

Part C - Revised Financial CAPs (Imposed November 2017)

# Cariños Charter School Correction Action Plan

**February 14, 2018**

## ITEM # 1 – RE: MONTHLY FISCAL REPORTING

Due: February 15, 2018

Charter School: Cariños Charter School – Dual Language Program		ID Number:	571-001		
Head Administrator: Vernon Jaramillo, Chancellor		School Year:	2017-2018		
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/Did Not Meet
1. Governing Board Training–School Finances	1. Contacted the Charter School Division/ NMPED and requested training on School Finances in order to register the Board members.  2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.	1. January 10, 2018  2. December 2017 and on going	Vernon Jaramillo, Chancellor	E-mails and Cariños minutes at Board Meeting.  Proof of registration of all board members for training(s) related to finances.	Upon completion of trainings
2. Governing Board Training–Financial Requirements	1. Contacted the Charter School Division/ NMPED and requested training on School Finances in order to register the Board members.  2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.	1. January 10, 2018  2. December 2017 and on going	Vernon Jaramillo, Chancellor	Proof of registration of all board members for training(s) related to finances.  Board members are registered to take School Finance Training Classes with NMPED. Three new Board Members already took 7 hours on Feb 8, 2018 offered by NMPED which	Upon completion of trainings

# Cariños Charter School Correction Action Plan

				<p>includes School Finance. They got their certificates of completion form NMPED.</p> <p>Two other veteran Board Members have taken classes on School Finance through the Coalition of Charter School and NMPED in Taos. They are registered to take the required number of hours on refresher classes and School Finance with NMPED, before June 30, 2018.</p>	
<p>C. Governance Board Training—Financial Reports</p>	<p>1. Contacted the Charter School Division / NMPED and requested training on School Finances in order to register the Board members.</p> <p>2. Contacted Corrine Teller, Business Manager and requested ongoing explanations on School Finance at Board Meetings.</p>	<p>1. Jan 2018</p> <p>2. December 2017 and ongoing.</p>	<p>Vernon Jaramillo, Chancellor</p>	<p>Cariños Board Minutes.</p> <p>Proof of registration of all board members for training(s) related to finances.</p>	<p>Upon completion of trainings</p>
<p>D. Governance Board Finance/Audit Committee</p>	<p>1. Re-Establish a Cariños Finance Committee</p> <p>2. Cariños Finance/Audit Committee meet monthly prior to Cariños Regular Board Meeting</p>	<p>1. December 20, 2017</p> <p>2. July 1, 2017 Ongoing</p>	<p>1. Verron Jaramillo, Chancellor</p> <p>2. Corinne Teller, Business Manager</p> <p>3. Cariños Board</p>	<p>Cariños Board Minutes.</p>	<p>Establishment of Audit/Finance Committee members: Finance Committee Members are : Dr. Juanita Cata, Board</p>

# Cariños Charter School Correction Action Plan

				<p>President : Leo Marquez, Vice President; Corrine Teller , Business Manager and Verron Jaramillo Chancellor</p> <p>Audit Committee Members are: Carla Ann Martinez, Board Secretary; Isaac Medina, Board Member; Michelle Martinez, Parent; and Tomas Martinez, Business (Banker)</p>	
<p>E. Targets for Financial Services</p>	<ol style="list-style-type: none"> <li>1. Align 17/18 SY budget to only enrollment that materialized.</li> <li>2. Consolidate positions</li> <li>3. Provide Monthly Reports to Governance Board.</li> <li>4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending.</li> <li>5. Chancellor will not hire unsupported positions.</li> <li>6. Chancellor and Business Manager will meet (in person or by phone) weekly to prioritize spending and make</li> </ol>	<ol style="list-style-type: none"> <li>1. December, 2017 board meeting</li> <li>2. November, 2017</li> <li>3. July, 2017 and on</li> <li>4. February, 2017 and on</li> <li>5. November, 2017 and on</li> <li>6. February, 2017 and on</li> </ol>	<ul style="list-style-type: none"> <li>• Verron Jaramillo, Chancellor</li> <li>• Corinne Teller , Business Manager</li> <li>• Cariños Board</li> </ul>	<ol style="list-style-type: none"> <li>1. Approval of BARs</li> <li>2. Positions were consolidated.</li> <li>3. Done at each board meeting</li> <li>4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending.</li> <li>5. Chancellor will not hire unsupported positions.</li> <li>6. Chancellor and Business Manager will meet (in person or by phone)</li> </ol>	<ul style="list-style-type: none"> <li>• Budget will end with positive cash balance</li> <li>• Amounts due to PED from FY17 will be repaid before the end of FY18</li> <li>• FY19 budget will be formed based on student projections, using method explained in CAP.</li> </ul>

# Cariños Charter School Correction Action Plan

	payments to meet responsibilities.		weekly to prioritize spending and make payments to meet responsibilities.	
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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: 571-000-1718-0006-T  
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Cannos De Los Ninos

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

Contact: Connne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>
Budget Period: Jul 1 2017 12:00AM To: Jun 30 2018 12:00AM
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed	\$59,400	(\$2,224)	\$57,176	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,913)	\$195,022	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1711 Instructional Assistants-Grades 1-12	\$11,768	(\$11,768)		(1.00)
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$4,074	(\$4,074)		
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$55,597	(\$24,477)	\$31,120	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$8,000	(\$6,522)	\$1,478	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$24,799	(\$3,276)	\$21,523	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$5,800	(\$766)	\$5,034	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$26,586	(\$7,907)	\$18,679	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$423	(\$216)	\$207	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,091	(\$1,041)	\$1,050	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$480	(\$274)	\$206	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$1,335	(\$1,234)	\$101	
11000 Operational	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$7,919	(\$5,132)	\$2,787	
11000 Operational	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$410	(\$410)		
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	(\$15,000)		
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1511 Data Processing		\$2,000	\$2,000	

11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,960	\$12,960	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,400	\$40,000	\$41,400	
11000 Operational	2300 Support Services-General Administration	53414 Other Services	0000 No Program	0000 No Job Class		\$95	\$95	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$30,912	\$32,412	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	\$3,652	\$5,152	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Support Secretarial/Clen- ical/Technical Assistants	\$40,770	\$1,379	\$42,149	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$3,716	\$3,716	
11000 Operational	2500 Central Services	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$10,864	\$15,864	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$8,320	\$9,005	\$17,325	
11000 Operational	2600 Operation & Maintenance of Plant	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$1,157	\$2,212	\$3,369	
11000 Operational	2600 Operation & Maintenance of Plant	54313 Maintenance & Repair - Vehicles	0000 No Program	0000 No Job Class		\$497	\$497	
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	0000 No Job Class	\$15,000	\$5,742	\$20,742	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	0000 No Job Class	\$15,000	\$2,750	\$17,750	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class		\$12,554	\$12,554	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	\$1,914	\$6,914	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave		\$13,982	\$13,982	
Sub Total						\$0		(3.62)
Indirect Cost								
DOC. TOTAL						\$0		

**Justification:**

to adjust for necessary expenses

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.

*Juanita D. Gata*

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: 571-000-1718-0008-M  
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>
Budget Period: Jul 1 2017 12:00AM To: Jun 30 2018 12:00AM
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$279,935	(\$84,601)	\$195,334	(2.62)
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave		\$46,566	\$46,566	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1711 Instructional Assistants-Grades 1-12		\$16,768	\$16,768	1.00
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers-Special Education	\$44,800	\$13,842	\$58,642	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$69	\$42	\$111	
11000 Operational	1000 Instruction	53711 Other Charges	1010 Regular Education (K-12) Programs	0000 No Job Class	\$1,000	\$3,707	\$4,707	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K-12) Programs	0000 No Job Class	\$1,500	\$3,676	\$5,176	
Sub Total						\$0		(1.62)
Indirect Cost								
<b>DOC. TOTAL</b>						\$0		

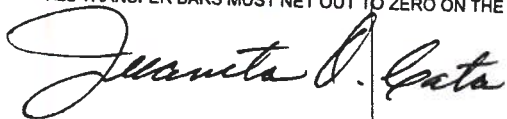
**Justification:**  
to adjust for updated expenses

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

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B. Total Current Year Allocation:	
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Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$15,485	(\$15,431)	\$54	
11000 Operational	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$2,152	(\$1,280)	\$872	
11000 Operational	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$93	(\$93)		
11000 Operational	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$71	(\$62)	\$9	
11000 Operational	3100 Food Services Operations	52313 Dental	0000 No Program	0000 No Job Class	\$25	(\$25)		
11000 Operational	3100 Food Services Operations	52314 Vision	0000 No Program	0000 No Job Class	\$12	(\$12)		
11000 Operational	3100 Food Services Operations	52315 Disability	0000 No Program	0000 No Job Class	\$110	(\$110)		
11000 Operational	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$650	(\$541)	\$109	
11000 Operational	3100 Food Services Operations	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$30	(\$18)	\$12	
11000 Operational	3100 Food Services Operations	53330 Professional Development	0000 No Program	0000 No Job Class	\$250	(\$250)		
11000 Operational	3100 Food Services Operations	55813 Employee Travel - Non-Teachers	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$2,200	(\$2,200)		
11000 Operational	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$49	(\$49)		
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave		\$748	\$748	
11000 Operational	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$4,323	\$4,323	
11000 Operational	3100 Food Services Operations	53711 Other Charges	0000 No Program	0000 No Job Class		\$16,000	\$16,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		



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PUBLIC EDUCATION DEPARTMENT  
300 Don Gaspar Santa Fe, NM 87501-2786  
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Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmisteller@gmail.com

<b>FLOWTHROUGH ONLY</b>	Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$6,000	(\$725)	\$5,275	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,744	(\$1,621)	\$123	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$10,000	(\$10,000)		
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$65,000	(\$1,824)	\$63,176	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$45,000	(\$45,000)		
11000 Operational	2100 Support Services-Students	53215 Psychologists/Counselors - Contracted	2000 Special Programs	0000 No Job Class	\$5,000	(\$5,000)		
11000 Operational	2100 Support Services-Students	53330 Professional Development	0000 No Program	0000 No Job Class	\$150	(\$150)		
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
11000 Operational	2100 Support Services-Students	55813 Employee Travel - Non-Teachers	0000 No Program	0000 No Job Class	\$60	(\$60)		
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$37,041	(\$81)	\$36,960	
11000 Operational	2300 Support Services-General Administration	52200 FICA Payments	0000 No Program	0000 No Job Class	\$5,083	(\$14)	\$5,069	
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$3,726	(\$283)	\$3,443	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$13,000	(\$40)	\$12,960	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$15,000	(\$1,600)	\$13,400	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)		
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$800	(\$800)		
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,296	(\$4,296)		

11000 Operational	2400 Support Services-School Administration	52313	Dental	0000 No Program	0000 No Job Class	\$188	(\$186)	\$2
11000 Operational	2400 Support Services-School Administration	52314	Vision	0000 No Program	0000 No Job Class	\$38	(\$37)	\$1
11000 Operational	2400 Support Services-School Administration	52315	Disability	0000 No Program	0000 No Job Class	\$268	(\$268)	
11000 Operational	2400 Support Services-School Administration	52500	Unemployment Compensation	0000 No Program	0000 No Job Class	\$1,987	(\$1,896)	\$91
11000 Operational	2400 Support Services-School Administration	53414	Other Services	0000 No Program	0000 No Job Class	\$14,000	(\$14,000)	
11000 Operational	2400 Support Services-School Administration	53711	Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,475)	\$25
11000 Operational	2400 Support Services-School Administration	55813	Employee Travel - Non- Teachers	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2400 Support Services-School Administration	56118	General Supplies and Materials	0000 No Program	0000 No Job Class	\$3,000	(\$3,000)	
11000 Operational	2500 Central Services	53711	Other Charges	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)	
11000 Operational	2500 Central Services	55400	Advertising	0000 No Program	0000 No Job Class	\$750	(\$750)	
11000 Operational	2500 Central Services	56118	General Supplies and Materials	0000 No Program	0000 No Job Class	\$350	(\$350)	
11000 Operational	2600 Operation & Maintenance of Plant	52500	Unemployment Compensation	0000 No Program	0000 No Job Class	\$167	(\$160)	\$7
11000 Operational	2600 Operation & Maintenance of Plant	54312	Maintenance & Repair - Buildings and Grounds	0000 No Program	0000 No Job Class	\$11,894	(\$11,894)	
11000 Operational	2600 Operation & Maintenance of Plant	54412	Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$13,380	(\$12,198)	\$1,182
11000 Operational	2600 Operation & Maintenance of Plant	54416	Communication Services	0000 No Program	0000 No Job Class	\$14,704	(\$2,724)	\$11,980
11000 Operational	2600 Operation & Maintenance of Plant	55200	Property/Liability Insurance	0000 No Program	0000 No Job Class	\$30,261	(\$9,390)	\$20,871
11000 Operational	2200 Support Services-Instruction	56118	General Supplies and Materials	0000 No Program	0000 No Job Class	\$10,000	\$5,000	\$15,000
11000 Operational	2300 Support Services-General Administration	53711	Other Charges	0000 No Program	0000 No Job Class	\$1,500	\$105,782	\$107,282
11000 Operational	2400 Support Services-School Administration	52111	Educational Retirement	0000 No Program	0000 No Job Class	\$5,667	\$233	\$5,900
11000 Operational	2500 Central Services	53414	Other Services	0000 No Program	0000 No Job Class	\$45,501	\$18,699	\$64,200
11000 Operational	2500 Central Services	55915	Other Contract Services	0000 No Program	0000 No Job Class	\$5,000	\$5,000	\$10,000
11000 Operational	2600 Operation & Maintenance of Plant	52312	Life	0000 No Program	0000 No Job Class		\$62	\$62
11000 Operational	2600 Operation & Maintenance of Plant	52710	Workers Compensation Premium	0000 No Program	0000 No Job Class	\$9	\$3	\$12
11000 Operational	2600 Operation & Maintenance of Plant	55915	Other Contract Services	0000 No Program	0000 No Job Class	\$8,000	\$543	\$8,543
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

*Juanita D. Gata*

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

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

Doc. ID: 571-000-1718-0011-M  
Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carnos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough): 165,489

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:	
B. Total Current Year Allocation: 165,489	
D. Total Funding Available: 165,489	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
13000 Pupil Transportation	2700 Student Transportation	55112 Transportation Contractors	0000 No Program	0000 No Job Class	\$125,753	(\$24,753)	\$101,000	
13000 Pupil Transportation	2700 Student Transportation	51100 Salaries Expense	0000 No Program	1217 Secretarial/Clerical/Technical Assistants		\$2,758	\$2,758	
13000 Pupil Transportation	2700 Student Transportation	51300 Additional Compensation	0000 No Program	1217 Secretarial/Clerical/Technical Assistants		\$10,000	\$10,000	
13000 Pupil Transportation	2700 Student Transportation	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$2,649	\$2,649	
13000 Pupil Transportation	2700 Student Transportation	52312 Life	0000 No Program	0000 No Job Class		\$1,010	\$1,010	
13000 Pupil Transportation	2700 Student Transportation	56216 Maintenance Supplies/Parts	0000 No Program	0000 No Job Class		\$8,336	\$8,336	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						\$0		

**Justification:**

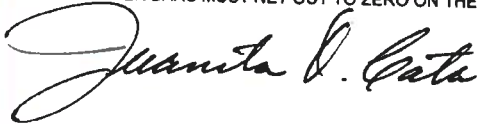
To adjust for updated expenses

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.



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: 571-000-1718-0012-M  
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1617 Food Service	\$28,765	(\$1,673)	\$27,092	
21000 Food Services	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$80,744	(\$8,744)	\$72,000	
21000 Food Services	3100 Food Services Operations	51200 Overtime Expense	0000 No Program	1617 Food Service		\$1,948	\$1,948	
21000 Food Services	3100 Food Services Operations	51300 Additional Compensation	0000 No Program	1114 Administrative Assistants		\$2,000	\$2,000	
21000 Food Services	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$704	\$6,092	\$6,796	
21000 Food Services	3100 Food Services Operations	52312 Life	0000 No Program	0000 No Job Class	\$17	\$363	\$380	
21000 Food Services	3100 Food Services Operations	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$16	\$14	\$30	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						\$0		

**Justification:**

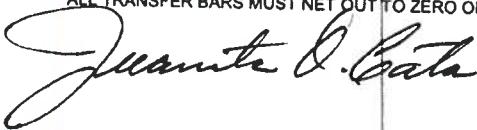
to adjust for current needs

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.



# Cariños Charter School Correction Action Plan

February 14, 2018		<b>ITEM # 2 – RE: STUDENT ENROLLMENT</b>			
Due: February 15, 2018					
Charter School:		Cariños Charter School – Dual Language Program			
Head Administrator:		Vernon Jaramillo, Chancellor			
ID Number:		571-001			
School Year:		2017-2018			
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/Did Not Meet
<b>A. Recruitment Strategies</b>	<ol style="list-style-type: none"> <li>1. Participate in Espanola Parades</li> <li>2. Hold several Open Houses or hold School activities to meet parents and offer tours and information to potentially new students.</li> <li>3. Contact other charter school and request and waiting list.</li> <li>4. Identify advertising opportunities using free resources (social media, print media, radio, television)</li> </ol>	<ol style="list-style-type: none"> <li>1. Onate and Christmas July 2017–Ongoing</li> <li>2. August 2017 and ongoing to August 2018</li> <li>3. January 2018</li> <li>4. July 1, 2017 and ongoing</li> </ol>	Vernon Jaramillo, Chancellor, and Jenny Lucero, Registrar in collaboration with Administrative Assistants, teachers staff, parents, and PAC President	Confirmation of enrollment higher than FY18 enrollment prior to FY19 budget due date	When actual enrollment meets or exceeds projections.

# Cariños Charter School Correction Action Plan



# Cariños Charter School Correction Action Plan

	<p>5. Reach out to local partners to increase awareness for the school, including reaching out to Espanola Chamber of Commerce, Work Force Connections, Foster Grandparents Program, Rio Arriba County Programs, Espanola City Programs and local surrounding businesses,</p> <p>6. Establish a marketing Plan ( US Mail, social media, print media, door to door, etc)</p> <p>7. Identify locations (Community Outreach) to reach out to potential students.</p> <p>8. Identify other charter schools with similar programs to inquire about plans and strategies on recruiting.</p>	<p>5. February , 2018 to August 2018</p> <p>6. July 1, 2017 to August 2018</p> <p>7. February, 2018 to August 2018</p> <p>8. February , 2018 to August 2018</p>			
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# Cariños Charter School Correction Action Plan

	<p>9. Collaborate with the local school district to bring awareness our program explain how Cariños can help educate their underserved and or "at risk" students.</p> <p>10. Develop a student recruitments plan with staff, PAC with different marketing techniques, teacher and community involvement.</p>	<p>9. February, 2018 to August 2018</p> <p>10. February, 2018 to August 2018</p>			
<p><b>B. Enrollment Process and Communication</b></p>	<p>1. Announce enrollment dates, admission process, procedures and lottery process will be and posted for returning students, siblings and new students on Website, Facebook, Twitter and Instagram Files,</p> <p>2. Revise Enrollment Forms will be developed.</p>	<p>1. February 2018 to August 2018</p> <p>2. February 2018 to August 2018</p>	<p>Vernon Jaramillo, Chancellor, and Jenny Lucero, Registrar</p>	<p>Parents and community are aware of process and required documentation is turned in by school deadlines to confirm enrollment.</p>	<p>With successful conduct of lottery, all families intending to enroll are properly enrolled by deadline.</p>

# Cariños Charter School Correction Action Plan

	<p>3. Revised Enrollment Forms will have a notice that parents must inform the Cariños should they change school or not intent to attend Cariños.</p> <p>4. Call the potential enrollees weekly to confirm attendance.</p> <p>5. Meet with Corrine Teller, Business Manager to make a conservative determination on a student projection (based on past 2 Years of student data) for submission of an accurate student projection to the NMPED for the 2018-2019 School Year Budget.</p>	<p>3. February 2018 to August 2018</p> <p>4. February 2018 to August 2018</p> <p>5. February 2018 to May 2018</p>			
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# Cariños Charter School Correction Action Plan

<b>February 14, 2018</b> Due: February 15, 2018		<b>ITEM # 3 - REF: MONTHLY REPORTING TO PUBLIC EDUCATION COMMISSION</b>			
<b>Charter School:</b>		<b>Cariños Charter School – Dual Language Program</b>		<b>ID Number:</b>	
<b>Head Administrator:</b>		<b>Vernon Jaramillo, Chancellor</b>		<b>School Year:</b>	
<b>Business Manager:</b>		<b>Corinne Teller</b>		<b>2017-2018</b>	
<b>Registrar :</b>		<b>Jenny Lucero</b>			
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/ Did Not Meet
<b>A.</b> Monthly Reporting -Current Student Enrollment -Student Withdrawals (with reasons) -New student enrollment	1. Monthly enrollment report with number of students enrolled, disenrolled, length of enrollment, and reason(s) for disenrollment per withdrawal form. 2. Create a withdrawal form that asks for the reason for dis-enrolling	End of Each Month for reporting on 1 <sup>st</sup> of following month	Jenny Lucero, Registrar/Office Manager - Chancellor, Vernon Jaramillo Chancellor	Reports will be submitted with this Plan and each month thereafter	Enrollment Report attached for month of December of 2017 and January of 2018.  Withdrawal form attached  Timely submission of future reports
<b>B.</b> Enrollment Projections	1. Look at trends & patterns of enrollment in two prior years. If patterns/trends are not discernable, use the lower	For consideration for projections for 18/19SY	Corinne Teller, Business Manager, Registrar/Office	Following of action steps	Actual enrollment at or above projections.

# Cariños Charter School Correction Action Plan

	<p>of enrollment numbers at end of current school year or Re-enrollment forms (see 3. Below).</p> <p>2. Determine realistic projections in collaboration with the Corinne Teller, Business Manager based on 2 years of data; for submission to PED for 2018/2019 SY Budget</p> <p>3. Utilize data from withdrawal forms &amp; EOY Re-enrollment data of those not re-enrolling data to identify potential reasons why parents are choosing not to stay</p>		<p>Manager , Jenny Lucero, Corinne Tells , Business Manager and Vernon Jaramillo, Chancellor</p>		
<p><b>C.</b> Improve Financial Management</p>	<p>Chancellor and Business Manager and Office Manager/Registrar will meet (in person at finance committee meetings by phone) weekly to prioritize spending and payments to meet financial responsibilities.</p>	<p>February and on going</p>	<p>Vernon Jaramillo, Chancellor Corinne Teller, Business Manager Jennifer Lucero, Office Manager</p>	<p>Following action plan. Expenses staying within set budget to end with positive cash balance and funds repaid to PED for FY17</p>	<p>Vendors paid timely Budget ends with positive cash balance Funds repaid to PED for FY17</p>
<p><b>D.</b> Budget Adjustments</p>	<p>1. Align 17/18SY budget to 80 only enrollment; 2. Positions were</p>	<p>1. December, 2017</p>	<p>1. Corinne Teller , Business Manager 2. Vernon</p>		

# Cariños Charter School Correction Action Plan

	consolidated or eliminated. 3. Provide monthly reports to Cariños Governance Board. 4. Chancellor, Office Manager and Business Manager will collaborate weekly and work to eliminate unnecessary spending. 5. Chancellor will not hire unsupported positions.	2. November, 2017 3. July, 2017 and on 4. February, 2017 and on 5. November, 2017	Jaramillo, Chancellor 3. Jenny Lucero/ Office Manager 4. Cariños Board		
<b>F.</b> <b>End of the Year Projection Report</b>	To be completed and emailed to PEC/CSD the 1 <sup>st</sup> of each month for prior month using actual and projected expenses.	January 1, 2018 and on -going	1. Corinne Teller, Business Manager 2. Vernon Jaramillo, Chancellor 3. Cariños Board	Follow action plan	Timely submission each month. Budget ends fiscal year with positive cash balance.

**Monthly Withdrawals**

**Dec-17**  
6

**Jan-18**  
7

**Feb-18**  
0

**Monthly New Enrollment**

**17-Dec**  
1

**18-Jan**  
2

**18-Feb**  
2

**Monthly Enrollment Report  
 December 2017 (2017-18 SY)**

	STUDENT ID #	GRADE	START DATE		STUDENT ID #	GRADE	START DATE	
1	888-352-986	K	8/14/2017		41	827-813-312	4	8/14/2017
2	486-137-425	K	9/6/2017		42	828-563-262	4	8/14/2017
3	447-194-341	K	8/14/2017		43	182-532-622	4	8/14/2017
4	386-785-786	K	8/14/2017		44	211-649-314	4	8/14/2017
5	488-338-898	K	8/14/2017		45	184-563-427	4	8/14/2017
6	671-151-256	1	8/14/2017		46	573-224-383	4	8/14/2017
7	288-545-197	1	8/14/2017		47	696-358-399	4	8/14/2017
8	871-315-347	1	8/14/2017		48	574-659-686	5	8/14/2017
9	149-278-160	1	8/14/2017		49	756-924-627	5	8/14/2017
10	352-122-485	1	8/14/2017		50	692-289-721	5	8/14/2017
11	372-616-359	1	12/13/2017		51	488-212-374	5	8/14/2017
12	179-562-129	1	8/14/2017	WD 12/22/17	52	651-278-574	5	8/14/2017
13	525-133-799	1	8/14/2017		53	451-959-175	5	8/14/2017
14	217-729-680	1	8/14/2017		54	323-249-268	6	8/14/2017
15	649-884-434	1	8/14/2017		55	745-876-912	6	8/14/2017
16	237-175-815	1	8/14/2017		56	484-124-516	6	8/14/2017
17	534-924-543	1	8/14/2017		57	628-235-798	6	9/5/2017
18	815-126-883	2	8/14/2017		58	259-871-366	6	8/14/2017
19	811-921-485	2	8/14/2017		59	814-816-930	7	8/14/2017
20	558-655-510	2	8/14/2017		60	871-884-466	7	8/14/2017
21	836-228-569	2	8/14/2017		61	416-832-293	7	8/14/2017
22	154-131-692	2	8/14/2017		62	857-669-782	7	8/14/2017
23	433-587-284	2	8/14/2017		63	864-526-496	7	8/14/2017
24	235-649-738	2	8/14/2017		64	811-679-687	7	8/14/2017
25	731-487-435	2	8/14/2017		65	129-221-743	7	8/14/2017
26	212-282-719	3	8/14/2017		66	123-611-675	7	8/14/2017
27	855-178-695	3	8/14/2017		67	356-984-823	7	8/14/2017
28	326-682-911	3	8/14/2017		68	713-388-726	7	8/14/2017
29	389-571-233	3	8/14/2017		69	688-137-439	7	8/14/2017
30	249-361-528	3	8/14/2017		70	691-824-940	8	8/14/2017
31	845-295-666	3	8/14/2017		71	224-477-612	8	9/10/2017
32	373-423-524	4	8/14/2017		72	746-684-778	8	8/14/2017
33	761-293-265	4	8/15/2017	WD 12/1/17	73	747-729-754	8	8/14/2017
34	832-228-449	4	8/14/2017		74	422-479-857	8	8/14/2017
35	699-322-988	4	8/14/2017		75	412-845-372	8	10/10/2017
36	423-228-378	4	8/14/2017		76	261-472-690	8	8/14/2017
37	398-579-888	4	8/14/2017		77	637-717-398	8	8/14/2017
38	163-818-750	4	8/14/2017		78	282-768-530	8	8/14/2017
39	235-735-537	4	8/14/2017		79	856-858-162	8	9/1/2017
40	369-666-755	4	9/5/2017		80	779-112-721	8	8/14/2017

**DECEMBER CONTINUED**

81	218-683-761	8	8/14/2017
82	619-881-634	8	8/14/2017

**DECEMBER 20107 TOTAL = 82**



**Monthly Enrollment Report  
 January 2018 (2017-18 SY)**

	STUDENT ID #	GRADE	START DATE		STUDENT ID #	GRADE	START DATE	
1	888-352-986	K	8/14/2017		42	211-649-314	4	8/14/2017
2	486-137-425	K	9/6/2017		43	184-563-427	4	8/14/2017
3	447-194-341	K	8/14/2017		44	573-224-383	4	8/14/2017
4	386-785-786	K	8/14/2017		45	696-358-399	4	8/14/2017
5	488-338-898	K	8/14/2017		46	756-924-627	4	8/14/2017
6	671-151-256	1	8/14/2017	WD 1/8/2018	47	574-659-686	5	8/14/2017
7	288-545-197	1	8/14/2017		48	756-924-627	5	8/14/2017
8	871-315-347	1	8/14/2017		49	692-289-721	5	8/14/2017
9	149-278-160	1	8/14/2017		50	488-212-374	5	8/14/2017
10	352-122-485	1	8/14/2017		51	651-278-574	5	8/14/2017
11	372-616-359	1	12/13/2017		52	451-959-175	5	8/14/2017
12	525-133-799	1	8/14/2017		53	323-249-268	6	8/14/2017
13	217-729-680	1	8/14/2017	WD 1/18/18	54	745-876-912	6	8/14/2017
14	649-884-434	1	8/14/2017		55	484-124-516	6	8/14/2017
15	237-175-815	1	8/14/2017		56	628-235-798	6	9/5/2017
16	534-924-543	1	8/14/2017	WD 1/9/18	57	259-871-366	6	8/14/2017
17	815-126-883	2	8/14/2017		58	814-816-930	7	8/14/2017
18	811-921-485	2	8/14/2017		59	871-884-466	7	8/14/2017
19	558-655-510	2	8/14/2017		60	416-832-293	7	8/14/2017
20	836-228-569	2	8/14/2017		61	857-669-782	7	8/14/2017
21	154-131-692	2	8/14/2017		62	864-526-496	7	8/14/2017
22	433-587-284	2	8/14/2017		63	811-679-687	7	8/14/2017
23	235-649-738	2	8/14/2017		64	129-221-743	7	8/14/2017
24	731-487-435	2	8/14/2017		65	123-611-675	7	8/14/2017
25	212-282-719	3	8/14/2017	WD 1/30/18	67	356-984-823	7	8/14/2017
26	855-178-695	3	8/14/2017		68	713-388-726	7	8/14/2017
27	326-682-911	3	8/14/2017		69	688-137-439	7	8/14/2017
28	389-571-233	3	8/14/2017		70	691-824-940	8	8/14/2017
29	249-361-528	3	8/14/2017		71	224-477-612	8	9/10/2017
30	845-295-666	3	8/14/2017		72	746-684-778	8	8/14/2017
31	373-423-524	4	8/14/2017		73	422-479-857	8	8/14/2017
32	832-228-449	4	8/14/2017	WD 1/8/18	74	412-845-372	8	10/10/2017
33	699-322-988	4	8/14/2017		75	261-472-690	8	8/14/2017
34	423-228-378	4	8/14/2017		76	282-768-530	8	8/14/2017
35	398-579-888	4	8/14/2017		77	779-112-721	8	8/14/2017
36	163-818-750	4	8/14/2017		78	218-683-761	8	8/14/2017
37	235-735-537	4	8/14/2017		79	619-881-634	8	8/14/2017
38	369-666-755	4	9/5/2017		80	212-211-759	8	1/11/2018
39	827-813-312	4	8/14/2017		81	612-832-659	1	1/16/2018
40	182-532-622	4	8/14/2017					
41	888-352-986	4	8/14/2017					

**JANUARY 2018 TOTAL - 81**

**Monthly Enrollment Report  
 February 2018 (2017-18 SY)**

1	888-352-986	K	8/14/2017
2	486-137-425	K	9/6/2017
3	447-194-341	K	8/14/2017
4	386-785-786	K	8/14/2017
5	488-338-898	K	8/14/2017
6	288-545-197	1	8/14/2017
7	871-315-347	1	8/14/2017
8	149-278-160	1	8/14/2017
9	352-122-485	1	8/14/2017
10	372-616-359	1	12/13/2017
11	525-133-799	1	8/14/2017
12	237-175-815	1	8/14/2017
13	815-126-883	2	8/14/2017
14	811-921-485	2	8/14/2017
15	558-655-510	2	8/14/2017
16	836-228-569	2	8/14/2017
17	154-131-692	2	8/14/2017
18	433-587-284	2	8/14/2017
19	235-649-738	2	8/14/2017
20	731-487-435	2	8/14/2017
21	855-178-695	3	8/14/2017
22	326-682-911	3	8/14/2017
23	389-571-233	3	8/14/2017
24	249-361-528	3	8/14/2017
25	845-295-666	3	8/14/2017
26	373-423-524	4	8/14/2017
27	699-322-988	4	8/14/2017
28	423-228-378	4	8/14/2017
29	398-579-888	4	8/14/2017
30	163-818-750	4	8/14/2017
31	235-735-537	4	8/14/2017
32	369-666-755	4	9/5/2017
33	827-813-312	4	8/14/2017
34	182-532-622	4	8/14/2017
35	888-352-986	4	8/14/2017
36	211-649-314	4	8/14/2017
37	184-563-427	4	8/14/2017
38	573-224-383	4	8/14/2017
39	696-358-399	4	8/14/2017
40	756-924-627	4	8/14/2017
41	574-659-686	5	8/14/2017
42	756-924-627	5	8/14/2017

43	692-289-721	5	8/14/2017
44	488-212-374	5	8/14/2017
45	651-278-574	5	8/14/2017
46	451-959-175	5	8/14/2017
47	323-249-268	6	8/14/2017
48	745-876-912	6	8/14/2017
49	484-124-516	6	8/14/2017
50	628-235-798	6	9/5/2017
51	259-871-366	6	8/14/2017
52	814-816-930	7	8/14/2017
53	416-832-293	7	8/14/2017
54	857-669-782	7	8/14/2017
55	864-526-496	7	8/14/2017
56	811-679-687	7	8/14/2017
57	129-221-743	7	8/14/2017
58	123-611-675	7	8/14/2017
59	356-984-823	7	8/14/2017
60	713-388-726	7	8/14/2017
61	688-137-439	7	8/14/2017
62	224-477-612	8	9/10/2017
63	746-684-778	8	8/14/2017
64	422-479-857	8	10/10/2017
65	412-845-372	8	8/14/2017
66	261-472-690	8	8/14/2017
67	282-768-530	8	8/14/2017
68	779-112-721	8	8/14/2017
69	218-683-761	8	8/14/2017
70	619-881-634	8	8/14/2017
71	327-865-762	7	2/1/2017
72	671-262-772	7	2/1/2018
73	212-211-759	8	1/11/2018
74	612-832-659	1	1/16/2018

**FEBRUARY 2018 TOTAL - 73**



# Cariños Charter School



*K-8<sup>th</sup> grade Dual Language Program  
Accredited by AdvancED/NCA*

## WITHDRAWAL FORM

ID# \_\_\_\_\_ DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_  
(LAST) (FIRST)

GRADE \_\_\_\_\_ DOB \_\_\_\_\_

PARENT OR GUARDIAN \_\_\_\_\_  
(PARENT SIGNATURE)

ADDRESS \_\_\_\_\_

TRANSFERRING TO: \_\_\_\_\_  
(NAME OF SCHOOL)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

REASON FOR TRANSFER/WITHDRAWAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE LAST ATTENDED ABOVE SCHOOL \_\_\_\_\_

ALL TEXTBOOKS RETURNED \_\_\_\_\_

PROGRESS RATING \_\_\_\_\_  
(ABOVE AVERAGE) (AVERAGE) (BELOW AVERAGE)

TEACHERS SIGNATURE \_\_\_\_\_

I FOUND THIS PUPIL TO HAVE SPECIAL INTERESTS OR ABILITIES IN THE FOLLOWING AREAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINCIPAL/DISIGNEE  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Cariños Charter School



*K-8<sup>th</sup> grade Dual Language Program*  
*Accredited by AdvancED/NCA*

## GOVERNANCE BOARD

Dr. Juanita Cata, President  
Mr. Leo R. Marquez II, Vice President  
Mrs. Glenda Sanchez, Secretary  
Mr. Isaac Medina, Board Member  
Ms. Carla Ann Martínez, Board Member

## ADMINISTRATION

Bernice Life, Acting  
Chancellor/Principal  
Corrine Teller, Business  
Manager & Jennifer Lucero,  
Office Manager -PHONE: (505)  
753-1128-Physical: 714 Called  
Don Diego -Española, NM 87532  
Mailing: Cariños Charter  
School - P.O. Box 130

## WITHDRAWAL FORM

ID# \_\_\_\_\_

DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_  
(LAST) (FIRST)

GRADE \_\_\_\_\_ DOB \_\_\_\_\_

PARENT OR GUARDIAN \_\_\_\_\_  
(PARENT SIGNATURE)

ADDRESS \_\_\_\_\_

TRANSFERRING TO: \_\_\_\_\_  
(NAME OF SCHOOL)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

REASON FOR TRANSFER/WITHDRAWAL \_\_\_\_\_

DATE LAST ATTENDED ABOVE SCHOOL \_\_\_\_\_

ALL TEXTBOOKS RETURNED \_\_\_\_\_

PROGRESS RATING \_\_\_\_\_  
(ABOVE AVERAGE) (AVERAGE) (BELOW AVERAGE)

TEACHERS SIGNATURE \_\_\_\_\_

I FOUND THIS PUPIL TO HAVE SPECIAL INTERESTS OR ABILITIES IN THE FOLLOWING AREAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINCIPAL/DISIGNEE  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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: 571-000-1718-0021-I

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 \$26,771

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class		\$15,150	\$15,150	
11000 Operational	2100 Support Services-Students	53214 Therapists - Contracted	2000 Special Programs	0000 No Job Class	\$17,689	\$200	\$17,889	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$135	\$135	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	0000 No Job Class		\$2,500	\$2,500	
11000 Operational	2300 Support Services-General Administration	55813 Employee Travel - Non-Teachers	0000 No Program	0000 No Job Class	\$3,000	\$500	\$3,500	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$3,716	\$650	\$4,366	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class	\$12,554	\$2,636	\$15,190	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$10,611	\$5,000	\$15,611	
Sub Total						\$26,771		
Indirect Cost								
<b>DOC. TOTAL</b>						\$26,771		

**Justification:**

per attached spreadsheet- Final SEG value

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.

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:** 571-000-1718-0022-T  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**Adjustment Type:** Transfer

**Fiscal Year:** 2017-2018

**Entity Name:** Carinos De Los Ninos

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

**Contact:** Corinne Teller, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** (505)459-3888

**Email:** nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2017 12:00AM	<b>To:</b> Jun 30 2018 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$14,730	(\$10,000)	\$4,730	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$46,566	\$6,636	\$53,202	
11000 Operational	2600 Operation & Maintenance of Plant	54630 Rental - Computers and Related Equipment	0000 No Program	0000 No Job Class	\$12,554	\$3,364	\$15,918	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**Justification:**

to adjust for updated expenses

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.

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:** 571-000-1718-0023-M  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**Adjustment Type:** Maintenance

**Fiscal Year:** 2017-2018

**Entity Name:** Carinos De Los Ninos

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

**Contact:** Corinne Teller, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** (505)459-3888

**Email:** nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2017 12:00AM	<b>To:</b> Jun 30 2018 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1711 Instructional Assistants-Grades 1-12	\$16,768	(\$16,768)		(1.00)
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$107,990	\$16,768	\$124,758	
Sub Total						\$0		(1.00)
					<b>Indirect Cost</b>			
					<b>DOC. TOTAL</b>		\$0	

**Justification:**

to adjust for updated expenses

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.

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:** 571-000-1718-0024-T  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**Adjustment Type:** Transfer

**Fiscal Year:** 2017-2018

**Entity Name:** Carinos De Los Ninos

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

**Contact:** Corinne Teller, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** (505)459-3888

**Email:** nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2017 12:00AM	<b>To:</b> Jun 30 2018 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$21,979	(\$8,000)	\$13,979	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$41,400	(\$15,912)	\$25,488	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes-Sick Leave	\$46,566	\$13,364	\$59,930	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$107,990	\$10,548	\$118,538	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**Justification:**

to adjust fro updated expenses

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.



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:** 571-000-1718-0025-M  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**Adjustment Type:** Maintenance

**Fiscal Year:** 2017-2018

**Entity Name:** Carinos De Los Ninos

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

**Contact:** Corinne Teller, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** (505)459-3888

**Email:** nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>
<b>Budget Period:</b> Jul 1 2017 12:00AM <b>To:</b> Jun 30 2018 12:00AM
<b>A. Approved Carryover:</b>
<b>B. Total Current Year Allocation:</b>
<b>D. Total Funding Available:</b>

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2200 Support Services-Instructional	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$15,000	(\$5,300)	\$9,700	
11000 Operational	2300 Support Services-General Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$41,400	(\$421)	\$40,979	
11000 Operational	2200 Support Services-Instructional	55915 Other Contract Services	0000 No Program	0000 No Job Class		\$5,300	\$5,300	
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1113 Administrative Associates		\$301	\$301	
11000 Operational	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class	\$64,200	\$120	\$64,320	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**Justification:**

to adjust for updated expenses

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.

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: 571-000-1718-0017-1

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough): 4,936

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover: \$1,581.00	
B. Total Current Year Allocation: 3,355	
D. Total Funding Available: 4,936	

Revenue 14000.0000.43211 \$491

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56108 Instructional Materials Credit - 25% of 56111	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$395	\$491	\$886	
Sub Total						\$491		
Indirect Cost								
DOC. TOTAL						\$491		

**Justification:**

per IM Final Allocation 2017-18 2018.02.06

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.

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: 571-000-1718-0018-I

Fund Type: Capital Outlay

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Carinos De Los Ninos

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

Contact: Corinne Teller, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505)459-3888

Email: nmis.teller@gmail.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27107.0000.43202                      \$2,417

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 27107 GOB Library	2200 Support Services-Instruction	56114 Library And Audio-Visual	0000 No Program	0000 No Job Class	\$3,340	\$2,417	\$5,757	
Sub Total						\$2,417		
Indirect Cost								
<b>DOC. TOTAL</b>						\$2,417		

**Justification:**

per award letter dated 9/22/17

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.

### 3. Updated year-end position forecasts

Per PEC Corrective Action Plan

Due Date: March 1, 2018

As of February 28, 2018

Fund	Name	Budgeted/Revenue	Actual
11000	Operational	\$ 1,210,285	\$ (540,993)
11000	Operational		
11000	Operational	26,771	**Note: No growth was pro
11000	Operational	8,216	
11000	Operational	(72,222.46)	
13000	Transportation	165,489	(75,020)
14000	Instructional Materials	14,133	-
21000	Food Services	110,744	(56,628)
23000	Fundraising	10,803	(1,883)
24101	Title I	41,353	-
24106	IDEA B	28,715	(12,935)
24154	Title II (Teacher PD)	6,329	-
25153	Medicaid	7,678	(7,678)
27107	GoBond (Library)	5,757	-
29102	Private	2,500	-
31600	HB-33	1,780	-
31700	SB-9 State Match	6,331	(3,836)
31701	SB-9 Ad Valorem	18,364	-

<u>Expenses</u>		<u>Other</u>	
Encumbered	Future Enc (not budgeted)	Amount	Explanation
\$ (437,140)	\$ (94,000)	\$ (141,000)	FY17 Ending Balance
		(14,165)	Other Fund Neg Amts as of FY17
			Final Funded Value
			Non-SEG oper revenue
			Negative T&E adj
(85,186)	-		
(4,445)	-		
(53,669)	-		
(5,565)	-		
(367)	(40,986)		
(15,095)	(685)		
-	(6,329)		
-	(3,340)		
-	2,500		
-	-		
(1,000)	-		
-	-		

Must be spent FY18

Projected Cash at YE
(54,249)
5,283
9,688
477
3,355
-
-
-
-
2,417
-
1,780
1,495
18,364

**CORF**

Per vote by PEC at November 17, 2017 and February 15, 2018

Related finding(s): Non-compliance related to the

**Corrective Action Plan Requirements:**

	<u>Completion Date</u>	<u>Due Date</u>	<u>To</u>
1	2/14/2018	2/15/2018	PEC Responsible
2	2/14/2018	2/15/2018	PEC Responsible
3	2/14/2018	2/15/2018	PEC Responsible <b>**No</b>
4	2/20/2018	2/20/2018	CSD Responsible
5	2/14/2018	2/28/2018	PED Responsible <b>**No</b>
6	pending budget analyst review	2/28/2018	PED Responsible
7	2/14/2018	2/28/2018	PEC Responsible
8		4/9/2018	CSD Responsible

# CORRECTIVE ACTION PLAN- Carinos de Los Ninos

January 15, 2018 PEC meetings requiring that Carinos de Los Ninos Charter School take corrective action

school's financial performance

## Action taken to improving financial management

### **Plan for improving financial management**

Responsible Party(ies): Business Manager, School Admin, School Board

### **Budget adjustments for required growth that has not materialized or repayments for prior year repayments**

Responsible Party(ies): Business Manager, School Board

### **Updated year-end position forecasts**

Responsible Party(ies): Business Manager

*Note: budget adjustments to be required with T&E negative adjustment.*

*Updated year end forecast will be emailed to CSD email address on or before Feb 28th*

### **Meet with CSD staff at PED office in Santa Fe on 2/20/18 to discuss non-compliance to clear all findings related**

Responsible Party(ies): Business Manager, School Admin, School Board

### **Budget that reflects all outstanding budget maintenance through January 31, 2018**

Responsible Party(ies): Business Manager

*Note: budget adjustments to be required with T&E negative adjustment.*

*Updated budget will be emailed to CSD email address on or before Feb 28th*

### **All monthly reports completed, submitted, and **verified** including cash report, **which will enable the school to er****

Responsible Party(ies): Business Manager, School Admin

### **Bank reconciliations for all outstanding months since July 1, 2018**

Responsible Party(ies): Business Manager, School Admin

### **Come into compliance on or before second site visit on April 9, 2018**

Responsible Party(ies): School Admin



to finances

nd the year with a positive balance

**1. Actions to be taken to improve financial management:**

Per PEC Corrective Action Plan

Due Date: February 17, 2018

1. Three quotes on all purchases not from an established 'preferred vendor' (per revised internal control p
2. Business manager reviews and approves all purchases and invoices to ensure is in line with budget (enf
3. All purchases/reservations for service must have PO issued first (enforced, per internal controls policy)
4. Business manager reviews budget at least on a monthly basis
5. BARS to be done on a monthly basis, if needed, to ensure all functions have a positive balance
6. Finance/Audit committee and Board to review/approve all purchases since last approval
7. Finance/Audit committee and Board shall attend trainings regarding financial management
8. Decrease in admin staff
9. Chancellor Vernon Jaramillo took on teaching position with no additional FTE/salary

policy as of 7/1/17)  
enforced, per internal controls policy)