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All policies have been adopted, revised or readopted effective August 19, 1997 unless another date is listed at the end of an individual policy.

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### **Business Policy Statement**

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The board recognizes that money and money management comprise the foundational support of the school system and its educational programs. The board expects the operation and maintenance of school facilities and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the aspirations of the community, and to support the efforts of the staff to provide sound educational opportunities.

To make that support as effective as possible, the board will

1. encourage advance planning;
2. explore all practical sources of dollar income;
3. guide the expenditure of funds in order to extract the greatest educational returns;
4. expect quality accounting and reporting procedures.

## **Budget Development**

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The school district budget shall be developed annually from the best estimates from the individual schools with appropriate consolidation as the estimates move upward through the higher levels of administration. The superintendent of schools shall determine the manner in which the annual budget is to be compiled.

The board shall meet to consider tentative budget proposals prior to formal presentation of the budget for adoption. The board shall also meet to present the budget to the public and shall adopt the budget as provided by state statute or regulation.

The superintendent shall administer the budget in conformity with legal requirements and the decisions of the board.

## **Acceptance of Grant Awards**

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The superintendent and individual schools and departments and employees are authorized to seek funding grants from private or public sources for the improvement of school programs and services. The board may not wish to accept grant awards under either of the following two conditions:

1. when the grant award is insufficient to pay the actual total cost of the service or program being created, or
2. when at the grant termination, the district would be obligated to continue the grant-created service or program with district funds.

When an exception to these conditions is contemplated, the board shall be given full notice in advance of continuing the application process. The superintendent or designee must be informed by any school, department or employee of the intent to seek a funding grant in advance of the application.

## **Student Fees**

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All fees to be paid by students in connection with any coursework or activity must be approved by the superintendent who shall provide advance notice to the board of the proposal. No fee may be charged for any coursework which is required by law, regulation or policy.

## **Fiscal Control**

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The board is responsible for the control of all funds of the school district including all funds collected at individual schools. The superintendent or designee shall be responsible for detailing and maintaining all procedures necessary to assure adequate fiscal control.

See policy 530.

## **Purchasing Procedures**

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All purchases from district funds shall be made in accordance with applicable statutes and regulations. All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids or other required estimates or quotations as provided by law. Bids shall be sealed and shall be opened by the superintendent or designee. The board may reject any or all bids. All RFP's must be approved in advance by the superintendent or designee.

It is important that the board receive notice of major bid openings. Examples include bid openings for such services as pupil transportation and food services and bid openings for bond issues, facilities projects and large-scale equipment purchases.

See policy 526.

## **Adherence to Purchasing Procedures**

**526**

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It is the policy of the Board of Education of the Jemez Valley Schools that all employees comply with local board policies as a condition of their employment meeting all standards of behavior and performance.

It is further and specifically the policy of the Board of Education of the Jemez Valley Schools that for the purchase and/or acquisition of materials, property, services, and supplies, all employees comply with local board policies, rules, and regulations; state board of education regulations; New Mexico statutes including all provisions of the state procurement code; and any applicable federal laws.

Violation of these requirements will subject the employee to appropriate disciplinary action up to and including discharge or termination of employment.

See policy 525, 290.

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**Purchasing Cards****527**

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The superintendent or designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The use of purchasing cards is authorized for purchases of services, supplies, and travel directly related to official District business. Use of purchasing cards shall not bypass current procurement procedures.

All users of purchasing cards will sign a Purchasing Card Agreement and may be held responsible for all charges made on the card. Improper use of purchasing cards may result in disciplinary action up to and including termination of employment. The superintendent or designee may terminate an employee's privilege to use a purchasing card at any time.

The business office will develop District Purchasing Card Procedures to ensure compliance with this policy and all applicable laws.

*Approved and adopted by the Jemez Valley Public Schools Board of Education September 21, 2010*

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**Fund-raising Projects****530**

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1. All fund-raising projects sponsored by the school shall have written approval of the building principal.
2. All funds raised by school organizations will be accounted for according to the regulations set by the district business office.
3. All purchases for fund-raising activities must have prior authorization by the building principal.
4. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited unless authorized by the principal as a service to students. This does not preclude the operation of a school store under the control and supervision of the principal or the non-profit sale of industrial art (arts, crafts, etc.) supplies which are used by students in making articles that become the student's property.

See policies 342, 520.

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**Capital Asset Policy****534**

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Jemez Valley Public Schools, in accordance with federal and state regulations, will provide for the proper allocation, care, safeguard and accountability for all assets valued at \$5,000 or more. These assets are to be recorded in Jemez Valley Public Schools' annual financial statements. In addition, all theft sensitive assets below this value must be protected and monitored. Accountability includes property control and maintenance of all capital assets at their assigned locations. An audit must be completed at least annually at all sites and locations during the fiscal year.

Depreciation will be calculated using the straight line method. The standard half year convention will be used to record depreciation for all additions and deletions.

The Business Office will develop procedures to ensure compliance with this policy and all applicable laws.

*Approved and adopted by the Jemez Valley Public Schools Board of Education September 21, 2010*

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## **Financial System and Expenditure Reports 535**

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The superintendent and business staff shall establish and maintain for the school district a complete, auditable financial system which meets all statutory and regulatory requirements of the State of New Mexico and more particularly the School Budget Planning Office of the State Department of Education.

A complete statement of expenditures shall be presented to the board of education each month. The superintendent or designee will file all required state and federal fiscal reports. All funds over which the board of education has direct control shall be audited annually, as required by law. The board shall be notified of the time and place of auditor's exit interview. The final audit report must be made available to each board member and reviewed at a regular board meeting.

A complete inventory of the district's property shall be maintained, as required by law.

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## **Early Payment of Bills 536**

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The superintendent or designee is authorized to approve vouchers for payment prior to board meetings. Each month's bills shall be presented to the board for review and formal approval at a regular meeting in the following month.

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## **Operation and Maintenance of Plant 540**

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The superintendent of schools is responsible for maintaining clean, safe, and attractive school facilities and grounds. The superintendent shall keep the board of education advised of short-range and long-range needs toward this goal and shall advise the board as to appropriate sources and balances of funding from operational funds, bond issues, capital improvements funds and any applicable other state or federal funds.

A program to provide effective security for all school property, including vandalism protection, is to developed and periodically reviewed.

It shall be the responsibility of the superintendent to ensure that the safety of students and employees is a primary consideration in the development and maintenance of school buildings, school grounds, and other facilities of the district, and in the planning and implementation of all school programs and activities. To this end, all employees, students, and patrons are encouraged to be safety conscious and to make recommendations to the administration for the enhancement of safety.

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**Hazard Communications Program** **542**  
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The superintendent shall develop and implement a Hazard Communication Program as required by federal law. The HCP shall at all times meet the requirements of the federally-approved state plan.

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**Drug Free School Zones** **543**  
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It is the responsibility of the superintendent to take all steps required by statute and regulation of the State of New Mexico to identify each separate school property under the jurisdiction of the Jemez Valley Board of Education as a Drug Free School Zone.

See policies 222, 291.

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**Vandalism and Theft Protection Rewards** **545**  
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As part of the protection from vandalism and theft, the board of education may Offer, and upon compliance with the condition of such offer, to pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts or juvenile authorities of offenders in case of theft, defacement, or destruction of local school district property.

The payment of a reward will be subject to the availability of funds. The source of information will remain confidential. The reward amount per event will be a minimum of \$50 and a maximum of \$1,000. The superintendent of schools shall be responsible for recommending reward amounts to be paid by the board.

See policy 292.

## **Visitors to School Campuses**

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All visitors to school campuses shall report their presence to the school office at the beginning of each visit so that district administrators and other employees may fulfill their responsibilities for the protection of the persons and property of students and employees.

## **Soliciting and Selling on School Property**

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No person shall solicit sales of goods, merchandise or services to school employees during employee work hours on school property except as authorized by a central office administrator in cases where the solicitation or sale is necessary to the proper functioning of the school district.

## **Advertising**

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No individual, group, or organization shall be permitted to use school facilities or organizations as media for advertising unless it has been determined by the superintendent or his designee that the involvement is in the best interest of students. School officials shall screen all contests and activities carefully and shall not involve the school in controversial and compromising situations.

The administration is authorized to cooperate with non-profit, charitable organizations provided that teaching and learning are not disrupted.

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development. Care must be exercised by the administration in interpreting this policy to avoid pupil exploitation.

See policies 251, 420.

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The superintendent is directed to establish and maintain an effective public information program.

A first priority should be home-school communication by such means as visitations, distribution of reports or newsletters, and telephone contacts, among others.

Other areas to be developed include:

1. Sports and special events coverage by the media.
2. Arranging for the availability of school personnel to speak to community groups about the work of the district.
3. Providing needed physical facilities and materials to assist the media at board meetings.
4. Participation by students in interpreting the educational program to the community in appropriate ways and venues.
5. **All requests for information by the media will be referred initially to the superintendent to ensure consistency and accuracy of the district response.**

See policy 209-2.

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The superintendent of schools is authorized to provide student food services, either through a district-operated program or by contract with an outside agency, as approved by the board. The superintendent is responsible for insuring that this program meets all requirements set out by the state and federal governments. The board of education shall be kept informed of the status of the program. Changes in meal prices shall be made only by the board.

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School buildings and grounds may be made available for educational, cultural, civic, religious, recreational, governmental, and general political activities which are sponsored by responsible, recognized organizations, agencies or institutions, provided that the activity does not interfere with the programs and best interests of the district. The superintendent or designee is authorized to make all approvals and set all conditions for community use of buildings and grounds under the directions contained in this policy. The board reserves the right to hear appeals on any decision made by the superintendent.

A schedule of charges including rentals and damage and replacement regulations shall be prepared

by the superintendent for review and approval by the board. The schedule shall be presented to the board for review and possible revision on an annual basis. **Once established, the board-approval plan shall be faithfully followed by all district administrators in consultation with the superintendent in order to assure fairness and consistency in the rental and/or use of facilities, equipment and furniture.**

The superintendent is authorized to set aside or reduce any scheduled or normal rental fees when a mutually beneficial relationship is established between the school district and a proposed user of school facilities or when patrons of the district apply for use of district furniture for school-related purposes involving students. The superintendent shall report to the board all such arrangements. The superintendent is authorized to act on any rental proposal not covered in this policy. When this occurs, the superintendent shall report the action to the board and advise the board of any needed change in the policy.

It is the intent of the board that parent-teacher groups, scouting groups, booster clubs, and any other school-related organizations should have the use of school facilities for their regular meetings without charge. When such groups hold special events, any charge for facilities will be calculated on a cost-to-the-district basis. When kitchen facilities are to be used for food preparation and/or service, the user organization must pay a member of the food service staff to be present.

It shall be the responsibility of the superintendent to assure that adequate supervision of school facilities is provided during periods of community use of facilities.

Official representatives of all groups using school facilities must sign a liability waiver "hold-harmless" agreement. Any non-school-related user group which is covered by an existing liability insurance policy must also provide in advance of use of the facility a certificate of liability insurance which names the district as an additional insured. Representatives of all groups must also sign a form which indicates acceptance of responsibility for the care and supervision of the facilities and for payment of the rental charges, if any.

The superintendent may, when it is deemed to be in the best interest of the district, require a cash deposit above the rent to be charged to cover damage to rental property. The deposit, less payment for damage done beyond wear and tear on the property, shall be refunded within thirty (30) days.

Rental charges in this policy are for the facilities only and any normally required furniture. Other charges shall normally be added when special equipment is to be provided the facility user.

Keys to buildings may be issued to employees or members of the community with the written approval of the supervisor of the facility. The keys are not to be duplicated.

All agreements for use of school facilities shall be reviewed annually.

**Schedule I – Special Events for School Related Organization, parent groups, scouting groups, booster clubs, Must:**

- 1). Provide pay for one custodian to open, clean and close the facility.
- 2). If the kitchen is used, pay a member of the food services staff to be present.
- 3). If building is to be opened to large numbers, such as a carnival, Or for overnight use, then a \$100.00 security deposit is required.
- 4). Must sign a liability waiver and rental agreement.

- 5). Jemez Valley Public Schools will be the **only** entity that provides concession.

### **Schedule II – Private Individuals and Non-School Related Organizations**

- 1). The rental fee shall be \$25.00 per day for non-profit activities and \$75.00 per day for profit activities.
- 2). Provide signed liability waiver, liability insurance (as applicable) and sign the Rental Agreement.
- 3). Provide a damage deposit of \$100.00 if more than 5 people use the facility.
- 4). Provide pay for one custodian to open, clean and close the facility.
- 5). If the kitchen is used, pay a member of the food services staff to be present.

See policy 471.

Revised and adopted by the Jemez Valley Board of Education on October 19, 2004.

### **Salvageable Materials**

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The board acknowledges that state law requires proper procedures for the handling of salvageable materials and hereby adopts this policy in order to implement such procedures.

For purposes of this policy, the term "salvageable materials" shall mean materials, equipment, or items of tangible personal property owned by the school district which have a current resale value of any amount and which are worn out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use by the school district. The term shall include materials or equipment from school or building construction or renovation projects which have resale or salvage value, which have not been contracted for salvage or disposition to private entities.

All building principals and department directors are responsible for assuring that all salvageable materials within their buildings or departments are disposed of in accordance with state law and with this policy. No salvageable materials shall be disposed of or sold by any school or department unless such disposition has first been approved by the superintendent to assure that appropriate reporting of such disposition is made in accordance with NMSA 1978 13-6-1.

All salvageable materials shall be included in the building or departmental inventory until disposed of in accordance with this policy, at which point it may be deleted.

Procedures for the accumulation and disposition of property shall be in accordance with NMSA 1978 13--6-1. The board must approve a resolution and affidavit approving the disposition if the materials have a current resale value of five thousand dollars (\$5,000.00) or less. Such resolution shall be transmitted to the state auditor at least thirty (30) days prior to the proposed date of disposition.

If the salvageable materials have a current resale value of more than five thousand dollars (\$5,000.00), the materials shall not be disposed of until approved by the School Budget Planning Office of the State Department of Education, using such forms as may be required by the division.

Any receipts of cash or other consideration for disposition of salvageable materials shall be forwarded to or directly handled by the district's business office and accounted for as required by

board policy and state regulation.

## **Educational Specifications for School Facilities**

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The superintendent is charged with the responsibility of drafting educational specifications for each building that is to be built.

Educational specifications shall be drafted with the help of personnel who are to use the structure and others who may appropriately be involved.

Educational specifications shall take into account the latest trends in education, environmental control, and energy conservation as they apply to the schools, and at no time is a building to be constructed before the intended usage and specifications are set forth in writing.

Educational specifications will not only include the curriculum needs but also the needs for economy, sanitation, and the health, safety and welfare of the children and staff.

The educational specifications shall be realistic in relation to the budget set forth for the project.

## **Approval of Plans for New Facilities**

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Plans for construction of new facilities or revision of existing facilities shall be presented to the board for review and approval before bids are solicited.

## **Final Payment for Building Projects**

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The superintendent and/or administrative staff, architect and/or engineer jointly shall conduct inspections to determine the date of substantial and final completion, and the superintendent shall require the contractor to furnish all final inspection certificates or permit releases.

Before beneficial occupancy, an inspection of the facility shall be made by the superintendent and/or administrative staff, architect and builder jointly in order that the architect may set forth items which are deficient and set forth responsibilities for beneficial occupancy.

The superintendent shall recommend to the board acceptance of the completed project and recommend final payment for architectural, engineering and contracting services when the project is complete and is ready for occupancy and the use for which it was intended.

## **Change Orders**

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The superintendent may authorize construction change orders which do not exceed the project contingency fund. Change orders which exceed the contingency fund will be submitted to the board of education for approval so that authorization is part of the minutes of the board of education.

If during the course of construction a change order of an emergency nature exceeding the contingency fund is needed the superintendent may authorize the change order. The superintendent shall then advise the board of education that a change order had to be allowed in order to continue the project.

## **Building Plans and Warranties**

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The architect shall collect from the contractor the "as built" plans, all information regarding the mechanical equipment warranties and other pertinent documents regarding the new facilities. These documents and warranties will be submitted to the superintendent's office at the time the architect submits the final pay estimate for the contractor. They shall be carefully safeguarded for reference purposes as needed over the life of the facility.

## **Insurance Coverage for Facilities and Employees**

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The district shall provide and maintain insurance coverage of its facilities and for its employees at the most economical cost possible consistent with sound insurance principles, state and federal statutes and regulations, and the district's resources. Periodic review of all programs shall be made to ascertain needed change toward that goal.

No proposal for board adoption of any optional insurance program for employees will be heard by the board unless accompanied by a report from a district insurance committee. Such committee shall be formed by the superintendent or designee as needed from time to time to review or consider employee insurance programs and proposals. The committee shall have representation from both licensed and non-licensed employee groups.

## **Teacherages**

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The superintendent or designee shall have supervisory control over all matters pertaining to teacherages including assignments. It is the intent of the board that licensed staff, law enforcement personnel, and other employees be given priority, subject to any given individual's record in taking care of the facility during any period of prior use. If all facilities are rented and a priority person wishes to rent, the last non-priority person who is renting will be required to move.

All charges for rentals will be reviewed annually at the time of temporary budget approval by the board. The board intends that teacherage operation shall be self-sustaining, requiring no support from the operational budget.

Each person given the use of a teacherage shall sign an agreement which specifies all facilities, equipment and services to be provided by the district, the charges to be paid and the required dates of paying the charges, and will be required to sign an acknowledgement that they have received a copy of this policy.

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**Publicity****586**[Back to top](#)

Administration, employees and patrons are encouraged to publicize locally and regionally the work of the Jemez Valley Public Schools. Except for news of the athletic programs, publicity for a single school should be cleared through the building principal. Stories of district-wide or multi-campus significance should be reviewed by the superintendent or other appropriate district-level administrator.

See policy 209-2.