Here are the workshops we attended, and our best attempt to summarize what we learned and further questions we may have.

**Common Mistakes Often Made on Budgets**

Really need to take care of your revenue side first and foremost, any errors there will cascade through the whole system. Use the audited number from the prior year to estimate cash balance so you don’t double book your cash. Shifting from modified accrual to cash basis (we could use some clarification from Charlotte on what this means). Revenues minus expenditures must equal cash. How to account for payroll outside of staff with FTE’s (substitutes, severance). If it’s not going in with the rest of the FTE’s, where is it classed? Adjust your operating budgets to reflect your estimates of what’s needed. Complete worksheets IV and V before you complete 925-B (so they can be used to populate 925-B). Include the name of your entity on your calendar. Clarify why there must be at least a $1 increment between each salary. New minimum salaries for each teacher level…..also we can use a 2.5% salary increase as we see fit (not necessarily across the board for each employee). Do not submit the required forms at different times. Calendar: we can classify (33) hours of parent teacher conferences as instructional time, but if we do that we need to provide an additional report substantiating that. Any reports submitted should be in Word or Excel, do NOT submit PDF’s.

**Training and Experience (T&E)**

Lots of reiterating proper documentation needed. Gathering documentation at the beginning of the school year, October payroll (choose whichever one you want) is the deadline for having all pre-audit work done. This pre-audit work also has to include board policies on training and certification.

**Title I - Results Driven Accountability (RDA)**

Seemed like an awesome program but unfortunately we don’t qualify for this because we got an A this year. Had we applied the year we got the F, we could have had funding for up to five years even if our grade improved substantially.

\*where is more information and slides

**Title IV - Student Support and Academic Achievement**

Have emailed presenter for slides. Goals: Effective use of technology, safe and healthy students, well rounded education. Basically lots of room for innovation and creative use of funds. Minimum award $10k. For example, positive behavioral interventions, outdoor programming, nutritional considerations. If receiving more than $30k, must do a comprehensive needs assessment addressing the three goals of the program.

**Using Title II Funding to Support Equity**

Educator growth and development, support licensures/endorsements. Increase access to your best teachers. We have been awarded a certain amount, although a portion had already been moved into Title I last year. Still waiting to hear the amount we actually to have for this coming year.

**School Transportation (slides will be on the website NM PED Transportation Bureau)**

aside: Stephen had personally asked David Craig what he thought we should focus on and he said School Transportation and NMIPSEA)

Sounds like we could use these funds to support the staffing of the transportation that we already are using. June 15th deadline for fiscal year ‘19, Might be some money coming from VW, but that will only be for school district owned buses. SUV’s (maximum 6 children) cannot be district owned. Must report on 40th, 80th, and 120th day. We have an invitation to follow up conversation with Brenda McFarland (action item – Stephen). There’s a large pool of money that’s coming in for safety and school security and applying those to transport is a significant possibility.

**Capital Outlay**

Not clear on how this applies. Have slides for others to review, just ask. Below is a short bit from PED website:

## Capital Outlay Bureau Mission - To provide technical assistance to school districts, legislators, the general public and external entities relating to capital outlay funding, procedures, and rules relating to public schools in New Mexico.

## Duties - To assist school districts in the following ways:

* Approval of non-construction projects and construction projects ≤ $200,000 for direct appropriations
* Administration of capital funds to include direct appropriations, SB-9, Pre-K and GOB Library Acquisition
* Dispositions of real and/or personal property
* Calculating SB-9 State Matching Funds, Participation percentages for PSCOC projects, and Bonding Indebtedness
* Administering the Public Energy Efficiency Act and Qualified Zone Academy Bonds (QZAB)
* Tracking election status
* Review of Lease Purchase Arrangements (Instructions provided under the Miscellaneous tab)

## GOALS

* To improve and develop internal systems to provide better customer service
* To reduce turnaround time for project plan approvals and reimbursement requests
* To streamline processes and workflows to make them as transparent as possible
* To use information technology to make documents user-friendly and easily accessible

**Bilingual Education and Title III Thought Spending**

Make sure we are supporting english learners, that is required. Title III funding seems more appropriate for our population than does the Bilingual program. We can apply for Title III without a bilingual program, there are two separate funds. Deadline?

Fiscal year vs. calendar year vs. school year.

**NM DASH**

Will be replacing WebEPPS mostly. WebEPPS will still be there for compliance issues. Short cycle assessment that focuses on goal setting.

**Lease assistance**

Bad news is they’re cutting lease assistance by 20% in 2019. One thing we should do is look at our square footage and make sure the greenhouse is included. It occurs to us that we’re an outdoor education school and we lease more land than we need because of the nature of our learning environment. Question Patty Mathews as to whether we can justify taking a percentage of our outdoor space as classroom space. It really hits our bottom line to have a space appropriate to our school model, it costs us money and it is part of our teaching environment. We could make a very reasonable argument and get additional lease assistance based on square footage of outdoor space as classroom.

**David Craig**

Adjust our budget to our forecast, not our forecast to our budget. As we’re going through the budget process, one of the recommendations that came out finance committee this month was to start looking ahead a few months at what our checks and our overhead look like so we have a sense of what’s coming as a committee. We don’t have any formal documents for that, but that would be really helpful as we have the future conversations with David Craig et all, that we can speak intelligently about where we see the school going on a month by month basis….could help get them off our backs.