.2000.011000.0000	\$528.59
Diagnostician Travel Charges		1	21123	36-037378 6/21/2021	11000.2100.53211.2000.011000.0000	\$72.72
Occupational Therapy Services by Coyle Domina for 2020-21 school year		9.9	21123	36-037378 6/21/2021	11000.2100.53213.2000.011000.0000	\$648.61
OT Travel Charges		1	21123	36-037378 6/21/2021	11000.2100.53213.2000.011000.0000	\$36.36
Diagnostician Services by Marie Martinez for 2020-21 school year		6.57	21123	36-038385 6/21/2021	11000.2100.53211.2000.011000.0000	\$430.34
Diagnostician Travel Charges		1	21123	36-038385 6/21/2021	11000.2100.53211.2000.011000.0000	\$72.72
Occupational Therapy Services by Coyle Domina for 2020-21 school year		12.4	21123	36-038385 6/21/2021	11000.2100.53213.2000.011000.0000	\$812.51
OT Travel Charges		1	21123	36-038385 6/21/2021	11000.2100.53213.2000.011000.0000	\$72.73
Diagnostician Services by Marie Martinez for 2020-21 school year		4.07	21123	36-038761 6/21/2021	11000.2100.53211.2000.011000.0000	\$266.59
Diagnostician Travel Charges		1	21123	36-038761 6/21/2021	11000.2100.53211.2000.011000.0000	\$72.72



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Occupational Therapy Services by Coyle Domina for 2020-21 school year		7.9	21123	36-038761 6/21/2021	11000.2100.53213.2000.011000.0000	\$517.61
OT Travel Charges		1	21123	36-038761 6/21/2021	11000.2100.53213.2000.011000.0000	\$36.36
Diagnostician Services by Marie Martinez for 2020-21 school year		9	21123	36-038984 6/21/2021	11000.2100.53211.2000.011000.0000	\$589.50
Check #: 32965						
PO/InvoiceTotal:						\$4,157.36
Vendor Total:						\$6,697.49
Denise Trujillo	2245					
Check Group:						
National Board Beginnings Training - 3 Sessions		1	21139	V444596 6/22/2021	24154.1000.53330.1010.011100.0000	\$400.00
Check #: 32966						
PO/InvoiceTotal:						\$400.00
Vendor Total:						\$400.00
Luna Community College	764					
Check Group:						
Spring 2021Distance Learning Fees		33	21172	SP21-0013 6/21/2021	11000.1000.53760.1010.011105.0000	\$825.00
Spring 2021Textbooks		1	21172	SP21-0013 6/21/2021	11000.1000.56112.1010.011105.0000	\$1,990.05
Check #: 32967						
PO/InvoiceTotal:						\$2,815.05
Vendor Total:						\$2,815.05
Mary Lou Kern	1758					
Check Group:						
Rembursement for transporting student to PT during remote learning		1	26	011921 6/21/2021	24106.2100.55818.2000.011000.0000	\$170.66



## Maxwell Municipal Schools

### Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 32968						
PO/InvoiceTotal:						\$170.66
Vendor Total:						\$170.66
McGowen Chiropractic						
Check Group:						
DOT physical for Substitute Route Driver - M. Brandenburg		1	21330	0613 M. Brandenburg 6/21/2021	13000.2700.53711.0000.011000.0000	\$120.00
Check #: 32969						
PO/InvoiceTotal:						\$120.00
Vendor Total:						\$120.00
Pinon Tire, LLC	1975					
Check Group:						
Expedition Tires - P275/65R18		4	21334	221 6/21/2021	11000.2600.54313.0000.011000.0000	\$855.52
Check #: 32970						
PO/InvoiceTotal:						\$855.52
Vendor Total:						\$855.52
Record's Hardware Store	19					
Check Group:						
Faucet Supply Lines		15	13	331927 6/21/2021	11000.2600.56118.0000.011000.0000	\$112.35
Check #: 32971						
PO/InvoiceTotal:						\$112.35
Vendor Total:						\$112.35
SMS Tech Solutions						
Check Group:						
ESET 3YR Standard ESET Endpoint Advanced Antivirus Renewal		80	21336	S-9008043 6/21/2021	31900.4000.56113.0000.011000.0000	\$2,160.00
Check #: 32972						

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,160.00
						Vendor Total: \$2,160.00
Springer Electric Cooperative	70					
Check Group:						
#1294201 - 206 Fourth Street		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$232.63
#1294202 - 412 Parque Avenue		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$46.69
#1294203 - Kindergarten		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$58.52
#1294204 - Vermejo Avenue		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$47.82
#1294207 - Gym		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$509.46
#1294208 - Mutlipurpose Bldg		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$185.39
#1294209 - 206 Fourth Street		1	15	42876 6/22/2021	11000.2600.54411.0000.011000.0000	\$157.33
Check #: 32973						
						PO/InvoiceTotal: \$1,237.84
						Vendor Total: \$1,237.84
Tascosa Office Machines						
Check Group:						
Canon Image Runner DX C3725i		1	21318	267378 6/22/2021	31701.4000.57331.0000.011000.0000	\$6,312.00
Check #: 32974						
						PO/InvoiceTotal: \$6,312.00
						Vendor Total: \$6,312.00
Technology Integration Group						
Check Group:						



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Promethean ActivPanel Titanium 70" Board		2	21246	5410041 6/22/2021	24308.1000.57332.1010.011100.0000	\$6,586.00
Promethean ActivPanel Mobile Fixed Stand		2	21246	5410041 6/22/2021	24308.1000.57332.1010.011100.0000	\$1,168.00
Promethean Chromebox		2	21246	5410041 6/22/2021	24308.1000.57332.1010.011100.0000	\$638.72
Chrome OS Mgmt Console License		2	21246	5410041 6/22/2021	24308.1000.57332.1010.011100.0000	\$73.36
Check #: 32975						
PO/InvoiceTotal:						\$8,466.08
Vendor Total:						\$8,466.08
U.S. Postmaster	52					
Check Group:						
Postage Stamps		0.53	17	V819099 6/22/2021	11000.1000.56118.1010.011100.0000	\$826.27
Postage Stamps		0.27	17	V819099 6/22/2021	11000.1000.56118.1010.011105.0000	\$420.93
Postage Stamps		0.2	17	V819099 6/22/2021	11000.1000.56118.1010.011108.0000	\$311.80
Check #: 32976						
PO/InvoiceTotal:						\$1,559.00
Check Group:						
Annual Box Rental (275)		1	21342	V956492 6/22/2021	11000.2300.53711.0000.011000.0000	\$76.00
Check #: 32976						
PO/InvoiceTotal:						\$76.00
Vendor Total:						\$1,635.00
Wells Fargo						
Check Group:						



## Maxwell Municipal Schools

### Voucher Detail Listing

Voucher Batch Number: 1099

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Psychology		1	21317	44679978 6/22/2021	11000.1000.56112.1010.011105.0000	\$162.63
Precalculus		1	21317	44731011 6/22/2021	11000.1000.56112.1010.011105.0000	\$117.54
Psychology		1	21317	44731011 6/22/2021	11000.1000.56112.1010.011105.0000	\$151.85

Check #: 32977

PO/InvoiceTotal:	\$432.02
Vendor Total:	\$432.02
Grand Total:	\$35,994.79


End of Report

*KF*  
KF

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1100

Voucher Date: 06/22/2021

Prepared By: 

Printed: 06/22/2021 01:38:25 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$941.56 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund	Amount
21000 FOOD SERVICES	\$941.56
	<b>\$941.56</b>

  
Kristen Forrester (Jun 23, 2021 08:35 MDT)

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1100

06/22/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Capital Services						
Check Group:						
Torx Napkins		10	21323	1Q41-RFHC-LLP6 6/21/2021	21000.3100.56118.0000.011000.0000	\$599.50
\$-29.7 Pro-rated Adjustment Applied - Torx Napkins		1	21323	1Q41-RFHC-LLP6 6/21/2021	21000.3100.56118.0000.011000.0000	(\$29.70)
Disposable Vinyl Gloves - Large		10	21323	IKYH-6HHJ-T31K 6/21/2021	21000.3100.56118.0000.011000.0000	\$99.90
Disposable Vinyl Gloves - Medium		10	21323	IKYH-6HHJ-T31K 6/21/2021	21000.3100.56118.0000.011000.0000	\$99.90
Kangaroo 3/4" Anti Fatigue Mats		4	21323	IKYH-6HHJ-T31K 6/21/2021	21000.3100.56118.0000.011000.0000	\$171.96

Check #: 4823

PO/InvoiceTotal:	\$941.56
Vendor Total:	\$941.56
Grand Total:	\$941.56

End of Report

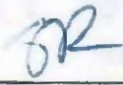
*KF*  
KF



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1101

Voucher Date: 06/24/2021

Prepared By: 

Printed: 06/24/2021 08:37:54 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$4,105.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

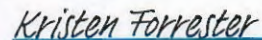
Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$2,801.27
13000	PUPIL TRANSPORTATION	\$1,304.72
		<b>\$4,105.99</b>



Kristen Forrester (Jun 29, 2021 08:50 MDT)

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1101

06/24/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Burco Chemical Co.	711					
Check Group:						
Sanitizer/Liners/Disinfectant/Towels		1 2		26288 6/24/2021	13000.2700.56118.0000.011000.0000	\$1,304.72
				Check #: 32978		
					PO/InvoiceTotal:	\$1,304.72
					Vendor Total:	\$1,304.72
Cooperative Educ. Services	1					
Check Group:						
Occupational Therapy Services by Coyle Domina for 2020-21 school year		9.9	21123	36-038127 6/24/2021	11000.2100.53213.2000.011000.0000	\$648.77
OT Travel Charges		1	21123	36-038127 6/24/2021	11000.2100.53213.2000.011000.0000	\$72.72
				Check #: 32979		
					PO/InvoiceTotal:	\$721.49
					Vendor Total:	\$721.49
Karen Romero						
Check Group:						
Class of 2021 Wall Composite		1	21345	06242021 6/24/2021	11000.1000.56118.1010.011105.0000	\$335.00
				Check #: 32980		
					PO/InvoiceTotal:	\$335.00
					Vendor Total:	\$335.00
Phil Long Ford of Raton						
Check Group:						
Replace Oil Pan Gasket and Oil Filter Housing Gasket		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$502.70
Service Rear Differential		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$118.94



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1101

06/24/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Replace Spark Plugs		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$430.02
Replace Cabin Air Filter		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$18.57
Replace Air Filter		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$29.95
Automatic Transmission Fluid Exchange		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$211.24
Perform Cooling System Service		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$208.37
Shop Charge		1	21327	00000000000000 000000 6/24/2021	11000.2600.54313.0000.011000.0000	\$75.00

Check #: 32981

PO/InvoiceTotal: \$1,594.79

Vendor Total: \$1,594.79

Record's Hardware Store

19

Check Group:

Paint - 5 Gal	1	13	332384 6/24/2021	11000.2600.56118.0000.011000.0000	\$149.99
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Check #: 32982

PO/InvoiceTotal: \$149.99

Vendor Total: \$149.99

Grand Total: \$4,105.99

End of Report

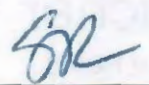
KF  
KF



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1102

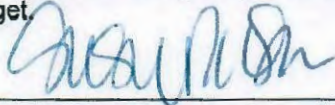
Voucher Date: 06/30/2021

Prepared By: 

Printed: 06/28/2021 10:42:15 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$1,918.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern President

Randy Casper Vice President

Monica Hoy Secretary/Treasurer

Clifford Frank Taylor Member

Charlene Pompeo Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$841.56
24312	CRRSA RETENTION STIPENDS	\$1,076.50
		<b>\$1,918.06</b>

Kristen Forrester

Kristen Forrester (Jun 29, 2021 08:38 MDT)

# Maxwell Municipal Schools

## Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.7

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/30/2021

Pay Date: 06/30/2021

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$1,707.75	\$0.00	\$1,707.75
<u>Employee Deductions:</u>			
FICA - Social Security	\$105.88	\$0.00	\$105.88
FICA - Medicare	\$24.77	\$0.00	\$24.77
Deduction - Regular (Not Tax Exempt)	\$4.79	\$0.00	\$4.79
Retirement - New Mexico ERB	\$37.84	\$0.00	\$37.84
Workers Compensation - New Mexico	\$2.00	\$0.00	\$2.00
<u>Total Employee Deductions:</u>	\$175.28	\$0.00	\$175.28
<u>Total Net Pay:</u>	\$1,532.47	\$0.00	\$1,532.47
<u>Direct Deposit:</u>	\$1,532.47	\$0.00	\$1,532.47
<u>Net Pay Checks:</u>	\$0.00	\$0.00	\$0.00

### Employer Paid Benefits:

FICA - Social Security	\$105.88	\$0.00	\$105.88
FICA - Medicare	\$24.77	\$0.00	\$24.77
Deduction - Regular (Not Tax Exempt)	\$9.58	\$0.00	\$9.58
Retirement - New Mexico ERB	\$67.78	\$0.00	\$67.78
Workers Compensation - New Mexico	\$2.30	\$0.00	\$2.30
<u>Total Employer Benefits:</u>	\$210.31	\$0.00	\$210.31
<u>Gross:</u>	\$1,707.75	\$0.00	\$1,707.75
<u>Total Payroll Expense:</u>	\$1,918.06	\$0.00	\$1,918.06

Number of Employees Paid	12	0	12
Number of Males	3	0	3
Number of Females	9	0	9

### Payroll Balancing Data

		Direct Deposit	\$1,532.47
		Employee Checks	\$0.00
Gross Pay	\$1,707.75	Total Net Pay	\$1,532.47
ER Contributions	\$210.31	EE Deductions	\$175.28
		ER Contributions	\$210.31



## Maxwell Municipal Schools

### Labor Summary Report

Fiscal Year: 2020-2021

Pay Period: 24.7

Pay Cycle: OP PAYROLL

Starting: 06/16/2021

Ending: 06/30/2021

Pay Date: 06/30/2021

Certified

Classified

Total

Total Payroll Expense

\$1,918.06

Total Payroll Expense

\$1,918.06

*KF*  
KF

End of Report



# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1103

Voucher Date: 06/30/2021

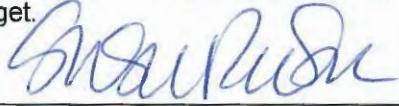
Prepared By:



Printed: 07/12/2021 01:10:57 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$22.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
24312	CRRSA RETENTION STIPENDS	\$22.00
		<b>\$22.00</b>

## Maxwell Municipal Schools

### Voucher Detail Listing

Voucher Batch Number: 1103

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Maxwell School Operational	242					
Check Group:						
Indirect Costs		1	21351	V123695 6/30/2021	24312.2300.53713.0000.011000.0000	\$22.00

Check #: 32983

PO/InvoiceTotal:	\$22.00
Vendor Total:	\$22.00
Grand Total:	\$22.00

End of Report

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1104

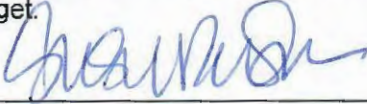
Voucher Date: 06/30/2021

Prepared By:

Printed: 07/12/2021 11:52:49 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$18,224.81 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

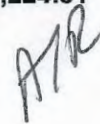
Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
11000	OPERATIONAL	\$13,730.54
13000	PUPIL TRANSPORTATION	\$2,664.28
24305	GEERF	\$1,438.71
31701	CAPITAL IMPROVEMENTS SB-9	\$391.28
	LOCAL	
		<b>\$18,224.81</b>





# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Adrian Archuleta Construction, LLC	2346					
Check Group:						
Replacement entrance window in highschool office		1	21205	1220 6/14/2021	31701.4000.54315.0000.011000.0000	\$391.28
				Check #: 32984		
					PO/InvoiceTotal:	\$391.28
					Vendor Total:	\$391.28
Amazon Capital Services						
Check Group:						
School to Career Textbook		2	21324	13LK-LQYM-PGY C 6/8/2021	11000.1000.56112.1010.011108.0000	\$114.09
Glencoe Health Textbook		2	21324	13LK-LQYM-PGY C 6/8/2021	11000.1000.56112.1010.011105.0000	\$180.86
Bless Me, Ultima		3	21324	13LK-LQYM-PGY C 6/8/2021	11000.1000.56112.1010.011105.0000	\$45.63
Black Fine Point Sharpies		0	21324	13LK-LQYM-PGY C 6/8/2021	11000.1000.56118.1010.011105.0000	(\$0.01)
Fahrenheit 451		3	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011108.0000	\$24.87
Bless Me, Ultima		1	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011105.0000	\$13.91
The Odyssey of Homer		1	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011105.0000	\$3.71
1984		1	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011105.0000	\$7.48
Midsummer Night's Dream: No Fear		2	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011108.0000	\$11.90

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Hamlet: No Fear		5	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011105.0000	\$29.75
The Giver		20	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56112.1010.011105.0000	\$111.20
Black Fine Point Sharpies		1	21324	1DDC-V6QY-VJ6 9 6/9/2021	11000.1000.56118.1010.011105.0000	\$19.12
Check #: 32985						
PO/InvoiceTotal:						\$562.51
Check Group:						
Sellars Toolbox Shop Towels Refill		2	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$166.98
Sellars Shop Towel Dispensar Bucket		1	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$47.46
CRC Brake Parts Cleaner		1	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$102.89
Nitrile Goves Black		1	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$169.95
Blaster Penetrant		1	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56214.0000.011000.0000	\$62.58
Windshield Washer Tablets		4	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$71.96
Box recycled Cut Rags		2	21348	1R76-T4XD-1RX D 6/21/2021	13000.2700.56118.0000.011000.0000	\$160.38
Sprayway Glass Cleaner		2	21348	1YDQ-GY99-DFM D 6/12/2021	13000.2700.56118.0000.011000.0000	\$109.40

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bar Mop Towels		2	21348	1YDQ-GY99-DFM D 6/12/2021	13000.2700.56118.0000.011000.0000	\$27.70
Lysol Disinfecting Wipes		10	21348	1YDQ-GY99-DFM D 6/12/2021	13000.2700.56118.0000.011000.0000	\$115.20
Johnson Premium Starter Fluid		1	21348	1YDQ-GY99-DFM D 6/12/2021	13000.2700.56118.0000.011000.0000	\$38.04
WD-40 Multi Purpose Spray		1	21348	1YDQ-GY99-DFM D 6/12/2021	13000.2700.56118.0000.011000.0000	\$58.56
Check #: 32985						
PO/InvoiceTotal:						\$1,131.10
Vendor Total:						\$1,693.61
Cooperative Educ. Services	1					
Check Group:						
First Year Superintendent Academy		1	21349	47-00077 6/28/2021	11000.2300.53330.0000.011000.0000	\$3,000.00
Check #: 32986						
PO/InvoiceTotal:						\$3,000.00
Vendor Total:						\$3,000.00
Dick Blick Art Materials						
Check Group:						
Blickrylic Student Acrylics - Primary Yellow Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Phthalo Red Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Primary Blue Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Phthalo Green Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Blickrylic Student Acrylics - Mars Green Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Burnt Sienna Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Bright Red Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Chrome Orange Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Green Oxide Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Violet, Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Turquoise Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blickrylic Student Acrylics - Titanium White Half Gallon		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.17
Blick Super Value Canvas Pack 8x10 Pkg of 10		5	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$64.95
Blick Super Value Canvas Pack 11x14 Pkg of 10		3	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$38.97
Amaco Teacher's Palette Glaze Pint Cotton		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.41
Amaco Teacher's Palette Glaze Pint Coal Black		1	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$15.41
Blick Studio Acrylics - Set of 6 Colors		6	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$122.10
Blick Studio Acrylics - Fluorescent Green 4 oz tube		6	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$31.14
Blick Studio Acrylics - Prism Violet 4 oz tube		6	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$27.18

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Blick Studio Acrylics - Fluorescent Pink 4 oz tube		8	21322	6505478 6/4/2021	11000.1000.56118.1020.011000.0000	\$41.52
Amaco Teacher's Palette Glazes - Class Pack #3 Set of 12		1	21322	6599283 6/23/2021	11000.1000.56118.1020.011000.0000	\$159.97
Check #: 32987						
PO/InvoiceTotal:						\$698.69
Vendor Total:						\$698.69
Harris Technology						
Check Group:						
Fortinet UTM Bundle - 1 year renewal		1	21203	25318 3/15/2021	24305.2600.54416.0000.011000.0000	\$1,399.94
Register and Activate Renewal		0.25	21203	25318 3/15/2021	24305.2600.54416.0000.011000.0000	\$38.77
Check #: 32988						
PO/InvoiceTotal:						\$1,438.71
Vendor Total:						\$1,438.71
IXL Learning						
Check Group:						
IXL Site License (Grades K-12) 100 Students		0.41	21308	S403217 5/21/2021	11000.1000.56113.1010.011100.0000	\$738.00
IXL Site License (Grades K-12) 100 Students		0.2	21308	S403217 5/21/2021	11000.1000.56113.1010.011108.0000	\$360.00
IXL Site License (Grades K-12) 100 Students		0.39	21308	S403217 5/21/2021	11000.1000.56113.1010.011105.0000	\$702.00
Check #: 32989						
PO/InvoiceTotal:						\$1,800.00
Vendor Total:						\$1,800.00
Kuhlman Racing Carquest, LLC.						
Check Group:						

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Parts for Route Bus		1	44	25786 6/22/2021	13000.2700.56216.0000.011000.0000	\$1,482.18
Parts for Suburban/Truck		1	44	25786 6/22/2021	11000.2600.54313.0000.011000.0000	\$155.53
Check #: 32990						
PO/InvoiceTotal:						\$1,637.71
Vendor Total:						\$1,637.71
Manning Accounting and Consulting						
Check Group:						
Audit Services for FY21 - 40% Progress Billing		0.4	21311	2021-1050 6/24/2021	11000.2300.53411.0000.011000.0000	\$5,974.50
Check #: 32991						
PO/InvoiceTotal:						\$5,974.50
Vendor Total:						\$5,974.50
NMASBO	29					
Check Group:						
Annual Membership fee 21-22		1	21346	300000610 6/29/2021	11000.2500.53711.0000.011000.0000	\$350.00
Check #: 32992						
PO/InvoiceTotal:						\$350.00
Vendor Total:						\$350.00
Plank Road Publishing, Inc.						
Check Group:						
Boomwhacker Set		2	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$259.74
Boomwhacker Christmas Kit w/CD		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$32.43
Kidsplay Complete 20 Note Chromatic Bell Set		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$145.03



# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
The Littlest Christmas Tree - Teachers Handbook		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$18.35
The Littlest Christmas Tree - Singers Edition		3	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$51.81
The Littlest Christmas Tree - Performance/Accompaniment CD Only		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$43.25
A Perfect Winter Day - Convenience Combo Kit		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$20.52
Let's All Sing Along - Songs from Frozen - Singers Edition		2	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$64.85
Let's All Sing Along - Songs from Frozen - Performance/Accompaniment CD		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$54.08
Let's All Sing Along - Songs from Moana - Performance/Accompaniment CD		1	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$54.08
Let's All Sing Along - Songs from Moana - Singers Edition		3	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$97.28
My 1st Patriotic Recorder Book		25	21321	21-018996 6/3/2021	11000.1000.56118.1020.011100.0000	\$161.05

Check #: 32993

PO/Invoice Total: \$1,002.47

Vendor Total: \$1,002.47

### Professional Compliance & Testing

#### Check Group:

DOT Urine Testing Fee - K. Forrester	1	39	71143 6/28/2021	13000.2700.53711.0000.011000.0000	\$51.00
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Check #: 32994

PO/Invoice Total: \$51.00

Vendor Total: \$51.00

Quill

776

# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1104

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Epson 69 Inkjet - Magenta/Yellow		2	21347	17607285 6/23/2021	11000.2200.56118.0000.011000.0000	\$31.12
Quill Brand Gummed #9 Envelope (Cindi)		1	21347	17624238 6/23/2021	11000.2300.56118.0000.011000.0000	\$24.06
File Folder Labels		1	21347	17624238 6/23/2021	11000.2500.56118.0000.011000.0000	\$34.85
Quill Brand File Folders - Yellow		1	21347	17624238 6/23/2021	11000.2500.56118.0000.011000.0000	\$13.99
Quill Brand File Folders - Purple		1	21347	17624238 6/23/2021	11000.2500.56118.0000.011000.0000	\$16.59
Epson 69 Inkjet - Cyan/Magenta/Yellow		1	21347	17624238 6/23/2021	11000.2200.56118.0000.011000.0000	\$15.56
Epson 69 Inkjet - Black		2	21347	17624238 6/23/2021	11000.2200.56118.0000.011000.0000	\$38.68

Check #: 32995

PO/InvoiceTotal: \$174.85

Vendor Total: \$174.85

Record's Hardware Store

19

Check Group:

Autocut 25-2 Spool		1	13	331153 5/27/2021	11000.2600.56118.0000.011000.0000	\$11.99
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Check #: 32996

PO/InvoiceTotal: \$11.99

Vendor Total: \$11.99

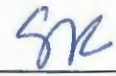
Grand Total: \$18,224.81

End of Report

# MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1105

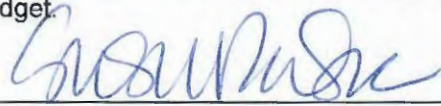
Voucher Date: 06/30/2021

Prepared By: 

Printed: 07/12/2021 11:51:00 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$118.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Randy Casper

Vice President

Monica Hoy

Secretary/Treasurer

Clifford Frank Taylor

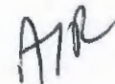
Member

Charlene Pompeo

Member

MAXWELL MUNICIPAL SCHOOLS

Fund		Amount
21000	FOOD SERVICES	\$118.03
		<b>\$118.03</b>





# Maxwell Municipal Schools

## Voucher Detail Listing

Voucher Batch Number: 1105

06/30/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Capital Services						
Check Group:						
12 pack refrigerator freezer thermometers		1	21337	1XFW-64NL-DPY L 6/17/2021	21000.3100.56118.0000.011000.0000	\$21.99
La Crosse Technology Atomic Clock		1	21337	1XFW-64NL-DPY L 6/17/2021	21000.3100.56118.0000.011000.0000	\$38.08
Sooez Business Card Book Holder		1	21337	1XFW-64NL-DPY L 6/17/2021	21000.3100.56118.0000.011000.0000	\$6.99
Cotton Blend Restaurant Bar Towels		1	21337	1XFW-64NL-DPY L 6/17/2021	21000.3100.56118.0000.011000.0000	\$39.99
ThermioPro Digital Hygometer and Humidity Guage		1	21337	1XFW-64NL-DPY L 6/17/2021	21000.3100.56118.0000.011000.0000	\$10.98

Check #: 4824

PO/InvoiceTotal:	\$118.03
Vendor Total:	\$118.03
Grand Total:	\$118.03

End of Report

*AK*

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

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

Doc. ID: 011-000-2122-0001-I

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Maxwell

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

Contact: Susan Robinson, Business Manager

Total Approved Budget (Flowthrough):

Phone: 575-375-3002

Email: srobinson@maxwellp12.com

**FLOWTHROUGH ONLY**

Budget Period: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 25233.0000.44301

\$785

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25233 Rural Education Achievem ent Program	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$1,584	\$785	\$2,369	
Sub Total						\$785		
Indirect Cost								
DOC. TOTAL						\$785		

**Justification:**

To increase budget to include all available funds.

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

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

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

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

DUNS 100054055 Institution Name MAXWELL MUNICIPAL SCHOOLS

Enter Payments

Create payments using the form below. An \* indicates a required field.

Total Records: 2 Page 1 of 1 Jump to Page 1 Go

Award No.	Payment Amount (\$)	Deposit Date (MM/DD/YYYY)	Recipient Reference
<a href="#">S358A190402</a>		07/15/2022	
<a href="#">S358A202523</a>		07/15/2022	

Total Records: 2 Page 1 of 1 Jump to Page 1 Go

Awards/Page: Show All Awards

Available Balance	Net Authorization	Last Day to Draw	Bank Account	Flag
\$0.00	\$20,689.00	01/31/2022	****5007 ACH	
\$9,868.71	\$15,718.00	12/30/2022	****5007 ACH	

Awards/Page: Show All Awards

File Upload

Upload a Payment Request File (Optional)



**Maxwell Municipal Schools**  
**REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT**

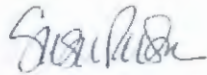
**Fiscal Year: 2021-22**

Tag No.	Description (Include Model Number)	GFA	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-in Amount	Explanation
4090	HP Laptop		CNU7391VBL	11/20/07	\$799.00	\$0.00	Obsolete technology
4564	Optiplex 960 Desktop Computer		HLWYZK3	10/21/09	\$838.06	\$0.00	Obsolete technology
4591	iPad 32GB		V50164LVZ39	05/06/10	\$599.00	\$0.00	Obsolete technology/iOS will not update
4718	iPad 2 16gb		DYTK14GDDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4719	iPad 2 16gb		DMPK1WZFDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4720	iPad 2 16gb		DMPK10A5DKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4721	iPad 2 16gb		DMPK1WXWDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4723	iPad 2 16gb		DMPK1UJZDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4724	iPad 2 16gb		DYTK15GMDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4725	iPad 2 16gb		DMQK11YNDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4726	iPad 2 16gb		DMPK1ZRCDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4727	iPad 2 16gb		DMPK1OZIQDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4728	iPad 2 16gb		DMPK1W2TDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4729	iPad 2 16gb		DMQK10Y6DKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4734	iPad 2 16gb		F5RKCKQXDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4735	iPad 2 16gb		F5RKCK8QDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4736	iPad 2 16gb		F5RKHUTZDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/Broken Screen
4737	iPad 2 16gb		F5RKJ2QRDKPH	03/07/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4738	iPad 2 16gb		F5RKCSALDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4739	iPad 2 16gb		F5RKCKG5DKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4740	iPad 2 16gb		F5RKCTZFDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4741	iPad 2 16gb		F5RKCMHWKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4742	iPad 2 16gb		F5RKCMZGDKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4743	iPad 2 16gb		F5RKCPY1DKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/iOS will not update
4744	iPad 2 16gb		F5RKCMY1DKPH	06/10/13	\$498.95	\$0.00	Obsolete technology/Broken Screen



4818	iPad Air 16gb		DMQKQDG5F182	08/01/13	\$374.00	\$0.00	Obsolete technology/Broken Screen
4819	iPad Air 16gb		DMQKQDERF182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4821	iPad Air 16gb		DMPKQV6BF182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4822	iPad Air 16gb		DMQKQ5CLF182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4823	iPad Air 16gb		DNPQKV78F182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4824	iPad Air 16gb		DMPKQV94F182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4825	iPad Air 16gb		DMPKQV7FF182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4827	iPad Air 16gb		DMQKQDD7F182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4828	iPad Air 16gb		DMPKQQUXF182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
4926	iPad Air 16gb		DMPQ114UFK10	07/22/15	\$374.00	\$0.00	Obsolete technology/Broken Screen
4986	Hp 350G1Laptop		5CG420DP54	06/10/14	\$764.08	\$0.00	Obsolete technology
5120	Ipad Air 2 16GB		DMQS775YG5VJ	08/17/16	\$374.00	\$0.00	Obsolete technology/Broken Housing
5135	iPad Air 16gb		DMPQ22PBFK10	08/24/15	\$374.00	\$0.00	Obsolete technology/iOS will not update
5238	Ipad 32GB		F9FTP9XMHLFC	06/30/17	\$294.00	\$0.00	Obsolete technology/Broken Screen
5346	Dell Premium Flagship G7 Laptop		JOL4LP2	08/23/18	\$1,319.00	\$0.00	Obsolete technology
5381	iPad Air 16gb		DMPP7QWNFK10	03/19/15	\$374.00	\$0.00	Obsolete technology/Broken Screen
5427	iPad Air 16gb		DMQKQF55F182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
5433	iPad Air 16gb		DMPKQQU4F182	08/01/13	\$399.00	\$0.00	Obsolete technology/iOS will not update
5457	iPad Air 16gb		DMPQ22YQFK10	08/24/15	\$374.00	\$0.00	Obsolete technology/Broken Screen
5568	iPad 10.2 32GB		F9FD72LAMF3N	09/15/20	\$294.00	\$0.00	Broken screen
5680	iPad Air 16gb		F9FFM13YQ1GC	08/01/13	\$294.00	\$0.00	Obsolete technology/iOS will not update

SIGNATURE



Business Manager

Superintendent

SIGNATURE

Board Authorized Agent

07/19/2021

Board Approval Date

Notes:

Deleted from GFA listing by:

Date:



# Maxwell Municipal Schools

## Monthly Revenue Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$119,370.00)	(\$46,763.00)	(\$166,133.00)	\$0.00	\$0.00	(\$166,133.00)	\$0.00	(\$166,133.00)	100.00%
11000.0000.11112.0000.011000.0000	RESTRICTED CASH	(\$2,932.00)	\$0.00	(\$2,932.00)	\$0.00	\$0.00	(\$2,932.00)	\$0.00	(\$2,932.00)	100.00%
11000.0000.41110.0000.011000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$10,186.00)	\$0.00	(\$10,186.00)	(\$3,722.47)	(\$10,033.97)	(\$152.03)	\$0.00	(\$152.03)	1.49%
11000.0000.41500.0000.011000.0000	INVESTMENT INCOME	(\$700.00)	\$0.00	(\$700.00)	(\$79.28)	(\$923.05)	\$223.05	\$0.00	\$223.05	-31.86%
11000.0000.41911.0000.011000.0000	ROYALTIES	\$0.00	\$0.00	\$0.00	(\$2,093.48)	(\$2,093.48)	\$2,093.48	\$0.00	\$2,093.48	0.00%
11000.0000.41953.0000.011000.0000	INSURANCE RECOVERIES	\$0.00	(\$25,214.00)	(\$25,214.00)	\$0.00	(\$26,475.85)	\$1,261.85	\$0.00	\$1,261.85	-5.00%
11000.0000.41980.0000.011000.0000	REFUND OF PRIOR YEAR'S EXPENDITURES	\$0.00	(\$198.00)	(\$198.00)	\$0.00	(\$198.48)	\$0.48	\$0.00	\$0.48	-0.24%
11000.0000.43101.0000.011000.0000	STATE EQUALIZATION GUARANTEE	(\$2,215,516.00)	\$118,556.00	(\$2,096,960.00)	(\$173,859.00)	(\$2,097,896.00)	\$936.00	\$0.00	\$936.00	-0.04%
11000.0000.43104.0000.011000.0000	EMERGENCY - SUPPLEMENTAL	(\$94,697.00)	(\$87,954.00)	(\$182,651.00)	\$0.00	(\$115,000.00)	(\$67,651.00)	\$0.00	(\$67,651.00)	37.04%
11000.0000.43216.0000.011000.0000	Fees - Governmental Agencies	\$0.00	\$0.00	\$0.00	\$0.00	(\$4.60)	\$4.60	\$0.00	\$4.60	0.00%
11000.0000.44103.0000.011000.0000	IMPACT AID, PUBLIC LAW 103-382	(\$243.00)	\$0.00	(\$243.00)	\$0.00	(\$416.00)	\$173.00	\$0.00	\$173.00	-71.19%
11000.0000.44107.0000.011000.0000	INDIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,175.00)	\$16,175.00	\$0.00	\$16,175.00	0.00%
11000.0000.44204.0000.011000.0000	FOREST RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,226.04)	\$2,226.04	\$0.00	\$2,226.04	0.00%
11000.0000.45304.0000.011000.0000	SALE OF PERSONAL PROPERTY/EQUIPMENT	\$0.00	(\$54.00)	(\$54.00)	\$0.00	(\$54.00)	\$0.00	\$0.00	\$0.00	0.00%
11000.0000.46100.0000.011000.0000	ACCESS BOARD (E-RATE)	\$0.00	(\$6,120.00)	(\$6,120.00)	\$0.00	(\$6,119.93)	(\$0.07)	\$0.00	(\$0.07)	0.00%
	FUND: OPERATIONAL - 11000	(\$2,443,644.00)	(\$47,747.00)	(\$2,491,391.00)	(\$179,754.23)	(\$2,277,616.40)	(\$213,774.60)	\$0.00	(\$213,774.60)	8.58%
12000.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$25,922.00)	(\$106.00)	(\$26,028.00)	\$0.00	\$0.00	(\$26,028.00)	\$0.00	(\$26,028.00)	100.00%
12000.0000.41910.0000.011000.0000	RENTALS	(\$9,600.00)	\$0.00	(\$9,600.00)	(\$600.00)	(\$7,750.00)	(\$1,850.00)	\$0.00	(\$1,850.00)	19.27%
	FUND: TEACHERAGE - 12000	(\$35,522.00)	(\$106.00)	(\$35,628.00)	(\$600.00)	(\$7,750.00)	(\$27,878.00)	\$0.00	(\$27,878.00)	78.25%
13000.0000.43206.0000.011000.0000	TRANSPORTATION DISTRIBUTION	(\$71,395.00)	\$3,736.00	(\$67,659.00)	(\$6,149.00)	(\$67,659.00)	\$0.00	\$0.00	\$0.00	0.00%
	FUND: PUPIL TRANSPORTATION - 13000	(\$71,395.00)	\$3,736.00	(\$67,659.00)	(\$6,149.00)	(\$67,659.00)	\$0.00	\$0.00	\$0.00	0.00%
14000.0000.11112.0000.011000.0000	RESTRICTED CASH	(\$155.00)	\$0.00	(\$155.00)	\$0.00	\$0.00	(\$155.00)	\$0.00	(\$155.00)	100.00%
	FUND: TOTAL INSTRUCTIONAL MATERIALS SUBFUND - 14000	(\$155.00)	\$0.00	(\$155.00)	\$0.00	\$0.00	(\$155.00)	\$0.00	(\$155.00)	100.00%
21000.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$34,805.00)	(\$118.00)	(\$34,923.00)	\$0.00	\$0.00	(\$34,923.00)	\$0.00	(\$34,923.00)	100.00%
21000.0000.41500.0000.011000.0000	INVESTMENT INCOME	(\$45.00)	\$0.00	(\$45.00)	(\$3.44)	(\$46.42)	\$1.42	\$0.00	\$1.42	-3.16%
21000.0000.41603.0000.011000.0000	FEES-ADULTS/FOOD SERVICES	(\$2,700.00)	\$0.00	(\$2,700.00)	\$0.00	(\$172.00)	(\$2,528.00)	\$0.00	(\$2,528.00)	93.63%
21000.0000.44501.0000.011000.0000	RESTRICTED GRANT - USDA BREAKFAST/LUNCH	(\$58,982.00)	\$0.00	(\$58,982.00)	(\$5,671.72)	(\$45,972.32)	(\$13,009.68)	\$0.00	(\$13,009.68)	22.06%
21000.0000.44502.0000.011000.0000	RESTRICTED GRANT - USDA SNACK	(\$1,796.00)	\$0.00	(\$1,796.00)	\$0.00	\$0.00	(\$1,796.00)	\$0.00	(\$1,796.00)	100.00%
	FUND: FOOD SERVICES - 21000	(\$98,328.00)	(\$118.00)	(\$98,446.00)	(\$5,675.16)	(\$46,190.74)	(\$52,255.26)	\$0.00	(\$52,255.26)	53.08%
22000.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$8,041.00)	(\$2,659.00)	(\$10,700.00)	\$0.00	\$0.00	(\$10,700.00)	\$0.00	(\$10,700.00)	100.00%
22000.0000.41500.0000.011000.0000	INVESTMENT INCOME	(\$80.00)	\$0.00	(\$80.00)	(\$5.35)	(\$68.76)	(\$11.24)	\$0.00	(\$11.24)	14.05%
22000.0000.41701.0000.011000.0000	FEES - ACTIVITIES	(\$15,000.00)	\$0.00	(\$15,000.00)	\$0.00	(\$114.25)	(\$14,885.75)	\$0.00	(\$14,885.75)	99.24%
22000.0000.41705.0000.011000.0000	FEES - USERS	(\$13,459.00)	\$0.00	(\$13,459.00)	\$0.00	(\$3,660.00)	(\$9,799.00)	\$0.00	(\$9,799.00)	72.81%



# Maxwell Municipal Schools

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
22000.0000.41920.0000.011000.0000	CONTRIBUTIONS AND DONATIONS FROM PRIVATE FUND: ATHLETICS - 22000	\$0.00	\$0.00	\$0.00	(\$91.18)	(\$241.18)	\$241.18	\$0.00	\$241.18	0.00%
		(\$36,580.00)	(\$2,659.00)	(\$39,239.00)	(\$96.53)	(\$4,084.19)	(\$35,154.81)	\$0.00	(\$35,154.81)	89.59%
23110.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$453.00)	(\$550.00)	(\$1,003.00)	\$0.00	\$0.00	(\$1,003.00)	\$0.00	(\$1,003.00)	100.00%
23110.0000.41705.0000.011000.0000	FEES - USERS	(\$500.00)	\$0.00	(\$500.00)	\$0.00	(\$258.81)	(\$241.19)	\$0.00	(\$241.19)	48.24%
	FUND: GENERAL ACTIVITY FUND - 23110	(\$953.00)	(\$550.00)	(\$1,503.00)	\$0.00	(\$258.81)	(\$1,244.19)	\$0.00	(\$1,244.19)	82.78%
23112.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$432.00)	\$0.00	(\$432.00)	\$0.00	\$0.00	(\$432.00)	\$0.00	(\$432.00)	100.00%
	FUND: PARENT ADVISORY COMMITTEE - 23112	(\$432.00)	\$0.00	(\$432.00)	\$0.00	\$0.00	(\$432.00)	\$0.00	(\$432.00)	100.00%
23113.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$1,628.00)	\$0.00	(\$1,628.00)	\$0.00	\$0.00	(\$1,628.00)	\$0.00	(\$1,628.00)	100.00%
	FUND: CLASS OF 2023 - 23113	(\$1,628.00)	\$0.00	(\$1,628.00)	\$0.00	\$0.00	(\$1,628.00)	\$0.00	(\$1,628.00)	100.00%
23115.0000.41705.0000.011000.0000	FEES - USERS	(\$2,000.00)	\$0.00	(\$2,000.00)	\$0.00	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	100.00%
	FUND: CLASS OF 2020 - 23115	(\$2,000.00)	\$0.00	(\$2,000.00)	\$0.00	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	100.00%
23116.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$3,197.00)	\$0.00	(\$3,197.00)	\$0.00	\$0.00	(\$3,197.00)	\$0.00	(\$3,197.00)	100.00%
23116.0000.41705.0000.011000.0000	FEES - USERS	(\$6,000.00)	\$0.00	(\$6,000.00)	\$0.00	\$0.00	(\$6,000.00)	\$0.00	(\$6,000.00)	100.00%
	FUND: CLASS OF 2021 - 23116	(\$9,197.00)	\$0.00	(\$9,197.00)	\$0.00	\$0.00	(\$9,197.00)	\$0.00	(\$9,197.00)	100.00%
23117.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$3,223.00)	\$0.00	(\$3,223.00)	\$0.00	\$0.00	(\$3,223.00)	\$0.00	(\$3,223.00)	100.00%
23117.0000.41705.0000.011000.0000	FEES - USERS	(\$3,000.00)	\$0.00	(\$3,000.00)	\$0.00	\$0.00	(\$3,000.00)	\$0.00	(\$3,000.00)	100.00%
	FUND: CLASS OF 2022 - 23117	(\$6,223.00)	\$0.00	(\$6,223.00)	\$0.00	\$0.00	(\$6,223.00)	\$0.00	(\$6,223.00)	100.00%
23118.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$1,035.00)	\$0.00	(\$1,035.00)	\$0.00	\$0.00	(\$1,035.00)	\$0.00	(\$1,035.00)	100.00%
	FUND: PBIS REWARDS - 23118	(\$1,035.00)	\$0.00	(\$1,035.00)	\$0.00	\$0.00	(\$1,035.00)	\$0.00	(\$1,035.00)	100.00%
23119.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$46.00)	\$0.00	(\$46.00)	\$0.00	\$0.00	(\$46.00)	\$0.00	(\$46.00)	100.00%
23119.0000.41705.0000.011000.0000	FEES - USERS	(\$250.00)	\$0.00	(\$250.00)	\$0.00	\$0.00	(\$250.00)	\$0.00	(\$250.00)	100.00%
	FUND: STUDENT COUNCIL - 23119	(\$296.00)	\$0.00	(\$296.00)	\$0.00	\$0.00	(\$296.00)	\$0.00	(\$296.00)	100.00%
23121.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$3,878.00)	\$0.00	(\$3,878.00)	\$0.00	\$0.00	(\$3,878.00)	\$0.00	(\$3,878.00)	100.00%
23121.0000.41705.0000.011000.0000	FEES - USERS	(\$2,500.00)	\$0.00	(\$2,500.00)	\$0.00	(\$660.00)	(\$1,840.00)	\$0.00	(\$1,840.00)	73.60%
	FUND: BOOSTER CLUB - 23121	(\$6,378.00)	\$0.00	(\$6,378.00)	\$0.00	(\$660.00)	(\$5,718.00)	\$0.00	(\$5,718.00)	89.65%
23123.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$10,388.00)	\$0.00	(\$10,388.00)	\$0.00	\$0.00	(\$10,388.00)	\$0.00	(\$10,388.00)	100.00%
23123.0000.41705.0000.011000.0000	FEES - USERS	(\$6,150.00)	\$0.00	(\$6,150.00)	\$0.00	\$0.00	(\$6,150.00)	\$0.00	(\$6,150.00)	100.00%
	FUND: PEE WEE SPORTS - 23123	(\$16,538.00)	\$0.00	(\$16,538.00)	\$0.00	\$0.00	(\$16,538.00)	\$0.00	(\$16,538.00)	100.00%
23125.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$500.00)	\$0.00	(\$500.00)	\$0.00	\$0.00	(\$500.00)	\$0.00	(\$500.00)	100.00%
23125.0000.41705.0000.011000.0000	FEES - USERS	(\$500.00)	\$0.00	(\$500.00)	\$0.00	\$0.00	(\$500.00)	\$0.00	(\$500.00)	100.00%
	FUND: CHEERLEADERS - PEE WEE - 23125	(\$1,000.00)	\$0.00	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	100.00%



# Maxwell Municipal Schools

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
23126.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$2,997.00)	\$0.00	(\$2,997.00)	\$0.00	\$0.00	(\$2,997.00)	\$0.00	(\$2,997.00)	100.00%
23126.0000.41705.0000.011000.0000	FEES - USERS	(\$500.00)	\$0.00	(\$500.00)	\$0.00	(\$6,572.00)	\$6,072.00	\$0.00	\$6,072.00	-1214.40%
	FUND: FFA - 23126	(\$3,497.00)	\$0.00	(\$3,497.00)	\$0.00	(\$6,572.00)	\$3,075.00	\$0.00	\$3,075.00	-87.93%
23127.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$638.00)	\$0.00	(\$638.00)	\$0.00	\$0.00	(\$638.00)	\$0.00	(\$638.00)	100.00%
23127.0000.41705.0000.011000.0000	FEES - USERS	(\$500.00)	\$0.00	(\$500.00)	\$0.00	(\$46.50)	(\$453.50)	\$0.00	(\$453.50)	90.70%
	FUND: LIBRARY - 23127	(\$1,138.00)	\$0.00	(\$1,138.00)	\$0.00	(\$46.50)	(\$1,091.50)	\$0.00	(\$1,091.50)	95.91%
23149.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$2,354.00)	\$0.00	(\$2,354.00)	\$0.00	\$0.00	(\$2,354.00)	\$0.00	(\$2,354.00)	100.00%
23149.0000.41705.0000.011000.0000	FEES - USERS	(\$13,000.00)	\$0.00	(\$13,000.00)	\$0.00	(\$874.56)	(\$12,125.44)	\$0.00	(\$12,125.44)	93.27%
	FUND: FCCLA - 23149	(\$15,354.00)	\$0.00	(\$15,354.00)	\$0.00	(\$874.56)	(\$14,479.44)	\$0.00	(\$14,479.44)	94.30%
23150.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$586.00)	\$0.00	(\$586.00)	\$0.00	\$0.00	(\$586.00)	\$0.00	(\$586.00)	100.00%
23150.0000.41705.0000.011000.0000	FEES - USERS	\$0.00	\$0.00	\$0.00	(\$20.00)	(\$20.00)	\$20.00	\$0.00	\$20.00	0.00%
	FUND: ANNUAL - 23150	(\$586.00)	\$0.00	(\$586.00)	(\$20.00)	(\$20.00)	(\$566.00)	\$0.00	(\$566.00)	96.59%
23155.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$15.00)	\$0.00	(\$15.00)	\$0.00	\$0.00	(\$15.00)	\$0.00	(\$15.00)	100.00%
	FUND: DRAMA - 23155	(\$15.00)	\$0.00	(\$15.00)	\$0.00	\$0.00	(\$15.00)	\$0.00	(\$15.00)	100.00%
23162.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$179.00)	\$0.00	(\$179.00)	\$0.00	\$0.00	(\$179.00)	\$0.00	(\$179.00)	100.00%
	FUND: SCHOOL MALL - 23162	(\$179.00)	\$0.00	(\$179.00)	\$0.00	\$0.00	(\$179.00)	\$0.00	(\$179.00)	100.00%
23178.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$555.00)	\$0.00	(\$555.00)	\$0.00	\$0.00	(\$555.00)	\$0.00	(\$555.00)	100.00%
23178.0000.41705.0000.011000.0000	FEES - USERS	(\$100.00)	\$0.00	(\$100.00)	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)	100.00%
	FUND: MAXWELL TEACHERS ASSOCIATION - 23178	(\$655.00)	\$0.00	(\$655.00)	\$0.00	\$0.00	(\$655.00)	\$0.00	(\$655.00)	100.00%
23179.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$175.00)	\$0.00	(\$175.00)	\$0.00	\$0.00	(\$175.00)	\$0.00	(\$175.00)	100.00%
	FUND: MAXWELL COMMUNITY FUND - 23179	(\$175.00)	\$0.00	(\$175.00)	\$0.00	\$0.00	(\$175.00)	\$0.00	(\$175.00)	100.00%
23180.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$310.00)	\$0.00	(\$310.00)	\$0.00	\$0.00	(\$310.00)	\$0.00	(\$310.00)	100.00%
	FUND: PERFECTA PRINTING SERVICES - 23180	(\$310.00)	\$0.00	(\$310.00)	\$0.00	\$0.00	(\$310.00)	\$0.00	(\$310.00)	100.00%
24101.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$29,025.00)	\$0.00	(\$29,025.00)	(\$4,027.11)	(\$22,957.96)	(\$6,067.04)	\$0.00	(\$6,067.04)	20.90%
24101.0000.44504.0000.011000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	(\$6,946.00)	\$2,868.00	(\$4,078.00)	\$0.00	(\$5,488.21)	\$1,410.21	\$0.00	\$1,410.21	-34.58%
	FUND: TITLE I - IASA - 24101	(\$35,971.00)	\$2,868.00	(\$33,103.00)	(\$4,027.11)	(\$28,446.17)	(\$4,656.83)	\$0.00	(\$4,656.83)	14.07%
24106.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$37,652.00)	(\$18,328.00)	(\$55,980.00)	(\$2,645.13)	(\$44,652.19)	(\$11,327.81)	\$0.00	(\$11,327.81)	20.24%
24106.0000.44504.0000.011000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	(\$10,723.00)	\$0.00	(\$10,723.00)	\$0.00	(\$8,284.48)	(\$2,438.52)	\$0.00	(\$2,438.52)	22.74%
	FUND: ENTITLEMENT IDEA-B - 24106	(\$48,375.00)	(\$18,328.00)	(\$66,703.00)	(\$2,645.13)	(\$52,936.67)	(\$13,766.33)	\$0.00	(\$13,766.33)	20.64%
24109.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$2,349.00)	(\$2,371.00)	(\$4,720.00)	(\$1,849.79)	(\$3,241.67)	(\$1,478.33)	\$0.00	(\$1,478.33)	31.32%
	FUND: IDEA B - PRESCHOOL - 24109	(\$2,349.00)	(\$2,371.00)	(\$4,720.00)	(\$1,849.79)	(\$3,241.67)	(\$1,478.33)	\$0.00	(\$1,478.33)	31.32%



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24118.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$6,547.00)	(\$6,547.00)	(\$459.57)	(\$3,275.00)	(\$3,272.00)	\$0.00	(\$3,272.00)	49.98%
	FUND: FRESH FRUITS & vEGETABLES - 24118	\$0.00	(\$6,547.00)	(\$6,547.00)	(\$459.57)	(\$3,275.00)	(\$3,272.00)	\$0.00	(\$3,272.00)	49.98%
24120.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,579.38)	\$9,579.38	\$0.00	\$9,579.38	0.00%
	FUND: IDEA-B REALLOCATION RISK POOL - 24120	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,579.38)	\$9,579.38	\$0.00	\$9,579.38	0.00%
24154.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$2,758.00)	\$0.00	(\$2,758.00)	\$0.00	(\$428.00)	(\$2,330.00)	\$0.00	(\$2,330.00)	84.48%
24154.0000.44504.0000.011000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	(\$432.00)	\$0.00	(\$432.00)	\$0.00	(\$2,741.33)	\$2,309.33	\$0.00	\$2,309.33	-534.57%
	FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154	(\$3,190.00)	\$0.00	(\$3,190.00)	\$0.00	(\$3,169.33)	(\$20.67)	\$0.00	(\$20.67)	0.65%
24189.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$10,000.00)	(\$1,783.00)	(\$11,783.00)	\$0.00	(\$2,696.30)	(\$9,086.70)	\$0.00	(\$9,086.70)	77.12%
24189.0000.44504.0000.011000.0000	FEDERAL FLOWTHROUGH PRIOR YEAR	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,119.99)	\$4,119.99	\$0.00	\$4,119.99	0.00%
	IV - STUDENT SUPPORT AND ACADEMIC ENRICHMENT - 24189	(\$10,000.00)	(\$1,783.00)	(\$11,783.00)	\$0.00	(\$6,816.29)	(\$4,966.71)	\$0.00	(\$4,966.71)	42.15%
24301.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	(\$24,034.00)	\$59.00	(\$23,975.00)	\$0.00	(\$23,974.96)	(\$0.04)	\$0.00	(\$0.04)	0.00%
	FUND: CARES ACT - 24301	(\$24,034.00)	\$59.00	(\$23,975.00)	\$0.00	(\$23,974.96)	(\$0.04)	\$0.00	(\$0.04)	0.00%
24305.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$19,159.00)	(\$19,159.00)	(\$1,125.07)	(\$15,347.69)	(\$3,811.31)	\$0.00	(\$3,811.31)	19.89%
	FUND: GEERF - 24305	\$0.00	(\$19,159.00)	(\$19,159.00)	(\$1,125.07)	(\$15,347.69)	(\$3,811.31)	\$0.00	(\$3,811.31)	19.89%
24306.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$5,582.00)	(\$5,582.00)	\$0.00	(\$5,580.05)	(\$1.95)	\$0.00	(\$1.95)	0.03%
	FUND: CARES/GEER - Hepa Filters - 24306	\$0.00	(\$5,582.00)	(\$5,582.00)	\$0.00	(\$5,580.05)	(\$1.95)	\$0.00	(\$1.95)	0.03%
24307.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$9,150.00)	(\$9,150.00)	(\$1,619.00)	(\$1,619.00)	(\$7,531.00)	\$0.00	(\$7,531.00)	82.31%
	FUND: CARES, GEERF, SEL - 24307	\$0.00	(\$9,150.00)	(\$9,150.00)	(\$1,619.00)	(\$1,619.00)	(\$7,531.00)	\$0.00	(\$7,531.00)	82.31%
24308.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$96,654.00)	(\$96,654.00)	(\$58.80)	(\$58.80)	(\$96,595.20)	\$0.00	(\$96,595.20)	99.94%
	FUND: CRRSA, ESSER II FUND - 24308	\$0.00	(\$96,654.00)	(\$96,654.00)	(\$58.80)	(\$58.80)	(\$96,595.20)	\$0.00	(\$96,595.20)	99.94%
24312.0000.44500.0000.011000.0000	RESTRICTED GRANTS-IN-AID FROM THE FEDERAL	\$0.00	(\$1,122.00)	(\$1,122.00)	\$0.00	\$0.00	(\$1,122.00)	\$0.00	(\$1,122.00)	100.00%
	FUND: CRRSA RETENTION STIPENDS - 24312	\$0.00	(\$1,122.00)	(\$1,122.00)	\$0.00	\$0.00	(\$1,122.00)	\$0.00	(\$1,122.00)	100.00%
25153.0000.43214.0000.011000.0000	Inter-Governmental Contract Revenue/REC	(\$32,372.00)	(\$2,438.00)	(\$34,810.00)	(\$1,400.39)	(\$16,329.36)	(\$18,480.64)	\$0.00	(\$18,480.64)	53.09%
	FUND: MEDICAID 3/21 YEARS - 25153	(\$32,372.00)	(\$2,438.00)	(\$34,810.00)	(\$1,400.39)	(\$16,329.36)	(\$18,480.64)	\$0.00	(\$18,480.64)	53.09%
25233.0000.44301.0000.011000.0000	OTHER RESTRICTED GRANTS - FEDERAL DIRECT	(\$6,694.00)	(\$15,214.00)	(\$21,908.00)	\$0.00	(\$11,560.24)	(\$10,347.76)	\$0.00	(\$10,347.76)	47.23%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	(\$6,694.00)	(\$15,214.00)	(\$21,908.00)	\$0.00	(\$11,560.24)	(\$10,347.76)	\$0.00	(\$10,347.76)	47.23%
27107.0000.43202.0000.011000.0000	PED STATE FLOWTHROUGH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,114.11)	\$3,114.11	\$0.00	\$3,114.11	0.00%
27107.0000.43204.0000.011000.0000	PRIOR YEAR BALANCES	(\$6,967.00)	\$0.00	(\$6,967.00)	\$0.00	(\$198.40)	(\$6,768.60)	\$0.00	(\$6,768.60)	97.15%
	FUND: 2012 GO BOND STUDENT LIBRARY - 27107	(\$6,967.00)	\$0.00	(\$6,967.00)	\$0.00	(\$3,312.51)	(\$3,654.49)	\$0.00	(\$3,654.49)	52.45%
27109.0000.11112.0000.011000.0000	RESTRICTED CASH	(\$1,218.00)	(\$250.00)	(\$1,468.00)	\$0.00	\$0.00	(\$1,468.00)	\$0.00	(\$1,468.00)	100.00%



# Maxwell Municipal Schools

## Monthly Revenue Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
FUND: Instructional Materials GAA of 2019 - 27109		(\$1,218.00)	(\$250.00)	(\$1,468.00)	\$0.00	\$0.00	(\$1,468.00)	\$0.00	(\$1,468.00)	100.00%
27155.0000.43202.0000.011000.0000	PED STATE FLOWTHROUGH GRANTS	\$0.00	(\$1,507.00)	(\$1,507.00)	\$0.00	(\$95.06)	(\$1,411.94)	\$0.00	(\$1,411.94)	93.69%
FUND: BREAKFAST AFTER THE BELL - 27155		\$0.00	(\$1,507.00)	(\$1,507.00)	\$0.00	(\$95.06)	(\$1,411.94)	\$0.00	(\$1,411.94)	93.69%
27183.0000.43202.0000.011000.0000	PED STATE FLOWTHROUGH GRANTS	(\$2,000.00)	\$339.00	(\$1,661.00)	(\$751.76)	(\$1,661.00)	\$0.00	\$0.00	\$0.00	0.00%
FUND: NM GROWN FVV - 27183		(\$2,000.00)	\$339.00	(\$1,661.00)	(\$751.76)	(\$1,661.00)	\$0.00	\$0.00	\$0.00	0.00%
29102.0000.11112.0000.011000.0000	RESTRICTED CASH	(\$2,476.00)	\$0.00	(\$2,476.00)	\$0.00	\$0.00	(\$2,476.00)	\$0.00	(\$2,476.00)	100.00%
FUND: PRIVATE DIRECT GRANTS - CATERGORICAL - 29102		(\$2,476.00)	\$0.00	(\$2,476.00)	\$0.00	\$0.00	(\$2,476.00)	\$0.00	(\$2,476.00)	100.00%
31700.0000.43204.0000.011000.0000	PRIOR YEAR BALANCES	(\$9,136.00)	\$0.00	(\$9,136.00)	\$0.00	(\$9,135.94)	(\$0.06)	\$0.00	(\$0.06)	0.00%
FUND: CAPITAL IMPROVEMENTS SB-9 - 31700		(\$9,136.00)	\$0.00	(\$9,136.00)	\$0.00	(\$9,135.94)	(\$0.06)	\$0.00	(\$0.06)	0.00%
31701.0000.11111.0000.011000.0000	UNRESTRICTED CASH	(\$20,573.00)	(\$13,150.00)	(\$33,723.00)	\$0.00	\$0.00	(\$33,723.00)	\$0.00	(\$33,723.00)	100.00%
31701.0000.41110.0000.011000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$45,229.00)	\$0.00	(\$45,229.00)	(\$15,541.03)	(\$44,962.35)	(\$266.65)	\$0.00	(\$266.65)	0.59%
FUND: CAPITAL IMPROVEMENTS SB-9 LOCAL - 31701		(\$65,802.00)	(\$13,150.00)	(\$78,952.00)	(\$15,541.03)	(\$44,962.35)	(\$33,989.65)	\$0.00	(\$33,989.65)	43.05%
31703.0000.11112.0000.011000.0000	RESTRICTED CASH	(\$33,137.00)	\$0.00	(\$33,137.00)	\$0.00	\$0.00	(\$33,137.00)	\$0.00	(\$33,137.00)	100.00%
FUND: SB-9 STATE MATCH CASH - 31703		(\$33,137.00)	\$0.00	(\$33,137.00)	\$0.00	\$0.00	(\$33,137.00)	\$0.00	(\$33,137.00)	100.00%
31900.0000.41500.0000.011000.0000	INVESTMENT INCOME	\$0.00	(\$338.00)	(\$338.00)	\$0.00	(\$584.22)	\$246.22	\$0.00	\$246.22	-72.85%
31900.0000.45110.0000.011000.0000	SALE OF BONDS	(\$280,000.00)	\$0.00	(\$280,000.00)	\$0.00	(\$280,000.00)	\$0.00	\$0.00	\$0.00	0.00%
FUND: EDUCATIONAL TECHNOLOGY EQUIPMENT ACT - 31900		(\$280,000.00)	(\$338.00)	(\$280,338.00)	\$0.00	(\$280,584.22)	\$246.22	\$0.00	\$246.22	-0.09%
43000.0000.11112.0000.011000.0000	RESTRICTED CASH	\$0.00	(\$438.00)	(\$438.00)	\$0.00	\$0.00	(\$438.00)	\$0.00	(\$438.00)	100.00%
43000.0000.41110.0000.011000.0000	AD VALOREM TAXES - SCHOOL DISTRICT	(\$1,945.00)	(\$39,056.00)	(\$41,001.00)	(\$25,215.70)	(\$70,210.52)	\$29,209.52	\$0.00	\$29,209.52	-71.24%
FUND: ED TECH DEBT SERVICE - 43000		(\$1,945.00)	(\$39,494.00)	(\$41,439.00)	(\$25,215.70)	(\$70,210.52)	\$28,771.52	\$0.00	\$28,771.52	-69.43%
<b>Grand Total:</b>		<b>(\$3,318,879.00)</b>	<b>(\$277,265.00)</b>	<b>(\$3,596,144.00)</b>	<b>(\$246,988.27)</b>	<b>(\$3,003,628.41)</b>	<b>(\$592,515.59)</b>	<b>\$0.00</b>	<b>(\$592,515.59)</b>	<b>16.48%</b>

End of Report



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.1000.51100.0000.000000.0000	SALARIES EXPENSE	\$849,983.00	(\$31,543.00)	\$818,440.00	\$203,766.96	\$810,184.15	\$8,255.85	\$0.00	\$8,255.85	1.01%
11000.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$50,680.00	\$1,000.00	\$51,680.00	\$3,854.90	\$34,244.95	\$17,435.05	\$0.00	\$17,435.05	33.74%
11000.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$129,387.00	(\$8,005.00)	\$121,382.00	\$29,213.53	\$117,004.57	\$4,377.43	\$0.00	\$4,377.43	3.61%
11000.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$30,214.00	(\$12,439.00)	\$17,775.00	\$4,129.03	\$16,537.55	\$1,237.45	\$0.00	\$1,237.45	6.96%
11000.1000.52210.0000.000000.0000	FICA PAYMENTS	\$56,305.00	(\$6,209.00)	\$50,096.00	\$11,858.88	\$48,372.97	\$1,723.03	\$0.00	\$1,723.03	3.44%
11000.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$13,244.00	(\$1,527.00)	\$11,717.00	\$2,773.50	\$11,313.32	\$403.68	\$0.00	\$403.68	3.45%
11000.1000.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$100,365.00	(\$6,338.00)	\$94,027.00	\$21,550.03	\$85,090.81	\$8,936.19	\$0.00	\$8,936.19	9.50%
11000.1000.52312.0000.000000.0000	LIFE	\$453.00	\$50.00	\$503.00	\$120.54	\$498.48	\$4.52	\$0.00	\$4.52	0.90%
11000.1000.52313.0000.000000.0000	DENTAL	\$4,120.00	\$1,002.00	\$5,122.00	\$1,161.63	\$4,451.07	\$670.93	\$0.00	\$670.93	13.10%
11000.1000.52314.0000.000000.0000	VISION	\$853.00	\$0.00	\$853.00	\$202.29	\$800.07	\$52.93	\$0.00	\$52.93	6.21%
11000.1000.52315.0000.000000.0000	DISABILITY	\$1,116.00	\$0.00	\$1,116.00	\$258.30	\$1,026.78	\$89.22	\$0.00	\$89.22	7.99%
11000.1000.52500.0000.000000.0000	UNEMPLOYMENT COMPENSATION	\$2,700.00	\$4,510.00	\$7,210.00	\$0.00	\$2,603.65	\$4,606.35	\$0.00	\$4,606.35	63.89%
11000.1000.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$11,488.00	\$0.00	\$11,488.00	\$0.00	\$11,185.00	\$303.00	\$0.00	\$303.00	2.64%
11000.1000.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$304.00	\$0.00	\$304.00	(\$10.60)	\$161.51	\$142.49	\$0.00	\$142.49	46.87%
11000.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$521.00	(\$21.00)	\$149.00	(\$170.00)	-34.00%
11000.1000.53711.0000.000000.0000	OTHER CHARGES	\$7,542.00	\$2,000.00	\$9,542.00	\$2,057.60	\$9,304.91	\$237.09	\$0.00	\$237.09	2.48%
11000.1000.53760.0000.000000.0000	TUITION FOR CONCURRENT ENROLLMENT	\$4,500.00	\$1,000.00	\$5,500.00	\$825.00	\$5,750.00	(\$250.00)	\$0.00	(\$250.00)	-4.55%
11000.1000.55817.0000.000000.0000	STUDENT TRAVEL	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
11000.1000.55915.0000.000000.0000	OTHER CONTRACT SERVICES	\$15,395.00	\$0.00	\$15,395.00	\$0.00	\$2,369.39	\$13,025.61	\$0.00	\$13,025.61	84.61%
11000.1000.56112.0000.000000.0000	OTHER TEXTBOOKS	\$18,500.00	\$13,040.00	\$31,540.00	\$2,971.76	\$31,343.07	\$196.93	\$96.20	\$100.73	0.32%
11000.1000.56113.0000.000000.0000	SOFTWARE	\$1,300.00	\$1,748.00	\$3,048.00	\$1,800.00	\$4,310.20	(\$1,262.20)	\$0.00	(\$1,262.20)	-41.41%
11000.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$31,898.00	(\$5,538.00)	\$26,360.00	\$5,604.40	\$23,123.12	\$3,236.88	\$1,308.67	\$1,928.21	7.31%
	FUNCTION: INSTRUCTION - 1000	\$1,331,847.00	(\$47,249.00)	\$1,284,598.00	\$292,137.75	\$1,220,196.57	\$64,401.43	\$1,553.87	\$62,847.56	4.89%
11000.2100.51100.0000.000000.0000	SALARIES EXPENSE	\$110,680.00	(\$18,640.00)	\$92,040.00	\$10,399.97	\$50,128.61	\$41,911.39	\$0.00	\$41,911.39	45.54%
11000.2100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$16,035.00	(\$2,110.00)	\$13,925.00	\$1,471.61	\$7,093.18	\$6,831.82	\$0.00	\$6,831.82	49.06%
11000.2100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$2,266.00	\$0.00	\$2,266.00	\$208.00	\$1,002.61	\$1,263.39	\$0.00	\$1,263.39	55.75%
11000.2100.52210.0000.000000.0000	FICA PAYMENTS	\$4,290.00	\$600.00	\$4,890.00	\$586.24	\$2,917.62	\$1,972.38	\$0.00	\$1,972.38	40.33%
11000.2100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$1,643.00	\$0.00	\$1,643.00	\$137.12	\$682.36	\$960.64	\$0.00	\$960.64	58.47%
11000.2100.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$12,802.00	\$3,716.00	\$16,518.00	\$963.48	\$3,261.98	\$13,256.02	\$0.00	\$13,256.02	80.25%
11000.2100.52312.0000.000000.0000	LIFE	\$61.00	\$0.00	\$61.00	\$8.18	\$28.87	\$32.13	\$0.00	\$32.13	52.67%
11000.2100.52313.0000.000000.0000	DENTAL	\$616.00	\$0.00	\$616.00	\$51.48	\$171.60	\$444.40	\$0.00	\$444.40	72.14%
11000.2100.52314.0000.000000.0000	VISION	\$102.00	\$0.00	\$102.00	\$11.91	\$43.50	\$58.50	\$0.00	\$58.50	57.35%
11000.2100.52315.0000.000000.0000	DISABILITY	\$173.00	\$0.00	\$173.00	\$27.48	\$91.60	\$81.40	\$0.00	\$81.40	47.05%
11000.2100.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$1,391.00	\$34.00	\$1,425.00	\$0.00	\$1,425.00	\$0.00	\$0.00	\$0.00	0.00%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.2100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$15.00	\$0.00	\$15.00	\$0.00	\$12.19	\$2.81	\$0.00	\$2.81	18.73%
11000.2100.53211.0000.000000.0000	DIAGNOSTICIANS - CONTRACTED	\$4,500.00	\$10,400.00	\$14,900.00	\$2,033.18	\$4,926.99	\$9,973.01	\$0.00	\$9,973.01	66.93%
11000.2100.53212.0000.000000.0000	SPEECH THERAPISTS - CONTRACTED	\$18,900.00	\$0.00	\$18,900.00	\$0.00	\$17,913.30	\$986.70	\$0.00	\$986.70	5.22%
11000.2100.53213.0000.000000.0000	OCCUPATIONAL THERAPISTS - CONTRACTED	\$21,600.00	\$1,400.00	\$23,000.00	\$4,025.66	\$13,600.00	\$9,400.00	\$0.00	\$9,400.00	40.87%
11000.2100.53214.0000.000000.0000	THERAPISTS - CONTRACTED	\$5,500.00	\$0.00	\$5,500.00	\$141.06	\$1,622.19	\$3,877.81	\$0.00	\$3,877.81	70.51%
11000.2100.53215.0000.000000.0000	PSYCHOLOGISTS - CONTRACTED	\$28,750.00	\$3,500.00	\$32,250.00	\$0.00	\$38,815.39	(\$6,565.39)	\$0.00	(\$6,565.39)	-20.36%
11000.2100.53218.0000.000000.0000	SPECIALISTS - CONTRACTED	\$0.00	\$10,050.00	\$10,050.00	\$0.00	\$4,536.75	\$5,513.25	\$0.00	\$5,513.25	54.86%
11000.2100.53414.0000.000000.0000	OTHER SERVICES	\$7,500.00	(\$7,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
11000.2100.53711.0000.000000.0000	OTHER CHARGES	\$100.00	\$240.00	\$340.00	\$44.00	\$220.00	\$120.00	\$0.00	\$120.00	35.29%
11000.2100.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$100.00	\$2,210.00	\$2,310.00	\$0.00	\$756.34	\$1,553.66	\$0.00	\$1,553.66	67.26%
11000.2100.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$220.00	\$220.00	\$0.00	\$219.99	\$0.01	\$0.00	\$0.01	0.00%
FUNCTION: SUPPORT SERVICES-STUDENTS - 2100		\$237,024.00	\$4,120.00	\$241,144.00	\$20,109.37	\$149,470.07	\$91,673.93	\$100.00	\$91,573.93	37.97%
11000.2200.51100.0000.000000.0000	SALARIES EXPENSE	\$23,105.00	\$387.00	\$23,492.00	\$6,282.14	\$23,691.56	(\$199.56)	\$0.00	(\$199.56)	-0.85%
11000.2200.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$7,474.00	\$0.00	\$7,474.00	\$1,832.06	\$7,328.00	\$146.00	\$0.00	\$146.00	1.95%
11000.2200.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$4,328.00	\$0.00	\$4,328.00	\$1,148.16	\$4,389.24	(\$61.24)	\$0.00	(\$61.24)	-1.41%
11000.2200.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$613.00	\$0.00	\$613.00	\$162.28	\$620.38	(\$7.38)	\$0.00	(\$7.38)	-1.20%
11000.2200.52210.0000.000000.0000	FICA PAYMENTS	\$1,897.00	\$0.00	\$1,897.00	\$424.03	\$1,606.99	\$290.01	\$0.00	\$290.01	15.29%
11000.2200.52220.0000.000000.0000	MEDICARE PAYMENTS	\$445.00	\$0.00	\$445.00	\$99.17	\$375.83	\$69.17	\$0.00	\$69.17	15.54%
11000.2200.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$7,061.00	\$51.00	\$7,112.00	\$5,494.19	\$10,827.59	(\$3,715.59)	\$0.00	(\$3,715.59)	-52.24%
11000.2200.52312.0000.000000.0000	LIFE	\$23.00	\$0.00	\$23.00	\$5.28	\$21.12	\$1.88	\$0.00	\$1.88	8.17%
11000.2200.52313.0000.000000.0000	DENTAL	\$268.00	\$9.00	\$277.00	\$69.06	\$276.24	\$0.76	\$0.00	\$0.76	0.27%
11000.2200.52314.0000.000000.0000	VISION	\$52.00	\$2.00	\$54.00	\$13.32	\$53.28	\$0.72	\$0.00	\$0.72	1.33%
11000.2200.52315.0000.000000.0000	DISABILITY	\$52.00	\$0.00	\$52.00	\$12.12	\$48.36	\$3.64	\$0.00	\$3.64	7.00%
11000.2200.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$388.00	\$0.00	\$388.00	\$0.00	\$385.00	\$3.00	\$0.00	\$3.00	0.77%
11000.2200.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$7.00	\$0.00	\$7.00	\$0.00	\$6.76	\$0.24	\$0.00	\$0.24	3.43%
11000.2200.53414.0000.000000.0000	OTHER SERVICES	\$5,000.00	\$13,000.00	\$18,000.00	\$0.00	\$7,452.56	\$10,547.44	\$0.00	\$10,547.44	58.60%
11000.2200.56114.0000.000000.0000	LIBRARY AND AUDIO-VISUAL	\$500.00	\$0.00	\$500.00	\$0.00	\$199.52	\$300.48	\$0.00	\$300.48	60.10%
11000.2200.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$300.00	\$0.00	\$300.00	\$85.36	\$85.36	\$214.64	\$9.49	\$205.15	68.38%
FUNCTION: SUPPORT SERVICES-INSTRUCTION - 2200		\$51,513.00	\$13,449.00	\$64,962.00	\$15,627.17	\$57,367.79	\$7,594.21	\$9.49	\$7,584.72	11.68%
11000.2300.51100.0000.000000.0000	SALARIES EXPENSE	\$146,536.00	(\$1,550.00)	\$144,986.00	\$21,949.92	\$147,062.12	(\$2,076.12)	\$0.00	(\$2,076.12)	-1.43%
11000.2300.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$20,735.00	\$0.00	\$20,735.00	\$1,579.92	\$19,283.29	\$1,451.71	\$0.00	\$1,451.71	7.00%
11000.2300.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$2,931.00	\$0.00	\$2,931.00	\$223.32	\$2,725.69	\$205.31	\$0.00	\$205.31	7.00%
11000.2300.52210.0000.000000.0000	FICA PAYMENTS	\$9,086.00	\$0.00	\$9,086.00	\$1,358.19	\$9,089.07	(\$3.07)	\$0.00	(\$3.07)	-0.03%
11000.2300.52220.0000.000000.0000	MEDICARE PAYMENTS	\$2,125.00	\$0.00	\$2,125.00	\$317.65	\$2,125.80	(\$0.80)	\$0.00	(\$0.80)	-0.04%



## Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.2300.52312.0000.000000.0000	LIFE	\$58.00	\$0.00	\$58.00	\$5.02	\$57.41	\$0.59	\$0.00	\$0.59	1.02%
11000.2300.52313.0000.000000.0000	DENTAL	\$616.00	\$0.00	\$616.00	\$51.32	\$618.19	(\$2.19)	\$0.00	(\$2.19)	-0.36%
11000.2300.52314.0000.000000.0000	VISION	\$148.00	\$0.00	\$148.00	\$14.15	\$165.77	(\$17.77)	\$0.00	(\$17.77)	-12.01%
11000.2300.52315.0000.000000.0000	DISABILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$32.96	(\$32.96)	\$0.00	(\$32.96)	0.00%
11000.2300.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$1,851.00	\$0.00	\$1,851.00	\$0.00	\$1,841.00	\$10.00	\$0.00	\$10.00	0.54%
11000.2300.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$20.00	\$0.00	\$20.00	\$0.00	\$17.71	\$2.29	\$0.00	\$2.29	11.45%
11000.2300.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$4,000.00	\$0.00	\$4,000.00	\$3,125.00	\$3,475.00	\$525.00	\$250.00	\$275.00	6.88%
11000.2300.53411.0000.000000.0000	AUDITING	\$15,000.00	\$9,000.00	\$24,000.00	\$5,974.50	\$14,925.76	\$9,074.24	\$8,944.25	\$129.99	0.54%
11000.2300.53412.0000.000000.0000	BOND/BOARD ELECTIONS	\$2,250.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$2,250.00	100.00%
11000.2300.53413.0000.000000.0000	LEGAL	\$6,000.00	\$8,000.00	\$14,000.00	\$0.00	\$5,604.93	\$8,395.07	\$0.00	\$8,395.07	59.96%
11000.2300.53414.0000.000000.0000	OTHER SERVICES	\$0.00	\$9,000.00	\$9,000.00	\$150.00	\$150.00	\$8,850.00	\$7,655.10	\$1,194.90	13.28%
11000.2300.53711.0000.000000.0000	OTHER CHARGES	\$5,500.00	\$6,000.00	\$11,500.00	\$312.97	\$6,123.41	\$5,376.59	\$1,661.71	\$3,714.88	32.30%
11000.2300.53712.0000.000000.0000	COUNTY TAX COLLECTION COSTS	\$105.00	\$0.00	\$105.00	\$37.22	\$100.34	\$4.66	\$0.00	\$4.66	4.44%
11000.2300.55400.0000.000000.0000	ADVERTISING	\$500.00	\$0.00	\$500.00	\$0.00	\$1,300.00	(\$800.00)	\$0.00	(\$800.00)	-160.00%
11000.2300.55811.0000.000000.0000	BOARD TRAVEL	\$4,000.00	(\$2,000.00)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
11000.2300.55812.0000.000000.0000	BOARD TRAINING	\$1,750.00	\$0.00	\$1,750.00	\$625.00	\$1,125.00	\$625.00	\$0.00	\$625.00	35.71%
11000.2300.56113.0000.000000.0000	SOFTWARE	\$0.00	\$1,630.00	\$1,630.00	\$0.00	\$754.70	\$875.30	\$315.25	\$560.05	34.36%
11000.2300.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$3,000.00	\$6,000.00	\$9,000.00	\$73.38	\$3,468.93	\$5,531.07	\$4.93	\$5,526.14	61.40%
ION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$226,211.00	\$36,080.00	\$262,291.00	\$35,797.56	\$220,047.08	\$42,243.92	\$18,831.24	\$23,412.68	8.93%
11000.2400.51100.0000.000000.0000	SALARIES EXPENSE	\$116,870.00	(\$525.00)	\$116,345.00	\$19,390.80	\$116,345.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2400.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$16,538.00	\$0.00	\$16,538.00	\$2,743.81	\$16,462.81	\$75.19	\$0.00	\$75.19	0.45%
11000.2400.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$2,338.00	\$0.00	\$2,338.00	\$387.80	\$2,326.80	\$11.20	\$0.00	\$11.20	0.48%
11000.2400.52210.0000.000000.0000	FICA PAYMENTS	\$7,246.00	\$0.00	\$7,246.00	\$1,105.82	\$6,652.79	\$593.21	\$0.00	\$593.21	8.19%
11000.2400.52220.0000.000000.0000	MEDICARE PAYMENTS	\$1,697.00	\$0.00	\$1,697.00	\$258.60	\$1,555.77	\$141.23	\$0.00	\$141.23	8.32%
11000.2400.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$23,963.00	(\$10,000.00)	\$13,963.00	\$2,229.88	\$13,000.36	\$962.64	\$0.00	\$962.64	6.89%
11000.2400.52312.0000.000000.0000	LIFE	\$59.00	\$80.00	\$139.00	\$10.56	\$62.80	\$76.20	\$0.00	\$76.20	54.82%
11000.2400.52313.0000.000000.0000	DENTAL	\$616.00	\$0.00	\$616.00	\$102.64	\$564.52	\$51.48	\$0.00	\$51.48	8.36%
11000.2400.52314.0000.000000.0000	VISION	\$102.00	\$0.00	\$102.00	\$0.00	\$0.00	\$102.00	\$0.00	\$102.00	100.00%
11000.2400.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$1,465.00	\$4.00	\$1,469.00	\$0.00	\$1,469.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2400.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$20.00	\$0.00	\$20.00	\$0.00	\$18.40	\$1.60	\$0.00	\$1.60	8.00%
11000.2400.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$3,000.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
11000.2400.53414.0000.000000.0000	OTHER SERVICES	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2400.55814.0000.000000.0000	EMPLOYEE TRAINING - NON-TEACHERS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
11000.2400.56113.0000.000000.0000	SOFTWARE	\$0.00	\$325.00	\$325.00	\$0.00	\$315.25	\$9.75	\$315.25	(\$305.50)	-94.00%



# Maxwell Municipal Schools

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To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.2400.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$100.00	\$1,000.00	\$1,100.00	\$0.00	\$417.32	\$682.68	\$0.00	\$682.68	62.06%
FUNCTION: SUPPORT SERVICES-SCHOOL ADMINISTRATION - 2400		\$171,514.00	(\$5,116.00)	\$166,398.00	\$27,229.91	\$161,690.82	\$4,707.18	\$315.25	\$4,391.93	2.64%
11000.2500.51100.0000.000000.0000	SALARIES EXPENSE	\$72,835.00	\$617.00	\$73,452.00	\$6,121.00	\$73,452.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2500.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
11000.2500.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$10,307.00	\$87.00	\$10,394.00	\$866.12	\$10,393.44	\$0.56	\$0.00	\$0.56	0.01%
11000.2500.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$1,457.00	\$13.00	\$1,470.00	\$122.42	\$1,469.04	\$0.96	\$0.00	\$0.96	0.07%
11000.2500.52210.0000.000000.0000	FICA PAYMENTS	\$4,516.00	\$0.00	\$4,516.00	\$333.84	\$4,019.68	\$496.32	\$0.00	\$496.32	10.99%
11000.2500.52220.0000.000000.0000	MEDICARE PAYMENTS	\$1,057.00	\$0.00	\$1,057.00	\$78.08	\$940.12	\$116.88	\$0.00	\$116.88	11.06%
11000.2500.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$9,601.00	\$0.00	\$9,601.00	\$780.18	\$9,273.84	\$327.16	\$0.00	\$327.16	3.41%
11000.2500.52312.0000.000000.0000	LIFE	\$29.00	\$0.00	\$29.00	\$2.64	\$31.12	(\$2.12)	\$0.00	(\$2.12)	-7.31%
11000.2500.52313.0000.000000.0000	DENTAL	\$392.00	\$0.00	\$392.00	\$32.66	\$391.92	\$0.08	\$0.00	\$0.08	0.02%
11000.2500.52314.0000.000000.0000	VISION	\$76.00	\$0.00	\$76.00	\$6.30	\$75.56	\$0.44	\$0.00	\$0.44	0.58%
11000.2500.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$920.00	\$0.00	\$920.00	\$0.00	\$915.00	\$5.00	\$0.00	\$5.00	0.54%
11000.2500.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$10.00	\$0.00	\$10.00	\$0.00	\$9.20	\$0.80	\$0.00	\$0.80	8.00%
11000.2500.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,180.00	\$820.00	\$0.00	\$820.00	41.00%
11000.2500.53414.0000.000000.0000	OTHER SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,506.26	\$93.74	\$0.00	\$93.74	2.60%
11000.2500.53711.0000.000000.0000	OTHER CHARGES	\$8,800.00	\$0.00	\$8,800.00	\$350.00	\$9,040.79	(\$240.79)	\$12,587.42	(\$12,828.21)	-145.78%
11000.2500.56113.0000.000000.0000	SOFTWARE	\$325.00	\$0.00	\$325.00	\$0.00	\$684.07	(\$359.07)	\$315.25	(\$674.32)	-207.48%
11000.2500.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,500.00	\$12,000.00	\$14,500.00	\$99.45	\$4,465.42	\$10,034.58	\$16.54	\$10,018.04	69.09%
FUNCTION: CENTRAL SERVICES - 2500		\$118,425.00	\$12,717.00	\$131,142.00	\$8,892.69	\$119,947.46	\$11,194.54	\$12,919.21	(\$1,724.67)	-1.32%
11000.2600.51100.0000.000000.0000	SALARIES EXPENSE	\$56,609.00	\$1,705.00	\$58,314.00	\$4,612.88	\$58,312.33	\$1.67	\$0.00	\$1.67	0.00%
11000.2600.51200.0000.000000.0000	OVERTIME EXPENSE	\$2,000.00	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2600.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$1,838.00	\$0.00	\$1,838.00	\$0.00	\$0.00	\$1,838.00	\$0.00	\$1,838.00	100.00%
11000.2600.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$8,555.00	\$0.00	\$8,555.00	\$652.72	\$7,831.60	\$723.40	\$0.00	\$723.40	8.46%
11000.2600.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$1,211.00	\$0.00	\$1,211.00	\$92.26	\$1,106.94	\$104.06	\$0.00	\$104.06	8.59%
11000.2600.52210.0000.000000.0000	FICA PAYMENTS	\$3,748.00	\$0.00	\$3,748.00	\$269.80	\$3,389.49	\$358.51	\$0.00	\$358.51	9.57%
11000.2600.52220.0000.000000.0000	MEDICARE PAYMENTS	\$877.00	\$0.00	\$877.00	\$63.10	\$792.70	\$84.30	\$0.00	\$84.30	9.61%
11000.2600.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$14,555.00	(\$9,372.00)	\$5,183.00	\$371.54	\$5,181.66	\$1.34	\$0.00	\$1.34	0.03%
11000.2600.52312.0000.000000.0000	LIFE	\$57.00	\$6.00	\$63.00	\$5.28	\$62.24	\$0.76	\$0.00	\$0.76	1.21%
11000.2600.52313.0000.000000.0000	DENTAL	\$615.00	\$0.00	\$615.00	\$17.16	\$240.00	\$375.00	\$0.00	\$375.00	60.98%
11000.2600.52314.0000.000000.0000	VISION	\$124.00	\$0.00	\$124.00	\$4.06	\$55.00	\$69.00	\$0.00	\$69.00	55.65%
11000.2600.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$716.00	\$22.00	\$738.00	\$0.00	\$738.00	\$0.00	\$0.00	\$0.00	0.00%
11000.2600.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$29.00	\$7.00	\$36.00	\$0.00	\$44.70	(\$8.70)	\$0.00	(\$8.70)	-24.17%
11000.2600.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$0.00	\$175.00	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%



# Maxwell Municipal Schools

## Monthly Expenditure Report

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To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
11000.2600.53414.0000.000000.0000	OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$198.58	(\$198.58)	\$0.00	(\$198.58)	0.00%
11000.2600.53711.0000.000000.0000	OTHER CHARGES	\$750.00	\$6,600.00	\$7,350.00	\$0.00	\$1,415.00	\$5,935.00	\$401.60	\$5,533.40	75.28%
11000.2600.54311.0000.000000.0000	M&R - FURNITURE/FIXTURES/EQUIPME	\$750.00	\$0.00	\$750.00	\$0.00	\$696.87	\$53.13	\$0.00	\$53.13	7.08%
11000.2600.54312.0000.000000.0000	M&R - BUILDINGS AND GROUNDS	\$0.00	\$16,590.00	\$16,590.00	\$0.00	\$811.75	\$15,778.25	\$1,080.00	\$14,698.25	88.60%
11000.2600.54313.0000.000000.0000	M&R - VEHICLES	\$4,500.00	\$8,494.00	\$12,994.00	\$2,666.67	\$3,850.09	\$9,143.91	\$2,650.22	\$6,493.69	49.97%
11000.2600.54315.0000.000000.0000	M&R - BLDGS/GRNDS/EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$912.50	(\$912.50)	\$0.00	(\$912.50)	0.00%
11000.2600.54411.0000.000000.0000	ELECTRICITY	\$28,800.00	(\$1,300.00)	\$27,500.00	\$1,964.05	\$22,523.92	\$4,976.08	\$0.00	\$4,976.08	18.09%
11000.2600.54412.0000.000000.0000	BUILDING HEAT/NATURAL GAS	\$22,250.00	\$1,750.00	\$24,000.00	\$707.88	\$20,679.20	\$3,320.80	\$0.00	\$3,320.80	13.84%
11000.2600.54415.0000.000000.0000	WATER/SEWAGE	\$4,500.00	\$0.00	\$4,500.00	\$349.73	\$4,030.36	\$469.64	\$0.00	\$469.64	10.44%
11000.2600.54416.0000.000000.0000	COMMUNICATIONS	\$23,000.00	\$4,120.00	\$27,120.00	\$3,057.80	\$21,848.41	\$5,271.59	\$0.00	\$5,271.59	19.44%
11000.2600.55200.0000.000000.0000	INSURANCE (OTHER THAN EMPLOYEE BENEFITS)	\$59,454.00	(\$2,973.00)	\$56,481.00	\$0.00	\$56,480.97	\$0.03	\$0.00	\$0.03	0.00%
11000.2600.55915.0000.000000.0000	OTHER CONTRACT SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$4,010.89	(\$2,510.89)	\$0.00	(\$2,510.89)	-167.39%
11000.2600.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$15,000.00	\$54.00	\$15,054.00	\$925.09	\$7,489.85	\$7,564.15	(\$11.99)	\$7,576.14	50.33%
11000.2600.56211.0000.000000.0000	GASOLINE	\$8,500.00	\$0.00	\$8,500.00	\$725.62	\$2,540.54	\$5,959.46	\$0.00	\$5,959.46	70.11%
11000.2600.56214.0000.000000.0000	LUBRICANTS/ANTI-FREEZE	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
11000.2600.56215.0000.000000.0000	TIRES/TUBES	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$570.00	\$630.00	\$0.00	\$630.00	52.50%
11000.2600.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$10,000.00	\$10,000.00	\$279.95	\$3,021.74	\$6,978.26	\$0.00	\$6,978.26	69.78%
FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600		\$260,438.00	\$35,078.00	\$295,516.00	\$16,765.59	\$228,835.33	\$66,680.67	\$4,119.83	\$62,560.84	21.17%
11000.2900.58218.0000.000000.0000	75% JUNE CREDIT	\$2,932.00	\$0.00	\$2,932.00	\$0.00	\$0.00	\$2,932.00	\$0.00	\$2,932.00	100.00%
FUNCTION: OTHER SUPPORT SERVICES - 2900		\$2,932.00	\$0.00	\$2,932.00	\$0.00	\$0.00	\$2,932.00	\$0.00	\$2,932.00	100.00%
11000.3100.51100.0000.000000.0000	SALARIES EXPENSE	\$24,424.00	(\$1,322.00)	\$23,102.00	\$7,395.56	\$22,901.00	\$201.00	\$0.00	\$201.00	0.87%
11000.3100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$3,379.00	(\$138.00)	\$3,241.00	\$1,046.47	\$3,240.49	\$0.51	\$0.00	\$0.51	0.02%
11000.3100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$478.00	\$0.00	\$478.00	\$147.96	\$458.21	\$19.79	\$0.00	\$19.79	4.14%
11000.3100.52210.0000.000000.0000	FICA PAYMENTS	\$1,515.00	\$0.00	\$1,515.00	\$365.77	\$1,048.83	\$466.17	\$0.00	\$466.17	30.77%
11000.3100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$355.00	\$0.00	\$355.00	\$85.56	\$245.37	\$109.63	\$0.00	\$109.63	30.88%
11000.3100.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$12,545.00	\$0.00	\$12,545.00	\$3,058.20	\$12,232.80	\$312.20	\$0.00	\$312.20	2.49%
11000.3100.52312.0000.000000.0000	LIFE	\$43.00	\$5.00	\$48.00	\$15.84	\$47.52	\$0.48	\$0.00	\$0.48	1.00%
11000.3100.52313.0000.000000.0000	DENTAL	\$586.00	\$0.00	\$586.00	\$178.62	\$585.84	\$0.16	\$0.00	\$0.16	0.03%
11000.3100.52314.0000.000000.0000	VISION	\$89.00	\$0.00	\$89.00	\$22.02	\$88.08	\$0.92	\$0.00	\$0.92	1.03%
11000.3100.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$307.00	\$63.00	\$370.00	\$0.00	\$370.00	\$0.00	\$0.00	\$0.00	0.00%
11000.3100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$19.00	\$0.00	\$19.00	\$0.00	\$13.80	\$5.20	\$0.00	\$5.20	27.37%
11000.3100.56116.0000.000000.0000	FOOD - INSTRUCTIONAL PROGRAMS	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	100.00%
FUNCTION: FOOD SERVICES OPERATIONS - 3100		\$43,740.00	(\$1,332.00)	\$42,408.00	\$12,316.00	\$41,231.94	\$1,176.06	\$0.00	\$1,176.06	2.77%
FUND: OPERATIONAL - 11000		\$2,443,644.00	\$47,747.00	\$2,491,391.00	\$428,876.04	\$2,198,787.06	\$292,603.94	\$37,848.89	\$254,755.05	10.23%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
12000.2600.54311.0000.000000.0000	M&R - FURNITURE/FIXTURES/EQUIPME	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$1,510.64	\$1,989.36	\$0.00	\$1,989.36	56.84%
12000.2600.54312.0000.000000.0000	M&R - BUILDINGS AND GROUNDS	\$5,000.00	\$700.00	\$5,700.00	\$0.00	\$8,646.20	(\$2,946.20)	\$0.00	(\$2,946.20)	-51.69%
12000.2600.54411.0000.000000.0000	ELECTRICITY	\$200.00	\$0.00	\$200.00	\$0.00	\$476.62	(\$276.62)	\$0.00	(\$276.62)	-138.31%
12000.2600.54412.0000.000000.0000	BUILDING HEAT/NATURAL GAS	\$200.00	\$1,000.00	\$1,200.00	\$0.00	\$521.13	\$678.87	\$0.00	\$678.87	56.57%
12000.2600.54415.0000.000000.0000	WATER/SEWAGE	\$200.00	\$406.00	\$606.00	\$0.00	\$508.59	\$97.41	\$0.00	\$97.41	16.07%
12000.2600.55200.0000.000000.0000	INSURANCE (OTHER THAN EMPLOYEE BENEFITS)	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$1,296.03	\$103.97	\$0.00	\$103.97	7.43%
12000.2600.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$500.00	\$0.00	\$500.00	\$0.00	\$486.44	\$13.56	\$150.00	(\$136.44)	-27.29%
12000.2600.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,000.00	\$1,500.00	\$0.00	\$1,500.00	60.00%
FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600		\$13,500.00	\$2,106.00	\$15,606.00	\$0.00	\$14,445.65	\$1,160.35	\$150.00	\$1,010.35	6.47%
12000.4000.54500.0000.000000.0000	CONSTRUCTION SERVICES	\$22,022.00	(\$2,000.00)	\$20,022.00	\$0.00	\$0.00	\$20,022.00	\$0.00	\$20,022.00	100.00%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$22,022.00	(\$2,000.00)	\$20,022.00	\$0.00	\$0.00	\$20,022.00	\$0.00	\$20,022.00	100.00%
FUND: TEACHERAGE - 12000		\$35,522.00	\$106.00	\$35,628.00	\$0.00	\$14,445.65	\$21,182.35	\$150.00	\$21,032.35	59.03%
13000.2700.51100.0000.000000.0000	SALARIES EXPENSE	\$42,602.00	(\$1,795.00)	\$40,807.00	\$2,400.00	\$9,600.00	\$31,207.00	\$0.00	\$31,207.00	76.47%
13000.2700.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$6,106.00	(\$254.00)	\$5,852.00	\$339.60	\$1,358.40	\$4,493.60	\$0.00	\$4,493.60	76.79%
13000.2700.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$864.00	(\$36.00)	\$828.00	\$48.00	\$192.00	\$636.00	\$0.00	\$636.00	76.81%
13000.2700.52210.0000.000000.0000	FICA PAYMENTS	\$2,676.00	(\$111.00)	\$2,565.00	\$118.38	\$473.52	\$2,091.48	\$0.00	\$2,091.48	81.54%
13000.2700.52220.0000.000000.0000	MEDICARE PAYMENTS	\$602.00	(\$20.00)	\$582.00	\$27.66	\$110.64	\$471.36	\$0.00	\$471.36	80.99%
13000.2700.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$4,573.00	\$0.00	\$4,573.00	\$1,393.26	\$5,573.04	(\$1,000.04)	\$0.00	(\$1,000.04)	-21.87%
13000.2700.52312.0000.000000.0000	LIFE	\$29.00	\$0.00	\$29.00	\$7.92	\$31.68	(\$2.68)	\$0.00	(\$2.68)	-9.24%
13000.2700.52313.0000.000000.0000	DENTAL	\$205.00	\$0.00	\$205.00	\$64.32	\$257.28	(\$52.28)	\$0.00	(\$52.28)	-25.50%
13000.2700.52314.0000.000000.0000	VISION	\$46.00	\$0.00	\$46.00	\$14.04	\$56.16	(\$10.16)	\$0.00	(\$10.16)	-22.09%
13000.2700.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$539.00	\$0.00	\$539.00	\$0.00	\$518.00	\$21.00	\$0.00	\$21.00	3.90%
13000.2700.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$9.00	\$0.00	\$9.00	\$0.00	\$9.20	(\$0.20)	\$0.00	(\$0.20)	-2.22%
13000.2700.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$80.00	\$20.00	\$0.00	\$20.00	20.00%
13000.2700.53711.0000.000000.0000	OTHER CHARGES	\$1,125.00	\$0.00	\$1,125.00	\$222.00	\$456.50	\$668.50	(\$51.00)	\$719.50	63.96%
13000.2700.55111.0000.000000.0000	TRANSPORTATION PER-CAPITA FEEDERS	\$3,105.00	(\$1,520.00)	\$1,585.00	\$0.00	\$25.25	\$1,559.75	\$0.00	\$1,559.75	98.41%
13000.2700.55200.0000.000000.0000	INSURANCE (OTHER THAN EMPLOYEE BENEFITS)	\$1,608.00	\$0.00	\$1,608.00	\$0.00	\$1,667.00	(\$59.00)	\$0.00	(\$59.00)	-3.67%
13000.2700.55815.0000.000000.0000	BUS DRIVER INSTITUTE TRAINING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
13000.2700.55816.0000.000000.0000	BUS DRIVER IN-SERVICE TRAINING	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	100.00%
13000.2700.55915.0000.000000.0000	OTHER CONTRACT SERVICES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
13000.2700.55916.0000.000000.0000	BUS INSPECTIONS	\$900.00	\$0.00	\$900.00	\$0.00	\$624.16	\$275.84	\$0.00	\$275.84	30.65%
13000.2700.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$194.00	\$0.00	\$194.00	\$2,694.45	\$3,734.39	(\$3,540.39)	\$0.00	(\$3,540.39)	-1824.94%
13000.2700.56212.0000.000000.0000	DIESEL FUEL	\$4,410.00	\$0.00	\$4,410.00	\$807.10	\$1,111.55	\$3,298.45	\$0.00	\$3,298.45	74.79%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
13000.2700.56214.0000.000000.0000	LUBRICANTS/ANTI-FREEZE	\$0.00	\$0.00	\$0.00	\$62.58	\$62.58	(\$62.58)	\$0.00	(\$62.58)	0.00%
13000.2700.56216.0000.000000.0000	MAINTENANCE SUPPLIES/PARTS	\$882.00	\$0.00	\$882.00	\$1,482.18	\$1,827.36	(\$945.36)	(\$327.36)	(\$618.00)	-70.07%
FUNCTION: STUDENT TRANSPORTATION - 2700		\$71,395.00	(\$3,736.00)	\$67,659.00	\$9,681.49	\$27,768.71	\$39,890.29	(\$378.36)	\$40,268.65	59.52%
FUND: PUPIL TRANSPORTATION - 13000		\$71,395.00	(\$3,736.00)	\$67,659.00	\$9,681.49	\$27,768.71	\$39,890.29	(\$378.36)	\$40,268.65	59.52%
14000.1000.56107.0000.000000.0000	INSTRUCTIONAL MATERIALS CREDIT - 50% TEXTBOOKS	\$155.00	\$0.00	\$155.00	\$0.00	\$154.79	\$0.21	\$0.00	\$0.21	0.14%
FUNCTION: INSTRUCTION - 1000		\$155.00	\$0.00	\$155.00	\$0.00	\$154.79	\$0.21	\$0.00	\$0.21	0.14%
FUND: TOTAL INSTRUCTIONAL MATERIALS SUBFUND - 14000		\$155.00	\$0.00	\$155.00	\$0.00	\$154.79	\$0.21	\$0.00	\$0.21	0.14%
21000.3100.51100.0000.000000.0000	SALARIES EXPENSE	\$7,006.00	\$0.00	\$7,006.00	\$0.00	\$6,681.00	\$325.00	\$0.00	\$325.00	4.64%
21000.3100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$992.00	\$0.00	\$992.00	\$0.00	\$945.36	\$46.64	\$0.00	\$46.64	4.70%
21000.3100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$141.00	\$0.00	\$141.00	\$0.00	\$133.63	\$7.37	\$0.00	\$7.37	5.23%
21000.3100.52210.0000.000000.0000	FICA PAYMENTS	\$435.00	\$0.00	\$435.00	\$0.00	\$414.22	\$20.78	\$0.00	\$20.78	4.78%
21000.3100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$102.00	\$0.00	\$102.00	\$0.00	\$96.87	\$5.13	\$0.00	\$5.13	5.03%
21000.3100.52312.0000.000000.0000	LIFE	\$15.00	\$0.00	\$15.00	\$0.00	\$15.84	(\$0.84)	\$0.00	(\$0.84)	-5.60%
21000.3100.52313.0000.000000.0000	DENTAL	\$130.00	\$0.00	\$130.00	\$0.00	\$128.64	\$1.36	\$0.00	\$1.36	1.05%
21000.3100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$5.00	\$0.00	\$5.00	\$0.00	\$4.60	\$0.40	\$0.00	\$0.40	8.00%
21000.3100.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$9.95	\$490.05	\$0.00	\$490.05	98.01%
21000.3100.53711.0000.000000.0000	OTHER CHARGES	\$200.00	\$0.00	\$200.00	\$0.00	\$408.47	(\$208.47)	\$0.00	(\$208.47)	-104.24%
21000.3100.54311.0000.000000.0000	M&R - FURNITURE/FIXTURES/EQUIPME	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$782.11	\$1,717.89	\$0.00	\$1,717.89	68.72%
21000.3100.56116.0000.000000.0000	FOOD - INSTRUCTIONAL PROGRAMS	\$60,300.00	\$0.00	\$60,300.00	\$799.87	\$31,037.28	\$29,262.72	\$1,302.36	\$27,960.36	46.37%
21000.3100.56117.0000.000000.0000	NON-FOOD - INSTRUCTIONAL PROGRAMS	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
21000.3100.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$3,000.00	\$118.00	\$3,118.00	\$1,059.59	\$1,624.38	\$1,493.62	\$8.99	\$1,484.63	47.61%
21000.3100.57331.0000.000000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
21000.3100.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$7,802.00	\$0.00	\$7,802.00	\$0.00	\$8,369.75	(\$567.75)	\$4,044.00	(\$4,611.75)	-59.11%
FUNCTION: FOOD SERVICES OPERATIONS - 3100		\$98,328.00	\$118.00	\$98,446.00	\$1,859.46	\$50,652.10	\$47,793.90	\$5,355.35	\$42,438.55	43.11%
FUND: FOOD SERVICES - 21000		\$98,328.00	\$118.00	\$98,446.00	\$1,859.46	\$50,652.10	\$47,793.90	\$5,355.35	\$42,438.55	43.11%
22000.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
22000.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$283.00	\$0.00	\$283.00	\$0.00	\$0.00	\$283.00	\$0.00	\$283.00	100.00%
22000.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$40.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00	100.00%
22000.1000.52210.0000.000000.0000	FICA PAYMENTS	\$124.00	\$0.00	\$124.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00	100.00%
22000.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$29.00	\$0.00	\$29.00	\$0.00	\$0.00	\$29.00	\$0.00	\$29.00	100.00%
22000.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
22000.1000.53711.0000.000000.0000	OTHER CHARGES	\$4,172.00	\$0.00	\$4,172.00	(\$30.00)	\$6,354.00	(\$2,182.00)	\$0.00	(\$2,182.00)	-52.30%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 6/1/2021

To Date: 6/30/2021

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
22000.1000.55817.0000.000000.0000	STUDENT TRAVEL	\$14,470.00	\$0.00	\$14,470.00	(\$15.00)	(\$15.00)	\$14,485.00	\$449.81	\$14,035.19	97.00%
22000.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$13,662.00	\$2,659.00	\$16,321.00	\$0.00	\$1,524.44	\$14,796.56	\$0.00	\$14,796.56	90.66%
	FUNCTION: INSTRUCTION - 1000	\$36,580.00	\$2,659.00	\$39,239.00	(\$45.00)	\$7,863.44	\$31,375.56	\$449.81	\$30,925.75	78.81%
	FUND: ATHLETICS - 22000	\$36,580.00	\$2,659.00	\$39,239.00	(\$45.00)	\$7,863.44	\$31,375.56	\$449.81	\$30,925.75	78.81%
23110.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$953.00	\$550.00	\$1,503.00	\$0.00	\$0.00	\$1,503.00	\$0.00	\$1,503.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$953.00	\$550.00	\$1,503.00	\$0.00	\$0.00	\$1,503.00	\$0.00	\$1,503.00	100.00%
	FUND: GENERAL ACTIVITY FUND - 23110	\$953.00	\$550.00	\$1,503.00	\$0.00	\$0.00	\$1,503.00	\$0.00	\$1,503.00	100.00%
23112.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$432.00	\$0.00	\$432.00	\$0.00	\$0.00	\$432.00	\$0.00	\$432.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$432.00	\$0.00	\$432.00	\$0.00	\$0.00	\$432.00	\$0.00	\$432.00	100.00%
	FUND: PARENT ADVISORY COMMITTEE - 23112	\$432.00	\$0.00	\$432.00	\$0.00	\$0.00	\$432.00	\$0.00	\$432.00	100.00%
23113.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,628.00	\$0.00	\$1,628.00	\$0.00	\$0.00	\$1,628.00	\$0.00	\$1,628.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$1,628.00	\$0.00	\$1,628.00	\$0.00	\$0.00	\$1,628.00	\$0.00	\$1,628.00	100.00%
	FUND: CLASS OF 2023 - 23113	\$1,628.00	\$0.00	\$1,628.00	\$0.00	\$0.00	\$1,628.00	\$0.00	\$1,628.00	100.00%
23115.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	FUND: CLASS OF 2020 - 23115	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
23116.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$9,197.00	\$0.00	\$9,197.00	\$0.00	\$3,196.28	\$6,000.72	\$0.00	\$6,000.72	65.25%
	FUNCTION: INSTRUCTION - 1000	\$9,197.00	\$0.00	\$9,197.00	\$0.00	\$3,196.28	\$6,000.72	\$0.00	\$6,000.72	65.25%
	FUND: CLASS OF 2021 - 23116	\$9,197.00	\$0.00	\$9,197.00	\$0.00	\$3,196.28	\$6,000.72	\$0.00	\$6,000.72	65.25%
23117.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$6,223.00	\$0.00	\$6,223.00	\$0.00	\$0.00	\$6,223.00	\$0.00	\$6,223.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$6,223.00	\$0.00	\$6,223.00	\$0.00	\$0.00	\$6,223.00	\$0.00	\$6,223.00	100.00%
	FUND: CLASS OF 2022 - 23117	\$6,223.00	\$0.00	\$6,223.00	\$0.00	\$0.00	\$6,223.00	\$0.00	\$6,223.00	100.00%
23118.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,035.00	\$0.00	\$1,035.00	\$20.00	\$152.13	\$882.87	\$0.00	\$882.87	85.30%
	FUNCTION: INSTRUCTION - 1000	\$1,035.00	\$0.00	\$1,035.00	\$20.00	\$152.13	\$882.87	\$0.00	\$882.87	85.30%
	FUND: PBIS REWARDS - 23118	\$1,035.00	\$0.00	\$1,035.00	\$20.00	\$152.13	\$882.87	\$0.00	\$882.87	85.30%
23119.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$296.00	\$0.00	\$296.00	\$0.00	\$0.00	\$296.00	\$0.00	\$296.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$296.00	\$0.00	\$296.00	\$0.00	\$0.00	\$296.00	\$0.00	\$296.00	100.00%
	FUND: STUDENT COUNCIL - 23119	\$296.00	\$0.00	\$296.00	\$0.00	\$0.00	\$296.00	\$0.00	\$296.00	100.00%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

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To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
23121.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$6,378.00	\$0.00	\$6,378.00	\$150.00	\$1,113.33	\$5,264.67	\$0.00	\$5,264.67	82.54%
	FUNCTION: INSTRUCTION - 1000	\$6,378.00	\$0.00	\$6,378.00	\$150.00	\$1,113.33	\$5,264.67	\$0.00	\$5,264.67	82.54%
	FUND: BOOSTER CLUB - 23121	\$6,378.00	\$0.00	\$6,378.00	\$150.00	\$1,113.33	\$5,264.67	\$0.00	\$5,264.67	82.54%
23123.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$16,538.00	\$0.00	\$16,538.00	\$0.00	\$0.00	\$16,538.00	\$0.00	\$16,538.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$16,538.00	\$0.00	\$16,538.00	\$0.00	\$0.00	\$16,538.00	\$0.00	\$16,538.00	100.00%
	FUND: PEE WEE SPORTS - 23123	\$16,538.00	\$0.00	\$16,538.00	\$0.00	\$0.00	\$16,538.00	\$0.00	\$16,538.00	100.00%
23125.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	FUND: CHEERLEADERS - PEE WEE - 23125	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
23126.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$3,497.00	\$0.00	\$3,497.00	\$0.00	\$4,127.50	(\$630.50)	\$0.00	(\$630.50)	-18.03%
	FUNCTION: INSTRUCTION - 1000	\$3,497.00	\$0.00	\$3,497.00	\$0.00	\$4,127.50	(\$630.50)	\$0.00	(\$630.50)	-18.03%
	FUND: FFA - 23126	\$3,497.00	\$0.00	\$3,497.00	\$0.00	\$4,127.50	(\$630.50)	\$0.00	(\$630.50)	-18.03%
23127.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,138.00	\$0.00	\$1,138.00	\$0.00	\$0.00	\$1,138.00	\$0.00	\$1,138.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$1,138.00	\$0.00	\$1,138.00	\$0.00	\$0.00	\$1,138.00	\$0.00	\$1,138.00	100.00%
	FUND: LIBRARY - 23127	\$1,138.00	\$0.00	\$1,138.00	\$0.00	\$0.00	\$1,138.00	\$0.00	\$1,138.00	100.00%
23149.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$15,354.00	\$0.00	\$15,354.00	\$0.00	\$0.00	\$15,354.00	\$0.00	\$15,354.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$15,354.00	\$0.00	\$15,354.00	\$0.00	\$0.00	\$15,354.00	\$0.00	\$15,354.00	100.00%
	FUND: FCCLA - 23149	\$15,354.00	\$0.00	\$15,354.00	\$0.00	\$0.00	\$15,354.00	\$0.00	\$15,354.00	100.00%
23150.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$586.00	\$0.00	\$586.00	\$0.00	\$0.00	\$586.00	\$0.00	\$586.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$586.00	\$0.00	\$586.00	\$0.00	\$0.00	\$586.00	\$0.00	\$586.00	100.00%
	FUND: ANNUAL - 23150	\$586.00	\$0.00	\$586.00	\$0.00	\$0.00	\$586.00	\$0.00	\$586.00	100.00%
23155.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
	FUND: DRAMA - 23155	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
23162.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$179.00	\$0.00	\$179.00	\$0.00	\$0.00	\$179.00	\$0.00	\$179.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$179.00	\$0.00	\$179.00	\$0.00	\$0.00	\$179.00	\$0.00	\$179.00	100.00%
	FUND: SCHOOL MALL - 23162	\$179.00	\$0.00	\$179.00	\$0.00	\$0.00	\$179.00	\$0.00	\$179.00	100.00%
23178.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$655.00	\$0.00	\$655.00	\$0.00	\$0.00	\$655.00	\$0.00	\$655.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$655.00	\$0.00	\$655.00	\$0.00	\$0.00	\$655.00	\$0.00	\$655.00	100.00%

# Maxwell Municipal Schools

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
FUND: MAXWELL TEACHERS ASSOCIATION - 23178		\$655.00	\$0.00	\$655.00	\$0.00	\$0.00	\$655.00	\$0.00	\$655.00	100.00%
23179.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$175.00	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$175.00	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%
FUND: MAXWELL COMMUNITY FUND - 23179		\$175.00	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%
23180.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$310.00	\$0.00	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$310.00	\$0.00	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	100.00%
FUND: PERFECTA PRINTING SERVICES - 23180		\$310.00	\$0.00	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	100.00%
24101.1000.51100.0000.000000.0000	SALARIES EXPENSE	\$14,790.00	\$0.00	\$14,790.00	\$3,551.50	\$14,205.88	\$584.12	\$0.00	\$584.12	3.95%
24101.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$4,053.00	(\$2,868.00)	\$1,185.00	\$0.00	\$0.00	\$1,185.00	\$0.00	\$1,185.00	100.00%
24101.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$2,656.00	\$0.00	\$2,656.00	\$502.51	\$2,010.01	\$645.99	\$0.00	\$645.99	24.32%
24101.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$377.00	\$0.00	\$377.00	\$71.04	\$284.16	\$92.84	\$0.00	\$92.84	24.63%
24101.1000.52210.0000.000000.0000	FICA PAYMENTS	\$1,168.00	\$0.00	\$1,168.00	\$152.71	\$610.81	\$557.19	\$0.00	\$557.19	47.70%
24101.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$273.00	\$0.00	\$273.00	\$35.76	\$143.04	\$129.96	\$0.00	\$129.96	47.60%
24101.1000.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$6,990.00	\$0.00	\$6,990.00	(\$2,069.27)	\$2,872.09	\$4,117.91	\$0.00	\$4,117.91	58.91%
24101.1000.52312.0000.000000.0000	LIFE	\$15.00	\$0.00	\$15.00	\$4.62	\$18.48	(\$3.48)	\$0.00	(\$3.48)	-23.20%
24101.1000.52313.0000.000000.0000	DENTAL	\$255.00	\$0.00	\$255.00	\$61.56	\$246.24	\$8.76	\$0.00	\$8.76	3.44%
24101.1000.52314.0000.000000.0000	VISION	\$49.00	\$0.00	\$49.00	\$11.82	\$47.28	\$1.72	\$0.00	\$1.72	3.51%
24101.1000.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$238.00	\$0.00	\$236.00	\$0.00	\$237.00	(\$1.00)	\$0.00	(\$1.00)	-0.42%
24101.1000.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$6.00	\$0.00	\$6.00	\$0.00	\$5.56	\$0.44	\$0.00	\$0.44	7.33%
24101.1000.56113.0000.000000.0000	SOFTWARE	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$2,103.65	(\$403.65)	\$0.00	(\$403.65)	-23.74%
24101.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,139.00	\$0.00	\$1,139.00	\$0.00	\$232.01	\$906.99	\$0.00	\$906.99	79.63%
	FUNCTION: INSTRUCTION - 1000	\$33,707.00	(\$2,868.00)	\$30,839.00	\$2,322.25	\$23,016.21	\$7,822.79	\$0.00	\$7,822.79	25.37%
24101.2300.53713.0000.000000.0000	INDIRECT COSTS	\$2,264.00	\$0.00	\$2,264.00	\$0.00	\$2,264.00	\$0.00	\$0.00	\$0.00	0.00%
FUND: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$2,264.00	\$0.00	\$2,264.00	\$0.00	\$2,264.00	\$0.00	\$0.00	\$0.00	0.00%
FUND: TITLE I - IASA - 24101		\$35,971.00	(\$2,868.00)	\$33,103.00	\$2,322.25	\$25,280.21	\$7,822.79	\$0.00	\$7,822.79	23.63%
24106.1000.51100.0000.000000.0000	SALARIES EXPENSE	\$23,035.00	\$11,051.00	\$34,086.00	\$4,490.74	\$31,693.01	\$2,392.99	\$0.00	\$2,392.99	7.02%
24106.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$3,259.00	\$1,564.00	\$4,823.00	\$635.42	\$2,920.82	\$1,902.18	\$0.00	\$1,902.18	39.44%
24106.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$461.00	\$221.00	\$682.00	\$89.90	\$412.99	\$269.01	\$0.00	\$269.01	39.44%
24106.1000.52210.0000.000000.0000	FICA PAYMENTS	\$1,428.00	\$685.00	\$2,113.00	\$220.87	\$1,699.71	\$413.29	\$0.00	\$413.29	19.56%
24106.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$334.00	\$160.00	\$494.00	\$51.62	\$397.40	\$96.60	\$0.00	\$96.60	19.55%
24106.1000.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$6,125.00	\$0.00	\$6,125.00	\$938.57	\$4,863.59	\$1,261.41	\$0.00	\$1,261.41	20.59%
24106.1000.52312.0000.000000.0000	LIFE	\$29.00	\$0.00	\$29.00	\$6.78	\$30.52	(\$1.52)	\$0.00	(\$1.52)	-5.24%



# Maxwell Municipal Schools

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
24106.1000.52313.0000.000000.0000	DENTAL	\$224.00	\$0.00	\$224.00	\$35.07	\$181.77	\$42.23	\$0.00	\$42.23	18.85%
24106.1000.52314.0000.000000.0000	VISION	\$49.00	\$0.00	\$49.00	\$7.65	\$39.69	\$9.31	\$0.00	\$9.31	19.00%
24106.1000.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$291.00	\$0.00	\$291.00	\$0.00	\$290.00	\$1.00	\$0.00	\$1.00	0.34%
24106.1000.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$10.00	\$0.00	\$10.00	\$0.00	\$11.16	(\$1.16)	\$0.00	(\$1.16)	-11.60%
24106.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
24106.1000.56113.0000.000000.0000	SOFTWARE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
24106.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$1,597.00	\$0.00	\$1,597.00	\$0.00	\$862.16	\$734.84	\$0.00	\$734.84	46.01%
	FUNCTION: INSTRUCTION - 1000	\$38,342.00	\$13,681.00	\$52,023.00	\$6,476.62	\$43,402.82	\$8,620.18	\$0.00	\$8,620.18	16.57%
24106.2100.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$3,800.00	\$0.00	\$3,800.00	\$1,266.61	\$3,799.93	\$0.07	\$0.00	\$0.07	0.00%
24106.2100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$538.00	\$0.00	\$538.00	\$179.21	\$537.65	\$0.35	\$0.00	\$0.35	0.07%
24106.2100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$76.00	\$0.00	\$76.00	\$25.32	\$75.96	\$0.04	\$0.00	\$0.04	0.05%
24106.2100.52210.0000.000000.0000	FICA PAYMENTS	\$236.00	\$0.00	\$236.00	\$68.16	\$204.28	\$31.72	\$0.00	\$31.72	13.44%
24106.2100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$55.00	\$0.00	\$55.00	\$15.96	\$47.82	\$7.18	\$0.00	\$7.18	13.05%
24106.2100.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$55.00	\$0.00	\$55.00	\$0.00	\$70.00	(\$15.00)	\$0.00	(\$15.00)	-27.27%
24106.2100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.46	(\$0.46)	\$0.00	(\$0.46)	0.00%
24106.2100.53218.0000.000000.0000	SPECIALISTS - CONTRACTED	\$0.00	\$0.00	\$0.00	\$0.00	\$1,084.38	(\$1,084.38)	\$0.00	(\$1,084.38)	0.00%
24106.2100.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$198.00	\$302.00	\$0.00	\$302.00	60.40%
24106.2100.55813.0000.000000.0000	EMPLOYEE TRAVEL - NON-TEACHERS	\$0.00	\$0.00	\$0.00	\$0.00	\$216.38	(\$216.38)	\$0.00	(\$216.38)	0.00%
24106.2100.55818.0000.000000.0000	OTHER TRAVEL - NON EMPLOYEES	\$0.00	\$1,500.00	\$1,500.00	\$170.66	\$268.18	\$1,231.82	\$0.00	\$1,231.82	82.12%
24106.2100.56113.0000.000000.0000	SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$190.82	(\$190.82)	\$315.25	(\$506.07)	0.00%
24106.2100.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$500.00	\$800.00	\$1,300.00	\$0.00	\$197.99	\$1,102.01	\$0.00	\$1,102.01	84.77%
	FUNCTION: SUPPORT SERVICES-STUDENTS - 2100	\$5,760.00	\$2,300.00	\$8,060.00	\$1,725.92	\$6,891.85	\$1,168.15	\$315.25	\$852.90	10.58%
24106.2300.53713.0000.000000.0000	INDIRECT COSTS	\$3,773.00	\$1,430.00	\$5,203.00	\$0.00	\$5,203.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300	\$3,773.00	\$1,430.00	\$5,203.00	\$0.00	\$5,203.00	\$0.00	\$0.00	\$0.00	0.00%
24106.2500.55400.0000.000000.0000	ADVERTISING	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	FUNCTION: CENTRAL SERVICES - 2500	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
24106.2600.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
24106.2600.56211.0000.000000.0000	GASOLINE	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
24106.2600.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$517.00	\$517.00	\$0.00	\$0.00	\$517.00	\$0.00	\$517.00	100.00%
	FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600	\$400.00	\$917.00	\$1,317.00	\$0.00	\$0.00	\$1,317.00	\$0.00	\$1,317.00	100.00%
	FUND: ENTITLEMENT IDEA-B - 24106	\$48,375.00	\$18,328.00	\$66,703.00	\$8,202.54	\$55,497.67	\$11,205.33	\$315.25	\$10,890.08	16.33%
24109.2100.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$1,700.00	\$0.00	\$1,700.00	\$566.67	\$1,700.07	(\$0.07)	\$0.00	(\$0.07)	0.00%



# Maxwell Municipal Schools

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
24109.2100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$241.00	\$0.00	\$241.00	\$80.21	\$240.65	\$0.35	\$0.00	\$0.35	0.15%
24109.2100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$34.00	\$0.00	\$34.00	\$11.40	\$34.20	(\$0.20)	\$0.00	(\$0.20)	-0.59%
24109.2100.52210.0000.000000.0000	FICA PAYMENTS	\$105.00	\$0.00	\$105.00	\$30.43	\$91.21	\$13.79	\$0.00	\$13.79	13.13%
24109.2100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$25.00	\$0.00	\$25.00	\$7.14	\$21.40	\$3.60	\$0.00	\$3.60	14.40%
24109.2100.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
24109.2100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.20	(\$0.20)	\$0.00	(\$0.20)	0.00%
24109.2100.53211.0000.000000.0000	DIAGNOSTICIANS - CONTRACTED	\$0.00	\$375.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
24109.2100.53212.0000.000000.0000	SPEECH THERAPISTS - CONTRACTED	\$0.00	\$1,061.00	\$1,061.00	\$0.00	\$504.60	\$556.40	\$0.00	\$556.40	52.44%
24109.2100.53213.0000.000000.0000	OCCUPATIONAL THERAPISTS - CONTRACTED	\$0.00	\$375.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
24109.2100.53215.0000.000000.0000	PSYCHOLOGISTS - CONTRACTED	\$0.00	\$375.00	\$375.00	\$0.00	\$881.17	(\$506.17)	\$0.00	(\$506.17)	-134.98%
24109.2100.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$229.00	\$0.00	\$229.00	\$0.00	\$0.00	\$229.00	\$0.00	\$229.00	100.00%
FUNCTION: SUPPORT SERVICES-STUDENTS - 2100		\$2,349.00	\$2,186.00	\$4,535.00	\$695.85	\$3,473.50	\$1,061.50	\$0.00	\$1,061.50	23.41%
24109.2300.53713.0000.000000.0000	INDIRECT COSTS	\$0.00	\$185.00	\$185.00	\$0.00	\$185.00	\$0.00	\$0.00	\$0.00	0.00%
FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$0.00	\$185.00	\$185.00	\$0.00	\$185.00	\$0.00	\$0.00	\$0.00	0.00%
FUND: IDEA B - PRESCHOOL - 24109		\$2,349.00	\$2,371.00	\$4,720.00	\$695.85	\$3,658.50	\$1,061.50	\$0.00	\$1,061.50	22.49%
24118.3100.56116.0000.000000.0000	FOOD - INSTRUCTIONAL PROGRAMS	\$0.00	\$6,547.00	\$6,547.00	\$0.00	\$3,275.00	\$3,272.00	\$0.00	\$3,272.00	49.98%
FUNCTION: FOOD SERVICES OPERATIONS - 3100		\$0.00	\$6,547.00	\$6,547.00	\$0.00	\$3,275.00	\$3,272.00	\$0.00	\$3,272.00	49.98%
FUND: FRESH FRUITS & VEGETABLES - 24118		\$0.00	\$6,547.00	\$6,547.00	\$0.00	\$3,275.00	\$3,272.00	\$0.00	\$3,272.00	49.98%
24154.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$3,190.00	\$0.00	\$3,190.00	\$400.00	\$828.00	\$2,362.00	\$0.00	\$2,362.00	74.04%
FUNCTION: INSTRUCTION - 1000		\$3,190.00	\$0.00	\$3,190.00	\$400.00	\$828.00	\$2,362.00	\$0.00	\$2,362.00	74.04%
FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154		\$3,190.00	\$0.00	\$3,190.00	\$400.00	\$828.00	\$2,362.00	\$0.00	\$2,362.00	74.04%
24189.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$2,687.00	(\$2,687.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24189.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$380.00	(\$380.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24189.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$54.00	(\$54.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24189.1000.52210.0000.000000.0000	FICA PAYMENTS	\$166.00	(\$166.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24189.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$39.00	(\$39.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24189.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$1,350.00	\$250.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$300.00	\$1,300.00	81.25%
24189.1000.56113.0000.000000.0000	SOFTWARE	\$0.00	\$1,516.00	\$1,516.00	\$0.00	\$0.00	\$1,516.00	\$1,500.00	\$16.00	1.03%
24189.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$3,100.00	\$17.00	\$3,117.00	\$0.00	\$1,972.30	\$1,144.70	\$0.00	\$1,144.70	36.72%
24189.1000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$1,500.00	\$3,326.00	\$4,826.00	\$0.00	\$5,909.25	(\$1,083.25)	\$0.00	(\$1,083.25)	-22.45%
FUNCTION: INSTRUCTION - 1000		\$9,276.00	\$1,783.00	\$11,059.00	\$0.00	\$7,881.55	\$3,177.45	\$1,800.00	\$1,377.45	12.46%
24189.2300.53713.0000.000000.0000	INDIRECT COSTS	\$724.00	\$0.00	\$724.00	\$0.00	\$724.00	\$0.00	\$0.00	\$0.00	0.00%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
ION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$724.00	\$0.00	\$724.00	\$0.00	\$724.00	\$0.00	\$0.00	\$0.00	0.00%
IV - STUDENT SUPPORT AND ACADEMIC ENRICHMENT - 24189		\$10,000.00	\$1,783.00	\$11,783.00	\$0.00	\$8,605.55	\$3,177.45	\$1,800.00	\$1,377.45	11.69%
24301.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24301.1000.53414.0000.000000.0000	OTHER SERVICES	\$4,500.00	(\$3,404.00)	\$1,096.00	\$0.00	\$0.00	\$1,096.00	\$0.00	\$1,096.00	100.00%
24301.1000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$9,559.00	\$0.00	\$9,559.00	\$0.00	\$10,654.95	(\$1,095.95)	\$0.00	(\$1,095.95)	-11.47%
	FUNCTION: INSTRUCTION - 1000	\$15,059.00	(\$4,404.00)	\$10,655.00	\$0.00	\$10,654.95	\$0.05	\$0.00	\$0.05	0.00%
24301.2100.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$2,100.00	(\$2,100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: SUPPORT SERVICES-STUDENTS - 2100	\$2,100.00	(\$2,100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
24301.2300.53713.0000.000000.0000	INDIRECT COSTS	\$1,739.00	\$0.00	\$1,739.00	\$0.00	\$1,739.00	\$0.00	\$0.00	\$0.00	0.00%
ION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$1,739.00	\$0.00	\$1,739.00	\$0.00	\$1,739.00	\$0.00	\$0.00	\$0.00	0.00%
24301.2600.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$5,136.00	\$6,445.00	\$11,581.00	\$0.00	\$11,581.01	(\$0.01)	\$0.00	(\$0.01)	0.00%
	FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600	\$5,136.00	\$6,445.00	\$11,581.00	\$0.00	\$11,581.01	(\$0.01)	\$0.00	(\$0.01)	0.00%
	FUND: CARES ACT - 24301	\$24,034.00	(\$59.00)	\$23,975.00	\$0.00	\$23,974.96	\$0.04	\$0.00	\$0.04	0.00%
24305.1000.56113.0000.000000.0000	SOFTWARE	\$0.00	\$4,644.00	\$4,644.00	\$0.00	\$3,204.90	\$1,439.10	\$0.00	\$1,439.10	30.99%
	FUNCTION: INSTRUCTION - 1000	\$0.00	\$4,644.00	\$4,644.00	\$0.00	\$3,204.90	\$1,439.10	\$0.00	\$1,439.10	30.99%
24305.2300.53713.0000.000000.0000	INDIRECT COSTS	\$0.00	\$1,387.00	\$1,387.00	\$0.00	\$1,387.00	\$0.00	\$0.00	\$0.00	0.00%
ION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$0.00	\$1,387.00	\$1,387.00	\$0.00	\$1,387.00	\$0.00	\$0.00	\$0.00	0.00%
24305.2600.54416.0000.000000.0000	COMMUNICATIONS	\$0.00	\$13,128.00	\$13,128.00	\$0.00	\$10,755.79	\$2,372.21	\$0.00	\$2,372.21	18.07%
	FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600	\$0.00	\$13,128.00	\$13,128.00	\$0.00	\$10,755.79	\$2,372.21	\$0.00	\$2,372.21	18.07%
	FUND: GEERF - 24305	\$0.00	\$19,159.00	\$19,159.00	\$0.00	\$15,347.69	\$3,811.31	\$0.00	\$3,811.31	19.89%
24306.2600.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$5,582.00	\$5,582.00	\$0.00	\$5,580.05	\$1.95	\$0.00	\$1.95	0.03%
	FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600	\$0.00	\$5,582.00	\$5,582.00	\$0.00	\$5,580.05	\$1.95	\$0.00	\$1.95	0.03%
	FUND: CARES/GEER - Hepa Filters - 24306	\$0.00	\$5,582.00	\$5,582.00	\$0.00	\$5,580.05	\$1.95	\$0.00	\$1.95	0.03%
24307.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
24307.1000.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$0.00	\$71.00	\$71.00	\$0.00	\$70.75	\$0.25	\$0.00	\$0.25	0.35%
24307.1000.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00%
24307.1000.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$31.00	\$31.00	\$0.00	\$31.00	\$0.00	\$0.00	\$0.00	0.00%
24307.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$8.00	\$8.00	\$0.00	\$7.25	\$0.75	\$0.00	\$0.75	9.38%
24307.1000.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$0.00	\$1,153.00	\$1,153.00	\$7,376.25	\$8,376.25	(\$7,223.25)	\$0.00	(\$7,223.25)	-626.47%
24307.1000.56113.0000.000000.0000	SOFTWARE	\$0.00	\$7,377.00	\$7,377.00	\$0.00	\$0.00	\$7,377.00	\$0.00	\$7,377.00	100.00%



# Maxwell Municipal Schools

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From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

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☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	FUNCTION: INSTRUCTION - 1000	\$0.00	\$9,150.00	\$9,150.00	\$7,376.25	\$8,995.25	\$154.75	\$0.00	\$154.75	1.69%
	FUND: CARES, GEERF, SEL - 24307	\$0.00	\$9,150.00	\$9,150.00	\$7,376.25	\$8,995.25	\$154.75	\$0.00	\$154.75	1.69%
24308.1000.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$6.20	\$6.20	(\$6.20)	\$0.00	(\$6.20)	0.00%
24308.1000.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$1.45	\$1.45	(\$1.45)	\$0.00	(\$1.45)	0.00%
24308.1000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$15,000.00	\$15,000.00	\$8,466.08	\$10,435.83	\$4,564.17	\$0.00	\$4,564.17	30.43%
	FUNCTION: INSTRUCTION - 1000	\$0.00	\$15,000.00	\$15,000.00	\$8,473.73	\$10,443.48	\$4,556.52	\$0.00	\$4,556.52	30.38%
24308.2100.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$6.20	\$6.20	(\$6.20)	\$0.00	(\$6.20)	0.00%
24308.2100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$1.45	\$1.45	(\$1.45)	\$0.00	(\$1.45)	0.00%
	FUNCTION: SUPPORT SERVICES-STUDENTS - 2100	\$0.00	\$0.00	\$0.00	\$7.65	\$7.65	(\$7.65)	\$0.00	(\$7.65)	0.00%
24308.2300.53713.0000.000000.0000	INDIRECT COSTS	\$0.00	\$4,673.00	\$4,673.00	\$0.00	\$4,673.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300	\$0.00	\$4,673.00	\$4,673.00	\$0.00	\$4,673.00	\$0.00	\$0.00	\$0.00	0.00%
24308.2400.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$12.40	\$12.40	(\$12.40)	\$0.00	(\$12.40)	0.00%
24308.2400.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$2.90	\$2.90	(\$2.90)	\$0.00	(\$2.90)	0.00%
	FUNCTION: SUPPORT SERVICES-SCHOOL ADMINISTRATION - 2400	\$0.00	\$0.00	\$0.00	\$15.30	\$15.30	(\$15.30)	\$0.00	(\$15.30)	0.00%
24308.2500.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$6.20	\$6.20	(\$6.20)	\$0.00	(\$6.20)	0.00%
24308.2500.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$1.45	\$1.45	(\$1.45)	\$0.00	(\$1.45)	0.00%
	FUNCTION: CENTRAL SERVICES - 2500	\$0.00	\$0.00	\$0.00	\$7.65	\$7.65	(\$7.65)	\$0.00	(\$7.65)	0.00%
24308.2600.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$12.40	\$12.40	(\$12.40)	\$0.00	(\$12.40)	0.00%
24308.2600.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$2.90	\$2.90	(\$2.90)	\$0.00	(\$2.90)	0.00%
24308.2600.54311.0000.000000.0000	M&R - FURNITURE/FIXTURES/EQUIPMENT	\$0.00	\$50,200.00	\$50,200.00	\$0.00	\$0.00	\$50,200.00	\$31,134.69	\$19,065.31	37.98%
24308.2600.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$0.00	\$26,781.00	\$26,781.00	\$0.00	\$6,659.80	\$20,121.20	\$0.00	\$20,121.20	75.13%
	FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600	\$0.00	\$76,981.00	\$76,981.00	\$15.30	\$6,675.10	\$70,305.90	\$31,134.69	\$39,171.21	50.88%
24308.3100.52210.0000.000000.0000	FICA PAYMENTS	\$0.00	\$0.00	\$0.00	\$18.60	\$18.60	(\$18.60)	\$0.00	(\$18.60)	0.00%
24308.3100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$0.00	\$0.00	\$0.00	\$4.35	\$4.35	(\$4.35)	\$0.00	(\$4.35)	0.00%
	FUNCTION: FOOD SERVICES OPERATIONS - 3100	\$0.00	\$0.00	\$0.00	\$22.95	\$22.95	(\$22.95)	\$0.00	(\$22.95)	0.00%
	FUND: CRRSA, ESSER II FUND - 24308	\$0.00	\$96,654.00	\$96,654.00	\$8,542.58	\$21,845.13	\$74,808.87	\$31,134.69	\$43,674.18	45.19%
24312.1000.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: INSTRUCTION - 1000	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
24312.2100.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: SUPPORT SERVICES-STUDENTS - 2100	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%



# Maxwell Municipal Schools

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☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
24312.2300.53713.0000.000000.0000	INDIRECT COSTS	\$0.00	\$22.00	\$22.00	\$22.00	\$22.00	\$0.00	\$0.00	\$0.00	0.00%
FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$0.00	\$22.00	\$22.00	\$22.00	\$22.00	\$0.00	\$0.00	\$0.00	0.00%
24312.2400.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$300.00	\$300.00	\$200.00	\$200.00	\$100.00	\$0.00	\$100.00	33.33%
FUNCTION: SUPPORT SERVICES-SCHOOL ADMINISTRATION - 2400		\$0.00	\$300.00	\$300.00	\$200.00	\$200.00	\$100.00	\$0.00	\$100.00	33.33%
24312.2500.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
FUNCTION: CENTRAL SERVICES - 2500		\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
24312.2600.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600		\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
24312.3100.51300.0000.000000.0000	ADDITIONAL COMPENSATION	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
FUNCTION: FOOD SERVICES OPERATIONS - 3100		\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
FUND: CRRSA RETENTION STIPENDS - 24312		\$0.00	\$1,122.00	\$1,122.00	\$922.00	\$922.00	\$200.00	\$0.00	\$200.00	17.83%
25153.1000.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$0.00	\$219.00	\$219.00	\$0.00	\$219.00	\$0.00	\$0.00	\$0.00	0.00%
FUNCTION: INSTRUCTION - 1000		\$0.00	\$219.00	\$219.00	\$0.00	\$219.00	\$0.00	\$0.00	\$0.00	0.00%
25153.2100.51100.0000.000000.0000	SALARIES EXPENSE	\$17,342.00	\$0.00	\$17,342.00	\$2,969.29	\$13,905.67	\$3,436.33	\$0.00	\$3,436.33	19.82%
25153.2100.52111.0000.000000.0000	EDUCATIONAL RETIREMENT	\$2,454.00	\$0.00	\$2,454.00	\$420.12	\$1,967.52	\$486.48	\$0.00	\$486.48	19.82%
25153.2100.52112.0000.000000.0000	ERA - RETIREE HEALTH	\$347.00	\$0.00	\$347.00	\$59.34	\$277.99	\$69.01	\$0.00	\$69.01	19.89%
25153.2100.52210.0000.000000.0000	FICA PAYMENTS	\$1,076.00	\$0.00	\$1,076.00	\$184.12	\$862.22	\$213.78	\$0.00	\$213.78	19.87%
25153.2100.52220.0000.000000.0000	MEDICARE PAYMENTS	\$253.00	\$0.00	\$253.00	\$43.02	\$201.46	\$51.54	\$0.00	\$51.54	20.37%
25153.2100.52311.0000.000000.0000	HEALTH AND MEDICAL PREMIUMS	\$7,779.00	\$0.00	\$7,779.00	\$0.00	\$0.00	\$7,779.00	\$0.00	\$7,779.00	100.00%
25153.2100.52312.0000.000000.0000	LIFE	\$29.00	\$0.00	\$29.00	\$5.34	\$25.40	\$3.60	\$0.00	\$3.60	12.41%
25153.2100.52313.0000.000000.0000	DENTAL	\$167.00	\$0.00	\$167.00	\$0.00	\$0.00	\$167.00	\$0.00	\$167.00	100.00%
25153.2100.52314.0000.000000.0000	VISION	\$114.00	\$0.00	\$114.00	\$0.00	\$0.00	\$114.00	\$0.00	\$114.00	100.00%
25153.2100.52710.0000.000000.0000	WORKER'S COMPENSATION PREMIUM	\$220.00	\$0.00	\$220.00	\$0.00	\$0.00	\$220.00	\$0.00	\$220.00	100.00%
25153.2100.52720.0000.000000.0000	WORKER'S COMPENSATION EMPLOYER'S FEE	\$10.00	\$10.00	\$20.00	\$0.00	\$8.45	\$11.55	\$0.00	\$11.55	57.75%
25153.2100.53330.0000.000000.0000	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
25153.2100.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,081.00	\$2,209.00	\$4,290.00	\$0.00	\$173.29	\$4,116.71	\$0.00	\$4,116.71	95.96%
FUNCTION: SUPPORT SERVICES-STUDENTS - 2100		\$32,372.00	\$2,219.00	\$34,591.00	\$3,681.23	\$17,422.00	\$17,169.00	\$0.00	\$17,169.00	49.63%
FUND: MEDICAID 3/21 YEARS - 25153		\$32,372.00	\$2,438.00	\$34,810.00	\$3,681.23	\$17,641.00	\$17,169.00	\$0.00	\$17,169.00	49.32%
25233.1000.53414.0000.000000.0000	OTHER SERVICES	\$2,500.00	\$5,000.00	\$7,500.00	\$2,540.13	\$6,417.02	\$1,082.98	\$0.00	\$1,082.98	14.44%
25233.1000.56113.0000.000000.0000	SOFTWARE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$5,176.40	(\$3,176.40)	\$0.00	(\$3,176.40)	-158.82%
25233.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,194.00	\$1,214.00	\$3,408.00	\$0.00	\$445.78	\$2,962.22	\$2,037.62	\$924.60	27.13%



# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
25233.1000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$6,694.00	\$15,214.00	\$21,908.00	\$2,540.13	\$12,039.20	\$9,868.80	\$2,037.62	\$7,831.18	35.75%
	FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233	\$6,694.00	\$15,214.00	\$21,908.00	\$2,540.13	\$12,039.20	\$9,868.80	\$2,037.62	\$7,831.18	35.75%
27107.2200.56113.0000.000000.0000	SOFTWARE	\$1,610.00	\$0.00	\$1,610.00	\$0.00	\$0.00	\$1,610.00	\$0.00	\$1,610.00	100.00%
27107.2200.56114.0000.000000.0000	LIBRARY AND AUDIO-VISUAL	\$4,857.00	\$0.00	\$4,857.00	\$0.00	\$4,074.03	\$782.97	\$0.00	\$782.97	16.12%
27107.2200.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$500.00	\$0.00	\$500.00	\$0.00	\$648.39	(\$148.39)	\$0.00	(\$148.39)	-29.68%
	FUNCTION: SUPPORT SERVICES-INSTRUCTION - 2200	\$6,967.00	\$0.00	\$6,967.00	\$0.00	\$4,722.42	\$2,244.58	\$0.00	\$2,244.58	32.22%
	FUND: 2012 GO BOND STUDENT LIBRARY - 27107	\$6,967.00	\$0.00	\$6,967.00	\$0.00	\$4,722.42	\$2,244.58	\$0.00	\$2,244.58	32.22%
27109.1000.56107.0000.000000.0000	INSTRUCTIONAL MATERIALS CREDIT - 50% TEXTBOOKS	\$1,218.00	\$0.00	\$1,218.00	\$0.00	\$1,094.13	\$123.87	\$0.00	\$123.87	10.17%
27109.1000.56111.0000.000000.0000	INSTRUCTIONAL MATERIALS CASH - 50% TEXTBOOKS	\$0.00	\$250.00	\$250.00	\$0.00	\$373.78	(\$123.78)	\$0.00	(\$123.78)	-49.51%
	FUNCTION: INSTRUCTION - 1000	\$1,218.00	\$250.00	\$1,468.00	\$0.00	\$1,467.91	\$0.09	\$0.00	\$0.09	0.01%
	FUND: Instructional Materials GAA of 2019 - 27109	\$1,218.00	\$250.00	\$1,468.00	\$0.00	\$1,467.91	\$0.09	\$0.00	\$0.09	0.01%
27155.3100.56116.0000.000000.0000	FOOD - INSTRUCTIONAL PROGRAMS	\$0.00	\$1,507.00	\$1,507.00	\$0.00	\$95.06	\$1,411.94	\$0.00	\$1,411.94	93.69%
	FUNCTION: FOOD SERVICES OPERATIONS - 3100	\$0.00	\$1,507.00	\$1,507.00	\$0.00	\$95.06	\$1,411.94	\$0.00	\$1,411.94	93.69%
	FUND: BREAKFAST AFTER THE BELL - 27155	\$0.00	\$1,507.00	\$1,507.00	\$0.00	\$95.06	\$1,411.94	\$0.00	\$1,411.94	93.69%
27183.3100.56116.0000.000000.0000	FOOD - INSTRUCTIONAL PROGRAMS	\$2,000.00	(\$339.00)	\$1,661.00	\$0.00	\$1,661.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: FOOD SERVICES OPERATIONS - 3100	\$2,000.00	(\$339.00)	\$1,661.00	\$0.00	\$1,661.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: NM GROWN FVW - 27183	\$2,000.00	(\$339.00)	\$1,661.00	\$0.00	\$1,661.00	\$0.00	\$0.00	\$0.00	0.00%
29102.1000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,476.00	\$0.00	\$2,476.00	\$0.00	\$0.00	\$2,476.00	\$0.00	\$2,476.00	100.00%
	FUNCTION: INSTRUCTION - 1000	\$2,476.00	\$0.00	\$2,476.00	\$0.00	\$0.00	\$2,476.00	\$0.00	\$2,476.00	100.00%
	FUND: PRIVATE DIRECT GRANTS - CATERGORICAL - 29102	\$2,476.00	\$0.00	\$2,476.00	\$0.00	\$0.00	\$2,476.00	\$0.00	\$2,476.00	100.00%
31700.4000.54315.0000.000000.0000	M&R - BLDGS/GRNDS/EQUIPMENT	\$0.00	\$1,838.00	\$1,838.00	\$0.00	\$853.92	\$984.08	\$0.00	\$984.08	53.54%
31700.4000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$0.00	\$668.00	\$668.00	\$0.00	\$668.00	\$0.00	\$0.00	\$0.00	0.00%
31700.4000.57311.0000.000000.0000	VEHICLES GENERAL	\$9,136.00	(\$9,136.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31700.4000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$0.00	\$6,630.00	\$6,630.00	\$0.00	\$7,614.02	(\$984.02)	\$0.00	(\$984.02)	-14.84%
	FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000	\$9,136.00	\$0.00	\$9,136.00	\$0.00	\$9,135.94	\$0.06	\$0.00	\$0.06	0.00%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31700	\$9,136.00	\$0.00	\$9,136.00	\$0.00	\$9,135.94	\$0.06	\$0.00	\$0.06	0.00%
31701.2300.53712.0000.000000.0000	COUNTY TAX COLLECTION COSTS	\$500.00	\$0.00	\$500.00	\$155.41	\$449.62	\$50.38	\$0.00	\$50.38	10.08%
	FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300	\$500.00	\$0.00	\$500.00	\$155.41	\$449.62	\$50.38	\$0.00	\$50.38	10.08%

# Maxwell Municipal Schools

## Monthly Expenditure Report

Fiscal Year: 2020-2021

From Date: 6/1/2021

To Date: 6/30/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31701.4000.54315.0000.000000.0000	M&R - BLDGS/GRNDS/EQUIPMENT	\$44,802.00	\$0.00	\$44,802.00	\$2,710.42	\$18,010.37	\$26,791.63	\$1,000.00	\$25,791.63	57.57%
31701.4000.56113.0000.000000.0000	SOFTWARE	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
31701.4000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$4,659.66	(\$2,159.66)	\$0.00	(\$2,159.66)	-86.39%
31701.4000.57311.0000.000000.0000	VEHICLES GENERAL	\$13,000.00	\$13,150.00	\$26,150.00	\$0.00	\$0.00	\$26,150.00	\$0.00	\$26,150.00	100.00%
31701.4000.57331.0000.000000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$0.00	\$0.00	\$0.00	\$6,312.00	\$6,312.00	(\$6,312.00)	\$0.00	(\$6,312.00)	0.00%
31701.4000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,086.99	\$413.01	\$0.00	\$413.01	16.52%
SECTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$65,302.00	\$13,150.00	\$78,452.00	\$9,022.42	\$31,069.02	\$47,382.98	\$1,000.00	\$46,382.98	59.12%
FUND: CAPITAL IMPROVEMENTS SB-9 LOCAL - 31701		\$65,802.00	\$13,150.00	\$78,952.00	\$9,177.83	\$31,518.64	\$47,433.36	\$1,000.00	\$46,433.36	58.81%
31703.4000.57311.0000.000000.0000	VEHICLES GENERAL	\$33,137.00	\$0.00	\$33,137.00	\$0.00	\$0.00	\$33,137.00	\$0.00	\$33,137.00	100.00%
SECTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$33,137.00	\$0.00	\$33,137.00	\$0.00	\$0.00	\$33,137.00	\$0.00	\$33,137.00	100.00%
FUND: SB-9 STATE MATCH CASH - 31703		\$33,137.00	\$0.00	\$33,137.00	\$0.00	\$0.00	\$33,137.00	\$0.00	\$33,137.00	100.00%
31900.4000.53414.0000.000000.0000	OTHER SERVICES	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	0.00%
31900.4000.56113.0000.000000.0000	SOFTWARE	\$22,701.00	\$0.00	\$22,701.00	\$2,160.00	\$11,423.31	\$11,277.69	\$0.00	\$11,277.69	49.68%
31900.4000.56118.0000.000000.0000	GENERAL SUPPLIES AND MATERIALS	\$29,950.00	\$0.00	\$29,950.00	\$0.00	\$8,645.00	\$21,305.00	\$0.00	\$21,305.00	71.14%
31900.4000.57332.0000.000000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$197,349.00	\$338.00	\$197,687.00	\$0.00	\$93,507.49	\$104,179.51	\$50,163.85	\$54,015.66	27.32%
SECTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$280,000.00	\$338.00	\$280,338.00	\$2,160.00	\$143,575.80	\$136,762.20	\$50,163.85	\$86,598.35	30.89%
FUND: EDUCATIONAL TECHNOLOGY EQUIPMENT ACT - 31900		\$280,000.00	\$338.00	\$280,338.00	\$2,160.00	\$143,575.80	\$136,762.20	\$50,163.85	\$86,598.35	30.89%
43000.2300.53712.0000.000000.0000	COUNTY TAX COLLECTION COSTS	\$20.00	\$900.00	\$920.00	\$252.15	\$702.10	\$217.90	\$0.00	\$217.90	23.68%
SECTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$20.00	\$900.00	\$920.00	\$252.15	\$702.10	\$217.90	\$0.00	\$217.90	23.68%
43000.5000.53414.0000.000000.0000	OTHER SERVICES	\$0.00	\$663.00	\$663.00	\$0.00	\$485.42	\$177.58	\$162.18	\$15.40	2.32%
43000.5000.58214.0000.000000.0000	DEBT SERVICE RESERVE	\$0.00	\$38,256.00	\$38,256.00	\$0.00	\$0.00	\$38,256.00	\$0.00	\$38,256.00	100.00%
43000.5000.58322.0000.000000.0000	BOND INTEREST PAYMENT	\$1,925.00	(\$325.00)	\$1,600.00	\$0.00	\$229.80	\$1,370.20	\$470.20	\$900.00	56.25%
FUNCTION: DEBT SERVICE - 5000		\$1,925.00	\$38,594.00	\$40,519.00	\$0.00	\$715.22	\$39,803.78	\$632.38	\$39,171.40	96.67%
FUND: ED TECH DEBT SERVICE - 43000		\$1,945.00	\$39,494.00	\$41,439.00	\$252.15	\$1,417.32	\$40,021.68	\$632.38	\$39,389.30	95.05%
<b>Grand Total:</b>		<b>\$3,318,879.00</b>	<b>\$277,265.00</b>	<b>\$3,596,144.00</b>	<b>\$486,814.80</b>	<b>\$2,705,345.29</b>	<b>\$890,798.71</b>	<b>\$130,509.48</b>	<b>\$760,289.23</b>	<b>21.14%</b>

End of Report



School District:  
Charter Name:  
County:  
PED No.:

Maxwell Municipal Schools  
N/A  
Colfax  
011-000

# PED Cash Report for 2020-2021 Fiscal Year

Month/Quarter:  
Previous Year:  
Report end date:

M9/Q3  
06/30/2020  
06/30/2021

Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.			OPERATIONAL 11000	TEACHERAGE 12000	TRANSPORTATION 13000	INST. MATERIALS 14000	FOOD SERVICES 21000	ATHLETICS 22000	NON-INSTRUCT. 23000
Line 1	Total Cash Balance 06/30/2020	+OR-	169,064.92	26,027.88	0.00	154.79	34,922.53	10,699.81	33,140.09
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	2,277,616.40	7,750.00	67,659.00	0.00	46,190.74	4,099.19	8,431.87
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2021	=	2,446,681.32	33,777.88	67,659.00	154.79	81,113.27	14,799.00	41,571.96
Line 5	Current Year Expenditures to Date (Per OBMS Actuals Expenditure Report)	-	(2,198,787.06)	(14,445.65)	(27,768.71)	(154.79)	(50,652.10)	(7,878.44)	(8,589.24)
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	247,894.26	19,332.23	39,890.29	0.00	30,461.17	6,920.56	32,982.72
<b>Other Reconciling Items</b>									
Line 8	Payroll Liabilities **Provide Explanation on Last Page	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments ***Provide Explanation on Last Page	+OR-	(1,367.27)	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2021	=	246,526.99	19,332.23	39,890.29	0.00	30,461.17	6,920.56	32,982.72
Line 11	Total Outstanding Loans ****Provide Explanation on Last Page	+OR-	(55,827.51)	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2021	=	190,699.48	19,332.23	39,890.29	0.00	30,461.17	6,920.56	32,982.72

			FEDERAL		LOCAL GRANTS	STATE		LOCAL OR STATE	BOND BUILDING
			FLOWTHROUGH 24000	DIRECT 25000	26000	FLOWTHROUGH 27000	DIRECT 28000	29000	31100
Line 1	Total Cash Balance 06/30/2020	+OR-	(30,492.41)	(2,369.59)	0.00	1,467.91	0.00	2,475.77	0.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	154,045.01	27,889.60	0.00	5,068.57	0.00	0.00	0.00
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2021	=	123,552.60	25,520.01	0.00	6,536.48	0.00	2,475.77	0.00
Line 5	Current Year Expenditures to Date (Per OBMS Actuals Expenditure Report)	-	(173,810.01)	(29,680.20)	0.00	(7,946.39)	0.00	0.00	0.00
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	(50,257.41)	(4,160.19)	0.00	(1,409.91)	0.00	2,475.77	0.00
<b>Other Reconciling Items</b>									
Line 8	Payroll Liabilities **Provide Explanation on Last Page	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments ***Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2021	=	(50,257.41)	(4,160.19)	0.00	(1,409.91)	0.00	2,475.77	0.00
Line 11	Total Outstanding Loans ****Provide Explanation on Last Page	+OR-	50,257.41	4,160.19	0.00	1,409.91	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2021	=	0.00	0.00	0.00	0.00	0.00	2,475.77	0.00

School District: Maxwell Municipal Schools  
 Charter Name: N/A  
 County: Colfax  
 PED No.: 011-000

### PED Cash Report for 2020-2021 Fiscal Year

Month/Quarter: M9/Q3  
 Previous Year: 06/30/2020  
 Report end date: 06/30/2021

			PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY			CAPITAL IMPROV. HB 33 31600	CAPITAL IMPROV. SB9		
				LOCAL 31300	STATE 31400	FEDERAL 31500		STATE 31700	LOCAL 31701	STATE MATCH 31703
Line 1	Total Cash Balance 06/30/2020	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	33,723.31	33,137.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	0.00	0.00	0.00	0.00	0.00	9,135.94	44,962.35	0.00
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2021	=	0.00	0.00	0.00	0.00	0.00	9,135.94	78,685.66	33,137.00
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	(9,135.94)	(31,518.64)	0.00
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	0.00	0.00	0.00	0.00	0.00	0.00	47,167.02	33,137.00
<b>Other Reconciling Items</b>										
Line 8	Payroll Liabilities **Provide Explanation on Last Page	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments ***Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2021	=	0.00	0.00	0.00	0.00	0.00	0.00	47,167.02	33,137.00
Line 11	Total Outstanding Loans ****Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2021	=	0.00	0.00	0.00	0.00	0.00	0.00	47,167.02	33,137.00

			ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	PSCOC 20% 32100	DEBT SERVICE 41000	DEFERRED SICK LEAVE 42000	ED TECH DEBT SERVICE 43000	GRAND TOTAL ALL
Line 1	Total Cash Balance 06/30/2020	+OR-	0.00	0.00	0.00	0.00	0.00	438.71	312,390.72
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	0.00	280,584.22	0.00	0.00	0.00	70,210.52	3,003,643.41
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2021	=	0.00	280,584.22	0.00	0.00	0.00	70,649.23	3,316,034.13
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	0.00	(143,575.80)	0.00	0.00	0.00	(1,417.32)	(2,705,360.29)
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	0.00	137,008.42	0.00	0.00	0.00	69,231.91	610,673.84
<b>Other Reconciling Items</b>									
Line 8	Payroll Liabilities **Provide Explanation on Last Page	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments ***Provide Explanation on Last Page	+OR-	0.00	2,160.00	0.00	0.00	0.00	0.00	792.73
Line 10	Total Reconciled Cash Balance 06/30/2021	=	0.00	139,168.42	0.00	0.00	0.00	69,231.91	611,466.57
Line 11	Total Outstanding Loans ****Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2021	=	0.00	139,168.42	0.00	0.00	0.00	69,231.91	611,466.57





School District: Maxwell Municipal Schools  
 Charter Name: N/A  
 County: Colfax  
 PED No.: 011-000

# PED Cash Report for 2020-2021 Fiscal Year

Month/Quarter: M9/Q3  
 Previous Year: 06/30/2020  
 Report end date: 06/30/2021

## \*\* OTHER RECONCILING ITEMS - PAYROLL LIABILITIES (LINE 8)

Please identify all reconciling payroll liabilities per general ledger. Enter the fund number on the FUND column. Please provide an explicit explanation (to start a new line of text press Alt+Enter to insert a line break).

FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation
11000	0.00		27000	0.00		31701	0.00	
12000	0.00		28000	0.00		31703	0.00	
13000	0.00		29000	0.00		31800	0.00	
14000	0.00		31100	0.00		31900	0.00	
21000	0.00		31200	0.00		32100	0.00	
22000	0.00		31300	0.00		41000	0.00	
23000	0.00		31400	0.00		42000	0.00	
24000	0.00		31500	0.00		43000	0.00	
25000	0.00		31600	0.00				
26000	0.00		31700	0.00				
						Total	0.00	

## \*\*\* OTHER RECONCILING ITEMS - ADJUSTMENTS (LINE 9)

Please identify all reconciling adjustments per general ledger. Enter the fund number on the FUND column. Please provide an explicit explanation (to start a new line of text press Alt+Enter to insert a line break).

FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation
11000	(1,367.27)	Rebate from electric company left credit balance on account at year end	27000	0.00		31701	0.00	
12000	0.00		28000	0.00		31703	0.00	
13000	0.00		29000	0.00		31800	0.00	
14000	0.00		31100	0.00		31900	2,160.00	NMFA wrote check on 6/25/21; We received it
21000	0.00		31200	0.00		32100	0.00	
22000	0.00		31300	0.00		41000	0.00	
23000	0.00		31400	0.00		42000	0.00	
24000	0.00		31500	0.00		43000	0.00	
25000	0.00		31600	0.00				
26000	0.00		31700	0.00				
						Total	792.73	

## \*\*\*\* TOTAL OUTSTANDING LOANS (LINE 11)

Please identify all outstanding loans per general ledger. Enter fund number on the FROM FUND and TO FUND columns. Please provide an explicit explanation (to start a new line of text press Alt+Enter to insert a line break).

FROM FUND	AMOUNT	TO FUND and Explicit Explanation	FROM FUND	AMOUNT	TO FUND and Explicit Explanation	FROM FUND	AMOUNT	TO FUND and Explicit Explanation
11000	(55,827.51)	Multiple temporary loans awaiting RFR's	11000	1,409.91	27107 RFR		0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	0.00			0.00			0.00	
	24101 RFR							
	24106 RFR							
	24109 RFR							
	24154 RFR							
11000	50,257.41	24189 RFR		0.00			0.00	
	24301 RFR							
	24307 RFR							
	24308 RFR							
	24312 RFR							
	25153 RFR			0.00				
11000	4,160.19	25233 RFR						
	0.00		11000	0.00	31700 RFR			
						Total	0.00	OK



School District:  
Charter Name:  
County:  
PED No.:


Maxwell Municipal Schools  
N/A  
Colfax  
011-000

## PED Cash Report for 2020-2021 Fiscal Year

Month/Quarter:  
Previous Year:  
Report end date:

M9/Q3  
06/30/2020  
06/30/2021

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.



Signature of Licensed Business Manager

07/14/2021

Date

**AGREEMENT  
FOR PER CAPITA FEEDER ROUTE SERVICES  
MAXWELL MUNICIPAL SCHOOLS**

**Pursuant to statute “22-16-6. REIMBURSEMENT OF PARENTS OR GUARDIANS....** A local school board, may subject to regulations adopted by the state board, provide per capita or per mile reimbursement to a parent or guardian in cases where regular school bus transportation is impractical because of distance, road conditions or sparseness of population or in cases where the local school board has authorized a parent to receive reimbursement for travel costs incurred by having a child attend a school outside the child’s attendance zone.”

Total reimbursement mileage will include the necessary mileage from the home to the school, the return mileage from the school to the home.

In those cases where the student is transported to school by the parent/guardian and the individual remains in the community, goes to athletic practice/contest, or goes to a job, the reimbursement would only apply to a one way trip per day.

I, parent/guardian agree to transport \_\_\_\_\_, from **Sauble Ranch to Maxwell Municipal School in Maxwell, NM, a total of 61.2 miles per day not to exceed 160 days at a rate of 34.5 per mile for a Yearly Total of \$3,378.24, for the school year 2021-2022.**

I agree to submit a payment voucher to the office by the end of the month in order to receive payment on the 5<sup>th</sup> of the following month.

I will provide proof of insurance to the school district in compliance with the Financial Responsibility Act and will continue to maintain insurance coverage for the duration of this contract.

Payment for these services is based on actual days transported. The payee will certify to the school district the actual number of days transported. This certification will be verified against attendance records.

This agreement will be in effect from **August 9, 2021 through May 19, 2022.** Either party may terminate this agreement by one (1) day notice to the party.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date



**MAXWELL MUNICIPAL SCHOOLS  
PAYMENT VOUCHER  
PER CAPITA FEEDER ROUTE**

**ROUTE DESCRIPTION:** From Sauble Ranch to Maxwell Municipal School, Maxwell, NM

**ROUTE LENGTH:** 30.6 miles per trip/two trips per day

**NAME OF PERSON(S) RECEIVING REIMBURSEMENT:** Cathy Allmand

**NAME OF STUDENT(S) BEING TRANSPORTED:** Carter Allmand

DATES SERVICE WAS PERFORMED

FOR THE MONTH OF: \_\_\_\_\_

DATE	# OF MILES

DATE	# OF MILES

REIMBURSEMENT FOR \_\_\_\_\_ TOTAL MILES AT THE RATE OF 34.5 cents  
PER MILE

TOTAL CLAIM: \_\_\_\_\_

I certify that the above student was in attendance on the dates indicated above and that this claim is true and correct to the best of my knowledge.

\_\_\_\_\_  
Transportation Provider (Parent/Guardian)      Date

THIS CLAIM SHOULD BE TURNED IN TO THE BUSINESS OFFICE AT THE END OF THE EACH MONTH

# Maxwell Municipal Schools

PO Box 275, 411 Parque  
Maxwell, NM 87728  
Telephone: (575) 375-2371  
[www.maxwellp12.com](http://www.maxwellp12.com)

## Welcome to Maxwell Municipal Schools for the ~~2020-2021~~ 2021-2022 school year!

Success for each student and the school as a whole is due to the concern and involvement of parents/guardians. We encourage you to become involved in your child's education by staying in close contact with your child's teachers and taking advantage of opportunities such as joining our Parent Advisory Committee (PAC), volunteering or serving as a resource person in your child's classroom. Working together, as a team we can ensure a successful, safe, and enriching experience for students during their school years.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents.** A **COVID-19 Pandemic Handbook Supplement** has been prepared to share additional/update policies, rules and procedures that will be in place and apply until Maxwell Municipal Schools has returned to Phase III and full/normal operation. Both have been prepared to provide you, as parents/guardians and students with essential information. Please feel free to call or visit school any time with questions and concerns. We are looking forward to a successful and rewarding school year!

**Please complete all of the colored forms at the back of the handbook and return them to school**

We look forward to having a great school year!

~~Kris Forrester~~ Amy Roble, Superintendent

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## Our Colors and Mascot

Purple, Gold and White - THE BEARS

## **Board of Education**

Mary Lou Kern	President
Randy Casper	Vice President
Monica Hoy	Secretary/Treasurer
Frank Taylor	Member
Charlene Pompeo	Member



## Notice of Nondiscrimination

Maxwell Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies, Title IX or Section 504:

~~Kristen Forrester~~ Amy Roble, 411 Parque Avenue, PO Box 275, Maxwell, NM 87728  
575-375-3000  
FAX: 575-375-2375

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For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## ACCREDITATION

Maxwell Municipal Schools are accredited by the New Mexico Public Education Department.

## ACADEMIC HONORS (grades 1-12)

### A. Superintendent's Honor Roll

- Students who earn an "A" in all classes.

### B. Principal's Honor Roll

- Students who earn an "A" or "B" in all classes.

## ACTIVITIES

*Extracurricular activities* offer opportunities for students to explore interests outside of the classroom. All interested students and parents are encouraged to learn about the possibilities of school-sponsored organizations.

## ALCOHOL, TOBACCO AND DRUG ABUSE

Alcohol and drug dependency are an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

- ✓ Document the data that indicates the student's performance, attendance or behavior is inappropriate.
- ✓ Share that information with the student and parents.
- ✓ Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

The possession/distribution of illegal substances is a criminal act; school officials must report the violation to the parents, police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services. (See Drug Free Campus for more information.)

To safeguard the health, character, citizenship, and personal development of students in the school, Maxwell Municipal Schools will:

- Provide curriculum addressing the effects of controlled substances.
- Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
- Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.
- Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
- The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

## **ARRIVAL (See COVID-19 Handbook Supplement)**

The cafeteria will be open at 7:15 am for students. Students will not be allowed into their building, without being accompanied by a teacher before the start of school. \* Students are not allowed to leave campus after arrival at school without permission from parents and administration and signing out.

## **ATTENDANCE POLICY – NOTE: Authorized school trips are not absences. (See COVID-19 Handbook Supplement)**

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Attendance Success Act (22-12A-1 to 22-12A-14, NMSA, 2019) Compulsory Attendance Law." Relevant portions follow: "~~A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person.~~" *B. A school-age person subject to the provisions of the Attendance for Success Act shall attend school for at least the length of time of the school year that is established in that school-age person's school district, charter school or private school. The school district or private school shall not excuse a school-age person from attending school except as provided in that act. C. The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person.*

It is important that students are at school on a regular basis. The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case-by-case basis.

### **Parental Notification of Absence**

Parents/guardians will need to call the school on or before the day of the absence by 9:00 a.m. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by a signed parental note, in time for the student to obtain an admission approval prior to class time. Absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for two (2) or more consecutive days due to illness, administration may require a written note from the student's doctor.

### **Excused Absence**

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled on days school is not in session.
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to superintendent)
- Unsafe travel conditions (prior noticed given to administration except when there is an official school delay or closure)

School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will work in cooperation with parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments and family vacations outside of school hours and during school vacations.

### **Prolonged Illnesses (See COVID-19 Handbook Supplement)**

In cases of chronic/prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until they can return to school.

### **Unexcused Absence**

Unexcused absences are absences for which the student's parent/legal guardian has provided no appropriate excuse, within 24 hours. Classroom work where a grade was taken for that class or day of the unexcused absence may be counted as a zero. Out of school suspension is an unexcused absence caused by student conduct. Out-of-school suspension/expulsion will not be used as a consequence for an unexcused absence.

### **Make-Up-Work**

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Teachers are happy to assist students with make-up work for excused absences. It is the student's responsibility to ask for make-up work and to arrange for a time to make up tests upon their return. Students will have the number of days absent plus one to make up missed work. Assignments that were due and tests that were to be taken on the first day of the absence are due to be turned in on the first day the student returns to school. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return. A student shall not be provided the opportunity to make up the work missed during an unexcused absence, with the exception of out-of-school suspension.*

### Compulsory School Attendance and the Coalition Against School Truancy Attendance Success Act

The Attendance Success Act recognizes that any time a student misses school, learning is impacted. As a result, all absences whether excused or unexcused are of concern. Schoolwide interventions emphasizing the importance of daily attendance are in place for all students to reduce chronic absenteeism.

- ~~Three-Day Unexcused Absence Tier II: Absent 5% or more of total school days or 7 days-~~ The school will notify the parents by phone and certified mail of a student's ~~third (3<sup>rd</sup>) unexcused~~ Tier II absences. The school will schedule a meeting to develop an intervention contract for both the student and his/her parent(s).
- ~~Five-Day Unexcused Absence Tier III: Absent 10% or more of total school days or 14 days -~~ The school will notify parents by phone and mail of a student's ~~fifth (5<sup>th</sup>) unexcused~~ Tier II absences. ~~Written notification will also be made to the Probation Services Office. The student is considered "truant" in the eyes of the law. A meeting will be scheduled to further discuss the intervention contract with the attendance team. Referrals to outside supports such as Engage NM will be considered as well as additional school-based interventions.~~
- ~~Seven through Nine-Day Absence Tier IV: Absent 20% or more of total school days or 28 days -~~ The school will notify parents by phone and certified mail of the ~~unexcused absence~~ that the student is now considered excessively absent. Referrals to outside agencies including Juvenile Probation Services and Children, Youth and Families (CYFD) will be made. ~~On the 9<sup>th</sup> absence a mandatory meeting is scheduled with the student and parent to review the consequences of the 10<sup>th</sup> absence.~~
- ~~10-Day Unexcused Absence -~~ The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. ~~Written notification will also be made to the Probation Services Office. The student is considered "habitual truant" in the eyes of the law.~~

### Compulsory School Attendance and the Coalition Against School Truancy

- ~~Three-Day Unexcused Absence -~~ The school administration will notify the parents by phone and certified mail of a student's ~~third (3<sup>rd</sup>) unexcused~~ absence. The school will schedule a meeting to develop an intervention contract for both the student and his/her parent(s).
- ~~Five-Day Unexcused Absence -~~ The school administration will notify parents by phone and mail of a student's ~~fifth (5<sup>th</sup>) unexcused~~ absence. ~~Written notification will also be made to the Probation Services Office. The student is considered "truant" in the eyes of the law. A meeting with the parent will be scheduled to further discuss the intervention contract.~~
- ~~Seven through Nine-Day Absence -~~ The school administration will notify parents by phone and mail of the unexcused absence. ~~On the 9<sup>th</sup> absence a mandatory meeting is scheduled with the student and parent to review the consequences of a 10<sup>th</sup> absence.~~
- ~~10-Day Unexcused Absence -~~ The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. ~~Written notification will also be made to the Probation Services Office. The student is considered "habitual truant" in the eyes of the law.~~

### Tardy Policy (See COVID-19 Handbook Supplement)

Students will be considered tardy if they are not in the classroom when the bell rings. If a student misses more than twenty (20) minutes of class it will be counted as an unexcused absence. These absences shall be applied to the 10-Day Rule Policy. Students are expected to be in class until the last bell dismisses them for the day. Three tardies in a class will result in Friday School (FS) or detention.

### 10-Day Rule

Any student absent ten (10) days in semester (**excused or unexcused**) may lose credit. A student who reaches ten (10) absences will be required to continue attending school. Students who do not attend class will be referred to the Juvenile Probation Officer for failing to follow the Compulsory School Attendance Policy. Parents/Guardians and the student will be notified by return receipt mail of the ten absences and loss of credit. Within 10 days of the receipt of the notification parents/guardians and the student shall have an opportunity to request a hearing with the Attendance Appeals Committee, PO Box 275, Maxwell, NM 87728

### **10-Day Rule Procedures:**

- **Five (5) excused or unexcused** absences: Student/parents will be contacted by administration and sent an *Initial Letter of Notification*, warning that the student is in jeopardy of loss of credit and a request for a meeting. If the parent/guardian refuses to participate in the meeting, the principal shall place in the student's attendance records documentation of such a refusal.
- **Seven (7) excused or unexcused** absences: Students/parents will be contacted by administration and sent a *Second Letter of Notification* warning that the student is in jeopardy of loss of credit. A mandatory meeting will be held with the student, their parents/guardians and administration to address the issues of tardies and/or absences. The student and parent/guardian will be offered a contract to address these issues.
- **Ten (10) excused or unexcused** absences: Students/parents will be contacted by administration and sent by certified mail, a *Final Letter of Notification* outlining the possibility of loss of credit, the need for a remedial program and the hearing appeal process. The Juvenile Probation Officer will be notified to investigate whether the child should be considered a neglected child or a child in need of services because of habitual truancy.
- Within 10 days upon receipt of a request for a hearing, the Attendance Committee will determine the date of the hearing.
- At the 10-Day Appeals Hearing the committee will determine it if the student shall be retained, placed in a remedial program or lose/retain credit for work completed.

### **Appeal Process for 10-Day Rule**

When a student has reached the 10-day limit because of tardies or absence, the school will send a letter to the parent(s) of the student notifying them of the loss of credit. If the parents and the student wish to appeal this ruling they must do the following:

1. Contact the Appeals Committee in writing within 10 days of notification to set up a meeting with the committee.
2. When the student and their parents/guardians meet with the committee, they may be offered a contract to address the issues of tardies or absences.
3. If a contract is issued and the student fails to adhere to the contract the student will lose credit for the semester.

### **ASSEMBLIES, GAMES AND SCHOOL SPONSORED EVENTS CONDUCT**

Students attending school-sponsored events are expected to adhere to school policy. Students are to refrain from excessive, overt expression of affection i.e., hugging, kissing. Dress code policy is to be followed at all school-sponsored events whether on or off campus. In case of a serious violation involving alcohol, drugs, fighting, weapons, etc., parents will be contacted and law enforcement officials will be notified. Violation of school policy could be grounds for disqualification from future school-sponsored events.

- **During the School Day:** Assemblies, pep rallies, games and other events will be held during the school day throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.
- **Gymnasium Conduct**
  - ✓ Students should cheer the injured player on either side as they leave the court and should not interfere with cheering from the opposing team.
  - ✓ Students are expected to sit quietly or stand at attention during the playing of the National Anthem, the school song, or the opponent's school song.
  - ✓ Climbing on the gym rails is not permitted. Leaning on the gym rails is highly discouraged.
  - ✓ When attending school-sponsored activities, students should act in an orderly manner or they will be removed from the activity.
  - ✓ Hanging from basketball supports or rims is prohibited.
  - ✓ Gym shoes must be worn in the gymnasium.

### **Extra-Curricular Code of Conduct**

Students are role models; they represent their team, school, parents, and community. In order to participate in extra-curricular activities, students attending Maxwell Schools must abide by the **code of conduct**.

- ✓ Students will conduct themselves with class and sportsmanship. The first offense may result in temporary suspension or expulsion from the team/extra-curricular activity.



- ✓ Students must be in school on the day of the event or have prior approval from an administrator or a doctor's note to participate in the event.
- ✓ Students will not use profanity. Profanity could result in loss of participation privileges.
- ✓ Students will report all injuries, no matter how small.
- ✓ Students will strive for academic excellence. Academic dishonesty (cheating on quizzes or tests, plagiarizing, etc.) can be grounds for suspension or removal from any team and/or club. Violation of this rule will be determined by the school administration.
- ✓ Students who quit the team or activity during the year will not be reinstated that same season. Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made by the coaches of the sport and administration.
- ✓ Students will not possess or use alcohol, tobacco, electronic vapor or drugs at any time on or off campus. Students ~~will~~ may be dropped from the team and will be suspended for 73 school days from any other extra-curricular activities on the FIRST offense and for 147 school days on the SECOND offense. (Suspensions will carry over to the next school year if suspension days have not been met.)
- ✓ Students are law-abiding citizens. Students found guilty of a crime resulting in law enforcement/probation referral ~~will~~ may be dropped from team/extra-curricular activities and suspended from all extra-curricular activities for 150 school days on the FIRST offense.
- ✓ Students will not engage in fighting, truancy, or disrespectful behavior. Students found guilty of fighting, truancy, or being disrespectful toward staff may be suspended and/or terminated from the teams/extra-curricular activities.
- ✓ Students will exhibit exemplary behavior on activity bus trips. The first offense may result in the loss of bus privileges.
- ✓ Students will not exhibit insubordination toward a teacher, coach or any school personnel. Students suspended for such an offense may be terminated from the team/extra-curricular activity and suspended from other extra-curricular activities for at least 36 school days. On the second offense students may be suspended for the remainder of the school year.
- ✓ Students will not receive a letter or award until all issued equipment and uniforms are returned.
- ✓ Students are required to ride the activity bus to and from all events, unless parents and school administration have made prior arrangements with a signed, written release from parents.

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## **ATHLETICS/ACTIVITIES**

Maxwell Schools sponsor a variety of athletic/competitive programs. Athletic activities are a privilege, not a right. Athletics are open to student that meets the following criteria:

- Physical examination yearly conducted by an M.D., CNP, and/or PA that is paid for by the parents/guardians.
- Parent permission form
- Proof of medical insurance.
- Maintain academic eligibility
- NMAA Concussion Training

### **Activity/Athletic Uniforms**

All uniforms are property of the school district and may not be permanently altered in any way. Uniforms must be returned to the coach at the end of the season. Failure to return uniforms to the coach will result in payment of uniform replacement costs.

## **BACKPACK/PULL-ALONG POLICY (See COVID-19 Handbook Supplement)**

Backpacks are not to be stored on the floor in the building hallways, cafeteria or gym. With teacher's permission, students can store their backpacks in a classroom.

## **BULLYING/CYBERBULLYING/STUDENT HARRASSMENT PREVENTION**

*Cyberbullying, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.*

*Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.*

- "Harassment" is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- "Bullying" is any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern

thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student, which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.

- "**Cyberbullying**" is electronic communication that:
  - ✓ targets a specific student;
  - ✓ is published with the intention that the communication be seen by or disclosed to the targeted student;
  - ✓ is in fact seen by or disclosed to the targeted student; and
  - ✓ creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees will complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy. Licensed school employees who have information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied will report immediately to the principal.

School administrators who receive a report of harassment, bullying, or cyberbullying will take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through the investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include:

\*counseling,

\*mediation,

\*discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently utilizes.

Where disciplinary action is deemed necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed. ***To report an incident, complete the complaint form for harassment, cyberbullying and bullying that are available in the MMS office and file it with the Principal.***

**\*All Title IX rules, procedures and protocols will be used by administration.**

## **CAFETERIA (See COVID-19 Handbook Supplement)**

Maxwell Municipals Schools' students are provided a free breakfast and lunch each school day. Lunch periods are scheduled so that students have at least 30 minutes to eat lunch. The following guidelines apply to students eating in the cafeteria:

1. Food is not to be taken from the cafeteria unless approved by the administration.
2. Students eating in the school cafeteria will conduct themselves in an orderly manner, talk quietly, and clean their eating area before leaving.
3. The cafeteria supervisor is responsible for maintaining order during breakfast and lunch. Any student who is disrespectful to the supervisor or cafeteria cook(s) will be asked to leave the cafeteria, and are subject to further disciplinary action by the administration.
4. A nutritional beverage is provided with each meal. Students are not allowed to bring their own beverage unless they bring their own lunch.

**NO STUDENTS ARE ALLOWED TO LEAVE CAMPUS DURING THEIR LUNCH PERIOD!!!**

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)**

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices can create disruptions to the learning environment and distract students from the primary purpose of education. It is MMS policy to request all personal electronic devices including cell phones be placed in the "off" position in area that the teacher designates and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. **Students are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator. Students will not be allowed to use their phone between class periods.**

- **First Offense:** Students will have their cell phone confiscated for the remainder of the day for the first offense.
- **Subsequent Offenses** will result in the cell phone confiscated and parent/guardian will be contacted to come retrieve the

phone.

- **Loss of and Damage to Personal Electronic Devices:** The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

## **CHANGE OF ADDRESS**

Whenever there is a change of address or telephone number, parents/guardians should notify the school office. **In the event of an emergency it is necessary to be able to contact parents quickly** and this cannot be done without correct contact numbers.

## **CLOSED CAMPUS**

**Maxwell Municipal Schools operates under a closed campus policy. Upon arrival to school, students are to REMAIN ON CAMPUS, including during lunchtime, until 4 p.m.** Authorized areas during lunch include classrooms with teacher supervision, the playground, the gym, and other areas directed by staff performing supervision during lunch.

Students needing to leave school for any reason must follow checkout procedures. Students leaving campus without permission will be considered **truant** and will be subject to disciplinary action.

## **COLLECTION OF DEBTS**

Debts may be incurred for the following: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials, athletic equipment and organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. Debts will be paid to the school Administrative Assistant where it will be receipted. Debts should be cleared prior to obtaining a course schedule, withdrawing or graduating.

## **COPYRIGHT PERMISSION**

The Maxwell Schools wants to recognize students for their accomplishments, projects, awards, etc. on our website, and in publications, local media or for other lawful purposes. To release your child's photo to media outlets, we require written parent/guardian consent. The *Copyright Form* furnished with this packet can be used to agree to or opt out of having your child's photo or information used for any publications on the school website, written publications and media outlets.

## **CURRICULUM/GRADUATION REQUIREMENTS**

### **Elementary/Middle School Required Curriculum:**

1. **Grades K-2:** Instruction in language arts skills including phonics and math daily.
2. **Grade 3:** Instruction in language arts skills and math daily.
3. **Grade 4 - 6:** Instruction in language arts skills, with an emphasis on writing and editing, math, science, and social studies, to include geography. Other subjects will be offered such as: art, music, physical education, health, and computer literacy.

3.

## **DISCIPLINE POLICY**

The primary goal of the Maxwell Municipal School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school. Students are expected to be safe, responsible and respectful members of the school community.

The rules in the elementary school are intended to be simple so that all students can understand them, learn to follow the rules, and abide by the established consequences.

Not all types of infractions and/or circumstances will be included in the handbook. In those instances where an infraction and/or

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consequence are not listed, the professional judgment of the principal and the building staff will take precedence when determining an appropriate action.

Each classroom teacher has their own established consequences that will address most infractions; however, when an office referral is warranted students will be directed to the principal's office for disciplinary action. The student conduct and behavior consequence chart will be utilized (next page).

PARENT CONTACT WILL BE MADE REGARDING EACH OFFENSE  
**(See Student Conduct and Behavior Consequences - Next Page)**  
**Student Conduct and Behavior Consequences**  
 Elementary Discipline Action **(See COVID-19 Handbook Supplement)**

Level of Offense	1st Offense	2nd Offense	3rd Offense
<b>Level 1</b> <ul style="list-style-type: none"> <li>• Inappropriate Items</li> <li>• Teasing/Name Calling</li> <li>• Excluding Others</li> <li>• Inappropriate Horseplay</li> <li>• Disruption</li> <li>• Unsafe Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Principal Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Principal Conference</li> <li>• Loss of Privilege</li> <li>• Contact Home from Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Principal Conference</li> <li>• Loss of Privilege</li> <li>• Lunch Detention</li> <li>• Contact Home From Principal</li> </ul>
<b>Level 2</b> <ul style="list-style-type: none"> <li>• Disrespect/Defiance</li> <li>• Disrupting-after asked to stop</li> <li>• Fighting/Provoking</li> <li>• Destruction of Property</li> <li>• Leaving without Permission</li> <li>• Reckless Play</li> <li>• Scratching/Spitting</li> <li>• Minor Threats</li> <li>• Throwing Dangerous Objects</li> <li>• Cheating/Lying/Minor</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Principal Conference</li> <li>• Office/Detention and/or Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Principal Conference</li> <li>• 2 Office Detentions and/or 2 Lunch Detentions</li> <li>• Contact Home from Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Day Suspension</li> <li>• Parent Contact</li> </ul>

Theft • Obscene Language (Minor) • Pushing/Spitting/Kicking/ • Tripping/Pinching • Computer Misuse			
<b>Level 3</b> • Defiance (Persistent) • Bullying • Defacing/Destruction of Property • Severe Fighting • Harassment • Offensive Touching • Punching/Biting/Severe Physical Harm • Theft • Threats • Second Offense/Level 2	• Student/Principal Conference • Student Calls Parent • Office/Detention and/or Lunch Detention • Written Assignment	• Student/Principal Conference • Student Calls Parent • Written Assignment • Before and/or After School Detention • Conference with parents	• Student/Principal Conference • Out of School Suspension (+/-2) • Team Meeting and Conference with parents (Counselor, Teachers, Behavior Specialist, and other Consultants)
<b>Level 4</b>	Level 4 offenses will be handled on an individual basis. Student may be referred to SAT team and/or other Services and law enforcement will be notified if necessary.		

**BSD** – Before School Detention    **ISS** – In School Suspension    **OSS** – Out of School Suspension

**EWS/SAT** – Early Warning System/Student Assist Team    **BIP** Behavior Intervention Plan    **FS** Friday School

Note: Extra-curricular activities are privileges and may be removed due to poor choices.

Note: For criminal offenses where outside authorities are called, the student is still subject to school discipline procedures and penalties.

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

#### **DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT (See COVID-19**

#### **Handbook Supplement)**

By signing the Student/Parent Handbook and **COVID -19 Supplemental Handbook Form**, you are acknowledging that you have read and understand Maxwell Municipal School's Disciplinary Policies.

#### **DRESS CODE POLICY**

A student's appearance will be governed by standards compatible with decency, cleanliness, safety and a maintaining a positive atmosphere of learning. Dress, which disrupts and interferes with the educational process, is not allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, with modesty being the prevailing model. Personal attire should reflect pride and respect as a student at Maxwell Municipal Schools. The administration may decide the appropriateness of dress or hairstyle. The following is a list of infractions concerning students' dress which are considered in violation of the student dress code:

- Clothing that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- ~~No~~ body piercing that are such extreme deviations from the norm that they detract from the educational environment.
- Hair length, colors, and styles that are such extreme deviations from the norm that they detract from the educational environment. Students will not be penalized for hair styles that are traditional to a culture or religious beliefs.
- Hats, caps, or stocking caps worn during school hours. Hats are not to be worn backwards or sideways. Hats are not to be worn backwards or sideways. Students are permitted to wear religious coverings.
- Mesh shirts, tank tops (no less than 2-inch-wide), and crop shirts shorter than waist level (Cleavage or the midsection of the body must not show). A shirt must be worn underneath a "Net or Mesh Shirt."
- Button shirts must stay buttoned to the second button from the collar or a shirt must be worn underneath.
- Spaghetti straps or racer back tops.

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- Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
- Bare feet. Appropriate footwear is required. House shoes are not allowed.
- Cutoffs, skin fitting biker, or spandex shorts, to include leggings without a thigh length top.
- Tattoos or writing on skin that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- Oversize or saggy pants.
- Shorts or skirts more than four inches above the knee. Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline.
- Inappropriately ripped and/or torn clothing.
- Trench-type coats, dusters, or stadium jackets.
- Sunglasses or chains.

Students will call parents and change inappropriate clothing. If a student's parents cannot be reached, students will be provided something to wear by the school. Continual violations of dress code policy will result in disciplinary actions. Sponsors of all activities may impose additional requirements to dress code.

### **DRUG FREE CAMPUS**

Maxwell Municipal School District prohibits students from using, misusing, abusing, possessing, selling, dealing, transporting and/or giving away alcohol, controlled substances, prescription drugs used or possessed without a prescription, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school or while at a school sponsored activity. (Section 22.5-4-3, NMSA 1978) This includes e-cigarettes and nicotine liquid containers.

The Superintendent or designee has the authority to suspend, refer for prosecution, and recommend expulsion of students who have been found to be in violation of school rules and/or state laws on alcohol and/or drugs.

The school curriculum will integrate age-appropriate drug and alcohol education and prevention programs for all students.

### **DUE PROCESS PROCEDURES**

Students in Maxwell School District have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to respect the rights and property of others, disciplinary action will be taken. In all disciplinary cases, students are entitled to due process. This means students:

- Must be informed of accusation against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

### **ENROLLMENT**

#### **Requirements:**

- **Legal Custody:** The adult enrolling the student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge or biologically.
- **Proof of Residence:** Documents, which meet this requirement, are utility bills (water, gas or electric) or documentation through the County Assessor's Office.
- **Current Immunizations:** A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.
- **Current Report Card:** To be able to schedule and place your student in the correct classes, a current report card is needed. A release of information form signed by the parent/guardian will be required to obtain official school records from the student's previous school.
- **Official Birth Certificate**

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### **Nonresident Students**



A student who does not reside in the District but is a resident of New Mexico who meets the age and other requirements for open enrollment may be admitted to the school without payment of tuition. Admission of students who do not live within Maxwell Municipal School District is allowed as a privilege, not a right, and will not be construed as creating a "property right" for continued attendance for any period.

An Out-of-District Enrollment Application form must be completed and an "Admission of Non-Resident Student Agreement" signed by student and parent/guardian upon enrollment.

**Criteria for consideration of admission for Out-of District students include:**

- Any student who is currently under expulsion or is currently on long-term suspension from another school district may not be admitted to the Maxwell Schools.
- Maximum class size or program size set by the district cannot be exceeded.

**EQUAL ACCESS**

The Board does not require our schools to create an open forum or meeting place for non-curriculum related student groups to meet on school premises during instructional or non-instructional time. However, if the administration of our schools allows non-curriculum related student groups (e.g. chess club) to meet on school premises during non-instructional time, before or after, groups shall have the right, guaranteed by the Equal Access Act of 1984, to meet on the same basis and are subject to the controls as any other student initiated non-curriculum group. Activities, traditionally sponsored by the school, but not directly related with the curriculum, such as athletic activities, school plays, and school talent shows, etc., shall not be considered as creating a "limited open forum".

**FEES**

No grades will be issued nor will any transfer forms be sent until all books are returned and fees are paid in full.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The Maxwell Municipal Schools (The District) is providing notice of these rights, as outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Administrator a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records, the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the Administrator of the school where the records are kept by 5 working days following enrollment or re-enrollment. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received by 5 working days following enrollment or re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Administrator's Office of each school within the District.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maxwell Municipal School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-46051

## **EMERGENCY DRILLS**

As per state law, Maxwell Municipal Schools will have a minimum of two fire drills, one active shooter drill and one evacuation drill during the first four weeks of school. During the remainder of the school year, each school is required to conduct at least four additional emergency drills, including two fire drills.

Evacuation routes are posted in each classroom. When the fire alarm sounds students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each class. Evacuation of students should be orderly, quiet, and taken seriously. Students will return to class after a bell rings and the teacher directs them to do so.

## **FOOD AND DRINK**

- **Computer labs or Library:** No food or drink allowed.
- **Gym:** Water bottles are allowed.
- Food and drinks may be taken into classrooms on special occasions with the teacher's permission.

## **FUND RAISERS**

Money collected through fundraisers must be turned into the sponsor and receipted within 24 hours. All fundraiser monies will be used to provide incentives or materials for students.

## **GANG ASSOCIATION OR ACTIVITY**

For the purposes of school discipline, a gang shall be defined as a group or two or more persons whose purposes include the commission of illegal act or acts in violation of disciplinary rules of the District.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other related item that evidences or reflects membership in or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures, showing membership or affiliation in any gang.
3. Engage in any act to further the interests of any gang or gang activity; including but not limited to:
  - Soliciting membership in or affiliation with any gang.
  - Soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
  - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
  - Engaging in violence, extortion, or any other illegal act, or other violation of school policy.
  - Soliciting any person to engage in physical violence against any other person.
  - Disciplinary actions pursuant to this policy shall follow procedures prescribed by Board Policy.

## **GRADING POLICY**

Academic grades indicate the progress a student is making toward the standards and proficiencies in the subject or program taught. They become an important part of the student's permanent record and are dependent upon the ability, effort, and determination of the student. Citizenship grades separately reflect student conduct and shall not be used in determining academic performance.

Each semester the student will receive two nine-week grades and one semester grade.

The following grading scales will be used at Maxwell Municipal Schools:

A = 90 - 100	("A" has the point equivalent of 4.0)
B = 80 - 89	("B" has the point equivalent of 3.0)
C = 70 - 79	("C" has the point equivalent of 2.0)
D = 60 - 69	("D" has the point equivalent of 1.0)
F = 59 or below	("F" has the point equivalent of 0)

- "Superintendent's" Honor Roll - all grades are 90 or above (A)
- "Principal's" Honor Roll - all grades are 80 or above (B)

Parents should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and administration will be scheduled. Progress reports are sent to parents at the end of the fourth week in each quarter. Report cards are mailed out each nine weeks to student's parents/guardians.



### **SCHOOL NURSE (See COVID-19 Handbook Supplement)**

Maxwell Municipal School District provides the services of a Registered Nurse who is on duty during the school day. The nurse's office is located in the Administration Building. If a student should become injured or seriously ill, the nurse will be called to attend to the needs of the student. In non-emergency cases, students **must be** given a pass to go to the nurse's office. **Students are not to go to the nurse's office during passing period.**

### **Homework Requests (See COVID-19 Handbook Supplement)**

Requests for homework should be made to the school office between 8:00 and 9:00 am, if homework is to be picked up on the same day. Homework may be picked up at the school office.

Students will be granted credit for made-up work due to absences for school-sponsored activities and will make arrangements to make up work before the absence.

### **INSURANCE**

Each year the school provides students with the opportunity to purchase insurance, which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance.

### **LIBRARY RULES**

The library is a place for work. The rights of those who wish to read and/or do research must be protected by observing the regulations listed below:

Student will:

- Enter the library quietly and remain quiet.
- Bring necessary material for research to the library.
- Check out books for two weeks and renew if necessary.
- Replace reference books, magazines and newspapers before leaving, unless other arrangements have been made with the librarian.
- Not take books from the library unless they are properly checked out.
- Pay for lost or damaged books.
- Check out only two books at a time unless approved by the librarian.
- Return all books to the library.
- Pay fines of **five cents each day** that the book is overdue.
- Re-new their books if needed longer than two weeks.

**ALL CLASSES MUST REMAIN QUIET WHILE IN THE LIBRARY OR THE CLASS WILL BE ASKED TO LEAVE**

### **LOCKER POLICY/ ASSIGNMENT (See COVID-19 Handbook Supplement)**

Students are assigned a locker at the beginning of the year or upon enrollment. Students are responsible for their personal property and damage to school lockers.

- ✓ Locks are not allowed on hallway student lockers unless a key or combination is provided to the School Office.
- ✓ Lockers or locker numbers will not be shared.
- ✓ Stickers and other items that deface the locker are not to be placed on the locker.
- ✓ Students are responsible for the content of their assigned locker.
- ✓ The school reserves the right to inspect lockers.
- ✓ The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ✓ Inoperative lockers should be reported to the office immediately.

### **LOST ITEMS**

Any unidentified item found should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the superintendent or her designee will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the superintendent's discretion.

## **MEDICINE** (A form is available in the nurse's office or online.)

### **Prescription Medication**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- o There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- o There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- o The medicine must come to the school office in the prescription container.
- o Only the superintendent, school health assistant, or superintendent's designee may administer medicines including prescription drugs to students.
- o **All medicines must be dispensed from the office. The student may NOT self-medicate during the day.**

### **Over the Counter Medication (OTC)**

Over the Counter (OTC) medications cannot be given at school without authorization from a physician. Parents/guardians, will supply the authorized medication in an unopened/original bottle for their child. (The smallest bottle possible is helpful due to space and monetary considerations). **All medications must be stored in the nurses' office.**

All medications must be labeled with the name and date of birth of the child for whom they are intended. If more than one child from a family is in the school, the names and dates of birth of all children may be placed on a single bottle of OTC medication. After initial opening to treat the child, the date of opening should be marked on the bottle with permanent marker - the bottle may be re-used to treat that child until the medication expires, the school year ends, or one year from opening has passed, whichever comes first.

## **NOTIFICATION OF LAW ENFORCEMENT**

Administrative authority has the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Law enforcement will not be allowed to question a student without the administration having verified their authorization to do so by viewing identification, written verification and a phone call to the individual's agency. The officer will be requested to contact parents and the school will make every reasonable effort possible to contact parents unless there is a question of child abuse by the parent. The parent may be present for the questioning unless they give the officer permission to do so in their absence and the interview is not in response to a report of child abuse. If an officer has an arrest warrant they must complete the form for Signature of Arresting Officer, the school will make every reasonable effort possible to contact parents and the student will be released to the officer.

**This in no way precludes presentations by law enforcement officials for educational purposes.**

## **MONEY AND VALUABLES**

Students should not bring large amounts of money or valuables to school. The Maxwell School District will not be accountable for items stolen or damaged.

## **OFFICE TELEPHONE USE/MESSAGES**

Students may use the telephone in the high school office or the Counselor's Office with permission from authorized school personnel. Messages from parents or guardians will be delivered to students as soon as possible without interrupting class.

## **PARENT-TEACHER CONFERENCES** (See COVID-19 Handbook Supplement)

Parents who want to have a conference with a teacher may schedule the conference through the principal's office or the classroom teacher. These conferences shall be scheduled during the teacher's preparation period or before or after school.

## **PLEDGE TO THE FLAGS POLICY**

The pledge to the United States and New Mexico flags may be recited in each school each day. We have chosen to do this in individual classrooms. Please note that participation in the pledge is a voluntary activity for any member of our school community.

Individuals may choose not to participate for a number of reasons, including:

- o family or personal convictions of a religious, philosophical, or political nature;
- o citizenship in another sovereign nation; or
- o as a logical extension of their constitutional rights.

## **PROHIBITED ACTIVITIES**

State Department of Education 6NMAC - 1.4 sets forth certain prohibited acts in all New Mexico Public Schools and for student whenever they are subject to school control. Acts prohibited by Reg. 9.1.1. The commission of or participation in the activities designated and defined below is prohibited in all public schools and is prohibited by students whenever they are subject to the control of school authorities. Criminal and Delinquent Acts, which include but are not limited to:

1. Willful interference with the educational process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school. (False alarms/Bomb Threats)
2. Arson
3. Assault and/or battery
4. Criminal damage to property
5. Criminal libel
6. Criminal trespass.
7. Unlawful assembly or disturbing lawful assembly
8. Extortion
9. Larceny, robbery, or burglary
10. Knowingly making false reports to the administration about school personnel.
11. Illegal sales, possession, transportation or use of alcoholic beverages, controlled substances, firearms or other weapons or explosives.
12. Possession or use of tobacco products to include e-cigarettes and liquid nicotine.
13. Sexual harassment or misconduct
14. Hazing, Intimidation, Bullying/Cyberbullying
15. Gang Activity
16. Criminal or delinquent acts.
17. Disruptive conduct (Willfully obstructing or preventing freedom of movement or use of property, facilities or parts of any public school or the right of ingress or egress).
18. Refusal to identify self (Refusal to Cooperate with School Personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperones whose responsibilities include supervision of students).

## **PUBLIC CONCERNS OR COMPLAINTS**

### **A. Regarding Personnel** (forms are available in the office or online)

- ✓ Should a school community member be aggrieved by personnel, they must complete the appropriate form. The written complaint shall be presented to the employee toward who it is directed, with a suggested solution, by the person(s) filing the complaint.
- ✓ The employee has a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
- ✓ If the complaint is not resolved between the originator of the complaint and the employee, the employee's supervisor shall review the complaint. The Superintendent shall be the final level of review.

### **B. Regarding Facilities and Services** (forms are available in the office or online)

**Level 1.** The complaint shall be presented in writing, on the appropriate form, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.

**Level 2.** If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.

**Level 3.** If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.



## **PUBLIC CONCERNS OR COMPLAINTS (continued)**

### **C. Regarding Instructional Resources** (forms are available in the office or online)

School community members having a complaint regarding instructional materials will be asked to present a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request will be sent to the citizen. If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board. The Board may refer the matter back to the Superintendent for further review, or the Board by reviewing the materials in question.

## **PROMOTION, RETENTION AND REMEDIATION POLICY**

A parent will be notified at the middle of the first grading period if their child is failing to make adequate yearly progress (AYP). An Early Warning System/Student Assistance Team (EWS/SAT) conference consisting of the parent, one or more teachers and administration will be held to discuss possible interventions and/or remediation. A written plan will be developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

### **The following will apply to promotion:**

- ✓ The student is academically proficient and shall enter the next higher grade;
- ✓ The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, they shall enter the next higher grade; or
- ✓ The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school superintendent shall either be:
  - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
  - Promoted to next grade if the parent refuses to allow the child to be retained. The parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address academic deficiencies. The student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming academic deficiencies outlined shall develop the academic improvement plan. Students who are not proficient at the end of that year as measured by grades, performance on district/state assessments and measures identified by the district shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.
  - A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

By New Mexico state law, parents may only waive their student into the next higher-grade level one time between grades K-8.

## **RECORDING DEVICES**

The school district prohibits the recording of others at school without consent on electronic recording devices, which includes cellular phones, tablets, computers or cameras. Exceptions are made for those participating in public functions.

## **REPORT CARDS AND PROGRESS REPORTS**

Progress reports will be sent to parents periodically throughout the school year. This report gives a "snap shot" of a student's current grades at any given time. Maxwell Schools will mail the parent/guardian the student's Mid-Quarter Progress Reports. If the student needs help with class work, parents should take advantage of this service to consult with teachers at this time. Semester report cards will also be mailed to the student's home address at the end of each quarter.

## **SEARCH OF STUDENTS**

Administration or their designees are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. A female authority will search female students and a male authority will search male students. An authorized person may conduct a search when they have reasonable suspicion that a crime or breach of other disciplinary rules is occurring or has occurred. An administrator may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline.

Students, their personal effects, and their vehicles may be searched when it is determined reasonable to do so. Drug dogs or other detection devices may be used in the searches. If illegal substances, stolen property, or weapons are found they will be confiscated and proper legal action taken.

- ✓ Students may be asked to empty pockets, purse, backpack; they may be asked to remove jackets, shoes, socks or coats, unlock vehicles, etc. The conducting of strip body searches is strictly prohibited and not authorized by the Board.

**NOTICE:** Notice of the search policy shall be given to students through distribution of the policies the beginning of each academic year or upon admission during the school year.

## **SEX OFFENDER NOTIFICATION**

~~In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Maxwell Municipal School District by visiting the following website: [www.nmsexoffender.com](http://www.nmsexoffender.com) https://www.nsopw.gov/Home. This website should be used to identify sex offenders within the county, city and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.~~

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## **SEXUAL HARASSMENT**

Sexual harassment is a violation of the policies of the Maxwell Municipal Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Maxwell Schools' Policy on Sexual Harassment of Students is available for your review in the school office.

- If you feel another student or other students are sexually harassing you, please report the matter to the administration.
- If you feel any employee or official of the Maxwell Schools is sexually harassing you, please report the matter to the administration.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the administration.

## **SPECIAL EDUCATION STUDENTS** (See COVID-19 Handbook Supplement)

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP), which will be implemented as designed.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

(Forms are available in the office or online.)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- ~~Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.~~
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (continued)**

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary details.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

### **STUDENT INFORMATION POLICY**

Maxwell Municipal Schools may disclose appropriately designated "directory information" in school publications, or to outside organizations without written consent, unless parents/guardians inform the district not to release information without prior consent. Parents must notify the District in writing by ~~November~~ **October 15** of the current school year. Information released would include the following:

- Student's name
- Address
- Telephone number
- Date of birth
- Grade level
- Dates of attendance
- Participation in school activities
- Recognition honors and awards

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### **SCHOOL BUS TRANSPORTATION (See COVID-19 Handbook Supplement)**

School bus transportation is a privilege. Students should be on time to their bus stop. The bus driver is in full charge of the bus and students and must be obeyed promptly and respectfully. Students will:

- ✓ wait in an assigned area for the bus, off of the roadway.
- ✓ enter and exit the bus by walking without crowding or pushing.
- ✓ remain seated, facing the front with both feet on the floor when the bus is in motion. The windows may be rolled down

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with the driver's permission. Hands, arms, head and feet may not be stuck out the windows. Nothing shall be thrown within the bus or through the window.

- ✓ obey the directions of the bus driver promptly. Students failing to follow the bus driver's requests or creating a disturbance will be referred to the administration.
- ✓ be required to pay for damages to the bus caused by acts of vandalism.

Students could lose the privilege of riding district transportation due to exhibiting inappropriate behaviors.

The principal must approve unassigned passengers on a school bus. Arrangements must be made at least a day in advance by written request.

### **SCHOOL DISMISSAL/CANCELLATION OF SCHOOL**

School will be dismissed for approved holidays (see calendar). Sometimes, it is necessary to dismiss school early without warning, because of emergency situations. Please make arrangements with your student as to where they should go and what they should do at these times.

At times it is necessary to cancel or delay the start of school due to adverse weather conditions. SchoolReach, Radio, Internet and television will make an announcement of the delay/cancellation as soon as the decision is made. The following stations and website will be contacted and updated for school closing by 6:30 am.

Radio: KTRN, KCRT

TV Station: KOB, KRQE, KOAT, KASA

Internet: [www.maxwellp12.com](http://www.maxwellp12.com)

SchoolReach

**Delayed Schedule:** All bus schedules and the beginning school times will be delayed two hours.

### **SCHOOL-SPONSORED TRIPS**

The school district provides transportation for local and out of town school activities. When students go to an activity in a school vehicle, it is the school district's responsibility to see that the students arrive at the event safely, conduct themselves in an orderly manner, and return safely. The following guidelines are therefore established for school-sponsored trips:

- For field trip activities and other scheduled athletic events, students must secure written parental approval. The sponsor of the activity will provide a "field trip" authorization form to the parent/guardian. Sponsors/vehicle drivers have the ultimate responsibility for safety and well-being of students while on the trip. Students must adhere to the rules of behavior and conduct provided to the student. Sponsors/Vehicle drivers will enforce the rules.
- Upon reaching the destination and upon return to Maxwell Schools, the school sponsor has primary responsibility for the safety and well-being of the students. Students will adhere to the rules of conduct and behavior provided or stated by the sponsor.

Any school-sponsored trip or activity, home or away, serves as an extension of Maxwell Schools. Therefore, students are expected to abide by the "Student Code of Conduct", as well as other guidelines of dress and behavior as stated in this handbook.

- Students who depart in the school vehicle are expected to return in the school vehicle. Parents/Guardians must submit a written request to the teacher/sponsor before students can be released to the parent or guardian for an exception to be made.
- A list of students making the trip shall be prepared 48 hours prior to making the trip and sent to the principal. Times of departure, estimates of arrival times, and all programmed events, meeting place, rest stops and eating stops shall be planned ahead and made known to all students and drivers. Eating arrangements shall be made ahead of time, if possible. At no time shall school transportation be furnished except to program events approved by the designated sponsor. At no time shall transportation be scheduled or continued when it is contrary to law or public welfare.

Students failing to obey the rules of the vehicle driver or sponsor are subject to disciplinary action upon their return, which may include exclusion from trips. Dress for travel shall be appropriate and in good taste for visiting or attending schools. Any student who requires medication to be taken on the trip must inform the sponsor prior to departure.

- On overnight trips sponsored by the school, there must be a male and female sponsor if students of both sexes are planning on attending the scheduled event.

### **STUDENTS LEAVING DURING SCHOOL HOURS**

If it is necessary for a parent/guardian to take their child from school or for the child to leave, including students who are eighteen (18) years old or older, permission must be obtained from the office with a written statement or telephone call to/from

the parent/guardian. Students must sign out in the office. In case of emergency, the written permission may follow a telephone call.

**IF A STUDENT LEAVES CAMPUS WITHOUT PERMISSION, THE SCHOOL IS NO LONGER RESPONSIBLE IN ANY WAY FOR THAT STUDENT.**

### **SUSPENSION AND EXPULSION**

Students that are suspended will receive homework. When a student returns to school after being suspended they will be allowed to make up work missed while being suspended. All work is due upon return to school. If a student chooses not to make up the work they will receive zeros for all work missed while suspended.

### **Procedures For Long-Term Suspensions And Expulsions**

The procedure for initiating long-term suspensions and expulsions is outlined as follows: The student will not return to school and will not participate in school activities until these procedures have been followed.

**Notice:** A written notice will be sent, containing the following information:

The school rule alleged to have been violated, a statement of the possible penalty, the date, time, and place of the re-admittance or hearing, and statement that both the student and parents must be present.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

Maxwell Schools provides computer labs containing computers used for general computer applications, instruction, Internet access, and to access the Maxwell Municipal School District's e-mail. Computers in the lab are available for students to use for research or communication related to any class activity or assignment. They are intended for educational purposes only.

In order for a student to use any computer in the school district, the student and the parent/guardian must sign the Technology Acceptable Use Policy/Student Handbook Form for the current year. The Agreement/Student Handbook Form will be on file in the school office allowing the student to have access to the system.

**PLEASE NOTE: STUDENTS WHO DO NOT TURN IN A SIGNED STUDENT ACKNOWLEDGEMENT HANDBOOK FORM WILL NOT BE PERMITTED TO USE THE INTERNET.**

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

#### **Purpose**

The purpose of this agreement is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Maxwell Municipal Schools District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

- ✓ To obtain access to technology equipment, Internet services and exchange services, all students must obtain parental consent.
- ✓ The signatures on the Student Handbook Agreement Form are legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### **Summary**

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by Maxwell Municipal Schools (hereinafter referred to as "MMS") to students at school. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the MMS Handbook may/will result in loss

of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

### **Ownership**

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to, floppy disks, hard-drives, CD-ROMs/DVDs, zip drives, flash drives, etc. that are resident on district equipment, are, and shall remain, the property of MMS. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT (continued)**

### **Bring Your Own Device Use**

Students may not use any personal devices (laptops, iPad, cell phones, etc.) to connect to the MMS network.

### **Unacceptable Computer Use:**

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of MMS policy to:

- Copy software; Duplicate copyrighted software. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright;
- Use licensed software in a way in which it was not intended; use licensed software in a manner inconsistent with the licensing agreement;
- Copy, rename, alter, examine, install or delete the files or programs of another person or MMS; or to collect, read, or destroy output other than your own without permission of the owner or an MMS official;
- Use a computer to annoy or intimidate others, including, but not limited to, sending offensive messages, threatening another person, or intentionally cause a computer system or network to crash;
- Use a computer for non-school-related activities, including but not limited to, personal or private business, non-MMS sanctioned clubs, organizations, and/or activities; without the express permission of the Network Administrator.
- Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network (whether destructive or not), distributing large quantities of information that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;
- Use software not expressly provided by MMS for use on District computing equipment. Students are not to download executable software off of the Internet for any reason. This does not restrict a student from downloading and/or printing an approved document in conjunction with homework or other teacher assigned activities;
- Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately; and
- Tamper with switch settings, move, reconfigure, or do anything that could damage monitors, computers, printers, or other computer related equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner will be financially responsible for all repairs and/or replacements. This includes, but is not limited to, unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

### **Internet Use**

The use of your Internet account must be in support of educational research and consistent with the educational objectives of MMS. Internet access may be provided to students for research activities relating to their classes. Their instructor must approve Websites accessed by students. Students may also have access to:

- Electronic mail communication with people all over the world
- Information and news from hundreds of research institutions
- Various discussion groups which include chat rooms
- Many library catalogs
- The graphics-based World Wide Web via a web browser
- Electronic bulletin boards
- Online databases for peer-reviewed journals



- Network Etiquette. Students will abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - ✓ Be polite. Do not be abusive in your messages to others.
  - ✓ Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden. Do not insult or demean another person or group.
  - ✓ Do not use the electronic system as a means to harass, intimidate, or cyber bully students, staff or community.
  - ✓ Do not reveal your personal address or phone number or that of other students or staff members, except when authorized by a parent and where instructed to do so by a teacher or MMS staff member.
  - ✓ Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
  - ✓ Do not disrupt the use of the network by other users.

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT (continued)**

- Inappropriate use of an account. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.
  - ✓ Copying, transferring, or duplicating software owned by or registered to MMS.
  - ✓ Transmission of, or downloading any material in violation of any national, state, or District regulation is prohibited. This includes, but is not limited to, copyrighted documents, threatening or obscene/pornographic material.
  - ✓ Using the network for commercial, political, personal, or private gain
  - ✓ Communication whose sole intent is not for the purpose of education or school-related research/activities.
  - ✓ Chat rooms, social networking or any form of chatting including but not limited to Facebook is unacceptable. (Unless authorized and needed for off-campus courses.)
  - ✓ Use or attempt to use another person's login and/or password.
  - ✓ Deliberate misuse and improper handling of school laptops, personal computer, or technical equipment.

### **Consequences for Inappropriate Use**

The System Administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of MMS may request the System Administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the administration or System Administrator, a student has failed to comply with this policy, the student may:

1. Be removed from the system for a specific period of time or permanently, depending on the nature of the offense;
2. Be assigned in-school suspension;
3. Be assigned out-of-school suspension;
4. Be removed from class for the remainder of the semester or school year;
5. Lose their Internet account, and/or email account;
6. Be permanently restricted from taking any classes where the computer is a significant part of the curriculum;
7. Be required to pay for damages with regard to technician time, computer resources, or other fees;
8. Be criminally charged under local, state, or federal laws.
9. Be financially responsible to compensate the District for damages and/or cost replacement of laptops, personal computers, or technical equipment.

### **TECHNOLOGY ACCEPTABLE USE CONTRACT**

By signing the Student Handbook Acknowledgement Form, the student will abide by the **MMS Technology Acceptable Use Policy**. The student understands that any violation of the regulations above is unethical and may constitute a criminal offense. Should the student commit any violation, the student's access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

The parent/guardian of their student has read and understands the Technology Acceptable Use Policy. The parent/guardian has reviewed and discussed this policy with their student. The parent/guardian understands that this access is designed for educational purposes. The parent/guardian also recognizes that it is impossible for the Maxwell Municipal Schools System to restrict access to all controversial materials, and the parent/guardian will not hold Maxwell Municipal Schools responsible for materials acquired on the network. Further, the parent/guardian accepts full responsibility for supervision, if and when their student's use is not in a school setting. The parent/guardian hereby gives permission to issue an account for their student, or to otherwise allow him/her access to MMS District computing equipment and the Internet.

### **Technology Acceptable Use Contract for E-mail accounts**

As a user of the Maxwell Municipal Schools e-mail exchange server:

The student recognizes and understands that the district's e-mail systems are to be used for conducting the educational business only. The student understands that use of this equipment for private purposes is strictly prohibited. Further, the student agrees not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized MMS representative.

The student is aware MMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent. The student is aware that E-mail is considered district property and public record. Citizens, constituents, staff are legally allowed to request specific users email records under the NM Public Records Law, so that all communication on said system should be edited for content, relevancy, and appropriateness to school functions. The student is aware that use of an MMS provided password or code does not restrict the district's right to access electronic communications. The student is aware that violations of this policy may subject them to disciplinary action.

#### **Technology Acceptable Use Contract for E-mail accounts (continued)**

The student acknowledges that they have read and understand the MMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. The student acknowledges that they have read and understand this notice and that a copy of the entire policy has been provided in the Student Handbook.

**By signing the Student Handbook Form, the parent/guardian hereby gives permission to issue an email account for their student, or to otherwise allow him/her access to MMS District exchange services provided for e-mail usage.**

#### **TEXTBOOKS**

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If books show excessive damage when checking books in, students will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts may not be issued until damaged or lost textbooks are paid for.

#### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video and possibly audio surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

#### **VISITORS (See COVID-19 Handbook Supplement)**

Parents and visitors are welcome and encouraged to visit the school. ALL PARENTS AND VISITORS MUST CHECK INTO THE OFFICE AND BEFORE GOING TO THE CLASSROOM.

A guest pass must be obtained and approved a day in advance by administration for student guests that will attend school.

#### **VOLUNTEERS (See COVID-19 Handbook Supplement)**

Volunteers can make many valuable contributions to students and the educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Additionally, all volunteers must complete training on identifying and reporting child abuse. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job

description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- ✓ adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- ✓ a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

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In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- ✓ adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- ✓ a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

### **WEAPONS IN SCHOOL**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to administration. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to law enforcement.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Superintendent and/or Board of Education may modify the one (1)-year duration of such disciplinary action on a case-by-case basis through the process of a Due Process Hearing.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion for one (1) calendar year. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy: Weapon means any of the following:

- ✓ Firearms.
- ✓ Knives except a knife with a blade length of 2 inches or less that will not lock in open position.
- ✓ Destructive devices.
- ✓ Dangerous instruments.

**Simulated weapon** means an instrument displayed or represented as a weapon.

**Firearm** means any of the following:

- ✓ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.



- ✓ The frame or receiver of any such firearm.
- ✓ Any firearm muffler or silencer.
- ✓ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- ✓ Any combination of parts that could be readily assembled to form a firearm.

### **WEAPONS IN SCHOOL (continued)**

**Destructive device** means:

- ✓ Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- ✓ Any collection of parts that could be readily assembled to form a destructive device.

**Dangerous instrument** means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

**School premises** means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

**Deadly weapon** means any weapon designed for lethal use, including a firearm.

## MAXWELL MUNICIPAL SCHOOLS

### School Board Message

The Maxwell Municipal Schools Board of Education is principally charged with developing the educational policies for the District, employing a superintendent, and approving the District's budget. As such, the Board has carefully reviewed the following Handbook and found the rules, policies, and procedures set forth to be consistent with our goal to provide all students with the highest quality educational opportunities.

The Board encourages you to carefully review the Student Handbook; it is a "living document" and is always open to revision and improvement by the Board when those changes enhance the learning opportunities for students and provide for the safe and orderly operation of the District. The Board looks to you—students, parents, teachers, and community members—to provide recommendations on how we all can improve Maxwell Municipal Schools.

Mary Lou Kern, President  
Maxwell Municipal Schools Board of Education





# MAXWELL ELEMENTARY PBIS EXPECTATIONS

	CLASSROOM	PLAYGROUND	CAFETERIA	RESTROOM
Safety	Use Class Materials for Their Purpose Walk at All Times Control Your Actions	Use Equipment Appropriately Use Designated Court Areas Control Your Actions Express Feelings Appropriately Walk to Play Areas	Walk at All Times Eat Only Your Food Keep Food in the Cafeteria Report Spills Remain Seated While Eating	1 Minute, 1 Squirt of Soap, 1 Paper Towel Walk at All Times Use Facilities Properly Report Problems
Responsibility	Come Prepared Be Ready to Participate Clean Up	Save Treats for Designated Times Stay in Supervised Area Keep Area Clean	Follow Cafeteria Rules Use Table Manners Clean Up After Yourself	1 Minute, 1 Squirt of Soap, 1 Paper Towel Wash Hands Flush Report Empties Put Trash in Wastebasket
Respect	Speak with Kindness Converse Only at Designated Times Maintain Personal Space Maintain a Positive Attitude Practice Healthy Behaviors	Maintain Personal Space Follow the "Golden Rule" Respond Immediately to Verbal Requests	Keep Noise Level Down Use Table Manners Maintain Personal Space While Seated Line Up Appropriately	Respect Others' Privacy Use Facilities Properly

# Maxwell Municipal Schools

PO Box 275, 411 Parque  
Maxwell, NM 87728  
Telephone: (575) 375-2371  
[www.maxwellp12.com](http://www.maxwellp12.com)

**Welcome to Maxwell Municipal Schools for the ~~20-21~~ 21-22 school year!**

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Success for each student and the school as a whole is due to the concern and involvement of parents/guardians. We encourage you to become involved in your child's education by staying in close contact with your child's teachers and taking advantage of opportunities such as joining our Parent Advisory Committee (PAC), volunteering or serving as a resource person in your child's classroom. Working together, as a team we can ensure a successful, safe, and enriching experience for students during their school years.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents. A COVID-19 Pandemic Handbook Supplement has been prepared to share additional/update policies, rules and procedures that will be in place and apply until Maxwell Municipal Schools has returned to Phase III and full/normal operation. Both have been prepared to provide you, as parents/guardians and students with essential information.** Please feel free to call or visit school any time with questions and concerns. We are looking forward to a successful and rewarding school year!

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**Please complete all of the forms (colored-paper) (Autofill-online) furnished with this handbook and supplement and return them to school.**

We look forward to having a great school year!

~~Kris Forrester~~ Amy Roble, Superintendent

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## Our Colors and Mascot

Purple, Gold and White - THE BEARS

### **Board of Education**

Mary Lou Kern	President
Randy Casper	Vice President
Monica Hoy	Secretary/Treasurer
Frank Taylor	Member
Charlene Pompeo	Member

## Notice of Nondiscrimination

Maxwell Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies, Title IX or Section 504:

~~Kristen Forrester~~ Amy Roble, 411 Parque Avenue, PO Box 275, Maxwell, NM 87728  
575-375-3000  
FAX: 575-375-2375

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For further information on notice of non-discrimination, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## ACCREDITATION

Maxwell Municipal Schools are accredited by the New Mexico Public Education Department.

## ACADEMIC HONORS (grades 1-12)

### A. Superintendent's Honor Roll

Students who earn an "A" in all classes.

### B. Principal's Honor Roll

Students who earn an "A" or "B" in all classes.

### C. Valedictorian/Salutatorian

- In order to be eligible for Valedictorian or Salutatorian, a senior student must be enrolled as a full-time student, be in good standing and have completed all requirements to receive a diploma at Maxwell High School. A full-time student is enrolled more than half of the school day. The senior must have attended their final two consecutive semesters of school in Maxwell. Students that are eligible to graduate early and have attended seven (7) semesters or less will not be eligible for these honors.
- The seniors with the highest and second highest cumulative GPA's calculated at the end of the seventh (7<sup>th</sup>) semester grading period of student's senior year will be Valedictorian and Salutatorian.
- In case of a tie, more than one student may qualify for these honors.
- Grade Point Average is based on seven semesters.
- A student must have a GPA of 3.25 to qualify for these honors.

### D. National Honor Society

- Membership is an honor bestowed upon a student. Selection for membership is done by Faculty Council and is based on outstanding scholarship, community service, leadership, and character.

### E. 8th Grade Promotion Speaker

- Determined by top GPA at the end of 3rd semester of 8<sup>th</sup> Grade year.

## ACTIVITIES

*Extracurricular activities* offer opportunities for students to explore interests outside of the classroom. All interested students and parents are encouraged to learn about the possibilities of school-sponsored organizations.

*Co-curricular Activities* are activities that are an extension of classroom instruction. These co-curricular activities which include practice, meetings, events, FCCLA, FFA, yearbook, journalism, art, or performances may not exceed five hours per week or twenty hours per month of time of a student outside of the regularly scheduled instructional day. Eligibility requirements apply to co-curricular activities.



## **ALCOHOL, TOBACCO AND DRUG ABUSE**

Alcohol and drug dependency are an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

- ✓ Document the data that indicates the student's performance, attendance or behavior is inappropriate.
- ✓ Share that information with the student and parents.
- ✓ Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

The possession/distribution of illegal substances is a criminal act, school officials must report the violation to the parents, police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services. (See Drug Free Campus for more information.)

To safeguard the health, character, citizenship, and personal development of students in the school, Maxwell Municipal Schools will:

- Provide curriculum addressing the effects of controlled substances.
- Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
- Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.
- Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
- The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

## **ARRIVAL (See COVID-19 Handbook Supplement)**

Students will be allowed into the cafeteria at 7:15 am. They will be allowed into the school 15 minutes before the start of school. Students are not allowed to leave campus after arrival at school without permission from parents, administration and signing out.

## **ATTENDANCE POLICY - NOTE: Authorized school trips are not absences. (See COVID-19 Handbook Supplement)**

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Attendance Success Act (22-12A-1 to 22-12A-14, NMSA, 2019) Compulsory Attendance Law." Relevant portions follow: "A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person." B. A school-age person subject to the provisions of the Attendance for Success Act shall attend school for at least the length of time of the school year that is established in that school-age person's school district, charter school or private school. The school district or private school shall not excuse a school-age person from attending school except as provided in that act. C. The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person. It is important that students are at school on a regular basis. The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case-by-case basis.

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Compulsory Attendance Law." Relevant portions follow: "A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person."

~~It is important that students are at school on a regular basis. The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case-by-case basis.\*~~

### Parental Notification of Absence

Parents/guardians will need to call the school on or before the day of the absence by 9:00 a.m. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by a signed parental note, in time for the student to obtain an admission approval prior to class time. Absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for two (2) or more consecutive days due to illness, administration may require a written note from the student's doctor.

### Excused Absence

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled on days that school is not in session.
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to administration)
- Unsafe travel conditions (prior notice given to administration except when there is an official school delay or closure)

*School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will work in cooperation with parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments and family vacations outside of school hours and during school vacations.*

### Prolonged Illnesses (See COVID-19 Handbook Supplement)

In cases of chronic or prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until he or she can return to school.

### Unexcused Absence

Unexcused absences are absences that no appropriate excuse has been provided by the student's parent/ legal guardian, within 24 hours. Classroom work for which a grade was taken for that class or day of the unexcused absence may be counted as a zero. Out-of-school suspension is an unexcused absence caused by student conduct. Out-of-school suspension and expulsion will not be used as a consequence for an unexcused absence.

### Make-Up-Work

Teachers are happy to assist students with make-up work for excused absences. It is the student's responsibility to ask for make-up work and to arrange for a time to make up tests upon their return. Students will have the number of days absent plus one to make up missed work. Assignments that were due and tests that were to be taken on the first day of the absence are due to be turned in on the first day the student returns to school. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return. A student shall not be provided the opportunity to make up the work missed during an unexcused absence, with the exception of out-of-school suspension.*

### Compulsory School Attendance and the ~~Coalition Against School Truancy~~ Attendance Success Act

~~The Attendance Success Act recognizes that any time a student misses school, learning is impacted. As a result, all absences whether excused or unexcused are of concern. Schoolwide interventions emphasizing the importance of daily attendance are in place for all students to reduce chronic absenteeism.~~

- ~~Three-Day Unexcused Absence~~ Tier II: Absent 5% or more of total school days or 7 days - The school will notify the parents by phone and certified mail of a student's ~~third (3rd) unexcused~~ Tier II absences. The school will schedule a meeting to develop an intervention contract for both the student and his/her parent(s).

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- ~~Five-Day Unexcused Absence Tier III: Absent 10% or more of total school days or 14 days~~ - The school will notify parents by phone and mail of a student's ~~fifth (5th) unexcused Tier II absences~~. ~~Written notification will also be made to the Probation Services Office. The student is considered "truant" in the eyes of the law.~~ A meeting will be scheduled to further discuss the intervention contract ~~with the attendance team. Referrals to outside supports such as Engage NM will be considered as well as additional school-based interventions.~~
- ~~Seven through Nine-Day Absence Tier IV: Absent 20% or more of total school days or 28 days~~ - The school will notify parents by phone and ~~certified mail of the unexcused absence that the student is now considered excessively absent. Referrals to outside agencies including Juvenile Probation Services and Children, Youth and Families (CYFD) will be made.~~ ~~On the 9<sup>th</sup> absence a mandatory meeting is scheduled with the student and parent to review the consequences of the 10<sup>th</sup> absence.~~
- ~~10-Day Unexcused Absence~~ - The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. ~~Written notification will also be made to the Probation Services Office. The student is considered "habitual truant" in the eyes of the law.~~

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### Tardy Policy

Students will be considered tardy if they are not in the classroom when the bell rings. If a student misses more than twenty (20) minutes of class it will be counted as an unexcused absence. These absences shall be applied to the 10-Day Rule Policy. Students are expected to be in class until the last bell dismisses them for the day. Three tardies equal one unexcused absence and will result in detention or Friday School

### 10-Day Rule

Any student absent ten (10) days in semester (**excused or unexcused**) may lose credit. A student who reaches ten (10) absences will be required to continue attending school. Students who do not attend class will be referred to the Juvenile Probation Officer for failing to follow the Compulsory School Attendance Policy. Parents/Guardians and the student will be notified by return receipt mail of the ten absences and the loss of credit. Within 10 days following the receipt of the notification parents/guardians and the student shall have an opportunity to request a hearing with the Attendance Appeals Committee, PO Box 275, 411 Parque, Maxwell, NM 87728.

### 10-Day Rule Procedures:

- **Five (5) excused or unexcused** absences: Student/parents will be contacted by administration and sent an *Initial Letter of Notification*, warning that the student is in jeopardy of loss of credit. If the parent/guardian refuses to participate in the meeting, the principal shall place in the student's attendance records documentation of such a refusal.
- **Seven (7) excused or unexcused** absences: Students/parents will be contacted by administration and sent a *Second Letter of Notification* warning that the student is in jeopardy of loss of credit. A mandatory meeting will be held with the student, their parents/guardians and administration to address the issues of tardies and/or absences. The student and parent/guardian will be offered a contract to address these issues.
- **Ten (10) excused or unexcused** absences: Students/parents will be sent by certified mail, a *Final Letter of Notification* outlining the possibility of loss of credit and the need for a remedial program and the hearing appeal process. The Juvenile Probation Officer will be notified to investigate whether the child should be considered a neglected child or a child in need of services because of ~~habitual truancy~~ **chronic absences**.
- Within 10 days upon receipt of a request for a hearing, the Attendance Committee will determine the date of the hearing.
- At the 10-Day Appeals Hearing the committee will determine if the student shall be retained or placed in a remedial program.

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### Appeal Process for 10-Day Rule

When a student has reached the 10-day limit because of tardies or absence, the school will send a letter to the parent(s) of the student notifying them of the loss of credit. If the parents and the student wish to appeal this ruling they must do the following:

1. Contact the Appeals Committee in writing within 10 days of notification to set up a meeting with the committee.
2. When the student and their parents/guardians meet with the committee, they may be offered a contract to address the issues of tardies or absences.



3. If a contract is issued and the student fails to adhere to the contract the student will lose credit for the semester.

### **ARMED SERVICES/COLLEGE ADMISSIONS RECRUITMENT**

Recruiters are allowed one visit to Maxwell High School each semester. The recruiter is responsible for scheduling visits through the counselor at least one week prior to the visit, to minimize instructional impact. Only students who sign up to see the recruiter will be released from class. Student names, addresses, and phone numbers are considered directory information, and may be provided to recruiters upon request.

### **ASSEMBLIES, GAMES AND SCHOOL SPONSORED EVENTS CONDUCT**

Students attending school-sponsored events are expected to adhere to school policy. Students are to refrain from excessive, overt expression of affection i.e., hugging, kissing. Dress code policy is to be followed at all school-sponsored events whether on or off campus. In case of a serious violation involving alcohol, drugs, fighting, weapons, etc., parents will be contacted and law enforcement officials will be notified. Violation of school policy could be grounds for disqualification from future school-sponsored events.

- **During the School Day:** Assemblies, pep rallies, games and other events will be held during the school day throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.

### **ASSEMBLIES, GAMES AND SCHOOL SPONSORED EVENTS CONDUCT (continued)**

- **Gymnasium Conduct**
  - ✓ Students should cheer the injured player on either side as they leave the court and should not interfere with cheering from the opposing team.
  - ✓ Students are expected to sit quietly or stand at attention during the playing of the National Anthem, the school song, or the opponent's school song.
  - ✓ Climbing on the gym rails is not permitted. Leaning on the gym rails is highly discouraged.
  - ✓ When attending school-sponsored activities, students should act in an orderly manner or they will be removed from the activity.
  - ✓ Hanging from basketball supports or rims is prohibited.
  - ✓ Gym shoes must be worn in the gymnasium.

### **Extra-Curricular Code of Conduct**

Students are role models; they represent their team, school, parents, and community. In order to participate in extra-curricular activities, students attending Maxwell Schools must abide by the code of conduct. Participation in athletics is a privilege and the athlete must earn the right to represent Maxwell Schools by conducting themselves in such a way that the image of the Maxwell Schools would not be tarnished in any manner. Any athlete whose conduct is judged to reflect a discredit upon themselves, the team, or Maxwell Schools, ~~whether or not such activity takes place during or outside school hours, will may be~~ subject to disciplinary actions or removal from the team.

The purpose of Maxwell Athletics is to provide opportunities for all participating students to learn life-long values. These values include: Cooperation, Sportsmanship, Pride, Respect, Discipline and Leadership Skills.

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### **Assemblies, Games and School Sponsored Events Conduct**

- Students will conduct themselves with class and sportsmanship. The first offense may result in temporary suspension or expulsion from the team/extra-curricular activity.
- Students must be in school on the day of the event to participate, unless excused by a doctor's note or excused by an administrator prior to the absence.
- Students will not use profanity. Profanity could result in loss of participation privileges. The use of vulgar or profane language is unacceptable anywhere and at any time.
- Students will report all injuries, no matter how small.
- A member of an athletic team is to be well groomed.
- The coach shall set the standard for dress as it pertains to his/her sport.
- Exhibit appropriate behavior at all times.

- Students will strive for academic excellence. Academic dishonesty (cheating on quizzes or tests, plagiarizing, etc.) can be grounds for suspension or removal from any team and/or club. Violation of this rule will be determined by the school administration.
- Students who quit the team or activity during the year will not be reinstated that same season. Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made by the coaches of the sport and administration.
- Students will not possess or use alcohol, tobacco, electronic vapor or drugs at any time on or off campus. Students will be dropped from the team and will be suspended for 73 school days from any other extra-curricular activities on the FIRST offense and for 147 school days on the SECOND offense. (Suspensions will carry over to the next school year if suspension days have not been met.)
- Students are law-abiding citizens. Students found guilty of a crime resulting in law enforcement/probation referral ~~will~~ may be dropped from team/extra-curricular activities and suspended from all extra-curricular activities for 147 school days on the FIRST offense.
- Students will not engage in fighting, truancy, or disrespectful behavior. Students found guilty of fighting, truancy, or being disrespectful toward staff or other students may be suspended and/or terminated from the teams/extra-curricular activities.
- Students will exhibit exemplary behavior on activity bus trips. The first offense may result in the loss of bus privileges.

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#### ~~Assemblies, Games and School Sponsored Events Conduct (continued)~~

- Students will not exhibit insubordination toward a teacher, coach or any school personnel. Students suspended for such an offense may be terminated from the team/extra-curricular activity and suspended from other extra-curricular activities for at least 36 school days. On the second offense students may be suspended for the remainder of the school year.
- Horseplay or hazing will not be tolerated in the locker room or on the court/field.
- Students will not receive a letter or award until all issued equipment and uniforms are returned.
- Students are required to ride the activity bus to and from all events, unless parents and school administration have made prior arrangements with a signed, written release from parents.

#### Athletics/Activities

Maxwell Schools sponsor a variety of athletic/competitive programs. Athletic activities are a privilege, not a right.

Athletics are open to student that meets the following criteria:

- Physical examination yearly conducted by an M.D., CNP, and/or PA that is paid for by the parents/guardians.
- Parent permission form
- Proof of medical insurance
- Maintain academic eligibility (See Maxwell Eligibility Policy)
- NMAA Concussion Training Certification
- Signed Code of Conduct by Student and Parent

#### Open Enrollment Choice

- An eighth-grade student competing in sports at the high school level has used their open enrollment choice. The student may compete without reference to their immediate or previous scholastic record. The end of the 1st grading period in 8th grade establishes the beginning of the scholarship requirements for this student.
- A ninth-grade student who has not previously competed in sports at the high school level has their open enrollment choice. The student may compete without reference to their immediate or previous scholastic record in 8th grade (last grading period and/or semester, whichever is applicable). The end of the 1st grading period in ninth grade establishes the beginning of the scholarship requirements for this student.

#### Athletic Letters and Awards:

Varsity and junior varsity student athletes, who participate, remain eligible, and complete the season in each sports program in which they compete may letter at the discretion of the coach. If an athlete is injured during the year that limits their participation, the athlete must attend practices and be present throughout the season in order to be lettered in that sport.

### Tri-Athlete Award

Students are encouraged to participate in multiple sports during the year. As a district we award/recognize students that have participated in three consecutive seasons that include a fall sport, winter sport and spring sport. We consider this one of the highest athletic honors that an athlete can receive while at Maxwell Schools.

### Activity/Athletic Uniforms:

Uniforms must meet New Mexico Activities Association standards and are subject to approval by the administration. All uniforms are property of the school district and may not be permanently altered in any way. Uniforms must be returned to the coach at the end of the season. Failure to return uniforms to the coach will result in payment of uniform replacement costs.

### Coaching Expectations to Students

Coaches have the authority to set program expectations and rules that may be more vigorous than those outlined in this code of conduct. These rules and expectation will be addressed at mandatory student-parent meetings.

### Message to the Parents

~~This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete.~~ We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal, athletic, and academic growth. As a parent/guardian of a student-athlete, you also have committed yourselves to certain responsibilities and obligations, which are outlined in this Athletic Code. Your signature on the Athletic Code, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Athletic Code. Compliance with the Athletic Code is mandatory and essential to the success of the athletic program. Failure to comply with the Athletic Code may lead to discipline and possible expulsion from attending athletic events. In addition, student-athletes are also subject to discipline under the Maxwell School Handbook and Coaching Expectations.

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Good sportsmanship is encouraged and expected from our fans and spectators at all times during athletic events. Failure to exhibit good sportsmanship may result in removal from the event and/or future events. If a parent/spectator is removed from any competition home or away they will need to visit with school administration as well as take a NFHS Sportsmanship course in order to return. However, the return from suspension is at the discretion of the district or NMAA.

We believe athletics is an integral part of the high school educational experience, both as a competitor and spectator. We look forward to working with you and to supporting your son/daughter as they participate in their chosen sport.

In addition to attending Maxwell School contests, you are invited and encouraged to join the Athletic Boosters and help promote the tradition of excellence associated with Maxwell Schools.

### Playing Time or Level of Play:

As your son/daughter becomes involved in the athletic programs at Maxwell Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student-athlete wishes. At these times, discussion with the coach is encouraged. It is very difficult to accept your son/daughter's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. Playing time and levels of play are things that are earned by fitting into our style of play, working hard at practice, and improving upon the skills coaches are teaching. Please do not take playing time or levels of play decisions personal. As coaches they must balance what is good for players with what is needed for the team. Please do your best to support all the decisions that are made and help your child use those decisions as sources of motivation and learning.

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Players and parents need to be a part of this program selflessly. If your support of this program is based on the amount of playing time or what level you or your son/daughter is playing at, then please take this time to reconsider.

#### **Communication from Student-Athletes and Parents:**

As a district we have a "24 Hour Rule" that asks any parent to wait at least 24 hours before speaking to a coach regarding any issue with a coach's judgment or decision. Please contact that coach personally to set a time to meet. It is always best that we address any issues professionally with the athlete or parents.

Chain of command should flow like this:

1. Have your son/daughter talk to their coach first.
2. Talk with your son/daughter coach next. (JV or Head)
3. Talk with the Athletic Director
4. Talk with the Principal
5. Talk with the Superintendent

#### **BACKPACK/PULL-ALONG POLICY (See COVID-19 Handbook Supplement)**

Backpacks are not to be stored on the floor in the building hallways, cafeteria or gymnasium. With teacher's permission, students can store their backpacks in a classroom.

#### **BULLYING/CYBERBULLYING/STUDENT HARRASSMENT PREVENTION**

*Cyberbullying, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.*

*Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.*

- "Harassment" is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- "Bullying" is any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student that may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.
- "Cyberbullying" is electronic communication that:
  - ✓ targets a specific student;
  - ✓ is published with the intention that the communication be seen by or disclosed to the targeted student;
  - ✓ is in fact seen by or disclosed to the targeted student; and
  - ✓ creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees will complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy. Licensed school employees who have information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied will report immediately to the principal.

School administrators who receive a report of harassment, bullying, or cyberbullying will take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through the investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include:

- \*counseling,
- \*mediation,
- \*discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently utilizes.

Where disciplinary action is deemed necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed. **To report an incident, complete the complaint form for harassment, cyberbullying and bullying that are available in the MMS office and file it with the Principal. (See Concerns, Complaints, and Grievances.)**

**\*All Title IX rules, procedures and protocols will be used by administration.**

### **CAFETERIA(See COVID-19 Handbook Supplement)**

Maxwell Municipals Schools' students are provided a free breakfast and lunch each school day. Lunch periods are scheduled so that students have at least 30 minutes to eat lunch. The following guidelines apply to students eating in the cafeteria:

1. Food is not to be taken from the cafeteria unless approved by the administration.
2. Students eating in the school cafeteria will conduct themselves in an orderly manner, talk quietly, and clean their eating area before leaving.
3. The cafeteria supervisor is responsible for maintaining order during breakfast and lunch. Any student who is disrespectful to the supervisor or cafeteria cook(s) will be asked to leave the cafeteria, and subject to further disciplinary action by the administration.
4. A nutritional beverage is provided with each meal. Students are not allowed to bring their own beverage unless they bring their own lunch.

**NO STUDENTS ARE ALLOWED TO LEAVE CAMPUS DURING LUNCH PERIOD!!!**

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)**

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices can create disruptions to the learning environment and distract students from the primary purpose of education. It is MMS policy to request all personal electronic devices including cell phones be placed in the "off" position in the area that teacher designates and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. **Students are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator.** Students will not be allowed to use their phone between class periods.

- **First Offense:** Students will have their cell phone confiscated for the remainder of the day for the first offense.
- **Subsequent Offenses** will result in the cell phone confiscated and parent/guardian will be contacted to come retrieve the phone.
- **Loss of and Damage to Personal Electronic Devices:** The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

### **CHANGE OF ADDRESS**

Whenever there is a change of address or telephone number, parents/guardians should notify the school office at (575) 375-3000 or email Cindi Berry at [cberry@maxwellp12.com](mailto:cberry@maxwellp12.com). **In the event of an emergency it is necessary to be able to contact parents quickly** and this cannot be done without correct contact numbers.

### **CLOSED CAMPUS**

**Maxwell Municipal Schools operates under a closed campus policy. Upon arrival to school, students are to REMAIN ON CAMPUS, including during lunchtime, until 4 p.m.** Authorized areas during lunch include classrooms with teacher supervision, the cafeteria, the gym, outside basketball court and other areas directed by staff performing supervision during lunch. Students may not return to their vehicle without proper authorization from Administration. Students needing to leave school for any reason must follow checkout procedures. Students leaving campus without permission will be considered **truant** and will be subject to disciplinary action.

### **COLLECTION OF DEBTS**

Debts may be incurred for the following: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials, athletic equipment and organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. Debts will be paid to the school Administrative Assistant where it will be receipted. Debts should be cleared prior to obtaining a course schedule, withdrawing or graduating.

### **COPYRIGHT PERMISSION**

The Maxwell Schools wants to recognize students for their accomplishments, projects, awards, etc. on our website, and in publications, local media or for other lawful purposes. To release your child's photo to media outlets, we require written parent/guardian consent. The *Copyright Form* furnished with this packet can be used to agree to or opt out of having your child's photo or information used for any publications on the school website, written publications and media outlets.

### **CURRICULUM/GRADUATION REQUIREMENTS**

#### **Middle School Required Curriculum:**

1. **Grade 7:** Instruction in English, Reading (with an emphasis on grammar and writing, communication skills), Science, New Mexico History and Geography, Math and Physical Education.
2. **Grade 8:** Instruction in English, Reading, Math, US History, Science and Health.

**\*\*Other electives for the 7<sup>th</sup> and 8<sup>th</sup> grade include:** Industrial Arts, Life Skills, Leadership, and Computer Applications, Family and Consumer Science, Art and other vocational courses.

### **MAXWELL HIGH SCHOOL DIPLOMA REQUIREMENTS (27 credits)**

#### **Graduating 2017 or thereafter (Freshman 2014 or thereafter)**

- 4 credits English (with major emphasis on grammar and literature)
- 4 credits Math (one credit = to or greater than Algebra 2)
- 3 credits Science (2 with lab)
- 3.5 credits Social Science to include: United States History and Geography (1), World History (1), Government (.5), Economics (.5) and New Mexico History (.5)
- 1 credit Physical Education
- 1 credit Career Workplace Readiness, or language other than English
- .5 or 1 credit of health education (may be taken in middle school)
- Additional elective credit to equal 27 total credits

*One of the above credits must be honors, Advanced Placement, dual credit or distance learning.*

No student shall receive a High School diploma who has not passed a State Competency Exam in the subject areas of **Reading, Writing, Math, Science and Social Science**. If a student exits from Maxwell Municipal Schools at the end of grade twelve without having passed a State Competency exam, he/she shall receive an appropriate State Certificate indicating the number of credits earned and the grade completed. (Public School Code 22-13-1M)

### **Grade Level Requirements**

Each year in Grades 9-12 a student has the opportunity to earn 7 credits. At the beginning of each school year, students will be classified according to the following credits:

<b>Freshman:</b>	0-6 credits
<b>Sophomore:</b>	7-12 credits
<b>Junior:</b>	13 -18 credits
<b>Senior:</b>	19 or more credits

### **College Admission Requirements**

Students should research college admission requirements to make sure they are meeting admittance requirements for the college or training program of choice. Many colleges require two years of a foreign language in the same language.



### **Work Study Program for Seniors**

Students must follow the criteria listed below in order to be enrolled in the program:

1. Complete and have all necessary signatures on the Work Study Agreement.
2. Work at least 20 hours a week for at least minimum wage and must work at least three days a week sometime between the hours of 8 am. and 4 p.m.
3. Present proof of employment through pay stubs every pay period or other documentation as approved by administration.
4. If a student loses their job during the semester, they will have two (2) weeks to find another job. If after the two (2) weeks, the student has not found a job, they must enroll in school all day. Even if it is late in the semester and there is no chance for credit, the student must be in school.
5. Intra-family employment is not acceptable.

### **DISCIPLINE POLICY**

The primary goal of the Maxwell Municipal School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school. Students are expected to be safe, responsible and respectful members of the school community.

PARENT CONTACT WILL BE MADE REGARDING EACH OFFENSE

(See Discipline Rubric Next Page)

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## DISCIPLINE RUBRIC

### Group 1

<u>Offense</u>	<u>Consequence</u>
Disruptive Defiant Behavior (Horseplay-pushing and shoving without anger)	<b>First Offense:</b> Student/Staff conference and parent contact.
Casual Profanity	
Tardies (3)	<b>Second Offense:</b> Detention before or after school and parent notification.
Violation of Dress Code	
Inappropriate Display of Affection	<b>Third Offense:</b> Friday School or
Improper Care or Deliberate Damage to Books or School Property	Repeated Violation of Rules and parent meeting.

### Group 2

<u>Offense</u>	<u>Consequence</u>
Truancy (unauthorized absence from class or classes)	<b>First Offense:</b> Student/Staff conference and parent contact. Detention before or after school.
Disturbance of class, cafeteria, or any other school function.	
Harassment, Nonsexual (Physical, Verbal or Psychological (student to student)	<b>Second Offense:</b> Parent contact and Friday School.
Skipped detention	
Insubordination	
Inappropriate use of computers, networks, or email. (First Offense: Termination of computer-use privileges for a minimum of nine weeks or until the end of the next term; Second Offense: Loss of computer privileges for the remainder of the school year).	<b>Successive Offenses:</b> Friday School (8 hours), and/or referral to Repeated Violation of Rules.
Using recording device to capture visual or auditory recordings of individuals without consent.	
Driving vehicle during school hours without permission.	
Tampering with report card, passes, or any other school records.	
Cheating/plagiarism	

### Group 3

<u>Offense</u>	<u>Consequence</u>
Damage to property (Private or School) of substantial value.	<b>First Offense:</b> Out of School suspension (up to 5 days) Conference with parents; possible notification of law enforcement personnel; possible recommendation for counseling. Financial restitution will be required of student in cases where damage is involved.
Fighting in school, on school property, or during a school-sponsored activity will not be tolerated. Anytime a student commits a violent, physical act toward another student, no matter what the reason, it is considered fighting.	
Verbal/written threats (Hazing, bullying, cyber bullying)	
Threat to obtain money or anything of value; theft or attempted theft.	<b>Second Offense:</b> Out of School suspension (up to 10 days) Conference with parents; possible notification of law enforcement personnel; possible recommendation for counseling. Financial restitution will be required of student in cases where damage is involved.
Use of inappropriate comments/profanity/gestures toward school personnel.	
Intimidating/threatening harm to school personnel.	
Sexual Harassment	<b>Successive Offenses:</b> Possible
Repeated violation of rules.	<del>recommendation to Board of Education for</del>
Trespass	<del>Expulsion for the duration of the term.</del> <del>Due Process hearing recommending long term suspension for the duration of the</del>

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term.

#### Group 4

Offense	Consequence
Possessing, consuming, or being under the influence of any drug, narcotic, alcohol, inhalants, "look-alike" drugs, electronic vapor, or tobacco (all ages) at school, at school-sponsored events or prior to attending school or school-sponsored events. Possession of drug paraphernalia is also prohibited.	<b>First Offense:</b> Out of School suspension (up to <del>15</del> 10 days) Conference with parents; notification of law enforcement personnel; possible recommendation for counseling and/or possible recommendation to the Board of Education for Expulsion. Student organizations will deal with this situation according to their constitution. Extra-curricular code of conduct will apply.  <b>Second Offense:</b> Notification of law enforcement authorities, conference with parents, up to a <del>15</del> 10-day out-of school suspension, and/or possible recommendation to the Board of Education for Expulsion. <u>Due Process hearing recommending long term suspension for the duration of the term.</u> <b>Successive Offenses:</b> Notification of law enforcement authorities, conference with parents, recommendation to the Board of Education for Expulsion. <u>Due Process hearing recommending long term suspension for the duration of the term.</u>

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#### Group 5

Offense	Consequence
Assault and/or battery on school personnel.	<b>First Offense:</b> <del>Automatic</del> Suspension pending <del>Expulsion action by the Board of Education</del> <u>Due Process hearing recommending long term suspension</u> and notification of the appropriate law enforcement authorities.
Making a bomb threat or pulling fire alarm.	
Possessing or handling a weapon or look alike weapon.	
Engaging in any activity forbidden by law that interferes with school purpose.	

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#### Other Forms of Student Discipline:

Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirement that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of the parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measure are assigned the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**BSD** - Before School Detention **ISS** - In School Suspension **OSS** - Out of School Suspension

**EWS/SAT** - Early Warning System/Student Assist Team **BIP** Behavior Intervention Plan **FS** Friday School

Note: Extra-curricular activities are privileges and may be removed.

Note: For criminal offenses where outside authorities are called, the student is still subject to school discipline procedures and penalties.

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

#### DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT

By signing the Student/Parent Handbook and **COVID -19 Supplemental Handbook Form**, you are acknowledging that you have read and understand Maxwell Municipal School's Disciplinary Policies.



## **DRESS CODE POLICY**

A student's appearance will be governed by standards compatible with decency, cleanliness, safety and a maintaining a positive atmosphere of learning. Dress, which disrupts and interferes with the educational process, is not allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, with modesty being the prevailing model. Personal attire should reflect pride and respect as a student at Maxwell Municipal Schools. The administration may decide the appropriateness of dress or hairstyle. The following is a list of infractions concerning students' dress which are considered in violation of the student dress code:

- Clothing that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- ~~No body piercing that are such extreme deviations from the norm that they detract from the educational environment.~~
- Hair length, colors, and styles that are such extreme deviations from the norm that they detract from the educational environment. Students will not be penalized for hair styles that are traditional to a culture or religious beliefs.
- Hats, caps, or stocking caps worn during school hours. Hats are not to be worn backwards or sideways. Students are permitted to wear religious coverings.
- Mesh shirts, tank tops (no less than 2-inch-wide), and crop shirts shorter than waist level (Cleavage or the midsection of the body must not show). A shirt must be worn underneath a "Net or Mesh Shirt."
- Button shirts must stay buttoned to the second button from the collar or a shirt must be worn underneath.
- Spaghetti straps or racer back tops.
- Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
- Bare feet. Appropriate footwear is required. House shoes are not allowed.
- Cutoffs, skin fitting biker, or spandex shorts, to include leggings without a thigh length top.
- Tattoos or writing on skin that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- Oversize or saggy pants.
- Shorts or skirts more than four inches above the knee. Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline.
- Inappropriately ripped and/or torn clothing.
- Trench-type coats, dusters, or stadium jackets.
- Sunglasses or chains.

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Students will be asked to call parents and change inappropriate clothing. In the event that a student's parents cannot be reached, students will be provided something to wear by the school. Continual violations of dress code policy will result in disciplinary actions. Sponsors of all activities may impose additional requirements to dress code.

## **DRUG FREE CAMPUS**

Maxwell Municipal School District prohibits students from using, misusing, abusing, possessing, selling, dealing, transporting and/or giving away alcohol, controlled substances, prescription drugs used or possessed without a prescription, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school or while at a school sponsored activity. (Section 22.5-4-3, NMSA 1978) This includes e-cigarettes and nicotine liquid containers.

The Superintendent or designee has the authority to suspend, refer for prosecution, and recommend expulsion of students who have been found to be in violation of school rules and/or state laws on alcohol and/or drugs.

The school curriculum will integrate age-appropriate drug and alcohol education and prevention programs for all students.

## **DUAL CREDIT/ONLINE/EDGENUITY COURSES**

Students may take outside high school and/or college courses for meeting high school requirements and/or earning college credit. Students must receive approval by the counselor and/or administrator before enrolling. Eligible courses include courses offered

by correspondence, Internet or classroom participation. (Note: 3 college credit hours = 1 high school credit) Courses must be finished in the time allotted by Maxwell Schools. Students who are enrolled to earn credit toward graduation before graduation.

## **DUAL CREDIT/ONLINE/EDGENUITY COURSES (continued)**

### **Dual Credit Courses:**

- Dual Credit classes may require a textbook and other fees. Maxwell School District will provide textbooks for approved dual credit classes. The textbooks are the property of Maxwell Municipal Schools and must be returned upon completion of the course. Students are responsible for the Distance Course Fee and all other fees.

### **Edgenuity Courses:**

Students will follow all of the procedures and processes of the Edgenuity Student Contract. All topic/unit tests and cumulative exams will be taken at school and monitored by a proctor.

### **Other Courses:**

- If the student fails an online course, the student will reimburse the District for the cost of the course. Students will pay all costs to re-enroll in the failed course if attempted again.
- For courses required to graduate (credit recovery), not offered by Maxwell Municipal Schools, the district will pay the fee.
- For an online course required for graduation offered by the Maxwell Municipal Schools, the student may pay all costs of the course, unless there is a scheduling conflict.
- Students may pay all costs of a course not required for graduation, unless the student can justify the need to take this course.

## **DUE PROCESS PROCEDURES**

Students in Maxwell School District have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to respect the rights and property of others, disciplinary action will be taken. In all disciplinary cases, students are entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

## **WEEKLY ELIGIBILITY POLICY**

- Students shall have a minimum 2.5 GPA and no grades below 60%.
- At Maxwell Municipal Schools 6-12 eligibility reports will go out on each Tuesday. If a student has a grade below 60, they will have until the following Tuesday to meet eligibility requirements. If they do not meet eligibility requirements at this time he/she will not compete in any extra-curricular activity until the next week's eligibility report is posted and their grades meet the eligibility requirements.

## **NMAA ELIGIBILITY GPA POLICY (See COVID-19 Handbook Supplement)**

1. NMAA Policy: Use of Semester Grades Only: Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6-week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. Fall 2020 eligibility will be based on 2nd semester grades from the 2019-2020 school year. No F's: A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics.  
Maxwell Policy: Grade point average of 2.5 with no F's, based on a 4.0 grading scale at the end of the nine-week grading period. Maxwell School policy supersedes NMAA semester eligibility.
2. Summer Courses: Beginning in the summer 2020, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility.

The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).

3. Cumulative Provision: The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.

## **ENROLLMENT**

### **Requirements:**

- **Legal Custody:** The adult enrolling the student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge.
- **Proof of Residence:** Documents, which meet this requirement, are utility bills (water, gas or electric) or documentation through the County Assessor's Office.
- **Current Immunizations:** A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.
- **Current Transcript (HS Students only):** To be able to schedule and place your student in the correct classes, a current transcript is needed. A release of information form signed by the parent/guardian will be required to obtain official school records from the student's previous school.
- **Official Birth Certificate**

## **Nonresident Students**

A student who does not reside in the District but is a resident of New Mexico who meets the age and other requirements for open enrollment may be admitted to the school without payment of tuition. Admission of students who do not live within Maxwell Municipal School District is allowed as a privilege, not a right, and will not be construed as creating a "property right" for continued attendance for any period.

An Out-of-District Enrollment Application form must be completed and an "Admission of Non-Resident Student Agreement" signed by student and parent/guardian upon enrollment.

### **Criteria for consideration of admission for Out-of District students include:**

- Any student who is currently under expulsion or is currently on long-term suspension from another school district may not be admitted to the Maxwell Schools.
- Maximum class sizes set by the district cannot be exceeded.

## **EQUAL ACCESS**

The Board does not require our schools to create an open forum or meeting place for non-curriculum related student groups to meet on school premises during instructional or non-instructional time. However, if the administration of our schools allow non-curriculum related student groups (e.g. chess club) to meet on school premises during non-instructional time, before or after, groups shall have the right, guaranteed by the Equal Access Act of 1984, to meet on the same basis and are subject to the controls as any other student initiated non-curriculum group. Activities, traditionally sponsored by the school, but not directly related with the curriculum, such as athletic activities, school plays, and school talent shows, etc., shall not be considered as creating a "limited open forum".

## **FEES**

No grades will be issued nor will any transfer forms be sent until all books are returned and fees are paid in full.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The Maxwell Municipal Schools (The District) is providing notice of these rights, as outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Administrator a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records, the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the Administrator of the school where the records are kept by 5 working days following enrollment or re-enrollment. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received by 5 working days following enrollment or re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Administrator's Office of each school within the District.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maxwell Municipal School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **FINAL EXAMINATIONS**

Final examinations or end-of-year projects will be administered to all students in classes offered for credit. No extracurricular activities will be held during semester examination week (except Thursday through Saturday). Practices may be held during Finals Week, but will end by 4:30 pm.

- Students in grades 7 – 12 may be required to take an End-of-Course (EOC) exam, which may be used as a final exam.

## **EMERGENCY DRILLS**

As per state law, Maxwell Municipal Schools will have a minimum of two fire drills, one active shooter drill and one evacuation drill during the first four weeks of school. During the remainder of the school year, each school is required to conduct at least four additional emergency drills, including two fire drills.

Evacuation routes are posted in each room. When the fire alarm sounds students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each class. Evacuation of students should be orderly, quiet, and taken seriously. Students will return to class after a bell rings and the teacher directs them to do so.

## **FOOD AND DRINK**

- **Computer labs or Library:** No food or drink allowed.
- **Gym:** Water bottles are allowed. ~~and snacks such as popcorn and candy bars are allowed.~~
- Food and drinks may be taken into classrooms on special occasions with the teacher's permission.

## **FUND RAISERS**

Money collected through fundraisers must be turned in to the sponsor and receipted within 24 hours. All fundraiser monies will be used to provide incentives or materials for students.

## **GANG ASSOCIATION OR ACTIVITY**

For the purposes of school discipline, a gang shall be defined as a group or two or more persons whose purposes include the commission of illegal act or acts in violation of disciplinary rules of the District.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other related item that evidences or reflects membership in or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures, showing membership or affiliation in any gang.
3. Engage in any act to further the interests of any gang or gang activity; including but not limited to:
  - Soliciting membership in or affiliation with any gang.
  - Soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
  - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
  - Engaging in violence, extortion, or any other illegal act, or other violation of school policy.
  - Soliciting any person to engage in physical violence against any other person.
  - Disciplinary actions pursuant to this policy shall follow procedures prescribed by Board Policy.

## **GRADING POLICY**

Academic grades indicate the progress a student is making toward the standards and skills in the subject taught. They become an important part of the student's permanent record and are dependent upon the ability, effort, and determination of the student. Citizenship grades separately reflect student conduct and shall not be used in determining academic performance. Each semester the student will receive two nine-week grades (each 40% of the grade) one semester examination or project grade (20% of grade), and one semester grade.

**The following grading scales will be used at Maxwell Municipal Schools:**

A = 90 - 100	("A" has the point equivalent of 4.0)
B = 80 - 89	("B" has the point equivalent of 3.0)
C = 70 - 79	("C" has the point equivalent of 2.0)
D = 60 - 69	("D" has the point equivalent of 1.0)
F = 59 or below	("F" has the point equivalent of 0)

- **Dual Enrollment Classes:** Approved dual credit enrollment classes will also be figured into the GPA.

Parents should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and administration will be scheduled. Progress reports are sent to parents at the end of the fourth week in each quarter. Report cards are mailed out each nine weeks to student's parents/guardians.

## **SCHOOL NURSE (See COVID-19 Handbook Supplement)**

Maxwell Municipal School District provides the services of a Registered Nurse who is on duty during the school day. The nurse's office is located in the Administration Building. If a student should become injured or seriously ill, the nurse will be called to attend to the needs of the student. In non-emergency cases, students **must be** given a pass to go to the nurse's office. **Students are not to go to the nurse's office during passing period.**

## **HOMEWORK**

Maxwell Municipal Schools is preparing students to be college and career ready. Homework is an essential part of student learning and a quality education system. Staff believes that students need to turn in high quality work in a timely manner in order to be prepared for daily instruction and to be successful in post-secondary education and their chosen career. The policy for homework is stated below:

- Work turned in on time - Up to 100%
  - Each day the work is late will be 25% off
  - Work over four days late ~~will~~ **may** not receive credit
- \*\*Students on IEP's or 504 plans may be other accommodations.**

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## **Homework Requests (See COVID-19 Handbook Supplement)**

Requests for homework should be made to the school office between 8:00 and 9:00 am, if homework is to be picked up on the same day. Homework may be picked up at the school office. Students will be granted credit for made-up work due to absences for school-sponsored activities and will make arrangements to make up work before the absence.

## **INSURANCE**

Each year the school provides students with the opportunity to purchase insurance, which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance.



## **LIBRARY RULES**

The library is a place for work. The rights of those who wish to read and/or do research must be protected by observing the regulations listed below:

Student will:

- Enter the library quietly and remain quiet.
- Bring necessary material for research to the library.
- Check out books for two weeks and renew if necessary.
- Replace reference books, magazines and newspapers before leaving, unless other arrangements have been made with the librarian.
- Not take books from the library unless they are properly checked out.
- Pay for lost or damaged books.
- Check out only two books at a time unless approved by the librarian.
- Return all books to the library.
- Pay fines of **five cents each day** that the book is overdue.
- Re-new their books if needed longer than two weeks.

**ALL CLASSES MUST REMAIN QUIET WHILE IN THE LIBRARY OR THE CLASS WILL BE ASKED TO LEAVE**

## **LOCKER POLICY/ ASSIGNMENT** (See COVID-19 Handbook Supplement)

Students are assigned a locker at the beginning of the year or upon enrollment. Students are responsible for their personal property and damage to school lockers.

- ✓ Locks are not allowed on hallway student lockers unless a key or combination is provided to the School Office.
- ✓ Lockers or locker numbers will not be shared.
- ✓ Stickers and other items that deface the locker are not to be placed on the locker.
- ✓ Athletic lockers should be kept locked using a combination lock. The combination will be recorded in the coach's office.
- ✓ Students are responsible for the content of their assigned locker.
- ✓ The school reserves the right to inspect lockers.
- ✓ The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ✓ Inoperative lockers should be reported to the office immediately.

## **LOST ITEMS**

Any unidentified item found should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the superintendent or her designee will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the administration's discretion.

## **MEDICINE** (A form is available in the nurse's office or online.)

### ***Prescription Medication***

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container.
- Only the superintendent, school health assistant, or superintendent's designee may administer medicines including prescription drugs to students.
- **All medicines must be dispensed from the office. The student may NOT self-medicate during the day.**

### **Over the Counter Medication (OTC)**

Over the Counter (OTC) medications cannot be given at school without authorization from a physician. Parents/guardians, will supply the authorized medication in an unopened/original bottle for their child. (The smallest bottle possible is helpful due to space and monetary considerations). **All medications must be stored in the nurses' office.**

All medications must be labeled with the name and date of birth of the child for whom they are intended. If more than one child from a family is in the school, the names and dates of birth of all children may be placed on a single bottle of OTC medication. After initial opening to treat the child, the date of opening should be marked on the bottle with permanent marker - the bottle may be re-used to treat that child until the medication expires, the school year ends, or one year from opening has passed, whichever comes first.

### **MONEY AND VALUABLES**

Students should not bring large amounts of money or valuables to school. The Maxwell School District will not be accountable for items stolen or damaged.

### **NOTIFICATION OF LAW ENFORCEMENT**

Administrative authority has the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act. Law enforcement will not be allowed to question a student without the administration having verified their authorization to do so by viewing identification, written verification and a phone call to the individual's agency. The officer will be requested to contact parents and the school will make every reasonable effort possible to contact parents unless there is a question of child abuse by the parent. The parent may be present for the questioning unless they give the officer permission to do so in their absence and the interview is not in response to a report of child abuse. If an officer has an arrest warrant they must complete the form for Signature of Arresting Officer, the school will make every reasonable effort possible to contact parents and the student will be released to the officer.

### **OFFICE TELEPHONE USE/MESSAGES**

Students may use the telephone in the high school office or the Counselor's Office with permission from authorized school personnel. Messages from parents or guardians will be delivered to students as soon as possible without interrupting class.

### **PARENT-TEACHER CONFERENCES** (See COVID-19 Handbook Supplement)

Parents who want to have a conference with a teacher may schedule the conference through the principal's office or the with classroom teacher. These conferences shall be scheduled during the teacher's preparation period or before or after school.

### **PLEDGE TO THE FLAGS POLICY**

The pledge to the United States and New Mexico flags may be recited in each school each day. We have chosen to do this in individual classrooms. Please note that participation in the pledge is a voluntary activity for any member of our school community. Individuals may choose not to participate for a number of reasons, including:

- o family or personal convictions of a religious, philosophical, or political nature;
- o citizenship in another sovereign nation; or
- o as a logical extension of their constitutional rights.

## **PROHIBITED ACTIVITIES**

State Department of Education 6NMAC - 1.4 sets forth certain prohibited acts in all New Mexico Public Schools and for student whenever they are subject to school control. Acts prohibited by Reg. 9.1.1. The commission of or participation in the activities designated and defined below is prohibited in all public schools and is prohibited by students whenever they are subject to the control of school authorities. Criminal and Delinquent Acts, which include but are not limited to:

1. Willful interference with the educational process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school.
2. Arson
3. Assault and/or battery
4. Criminal damage to property
5. Criminal libel
6. Criminal trespass
7. Unlawful assembly or disturbing lawful assembly
8. Extortion
9. Larceny, robbery, or burglary
10. Knowingly making false reports to the administration about school personnel
11. Illegal sales, possession, transportation or use of alcoholic beverages, controlled substances, firearms or other weapons or explosives
12. Possession or use of tobacco products to include e-cigarettes and liquid nicotine
13. Sexual harassment or misconduct
14. Hazing, Intimidation, Bullying/Cyberbullying
15. Gang Activity
16. Criminal or delinquent acts
17. Disruptive conduct (Willfully obstructing or preventing freedom of movement or use of property, facilities or parts of any public school or the right of ingress or egress).
18. Refusal to identify self (Refusal to Cooperate with School Personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperones whose responsibilities include supervision of students).

## **PUBLIC CONCERNS OR COMPLAINTS**

### **A. Regarding Personnel** (forms are available in the office or online)

- ✓ Should a school community member be aggrieved by personnel, they must complete the appropriate form. The written complaint shall be presented to the employee toward who it is directed, with a suggested solution, by the person(s) filing the complaint.
- ✓ The employee has a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
- ✓ If the complaint is not resolved between the originator of the complaint and the employee, the employee's supervisor shall review the complaint. The Superintendent shall be the final level of review.

### **B. Regarding Facilities and Services** (forms are available in the office or online)

**Level 1.** The complaint shall be presented in writing, on the appropriate form, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.

**Level 2.** If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.

**Level 3.** If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

### **C. Regarding Instructional Resources** (forms are available in the office)

School community members having a complaint regarding instructional materials will be asked to present a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request will be sent to the citizen. If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board. The Board may refer the matter back to the Superintendent for further review, or the Board by reviewing the materials in question.



## **PROMOTION, RETENTION AND REMEDIATION POLICY**

A parent will be notified at the middle of the first grading period if their child is failing to make adequate yearly progress (AYP). An Early Warning System/Student Assistance Team (EWS/SAT) conference consisting of the parent, one or more teachers and administration will be held to discuss interventions and possible remediation. A written plan will be developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

***The following will apply to promotion:***

- ✓ The student is academically proficient and shall enter the next higher grade;
- ✓ The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, they shall enter the next higher grade; or
- ✓ The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school superintendent shall either be:
  - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the Student Assistance Team in order to become academically proficient, at which time the student shall enter the next higher grade; or
  - Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The Student Assistance Team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies shall develop the academic improvement plan. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.
  - **At the end of the eighth (8th) grade**, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the Student Assistance Team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the Student Assistance Team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.
  - A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the Student Assistance Team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

By New Mexico state law, parents may only waive their student into the next higher grade level one time between grades K-8.

## **RECORDING DEVICES**

The school district prohibits the recording of others at school without consent on electronic recording devices, which includes cellular phones, tablets, computers or cameras. Exceptions are made for those participating in public functions.

## **REPORT CARDS AND PROGRESS REPORTS**

Progress reports will be sent to parents periodically throughout the school year. This report gives a "snap shot" of a student's current grades at any given time. Maxwell Schools will mail the parent/guardian the student's Mid-Quarter Progress Reports. If the student needs help with class work, parents should take advantage of this service to consult with teachers. Semester report cards will also be mailed to the student's home address at the end of each quarter.

## **SCHEDULES AND SCHEDULE CHANGES (See COVID-19 Handbook Supplement)**

The counselor will assist students with developing their class schedules yearly. The schedule will be directly related to their Next-Step Plan, which will be updated annually. Parents must approve class schedules. **During the first week of the school year, students may meet with an administrator/counselor for a schedule change.** No schedule changes will be considered after the first week of each semester.

- The student will consult with the counselor and complete a Change of Class Request Form.
- The parent/guardian and administration or their designee must approve schedule changes for middle and high school student.
- On-line class schedule changes will be made on a case-by-case basis.

## **SEARCH OF STUDENTS**

Administration or their designees are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. A female authority will search female students and a male authority will search male students. An authorized person may conduct a search when they have reasonable suspicion that a crime or breach of other disciplinary rules is occurring or has occurred. An administrator may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline.

- ✓ Students, their personal effects, and their vehicles may be searched when it is determined reasonable to do so. Drug dogs or other detection devices may be used in the searches. If illegal substances, stolen property, or weapons are found they will be confiscated and proper legal action taken.
- ✓ Students may be asked to empty pockets, purse, backpack; they may be asked to remove jackets, shoes, socks or coats, unlock vehicles, etc. The conducting of strip body searches is strictly prohibited and not authorized by the Board.

**NOTICE:** Notice of the search policy shall be given to students through distribution of the policies the beginning of each academic year or upon admission during the school year.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of the policies of the Maxwell Municipal Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Maxwell Schools' Policy on Sexual Harassment of Students is available for your review in the school office.

- If you feel another student or other students are sexually harassing you, please report the matter to the administration.
- If you feel any employee or official of the Maxwell Schools is sexually harassing you, please report the matter to the administration.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the administration.

## **SEX OFFENDER NOTIFICATION**

▲ In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Maxwell Municipal School District by visiting the following website: [www.nmsexoffender.com](http://www.nmsexoffender.com) <https://www.nsopw.gov/Home>. This website should be used to identify sex offenders within the county, city and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.

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## **SPECIAL EDUCATION STUDENTS (See COVID-19 Handbook Supplement)**

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP), which will be implemented as designed.

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Forms are available in the office or online.)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of ~~race, color, religion, sex, age, national origin, or disability~~ race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Harassment of the student, which means knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

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Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary details.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

### STUDENT DRIVING/PARKING **(See COVID-19 Handbook Supplement)**

Students are permitted to drive and park on school premises as a matter of privilege, not of right. MMS retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student automobiles may be inspected whenever administration or their designee has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without prior notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.

- Vehicles must be parked in assigned areas and may not be moved or occupied until the close of school each day, after all school buses have left the campus. Speed limits on the school campus will be enforced. Disciplinary actions may include the daily surrender of keys for the remainder of the school year or loss of driving privileges.



- During school hours, students who drive vehicles to school are required to park their vehicles on campus in the gym parking lot.

### **STUDENT INFORMATION POLICY**

Maxwell Municipal Schools may disclose appropriately designated "directory information" in school publications, or to outside organizations without written consent, unless parents/guardians inform the district not to release information without prior consent. **Parents must notify the District in writing by October 15 of the current school year.** Information released would include the following:

- Student's name
- Address
- Telephone number
- Date of birth
- Grade level
- Dates of attendance
- Participation in school activities
- Recognition honors and awards

### **SCHOOL BUS TRANSPORTATION (See COVID-19 Handbook Supplement)**

School bus transportation is a privilege. Students should be on time to their bus stop. The bus driver is in full charge of the bus and students and must be obeyed promptly and respectfully. Students will:

- ✓ wait in an assigned area for the bus, off of the roadway.
- ✓ enter and exit the bus by walking without crowding or pushing.
- ✓ remain seated, facing the front with both feet on the floor when the bus is in motion. The windows may be rolled down with the driver's permission. Hands, arms, head and feet may not be stuck out the windows. Nothing shall be thrown within the bus or through the window.
- ✓ obey the directions of the bus driver promptly. Students failing to follow the bus driver's requests or creating a disturbance will be referred to the administration.
- ✓ be required to pay for damages to the bus caused by acts of vandalism.

Students could lose the privilege of riding district transportation due to exhibiting inappropriate behaviors.

The principal must approve unassigned passengers on a school bus. Arrangements must be made at least a day in advance by written request.

### **SCHOOL DISMISSAL/CANCELLATION OF SCHOOL**

School will be dismissed for approved holidays (see calendar). Sometimes, it is necessary to dismiss school early without warning, because of emergency situations. Please decide with your student as to where they should go and what they should do at these times.

At times it is necessary to cancel or delay the start of school due to adverse weather conditions. SchoolReach, Radio, Internet and television will make an announcement of the delay/cancellation as soon as the decision is made. The following stations and website will be contacted and updated for school closing by 6:30 am.

Radio: KTRN, KCRT

TV Station: KOB, KRQE, KOAT, KASA

Internet: [www.maxwellp12.com](http://www.maxwellp12.com)

SchoolReach

**Delayed Schedule:** All bus schedules and the beginning school times will be delayed two hours.

## **SCHOOL-SPONSORED TRIPS**

The school district provides transportation for local and out of town school activities. When students go to an activity in a school vehicle, it is the school district's responsibility to see that the students arrive at the event safely, conduct themselves in an orderly manner, and return safely. The following guidelines are therefore established for school-sponsored trips:

- For field trip activities and other scheduled athletic events, students must secure written parental approval. The sponsor of the activity will provide a "field trip" authorization form to the parent/guardian. Sponsors/vehicle drivers have the ultimate responsibility for safety and well-being of students while on the trip. Students must adhere to the rules of behavior and conduct provided to the student. Sponsors/Vehicle drivers will enforce the rules.
- Upon reaching the destination and upon return to Maxwell Schools, the school sponsor has primary responsibility for the safety and well-being of the students. Students will adhere to the rules of conduct and behavior provided or stated by the sponsor.
- Any school-sponsored trip or activity, home or away, serves as an extension of Maxwell Schools. Therefore, students are expected to abide by the "Student Code of Conduct".
- Report all injuries, no matter how small.
- Students who depart in the school vehicle are expected to return in the school vehicle. Parents/Guardians must submit a written request to the teacher/sponsor before students can be released to the parent or guardian for an exception to be made.
- A list of students making the trip shall be prepared 48 hours prior to making the trip and sent to the principal. Times of departure, estimates of arrival times, and all programmed events, meeting place, rest stops and eating stops shall be planned ahead and made known to all students and drivers. Eating arrangements shall be made ahead of time, if possible. At no time shall school transportation be furnished except to program events approved by the designated sponsor. At no time shall transportation be scheduled or continued when it is contrary to law or public welfare.
- Students failing to obey the rules of the vehicle driver or sponsor are subject to disciplinary action upon their return, which may include exclusion from trips. Dress for travel shall be appropriate and in good taste for visiting or attending schools. Any student who requires medication to be taken on the trip must inform the sponsor prior to departure.
- On overnight trips sponsored by the school, there must be a male and female sponsor if students of both sexes are planning on attending the scheduled event.

## **STUDENTS LEAVING DURING SCHOOL HOURS**

If it is necessary for a parent/guardian to take their child from school or for the child to leave, including students who are eighteen (18) years old or older, permission must be obtained from the office with a written statement or telephone call to/from the parent/guardian. Students must sign out in the office. In case of emergency, the written permission may follow a telephone call.

**IF A STUDENT LEAVES CAMPUS WITHOUT PERMISSION, THE SCHOOL IS NO LONGER RESPONSIBLE IN ANY WAY FOR THAT STUDENT.**

## **STUDENT ORGANIZATIONS**

1. **Family, Career and Community Leaders of America (FCCLA).** FCCLA is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education
2. **Student Council** is an organization comprised of student representative voted into office by the student body. This organization plans student activities and promotes the welfare of student life on campus and in the community.
3. **National Junior and Senior Honor Society (NJHS/NHS)** This organization requires its members to be strong in achievement and character.
4. **FFA** is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Agriculture and Related Sciences education.

## **SUSPENSION AND EXPULSION**

When a student is suspended, they will receive homework to do while on suspension. When a student returns to school after being suspended they will be allowed to make up work missed while being suspended. All work is due upon return to school. If a student chooses not to make up the work they will receive zeros for all work missed while suspended.

### **Procedures For Long-Term Suspensions And Expulsions**

The procedure for initiating long-term suspensions and expulsions is outlined as follows: The student will not return to school and will not participate in school activities until these procedures have been followed.

**Notice:** A written notice will be sent, containing the following information:

The school rule alleged to have been violated, a statement of the possible penalty, the date, time, and place of the ~~re-admittance~~ or ~~Due Process~~ hearing, and statement that both the student and parents must be present. ~~A readmittance conference will be required before the student returns from long-term suspension.~~

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## **TECHNOLOGY ACCEPTABLE USE POLICY**

Maxwell Schools provides computer labs containing computers used for general computer applications, instruction, Internet access, and to access the Maxwell Municipal School District's e-mail. Computers in the lab are available for students to use for research or communication related to any class activity or assignment. They are intended for educational purposes only.

In order for a student to use any computer in the school district, the student and the parent/guardian must sign the Technology Acceptable Use Policy/Student Handbook Form for the current year. The Agreement/Student Handbook Form will be on file in the school office allowing the student to have access to the system.

**PLEASE NOTE: STUDENTS WHO DO NOT TURN IN A SIGNED STUDENT ACKNOWLEDGEMENT HANDBOOK FORM WILL NOT BE PERMITTED TO USE THE INTERNET.**

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

### **Purpose**

The purpose of this agreement is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Maxwell Municipal Schools District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

- ✓ To obtain access to technology equipment, Internet services and exchange services, all students must obtain parental consent.
- ✓ The signatures on the Student Handbook Agreement Form are legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Summary**

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by Maxwell Municipal Schools (hereinafter referred to as "MMS") to students at school. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the MMS Handbook may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.



### **Ownership**

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to, floppy disks, hard-drives, CD-ROMs/DVDs, zip drives, flash drives, etc. that are resident on district equipment, are, and shall remain, the property of MMS. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.

### **Bring Your Own Device Use**

Students may not use any personal devices (laptops, iPad, cell phones, etc.) to connect to the MMS network, unless it is approved by administration.

### **Unacceptable Computer Use:**

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of MMS policy to:

- Copy software; Duplicate copyrighted software. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright;
- Use licensed software in a way in which it was not intended; use licensed software in a manner inconsistent with the licensing agreement;
- Copy, rename, alter, examine, install or delete the files or programs of another person or MMS; or to collect, read, or destroy output other than your own without permission of the owner or an MMS official;
- Use a computer to annoy or intimidate others, including, but not limited to, sending offensive messages, threatening another person, or intentionally cause a computer system or network to crash;
- Use a computer for non-school-related activities, including but not limited to, personal or private business, non-MMS sanctioned clubs, organizations, and/or activities; without the express permission of the Network Administrator;
- Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network (whether destructive or not), distributing large quantities of information that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;
- Use software not expressly provided by MMS for use on District computing equipment. Students are not to download executable software off of the Internet for any reason. This does not restrict a student from downloading and/or printing an approved document in conjunction with homework or other teacher assigned activities;
- Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately; and
- Tamper with switch settings, move, reconfigure, or do anything that could damage monitors, computers, printers, or other computer related equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner will be financially responsible for all repairs and/or replacements. This includes, but is not limited to, unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

### **Internet Use**

The use of your Internet account must be in support of educational research and consistent with the educational objectives of MMS. Internet access may be provided to students for research activities relating to their classes. Their instructor must approve Websites accessed by students. Students may also have access to:

- Electronic mail communication with people all over the world
- Information and news from hundreds of research institutions
- Various discussion groups which include chat rooms
- Many library catalogs
- The graphics based World Wide Web via a web browser
- Electronic bulletin boards
- Online databases for peer-reviewed journals

### **Internet Use (continued)**

- **Network Etiquette.** Students will abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - ✓ Be polite. Do not be abusive in your messages to others.
  - ✓ Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden. Do not insult or demean another person or group.
  - ✓ Do not use the electronic system as a means to harass, intimidate, or cyber bully students, staff or community.
  - ✓ **Do not reveal your personal address or phone number** or that of other students or staff members, except when authorized by a parent and where instructed to do so by a teacher or MMS staff member.
  - ✓ Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
  - ✓ Do not disrupt the use of the network by other users.
- **Inappropriate use of an account.** The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.
  - ✓ Copying, transferring, or duplicating software owned by or registered to MMS.
  - ✓ Transmission of, or downloading any material in violation of any national, state, or District regulation is prohibited. This includes, but is not limited to, copyrighted documents, threatening or obscene/pornographic material.
  - ✓ Using the network for commercial, political, personal, or private gain.
  - ✓ Communication whose sole intent is not for the purpose of education or school-related research/activities.
  - ✓ Chat rooms, social networking or any form of chatting including but not limited to Facebook is unacceptable. (Unless authorized and needed for off-campus courses.)
  - ✓ Use or attempt to use another person's login and/or password.
  - ✓ **Deliberate misuse and improper handling of school laptops, personal computer, or technical equipment.**

### **Consequences for Inappropriate Use**

The System Administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of MMS may request the System Administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the administration or System Administrator, a student has failed to comply with this policy, the student may:

1. Be removed from the system for a specific period of time or permanently, depending on the nature of the offense;
2. Be assigned in-school suspension;
3. Be assigned out-of-school suspension;
4. Be removed from class for the remainder of the semester or school year;
5. Lose their Internet account, and/or email account;
6. Be permanently restricted from taking any classes where the computer is a significant part of the curriculum;
7. Be required to pay for damages with regard to technician time, computer resources, or other fees;
8. Be criminally charged under local, state, or federal laws.
9. Be financially responsible to compensate the District for damages and/or cost replacement of laptops, personal computers, or technical equipment.

### **TECHNOLOGY ACCEPTABLE USE CONTRACT**

By signing the Student Handbook Acknowledgement Form, the student will abide by the **MMS Technology Acceptable Use Policy**. The student understands that any violation of the regulations above is unethical and may constitute a criminal offense. Should the student commit any violation, the student's access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

The parent/guardian of their student has read and understands the Technology Acceptable Use Policy. The parent/guardian has reviewed and discussed this policy with their student. The parent/guardian understands that this access is designed for educational purposes. The parent/guardian also recognizes that it is impossible for the Maxwell Municipal Schools System to restrict access to all controversial materials, and the parent/guardian will not hold Maxwell Municipal Schools responsible for

materials acquired on the network. Further, the parent/guardian accepts full responsibility for supervision, if and when their student's use is not in a school setting. The parent/guardian hereby gives permission to issue an account for their student, or to otherwise allow him/her access to MMS District computing equipment and the Internet.

### **Technology Acceptable Use Contract for E-mail accounts**

As a user of the Maxwell Municipal Schools e-mail exchange server:

The student recognizes and understands that the district's e-mail systems are to be used for conducting the educational business only. The student understands that use of this equipment for private purposes is strictly prohibited. Further, the student agrees not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized MMS representative.

The student is aware MMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent. The student is aware that E-mail is considered district property and public record. Citizens, constituents, staff are legally allowed to request specific users email records under the NM Public Records Law, so that all communication on said system should be edited for content, relevancy, and appropriateness to school functions. The student is aware that use of an MMS provided password or code does not restrict the district's right to access electronic communications. The student is aware that violations of this policy may subject them to disciplinary action.

The student acknowledges that they have read and understand the MMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. The student acknowledges that they have read and understand this notice and that a copy of the entire policy has been provided in the Student Handbook.

**By signing the Student Handbook Form, the parent/guardian hereby gives permission to issue an email account for their student, or to otherwise allow him/her access to MMS District exchange services provided for e-mail usage.**

### **TEXTBOOKS**

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If books show excessive damage when checking books in, students will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts may not be issued until damaged or lost textbooks are paid for.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video and possibly audio surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **VISITORS (See COVID-19 Handbook Supplement)**

Parents and visitors are welcome and encouraged to visit the school. ALL PARENTS AND VISITORS MUST CHECK INTO THE OFFICE AND RECEIVE A VISITORS PASS BEFORE GOING TO THE CLASSROOM.

A guest pass must be obtained and approved a day in advance by administration for student guests that will attend school.



## **VOLUNTEERS** (See COVID-19 Handbook Supplement)

Volunteers can make many valuable contributions to students and the educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Additionally, all volunteers must complete training on identifying and reporting child abuse. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall ~~not~~ apply to:

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- ✓ adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- ✓ a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

## **WEAPONS IN SCHOOL**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to administration. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to law enforcement.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, ~~if ever~~. The Superintendent ~~and/or Board of Education~~ may modify the one (1)-year duration of such disciplinary action on a case-by-case basis ~~through the process of a Due Process Hearing~~.

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A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion ~~for one (1) calendar year~~. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy: Weapon means any of the following:

- ✓ Firearms.
- ✓ Knives except a knife with a blade length of 2 inches or less that will not lock in open position.
- ✓ Destructive devices.
- ✓ Dangerous instruments.

**Simulated weapon** means an instrument displayed or represented as a weapon.

**Firearm** means any of the following:

- ✓ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- ✓ The frame or receiver of any such firearm.
- ✓ Any firearm muffler or silencer.
- ✓ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- ✓ Any combination of parts that could be readily assembled to form a firearm.

**Destructive device** means:

- ✓ Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- ✓ Any collection of parts that could be readily assembled to form a destructive device.

**Dangerous instrument** means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

**School premises** means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

**Deadly weapon** means any weapon designed for lethal use, including a firearm.

## MAXWELL MUNICIPAL SCHOOLS

### School Board Message

The Maxwell Municipal Schools Board of Education is principally charged with developing the educational policies for the District, employing a superintendent, and approving the District's budget. As such, the Board has carefully reviewed the following Handbook and found the rules, policies, and procedures set forth to be consistent with our goal to provide all students with the highest quality educational opportunities.

The Board encourages you to carefully review the Student Handbook; it is a "living document" and is always open to revision and improvement by the Board when those changes enhance the learning opportunities for students and provide for the safe and orderly operation of the District. The Board looks to you—students, parents, teachers, and community members—to provide recommendations on how we all can improve Maxwell Municipal Schools.

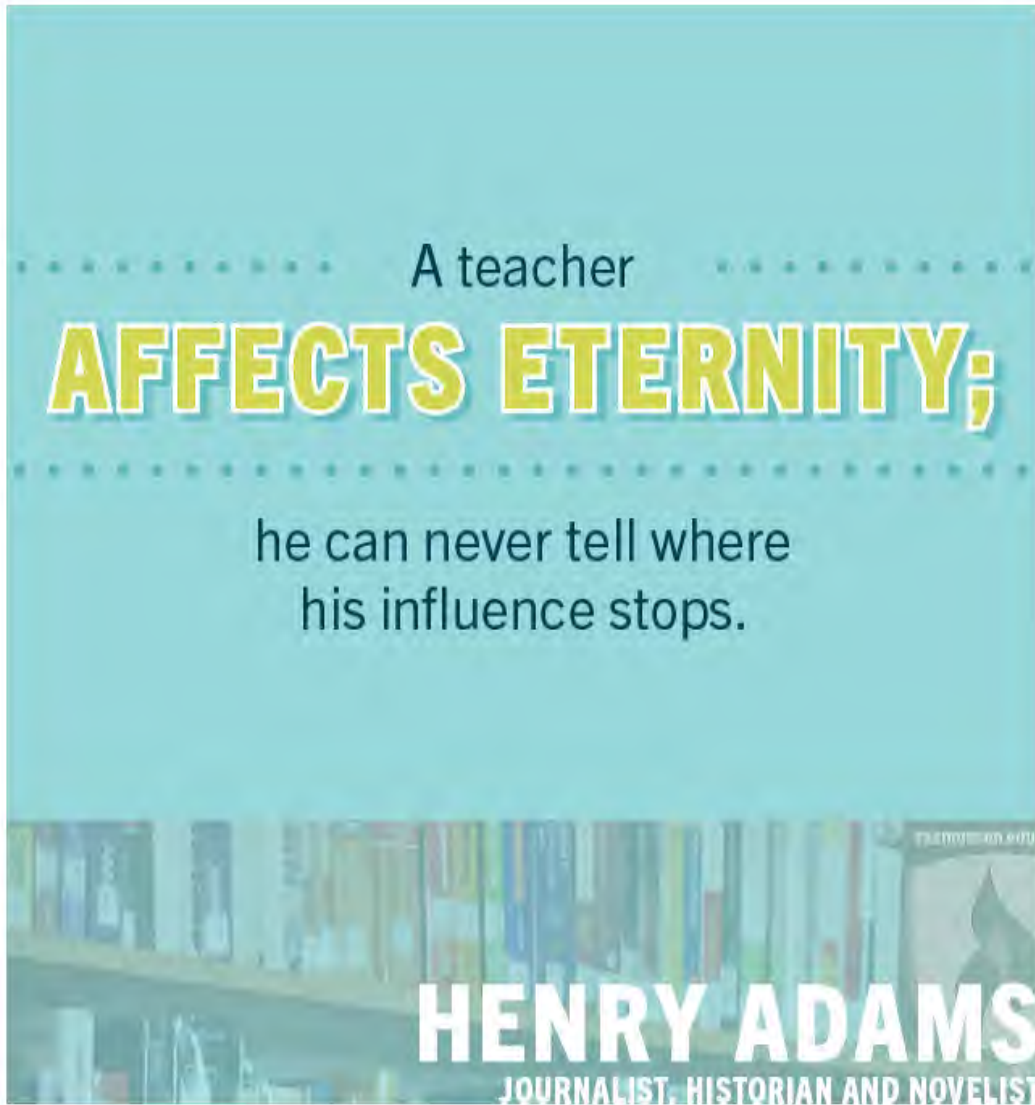
Mary Lou Kern, President  
Maxwell Municipal Schools Board of Education





## MAXWELL SECONDARY PBIS EXPECTATIONS

	CLASSROOM	HALLWAYS	MEALTIMES	RESTROOM
Integrity	"Own It" Do Your Own Work Best Ability/Persevere Notice & Respect Others' Feelings Don't Expect a Free Ride Have Fun; Be Present	Notice & Respect Others' Feelings Be Kind & Helpful Control Your Actions / Self-Regulate	Be Kind & Helpful Set Good Examples for Others	Respect Others' Privacy
Responsibility	Be Prepared Participate Be On Time in the Classroom When the Bell Rings Be Responsible for Your Own Learning Take Care of the Facilities and Materials	Take Care of the Facilities and Materials Leave "Play" Behavior Outside Be Where You Should, When You Should	Clean Up After Yourself	Have a Pass During Class Use Restroom/Water Fountain During Passing Period Report Problems
Respect	Communicate Respectfully and Appropriately Respect Others' Personal Space Meet Teacher and School Expectations Respect Yourself	Walk & Talk Use Appropriate Language	Remain in Supervised Area	Clean Up After Yourself Use Facilities Properly



## Maxwell Municipal Schools Staff Handbook

~~2020~~21-~~2021~~22

MMS Staff -~~2020~~21-~~2021~~22

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# Maxwell Municipal Schools

**Mission:** Prepare and inspire students to achieve their full potential.

**Vision:** High expectations with a commitment from all!!!!

## CORE BELIEFS

**Commitment:**

Collectively commit to each other to focus on what is important and where we spend our time.

**Ownership:**

Take ownership of our students, parents and community.

**Recognize:**

Affirm and recognize the positive and reward success, hard work, responsibility and respect.

**Empower:**

Continually empower and motivate staff and students to participate and take active ownership of their learning and education

**Be Positive:**

Maintain a positive attitude: Good work ethic, motivation and professionalism.

**Encouraging:**

Provide an encouraging, safe learning environment with rigorous learning opportunities for all.

**Linked In:**

Make and maintain positive relationships and open communication with school, family and community.

**Involvement:**

Provide students with opportunities for family involvement in their learning.

**Expectations**

Work hard to promote high expectations and a rigorous quality education for all students.

**Focus:**

Focus on student needs within our control and solutions to assist them to achieve their full potential.



## Maxwell Municipal Schools

PO Box 275, 411 Parque  
Maxwell, NM 87728  
Telephone: (575) 375-2371  
[www.maxwellp12.com](http://www.maxwellp12.com)

### Welcome to Maxwell Municipal Schools for the 20-21 21-22 school year!

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Success for each student and the school as a whole is due to your commitment as staff to work together to create and can ensure a successful, safe, and enriching experience for students during the school year.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents.** A **COVID-19 Pandemic Handbook Supplement** has been prepared to share additional/update policies, rules and procedures that will be in place and apply until Maxwell Municipal Schools has returned to Phase III and full/normal operation. Both have been prepared to provide you, as parents/guardians and students with essential information. Please feel free to call or visit school any time with questions and concerns. We are looking forward to a successful and rewarding school year!

**Please complete all of the forms (colored-paper) (Autofill-online) furnished with this handbook and supplement and return them to the appropriate personnel at school.**

We look forward to having a great school year!

~~Kris Forrester~~ Amy Roble, Superintendent

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### Our Colors and Mascot

Purple, Gold and White - THE BEARS

### Board of Education

Mary Lou Kern	President
Randy Casper	Vice President
Monica Hoy	Secretary/Treasurer
Frank Taylor	Member
Charlene Pompeo	Member

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MMS Staff -202021-202122

## Maxwell Municipal Schools Goals

1. Advance student success including academic growth, achievement, well being, and educational excellence.
2. Develop and implement a proactive approach for parental and community engagement.
3. Increase systemic collaboration and professional development at all levels in our district.

### General Items

#### Workdays/Staff Hours (COVID-19 Staff Handbook Supplement)

Workday/staff hours begin at 7:45 a.m. and end at 4:25 p.m. - be on time and prepared to teach each day. All staff will need to clock in and out using the time clock located in the Administration Building. If you leave campus anytime during the school day you will need to let administration know and clock in and out. Taunya and Cindi will be in the office at 7:30 each morning. Some weeks you will have before school duty beginning at 7:45 – make sure you are on time.

#### Duty Expectations (COVID-19 Staff Handbook Supplement)

The reason for duty is to monitor student safety. Keep moving throughout the assigned area for proper monitoring. Supervision of students is part of the job throughout the day.

#### Assigned Duty: (COVID-19 Staff Handbook Supplement)

**Bus** – Duty teacher is to monitor loading and unloading of students in the morning and afternoon. Directing of traffic is necessary when busses pull out of the parking lot.

**Gym** – Duty teacher is to monitor all activity in the gym area.

**Inside** – Duty teacher should walk around and monitor the eating area as well as the hallways.

**Outside Grounds** – Duty teacher is to monitor the front of the building or in position to observe the coming and going of students during the morning and after school duty. This should also include a walk-through of the parking lot.

**Passing Class Periods** – Teachers will monitor halls in front of and around their classroom areas. They will also make sure that the classroom door is open to students until the tardy bell rings.

**Playground** – Teachers will monitor all areas associated with the playground area and will monitor students as they walk to and from the playground area.

Duty teachers will be in an area where all students can be easily observed. If you have trouble with a student or students, report it to the principal as soon as possible. If you must leave your duty area for any reason, please get someone else to take your place.

#### Faculty Meetings (COVID-19 Staff Handbook Supplement)

We will meet whole staff during one of our early release days (possibly more if needed). After a brief discussion regarding current events staff will move into PLC time.

### Preparation Periods (COVID-19 Staff Handbook Supplement)

Preparation periods are not personal time during the day. They **may not** be used as an extension of your lunch hour. Make sure you use them to increase the quality of education in your classroom. Please be on campus during your prep unless you have let administration know where you are going and where to reach you. Keep this to a limit.

### E-mail Communication (COVID-19 Staff Handbook Supplement)

**Check e-mail twice a day.** We will use this format of communication to limit interruptions to your classroom and prep time. Please answer emails that require an answer in a timely manner, but always within 24 hours of receipt.

### Phone

Someone should always be in the office. The phone should be answered in two rings or less. Please keep in mind this is a business...we are in the business of educating someone else's child. Please treat our ~~patron's~~ patrons, aka parents, accordingly. Be respectful.

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All phone calls should be returned within **24 hours**.

Calls to staff during instructional hours will be sent to voicemail unless it is an emergency. Voicemail messages need to be updated. Who does not have voicemail access? Who is in need of a new security code? Please program your voicemail, so that it is current.

### Fax

Staff will need to fax their own items.

### Drug Free Policy

Maxwell Municipal Schools are drug free. This applies to employees, students, and guests. All staff must have a Drug Free Work Place form on file. **(Drug Free Work Place Form-Appendix and/or Online)**

### Classroom Supplies

For daily supplies visit the supply closet. If you take the last of an item, please let Taunya know to order more. If you need specialty items let Taunya know in advance.

### Form Completion

Forms such as a trip ticket, per diem request, and/or professional/personal leave forms must be done accurately and on time. (one week prior to expected departure)

### Purchasing Procedures

Complete requisition and wait until you receive a purchase order number before purchasing anything. **(Request for Purchase Order (Electronic))**

- a) All requisitions will be done electronically and must be approved by the business manager and the superintendent's office with an electronic signature.
- b) Avoid "trial" purchases you can send back...it costs the school money to return them and creates problems with our purchasing department. TRAP!
- c) If you complete a purchase order and decide not to order let the office know so we can void the Purchase Order.
- d) All merchandise must be delivered to the Front Office.
- e) Avoid using cash from the cash box of a concession stand or other fundraiser to purchase supplies. Make sure all purchases follow procedure and there is an approved paper trail.
- f) All purchases must be approved prior to purchasing. If you purchase supplies and have not received prior approval, you will not be reimbursed for the supplies.

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## Fundraisers

**All fundraisers must be approved through the superintendent's office prior to any action.** Class sponsors will maintain a roster of students in their organization and see that each student participates in fundraising. All fundraiser monies will be used to provide incentives or materials for students.

When a student turns in money to an advisor, the advisor will provide the student with a receipt. (Receipt books are available in the Business Managers office.) All money must be deposited within 24 hours of receipt. Money must be in the Front Office by 10:30 a.m. If it is after 1:00 we will place it in the vault and deposit it the next day. **(Activity Cash Report Form/Appendix or Online)**

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## Accidents (Staff/Student)

In the event of an accident to faculty or student, an accident report **must be completed within 24 hours and turned into the Principal. This form should not be shared with anyone other than school personnel.**

**(Student: School Accident Form-NMPSIA/Appendix or Online)**

**(Staff: Notice of Accident or Occupational Disease/Appendix or Online)**

## Accident or Illness Procedures: (COVID-19 Staff Handbook Supplement)

**If a student has an accident or becomes ill while at school and requires a doctor's care, the following steps should be taken:**

- a) Notify the school nurse.
  - b) Contact the parent.
  - c) Notify the Administrator.
  - d) If the parent is reached, they will take the child to their own doctor.
  - e) If the parent cannot be reached, the nurse or Administrator shall take the child to the family doctor, provided one is listed on the child's health care record.
  - f) If the family doctor cannot be contacted, the nurse or Administrator shall use their judgment in securing medical aid.
  - g) If the nurse or Administrator decides the accident is of such serious nature as to require ambulance services for transportation, such services shall be obtained and the student shall be taken to the hospital.
  - h) In the event the school is unable to reach the parent before taking the child to the doctor or the hospital, the school shall continue to attempt to reach the parent.
  - i) The attending physician shall decide the disposition of the case.
  - j) A complete written record of each accident shall be maintained in the Superintendent's office.
- Injury and/or illness not serious enough to require a doctor's care should:**
- a) Be treated by the school nurse.
  - b) If the nurse is not available, school personnel should give the child first aid, if appropriate.
  - c) Parents are to be informed of steps taken.

## Network Use/Drug Free Workplace Policy

All staff and students must have a signed Acceptable Network Use Policy on file. All staff must have a Drug Free Workplace form on file. **(Acceptable Network Use Policy/Appendix or Online)**

## Leave (COVID-19 Staff Handbook Supplement)

All leave forms will be submitted electronically, you need to submit a personal/professional leave form in advance, unless it is a sudden illness/emergency. If you need a substitute teacher please let Cindi know ASAP. Cindi's cell is (575) 447-0803 and home phone is (575) 445-8110. It is imperative we know how to mark your absence...please use sick leave as it was designed. Let's play by the rules. The last week prior to a holiday is not a good day to take off. Please be considerate of this. Teacher absence does impact student outcomes...if you can be here we need you here. Personal/professional leave must be approved by the superintendent prior to the day(s) the leave is taken. **(Leave Request Form/Appendix)**

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MMS Staff -2020-2021-2022

**Unexpected Absences:** Teachers who are unable to attend school should contact the school secretary by 6:30 am. A Leave Request Form must be filed upon return to school.

**Expected Absences:** Leave forms should be submitted electronically prior to the leave and as far in advance as possible. A copy of the form will be returned with the name of the assigned substitute. The superintendent must approve the Leave Request before it is presented to the business manager.

**Sick Leave**

All school personnel shall be granted 1 day of sick leave per month of employment, for a total of nine a year. Two of these days may be granted 2 personal days. Examples of personal leave include personal business, legal, and family matters. Leave forms for personal days must be requested 4 days prior to the date of absence. All unused sick leave will roll to the next year up to a maximum of 70 days.

**Jury Duty**

It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible.

There is a policy in place to for staff to request additional needed leave days for sickness of self/immediate family members or emergencies. For details and to request leave see Business Manager.

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**Substitutes/Substitute Folders (COVID-19 Staff Handbook Supplement)**

Leave substitutes **worthwhile** work that will keep students occupied the entire day. Make sure lesson plans are specific and clearly written. Please clarify the subject, lesson, page numbers, content objective and literacy objective. Lesson plans must be available for substitutes. Emphasize to students the importance of treating subs with respect and that all choices will have consequences. (positive/negative) We have a very limited supply of substitutes and it is important students treat them better than they would the regular teacher. Please enforce this. **You will be required to complete substitute evaluations periodically.**

**All teachers should prepare two copies of an emergency substitute teacher folder, (one copy needs to be on file in the principal's office and one kept in a prominent place in the classroom) which contains these types of information:**

1. One emergency lesson plan
2. Seating charts and class lists (May print off from PowerSchool)
3. Building and bell schedules
4. Titles of texts used for each class
5. Notes about significant student data (Physical problems, discipline problems, medical information, behavioral plans, etc.)
6. Activities, which could be used with classes in the event, that lesson plans are inadequate or inappropriate.
7. Emergency procedures
8. Procedures and rules
9. Instructions for entering attendance in PowerSchool
10. Student hall passes

**Volunteers (COVID-19 Staff Handbook Supplement)**

Volunteers given access to students without the presence (line of site view) of a licensed staff member shall have fingerprints on file in the district office **and complete Child Abuse Identification and Reporting training** prior to allowing the volunteer access to our students and campus. (Per board policy)

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### Confidentially of Student Records/FERPA

All student information is confidential. The only individuals that have access to a student's information are the student themselves or the parent and emergency contacts listed on the enrollment forms. Any school personnel looking at student files must have a **legitimate educational purpose** (FERPA). If a question arises and you are uncertain let the office know prior to any action. All student files must be kept in a locked cabinet. Teachers needing to access files will contact Cindi.

### Safety Drills (COVID-19 Staff Handbook Supplement)

All safety drills should be conducted as though they are real. Students need to know our expectations and all staff members must enforce the rules. (Emergency Code and Procedures/Appendix)

### Fire Drills

During fire drills, students will need to leave the building properly. Students are to line up behind the teacher, and the teacher SHALL immediately exhibit their fire drill sign: **RED** signifies that a student is missing, and **GREEN** signifies that all students are present. Students who are listed as absent for the day do NOT constitute a missing student. Fire drill procedures should be reviewed with each class and students should be reminded that they are to exit the building quickly and quietly. **LOCKDOWN** signifies an indoor lockdown. **EVACUATION** signifies an evacuation drill, where teachers escort students to a predetermined area. Prepare ping-pong paddles – make sure student list is kept current. Please use grade books during fire drills and leave a class roster for substitutes.

### Student Transition Between Classes (COVID-19 Staff Handbook Supplement)

During transition from one class to another please be present in the hallways.

### Attendance/Lunch Count (COVID-19 Staff Handbook Supplement)

**Elementary** –Check attendance each morning as soon as the first bell rings. Attendance and lunch count need to be in PowerSchool no later than 8:15 am.

**Middle School/High School** –Check attendance at the beginning of each period. Lunch count will need to be in PowerSchool no later than 8:15 am.

### School Nurse (COVID-19 Staff Handbook Supplement)

If a student becomes ill during the school day, they will report the Nurse's Office with a pass from their teacher. Students are not allowed to go to the school nurse without a pass.

### Students Riding Bus

Make sure bus students have let their driver know if they aren't riding. ***If a student misses the bus they need to let a staff member know immediately. Make sure students are dismissed on time.***

### Parent Advisory Council

Parent Advisory Council (PAC) will meet monthly throughout the school year. We need at least one staff member at each of these meetings. We are required to keep minutes. These meetings are designed to ensure home and the school work together to provide the highest quality of education.

### Activity Drivers

Activity drivers must have eight (8) hours of training provided by an SBDI, First Aid and CPR, Defensive Driving (within a year's time of being an eligible activity driver) and a physical on file in the office (renewed every two years).



## Professional Expectations

### Employee Social Networking Website Use Policy (See Appendix for full policy)

#### Technology Work Order Procedures-Electronic

Staff will need to fill out and submit a technology work order to [asoto@maxwellp12.com](mailto:asoto@maxwellp12.com) for technology issues. Our technology coordinator is ~~also teaching courses contracted~~ and we will need to maximize his time. Only the technician will be able to install programs on our network. If there is a program you would like to have on your computer, submit a work order. All programs downloaded must have a legitimate educational purpose. **(Tech Work Order/Appendix)**

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#### Staff Passwords

Make sure students do not have access to your password or use a computer you are logged on – log out and let them log in using their own password. This is a huge security issue and places materials on our server, the district and yourself at risk.

#### Internet Etiquette (COVID-19 Staff Handbook Supplement)

Please use professional judgment with regard to sites you are visiting on the Internet. Social networking sites and shopping for personal items are not legitimate educational activities and should not happen during school hours.

#### Classroom Management

Student consumption of food and drink (other than water) is not allowed during class time unless allowed by the teacher for special occasions. No food or beverages should be taken into the computer labs. Make sure you can see the screen every student is working on. Keep a neat and clean learning environment.

#### Employee Dress (COVID-19 Staff Handbook Supplement)

Student and community respect for the school and school employees is highly important to having a successful school system. One of the factors leading to that respect is the manner in which employees dress while on duty and thus present themselves to the community. All employees are expected to dress for work in an acceptable manner. This means, with the exception of cafeteria, custodial and maintenance personnel, physical education teachers and shop teachers (when engaged as such) the following attire will be considered appropriate:

Men – Pants (including presentable jeans) and shirts with collars.

Women – Dresses, skirts, or pants (including presentable jeans) with blouses.

Wearing T-shirts, sweat shirts, jogging suits, shorts and the like are to be reserved for special “spirit” days declared at the District Level. Staff should always look professional. Jeans with holes or frays, shirts with inappropriate graphics/sayings, tank tops, muscle shirts, crop tops, spandex or other form fitting pants and miniskirts are not deemed professional wear, as are dresses with spaghetti straps unless covered with a jacket. Women’s apparel may be worn approximately knee length. Staff must follow the student dress code for hair, tattoos and body piercing.

**Staff should always look professional.** Thursday’s are Purple, Gold and White Day...let’s show our school spirit.

#### Staff Communication

Gossip, negative comments about teachers, board members, student programs, and community do nothing to improve our school. Let’s all work to have a positive attitude and a positive influence on those around us. **What happens at school stays at school!**

*Blaming one another for problems is non-productive; we need to work together in order to be more productive and effective in what we do. (This includes fellow staff, students, parents, the community, and myself.) If you have a problem come to administration so it can be addressed. We ask that you always come with an idea to solve the problem. An organization without problems is an organization without growth. Please keep the drama out of it, we are professionals and we must act like it at all times.*

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### Chain of Command

It is the practice of Maxwell School to use a chain of command as a measure of professionalism. If you have an issue or suggestion to make, you should speak to your principal, then superintendent, and then if unresolved the school board.

### Complaints/Grievances

In the event there is a complaint or grievance that we as administration are unable to resolve you are welcome to address the board. Please complete the grievance form available in the office or online in order to be placed on the agenda.

### Extra-curricular Activities

Please attend as many extra-curricular events as possible.

### Correspondence

All correspondence regarding MMS needs to be approved through the office before it is sent out.

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### Documentation

Document as needed to protect yourself and the district. Make sure all documentation is factual (not opinion), accurate, complete and timely.

### PDP's, Teacher Observation and Evaluation Process

Each teacher will be evaluated in accordance with the guidelines set forth in the Evaluate NM state program, as follows: Domains 1 & 4 are evaluated one time each semester and Domain 2 & 3 will be evaluated as appropriate for their evaluation status, but no less than one time a year. Evaluations are designed to be a growth opportunity and will be utilized as such. Each of us should be better every day as educators and as human beings...life is a growth process.

In addition, administration will be in your classrooms frequently completing walkthroughs. This is an opportunity for us to grow as educators. It also makes bragging on you true to form as we witnessing the wonderful teaching taking place in your classrooms. Our job as educators is to recognize the strengths each of us have and use those strengths in better processes of teaching. *If we continue to do what we have always done we will continue to get what we have always got.*

Maxwell's staff Professional Development Plans (PDP's) will focus on Domain I of the evaluation system. PDPs are due in the Evaluate NM Canvas system by October 1<sup>st</sup>.

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## Classroom Procedures/Expectations

### Student Greetings

Greet your students as they enter your classroom and as you dismiss them. **You** dismiss them, **not** the bell. This establishes a secure and polite atmosphere. This includes exiting athletics and physical education classes.

### Pledge of Allegiance

After the tardy bell each morning teachers may have the Pledge of Allegiance and announcements. Students cannot be required to say the Pledge. At this time check their attire for compliance with the dress code.

### Classroom Responsibility (COVID-19 Staff Handbook Supplement)

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You are responsible for your classroom. Shut your windows, turn off lights, and lock your door EVERY day. Encourage your students to clean up after themselves. The custodians work hard to keep our campus looking nice, let's help them as much as possible. We must teach our students to leave things better than they found them.

Teachers are responsible for the condition of their room as well as all inventories in the room. If something in your room needs repair submit a Maintenance Work Order Request to Taunya. Constant supervision and discipline result in much less vandalism. **Do not give your keys or key code to anyone and make sure the school is locked when you leave. (Maintenance Work Order Request/Appendix) Do not remove any school property from your assigned room without completing an Inventory Transfer Form. This helps us ensure inventory is accurate. (Inventory Transfer Form/Appendix)**

**If you attach something to a surface in the building please make sure you remove the residue and/or staples when you take it down.** Do not attach anything to the doors or doorframes (fire code). Please clean the staples from the bulletin boards. Please make sure we leave the buildings/rooms better than we found them.

#### **Student Supervision (COVID-19 Staff Handbook Supplement)**

**DO NOT LEAVE STUDENTS UNSUPERVISED!!!** This includes locker rooms while students are dressing and the gym. **Do not leave students unattended, as you can be held personally liable.** If you must leave the classroom, contact another staff member or administrator to cover the class for you. Copying should not occur during instructional time. Monitor the hallways during transitions. Be on time for all duties.

Students must have a bathroom pass to go to the bathroom. Staff will have students sign out to go to the bathroom.

#### **Textbooks (COVID-19 Staff Handbook Supplement)**

Teachers are accountable for all textbooks issued to them. An inventory of all texts will be completed and turned into Cindi at the first of the year and at the close of the school year. Teachers will check out books to students keeping a record of the books issued by book number and condition of book. Students are responsible for their books and will have to pay for lost or damaged books. At the end of the year teachers will complete Fine Sheet for students who have lost or damaged books. **(Fine Sheet/Appendix or Online)**

##### Fines for Lost/Damaged Textbooks

- NEW – Full original price
- GOOD – ¾ of original price
- FAIR – ½ of original price
- USABLE – ¼ of original price

#### **Visitor Supervision**

Never allow a non-certified person to give a presentation to your class without prior approval from the administration. This is now considered a visitor and background checks and child abuse/neglect training is required.

#### **Security (Keys/Key Codes)**

Keep all doors locked to areas where students should not be – this is a huge safety issue. The Administration Office will assign keys/key codes to staff. Lost or stolen keys and or compromised key codes should be reported immediately. At the end of the year, staff will check in their keys before leaving.

#### **Holiday Traditions**

Holiday and other traditions are important to us all. Please keep the following in mind when planning parties and programs:

- a. The principal must approve Holiday celebration activities in advance.
- b. Be careful not to promote one faith or religion over another.



- c. Prepare alternative activities for those students who do not wish to participate for religious reasons.
- d. Communicate the purpose and details of the observance to parents, including alternative activities.
- e. Use the activity or observance as an opportunity to teach good nutrition and snacking habits.

## Discipline

Discipline is the responsibility of the entire staff at Maxwell Municipal Schools. All staff needs to support maintaining a safe, secure environment for students. Staff will fill out a discipline form/incident report and send it to the principal. **Discipline Policy – Please note the Elementary K-5 and the MS/HS 6-12 are different matrix. (See Appendix-Discipline Policy)**

### Classroom Policy and Rules

Teachers will submit a list of classroom rules and policies to the principal for approval. Upon approval the rules will be posted in the classroom, as well as reviewed with all students.

In most instances teachers should pursue alternatives in the classroom prior to office referrals. If a student is in danger of self or others, action should be taken to remove the student from the situation immediately.

### Discipline Referral Forms

Office referral forms are included in this packet. Every student being referred to the office must have their own individualized form – **do not list any students' name on the referral form other than the name of the student being referred.** (Discipline Referral Form/Appendix or online)

### Equity

All discipline should be delivered in an equitable manner that allows children to redeem themselves and encourages them to be respectful, responsible, and safe. Please keep in mind it is our duty to establish order and avoid disruption.

### Parent Contact (COVID-19 Staff Handbook Supplement)

If inappropriate behaviors or choices are becoming problematic it is the teacher's responsibility to contact the parent for support prior to referring to the office. Please document your interactions with parents on the parent contact log.

### Electronic Communication Devices

All personal electronic devices including cell phones should be placed in the "off" position, in the area that the teacher designates and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. Students are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator. Students will not be allowed to use their phones between class periods. Students not following these guidelines will have their cell phone confiscated for the remainder of the day for the first offense. Subsequent offenses will result in the cell phone confiscated and parent/guardian contacted to come retrieve the phone. **Staff members may use their cell phone only in an emergency when students are in their care.**

### Harassment (Bullying, Sexual, Hazing, Cyber-bullying, etc.)

Bullying, Sexual Harassment, hazing, cyber-bullying, or any other type of harassment will be treated with ZERO tolerance. Staff should fill out an Incident Report and turn into the principal to document harassment incidents. Enforcement of this will depend on all staff. Title IX will require immediate notification of administration.

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## Instruction

### First Day

The first day of school sets the tone for the year. Make sure it is successful. Instruction should begin the first day. All teachers should provide students and parents with a first-day handout clarifying **classroom procedures, discipline, grading policy, and make-up policy**. Please get Cindi a copy of this as well.

### Data Driven Instruction Using Standards (COVID-19 Staff Handbook Supplement)

Instruction will be data driven using standards, interim assessment data, Common Formative Assessments (CFA), teacher observation, etc. You will be responsible to complete and submit data sheets during PLC time.

### Lesson/Unit Plans

Teachers are expected to prepare lesson/unit plans that include Common Core State Standards. Unit plans are to be sent electronically to the principal. They need to be easily available to the administration to be observed and utilized in the classroom.

- a) It is recommended that teachers prepare unit plans by week, a week in advance.
- b) Unit plans for the week must be submitted electronically to the principal each week.
- c) Unit plans are available during classroom observations.
- d) Each course in grades 7-12 should have a syllabus. **(Unit Plan Format as done in curriculum)**

Movies/Videos in the classroom provide educational value when they extend or reinforce the concepts being taught and have been planned for in advance. Please note in your lesson/unit plans when a video will be used and the educational value of it with regard to meeting specific standards and benchmarks.

All movies must be rated G unless it meets all of the following criteria: the teacher has previewed it; it has been determined to not contain material that is objectionable or inappropriate for the intended audience; the site administrator has approved it; each student's parent has been notified of the movie, its rating, and the date it will be shown; any student whose parent disapproves will not be permitted to view the movie. (Movies other than "G" should have a signed and dated note from each child's parent in order for them to view the movie.)

### Instructional Time (COVID-19 Staff Handbook Supplement)

Students are here for an education - make sure instructional time is being used for instructional purposes. **There are no free days.** We are limited in the number of contact hours we have - **make sure every minute counts.** Please eliminate busy work such as work sheets to kill time. Be able to explain the educational value of all activities and how the activity maximizes student learning. During instructional time teachers should be working with students. Grading papers, checking email, and creating lesson plans should not be completed during instructional time. Instructional time includes the minutes during the day in which students are in your tutelage.

Due to school sponsored activities we have students missing from our classrooms making it difficult to carry on with instruction. However, the students remaining will benefit from review or remediation. Utilize instructional time to support **all** students!

### Homework (COVID-19 Staff Handbook Supplement)

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Be reasonable with homework. A good rule of thumb is 10 min. /grade level. Homework is an effective way to help students become more successful. By developing good study habits, the student accepts the responsibility of completing assignments promptly, for using time wisely, and for becoming a better learner.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should specifically address the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Homework may be used as intervention that changes deficient performance; reinforcement and mastery of critical skills and concepts; challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom. All outside assignments should receive teacher feedback.

#### **Homework Policy Grades 7-12**

Maxwell Municipal School District is preparing students to be college and career ready. Homework is an essential part of student learning and a quality education system. Staff believes that students need to turn in high quality work in a timely manner in order to be prepared for daily instruction and to be successful in post-secondary education and/or their chosen career. The policy for homework in Grades 7-12 is:

- Work turned in on time – Up to 100%
- 25% off the work each day the work is late
- Work that is over 4 days late, cannot be made up for credit unless extenuating circumstances exist.

#### **Grading (COVID-19 Staff Handbook Supplement)**

Each semester the student will receive two nine-week grades, one semester examination or project grade, and one semester grade.

The following grading scales will be used at Maxwell Municipal Schools:

A = 90 - 100	("A" has the point equivalent of 4.0)
B = 80 – 89	("B" has the point equivalent of 3.0)
C = 70 – 79	("C" has the point equivalent of 2.0)
D = 60 - 69	("D" has the point equivalent of 1.0)
F = 59 or below	("F" has the point equivalent of 0)

- **"Superintendent's" Honor Roll – all grades are 90 or above (A)**
- **"Principal's" Honor Roll –all grades are 80 or above (B)**
- **All final exams are worth 20% of student's semester grade.**
- **GPA/Class Rank:** Class rank, Valedictorian and Salutatorian are calculated using GPA from the 7<sup>th</sup> semester transcript. 8th grade promotion speaker will be the top GPA in the class at the end of the 3rd semester.
- **Dual Enrollment Classes:** Approved dual credit enrollment classes will also be figured into the GPA.

ALL grades should be placed on the network by noon each Tuesday. Please make sure they are **accurate** and **timely**. A minimum of two grades per week should be kept in numerical values in the teacher's grade book for each subject. Eligibility will be printed Tuesday afternoon and will go into effect each Wednesday morning. Make sure the grades you place in PowerSchool are accurate, as parents will be able to see them.



Special Education students receiving grades reporting achievement shall be given on a basis commensurate with the student's abilities and based on their IEP rather than competition with classmates. This should be clarified with the parents of Special Education students in order to avoid misinterpretation of the achievement grade.

### Grading (Continued)

If a student is failing to meet grade level proficiency in reading and math and is in danger of failing to be promoted to the next grade the parent must be notified no later than the end of the first nine weeks (per board policy). It is imperative student grades reflect their ability. **(Referral to Early Warning/Student Assistance Team/Appendix or online)**

### Parent Contact **(COVID-19 Staff Handbook Supplement)**

Positive communications with parents are encouraged. It is recommended that you contact each student's family in the first two weeks of school with a positive comment. Each teacher will communicate with parents of each of their students at least once per semester. These contacts will be documents on parent contact form. Keep parents informed if a student is at risk of failing, not handing in work or their attitude becomes unsatisfactory. Ensure that information is sent to the parents/guardians of students in a format and language that they are able to understand. **(Parent Contact Form/Appendix)**

### Progress Reports

Progress reports will go home midway in each nine-week period for every student. Students who are failing **will** receive one every week until such time as their grades are passing. It is the classroom teacher's responsibility to send weekly progress reports. Please keep signed progress reports for proof of parent contact.

### Parent Conferences **(COVID-19 Staff Handbook Supplement)**

Be available to parents. Parents should always feel as though you have listened to them. *We can't always give them what they want, but we can hear what they have to say.* This will ensure the lines of communication stay open.

## Extra-curricular Procedures

### Duties at Extra-curricular Events

Every effort is made to have parent volunteers cover duties at extra-curricular events. However, if there are not enough volunteers teachers will be asked to work. **THE STUDENTS REALLY DO WANT YOU THERE WATCHING THEM AND IT LETS YOU RELATE TO THEM BETTER THE NEXT DAY.**

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### Activity and Extra-curricular Trip Procedures

If you are going to take a trip for a game or other event follow this procedure:

- Make sure each participant has a signed Athletic/Activities code on file.
- **Make sure of eligibility status for every student who participates in the event. The coach/activities sponsors are responsible to check.**
- Make sure you have a **MEDICAL RELEASE AND TRIP PERMISSION** form for every student. (This is a single page form) Get a binder at the first of the season and always keep it up to date.
- As soon as possible and **a minimum of one week prior** to the trip complete a trip ticket form, include a typed alphabetized list of participants, attach an agenda and turn it into the superintendent's office.
- **Administration in conjunction with sponsors will determine what time students will depart for the activity.**

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MMS Staff -2020-2021-2022

- As soon as possible and **a minimum of one week prior** to the trip, if you are going to need money for a meal or motel room, etc. you need to also turn in a requisition for the needed funds.
- On the day before the event, call to confirm with the other school.
- Before the bus leaves town, take roll and CLEARLY SHOW ~~WHO'S WHO IS~~ ABSENT.
- Make sure the students represent our district well!
- Students should return home with the group they left town with. NEVER allow a student to return home with anyone else without **PRIOR WRITTEN PERMISSION FROM THE PARENT!**
- When you are ready to return home, take roll again and CLEARLY show ~~who's-who is~~ absent. In the case of a disastrous wreck, emergency personnel shouldn't be looking for missing students who were never there!
- Once back at school, the coach/sponsor will stay until all students are picked up.

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### Class, Clubs and Activities (COVID-19 Staff Handbook Supplement)

Class groups participate in activities that are funded by monies held for each grade level 9-12. These funds are raised by class projects. All activities, including dances, must be scheduled by the sponsor and approved by the Administration. A Request for Activity Form must be submitted to administration for prior approval. Each class 9-10 is limited to one fundraiser per semester, exclusive of concessions. Grades 11 -12 are limited to two fundraisers per semester.

#### Participation Guidelines:

It is recommended that students not participate in their own class funded activities if:

- a. They have not actually and physically performed at least 60% of the assigned duties, including class meetings, in grades 9 -10 regardless of fines paid; and
- b. They have not actually and physically performed at least 80% of their assigned duties, including class meetings, in grades 11 -12, regardless of fines paid; and
- c. In addition, juniors and seniors must pay 100% of their fines before participating in junior/senior prom or senior trip.

Sr. Trip: The senior trip will be planned in the spring semester of the students' sophomore year. A written plan shall be developed with the proposed destination, activities, travel and lodging, student/sponsor per diem estimated. Students must meet eligibility requirements, be in good standing behaviorally and academically to meet graduation requirements. Student and sponsor daily per diem will be no more than \$100 a day (food and extras).

Prom expenses shall not exceed \$1,200. (One-half is to be paid by seniors and one-half by juniors.)

### Field Trip Procedures

Field Trips must be educational in nature and have prior approval of the Administration. The following procedures should be followed when requesting a field trip:

1. The requester completes a Field Trip Form and submits the form to the Administration for approval. **(Field Trip Request Form/Appendix or online)**
2. Upon approved by administration, the form is sent to the Transportation Director who will make the necessary arrangements.
3. Prior to the trip, the requester will give the School Secretary:
  - a) A list of all students going on the school sponsored event.
  - b) A completed Trip Permission/Liability Release form for each student attending.

Chaperones are required for field trips. One chaperone per 15 students, K-6 requires one per 10 students. When both genders are represented on overnight trips, there must be at least one chaperone for each gender. The bus driver is not considered a chaperone.

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### Gas Card/Receipts

All gas receipts should have the activity written on the back of the ticket and signed by the sponsor. The trip tickets and gas receipts need to be returned to the Business Office. Gas cards will remain in the vehicle and should not be used to purchase anything other than gas. In case of emergency costs for the vehicle, please call the Business Manager.

### Vehicle Responsibility

Keys for vehicle should be checked out and returned to Taunya. If it is after hours, the keys will need to be put in the drop box near the front door of the administration building. Vehicles should be clean when returned to the school – we are teaching students to leave things better than they found them. *Organizations will be charged for cleaning if vehicles are brought back without being cleaned up.*

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## MY PERSONAL BELIEFS

- *The Golden Rule: Treat our students like you would want your children treated.*
- *We have our nation's and our parent's most valuable resource – their children. What we do and how we do make a difference in our nations and communities health and the lives of our children.*
- *All students will have a career, it is important that we build our system to make students College and Career Ready.*
- *There is no such thing as the middle of the road; the only thing there is white lines.*
- *It's people not programs – programs are not the solution and they are not the problem.*
- *If students are not successful we need to look within to determine what we can do to better meet their needs.*
- *Keep it positive! Praise your students!*
- *Treat all students with respect and dignity. We want them to leave our school with self worth, a sense of accomplishment and excitement about their future.*
- *Good standardized test scores allow our school the autonomy to do what we believe is best for students.*
- *Good schools realize that their value relies on much more than a standardized test score including social skills, self worth, behavior, responsibility, and involvement in school.*
- *Parents need to know what their children are doing. Involve them before a small problem becomes a big problem. Let's avoid, "Why didn't I know?"*
- *All decisions must be based on what is best for all students, all teachers, or the school. Not what I want or what you want.*
- *Our school will only go as far as we take it.*
- *We must focus on prevention as opposed to reaction. (Proactive vs. Reactive)*
- *Relevance makes rigor possible! ... **but we must have relationships first!***
- *Keep in mind that teaching across the content areas creates multiple pathways.*
- *You might not like every student, but they better think you like them.*
- *97% of student outcomes are a direct reflection of teacher quality.*

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## **Superintendent's Report**

July 19, 2021

**Current Enrollment:** 119(142)

### **Staffing:**

#### Previous openings:

Counselor- still open

Principal- filled, David Salas

7-12 ELA- filled, Robert Bauler

7-12 Science- filled, Liz Wick

Tech Instructor/ Network- still open, Amadeo Soto stay on as contractor, Kelly Jones pick up classes

#### New openings:

2 Educational Assistants- 1 filled by Eden Shubert, interviewing for other

Custodial- created by Eden Shubert moving to EA

Athletic Director

### **Updates:**

- ARP ESSER III funds- priorities? Must be expended by September 2024
- NMPED Toolkit updates
- NMCEL conference in Albuquerque July 20-23
- First Year Superintendent Academy
- Volunteer/contractor background checks and required trainings- cost and new platform
- Bus routes