

# **PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL**

**JUNE 20, 2013—9:00 AM**

**LOS LUNAS SCHOOLS  
CENTRAL OFFICE BOARD ROOM  
119 LUNA AVENUE  
LOS LUNAS, NEW MEXICO**

**TAB I. Call to Order -- Mr. David Abbey, Chair**

# **Approval of Agenda**

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL  
AGENDA  
JUNE 20, 2013—9:00 AM  
LOS LUNAS SCHOOLS  
CENTRAL OFFICE BOARD ROOM  
119 LUNA AVENUE  
LOS LUNAS, NEW MEXICO**

**1. Call to Order**

**-- Mr. David Abbey, Chair**

- a. Approval of Agenda\*
- b. Correspondence

**Welcome**

**-- Bernard Saiz, Superintendent**

**2. Overview of 2012-2013 Standards-Based Capital Outlay Application**

**Process/Requirements and District Presentations**

- a. Overview of Application Process/Requirements
- b. District Presentations

*Each presenter should limit their presentations to allow 10 minutes for questions with the time allotted. A total of 30 minutes unless otherwise specified.*

9:30 Belen (Rocky)  
10:00 Farmington (Ted)  
10:30 NMSBVI (Earl)  
11:00 Gadsden (Earl)

**LUNCH 11:30 AM – 1:00 PM (Walking Tour of Los Lunas High School)**

1:00 Deming (Travis)  
1:30 Lordsburg (Travis)  
2:00 Aldo Leopold Charter (Jorge)  
2:30 Reserve (Jorge)

**3. Subcommittee Reports**

- a. Awards Subcommittee Report
  - Additional Funding/Emergency Funding/Award Language Requests
    - Cobre – Bayard ES – Phase 2 Construction\*
    - Hatch – Rio Grande ES – Additional Funding\*
    - T or C – T or C Elementary – Phase 2 Construction\*
- b. AMS Subcommittee Report
  - PSFA News Digest

**4. Other Business**

- a. Magdalena Emergency Request
- b. Next PSCOC Meeting – Proposed for July 25, 2013\*

**5. Public Comments**

**6. Consideration for Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, § 10-15-1 (H)(2) for the purpose of discussing limited personnel matters (Roll Call)**

**7. Reconvene to Open Session (Roll Call)**

**Adjourn**

\* Denotes potential action by the Public School Capital Outlay Council

# **PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL SUBCOMMITTEE ASSIGNMENTS**

## **PSCOC**

David Abbey, Chair

Gene Gant, Vice-Chair

## **Awards Subcommittee**

Joe Guillen, Chair

Paul Aguilar

Tom Clifford

Frances Maestas

## **Administration, Maintenance & Standards Subcommittee**

J. Dee Dennis, Chair

Raul Burciaga

Keith Gardner

Gene Gant

*David Abbey will serve on subcommittees in the absence of any member or designee.*

# Correspondence

**Overview of 2012-2013 Standards-Based  
Capital Outlay Application  
Process/Requirements and District  
Presentations**

# **District Presentations**

# **Belen School District**



Updated 05/09/13.

## Belen Consolidated Schools

|                                 |                |
|---------------------------------|----------------|
| Superintendent: Patricia Rael   |                |
| District Phone: 505-966-1003    |                |
| PSFA Managers(s): Rocky Kearney |                |
| Phone: 505-249-4943 ;           |                |
| Email: rkearney@nmppsfa.org     |                |
| State/District Share 2012:      | 65 / 35        |
| Property Valuations:            | \$ 551,596,458 |
| Bonding Capacity:               | \$ 33,095,787  |
| Bonds Outstanding:              | \$ 19,845,000  |
| Available Capacity:             | \$ 13,250,787  |
| Percent Indebtedness:           | 60. %          |
| Impact Aid District?            | False          |
| HB33 Levy (Years):              |                |
| HB33 Mills:                     |                |
| SB 9 State Distribution:        | \$ 159,539     |

Enrollment (40<sup>TH</sup> day 2012): 4,363

|                                |              |
|--------------------------------|--------------|
| Master Plan Disposition:       | CURRENT      |
| Maintenance Plan Disposition:  | CURRENT      |
| 2012 District Audit Submitted: | No           |
| # Findings:                    |              |
| Opinion:                       | Not Received |

|                          |                      |
|--------------------------|----------------------|
| Total DCP Awards:        | \$ 5,874,596         |
| DCP Roof Awards:         | \$ 1,066,133         |
| Lease Assistance Awards: | \$                   |
| PSCOC Awards:            | \$ 3,978,693         |
| <b>GRAND TOTAL:</b>      | <b>\$ 10,919,422</b> |

## PSCOC Awards Summary

|           |  | \$3,978,693 | \$4,727,759    | \$8,706,452 |
|-----------|--|-------------|----------------|-------------|
| Project # | Project Name                           | State Share | District Share | Total       |
| D08-002   | Old Warehouse/Middle School Demolition | \$207,000   | \$93,000       | \$300,000   |
| D08-003   | Old Logston Hall Demolition            | \$55,200    | \$24,800       | \$80,000    |
| M11-006   | Facility Master Plan                   | \$56,110    | \$21,820       | \$77,930    |
| P05-033   | Belen High School Career Academy       | \$1,558,249 | \$1,123,061    | \$2,681,310 |



## DISTRICT FAST FACTS 2012

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*Updated 05/09/13.*

|             |  |             |             |             |
|-------------|--|-------------|-------------|-------------|
| P07-001     | Infinity High School (OFFSET)          | \$1,663,746 | \$1,381,542 | \$3,045,288 |
| P12-004     | Family School                          | \$9,152     | \$64,112    | \$73,264    |
| R06-002     | Dennis Chavez Elementary (OFFSET)      | \$0         | \$178,464   | \$178,464   |
| R07-002     | Rio Grande Elem; Gil Sanchez Elem      | \$0         | \$134,748   | \$134,748   |
| R11-001     | Belen High School Roof                 | \$0         | \$816,328   | \$816,328   |
| R13-004     | Gil Sanchez ES Main Bldg. Roof         | \$205,343   | \$769,326   | \$974,669   |
| Not Awarded | Dennis Chavez ES Main, Wings 200 & 300 |             |             |             |
| Not Awarded | Belen HS Auditorium                    |             |             |             |
| R13-005     | Belen High Cafeteria Roof              | \$223,893   | \$120,558   | \$344,451   |

## Belen \ Rio Grande ES

|               | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degrade<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight:<br>0.25 | Category: 5<br>Grandfathered<br>or<br>State/District<br>Recommended<br>Weight:<br>0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within<br>Life Cycle<br>Weight: 0.25 |
|---------------|---|--|--|---|---|--|---|---|--|
| Facility Name |   |  |  |   |   |  |   |   |  |
| Rio Grande ES | \$150,509   | \$281,564  | \$227,071  | \$2,432,081   | \$71,451  | \$132,750  | \$84,960                                      | \$0   | \$775,618  |

### Rank History

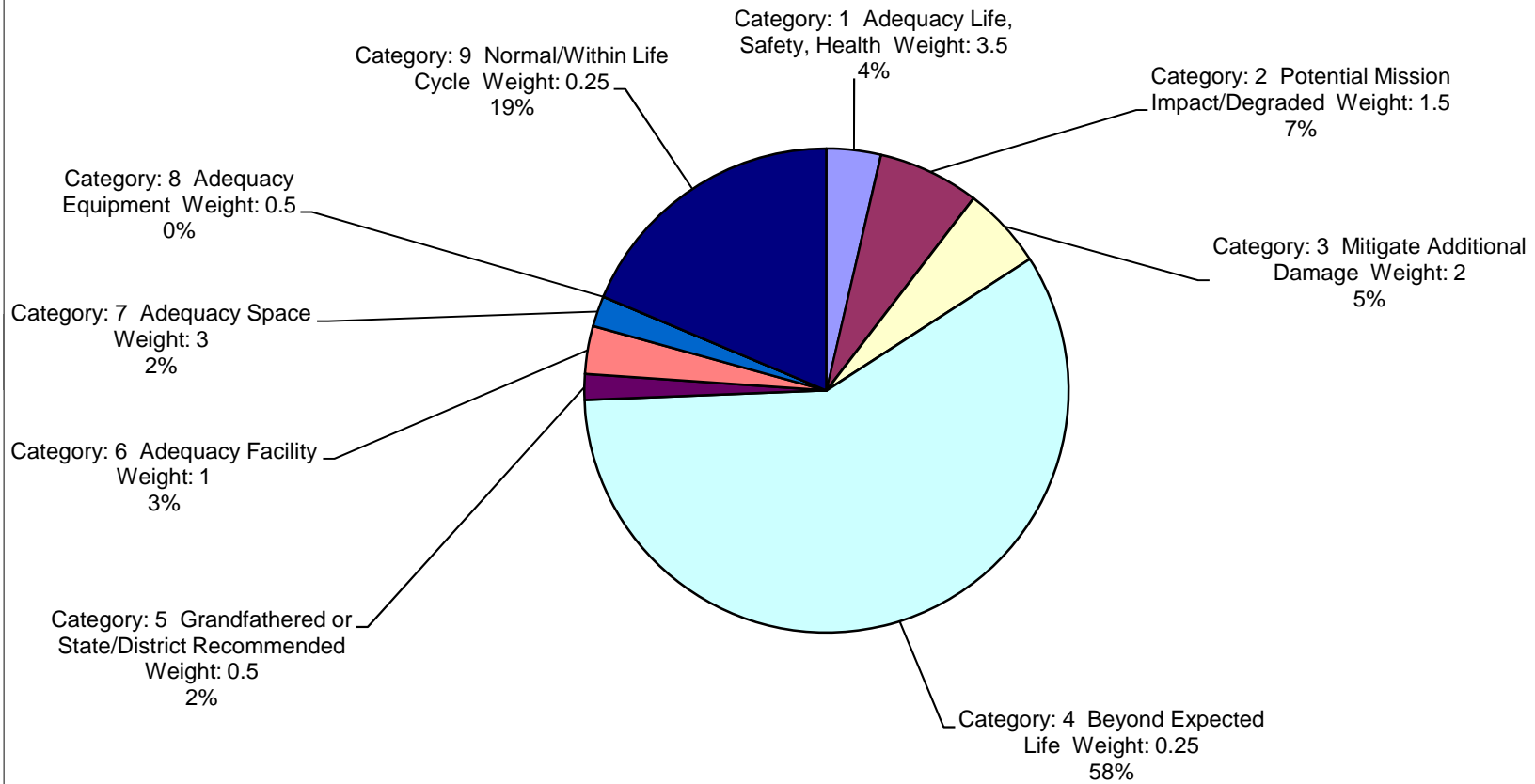
|           | Rank Position | wNMCI  |
|-----------|---------------|--------|
| Current   | 77            | 38.40% |
| 2012-2013 | 68            | 38.19% |
| 2011-2012 | 72            | 54.03% |
| 2010-2011 | 219           | 29.19% |
| 2009-2010 | 214           | 37.42% |
| 2008-2009 | 130           | 50.05% |
| 2007-2008 | 220           | 41.37% |
| 2006-2007 | 131           | 55.21% |
| 2005-2006 | 167           | 55.87% |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 10/5/2010

**Rio Grande ES**  
Rank Position: 77  
Growth Factor: 1  
Student Count: 289  
Gross Area: 44,163 SF  
Year Built: 1971, 1975, 1980, 1998



# STATEMENT OF FINANCIAL POSITION

(thousands of dollars)

School District

Belen Consolidated School District No. 2

= Cells to be completed by Financial Advisor

= Cells to be completed by School District

|   | TY2012        | Growth Rate: | TY2013          | TY14            | TY15            | TY16            | TY17            | TY18            |
|---|---------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Current & Projected Assessed Valuation: | \$549,751,273 | Varies       | \$566,243,811.2 | \$588,893,563.6 | \$618,338,241.8 | \$649,255,153.9 | \$681,717,911.6 | \$715,803,807.2 |
| Bonding Capacity (6% of AV):            | 32,985,076    | 6%           | \$33,974,628.7  | \$35,333,613.8  | \$37,100,294.5  | \$38,955,309.2  | \$40,903,074.7  | \$42,948,228.4  |
| Outstanding Debt as of 6/30 of each FY  |               |              |                 |                 |                 |                 |                 |                 |
| Including Future Sales (GOBs & ETNs):   | 19,845,000    |              | 31,295,000.0    | 32,950,000.0    | 30,310,000.0    | 27,550,000.0    | 24,540,000.0    | 21,265,000.0    |
| Available Bonding Capacity (\$):        | 13,140,076    |              | \$2,679,628.7   | \$2,383,613.8   | \$6,790,294.5   | \$11,405,309.2  | \$16,363,074.7  | \$21,683,228.4  |
| % Bonded to Capacity:                   | 60.2%         |              | 92.1%           | 93.3%           | 81.7%           | 70.7%           | 60.0%           | 49.5%           |

GO Bond Authorization + Ed Tech Notes:

|   | YEAR 0          |                |                |                 | YEAR 1         | YEAR 2         | YEAR 3         | YEAR 4         | YEAR 5         |
|---|-----------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| SOURCES   | FY14Q1          | FY14Q2         | FY14Q3         | FY14Q4          | FY15           | FY16           | FY17           | FY18           | FY19           |
|   | 2013 July-Sept. | 2013 Oct.-Dec. | 2014 Jan-Mar.  | 2014 April-June |                |                |                |                |                |
| Beginning Unexpended Balances (includes Cash Balance) * | \$ 1,058,178.0  |                |                |                 |                |                |                |                |                |
| GO Bond Sale Projection:                                | \$ 13,140,000.0 | \$ -           | \$ 5,610,000.0 |                 | \$ 5,000,000.0 |                |                |                |                |
| SB-9 (2 mill levy) Proceeds:                            | \$ -            | \$ -           | \$ 622,868.0   | \$ 509,619.0    | \$ 1,177,787.1 | \$ 1,236,676.5 | \$ 1,298,510.3 | \$ 1,363,435.8 | \$ 1,431,607.6 |
| SB-9 (state distribution) Proceeds:                     | \$ -            |                |                |                 |                |                |                |                |                |
| HB-33 Proceeds:   | \$ -            |                |                |                 |                |                |                |                |                |
| Cash Balances:  | \$ -            |                |                |                 |                |                |                |                |                |
| PL-874:   | \$ -            |                |                |                 |                |                |                |                |                |
| Direct Legislative Appropriations:                      | \$ -            |                |                |                 |                |                |                |                |                |
| Other:  | \$ -            |                |                |                 |                |                |                |                |                |
| Total:  | \$ 14,198,178.0 | \$ -           | \$ 6,232,868.0 | \$ 509,619.0    | \$ 6,177,787.1 | \$ 1,236,676.5 | \$ 1,298,510.3 | \$ 1,363,435.8 | \$ 1,431,607.6 |

\* Prior Period Total Sources - Total Uses from all sources state and local.

## USES

### Project Funded Brief Description

|  |              |                |                |                |                 |      |      |      |      |
|--|--------------|----------------|----------------|----------------|-----------------|------|------|------|------|
| Belen Swimming Pool Project                | \$ 500,000.0 | \$ 2,833,333.0 | \$ 2,833,333.0 | \$ 2,833,333.0 | \$ -            |      |      |      |      |
| Gil Sanchez Elementary Renovation          |              |                |                |                | \$ 750,000.0    |      |      |      |      |
| Family School                              |              |                | \$ 250,000.0   | \$ 2,750,000.0 | \$ -            |      |      |      |      |
| Dennis Chavez Elementary Construction      |              |                |                |                | \$ 2,000,000.0  |      |      |      |      |
| HT Jaramillo Elementary Construction       |              |                |                |                | \$ 2,000,000.0  |      |      |      |      |
| La Merced Elementary Construction          |              |                |                |                | \$ 2,000,000.0  |      |      |      |      |
| Belen Middle School Industrial Arts Renov. |              |                |                |                | \$ 2,000,000.0  |      |      |      |      |
| Technology District Wide                   |              |                |                |                | \$ 2,000,000.0  |      |      |      |      |
| Safety and Security District Wide          |              |                |                |                | \$ 1,000,000.0  |      |      |      |      |
| Maintenance and Repairs District Wide      |              |                |                |                | \$ 750,000.0    |      |      |      |      |
| Vehicle Replacements District Wide         |              |                |                |                | \$ 250,000.0    |      |      |      |      |
| Total Projected Commitment Needs/Uses:     | \$ 500,000.0 | \$ 2,833,333.0 | \$ 3,083,333.0 | \$ 5,583,333.0 | \$ 12,750,000.0 | \$ - | \$ - | \$ - | \$ - |

### TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR

Statement of Financial Position reviewed for completeness and accuracy by:

(Signed)

(Print Name) Charlie Casey

(Title) Financial Advisor

(Company) Casey Financial

Date 5/20/2013

**FUNDING COMMITMENTS**

1. TOTAL PROJECT COST \$ \$100,000

1.1. (a) FUNDING NEEDS TO COMPLETE THIS PROJECT

1.1.1. Land and offsite infrastructure \$0

\*Note: Excludes land and offsite infrastructure

1.1.1.1 Other estimated above adequacy costs \$0

1.1.1.2. Please describe

1.1.2. TOTAL PROJECT COSTS TO ADEQUACY

1.1.2.1. Estimated Amount of Total Project Cost exceeding Adequacy Standards \$0

1.1.2.2. Estimated Amount of Total Project Cost to meet Adequacy Standards \$ \$100,000

1.1.3. State/Local Match to Adequacy

1.1.3.1. State \$ \$65,000

1.1.3.2. Local \$ \$35,000

1.1.4. Funding Offset

1.1.4.1. Total direct legislative appropriation offset (balance) \$ \$0

1.1.4.2. 2013 direct appropriations accepted or legislative reversions \$100,000

(negative) \$

1.1.4.3. Anticipated Direct Appropriation Offset (2013) \$ \$35,000.00

1.1.4.4. Total Offset applicable to this project \$ \$35,000

1.1.5. ADJUSTED STATE SHARE REQUEST, ADJUSTED TO ADEQUACY \$ \$30,000

1.2. (b) FUNDING COMMITMENTS FOR THIS PROJECT (do not include anticipated amounts)

1.2.1. Local bonding currently designated for this project \$ \$0

1.2.2. Legislative appropriations

1.2.2.1. From Year (format YYYY) 0

1.2.2.1.1. Amount \$ \$0

1.2.2.2. From Year (format YYYY) 0

1.2.2.2.1. Amount \$ \$0

1.2.3. PSCOC Capital Outlay Awards

1.2.3.1. From Year (format YYYY) 0

1.2.3.1.1. Amount \$ \$0

1.2.3.2. From Year (format YYYY) 0

1.2.3.2.1. Amount \$ \$0

1.2.5. Public School Capital Improvements Act (SB-9)

1.2.5.1. \$ \$70,000

1.2.6. Public School Buildings Act (HB-33)

1.2.6.1. \$ \$0

1.2.7. 20% Impact Aid (PL-874) \$ \$0

1.2.8. Other

1.2.8.1. Description

1.2.8.2. Amount \$ \$0

Requested Project Priority 1

1.2.9. Other

1.2.9.1. Description

1.2.9.2. Amount \$

\$0

1.2.10. TOTAL FUNDING (Allocated, Available, & Expended)

1.2.10.1.1. (12a) District \$

\$70,000

1.2.10.1.2. (12b) State \$

\$0

1.2.10.2. (13)DISTRICT BALANCE NEEDED TO COMPLETE THIS PROJECT \$

\$0

1.2.10.3. Anticipated Source

1.2.10.4. Anticipated Date Available (format mm/dd/yyyy)

01.01.15

1.2.10.5. Waiver Application Select answer...Yes/No

Yes

1.2.10.5.1. If Yes, please complete the Waiver Application

# PSCOC/PSFA Site Visit Report

## School District

## School

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**Capital Outlay Year:** 2013-2014

**Report Date:** 5.22.13

**Date of Visit:** 5.21.13

**PSFA RM:** Rocky Kearney

**PSFA Staff:** Bob Gorrell, Rocky Kearney, Irina Ivashkova, Chris Aguilar, Jeremy Jerge,

**District Representative:** George Perea

**District Staff:** Ron Marquez, Eloy Mendoza, Frank Ortega, Margaret Manning

**Other Attendees:** Debbie Romero

**Application Schools (13-14):**

**Rank:** 77

**School:** Rio Grande ES

**# Students:** 330 **Grades:** Pre K - 6

|                                      |                     |                           |                  |
|--------------------------------------|---------------------|---------------------------|------------------|
| <b>Permanent Sq. Ft.:</b>            | <u>42,371</u>       | <b>Portable Sq. Ft. :</b> | <u>1,792</u>     |
| <b>Total Estimated Project Cost:</b> | <u>\$16,027,945</u> | <b>Ready-to-Bid Date:</b> | <u>June 2015</u> |

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| Ranking of District's Other Schools in top 100 |  |
|--|--|
| NA   |  |
|  |  |
|  |  |

### **District's Priority 1 Request:**

This request is for Educational Specifications and a Utilization/Infrastructure study only to determine possible options for Rio Grande ES. These studies will aid the district in establishing educational programming/utilization as well as determine what buildings can be salvaged and guide the district in formulating the next stages of design and construction. This is a phase 1 funding request for Educational Specifications/Utilization and Infrastructure study only.

Future funding requests will be determined after the Educational Specifications and Utilization/Infrastructure study are completed and reviewed by the District.

**Number of Students to be Served:** 410

**Grade Levels Requested:** Pre K - 6

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**PSFA Consensus Recommendations:**

Based on comments during the site visit, it is recommended that the Ed Spec be completed first establishing the total size and utilization of the school before the Utilization/Infrastructure Study is done.

PSFA Staff recommends the district consider moving this project forward as a total project request instead of just requesting funding for educational specifications and a utilization/infrastructure study only.

**Phase Recommendations:**

Phase 1a: Educational Specifications, Utilization/Infrastructure Study for data collection.

July – December 2013. Total Phase Amount: \$100,000.00

Phase 1b: Out of cycle request for design school prior to bond election in February of 2015 to eliminate extensive time delays. January – December 2014. Total Phase Amount: \$1,785,838.00

Bond Sales after Election: April-May 2015

Phase 2: Out of cycle request for Construction June 2015 – December 2016. Total Construction Phase Amount: \$14,242,107.00

Total Project Cost of \$16,127,945.00

Note: District reconciled all previous Audits. 2011-2012 audits are currently at the State Auditors' Office for review and release. The district advised the Team that they received approval from the State Auditor's Office to print the report. They will provide PSFA a copy when it is printed.

**Alternative Project Options:**

Incorporate the Belen Family School into the Rio Grande project/site. It was noted that if this were to occur, that there would need to be an architectural separation between the schools. This alternative would result in an overall larger project that might increase function and utilization of the schools. The Belen Family School should be the first phase with the Rio Grande ES build out to follow.

The district is currently in the process of making Rio Grande ES a special needs hub for the district with the recent incorporation of an early childhood learning aspect-this is to be explored further with Educational Specifications.

**Master Plan:**

The District plan stated this school would be in need of replacement in the next ten years. During development of the plan there was discussions to create an early childhood learning center at the Rio Grande Elementary school, which would allow the consolidation of services for this unique group of learners to occur at one location (with the possible exclusion of those pre-k students from the most distant schools, La Promesa and Gil Sanchez). Master Plan was recently completed and will be updated as necessary. Modify FMP to include the pre K PED grant for forty (40) additional students. With the pre K students, current enrollment will go from 330 to 370, and enrollment size based on projections for this project would be 410.

**Maintenance Assessment:**

Please see FIMS Feedback Report (Attached).

Please note that UD has been implemented by the district and will be verified by PSFA.

**Other Notes Regarding Application:**

District/PSFA to review Phasing Plan in the Application.

# FIMS Feedback Report

BELEN

Calendar Year: 2013    Qtr: 1

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## Overall FIMS Summary:

MD Score: 2.50

W.O. Backlog %: 5.93%    *Goal: < 25% Work Order Backlog*

Transaction %: 71.45%    *Goal: >100% Transaction Percentage*

**Comments:** The dsitRICT is doing well in MD, and have recently started using the Meaningful Maintenance Measures, but they are only capturing about 71% of the costs related to work orders.

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PMD Score: 2.00

PM Cost Ratio: 3.00%    *Goal: > 20% PM Cost Ratio is the target measure*

PM Completion %: 92.26%    *Goal: > 95% PM Completion rate is the target*

**Comments:** The district is starting to capture PM costs for all the PM's they are completing, Completion rate is high but cost ratio is low. The district should strive to capture all PM costs in the FIMS system.

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UD Score: 1.5    **\*\*\* Non User \*\*\***

**Comments:** The district has not collected data for FY13 but they do have historical data present. Numerous e-mails to the Business office and Supt. Non-User.

\* Scores ranges from 0 to 3.0

# Maintenance Direct Proficiency

## General Information

Assesment Date (mm/dd/yyyy):

Assesor:

## Training Information

Has the FIMS Account for the district been setup using the NM Standards and all relevant district information?  0.5

Has FIMS training occurred?  0.5

## Work Order Information

|                     |                                   |                  |                                  |  |
|---------------------|-----------------------------------|------------------|----------------------------------|--|
| New Request:        | <input type="text" value="6"/>    | New PM Requests: | <input type="text" value="0"/>   |  |
| WIP:                | <input type="text" value="124"/>  | WIP PM's:        | <input type="text" value="13"/>  |  |
| Complete:           | <input type="text" value="1004"/> | Complete PM's:   | <input type="text" value="167"/> |  |
| Closed:             | <input type="text" value="1189"/> | Closed_PM:       | <input type="text" value="95"/>  | <input type="text" value="0.25"/>              |
| Pending:            | <input type="text" value="0"/>    | Pending PM's:    | <input type="text" value="0"/>   | <input type="text" value="0.25"/>              |
| Total Reactive WO's | <input type="text" value="2199"/> | Total PM WO's    | <input type="text" value="275"/> | Backlog % : <input type="text" value="5.93%"/> |

## Location Information

Locations:

Square Footage:

MEM Count

## Blank Code Information

Blank Craft Code:

Blank Purpose Code:

## Transaction Information

Labor Transactions:  0

Material Transactions:  0.25

Contract Transactions:  Transaction %

## Data Analysis Information

Can the District provide monthly progress reports?

Is the district establishing reports to analyze data over time?  0.25

Is the district utilizing data to drive customer service?:  0.25

Can the district provide 3 examples of utilizing MD for decision making?  0.25

Is the district using data to drive the most efficient use of resources?  0

## Total MaintenanceDirect Score

MD\_Score:

# Preventative Maintenance Direct Proficiency

## General Information

|                              |   |
|------------------------------|---|
| Assesment Date (mm/dd/yyyy): | <input type="text" value="3/25/2013"/>        |
| Assesor:                     | <input type="text" value="McCurdy, Jeffrey"/> |

## Training Information

|  |                                |                                  |
|--|--------------------------------|----------------------------------|
| Has the FIMS Account for the district been setup using the NM Standards and all relevant district information? | <input type="text" value="Y"/> | <input type="text" value="0.5"/> |
| Has FIMS training occurred?  | <input type="text" value="Y"/> | <input type="text" value="0.5"/> |

## PM Schedule Information

|   |                                  |                                   |
|---|----------------------------------|-----------------------------------|
| Number of Schedule Types:   | <input type="text" value="14"/>  | <input type="text" value="0.5"/>  |
| Number of Schedules Running:  | <input type="text" value="130"/> |                                   |
| Are Schedules being processed in a timely manner (<45 days) ?   | <input type="text" value="N"/>   | <input type="text" value="0"/>    |
| Is facility equipment being tied to schedules?  | <input type="text" value="Y"/>   | <input type="text" value="0.25"/> |
| District now linking Equipment to reactive work orders. This equipment "downtime" can be utilized to measure reliability of PM efforts. | <input type="text" value="N"/>   | <input type="text" value="0"/>    |

## PM Cost Ratio

|              |                                    |                                |
|--------------|------------------------------------|--------------------------------|
| PMCostRatio: | <input type="text" value="3.00%"/> | <input type="text" value="0"/> |
|--------------|------------------------------------|--------------------------------|

## PM Completion Rate

|               |                                     |                                   |
|---------------|-------------------------------------|-----------------------------------|
| PMCompletion: | <input type="text" value="92.26%"/> | <input type="text" value="0.25"/> |
|---------------|-------------------------------------|-----------------------------------|

## Total Preventative Maintenance Direct Score

|           |                                |
|-----------|--------------------------------|
| PMDScore: | <input type="text" value="2"/> |
|-----------|--------------------------------|

# Utility Direct Proficiency

## General Information

Assesment Date (mm/dd/yyyy):

Assesor:

## Training Information

|  |                                |                                  |
|--|--------------------------------|----------------------------------|
| Has the FIMS Account for the district been setup using the NM Standards and all relevant district information? | <input type="text" value="Y"/> | <input type="text" value="0.5"/> |
| Has the district identified and entered utility bills?   | <input type="text" value="Y"/> | <input type="text" value="0.5"/> |
| Has the district listed utility vendors?   | <input type="text" value="Y"/> |                                  |

## Building Information

Square Footage:

MEM Count:

## Current/Historical Utility Information

|  |                                |                                  |
|--|--------------------------------|----------------------------------|
| Does the district have current utility data?       | <input type="text" value="N"/> | <input type="text" value="0"/>   |
| Does the district have 1 year of historical data?  | <input type="text" value="Y"/> | <input type="text" value="0.5"/> |
| Does the district have 2 years of historical data? | <input type="text" value="N"/> |                                  |

## Data Analysis Information

|  |                                |                                |
|--|--------------------------------|--------------------------------|
| Has the district identified reports for data trending to include 3 reports on home page? | <input type="text" value="N"/> | <input type="text" value="0"/> |
| Is the district utilizing the data for cost and usage comparisons?                       | <input type="text" value="N"/> | <input type="text" value="0"/> |
| Has the district analyzed the data for budgetary planning?                               | <input type="text" value="N"/> | <input type="text" value="0"/> |
| Has the district demonstrated the opportunity for cost savings and reduced consumption?  | <input type="text" value="N"/> | <input type="text" value="0"/> |

## Total Utility Direct Score

UD Score:

# District Facilities Staffing

## BELEN

|                    |        |   |              |
|--------------------|--------|---|--------------|
| District_SF:       | 765318 | SF maintained per full-time Custodial Worker:   | 19,623.54    |
| Site_Acreage:      | 145.38 | SF maintained per full-time Maintenance Worker: | 76,531.80    |
|                    |        | Acres maintained per full-time Grounds Worker:  | 29.08        |
| Custodian_Count:   | 39     | <b>Optimal Makeup</b>                           |              |
| Maintenance_Count: | 10     | <b>Count</b>                                    | <b>Delta</b> |
| Grounds_Count:     | 5      | Custodian:                                      | 23.84        |
| Comment:           |        | Maintenance:                                    | 8.31         |
|                    |        | Grounds:  | 4.69         |

District Square footage is campariable to 510.212 1500 sf homes.

| ASU Benchmark (Median)                         |         |
|--|---------|
| SF maintained per full-time custodial worker   | 32100.0 |
| SF maintained per full-time maintenance worker | 92074.0 |
| Acres maintained per full-time grounds worker  | 31.0    |

# **Farmington School District**



Updated 05/09/13.

## Farmington Municipal Schools

|                                 |                 |
|---------------------------------|-----------------|
| Superintendent: Janel Ryan      |                 |
| District Phone: 505-324-9840    |                 |
| PSFA Managers(s): Ted Lasiewicz |                 |
| Phone: 505-227-0364 ;           |                 |
| Email: tlasiewicz@nmpsfa.org    |                 |
| State/District Share 2012:      | 59 / 41         |
| Property Valuations:            | \$1,453,979,031 |
| Bonding Capacity:               | \$ 87,238,742   |
| Bonds Outstanding:              | \$ 44,980,000   |
| Available Capacity:             | \$ 42,258,742   |
| Percent Indebtedness:           | 51.6%           |
| Impact Aid District?            | True            |
| HB33 Levy (Years):              |                 |
| HB33 Mills:                     |                 |
| SB 9 State Distribution:        | \$ 223,091      |

Enrollment (40<sup>TH</sup> day 2012): 11,222

|                                |                    |
|--------------------------------|--------------------|
| Master Plan Disposition:       | FMP IN DEVELOPMENT |
| Maintenance Plan Disposition:  | CURRENT            |
| 2012 District Audit Submitted: | Yes                |
| # Findings:                    | 0                  |
| Opinion:                       | Unqualified        |

|                          |                      |
|--------------------------|----------------------|
| Total DCP Awards:        | \$ 7,559,490         |
| DCP Roof Awards:         | \$ 3,475,700         |
| Lease Assistance Awards: | \$ 8,800             |
| PSCOC Awards:            | \$ 35,558,988        |
| <b>GRAND TOTAL:</b>      | <b>\$ 46,602,978</b> |

## PSCOC Awards Summary

|           |                        | \$35,558,988 | \$24,783,521   | \$60,342,509 |
|-----------|------------------------|--------------|----------------|--------------|
| Project # | Project Name           | State Share  | District Share | Total        |
| M13-004   | Facility Master Plan   | \$81,122     | \$56,373       | \$137,495    |
| P05-039   | Heights Middle School  | \$3,391,804  | \$2,261,203    | \$5,653,007  |
| P08-004   | McKinley Elementary    | \$8,256,116  | \$5,906,153    | \$14,162,269 |
| P10-003   | Tibbetts Middle School | \$20,060,000 | \$13,940,000   | \$34,000,000 |
| K13-001   | CATE Center            | \$601,580    | \$418,047      | \$1,019,627  |



## DISTRICT FAST FACTS 2012

---

*Updated 05/09/13.*

|         |                        |             |             |             |
|---------|------------------------|-------------|-------------|-------------|
| P13-006 | Farmington High School | \$3,168,366 | \$2,201,745 | \$5,370,111 |
|---------|------------------------|-------------|-------------|-------------|

## Farmington / Northeast ES

|               | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight: 0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight: 0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|---------------|---|---|--|--|--|--|---|---|---|
| Facility Name |   |   |  |  |  |  |   |   |   |
| Northeast ES  | \$1,260   | \$467,553   | \$16,869   | \$644,610  | \$22,264   | \$105,205  | \$551,975                                     | \$0   | \$1,068,382   |

### Rank History

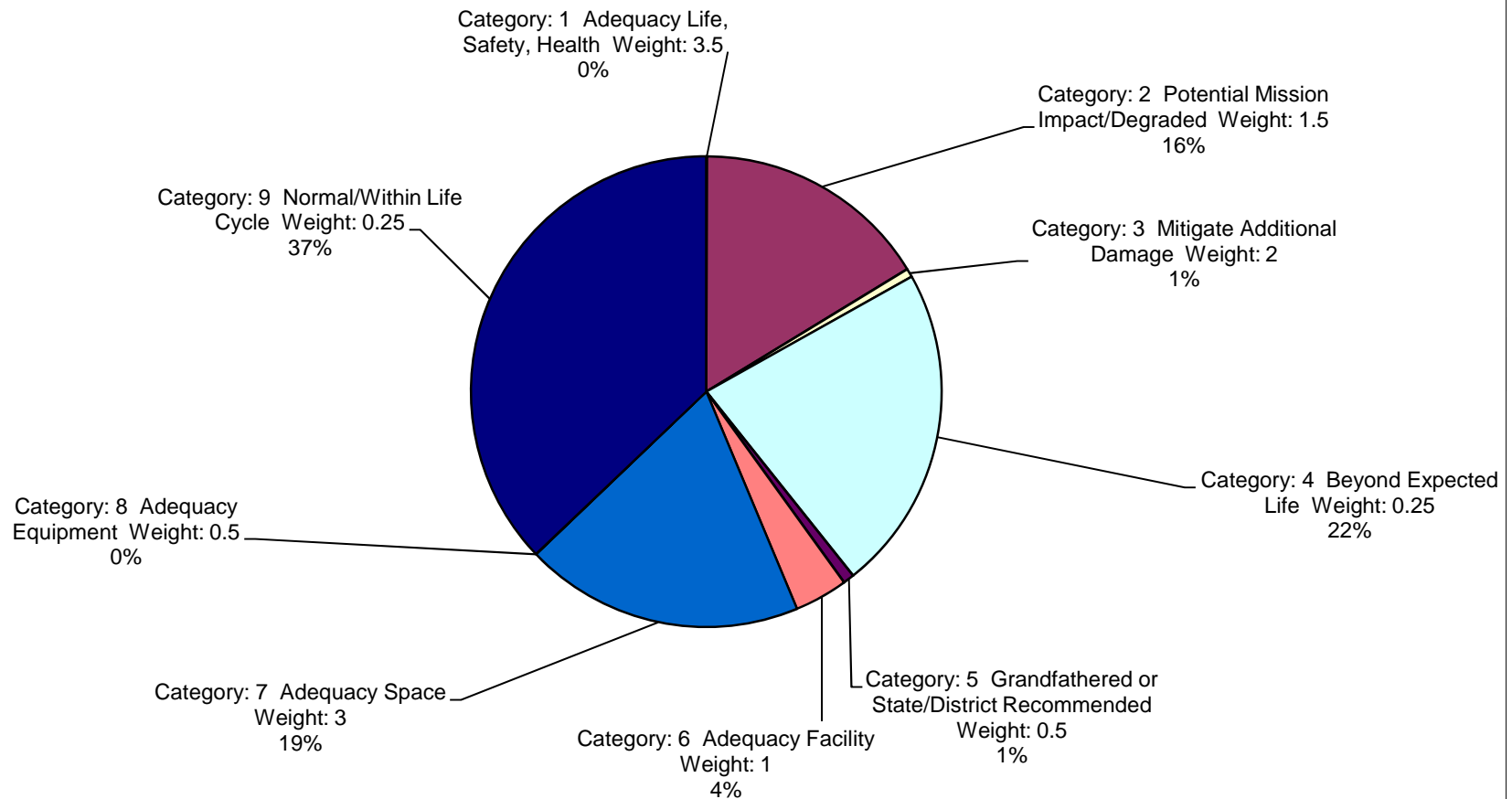
|           | Rank Position | wNMCI  |
|-----------|---------------|--------|
| Current   | 61            | 41.92% |
| 2012-2013 | 139           | 30.76% |
| 2011-2012 | 227           | 37.09% |
| 2010-2011 | 252           | 26.51% |
| 2009-2010 | 277           | 32.67% |
| 2008-2009 | 296           | 36.50% |
| 2007-2008 | 334           | 33.07% |
| 2006-2007 | 235           | 45.33% |
| 2005-2006 | 408           | 29.99% |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 1/15/2008

**Northeast ES**  
Rank Position: 61  
Growth Factor: 1  
Student Count: 572  
Gross Area: 46,365 SF  
Year Built: 1959, 1962,  
1976, 1995



## Farmington / Hermosa MS

|               | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight: 0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight: 0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|---------------|---|---|--|--|--|--|---|---|---|
| Facility Name |   |   |  |  |  |  |   |   |   |
| Hermosa MS    | \$203,011   | \$612,446   | \$248,103  | \$1,259,447  | \$95,695   | \$660,782  | \$365,745                                     | \$21,092  | \$2,108,423   |

### Rank History

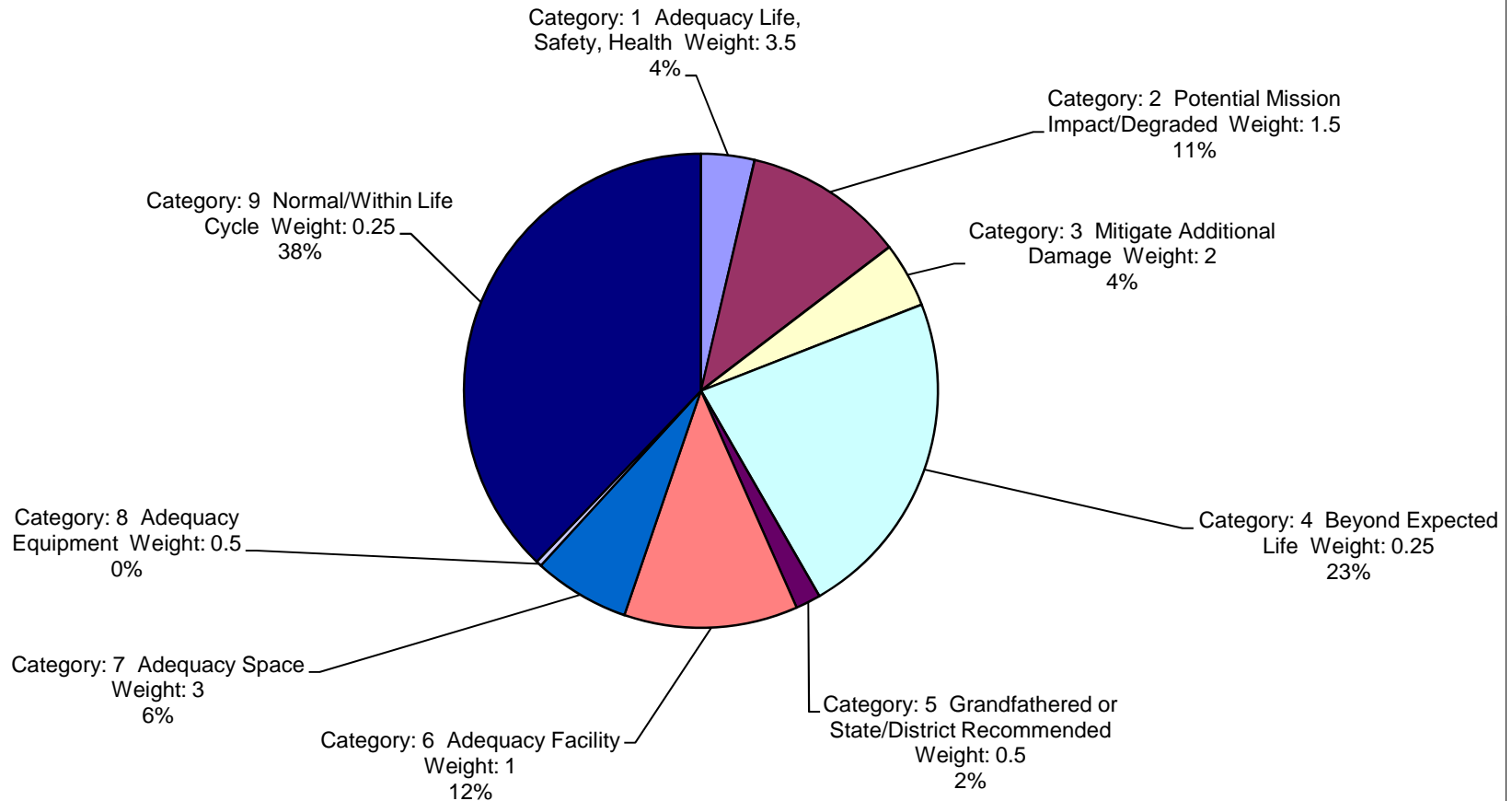
|           | Rank Position | wNMCI   |
|-----------|---------------|---------|
| Current   | 99            | 34.59%  |
| 2012-2013 | 109           | 33.23%  |
| 2011-2012 | 152           | 44.62%  |
| 2010-2011 | 160           | 33.49%  |
| 2009-2010 | 245           | 34.79%  |
| 2008-2009 | 108           | 52.98%  |
| 2007-2008 | 19            | 83.10%  |
| 2006-2007 | 6             | 126.39% |
| 2005-2006 | 72            | 78.17%  |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 1/15/2008

**Hermosa MS**  
Rank Position: 99  
Growth Factor: 1  
Student Count: 567  
Gross Area: 93,788 SF  
Year Built: 1960, 1970, 1984,  
2004, 2005





## 2013-2014 PSCOC Standards-Based Application

### District Information

District: Farmington Municipal Schools  
Address: 2001 N Dustin Avenue  
Farmington , NM 87401

Contact: James Barfoot, Asst. Supt. Operations  
Phone: 505-324-9840, ext. 1506  
E-Mail: jbarfoot@fms.k12.nm.us

### Funding Match

District Funding Match 41%  
State Funding Match 59%

### Requested Projects Summary

| Priority | NMCI Rank | Facility Name               | Project Title                   | Estimated Cost | District Match | State Match |
|----------|-----------|-----------------------------|---------------------------------|----------------|----------------|-------------|
| 1        | 61        | Northeast Elementary School | Addition to and renovation of N | \$12,700,000   | \$5,207,000    | \$7,493,000 |
| 2        | 99        | Hermosa Middle School       | Renovation of Hermosa Middle    | \$10,200,000   | \$4,182,000    | \$6,018,000 |
| 3        |           |                             |                                 | \$0            | \$0            | \$0         |
| 4        |           |                             |                                 | \$0            | \$0            | \$0         |
| 5        |           |                             |                                 | \$0            | \$0            | \$0         |

\* Auto-populated from Requested Projects

### Requested Roofing Initiative Summary

| Priority | NMCI Rank | Facility Name | Building Name | Estimated Cost | District Match | State Match |
|----------|-----------|---------------|---------------|----------------|----------------|-------------|
| 1        |           |               |               | \$0            | \$0            | \$0         |
| 2        |           |               |               | \$0            | \$0            | \$0         |
| 3        |           |               |               | \$0            | \$0            | \$0         |
| 4        |           |               |               | \$0            | \$0            | \$0         |
| 5        |           |               |               | \$0            | \$0            | \$0         |

\* Auto-populated from Requested Roofing Projects

Reviewed and approved by Regional Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and approved by PSFA Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

# PSCOC/PSFA Site Visit Report

## School District

## School

---

Capital Outlay Year: 2013-2014

Report Date: 23 May 2013

Date of Visit: 14 May 2013

PSFA RM: Ted Lasiewicz

PSFA Staff: Pat McMurray, Rico Volpato, Bill Sprick,  
Robert Herron

District Representative: Janel Ryan, Supt. and James Barfoot, Asst. Supt.

Other Attendees: Steve Vollmert, Supervisor Plant Operations; Mark Harris, Principal @  
Hermosa MS; Marilyn Strube, GS Planning.

Application Schools (13-14):

Rank: 61

School: Northeast ES

# Students: 575 Grades: K-5

|                                  |                     |                        |                |
|----------------------------------|---------------------|------------------------|----------------|
| Permanent Sq. Ft.:               | <u>46,365</u>       | Portable<br>Sq. Ft. :  | <u>15,6800</u> |
| Total Estimated<br>Project Cost: | <u>\$12,700,000</u> | Ready-to-<br>Bid Date: | <u>6-1-14</u>  |

---

| Ranking of District's Other Schools in top 100 |  |
|--|--|
| Hermosa MS - 99                                |  |
|  |  |
|  |  |

**District's Priority 2 Request:** (Give a brief synopsis of the project)

Complete renovation of school with the construction of additional classrooms. GSF allowed to adequacy by PSFA is 71345. Projected need per utilization study is 66,794 GSF.

Number of Students to be Served: 558

Grade Levels Requested: K-5

**PSFA Consensus Recommendations:**

Project as proposed is acceptable; however, it is recommended that the district put out an RFP as soon as possible for the design work to begin. An Educational Specification is not required.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

None.

**Master Plan:**

The District does not have a current FMP on file; however their expired 2012 FMP did list the two proposed projects as priority projects and appears to be consistent with the District's road map. The District needs to complete their new FMP (it was awarded to GS Planning in mid-March). The District as a whole has had growth, 490 more students from last year. The District enrollment 2012-2013 current enrollment exceeded the FMP projections by 115 students. The FMP was completed in 2006-2007 and these projection numbers should not be used, the projects should be based on new and current enrollment projections.

**Maintenance Assessment:**

Maintenance performance is excellent with the district having received the Ben Lujan Gold Award recently.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

# PSCOC/PSFA Site Visit Report

## School District

## School

---

Capital Outlay Year: 2013-2014

Report Date: 23 May 2013

Date of Visit: 14 May 2013

PSFA RM: Ted Lasiewicz

PSFA Staff: Pat McMurray, Rico Volpato, Bill Sprick,  
Robert Herron

District Representative: Janel Ryan, Supt. and James Barfoot, Asst. Supt.

Other Attendees: Steve Vollmert, Supervisor Plant Operations; Mark Harris, Principal @  
Hermosa MS; Marilyn Strube, GS Planning.

Application Schools (13-14):

Rank: 99

School: Hermosa MS

# Students: 590 Grades: 6-8

|                                  |                     |                        |               |
|----------------------------------|---------------------|------------------------|---------------|
| Permanent Sq. Ft.:               | <u>93,788</u>       | Portable<br>Sq. Ft. :  | <u>11,200</u> |
| Total Estimated<br>Project Cost: | <u>\$10,200,000</u> | Ready-to-<br>Bid Date: | <u>6-1-14</u> |

---

| Ranking of District's Other Schools in top 100 |  |
|--|--|
| Northeast ES - 61                              |  |
|  |  |
|  |  |

### District's Priority 3 Request: (Give a brief synopsis of the project)

Thorough renovation of school for a design capacity of 650 students. FSF to adequacy allowed equals 85,894 GSF. Existing facility should be able to accommodate the proposed design capacity without requiring any additions to the existing facility.

Number of Students to be Served: 650

Grade Levels Requested: 6-8

**PSFA Consensus Recommendations:**

Project as proposed recognizes the need for improvements to the school; however, there is a possibility that the improvements may be insufficient to adjust the weighted NMCI accordingly. The weighted NMCI needs to move to at least 23.06 in order to ensure that the improvements are significant enough to adjust the ranking of the school sufficiently. The total expenditure for the project may be higher in order to ensure this NMCI score when all renovations have been completed. The district should look closely at whether the proposed changes can ensure this goal.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

None.

**Master Plan:**

The District does not have a current FMP on file; however their expired 2012 FMP did list the two proposed projects as priority projects and appears to be consistent with the District's road map. The District needs to complete their new FMP (it was awarded to GS Planning in mid-March). The District as a whole has had growth, 490 more students from last year. The District enrollment 2012-2013 current enrollment exceeded the FMP projections by 115 students. The FMP was completed in 2006-2007 and these projection numbers should not be used, the projects should be based on new and current enrollment projections.

**Maintenance Assessment:**

Maintenance performance is excellent with the district having received the Ben Lujan Gold Award recently.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)



Farmington Municipal Schools  
Northeast Elementary School  
Hermosa Middle School  
Facility Renovations & Additions Projects

June 20, 2013

## GENERAL INFORMATION

- Recent PSCOC Allocation SY 12-13:
  - \$ 3,168,366.00 Farmington High School
  - \$ 601,580.00 Pre-Kindergarten
  - \$ 70,705.60 FMP Development
- Recent Legislative Appropriations: \$0
- Farmington Schools Percentage Participation:
  - 59% PSFA / 41% FMS
- FMS annually submits a Preventative Maintenance Plan to PED/PSFA
- 2012: Successful 6 year Two Mill Election
- 2013: Audit Approved by PED (SY 2011-2012)
- Recent Master Plan Committee Updates/Revisions 2007, 2009, 2010, 2011, 2012, 2013
- FMS Board of Education approved a Facility Master Plan update: March 21, 2013 (Prioritized Northeast ES /HermosaMS)
- Status/Focus of Master Plan:
  - 1994 Plan: Build a second high school, and implement the middle school concept (6-7-8 configuration)  
Results: 1998-Opened Piedra Vista High School;  
1999-Implemented Mid-Schools
  - 1999-2006: Focus on renovations and needed space renewal at older facilities.  
Results: 1999-successful bond election (\$15M)  
2003-successful bond election (\$15M)  
2006-successful bond election (\$25M)  
2010-successful bond election (\$50M)  
Apx. \$75M of above committed to renovations, additions, replaced McKinley Elementary, Tibbetts Middle School, Farmington High School, Northeast Elementary, and Hermosa Middle School
  - SY 2013 New FMP in progress now

## **ABOUT CURRENT NORTHEAST ELEMENTARY SCHOOL REQUESTED PROJECT PRIORITY #1**

- Space: 49,651 sf  
Seven portables = 6,272 sf  
Total = 55,923 sf
- Site: 15.35 acres
- Enrollment: 558 (grades K-5)  
600 students projected by 2017  
(75% capacity: 462) (441 w/o portables; 528 w/portables)
- Age of Core: 1959 Additions: 1962, 1976, 1983, 1987, 1995, 2009
- Northeast is #2 on District Master Plan List
- Ranking: #61 NMCI/41.92 NMCI Value

## **PROPOSED PROJECT NORTHEAST ELEMENTARY**

- Remodel to adequacy/add six classrooms
- Add space: Increase to 70,036 sf
- Design Capacity: Increase to 600
- Funding Plan:
  - > Matching funds from 2010 Bond Election
  - > Possible \$35M Bond Election in 2014
  - > Possible \$30M Bond Election in 2018

TOTAL PROJECT COST: \$12,681,386

TOTAL COST REQUESTED THIS APPLICATION:

\$1,268,139 (Planning & Design)

**ABOUT CURRENT  
HERMOSA MIDDLE SCHOOL  
REQUESTED PROJECT PRIORITY #2**

- Space: 85,849 sf  
    Five portables = 4,480 sf  
    Total = 90,329 sf
- Site: 9.26 acres
- Enrollment: 590 (grades 6, 7, 8)  
    650 students projected by 2016  
    (75% capacity: 713)
- Age of Core: 1960 Additions: 1970, 1984, 2004
- Capacity: Apx. 650 students
- Hermosa is #3 on District Master Plan List
- Ranking: #99 NMCI/34.59 NMCI Value

**PROPOSED PROJECT  
HERMOSA MIDDLE SCHOOL**

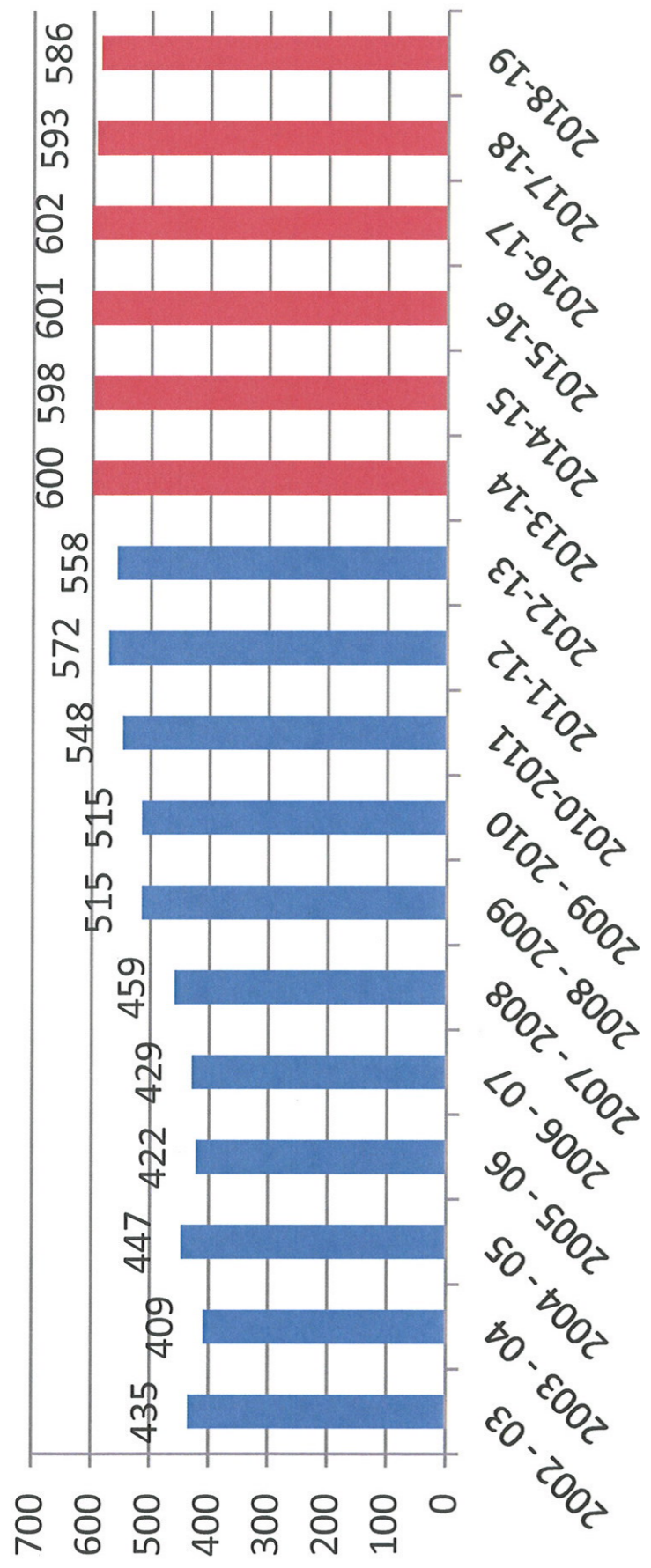
- Remodel to adequacy
- Design Capacity: Design for 650
- Funding Plan:
  - > Matching funds from 2010 Bond Election
  - > Possible \$35M Bond Election in 2014
  - > Possible \$30M Bond Election in 2018

TOTAL PROJECT COST: \$10,188,551

TOTAL COST REQUESTED THIS APPLICATION:  
\$1,018,855 (Planning & Design)



## Northeast Elementary School Historic and Projected Enrollment





State of New Mexico  
OFFICE OF THE STATE AUDITOR

Hector H. Balderas  
State Auditor

Carla C. Martinez  
Deputy State Auditor

November 29, 2012

SAO Ref. No. 7031

Janel Ryan, Superintendent  
PO Box 5850  
Farmington, NM 87401-5850

SUBJECT: Audit Report—Farmington Municipal Schools—2011-2012 Fiscal Year—Prepared by David Berry, CPA, PC

The audit report for your agency was received by the Office of the State Auditor (Office) on November 14, 2012. The State Auditor's review of the audit report required by Section 12-6-14 (B) NMSA 1978 and 2.2.2.13 NMAC has been completed. This letter is your authorization to make the final payment to the independent public accountant (IPA) who contracted to perform your agency's financial and compliance audit. In accordance with the Section 2 of the audit contract, the IPA is required to deliver the specified number of copies of the audit report to the agency.

Per Section 12-6-5 NMSA 1978, the audit report does not become public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the Office. Once the five-day period has expired or upon the Office's receipt of a written waiver, the audit report shall be:

- released by the Office to the Legislative Finance Committee, and the Public Education Department; and
- presented by your agency to a quorum of the agency's governing authority at a public meeting, for approval, per Section 2.2.2.10.J.(3)(d) NMAC, *Requirements for Contracting and Conducting Audits of Agencies*.

HECTOR H. BALDERAS  
STATE AUDITOR

cc: David Berry, CPA, PC



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806



May 7, 2013

Janel Ryan  
Superintendent of Schools  
Farmington Municipal School District No. 5  
PO Box 5850  
Farmington NM 87499-5850

Dear Ms. Ryan:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2012** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

**Randall Bondow**  
**Assistant Superintendent of Finance**

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,  
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds

FARMINGTON MUNICIPAL SCHOOLS  
ELECTION PLANNING

| Year | Board | Bond | 2-Mill Levy | HB#33              | ETNs                 |
|------|-------|------|-------------|--------------------|----------------------|
| 2006 |       | X    | X           | Currently Not Used | No Election Required |
| 2007 | X     |      |             |                    |                      |
| 2008 |       |      |             |                    |                      |
| 2009 | X     |      |             |                    |                      |
| 2010 |       | X    |             |                    |                      |
| 2011 | X     |      |             |                    |                      |
| 2012 |       |      | X           |                    |                      |
| 2013 | X     |      |             |                    |                      |
| 2014 |       | X    |             |                    |                      |
| 2015 | X     |      |             |                    |                      |
| 2016 |       |      |             |                    |                      |
| 2017 | X     |      |             |                    |                      |
| 2018 |       |      | X           |                    |                      |
| 2019 | X     | X    |             |                    |                      |

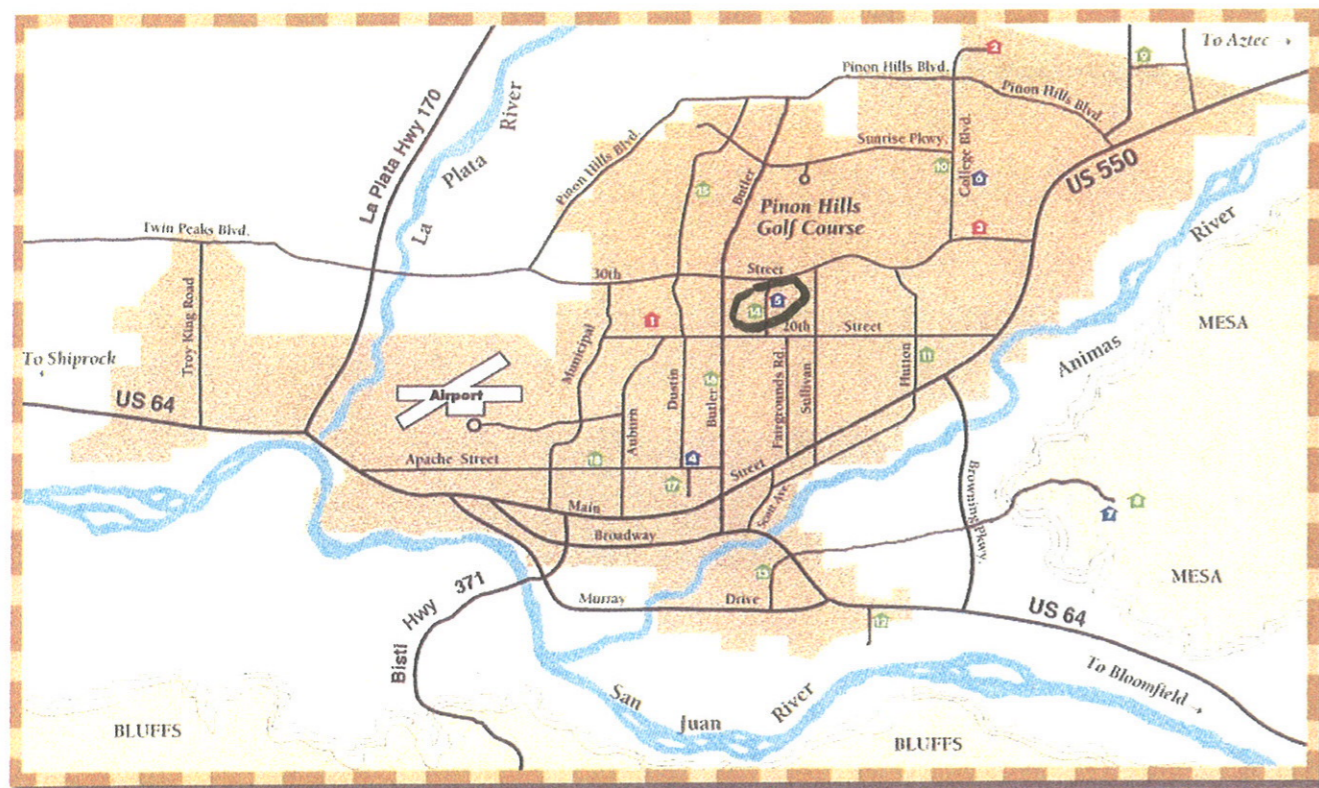
REVISED 2010 and 2014 GOB PROJECT PRIORITY LIST

\$50 Million 2010 GOBond

21-Mar-13

| Project |  | Cost          | Status     |
|---------|--|---------------|------------|
| 1       | Renovation / Replacement of Farmington High School           | \$ 53,700,000 | New        |
|         | Northeast renovate existing facilities and additional square |               |            |
| 2       | footage to meet adequacy standards                           | \$ 12,000,000 | In Process |
| 3       | Hermosa renovate to meet adequacy standards                  | \$ 8,000,000  | In Process |
| 4       | McCormick renovate 53, 54, 70, 76 additions                  | \$ 2,500,000  | Pending    |
|         |  |               |            |
| 5       | Heights - Gym lobby and restroom remodel                     | \$ 450,000    | Pending    |
| 6       | Bluffview restroom renovation                                | \$ 500,000    | Pending    |
| 7       | Apache/Bluffview Exterior Insulation                         | \$ 1,500,000  | Pending    |
| 8       | Northeast electrical upgrades                                | \$ 600,000    | Pending    |
| 9       | PVHS - Parking lot addition, locker bank renovation          | \$ 502,500    | In Process |
| 10      | CATE Final phase   | \$ 2,500,000  | In Process |
| 11      | Hutchison Fieldhouse demo & replace                          | \$ 2,801,000  | In Process |
| 12      | Other Prioritized Needs as funds permit                      | \$ 397,283    | Pending    |
|         | Total  | \$ 85,450,783 |            |

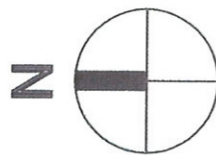
# Farmington Municipal School District Map:



1. Farmington High School
2. Piedra Vista High School
3. Rocinante High School
4. Tibbetts Middle School
- + 5. Hermosa Middle School
6. Heights Middle School
7. Mesa View Middle School
8. Esperanza Elementary School
9. Country Club Elementary School / Farmington Preschool
10. Mesa Verde Elementary School
11. Animas Elementary School
12. Bluffview Elementary School
13. McCormick Elementary School
- + 14. Northeast Elementary School
15. Ladera del Norte Elementary School
16. McKinley Elementary School
17. CATE Center
18. Apache Elementary School



**NORTHEAST ELEMENTARY SCHOOL**  
SITE AERIAL

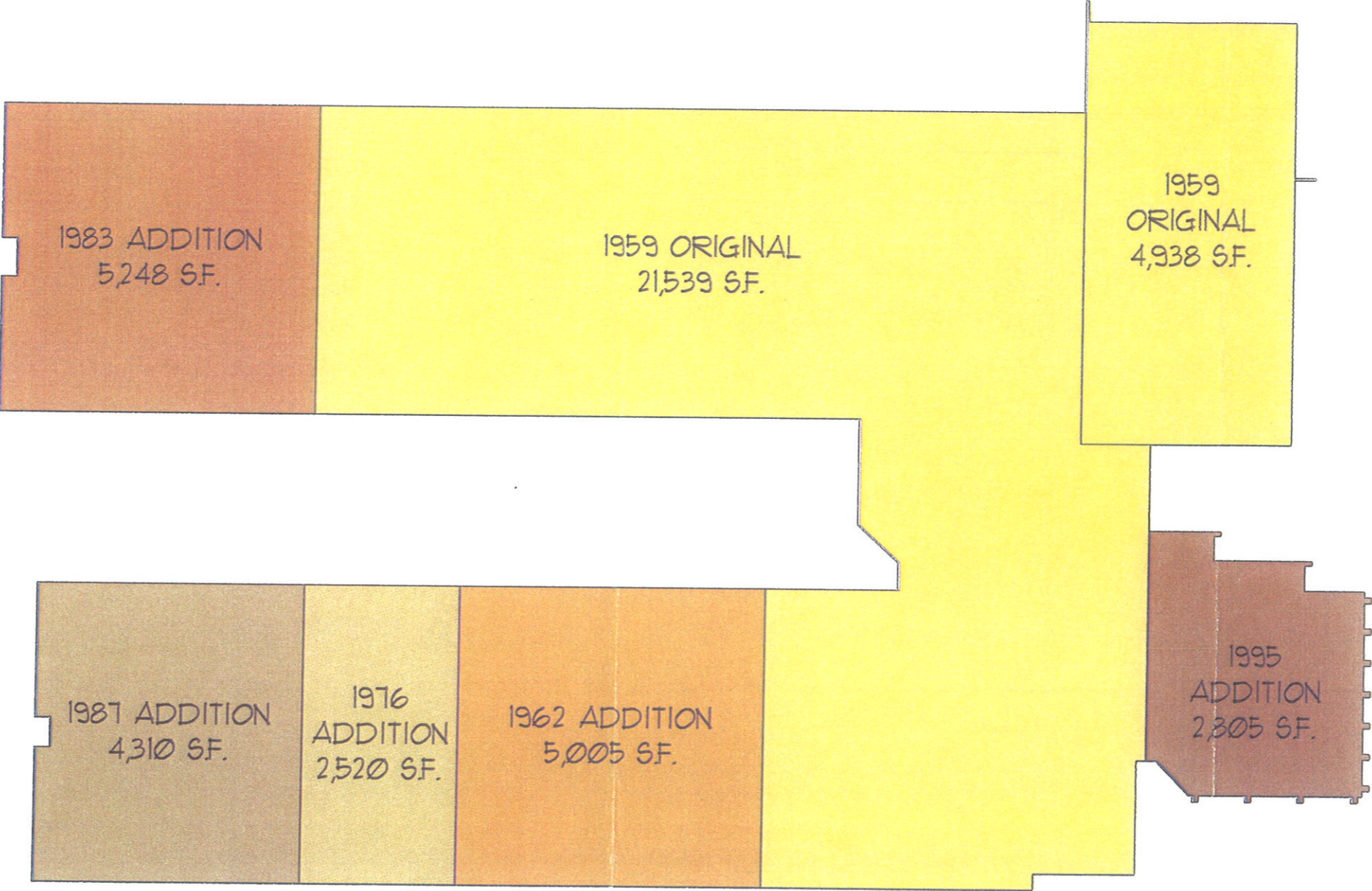




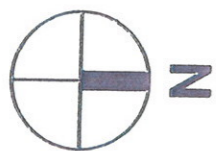
**NORTHEAST ELEMENTARY SCHOOL**  
OVERALL S.F. = 46,365

**LEGEND**

- INSTRUCTIONAL
- SUPPORT
- HALL

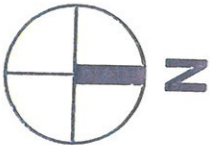


**NORTHEAST ELEMENTARY SCHOOL**  
OVERALL S.F. = 46,365



**HERMOSA MIDDLE SCHOOL**  
OVERALL S.F. = 85,849

- LEGEND**
- INSTRUCTIONAL
  - SUPPORT HALL



**HERMOSA MIDDLE SCHOOL**  
OVERALL S.F. = 85,849

# **NMSBVI School District**



## 2013-2014 PSCOC Standards-Based Application

### District Information

District: New Mexico School f/t Blind & Visually Impaired  
Address: 1900 North White Sands Boulevard  
Alamogordo, NM 88310

Contact: Linda Lyle, Superintendent  
Phone: 575-437-3505  
E-Mail: llyle@nmsbvi.k12.nm.us

### Funding Match

District Funding Match 50%  
State Funding Match 50%

### Requested Projects Summary

| Priority | NMCI Rank | Facility Name                  | Project Title                 | Estimated Cost | District Match | State Match |
|----------|-----------|--------------------------------|-------------------------------|----------------|----------------|-------------|
| 1        | 91        | Recreation/ Ditzler Auditorium | NMSBVI Recreation/ Ditzler Au | \$3,922,727    | \$2,780,077    | \$1,142,650 |
| 2        | 8         | Gymnasium                      | NMSBVI Quimby Gymnasium R     | \$2,026,512    | \$1,217,917    | \$808,594   |
| 3        | 75        | Sacramento Dormitory           | Demolition of Sacramento Dorm | \$2,399,315    | \$1,199,658    | \$1,199,658 |
| 4        |           |                                |                               |                |                |             |
| 5        |           |                                |                               |                |                |             |

\* Auto-populated from Requested Projects

### Requested Roofing Initiative Summary

| Priority | NMCI Rank | Facility Name | Building Name | Estimated Cost | District Match | State Match |
|----------|-----------|---------------|---------------|----------------|----------------|-------------|
| 1        |           |               |               | \$0            | \$0            | \$0         |
| 2        |           |               |               | \$0            | \$0            | \$0         |
| 3        |           |               |               | \$0            | \$0            | \$0         |
| 4        |           |               |               | \$0            | \$0            | \$0         |
| 5        |           |               |               | \$0            | \$0            | \$0         |

\* Auto-populated from Requested Roofing Projects

Reviewed and approved by Regional Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and approved by PSFA Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

# STATEMENT OF FINANCIAL POSITION

(thousands of dollars)

School District

NM School for the Blind & Visually Impaired

= Cells to be completed by Financial Advisor

= Cells to be completed by School District

|   | TY2012 | Growth Rate: | TY2013 | TY14  | TY15  | TY16  | TY17  | TY18  |
|---|--------|--------------|--------|-------|-------|-------|-------|-------|
| Current & Projected Assessed Valuation: | \$0.0  | 0%           | \$0.0  | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| Bonding Capacity (6% of AV):            | \$0.0  | 6%           | \$0.0  | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| Outstanding Debt as of 6/30 of each FY  |        |              |        |       |       |       |       |       |
| Including Future Sales (GOBs & ETNs):   |        |              |        |       |       |       |       |       |
| Available Bonding Capacity (\$):        | \$0.0  |              | \$0.0  | \$0.0 | \$0.0 | \$0.0 | \$0.0 | \$0.0 |
| % Bonded to Capacity:                   | 0.0%   |              | 0.0%   | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%  |
| GO Bond Authorization + Ed Tech Notes:  |        |              |        |       |       |       |       |       |

|   | YEAR 0          |                |                 |                 | YEAR 1          | YEAR 2          | YEAR 3          | YEAR 4          | YEAR 5          |
|---|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| SOURCES   | FY14Q1          | FY14Q2         | FY14Q3          | FY14Q4          | FY15            | FY16            | FY17            | FY18            | FY19            |
|   | 2013 July-Sept. | 2013 Oct.-Dec. | 2014 Jan-Mar.   | 2014 April-June |                 |                 |                 |                 |                 |
| Beginning Unexpended Balances (includes Cash Balance) * | \$ 2,695,439.0  | \$ 2,047,720.0 | \$ 1,863,421.0  | \$ 1,400,000.0  | \$ 650,000.0    | \$ 650,000.0    | \$ 650,000.0    | \$ 650,000.0    | \$ 650,000.0    |
| GO Bond Sale Projection:                                |                 |                |                 |                 |                 |                 |                 |                 |                 |
| SB-9 (2 mill levy) Proceeds:                            |                 |                |                 |                 |                 |                 |                 |                 |                 |
| SB-9 (state distribution) Proceeds:                     |                 |                |                 |                 |                 |                 |                 |                 |                 |
| HB-33 Proceeds:   |                 |                |                 |                 |                 |                 |                 |                 |                 |
| Cash Balances:  |                 |                |                 |                 |                 |                 |                 |                 |                 |
| PL-874:   |                 |                |                 |                 |                 |                 |                 |                 |                 |
| Direct Legislative Appropriations:                      | \$ 281,375.0    | \$ 562,750.0   | \$ 844,125.0    | \$ 4,863,500.0  | \$ 6,625,500.0  | \$ 1,125,500.0  | \$ 1,125,500.0  | \$ 1,125,500.0  | \$ 1,125,500.0  |
| Other:  | \$ 2,745,458.5  | \$ 5,490,917.0 | \$ 8,236,375.5  | \$ 10,981,834.0 | \$ 12,381,834.0 | \$ 12,381,834.0 | \$ 12,381,834.0 | \$ 12,381,834.0 | \$ 12,381,834.0 |
| Total:  | \$ 5,722,272.5  | \$ 8,101,387.0 | \$ 10,943,921.5 | \$ 17,245,334.0 | \$ 19,657,334.0 | \$ 14,157,334.0 | \$ 14,157,334.0 | \$ 14,157,334.0 | \$ 14,157,334.0 |

\* Prior Period Total Sources - Total Uses from all sources state and local.

| USES   |                |                |                |                 |                 |                 |                 |                 |                 |
|--|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Project Funded Brief Description                           |                |                |                |                 |                 |                 |                 |                 |                 |
| Operating Expenditures                                     | \$ 2,420,858.5 | \$ 5,696,137.6 | \$ 9,256,223.6 | \$ 14,240,344.0 | \$ 14,525,150.9 | \$ 14,815,653.0 | \$ 15,111,966.1 | \$ 15,414,205.4 | \$ 15,722,489.5 |
| Building Renewal/Replacement for the use of                | \$ 71,000.0    | \$ 142,000.0   | \$ 213,000.0   | \$ 284,000.0    | \$ 284,000.0    | \$ 284,000.0    | \$ 284,000.0    | \$ 284,000.0    | \$ 284,000.0    |
| small renovations, chiller replacements, lighting upgrades |                |                |                |                 |                 |                 |                 |                 |                 |
| to support student visual needs, sustainability, asbestos, |                |                |                |                 |                 |                 |                 |                 |                 |
| security measures, tower removal, emergencies, etc.        |                |                |                |                 |                 |                 |                 |                 |                 |
| Infrastructure Site Improvements Project                   |                |                |                | \$ 2,900,000.0  |                 |                 |                 |                 |                 |
| Reference PSFA Project #P13-015                            |                |                |                |                 |                 |                 |                 |                 |                 |
| Health Services/Jack Hall Building Project                 |                |                |                | \$ 838,000.0    |                 |                 |                 |                 |                 |
| Reference PSFA Project #P13-016                            |                |                |                |                 |                 |                 |                 |                 |                 |
| Old Watkins Education Center Project                       |                |                |                |                 | \$ 5,500,000.0  |                 |                 |                 |                 |
| Total Projected Commitment Needs/Uses:                     | \$ 2,491,858.5 | \$ 5,838,137.6 | \$ 9,469,223.6 | \$ 18,262,344.0 | \$ 20,309,150.9 | \$ 15,099,653.0 | \$ 15,395,966.1 | \$ 15,698,205.4 | \$ 16,006,489.5 |

## TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR

Statement of Financial Position reviewed for completeness and accuracy by:

(Signed) \_\_\_\_\_  
(Print Name) \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Company) \_\_\_\_\_

Date \_\_\_\_\_

# PSCOC/PSFA Site Visit Report

## School District

## School

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**Capital Outlay Year:** 2013-2014

**Report Date:** 05-24-13

**Date of Visit:** 05-22-13

**PSFA RM:** Earl Franks

**PSFA Staff:** Bob Gorrell, Martica Casias, Rod Shaw

**District Representative:** Margie Macias, Danette Fuller, Todd Gower, Doug Shoemaker

|                                     |
|-------------------------------------|
| <b>Application Schools (13-14):</b> |
| <b>Rank: 8</b>                      |
| <b>School: NMSBVI Alamogordo</b>    |
| <b># Students: 70 Grades: K-12</b>  |

**Other Attendees:** Julie Walleisa (Dekker/Perich/Sabatini), Monika Roberts (LFC)

**Permanent SF:** 14,587 (gymnasium) & 9,196 (natatorium) **Portable SF:** 0

**Total Estimated Cost:** \$1,844,015 (\$275,880 above adequacy) **Ready-to-Bid:** September 2014

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| Ranking of District's Other Schools in top 100 |     |
|--|-----|
| Sacramento Dormitory                           | 75  |
| Ditzler Auditorium/Recreation Center           | 91  |
| Watkins Education Center                       | n/a |

### **District's Priority 2 Request:** (Give a brief synopsis of the project)

Quimby Gym was built around 1952 and is physically connected to the Natatorium that was built in 1972. The Gymnasium building contains a gymnasium, wrestling and weight rooms, locker and shower rooms, offices, and a ballet room presently being used for school records storage. A recreation field and running track are located directly to the southeast. The building has been well-maintained but many systems and finishes are at or beyond their useful life, and gym offices do not meet the required square footage per the adequacy standards. Quimby Gym requires upgrades to plumbing fixtures, toilet partitions, floors, ceilings, interior and exterior walls, mechanical systems and controls, domestic hot water system, electrical panels and distribution, lighting fixtures, power receptacles, public address system, and accessibility upgrades to door hardware, drinking fountains, restrooms, and guardrails throughout the facility.

**Number of Students to be Served:** 70      **Grade Levels Requested:** K-12

**PSFA Consensus Recommendations:**

NMPSFA staff recommends award of planning and design funding. Construction funding will be requested as an out of cycle phase II construction award.

This project is a combination of educational adequacy project that requires 50% local match share, and educational support project that requires 100% local match share. The NMSBVI can and should seek legislative direct appropriations through HED and other legislative routes, as these funds will not offset PSCOC grants from the PSCO Fund and will preserve that fund for all other high need schools. However, if local funding cannot be acquired, the PSCOC has authority and may waive all or part of local funding share (local funding then comes from the PSCO Fund).

The NMSBVI should identify operation and maintenance cost of the natatorium portion of this building and use that information to make an informed decision regarding keeping it at its current size even though recent work to the pool included new plaster and roofing/interior painting of the building.

The existing showers in the gymnasium portion are currently being used as storage and will not likely be used often if renovated for the original intended function. Staff recommends that this space be renovated for storage or other educational space for better utilization.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

NMSBVI prefers to group the above adequacy natatorium renovation with the gymnasium to adequacy renovation for this project in both design and construction.

**Master Plan:**

The school's FMP is dated 2012-2017, making it current. The FMP identifies this project as a priority for the school

**Maintenance Assessment:**

**1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating:** Marginal

○ **Maintenance Direct (MD) Score: 1.75** out of 3.0

• **Work Order Backlog:** 14.48%

**Transaction:** 56.56%

**Comments:** The district is not capturing any materials costs or contractor costs. They are also only recording about 56% of transaction associated to the work orders.

○ **Preventive Maintenance Direct (PMD) Score: 2.0** out of 3.0

• **PM Cost Ratio:** 24%

**PM Completion Rate:** 79.49%

**Comments:** The district has some open work orders greater than 45 days old. The district should strive for a completion rate 95% or above.

- **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The district has historical and current data entered in the system.

- ☐ **PM Planning Status:** Current and rated Outstanding. The district has a history of annual update as required per state statute.
- ☐ **FMAR (2011 Score):** 82.13 %-Good
  - **Minor Deficiencies:** None Identified
  - **Major Deficiencies:** None Identified
- ☐ **District Staffing Plan:** As of 2012, the district is staffed to 209.2% of the recommended American School and University (ASU) level.

**Summary:** The district continues to improve in all areas of facility maintenance.

**Recommended Recovery Plan:**

- ☐ Improve Transaction Rate to above 100% to include collection of labor, material and contract costs.
- ☐ Improve the PM Completion Rate to 95%.
- ☐ Implement Maintenance Metrics reporting to improve the maintenance and operational performance.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

NMSBVI should review all unit costs in their application to make certain that those numbers are as realistic as possible. There were several unit prices that appeared to be low at first glance. *Note that the application has since been revised.*

NMSBVI needs to identify all funding uses in their statement of financial position. *Note that the statement of financial position has since been revised.*

The gymnasium is oversized as compared to current adequacy standards. Therefore, the NMSBVI should be prepared to fund any portion determined to be excess space above adequacy as a local cost.

# PSCOC/PSFA Site Visit Report

## School District

## School

---

**Capital Outlay Year:** 2013-2014

**Report Date:** 05-24-13

**Date of Visit:** 05-22-13

**PSFA RM:** Earl Franks

**PSFA Staff:** Bob Gorrell, Martica Casias, Rod Shaw

**District Representative:** Margie Macias, Danette Fuller, Todd Gower, Doug Shoemaker

**Application Schools (13-14):**

**Rank:** 75

**School:** NMSBVI Alamogordo

**# Students:** 70 **Grades:** K-12

**Other Attendees:** Julie Walleisa (Dekker/Perich/Sabatini), Monika Roberts (LFC)

**Permanent SF:** 16,109 (demolition) & 5,576 (new cottages) **Portable SF:** 0

**Total Estimated Cost:** \$2,294,411 **Ready-to-Bid:** September 2014

---

| Ranking of District's Other Schools in top 100 |     |
|--|-----|
| Quimby Gymnasium                               | 8   |
| Ditzler Auditorium/Recreation Center           | 91  |
| Watkins Education Center                       | n/a |

### **District's Priority 3 Request:** (Give a brief synopsis of the project)

Sacramento Dormitory was built in 1968, and no longer meets NMSBVI's needs due to its deteriorated condition, institutional character, and location in the administrative zone of the campus, far from other residences. NMSBVI's FMP calls for a gradual transition to less institutional student housing, through new cottage-style facilities similar to NMSD, which will meet the needs of both the PSP (post-school preparation) program and the residential program. This project includes the design and construction of 2 new cottages, and the demolition of Sacramento Dorm, to reduce excess square footage on campus.

While this request is being made after the pre-application process, it is important to recognize that this is the first year that the school has officially entered the applicant pool. This project is critical to other work on campus and will demolish 25 dormitory rooms at Sacramento Dormitory and add 16 total rooms for residential space through construction of two new cottages. The existing Garrett Dormitory will remain, which has 25 dormitory rooms.

**Number of Students to be Served:** 70      **Grade Levels Requested:** K-12

**PSFA Consensus Recommendations:**

NMPSFA staff recommends award of planning and design funding. Construction funding will be requested as an out of cycle phase II construction award.

This project is an educational adequacy project that requires 50% local match share. The NMSBVI can and should seek legislative direct appropriations through HED and other legislative routes, as these funds will not offset PSCOC grants from the PSCO Fund and will preserve that fund for all other high need schools. However, if local funding cannot be acquired, the PSCOC has authority and may waive all or part of local funding share (local funding then comes from the PSCO Fund). NMSBVI should also identify their insurance savings from demolition of the Sacramento building and consider using the savings toward their match.

NMSBVI must justify demand of both daytime and permanent residential students for utilization of all 41 residential post project rooms for both PSP expanded core and other necessary residential space. This may include educational support functions that the residences provide. Discussed at the site visit were residential housing needs that included support for instructor training programs, visiting parents, etc., and the visitor residential space would be accommodated in the existing Garrett Dormitory. Garrett Dormitory may also be used for future enrollment that is projected to increase.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

It was suggested that the demolition of Sacramento Dormitory be added to the site improvements project that is currently in design, however, there would have to be space available to accommodate students currently utilizing that residential space.

**Master Plan:**

The school's FMP is dated 2012 -2017, making it current. The FMP identifies this project as a priority for the school. The FMP states that the school intends to shift the typical dormitory model from large multi room buildings to small group home type dormitories for educational and residential purposes. The application indicated 70 students; the FMP states that the enrollment has ranged from 35 to 76 students over the past 10 years. 2012-2013 enrollment is 41 of which 22 are residential. NMSBVI has 11 new students next year with 7 more who have inquired about placement for 2014. The school hopes to increase enrollment at its residential campus by refocusing on identifying students statewide who can benefit from the many programs it does offer as the campus improvements better meets their needs. Specifically, the school is taking steps to increase the Alamogordo campus enrollment including:

- Reorganization of job duties that allow current NMSBVI staff to conduct more outreach with families and school districts that show how the residential setting could benefit their students.
- Potential to serve students from El Paso at the Alamogordo campus due to closer proximity than the Texas state school.
- Assist Districts in evaluation each student around specific services offered at the residential campus.

- Development of a statewide network of support for all TVI/O&M instructors

## **Maintenance Assessment:**

### **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating: Marginal**

- **Maintenance Direct (MD) Score: 1.75** out of 3.0

- **Work Order Backlog:** 14.48%

**Transaction:** 56.56%

**Comments:** The district is not capturing any materials costs or contractor costs. They are also only recording about 56% of transaction associated to the work orders.

- **Preventive Maintenance Direct (PMD) Score: 2.0** out of 3.0

- **PM Cost Ratio:** 24%

**PM Completion Rate:** 79.49%

**Comments:** The district has some open work orders greater than 45 days old. The district should strive for a completion rate 95% or above.

- **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The district has historical and current data entered in the system.

- ☐ **PM Planning Status:** Current and rated Outstanding. The district has a history of annual update as required per state statute.
- ☐ **FMAR (2011 Score):** 82.13 %-Good
  - **Minor Deficiencies:** None Identified
  - **Major Deficiencies:** None Identified
- ☐ **District Staffing Plan:** As of 2012, the district is staffed to 209.2% of the recommended American School and University (ASU) level.

**Summary:** The district continues to improve in all areas of facility maintenance.

## **Recommended Recovery Plan:**

- ☐ Improve Transaction Rate to above 100% to include collection of labor, material and contract costs.
- ☐ Improve the PM Completion Rate to 95%.
- ☐ Implement Maintenance Metrics reporting to improve the maintenance and operational performance.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

NMSBVI should review all unit costs in their application to make certain that those numbers are as realistic as possible. There were several unit prices that appeared to be low at first glance. *Note that the application has since been revised.*

NMSBVI needs to identify all funding uses in their statement of financial position. *Note that the statement of financial position has since been revised.*

NMSBVI needs to identify existing space at Garrett and compare to current adequacy standards.

NMSBVI needs to identify ADA accessible residential rooms required in the new cottages. It was suggested that each cottage have two ADA accessible residential rooms for a total of 4 ADA accessible residential rooms. This identification may result in a small increase in total square footage of the proposed new cottages.

There may be some overlap in the total site work estimated costs (1.3 in the application). There is \$45,000 estimated for the new cottages but the remaining \$282,625 may be too high for total site work required after demolition of the existing Sacramento Dormitory. *Note that the application has since been revised. The estimate has been changed to total \$307,750 in order to address this notation.*

# PSCOC/PSFA Site Visit Report

## School District

### School

**Capital Outlay Year:** 2013-2014

**Report Date:** 05-24-13

**Date of Visit:** 05-22-13

**PSFA RM:** Earl Franks

**PSFA Staff:** Bob Gorrell, Martica Casias, Rod Shaw

**District Representative:** Margie Macias, Danette Fuller, Todd Gower, Doug Shoemaker

**Application Schools (13-14):**

**Rank:** 91

**School:** NMSBVI Alamogordo

**# Students:** 70 **Grades:** K-12

**Other Attendees:** Julie Walleisa (Dekker/Perich/Sabatini), Monika Roberts (LFC)

**Permanent SF:** 25,576 (renovation) & 11,367 (demolition)

**Portable SF:** 0

**Total Estimated Cost:** \$4,116,993

**Ready-to-Bid:** March 2014

#### Ranking of District's Other Schools in top 100

**Quimby Gymnasium** 8

**Sacramento Dormitory** 75

**Watkins Education Center** n/a

#### **District's Priority 1 Request:** (Give a brief synopsis of the project)

DITZLER AUDITORIUM is on the State and National Historic Registers and has physical deficiencies and building deterioration that need to be addressed to both meet educational support needs and preservation mandates. The auditorium lacks adequate restroom facilities, space conditioning and ADA upgrades to include proper access to the stage for visually impaired and wheelchair confined students. Other deficiencies include replacement of HVAC and ventilation system; electrical upgrades and change to three phase; NEC violation corrections; plumbing replacement; fire riser; foundation protection; ADA compliance requirements; repairs to exterior brick walls and roof replacement; sustainability measures; windows replacement to meet historical preservation mandates; interior modifications such as acoustical upgrades to ceilings and walls; and asbestos abatement as required. LIBRARY BUILDING, a historical building formerly known as the Central Receiving building, but with the closing of the WEC building, the library was moved to this building. Scope of work will require window replacement to meet historical preservation mandates; install subfloor to accommodate relocation of high density storage system; repairs to exterior brick walls; rebuild stairs to basement and construct small freight lift to basement; and additional receptacles. These upgrades are necessary for relocation of the Instructional Resource Center (IRC) to this building. This project will also include demolition of existing IRC building (BERT REEVES LEARNING CENTER-11,367sf) thus reducing the campus square footage footprint.

**Number of Students to be Served:** 70      **Grade Levels Requested:** K-12

**PSFA Consensus Recommendations:**

NMPSFA staff recommends award of planning and design funding. Construction funding will be requested as an out of cycle phase II construction award.

This project is a combination of educational adequacy project that requires 50% local match share, and educational support project that requires 100% local match share. The NMSBVI can and should seek legislative direct appropriations through HED and other legislative routes, as these funds will not offset PSCOC grants from the PSCO Fund and will preserve that fund for all other high need schools. However, if local funding cannot be acquired, the PSCOC has authority and may waive all or part of local funding share (local funding then comes from the PSCO Fund). NMSBVI should also identify their insurance savings from demolition of the Bert Reeves building and consider using the savings toward their match.

Roofing that is currently taking place on the Ditzler building needs to accommodate HVAC and utility changes to be accomplished during this project or eliminated if possible so that there are not penetration changes and warranty conflicts.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

NMSBVI may consider grouping this project with the old WEC renovation in both design and construction.

**Master Plan:**

The school's FMP is dated 2012-2017, making it current. The FMP identifies this project as a priority for the school. The FMP states that Ditzler Auditorium is used as an auditorium as well as student recreation.

**Maintenance Assessment:**

**1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating:** Marginal

○ **Maintenance Direct (MD) Score: 1.75** out of 3.0

- **Work Order Backlog:** 14.48%

**Transaction:** 56.56%

**Comments:** The district is not capturing any materials costs or contractor costs. They are also only recording about 56% of transaction associated to the work orders.

○ **Preventive Maintenance Direct (PMD) Score: 2.0** out of 3.0

- **PM Cost Ratio:** 24%

**PM Completion Rate:** 79.49%

**Comments:** The district has some open work orders greater than 45 days old. The district should strive for a completion rate 95% or above.

- **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The district has historical and current data entered in the system.

- ☐ **PM Planning Status:** Current and rated Outstanding. The district has a history of annual update as required per state statute.
- ☐ **FMAR (2011 Score):** 82.13 %-Good
  - **Minor Deficiencies:** None Identified
  - **Major Deficiencies:** None Identified
- ☐ **District Staffing Plan:** As of 2012, the district is staffed to 209.2% of the recommended American School and University (ASU) level.

**Summary:** The district continues to improve in all areas of facility maintenance.

**Recommended Recovery Plan:**

- ☐ Improve Transaction Rate to above 100% to include collection of labor, material and contract costs.
- ☐ Improve the PM Completion Rate to 95%.
- ☐ Implement Maintenance Metrics reporting to improve the maintenance and operational performance.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

NMSBVI should review all unit costs in their application to make certain that those numbers are as realistic as possible. There were several unit prices that appeared to be low at first glance. *Note that the application has since been revised.*

NMSBVI needs to identify all funding uses in their statement of financial position. *Note that the statement of financial position has since been revised.*

NMSBVI needs to identify the breakdown of educational adequacy and support space. *Note that NMSBVI has since met with their facility master planner to do another evaluation of support space versus adequacy space throughout the Alamogordo campus.*



**KRIEDEL/GRAY/SHAW & CO., P.C.**

2452 Missouri Ave., P.O. Box 2707, Las Cruces, New Mexico 88004 • Phone: (575) 523-7444, Fax: (575) 527-0872

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# **NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**

**JUNE 30, 2012**

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

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# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

OFFICIAL ROSTER  
JUNE 30, 2012

## Board of Regents

| <u>NAME</u>          | <u>TITLE</u>   |
|----------------------|----------------|
| Christine Hall       | President      |
| Caroline Benavidez   | Vice President |
| Alicia McAninch      | Secretary      |
| James A. Miyagishima | Member         |
| David Baland         | Member         |

## School Officials

|                    |  |
|--------------------|--|
| Linda M. Lyle      | Superintendent                             |
| Maria Sarate       | Director of Business & Finance             |
| John Williams      | Executive Assistant to the Superintendent  |
| Veronica Hernandez | Director of Human Resources                |
| Danette Fuller     | Director of Student Services               |
| Margie Macias      | Director of Institutional Support Services |

**INDEPENDENT AUDITOR'S REPORT**

Mr. Hector H. Balderas, State Auditor and  
Board of Regents of  
New Mexico School for the Blind and Visually Impaired  
Alamogordo, New Mexico

We have audited the accompanying financial statements of the business-type activities of New Mexico School for the Blind and Visually Impaired, as of and for the year ended June 30, 2012, which collectively comprise the School's basic financial statements as listed in the table of contents. We have also audited the budget comparisons presented as supplementary information for the year ended June 30, 2012, as listed in the accompanying table of contents. These financial statements are the responsibility of the School's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 1, the financial statements of the School are intended to present the financial position and changes in its financial position and cash flows, where applicable, of only that portion of the financial reporting entity of the business-type activities information of the State of New Mexico that is attributable to the transactions of the School. They do not purport to, and do not present fairly the financial position of the State of New Mexico as of June 30, 2012, and the changes in its financial position and its cash flows, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the School, as of June 30, 2012, and the respective changes in financial position, and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. In addition, in our opinion, the budgetary comparisons referred to above present fairly, in all material respects the budgetary comparisons for the year then ended in conformity with budgetary basis of accounting prescribed by the New Mexico Administrative Code, and more fully described in the budgetary comparisons, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Mr. Hector H. Balderas, State Auditor and  
Board of Regents of  
New Mexico School for the Blind and Visually Impaired  
Alamogordo, New Mexico  
Page Two

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 2012, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements and the budgetary comparisons that collectively comprise the School's financial statements as a whole. The financial schedules listed as supplementary data in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Kriegel/Gray/Shaw & Co., P.C.*

Kriegel/Gray/Shaw & Co., P.C.

November 5, 2012

# **NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **FOR THE YEAR ENDED JUNE 30, 2012**

#### **Overview of the Financial Statements**

This annual report consists of the following three parts: Management's Discussion and Analysis, Basic Financial Statements, and notes to the financial statements. This report also contains other supplementary information, in addition to the basic financial statements themselves.

#### **Basic Financial Statements**

Our basic financial statements are prepared using a business-type model that uses the same basis of accounting as private-sector business enterprises. Under this method of accounting, an economic resources measurement focus and an accrual basis of accounting is used.

Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement of cash flows, followed by notes to the financial statements. A budget to actual schedule is presented following the notes. In addition to the basic financial statements, this report also contains required supplementary information pertaining to the schedule of cash accounts and pledged collateral of the School.

#### **Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets**

The statement of net assets presents information on the School's assets and liabilities, with the difference between the two reported as net assets.

Over time, increases or decreases in net assets may serve as a useful indication of whether the School's financial position is improving or deteriorating. The statement of revenues, expenses, and changes in net assets reports the operating revenues and expenses, and non-operating revenues and expenses of the School for the fiscal year with the difference - the net income or loss - being combined with any capital grants to determine the net change in assets for the fiscal year. That change, combined with the net assets at the end of the previous year, totals to the net assets at the end of the current fiscal year.

#### **Statement of Cash Flows**

The statement of cash flows reports cash and cash equivalent activities for the fiscal year resulting from operating activities, capital and related financing activities, and investing activities. The net result of these activities, added to the beginning of the year cash balance, totals to the cash and cash equivalent balance at the end of the current fiscal year.

#### **Fiduciary Funds**

Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Fiduciary funds are not reflected in the basic financial statements because the resources of those funds are not available to support the School's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The fiduciary financial statements can be found on pages 11 and 31 of this report.

The School's three fiduciary funds account for monies collected and expended for various purposes. The activity fund accounts for receipts and disbursements of student and faculty campus organizations and activities. The student deposits fund accounts for receipts and disbursements of funds entrusted to the School by students and or their parents for personal use. The educational materials credits fund accounts for allotments and requisitions from federal programs for educational materials for third parties.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2012**

**Financial Highlights**

For the years ended June 30, 2012 and 2011, the NMSBVI's financial position was as follows:

**Statement of Net Assets**

|   | <b>June 30</b>      |                     |
|---|---------------------|---------------------|
|   | <b>2012</b>         | <b>2011</b>         |
| <b>Assets</b>                           |                     |                     |
| Current assets                          | \$3,045,684         | \$2,283,777         |
| Non-current assets                      | 23,677,196          | 23,900,572          |
| <i>Total assets</i>                     | <u>26,722,880</u>   | <u>26,184,349</u>   |
| <b>Liabilities</b>                      |                     |                     |
| Current liabilities                     | 922,440             | 873,782             |
| Non-current liabilities                 | 132,591             | 129,885             |
| <i>Total liabilities</i>                | <u>1,055,031</u>    | <u>1,003,667</u>    |
| <b>Net Assets</b>                       |                     |                     |
| Invested in capital assets, net of debt | 16,198,762          | 15,927,324          |
| Unrestricted                            | 9,469,087           | 9,253,358           |
| <i>Total net assets</i>                 | <u>\$25,667,849</u> | <u>\$24,180,682</u> |

**Statement of Revenues, Expenses, and Changes in Net Assets**

|   | <b>June 30</b>      |                     |
|---|---------------------|---------------------|
|   | <b>2012</b>         | <b>2011</b>         |
| Operating revenues                                  | \$12,747,556        | \$13,064,683        |
| Operating expenses                                  | 13,505,848          | 13,790,380          |
| <i>Net operating loss</i>                           | <u>(758,292)</u>    | <u>(725,697)</u>    |
| Non-operating revenues and expenses                 | 1,245,459           | 1,136,474           |
| Increase (decrease) in net assets                   | 487,167             | 410,777             |
| Net assets at beginning of year                     | 25,180,682          | 24,513,032          |
| Restatements  | 0                   | 256,873             |
| <i>Net assets at beginning of year, as restated</i> | <u>25,180,682</u>   | <u>24,769,905</u>   |
| <i>Net assets at end of year</i>                    | <u>\$25,667,849</u> | <u>\$25,180,682</u> |

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2012**

In fiscal year 2012, the total assets of the school increased by \$538,531 while liabilities increased by \$51,364. Changes in the Statement of Net Assets include a decrease in Long-Term Investments due to a withdrawal for operating purposes of \$500,000; an increase in depreciable capital assets due to major capital projects; and an increase in Accounts Receivable of \$65,450, which represents revenue, earned but not received.

While NMSBVI had an Operating Loss of \$758,292, this was offset by Non-operating Revenue of \$1,245,459 resulting in a change in net assets of \$487,167. The Increase in Net Assets for the fiscal year 2012 is \$487,167, a 1.9% improvement from the prior year. The primary components of this change included:

- Donations of \$162,051.
- State appropriations for capital improvements in fiscal year 2012 of \$284,000.
- Public School Finance Authority severance tax bonds for capital improvements in 2012 of \$820,901.

Accordingly, the Statement of Net Assets indicates an increase in cash and cash equivalents. The largest use of cash for operations was for payments to or on behalf of employees and former employees; the largest source of operating cash was receipts from Permanent Fund distributions.

As stated above, the operating loss for fiscal year 2012 of \$758,292 is an increased operating loss of 4.5% from fiscal year 2011. While operating expenses decreased by \$284,532, operating revenues also decreased by \$317,127. The largest dollar changes in operating revenue were as follows:

- The most significant decrease was due to a reduction of Medicaid revenues for services provided of \$168,042.
- A decrease in Land income from the State Land Office of \$424,351 for operating expenditures.
- An increase in Permanent fund income of \$277,127.

The operating expense decreased due to:

- A concerted effort to limit expenses in all areas due to constricted funding as a result of declining overall state, local, and federal economic conditions.

Non operating revenues and expenses increased slightly resulting from an increase in the funding from severance tax bonds for capital purposes of \$672,711. These revenues are one time appropriations for specific capital projects that began in prior fiscal years which are still in process at June 30, 2012.

In addition, investment income decreased \$323,400 (due to volatile investment markets) and donations decreased by \$129,668.

**Capital Asset and Debt Administration**

NMSBVI does not have any long-term debt.

During the year the School continued various renovation projects of the buildings and purchased equipment and vehicles as planned through the budget process. Deletions of assets were made for obsolete equipment, furniture and vehicles.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2012**

**Budget Comparison**

In comparing the total original budgeted revenue to the revised budgeted revenue, there was an increase of \$33,337 in unrestricted revenue and a decrease of \$18,758 in restricted revenue. Budgeted revenue unrestricted was increased for additional permanent fund distributions and budgeted revenue restricted was decreased for a reduction in Medicaid revenues. The corresponding budgeted expenditure accounts were also increased or decreased. A comparison of the actual expenditure amounts to the revised budgeted expenditures indicates total expenditures less than budget by \$4,078,264, due predominantly to slower than anticipated progress on capital projects.

**Economic Outlook**

The New Mexico School for the Blind and Visually Impaired continues to be constricted by national, state and local economic conditions, resulting in decreased funding for the 2013 fiscal year.

NMSBVI's overall financial position is strong due to conservative fiscal management and maintenance of long-term investments. Fund balances are utilized as needed to supplement operational revenues. NMSBVI will maintain a close watch over resources to ensure the school's ability to react to unknown internal and external issues.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## STATEMENT OF NET ASSETS

JUNE 30, 2012

### ASSETS

#### Current Assets:

|                             |                  |
|-----------------------------|------------------|
| Cash                        | \$1,904,163      |
| Accounts receivables        | 1,089,165        |
| Inventory                   | 33,944           |
| Unused textbook credits     | 18,412           |
| <i>Total current assets</i> | <i>3,045,684</i> |

#### Non-Current Assets:

|                                 |                   |
|---------------------------------|-------------------|
| Investments                     | 7,478,434         |
| Capital assets, net             | 16,198,762        |
| <i>Total non-current assets</i> | <i>23,677,196</i> |

|                     |                   |
|---------------------|-------------------|
| <i>Total assets</i> | <i>26,722,880</i> |
|---------------------|-------------------|

### LIABILITIES

#### Current Liabilities:

|                                  |                |
|----------------------------------|----------------|
| Accounts payable                 | 129,809        |
| Accrued payroll liabilities      | 722,631        |
| Other liabilities                | 0              |
| Due to others                    | 70,000         |
| Deferred revenues                | 0              |
| <i>Total current liabilities</i> | <i>922,440</i> |

#### Non-Current Liabilities:

|                      |         |
|----------------------|---------|
| Compensated absences | 132,591 |
|----------------------|---------|

|                          |                  |
|--------------------------|------------------|
| <i>Total liabilities</i> | <i>1,055,031</i> |
|--------------------------|------------------|

### NET ASSETS

|                            |            |
|----------------------------|------------|
| Invested in capital assets | 16,198,762 |
| Unrestricted               | 9,469,087  |

|                         |                     |
|-------------------------|---------------------|
| <i>Total net assets</i> | <i>\$25,667,849</i> |
|-------------------------|---------------------|

The Notes to Financial Statements are an integral part of these statements.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

**Operating Revenues:**

|                                 |                   |
|---------------------------------|-------------------|
| State permanent fund income     | \$11,312,880      |
| Medicaid in the schools         | 467,641           |
| Land income                     | 300,513           |
| State sources                   | 1,310             |
| State appropriations            | 391,202           |
| Federal sources                 | 133,112           |
| Outreach itinerant income       | 300               |
| Local sources                   | 5,850             |
| Other operating revenues        | 134,748           |
| <b>Total operating revenues</b> | <b>12,747,556</b> |

**Operating Expenses:**

|                                 |                   |
|---------------------------------|-------------------|
| Instruction                     | 4,657,254         |
| Academic support                | 2,840,024         |
| Student support                 | 1,870,199         |
| Institutional support           | 1,852,064         |
| Plant operations                | 2,280,619         |
| Capital outlay                  | 5,688             |
| Renewal and replacements        | 0                 |
| <b>Total operating expenses</b> | <b>13,505,848</b> |

*Operating loss, net* (758,292)

**Non-Operating Revenues (Expenses):**

|  |                  |
|--|------------------|
| Investment income                              | 5,414            |
| Other income                                   | 9,294            |
| Donations                                      | 125,850          |
| State appropriations - capital                 | 284,000          |
| PSFA severance tax bonds                       | 820,901          |
| <b>Total non-operating revenues (expenses)</b> | <b>1,245,459</b> |

*Change in net assets* 487,167

*Net assets, beginning of year* 25,180,682

***Net assets, end of year* \$25,667,849**

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## STATEMENT OF CASH FLOWS

FOR THE FISCAL YEAR ENDED JUNE 30, 2012

### CASH FLOWS FROM OPERATING ACTIVITIES

|  |                 |
|--|-----------------|
| Cash received from permanent fund, federal and state governments and other operating sources | \$12,655,162    |
| Cash payments to suppliers for goods and services  | (1,978,554)     |
| Cash payments to/for employees   | (10,755,369)    |
| <i>Net cash provided by operating activities</i>   | <i>(78,761)</i> |

### CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

|   |                |
|---|----------------|
| Donations   | 125,850        |
| Other income  | 9,294          |
| <i>Net cash provided by noncapital financing activities</i> | <i>135,144</i> |

### CASH FLOWS FOR CAPITAL AND FINANCING ACTIVITIES

|  |                |
|--|----------------|
| State appropriations - capital                             | 284,000        |
| PSFA severance tax bonds - capital                         | 820,901        |
| Acquisition of capital assets                              | (982,341)      |
| Proceeds from sale of assets                               | 0              |
| <i>Net cash (used) by capital and financing activities</i> | <i>122,560</i> |

### CASH FLOWS FROM INVESTING ACTIVITIES

|  |                |
|--|----------------|
| Sale of investments                              | 500,000        |
| Investment earnings, net of fees                 | 5,414          |
| Purchase of investments - reinvestments          | (5,186)        |
| <i>Net cash provided by investing activities</i> | <i>500,228</i> |

|                             |                |
|-----------------------------|----------------|
| <i>Net increase in cash</i> | <i>679,171</i> |
|-----------------------------|----------------|

|  |           |
|--|-----------|
| Cash and cash equivalents, beginning of year | 1,224,992 |
|--|-----------|

|  |                           |
|--|---------------------------|
| <b><i>Cash and cash equivalents, end of year</i></b> | <b><i>\$1,904,163</i></b> |
|--|---------------------------|

### Reconciliation of Operating Income to Net Cash Provided by Operating Activities:

|   |                |
|---|----------------|
| Operating loss  | (\$758,292)    |
| Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities: |                |
| Depreciation  | 710,903        |
| Change in unused textbook credits - decrease  | (14,906)       |
| Change in Assets and Liabilities:   |                |
| Decrease in accounts receivable   | (65,450)       |
| Decrease in inventories   | (2,380)        |
| (Decrease) in accounts payable and due to others                                      | 25,165         |
| Increase in accrued salaries and benefits   | 33,151         |
| (Decrease) in deferred revenue  | (9,658)        |
| Increase in compensated absences  | 2,706          |
| <i>Total adjustments</i>  | <i>679,531</i> |

|   |                          |
|---|--------------------------|
| <b><i>Net cash provided by operating activities</i></b> | <b><i>(\$78,761)</i></b> |
|---|--------------------------|

The Notes to Financial Statements are an integral part of these statements.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**AGENCY FUND**  
**JUNE 30, 2012**

|                                    | Agency<br>Funds        |
|------------------------------------|------------------------|
| <b>ASSETS</b>                      |                        |
| Cash                               | \$9,402                |
| Federal quota funds                | 24,667                 |
| <b><i>Total assets</i></b>         | <b><i>\$34,069</i></b> |
| <b>LIABILITIES AND FUND EQUITY</b> |                        |
| <b>LIABILITIES</b>                 |                        |
| Due to student groups              | \$8,453                |
| Due to individual students         | 949                    |
| Held in trust for others           | 24,667                 |
| <b><i>Total liabilities</i></b>    | <b><i>\$34,069</i></b> |

The Notes to Financial Statements are an integral part of these statements.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The New Mexico School for the Blind and Visually Impaired (sometimes referred to as the New Mexico Institute for the Blind for certain legal purposes) was established by the Laws of 1903 Chapters 2 and 3 Sections 21-5-1 through 21-5-23 New Mexico Statutes Annotated, 1978 Compilation.

The School was established to provide proper instruction to New Mexico youths with visual impairments. It is governed by a five-member board of regents appointed by the Governor, and approved by the Senate, for a term of six years each. The regents facilitate the operation of the School through the services of a contractually hired superintendent.

**Reporting Entity**

The financial statements of the New Mexico School for the Blind and Visually Impaired encompasses the activities of the Alamogordo campus and the Albuquerque pre-school satellite, along with their affiliated outreach programs.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include any potential component units in the reporting entity was made by applying the criteria set forth in GAAP. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the section of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the School has no component units, and is not a component unit of another governmental agency.

**Basis of Presentation and Accounting**

The financial statements of the School have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below:

The School's basic financial statements are presented on the full accrual basis of accounting and conformity to accounting principles generally accepted in the United States of America.

For financial reporting purposes, the School is considered a special-purpose government engaged only in business-type activities. Accordingly, the School's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated. Grants are recognized when all eligibility requirements are met.

The School applies all Financial Accounting Standards Board (FASB) pronouncements issued after November 30, 1989, unless the FASB pronouncement conflicts with GASB pronouncements.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Statement of Net Assets

Current Assets consist of unrestricted assets which are available for current operations or which will be available within one year and restricted assets that will be used in current operations. All other assets are included as noncurrent assets. Current Liabilities consist of those liabilities that are due within one year including the current portion of any long-term liabilities.

#### Cash and Investments

Cash consists of cash on hand and current investments, which are defined as investments that are readily convertible to cash or which have an original maturity date within ninety days.

The School accounts for its investments at fair value in accordance with GASB Statement No.31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools.

Changes in the unrealized gain (loss) on the carrying value of investments are reported as a component of Investment Income in the Statement of Revenues, Expenses, and Changes in Net Assets.

The School's investments are regulated by state law, as well as by guidelines and rules promulgated by the State Investment Council and the State Treasurer. The State Investment Council has an arrangement composed of separate investment pools. The School's Board of Regents has elected to participate in these external co-mingled pools along with other educational institutions and government bodies so electing within the State. All investments are allocated in the investment pools in a manner consistent with the School's written investment policy.

#### Agency Funds

Agency Funds are used to account for assets held by the School in a trustee capacity or as an agent for individuals, School organizations, or other governments. Agency funds are custodial in nature and do not involve the measurement or results of operations. Accordingly, agency fund assets always equal agency fund liabilities.

The Agency Funds group consists of funds held by the School as custodian or fiscal agent for others, such as student organizations, individual students, faculty members and textbook credits for other schools. Transactions of agency funds represent charges or credits to the individual asset and liability accounts and are not transactions of any other funds.

Activity Funds - Account for receipts and disbursements of student and faculty clubs and activities.

Student Deposits - Account for receipts and disbursements of funds entrusted to the School by students and/or parents for personal use.

Educational Material Credits (Federal Quota Funds) - Account for allotments and requisitions from federal programs qualifying public and parochial schools in New Mexico.

#### Income Taxes

As an instrumentality of the State of New Mexico, the School is not subject to federal or state income taxes.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets**

Capital Assets are recorded at cost at the date of acquisition, or fair market value at the date of donation in the case of gifts. The School's capitalization policy includes all items with a unit cost in excess of \$5,000 per Section 12-6-10 NMSA 1978. The capitalization threshold was changed from \$1,000 in prior years. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred.

Major outlay for capital assets and improvements are capitalized as projects when constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets.

Depreciation for the School is computed using the straight-line method over the estimated useful lives of the assets.

Depreciable lives for the various asset classes are as follows:

|                                    |              |
|------------------------------------|--------------|
| Major Grounds Improvements         | 25 years     |
| Building and Structures            | 40 years     |
| Automobiles                        | 5 – 10 years |
| Equipment, Machinery and Furniture | 5 – 25 years |

**Non-Current Liabilities**

Non-current liabilities include accrued compensated absences that will not be paid out within the next fiscal year.

**Compensated Absences**

Vested or accumulated vacation leave that is expected to be liquidated with expendable, available financial resources is reflected as a liability of the School. In accordance with the provisions of the Governmental Accounting Standards Board, Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. Annual leave is earned according to the following schedule:

| Employee Type       | Years of Service | Rate                          |
|---------------------|------------------|-------------------------------|
| Full-time employees | 1-7 years        | 1 day/month                   |
| Full-time employees | 7 years +        | 1.5 days/month                |
| 12 month employees  | N/A              | 14.67 hrs/month               |
| 9 month employees   | N/A              | 14.67 hrs/month<br>(prorated) |

**Inventory**

Supply inventories are valued at the lower of cost (first-in, first-out) or market, and primarily consist of food inventory, and general cleaning, office, and education supplies.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Net Assets**

The School's net assets are classified as follows:

*Investment in Capital Assets:* This represents the School's total capital assets. The School does not have any debt related to capital assets.

*Restricted Net Assets:* Restricted expendable net assets include resources, which the School is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

*Unrestricted net assets:* Unrestricted net assets represent all other resources. These resources are used for transactions relating to the educational and general operations of the School, and may be used at the discretion of the governing board to meet current expenses for any purpose.

**Classification of Revenues**

The School has classified its revenues as either operating or nonoperating revenues according to the following criteria:

*Operating revenues:* Operating revenues of the School include activities that have the characteristics of exchange transactions, such as (1) federal, state and local grants and contracts; (2) state appropriated permanent fund income and land income; (3) income generated through joint powers agreements; (4) fee for service-Medicaid in the schools; and (5) other miscellaneous operating revenues.

*Nonoperating revenues:* Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as gifts and contributions, investment income, and other revenue sources that are defined as nonoperating revenues by GASB 9, *Reporting Cash Flows Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB 34.

**Classification of Expenses**

The School has classified its expenses as either operating or nonoperating expenses according to the following criteria:

*Operating expenses:* Operating expenses include activities that have the characteristics of exchange transactions, such as (1) employee salaries, benefits, and related expenses; (2) utilities, supplies, and other services; (3) professional fees; and (4) depreciation expense related to School property, plant, and equipment. Expenses not meeting this definition are reported as non-operating expenses.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the School's policy is to first apply the expense towards restricted resources, and then towards unrestricted resources.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgetary Process**

The Board adopts an annual budget for the current unrestricted and restricted funds, and the unexpended plant funds that are prepared by the administration and approved by the Board, the state of New Mexico Commission on Higher Education, and the State Budget Division of the Department of Finance and Administration. To amend the budget, the School requires the following order of approval: (1) School Superintendent, (2) School Board Members, (3) Higher Education Department, and (4) Department of Finance and Administration.

Budgets are adopted on a modified accrual basis of accounting. Certain revenues and expenditures that have been earned and incurred in accordance with generally accepted accounting principles are deferred under the budgetary basis. An example would be accrued vacation pay. In the statements prepared in accordance with generally accepted accounting principles, the accrued vacation liability is recognized. For the budgetary basis, the School does not recognize the expense and liability until the wage expense is paid in subsequent years.

Depreciation expense is not recorded for the budgetary basis of accounting.

Budgetary comparisons presented in the accompanying supporting schedules for the current unrestricted and restricted funds are on this modified accrual budgetary basis.

These budgets secure appropriation of funds for only one year. Carryover funds must be reappropriated in the budget of the subsequent fiscal year. Since the process in the state of New Mexico requires that the beginning cash balance be appropriated in the budget of the subsequent fiscal year, the appropriated cash balance is legally restricted and is therefore, used in the calculation to determine the annual budget.

Total expenditures or transfers in each of these amounts of budgetary control may not exceed the amount shown in the approved budget: (A) Unrestricted expenditures and restricted expenditures; (B) Instruction and general; (C) Each budget function in current funds other than instruction and general; (D) Within the plant funds budget: major projects, library bonds, equipment bonds, minor capital outlay, renewals and replacements and debt service; and (E) each individual item of transfer between funds and/or functions.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 2. ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2012:

|  |                    |
|--|--------------------|
| State of New Mexico (Land & Permanent Fund Income) | \$952,627          |
| Navajo Nation - Developmental                      | 18,910             |
| State of New Mexico – HSD                          | 1,692              |
| State of New Mexico – PED                          | 39,441             |
| Medicaid – FIT Kids                                | 17,193             |
| ERATE  | 52,340             |
| Miscellaneous Accounts receivable                  | 6,982              |
|  | <u>\$1,089,185</u> |

All receivables are considered collectible. Accordingly, no allowance for uncollectible accounts has been established.

**NOTE 3. CASH AND CASH EQUIVALENTS**

State regulations require that uninsured demand deposits and deposit type investments, such as certificates of deposit; be collateralized by depository thrift and banking institutions. At present, state statutes require that a minimum of fifty percent of the uninsured balances on deposit with any one institution must be collateralized. A summary of cash and the related collateralization is as follows:

|                                   |                         |
|-----------------------------------|-------------------------|
|                                   | <u>Wells Fargo Bank</u> |
| Amount held                       | \$1,984,400             |
| Less Government money market fund | (1,449,905)             |
| Less FDIC insurance               | (534,495)               |
| Uninsured public funds            | <u>\$0</u>              |
| 50% collateral required           | <u>\$0</u>              |

All non interest bearing accounts (checking) are fully insured, in addition to the \$250,000 insurance coverage on demand deposits, through the Temporary Liquidity Guarantee Program.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 3. CASH AND CASH EQUIVALENTS (CONTINUED)**

As shown all the banks were adequately insured.

The banks are reconciled as follows:

|                                  | <u>Wells Fargo Bank</u> |
|----------------------------------|-------------------------|
| Bank balance, June 30, 2012      | \$1,984,400             |
| Outstanding deposits             | 0                       |
| Outstanding checks               | (71,795)                |
| Book balance, June 30, 2012      | <u>\$1,912,605</u>      |
| Cash carrying amounts            | \$1,913,565             |
| Less: New Mexico State Treasurer | (110)                   |
| Less: Petty cash                 | (850)                   |
|                                  | <u>\$1,912,605</u>      |

Schedule of cash balances:

| Depository                 | Account Name     | Type         | Bank Balance       | Reconciled Balance |
|----------------------------|------------------|--------------|--------------------|--------------------|
| Wells Fargo Bank, N.A.     | General Fund     | Checking     | \$319,739          | \$248,681          |
| Wells Fargo Bank, N.A.     | Payroll          | Checking     | 134,717            | 134,717            |
| Wells Fargo Bank, N.A.     | Restricted Funds | Checking     | 70,000             | 70,000             |
| Wells Fargo Bank, N.A.     | Agency Funds     | Checking     | 9,839              | 9,102              |
| Wells Fargo Bank, N.A.     | Money Market     | Money Market | 1,449,905          | 1,449,905          |
| Wells Fargo Bank, N.A.     | Life Skills      | Checking     | 200                | 200                |
| New Mexico State Treasurer |                  | Overnight    | 0                  | 110                |
| Petty Cash                 |                  |              | 0                  | 850                |
|                            |                  |              | <u>\$1,984,400</u> | <u>\$1,913,565</u> |

**Custodial Credit Risk** - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the School's deposits may not be returned to it. The School does not have a deposit policy for custodial credit risk. As of June 30, 2012, none of the School's bank balance of \$1,984,400 was exposed to custodial credit risk.

The School maintains funds with the State Treasurer External Investment Pool Local Government Investment Pool (LGIP) as noted above.

- The investments are valued at fair value based on quoted market prices as of the valuation date;
- The State Treasurer Local Government Investment Pool is not SEC registered. The State Treasurer is authorized to invest the short-term investment funds, with the advice and consent of the State Board of Finance, in accordance with Sections 6-10-10 I through 6-10-10 P and Sections 6-10-10.1 A and E, NMSA 1978;
- The pool does not have unit shares. Per Section 6-10-10.1F, NMSA 1978, at the end of each month all interest earned is distributed by the State Treasurer to the contributing entities in amounts directly proportionate to the respective amounts deposited in the fund and the length of time the fund amounts were invested; and

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 3. CASH AND CASH EQUIVALENTS (CONTINUED)**

- Participation in the local government investment pool is voluntary.
- The current credit risk rating of the pool is AAAm.
- The weighted average maturity of the pool is 60 days as of June 30, 2012, which is an acceptable method of reporting interest rate risk.
- All investments in the pool are in U.S. dollar denominations. Therefore, the LGIP has no foreign currency risk.

**NOTE 4. INVESTMENTS**

The School's investments are governed by state law, as well as a formal investment policy. The policy permits investments which are within New Mexico constitutional and statutory law; however, the policy does stipulate that asset-backed or collateralized securities must be rated AA or better. The School invests through the New Mexico State Investment Council, which utilizes a list of legal investments per the State of New Mexico.

**Interest Rate Risk**

As a means of limiting its exposure to fair value risks arising from rising interest rates the School's investment policy limits interest rate risk by using adequate diversification in the funds noted and rebalancing the portfolio quarterly (based on specified ranges) or more frequently if rapidly changing market conditions occur.

**Concentration of Credit Risk**

The School has established the following guidelines in their investment policy for asset allocations:

| Asset Class               | Minimum | Target | Maximum |
|---------------------------|---------|--------|---------|
| <u>Equity:</u>            |         |        |         |
| Domestic Large Cap Active | 7%      | 12%    | 17%     |
| Domestic Small/Mid Cap    | 8%      | 13%    | 18%     |
| Developed International   | 8%      | 13%    | 18%     |
| Emerging International    | 5%      | 10%    | 15%     |
| <u>Bonds:</u>             |         |        |         |
| Core Bond Plus            | 47%     | 52%    | 57%     |

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
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**NOTE 4. INVESTMENTS (CONTINUED)**

At June 30, 2012, the market value (per quoted market price) of the School's allocable share of the registered, uninsured external investment pools is as follows:

| Description        | Percentage<br>Of Portfolio | Market<br>Value | Credit Risk<br>Rating |
|--------------------|----------------------------|-----------------|-----------------------|
| Large Cap Activity | 9.3%                       | \$698,445       | Not available         |
| Core Bond          | 62.3%                      | 4,659,014       | Not available         |
| Non – US Developed | 8.2%                       | 610,971         | Not available         |
| Non – US Emerging  | 10.3%                      | 774,304         | Not available         |
| Mid/Small Cap      | 9.9%                       | 735,700         | Not available         |
|                    | 100%                       | \$7,478,434     |                       |

Investment income components were as follows:

|   |           |
|---|-----------|
| Investment income earned                | \$258,066 |
| Net capital appreciation (depreciation) | (244,620) |
| Interest on bank accounts               | 228       |
|   | \$13,674  |

**NOTE 5. EDUCATIONAL MATERIAL CREDITS**

The School is a participant in two programs: one state funded and one federally funded. The programs provide assistance in the form of acquiring educational materials through allocations. The state funded program requires that the School purchase instructional materials and then submit documentation of purchases to the state for reimbursement. Unused allocations are available to be carried forward to future years. The federal program involves utilization of credits for purchases of materials through the American Printing House for the Blind, Inc. Unused credits are available to be carried forward for use in future years. The allocations have been recorded as revenues, along with offsetting expenditures. The School does not budget for these types of non-monetary resources. The School also serves as a trustee, under the federal funded program, for all public and private schools within the state that are eligible for educational materials credits as a result of their enrollment of visually impaired students. Such credits are accounted for as held in trust for others.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 6. PERMANENT FUND**

The Ferguson Act of 1898 and the Enabling Act of 1910 granted certain lands held by the federal government to the territory of New Mexico. Under the terms of these grants it was stipulated that such lands, totaling 13.4 million acres, were to be held in trust for the benefit of the public schools and other specific public institutions, of which the New Mexico School for the Blind and Visually Impaired is one. Royalties and principal from land sales are transferred by the State Land Office to the Investment Office, which adds these amounts to the corpus of the Permanent Fund. The income received on the Permanent Fund is distributed by the Investment Office to the beneficiaries. Gains and losses on investment transactions are credited or charged to the corpus and do not directly impact distributions to the beneficiaries.

Changes in the School's share of permanent trust balances held by the Investment Office and other relevant information are as follows:

|  |                             |
|--|-----------------------------|
| Balance, June 30, 2011   | \$219,779,741               |
| Distributed income   | (11,312,880)                |
| State land office transfers                                    | 8,189,205                   |
| Capital gains/losses, unrealized gains/losses, income earnings | 1,570,075                   |
| <b><i>Balance, June 30, 2012</i></b>                           | <b><i>\$218,246,141</i></b> |

**NOTE 7. LAND INCOME**

The School receives income directly from the State Land Office Maintenance Fund related to the land held in trust for the New Mexico School for the Blind and Visually Impaired noted in Note 6 above. This income is generated by the State Land Office from oil and gas rental, bonuses, grazing rentals, miscellaneous rentals, interest on cash deposits, and other income. The amount distributed to (and receivable by) the School for the fiscal year ended June 30, 2012 was \$300,513.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 8. CAPITAL ASSETS**

For the year ended June 30, 2012, changes in the asset composition of capital assets were as follows:

|  | Balance<br>06/30/2011 | Additions        | Transfers/<br>Deletions | Balance<br>06/30/2012 |
|--|-----------------------|------------------|-------------------------|-----------------------|
| <b>Capital Assets - Non Depreciable:</b>     |                       |                  |                         |                       |
| Land   | \$1,553,524           | \$0              | \$0                     | \$1,553,524           |
| Construction in process                      | 152,729               | 873,043          | 0                       | 1,025,772             |
| <i>Total capital assets, not depreciated</i> | <i>1,706,253</i>      | <i>873,043</i>   | <i>0</i>                | <i>2,579,296</i>      |
| <b>Capital Assets - Depreciable:</b>         |                       |                  |                         |                       |
| Improvements                                 | 1,432,760             | 0                | 0                       | 1,432,760             |
| Buildings and Structures                     | 20,046,272            | 0                | 0                       | 20,046,272            |
| Art  | 8,000                 | 0                | 0                       | 8,000                 |
| Automotive Equipment                         | 1,870,994             | 82,223           | (59,975)                | 1,893,242             |
| Furniture, Fixtures, and Equipment           | 3,012,547             | 27,075           | (53,109)                | 2,986,513             |
| <i>Total capital assets, depreciated</i>     | <i>26,370,573</i>     | <i>109,298</i>   | <i>(113,084)</i>        | <i>26,366,787</i>     |
| <b>Accumulated Depreciation:</b>             |                       |                  |                         |                       |
| Improvements                                 | (1,164,976)           | (28,857)         | 0                       | (1,193,833)           |
| Buildings and Structures                     | (7,117,108)           | (368,559)        | 0                       | (7,485,667)           |
| Automotive Equipment                         | (1,278,378)           | (221,716)        | 59,975                  | (1,440,119)           |
| Furniture, Fixtures, and Equipment           | (2,581,040)           | (91,771)         | 53,109                  | (2,619,702)           |
| Art  | (8,000)               | 0                | 0                       | (8,000)               |
| <i>Total accumulated depreciation</i>        | <i>(12,149,502)</i>   | <i>(710,903)</i> | <i>113,084</i>          | <i>(12,747,321)</i>   |
| <b>Net Capital Assets</b>                    | <b>\$15,927,324</b>   | <b>\$271,438</b> | <b>\$0</b>              | <b>\$16,198,762</b>   |

Depreciation expense of \$710,903 has been recorded in the plant operations function.

Software has been capitalized and depreciated as part of Furniture, Fixtures and Equipment.

Library books have not been capitalized and depreciated because they are generally less than the capitalization threshold of \$5,000 and not purchased as part of a collection.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 9. NON-CURRENT LIABILITIES**

|                              | June 30, 2011 | Increases | Decreases | June 30, 2012 | Amounts Due Within One Year |
|------------------------------|---------------|-----------|-----------|---------------|-----------------------------|
| Accrued compensated absences | \$129,885     | \$145,892 | \$143,186 | \$132,591     | \$0                         |

**NOTE 10. ACCRUED LIABILITIES**

Accrued liabilities at June 30, 2012 consist of the following:

|                           |                  |
|---------------------------|------------------|
| Employee benefits payable | \$525,275        |
| Employee wages payable    | 119,952          |
| Employee taxes payable    | 77,404           |
| <b>Total</b>              | <b>\$722,631</b> |

**NOTE 11. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION**

**Plan Description.** Substantially all of the New Mexico School for the Blind and Visually Impaired's full-time employees participate in a public employee retirement system authorized under the Public Employees Retirement Act (Chapter 10, Article 11, NMSA 1978). The Public Employees Retirement Association (PERA) is the administrator of the plan, which is a cost-sharing multiple-employer defined benefit retirement plan. The plan provides for retirement benefits, disability benefits, survivor benefits and cost-of-living adjustments to plan members and beneficiaries. PERA issues a separate, publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to PERA, P.O. Box 2123, Santa Fe, New Mexico 87504-2123. The report is also available on PERA's website at [www.pera.state.nm.us](http://www.pera.state.nm.us).

**Funding Policy.** Plan members are required to contribute 8.79% (ranges from 3.83% to 16.65% depending upon the plan - i.e., state general, state hazardous duty, state police and adult correctional officers, municipal general, municipal police, municipal fire, municipal detention officer) of their gross salary. The New Mexico School for the Blind and Visually Impaired is required to contribute 15.22% (ranges from 7.0% to 25.72% depending upon the plan) of the gross covered salary. The contribution requirements of plan members and the New Mexico School for the Blind and Visually Impaired are established in State statute under Chapter 10, Article 11, NMSA 1978. The requirements may be amended by acts of the legislature. The New Mexico School for the Blind and Visually Impaired's contributions to PERA for the fiscal years ending June 30, 2012, 2011 and 2010 were \$239,380, \$253,178, and \$225,956, respectively, which equal the amount of the required contributions for each fiscal year.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 12. PENSION PLAN – EDUCATIONAL RETIREMENT BOARD**

**Plan Description.** Substantially all of the New Mexico School for the Blind and Visually Impaired's full-time employees participate in a public employee retirement system authorized under the Educational Retirement Act (Chapter 22, Article 11, NMSA 1978). The Educational Retirement Board (ERB) is the administrator of the plan, which is a cost-sharing multiple-employer defined benefit retirement plan. The plan provides for retirement benefits, disability benefits, survivor benefits and cost-of-living adjustments to plan members (certified teachers, and other employees of State public school districts, colleges and universities) and beneficiaries. ERB issues a separate, publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to ERB, P.O. Box 26129, Santa Fe, New Mexico 87502. The report is also available on ERB's website at [www.nmerb.org](http://www.nmerb.org).

**Funding Policy.** Plan members earning \$20,000 or less annually are required by statute to contribute 7.9% of their gross salary. Plan members earning over \$20,000 annually were required to contribute 11.15% of their gross salary in fiscal year 2012 and will be required to contribute 9.40% of their gross salary in fiscal year 2013. The New Mexico School for the Blind and Visually Impaired has been and is required to contribute 12.4% of the gross covered salary for employees earning \$20,000 or less, in fiscal years 2012 and 2013. In fiscal year 2012, the New Mexico School for the Blind and Visually Impaired contributed 9.15% of the gross covered salary of employees earning more than \$20,000 annually. In fiscal year 2013, the New Mexico School for the Blind and Visually Impaired will contribute 10.9% of the gross covered salary of employees earning more than \$20,000 annually. The contribution requirements of plan members and the New Mexico School for the Blind and Visually Impaired are established in State statute under Chapter 22, Article 11, NMSA 1978. The requirements may be amended by acts of the legislature. The New Mexico School for the Blind and Visually Impaired's contributions to ERB for the fiscal years ending June 30, 2012, 2011, and 2010, were \$579,984, \$634,135, and \$668,753, respectively, which equal the amount of the required contributions for each fiscal year.

**Annuity Programs**

Electing employees make contributions through payroll withholdings to one or more tax deferred annuity programs pursuant to Internal Revenue Code Section 403(b) relating to special provisions for employee of public educational institutions. The School makes no contributions to the annuity programs.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 13. POST-EMPLOYMENT BENEFITS – STATE RETIREE HEALTH CARE PLAN**

*Plan Description.* New Mexico School for the Blind and Visually Impaired contributes to the New Mexico Retiree Health Care Fund, a cost-sharing multiple-employer defined benefit postemployment healthcare plan administered by the New Mexico Retiree Health Care Authority (RHCA). The RHCA provides health care insurance and prescription drug benefits to retired employees of participating New Mexico government agencies, their spouses, dependents, and surviving spouses and dependents. The RHCA Board was established by the Retiree Health Care Act (Chapter 10, Article 7C, NMSA 1978). The Board is responsible for establishing and amending benefit provisions of the healthcare plan and is also authorized to designate optional and/or voluntary benefits like dental, vision, supplemental life insurance, and long-term care policies.

Eligible retirees are: 1) retirees who make contributions to the fund for at least five years prior to retirement and whose eligible employer during that period of time made contributions as a participant in the RHCA plan on the person's behalf unless that person retires before the employer's RHCA effective date, in which event the time period required for employee and employer contributions shall become the period of time between the employer's effective date and the date of retirement; 2) retirees defined by the Act who retired prior to July 1, 1990; 3) former legislators who served at least two years; and 4) former governing authority members who served at least four years.

The RHCA issues a publicly available stand-alone financial report that includes financial statements and required supplementary information for the postemployment healthcare plan. That report and further information can be obtained by writing to the Retiree Health Care Authority at 4308 Carlisle NE, Suite 104, Albuquerque, New Mexico 87107.

*Funding Policy.* The Retiree Health Care Act (Section 10-7C-13 NMSA 1978) authorizes the RHCA Board to establish the monthly premium contributions that retirees are required to pay for healthcare benefits. Each participating retiree pays a monthly premium according to a service based subsidy rate schedule for the medical plus basic life plan plus an additional participation fee of five dollars if the eligible participant retired prior to the employer's RHCA effective date or is a former legislator or former governing authority member. Former legislators and governing authority members are required to pay 100% of the insurance premium to cover their claims and the administrative expenses of the plan. The monthly premium rate schedule can be obtained from the RHCA or viewed on their website at [www.nmrhca.state.nm.us](http://www.nmrhca.state.nm.us).

The Retiree Health Care Act (Section 10-7C-15 NMSA 1978) is the statutory authority that establishes the required contributions of participating employers and their employees. During the fiscal year ended June 30, 2012, the statute required each participating employer to contribute 1.834% of each participating employee's annual salary; each participating employee was required to contribute .917% of their salary. In the fiscal year ending June 30, 2013, the contribution rates for employees and employers will rise as follows:

| <u>Fiscal Year</u> | <u>Employer Contribution Rate</u> | <u>Employee Contribution Rate</u> |
|--------------------|-----------------------------------|-----------------------------------|
| FY 13              | 2.000%                            | 1.000%                            |

Also, employers joining the program after January 1, 1998, are required to make a surplus-amount contribution to the RHCA based on one of two formulas at agreed-upon intervals.

The RHCA plan is financed on a pay-as-you-go basis. The employer, employee and retiree contributions are required to be remitted to the RHCA on a monthly basis. The statutory requirements for the contributions can be changed by the New Mexico State Legislature.

The New Mexico School for the Blind and Visually Impaired's contributions to the RHCA for the years ended June 30, 2012, 2011 and 2010 were \$147,148, \$116,068 and \$99,583, respectively, which equal the required contributions for each year.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

### NOTE 14. RISK MANAGEMENT

The School participates in an insurance program sponsored by the Risk Management Division of the General Services Department of the State of New Mexico. The Program self-insures against certain losses and utilizes blanket policies to cover other losses, as well as excess self-insured losses. In return for premiums paid to the program, the School obtains the benefit of insurance coverage commensurate with that provided by commercial providers for various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; civil rights claims; and natural disasters.

### NOTE 15. CAPITAL OUTLAY APPROPRIATIONS – SEVERANCE TAX BONDS

|                            | Original<br>Appropriation | Appropriation<br>Period | Expenditures<br>To Date | Balance<br>Encumbered | Balance<br>Unencumbered |
|----------------------------|---------------------------|-------------------------|-------------------------|-----------------------|-------------------------|
| State Appropriation – BR&R | \$284,000                 | 2011                    | \$284,000               | \$0                   | \$0                     |

### NOTE 16. COMMITMENTS AND CONTINGENCIES

Construction obligations of \$394,258 are not presented in the financial statements. These obligations represent unfinished contracts with various entities.

### NOTE 17. SUBSEQUENT EVENTS

Subsequent events were evaluated through November 5, 2012, which is the date the financial statements were available to be issued.



## SUPPLEMENTARY INFORMATION

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## ALL FUNDS

### SCHEDULE OF REVENUES AND EXPENDITURES BUDGET (MODIFIED ACCRUAL BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS FOR THE YEAR ENDED JUNE 30, 2012

|  | Original<br>Budget      | Final<br>Budget         | Actual                    | Variance<br>Favorable/<br>(Unfavorable) |
|--|-------------------------|-------------------------|---------------------------|---|
| <b>Operating Revenues:</b>                     |                         |                         |                           |   |
| Federal sources                                | \$73,295                | \$81,364                | \$94,408                  | \$13,044                                |
| State sources                                  | 2,306,011               | 2,152,923               | 821,461                   | (1,331,462)                             |
| Local sources                                  | 7,400                   | 5,850                   | 5,850                     | 0                                       |
| State appropriations                           | 699,700                 | 675,200                 | 675,202                   | 2                                       |
| State permanent fund income                    | 11,045,926              | 11,387,628              | 11,312,880                | (74,748)                                |
| Land income                                    | 471,700                 | 377,400                 | 300,513                   | (76,887)                                |
| Outreach itinerant income                      | 20,500                  | 300                     | 300                       | 0                                       |
| Medicaid in the schools                        | 406,994                 | 390,546                 | 449,374                   | 58,828                                  |
| Other operating revenues                       | 135,429                 | 110,323                 | 103,115                   | (7,208)                                 |
| <i>Total operating revenues</i>                | <i>15,166,955</i>       | <i>15,181,534</i>       | <i>13,763,103</i>         | <i>(1,418,431)</i>                      |
| <b>Operating Expenses:</b>                     |                         |                         |                           |   |
| Instruction                                    | 5,435,987               | 5,257,652               | 4,633,456                 | 624,196                                 |
| Academic support                               | 2,961,790               | 3,027,135               | 2,839,983                 | 187,152                                 |
| Student support                                | 2,197,172               | 2,190,589               | 1,870,199                 | 320,390                                 |
| Institutional support                          | 2,159,237               | 2,146,733               | 1,904,404                 | 242,329                                 |
| Operation and maintenance of plant             | 1,740,427               | 1,783,346               | 1,569,716                 | 213,630                                 |
| Capital outlay                                 | 2,600,000               | 2,451,810               | 957,501                   | 1,494,309                               |
| Renewal and replacements                       | 296,600                 | 1,026,786               | 30,528                    | 996,258                                 |
| <i>Total operating expenditures</i>            | <i>17,391,213</i>       | <i>17,884,051</i>       | <i>13,805,787</i>         | <i>4,078,264</i>                        |
| <i>Operating income (loss)</i>                 | <i>(2,224,258)</i>      | <i>(2,702,517)</i>      | <i>(42,684)</i>           | <i>2,659,833</i>                        |
| <b>Non-Operating Revenues (Expenses):</b>      |                         |                         |                           |   |
| Investment income                              | 151                     | 229                     | 228                       | (1)                                     |
| Other income                                   | 25,500                  | 10,379                  | 9,294                     | (1,085)                                 |
| Donations                                      | 335,700                 | 303,537                 | 171,414                   | (132,123)                               |
| <i>Total non-operating revenues (expenses)</i> | <i>361,351</i>          | <i>314,145</i>          | <i>180,936</i>            | <i>(133,209)</i>                        |
| Net change in fund balance                     | (1,862,907)             | (2,388,372)             | 138,252                   | 2,526,624                               |
| Fund balance, beginning of year                | 650,000                 | 2,057,187               | 2,057,187                 | 0                                       |
| Investments converted to cash                  | 1,533,105               | 697,185                 | 500,000                   | (197,185)                               |
| <b><i>Fund Balance, end of year</i></b>        | <b><i>\$320,198</i></b> | <b><i>\$366,000</i></b> | <b><i>\$2,695,439</i></b> | <b><i>\$2,329,439</i></b>               |

The Notes to Financial Statements are an integral part of these statements.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## UNRESTRICTED FUND

### SCHEDULE OF REVENUES AND EXPENDITURES BUDGET (MODIFIED ACCRUAL BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS FOR THE YEAR ENDED JUNE 30, 2012

|  | Original<br>Budget      | Final<br>Budget         | Actual                    | Variance<br>Favorable/<br>(Unfavorable) |
|--|-------------------------|-------------------------|---------------------------|---|
| <b>Operating Revenues:</b>                     |                         |                         |                           |   |
| Federal sources                                | \$0                     | \$0                     | \$0                       | \$0                                     |
| State sources                                  | 2,305,000               | 2,151,810               | 820,901                   | (1,330,909)                             |
| Local sources                                  | 7,400                   | 5,850                   | 5,850                     | 0                                       |
| State appropriations                           | 699,700                 | 675,200                 | 675,202                   | 2                                       |
| State permanent fund income                    | 11,045,926              | 11,387,628              | 11,312,880                | (74,748)                                |
| Land income                                    | 471,700                 | 377,400                 | 300,513                   | (76,887)                                |
| Outreach itinerant income                      | 20,500                  | 300                     | 300                       | 0                                       |
| Other operating revenues                       | 33,220                  | 18,595                  | 21,491                    | 2,896                                   |
| <i>Total operating revenues</i>                | <i>14,583,446</i>       | <i>14,616,783</i>       | <i>13,137,137</i>         | <i>(1,479,646)</i>                      |
| <b>Operating Expenses:</b>                     |                         |                         |                           |   |
| Instruction                                    | 5,095,527               | 4,992,381               | 4,477,240                 | 515,141                                 |
| Academic support                               | 2,551,241               | 2,600,933               | 2,397,022                 | 203,911                                 |
| Student support                                | 2,112,172               | 2,135,211               | 1,797,846                 | 337,365                                 |
| Institutional support                          | 2,159,237               | 2,146,733               | 1,904,404                 | 242,329                                 |
| Operation and maintenance of plant             | 1,740,427               | 1,783,346               | 1,569,716                 | 213,630                                 |
| Capital outlay                                 | 2,600,000               | 2,451,810               | 957,501                   | 1,494,309                               |
| Renewal and replacements                       | 296,600                 | 1,026,786               | 30,528                    | 996,258                                 |
| <i>Total operating expenditures</i>            | <i>16,555,204</i>       | <i>17,137,200</i>       | <i>13,134,257</i>         | <i>4,002,943</i>                        |
| <i>Operating income (loss)</i>                 | <i>(1,971,758)</i>      | <i>(2,520,417)</i>      | <i>2,880</i>              | <i>2,523,297</i>                        |
| <b>Non-Operating Revenues (Expenses):</b>      |                         |                         |                           |   |
| Investment income                              | 151                     | 229                     | 228                       | (1)                                     |
| Other income                                   | 25,500                  | 10,379                  | 9,294                     | (1,085)                                 |
| Donations                                      | 83,200                  | 121,437                 | 125,850                   | 4,413                                   |
| <i>Total non-operating revenues (expenses)</i> | <i>108,851</i>          | <i>132,045</i>          | <i>135,372</i>            | <i>3,327</i>                            |
| Net change in fund balance                     | (1,862,907)             | (2,388,372)             | 138,252                   | 2,526,624                               |
| Fund balance, beginning of year                | 650,000                 | 2,057,187               | 2,057,187                 | 0                                       |
| Investments converted to cash                  | 1,533,105               | 697,185                 | 500,000                   | (197,185)                               |
| <b><i>Fund Balance, end of year</i></b>        | <b><i>\$320,198</i></b> | <b><i>\$366,000</i></b> | <b><i>\$2,695,439</i></b> | <b><i>\$2,329,439</i></b>               |

The Notes to Financial Statements are an integral part of these statements.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## RESTRICTED FUND

### SCHEDULE OF REVENUES AND EXPENDITURES

#### BUDGET (MODIFIED ACCRUAL BUDGETARY BASIS) AND

#### ACTUAL ON BUDGETARY BASIS

FOR THE YEAR ENDED JUNE 30, 2012

|  | Original<br>Budget | Final<br>Budget   | Actual            | Variance<br>Favorable/<br>(Unfavorable) |
|--|--------------------|-------------------|-------------------|---|
| <b>Operating Revenues:</b>                     |                    |                   |                   |   |
| Federal sources                                | \$73,295           | \$81,364          | \$94,408          | \$13,044                                |
| State sources                                  | 1,011              | 1,113             | 560               | (553)                                   |
| Medicaid in the schools                        | 406,994            | 390,546           | 449,374           | 58,828                                  |
| Other operating revenues                       | 102,209            | 91,728            | 81,624            | (10,104)                                |
| <i>Total operating revenues</i>                | <i>583,509</i>     | <i>564,751</i>    | <i>625,966</i>    | <i>61,215</i>                           |
| <b>Operating Expenses:</b>                     |                    |                   |                   |   |
| Instruction                                    | 340,460            | 265,271           | 156,216           | 109,055                                 |
| Academic support                               | 410,549            | 426,202           | 442,961           | (16,759)                                |
| Student support                                | 85,000             | 55,378            | 72,353            | (16,975)                                |
| Institutional support                          | 0                  | 0                 | 0                 | 0                                       |
| Operation and maintenance of plant             | 0                  | 0                 | 0                 | 0                                       |
| <i>Total operating expenditures</i>            | <i>836,009</i>     | <i>746,851</i>    | <i>671,530</i>    | <i>75,321</i>                           |
| <i>Operating income (loss)</i>                 | <i>(252,500)</i>   | <i>(182,100)</i>  | <i>(45,564)</i>   | <i>136,536</i>                          |
| <b>Non-Operating Revenues (Expenses):</b>      |                    |                   |                   |   |
| Other income                                   | 0                  | 0                 | 0                 | 0                                       |
| Donations                                      | 252,500            | 182,100           | 45,564            | (136,536)                               |
| <i>Total non-operating revenues (expenses)</i> | <i>252,500</i>     | <i>182,100</i>    | <i>45,564</i>     | <i>(136,536)</i>                        |
| Net change in fund balance                     | 0                  | 0                 | 0                 | 0                                       |
| Fund balance, beginning of year                | 0                  | 0                 | 0                 | 0                                       |
| <b><i>Fund Balance, end of year</i></b>        | <b><i>\$0</i></b>  | <b><i>\$0</i></b> | <b><i>\$0</i></b> | <b><i>\$0</i></b>                       |

The Notes to Financial Statements are an integral part of these statements.

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## RECONCILIATION BUDGETARY COMPARISON SCHEDULE

### ALL FUNDS AND STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2012

#### Sources/Inflows of Resources:

|   |                     |
|---|---------------------|
| Actual amounts (budgetary basis) "operating revenues" from the budgetary comparison schedule.                 | \$13,763,103        |
| Differences - Budget to GAAP:   |                     |
| State appropriations - non operating (capital)  | (284,000)           |
| For budgetary purposes the School defers restricted revenue not expended.                                     | 18,267              |
| Textbook credits not budgeted   | 38,704              |
| PSFA severance tax bonds - non operating (capital)  | (820,901)           |
| <b>Total operating revenues as reported on the statement of revenues, expenses, and changes in net assets</b> | <b>\$12,715,173</b> |

#### Uses/Outflows of Resources:

|   |                     |
|---|---------------------|
| Actual amounts (budgetary basis) "operating expenses" from the budgetary comparison schedule.   | \$13,805,787        |
| The School budgets for capital assets purchased. Capital additions are not reflected as an operating expense for financial reporting purposes.              | (982,341)           |
| Depreciation expense is not considered an outflow of operating resources for budgetary basis but is considered an expense for financial reporting purposes. | 710,903             |
| Bad debt expense not budgeted   | 41                  |
| Textbook credits used not budgeted  | 23,798              |
| ERATE reimbursements not budgeted (reduction of expense)  | (52,340)            |
| <b>Total operating expenses as reported on the statement of revenues, expenses, and changes in net assets</b>   | <b>\$13,505,848</b> |

#### Sources/Inflows of Resources:

|   |                    |
|---|--------------------|
| Actual amounts (budgetary basis) "non-operating revenues" from the budgetary comparison schedule.   | \$180,936          |
| For budgetary purposes, the School does not consider the investment income earned as a source of funds. The School budgets proceeds from the investment accounts. For financial reporting, the School reflects the income as non-operating revenue. Investment expenses not budget. | 5,186              |
| For budgetary purposes the School defers restricted revenue not expended/recognizes when expended.  | (13,181)           |
| State appropriations - non operating (capital)  | 284,000            |
| PSFA severance tax bonds - non operating (capital)  | 820,901            |
| <b>Total non-operating revenues as reported on the statement of revenues, expenses, and changes in net assets</b>   | <b>\$1,277,842</b> |

**SUPPLEMENTARY DATA**

# NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## ALL AGENCY FUNDS

### STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

FOR THE FISCAL YEAR ENDED JUNE 30, 2012

|                                      | Balance<br>June 30, 2011 | Increase/<br>Receipts | Decrease/<br>Disbursement | Balance<br>June 30, 2012 |
|--------------------------------------|--------------------------|-----------------------|---------------------------|--------------------------|
| <b>ACTIVITY FUNDS</b>                |                          |                       |                           |                          |
| <b><u>Assets</u></b>                 |                          |                       |                           |                          |
| Cash                                 | \$9,678                  | \$2,059               | \$3,284                   | \$8,453                  |
| <b><u>Liabilities</u></b>            |                          |                       |                           |                          |
| Due to student groups                | \$9,678                  | \$2,059               | \$3,284                   | \$8,453                  |
| <b>STUDENT DEPOSITS</b>              |                          |                       |                           |                          |
| <b><u>Assets</u></b>                 |                          |                       |                           |                          |
| Cash                                 | \$552                    | \$438                 | \$41                      | \$949                    |
| <b><u>Liabilities</u></b>            |                          |                       |                           |                          |
| Due to individual students           | \$552                    | \$438                 | \$41                      | \$949                    |
| <b>EDUCATIONAL MATERIALS CREDITS</b> |                          |                       |                           |                          |
| Federal quota funds                  | \$65,424                 | \$179,733             | \$220,490                 | \$24,667                 |
| <b><u>Liabilities</u></b>            |                          |                       |                           |                          |
| Held in trust for others             | \$65,424                 | \$179,733             | \$220,490                 | \$24,667                 |
| <b>TOTALS - ALL AGENCY FUNDS</b>     |                          |                       |                           |                          |
| <b><u>Assets</u></b>                 |                          |                       |                           |                          |
| Cash                                 | \$10,230                 | \$2,497               | \$3,325                   | \$9,402                  |
| Federal quota funds                  | 65,424                   | 179,733               | 220,490                   | 24,667                   |
| <b>Total assets</b>                  | <b>\$75,654</b>          | <b>\$182,230</b>      | <b>\$223,815</b>          | <b>\$34,069</b>          |
| <b><u>Liabilities</u></b>            |                          |                       |                           |                          |
| Due to student groups                | \$9,678                  | \$2,059               | \$3,284                   | \$8,453                  |
| Due to individual students           | 552                      | 438                   | 41                        | 949                      |
| Held in trust for others             | 65,424                   | 179,733               | 220,490                   | 24,667                   |
| <b>Total liabilities</b>             | <b>\$75,654</b>          | <b>\$182,230</b>      | <b>\$223,815</b>          | <b>\$34,069</b>          |

The Notes to Financial Statements are an integral part of these statements.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**SCHEDULE OF JOINT POWERS AGREEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

| <u>Participants</u> | <u>Responsible Party<br/>for Operations</u> | <u>Descriptions</u> | <u>Beginning and<br/>Ending dates</u> | <u>Total<br/>Estimated<br/>Amount of<br/>Project</u> | <u>Contribution<br/>6/30/2012</u> | <u>Audit<br/>Responsibility</u> | <u>Revenues<br/>and<br/>Expenditures<br/>Reported on:</u> |
|---------------------|---|---------------------|---------------------------------------|--|-----------------------------------|---------------------------------|---|
|---------------------|---|---------------------|---------------------------------------|--|-----------------------------------|---------------------------------|---|

NONE

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Mr. Hector H. Balderas, State Auditor and  
Board of Regents of  
New Mexico School for the Blind and Visually Impaired  
Alamogordo, New Mexico

We have audited the financial statements of the business-type activities of the New Mexico School for the Blind and Visually Impaired as of and for the year ended June 30, 2012, and have issued our report thereon dated November 5, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

Management of New Mexico School for the Blind and Visually Impaired is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Mr. Hector H. Balderas, State Auditor and  
Board of Regents of  
New Mexico School for the Blind and Visually Impaired  
Alamogordo, New Mexico  
Page Two

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matter that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Regents, the School's management, others within the agency, the audit committee, the State Auditor, the New Mexico Legislature, and applicable federal grantors, and is not intended to be and should not be used by anyone other than these specified parties.

*Kriegel/Gray/Shaw & Co., P.C.*

Kriegel/Gray/Shaw & Co., P.C.

November 5, 2012

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

**CURRENT YEAR SIGNIFICANT DEFICIENCIES:**

None.

**CURRENT STATUS OF PRIOR YEAR AUDIT FINDING:**

**2011-01 System Review and Supervision Inadequate**

Resolved and not repeated.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**EXIT CONFERENCE AND**  
**FINANCIAL STATEMENT PREPARATION**  
**JUNE 30, 2012**

**EXIT CONFERENCE**

On November 8, 2012, an exit conference to discuss the contents of this document was held in closed session, with the Board of Regents and school officials. Those in attendance were as follows:

**Board of Regents:**

Alicia McAninch, Secretary  
Christine Hall, President  
Jeff Turner, Member  
James A. Miyagishima, Member  
Caroline Benavidez, Vice President

**School Officials:**

Linda Lyle, Superintendent  
Veronica Hernandez, Human Resources Director  
Maria Sarate, Business & Finance Director

**Kriegel/Gray/Shaw & Co., P.C.:**

Debbie Gray, CPA/Shareholder

**FINANCIAL STATEMENT PREPARATION**

The financial statements and footnotes were prepared to conform with accounting principles generally accepted in the United States of America by Kriegel/Gray/Shaw & Co., P.C. from information contained in the general ledger, other books of original entry, internal financial reports, budgetary documents, and other reports and documents of the School.



**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**  
**1900 North White Sands Boulevard**  
**Alamogordo, New Mexico 88310**

**PREVENTIVE MAINTENANCE PLAN (PMP)**  
**2012-2013**

**Table of Contents**

**NMSBVI Approvals**

**Acronyms**

- 1.0 NMSBVI Preventive Maintenance Purpose/Objectives/Scope & Mission Statement\*
- 2.0 NMSBVI Plant Operations Goals\*
- 3.0 Plant Operations Organization Structure and Staffing Responsibilities\*
- 4.0 Plant Operations Priorities and Procedures\*
- 5.0 Inspection and Maintenance Schedules\*
- 6.0 Scheduled Preventive Maintenance Tasks\*
- 7.0 Established Daily Maintenance, Custodial, and Housekeeping Responsibilities\*
- 8.0 NMSBVI Facility and Equipment
- 9.0 Planned Major Maintenance and Repair Projects
- 10.0 Plant Operations Staff Development
- 11.0 Plant Operations Safety Program
- 12.0 Service Contract and Vendor Oversight
- 13.0 Facilities Master Plan
- 14.0 Facility Safety Assessments
- 15.0 Maintaining Equipment Records

\* State Statute Requirements



NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED  
1900 North White Sands Boulevard  
Alamogordo, New Mexico 88310

PREVENTIVE MAINTENANCE PLAN (PMP)  
2012-2013

|   |                         |
|---|-------------------------|
| <br>_____<br>NMSBVI Superintendent                             | <u>11-12-12</u><br>Date |
| <br>_____<br>NMSBVI Director of Institutional Support Services | <u>11-12-12</u><br>Date |
| <br>_____<br>NMSBVI Plant Operations Manager                  | <u>11/12/12</u><br>Date |
| <br>_____<br>NMSBVI Capital Projects Specialist              | <u>11-12-12</u><br>Date |



## **ACRONYMS**

**EMP** – Energy Management Plan

**FIMS** – Facilities Information Management System

**FMP** – Facilities Master Plan

**MD** – Maintenance Direct

**NMGCT** – New Mexico Groups Classification Types

**NMSBVI** – New Mexico School for the Blind and Visually Impaired

**O & M** – Operations and Maintenance

**PO** – Plant Operations

**POM** – Plant Operations Manager

**PM** – Preventive Maintenance


**PMD** – Preventive Maintenance Direct

**PMP** – Preventive Maintenance Plan

**PSCOC** – Public School Capital Outlay Council

**PSFA** – Public School Facilities Authority

**UD** – Utilities Direct

|  |  |                    |
|--|--|--------------------|
|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Preventive Maintenance Plan (PMP)<br/>Introduction, Purpose/Mission<br/>Statement</p> | <p>Section 1.0</p> |
|--|--|--------------------|

## **INTRODUCTION**

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

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 facilities, school grounds, and in the planning and implementation of all school programs and activities. All employees, students and patrons are encouraged to be safety conscious and to make recommendations to the administration for the improvement of safety elements.

## **PURPOSE / MISSION**

The purpose of the NMSBVI Preventive Maintenance Plan (PMP) is to ensure that the physical condition, educational suitability and physical infrastructure of the school's facilities meet an adequate level statewide. It further ensures the design, construction and maintenance of the school's sites and facilities encourage, promote and maximize safe, functional and durable learning environments in order to meet educational responsibilities and ensure New Mexico's blind and visually impaired children have the opportunity to achieve success.

In addition, the PMP will develop systematic and comprehensive methods for the development and effective implementation of an equipment management program to provide a process for meeting or extending the service life of facility equipment, systems and components, conducive to the needs of the students' and teachers' learning environments.

Effectively implemented, the PMP will meet State Statute maintenance guidelines and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the Plant Operations Manager (POM) or designee.

## **DESCRIPTION**

The PMP is the core for effectively managing maintenance programs for facilities. The programs provide means to plan, acquire, organize, direct, control and evaluate manpower and materials resources expended or planned for expenditure in support of the school's mission statement.

NMSBVI leadership, Plant Operations Manager and Plant Operations (PO) staff recognize the importance of the program and understand roles in maintaining the reliability of critical systems and building components at designed levels of reliability.

## **PROCEDURE**

The NMSBVI PMP has been created to ensure the school properly maintains its facilities, mechanical systems and equipment by performing frequently scheduled routine maintenance.

NMSBVI utilizes *SchoolDude* Facility Information Management System (FIMS) maintenance software package (Maintenance Direct (MD), Preventive Maintenance Direct(PMD) and Utility Direct (UD)), to implement an effective and quality PMP inclusive of specific and unique equipment inventory and preventive maintenance schedules.

## **OBJECTIVES**

The primary objective of the PMP is to manage maintenance processes in a manner which will ensure maximum equipment operational reliability. The intermediate objectives of the school's PMP are as follows:

- ✓ Achievement and participation of a uniform maintenance standard and criteria;
- ✓ Effective use of available manpower and material resources;
- ✓ Documenting information relating to maintenance and maintenance support activities;
- ✓ Improvement of maintenance and reliability of utility systems and equipment by provision of documented maintenance information and analysis;
- ✓ Providing a means for reporting building configuration changes;
- ✓ Effective and responsible use of resources and materials;
- ✓ Reduction of the costs through development of effective PM programs to prevent accidental material damage to systems and equipment;
- ✓ Provide the means to schedule, plan, manage and track maintenance activities;
- ✓ Provision of data on which to base improvements in equipment design and spare parts;
- ✓ Create effective policies and programs in support of a quality and safe maintenance culture.

## **SCOPE**

The PMP is fully applicable to all school staff in assisting the Plant Operations Department with development of equipment inventories and effective processes to maintain equipment and associated systems at designed levels of efficiency and reliability.

It is the practice of New Mexico School for the Blind and Visually Impaired to utilize the *SchoolDude* FIMS modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

## **PREVENTIVE MAINTENANCE PROGRAM (PMP)**

The PMP provides simple and standard means for planning, scheduling, controlling and performing planned maintenance on all equipment and represents effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines, and the schedules at which they are to be accomplished, are developed based on specific equipment operating and maintenance manuals, manufacturer recommendations and the NM Groups Classification Types (NMGCT). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how and with what resources a preventive maintenance task is to be accomplished.


Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost effectiveness.

The Plant Operations Manager is responsible for the implementation and management of the preventive maintenance program for the NMSBVI.

Equipment identification records are developed as a part of the programs integrated logistics support effort for all new procurements, re-procurements, alterations and modifications of equipment and associated systems.

## **PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION**


1. At least annually the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually the maintenance management plan is reviewed and revised as appropriate with final approvals from the NMSBVI administration.
3. The Plant Operations Manager, or designee, is responsible for preparing the evaluation.

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|  | <p>Plant Operations (PO)<br/>Goals</p> | <p>Section 2.0</p> |
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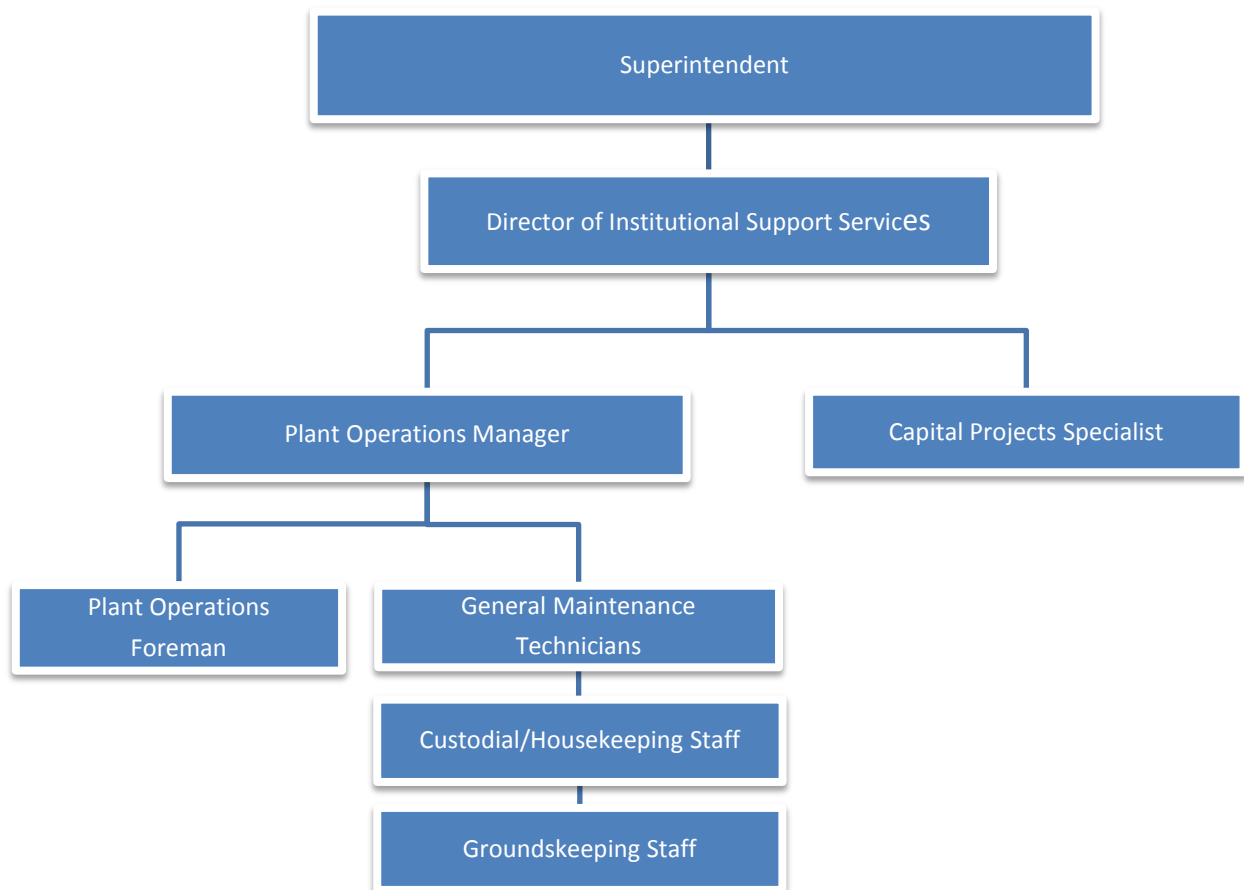
NMSBVI will create a list of effective and reasonable goals in an effort to identify opportunities for improvement in critical and weak areas of the Plant Operations Department.

### 2012–2013 Plant Operations Goals

1. Improve the PM completion rate to 95% (this is an annual goal that is monitored monthly);
2. Commit resources to accomplish goal and monitor monthly;
3. Pursue monthly training sessions, as applicable, through *SchoolDude*:
  - Maintenance Direct (MD)
  - Preventive Maintenance Direct (PMD)
  - Utility Direct (UD)
4. Achieve a proficiency rating of 2.50 in FIMS by second quarter of FY 2013
5. Integrate material costs (to include vendor & contract costs) associated with routine and preventive maintenance into the *SchoolDude* FIMS modules by June 30, 2013.

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|  | <p>Plant Operations<br/>Organizational Structure and Staffing<br/>Responsibilities</p> | <p>Section 3.0</p> |
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NMSBVI will establish a routine organizational structure and staffing responsibilities to define effective lines of communication and approval processes.



#### Staff Responsibilities:

**Superintendent:** Provides overall direction on all aspects of school operations in their entirety.

**Director of Institutional Support Services:** Provides direct supervision to Plant Operations and Capital Projects and secures funds, resources and oversight, in general, for quality assurance for facilities operation.

**Plant Operations Manager:** Oversees scheduling and accomplishment of all maintenance activities, as well as all other plant operations which includes coordination of all work scheduling. POM also oversees the Maintenance & Preventive Maintenance Direct modules of FIMS accounts to include report generation and equipment inventory management not related to capital projects.


**Capital Projects Specialist:** Oversees and provides quality control of the school's capital projects to include scheduling of work and point of contact between the school, design professional and general contractor on a specific project. Imports equipment inventory, as related to capital projects, in the FIMS account and performs data entry and generates reports for the Utility Direct FIMS module.

**Plant Operations Foreman:** Oversees work order assignments, the provision of needed supplies and equipment, and the approval of contract support. Ensures all work and related expenditures are documented in FIMS.

**General Maintenance Technicians:** Respond to both scheduled and non-scheduled work assignments as directed by the Plant Operations Foreman and perform scheduled inspection and preventive maintenance tasks.

**Custodial/Housekeeping Staff:** Provide clean, sanitary and orderly facilities. In addition, custodial staff assists with light lifting, changing light bulbs and replacing damaged ceiling tiles.

**Groundskeeping Staff:** Perform all aspects of routine maintenance and upkeep of the school grounds to include maintaining the irrigation system and water wells.

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|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Plant Operations Priorities and<br/>Procedures</p> | <p>Section 4.0</p> |
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## Routine Maintenance Work Orders

The NMSBVI currently processes maintenance work orders through *SchoolDude* Maintenance Direct work order system. Department leads provide work requests via the school's email system which the Plant Operations Manager/Foreman reviews, approves and assigns work to the technicians. On some occasions requests are sent via email to Plant Operations Manager/Foreman who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem they notify their supervisor, and work order is created. All Closed (routine and PM) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

| New requests should always include: | Closed work orders to be fully documented with:   |
|-------------------------------------|---|
| Requestor                           | Labor Hours                                       |
| Work Description                    | Material and / or Contract costs                  |
| Location of Work                    | Responsible Party<br>(Who completed the work)     |
| Craft (Type of Work)                | Action take to resolve problem<br>(What was done) |
| Purpose (Reason for Work)           |   |

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations.

## Preventive Maintenance Work Orders

The NMSBVI preventive maintenance work orders are scheduled in the PMD module of *SchoolDude*. The work orders are automatically generated. The Plant Operations Manager/Foreman assigns the work orders prior to generation to the appropriate technician.

## DEFINED PRIORITIES

The NMSBVI has established the following work priority definitions for the maintenance department for effective response to requested work requests through the FIMS program.


***EMERGENCY*** is reserved for those projects which truly stop the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commence immediately and continue until the facility is restored to sufficient use.

***URGENT*** is assigned to those projects, which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.

***ROUTINE*** is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

***PREVENTIVE MAINTENANCE*** is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness.

***DEFERRED*** is used for those projects, which are not necessarily required but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay.

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|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Inspection and Maintenance<br/>Schedules</p> | <p>Section 5.0</p> |
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The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful operation of the NMSBVI.

## **PROCEDURE**

1. A unique inventory of all equipment is created prior to adding equipment into the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.

Prescribed equipment inventories, maintenance schedules and PM frequencies and inspection tasks have been developed for each the NMSBVI.

Attachments: Unique list of major facility equipment inclusive in the PM program. HVAC, life safety, structures, utilities, plumbing etc.

Current PM Schedules Running in PMD: (Dates reflected are from list generated 8/21/2012)

| No. | PM Schedule Title                      | Date Generated | Status  | Last WOID | Craft                                 | Next PM WO On | Classification              |
|-----|--|----------------|---------|-----------|---------------------------------------|---------------|-----------------------------|
| 1   | Boiler Start Up -Garrett Dormitory     | 11/2/2011      | Running | 3541      | Heating/Ventilation /Air Conditioning | 11/7/2012     | HVAC Equip. & Systems       |
| 2   | Safety Valve Monthly: Gym B.R.         | 8/20/2012      | Running | 4741      | Heating/Ventilation /Air Conditioning | 9/17/2012     | HVAC Equip. & Systems       |
| 3   | Boiler Room Quarterly: Sac Dorm        | 6/18/2012      | Running | 4520      | Plumbing                              | 9/17/2012     | Plumbing Systems            |
| 4   | Boiler Room Quarterly:Garrett          | 6/18/2012      | Running | 4517      | Plumbing                              | 9/17/2012     | Plumbing Systems            |
| 5   | Boiler Room Quarterly:Gym/Nat.         | 6/18/2012      | Running | 4518      | Plumbing                              | 9/17/2012     | Plumbing Systems            |
| 6   | Boiler Room Quarterly:Heating Plant    | 6/18/2012      | Running | 4519      | Plumbing                              | 9/17/2012     | HVAC Equip. & Systems       |
| 7   | Condenser Grills Kitchen JH Monthly    | 8/20/2012      | Running | 4764      | Heating/Ventilation /Air Conditioning | 9/17/2012     | Equipment                   |
| 8   | Dorm Air Handler-6mo: Sac Dorm         | 5/21/2012      | Running | 4398      | Heating/Ventilation /Air Conditioning | 11/19/2012    | HVAC Equip. & Systems       |
| 9   | Dorm Air Handler-6mo: Sac Dorm         | 5/21/2012      | Running | 4399      | Heating/Ventilation /Air Conditioning | 11/19/2012    | HVAC Equip. & Systems       |
| 10  | Dormitory Air Handler-6mo: Garrett     | 5/21/2012      | Running | 4397      | Heating/Ventilation /Air Conditioning | 11/19/2012    | HVAC Equip. & Systems       |
| 11  | Dormitory Air Handler-6mo:Garrett      | 5/21/2012      | Running | 4396      | Heating/Ventilation /Air Conditioning | 11/19/2012    | HVAC Equip. & Systems       |
| 12  | Emerg. Light Monthly: Bert Reeves      | 8/1/2012       | Running | 4671      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 13  | Emerg. Light Monthly: Rec/Ditzler      | 8/1/2012       | Running | 4675      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 14  | Emerg. Light Monthly:Gym/Nat           | 8/1/2012       | Running | 4672      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 15  | Emerg. Light Monthly:Health Services   | 8/1/2012       | Running | 4673      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 16  | Emerg. Light Monthly:PreVoc            | 8/1/2012       | Running | 4674      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 17  | Emerg. Light Monthly:San Andres        | 8/1/2012       | Running | 4676      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 18  | Exit Sign Monthly: Bert Reeves         | 8/1/2012       | Running | 4677      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 19  | Exit Sign Monthly: Central Receiving   | 8/1/2012       | Running | 4678      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 20  | Exit Sign Monthly: ECP                 | 8/1/2012       | Running | 4699      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 21  | Exit Sign Monthly: Garrett Dorm        | 8/1/2012       | Running | 4679      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 22  | Exit Sign Monthly: Gym/Nat             | 8/1/2012       | Running | 4680      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 23  | Exit Sign Monthly: Health Services     | 8/1/2012       | Running | 4681      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 24  | Exit Sign Monthly: Jack Hall           | 8/1/2012       | Running | 4700      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 25  | Exit Sign Monthly: Paul and Lois Tapia | 8/1/2012       | Running | 4682      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 26  | Exit Sign Monthly: Practical Arts      | 8/1/2012       | Running | 4683      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 27  | Exit Sign Monthly: PreVoc              | 8/1/2012       | Running | 4684      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 28  | Exit Sign Monthly: Rec/Ditzler         | 8/1/2012       | Running | 4685      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 29  | Exit Sign Monthly: Sac Dorm            | 8/1/2012       | Running | 4686      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 30  | Exit Sign Monthly: San Andres          | 8/1/2012       | Running | 4687      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 31  | Exit Sign Monthly: Watkins Ed          | 8/1/2012       | Running | 4688      | Lighting                              | 9/3/2012      | Electrical Equip. & Systems |
| 32  | FE Monthly Check :Bert Reeves          | 8/1/2012       | Running | 4659      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 33  | FE Monthly Check: Central Receiving    | 8/1/2012       | Running | 4662      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 34  | FE Monthly Check: Garrett Dormitory    | 8/1/2012       | Running | 4655      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 35  | FE Monthly check: Gymnasium/Natatorium | 8/1/2012       | Running | 4656      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 36  | FE Monthly Check: Health Services      | 8/1/2012       | Running | 4663      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 37  | FE Monthly Check: Heating Plant        | 8/1/2012       | Running | 4660      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 38  | FE Monthly Check: Jack Hall            | 8/1/2012       | Running | 4701      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 39  | FE Monthly Check: North Cottage        | 8/1/2012       | Running | 4658      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 40  | FE Monthly Check: Paul and Lois Tapia  | 8/1/2012       | Running | 4657      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 41  | FE Monthly Check: PreVoc               | 8/1/2012       | Running | 4664      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 42  | FE Monthly Check: Recreation/Ditzler   | 8/1/2012       | Running | 4665      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 43  | FE Monthly Check: Sacramento Dorm      | 8/1/2012       | Running | 4666      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 44  | FE Monthly Check: San Andres           | 8/1/2012       | Running | 4667      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 45  | FE Monthly Check: South Cottage        | 8/1/2012       | Running | 4668      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |
| 46  | FE Monthly Check: Superintendents      | 8/1/2012       | Running | 4669      | Fire Extinguishers                    | 9/3/2012      | Fire & Safety Systems       |

|    |   |           |            |      |                                       |            |                       |
|----|---|-----------|------------|------|---------------------------------------|------------|-----------------------|
|    | Res                                       |           |            |      |                                       |            |                       |
| 47 | FE Monthly Check: Watkins Ed              | 8/1/2012  | Running    | 4670 | Fire Extinguishers                    | 9/3/2012   | Fire & Safety Systems |
| 48 | FE Monthly: ECP                           | 8/1/2012  | Running    | 4698 | Fire Extinguishers                    | 9/3/2012   | Fire & Safety Systems |
| 49 | FE Monthly: Practical Arts                | 8/1/2012  | Running    | 4661 | Fire Extinguishers                    | 9/3/2012   | Fire & Safety Systems |
| 50 | Fire Alarm Control Panel: Jack Hall       | 8/1/2012  | Running    | 4702 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 51 | Fire Alarm Control Panel: Sac Dorm        | 8/1/2012  | Running    | 4690 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 52 | Fire Alarm Control Panel: Superin. Res.   | 8/1/2012  | Running    | 4695 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 53 | Fire Alarm Control Panel: Bert Reeves     | 8/1/2012  | Running    | 4691 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 54 | Fire Alarm Control Panel: Central Re.     | 8/1/2012  | Running    | 4692 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 55 | Fire Alarm Control Panel: Garrett         | 8/1/2012  | Running    | 4689 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 56 | Fire Alarm Control Panel: Health Services | 8/1/2012  | Running    | 4693 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 57 | Fire Alarm Control Panel: Practical Arts  | 8/1/2012  | Running    | 4694 | Fire Alarm System                     | 9/3/2012   | Fire & Safety Systems |
| 58 | Fuel level of tanks                       | 8/20/2012 | Running    | 4763 | Vehicle Maintenance                   | 8/27/2012  | vehicle maintenance   |
| 59 | Garrett Dorm Chiller Annual               | 6/2/2012  | Running    | 4487 |                                       | 6/2/2013   | HVAC Equip. & Systems |
| 60 | Garrett Dorm Chiller Monthly              | 7/23/2012 | Running    | 4639 | Air Conditioning                      | 8/27/2012  | HVAC Equip. & Systems |
| 61 | Garrett Dorm Chiller Quarterly            | 6/25/2012 | Running    | 4540 | Air Conditioning                      | 9/24/2012  | HVAC Equip. & Systems |
| 62 | HVAC filter quarterly-Health Services     | 6/18/2012 | Running    | 4526 | Heating/Ventilation /Air Conditioning | 9/17/2012  | HVAC Equip. & Systems |
| 63 | HVAC Filter quarterly: Bert Reeves        | 8/20/2012 | Running    | 4760 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 64 | Hvac Filter quarterly: Central Receiving  | 8/20/2012 | Running    | 4757 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 65 | HVAC Filter Quarterly: ECP                | 8/20/2012 | Running    | 4759 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 66 | HVAC Filter Quarterly: Jack Hall 1        | 7/16/2012 | Running    | 4624 | Heating/Ventilation /Air Conditioning | 10/15/2012 | HVAC Equip. & Systems |
| 67 | HVAC Filter Quarterly: Jack Hall 2        | 7/16/2012 | Running    | 4625 | Heating/Ventilation /Air Conditioning | 10/15/2012 | HVAC Equip. & Systems |
| 68 | HVAC Filter Quarterly: Jack Hall 3        | 7/16/2012 | Running    | 4626 | Heating/Ventilation /Air Conditioning | 10/15/2012 | HVAC Equip. & Systems |
| 69 | HVAC Filter quarterly: North Cottage      | 8/20/2012 | Running    | 4754 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 70 | HVAC Filter quarterly: San Andres         | 8/20/2012 | Running    | 4761 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 71 | Hvac Filter quarterly: South Cottage      | 8/20/2012 | Running    | 4755 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 72 | Hvac Filter quarterly: Tapia Bldg.        | 8/20/2012 | Running    | 4758 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 73 | Hvac Filter quarterly: Supt. Residence.   | 8/20/2012 | Running    | 4756 | Heating/Ventilation /Air Conditioning | 11/19/2012 | HVAC Equip. & Systems |
| 74 | Kitchen Makeup Air Evap Cooler Shutdown   | 9/5/2011  | Running    | 3246 | Heating/Ventilation /Air Conditioning | 9/3/2012   | HVAC Equip. & Systems |
| 75 | Kitchen Makeup Air Evap Cooler Shutdown   | 9/5/2011  | Running    | 3247 | Heating/Ventilation /Air Conditioning | 9/3/2012   | HVAC Equip. & Systems |
| 76 | Kitchen Makeup Air Evap Cooler Startup    | 3/19/2012 | Running    | 4140 | Heating/Ventilation /Air Conditioning | 3/18/2013  | HVAC Equip. & Systems |
| 77 | Kitchen Makeup Air Evap Cooler Startup    | 3/19/2012 | Running    | 4141 | Heating/Ventilation /Air Conditioning | 3/18/2013  | HVAC Equip. & Systems |
| 78 | Kitchen Makeup Air Heating Seasonal       | 8/13/2012 | Running    | 4714 | Heating/Ventilation /Air Conditioning | 8/12/2013  | HVAC Equip. & Systems |
| 79 | Kitchen Makeup Air Heating Seasonal       | 8/13/2012 | Running    | 4715 | Heating/Ventilation /Air Conditioning | 8/12/2013  | HVAC Equip. & Systems |
| 80 | Mechanical Room Monthly: ECP              | 8/6/2012  | Running    | 4707 | Plumbing                              | 9/3/2012   | Plumbing Systems      |
| 81 | Playground Insp. Monthly ECP              | 8/6/2012  | Running    | 4708 | Playground                            | 9/3/2012   | Site Improvements     |
| 82 | Playground Insp. Monthly-NMSBVI           | 8/1/2012  | Running    | 4697 | Playground                            | 9/3/2012   | Site Improvements     |
| 83 | PM Schedule created on 1/19/2012          |           | Definition |      | Vehicle Maintenance                   |            | Site Preparation      |
| 84 | PM Schedule created on 11/1/2011          |           | Definition |      |                                       |            | HVAC Equip. & Systems |
| 85 | Quarterly Exhaust Fans 2,3,6,7 Jack Hall  | 7/16/2012 | Running    | 4627 | Heating/Ventilation /Air Conditioning | 10/15/2012 | HVAC Equip. & Systems |
| 86 | Quarterly Exhaust Fans 11,13,14 Jack Hall | 7/16/2012 | Running    | 4628 | Heating/Ventilation /Air Conditioning | 10/15/2012 | HVAC Equip. & Systems |

|     |  |           |         |      |                                       |           |                       |
|-----|--|-----------|---------|------|---------------------------------------|-----------|-----------------------|
| 87  | Safety Valve Monthly: Garrett            | 8/20/2012 | Running | 4740 | Heating/Ventilation /Air Conditioning | 9/17/2012 | HVAC Equip. & Systems |
| 88  | Safety Valve Monthly: Heating Pl.        | 8/20/2012 | Running | 4742 | Heating/Ventilation /Air Conditioning | 9/17/2012 | HVAC Equip. & Systems |
| 89  | Safety Valve Monthly: San Andres         | 8/20/2012 | Running | 4752 | Heating/Ventilation /Air Conditioning | 9/17/2012 | HVAC Equip. & Systems |
| 90  | T & P Safety Valve: Jack Hall            | 8/1/2012  | Running | 4703 | Plumbing                              | 9/3/2012  | Plumbing Systems      |
| 91  | T@P Safety Valve: Health Services        | 8/20/2012 | Running | 4745 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 92  | T@P Safety Valve: Practical Arts         | 8/20/2012 | Running | 4751 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 93  | T@P Safety Valve: Sac Dorm               | 8/20/2012 | Running | 4753 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 94  | T@P Safety Valve: San Andres             | 8/20/2012 | Running | 4762 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 95  | T@P Safety Valve: Superintendents Res.   | 8/20/2012 | Running | 4750 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 96  | T@P Safety Valve: Tapia Bldg.            | 8/20/2012 | Running | 4748 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 97  | T@P Safety Valve: Wash Bay/Heating Plant | 8/20/2012 | Running | 4746 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 98  | T@P Safety Valve:Central Receiving       | 8/20/2012 | Running | 4744 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 99  | T@P Safety Valve:North Cottage           | 8/20/2012 | Running | 4747 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 100 | T@P Safety Valve:South Cottage           | 8/20/2012 | Running | 4749 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 101 | T@P Safety Valves:Bert Reeves            | 8/20/2012 | Running | 4743 | Plumbing                              | 9/17/2012 | Plumbing Systems      |
| 102 | Water Softener Monthly: Jack Hall        | 8/1/2012  | Running | 4704 | Plumbing                              | 9/3/2012  | Plumbing Systems      |
| 103 | Water Softener Monthly: Prac. Arts       | 8/1/2012  | Running | 4696 | Plumbing                              | 9/3/2012  | Plumbing Systems      |
| 104 | Water Softener Monthly: Super. Res.      | 8/20/2012 | Running | 4739 | Plumbing                              | 9/17/2012 | Plumbing Systems      |

|   |   |                    |
|---|---|--------------------|
|  | <p>Scheduled Preventive<br/>Maintenance Tasks</p> | <p>Section 6.0</p> |
|---|---|--------------------|

It is the practice of the NMSBVI to utilize the *SchoolDude* FIMS in development of PM tasks for equipment associated with the NMSBVI sites. NMSBVI shall incorporate and develop the New Mexico GCT's as applicable and in conjunction with current Operations and Maintenance Manuals to develop and further define preventive maintenance equipment frequencies and tasks.

## PROCEDURE

### Scheduled PM Tasks

The NMSBVI preventive maintenance work orders are scheduled in the PMD module of *SchoolDude*. The work orders are automatically generated and the Plant Operations Manager then assigns the work orders to the appropriate technician or service contractor for completion.

## NMSBVI Task Example: Garrett Dorm Chiller Annual (per O&M Manuals)

### Tasks & Procedures


#### Job Start-up Procedures

Always insure electrical disconnect is off before servicing.

|    | Description  | Procedures  |
|----|--|---|
| 1  | Electrical Connections                                     | Check all electrical connections, tighten as necessary  |
| 2  | Contactors and Relays                                      | Inspect all contactors and relays, replace as necessary   |
| 3  | Thermistors  | Check accuracy of thermistors, replace if greater than +or- 2 degrees Farenheit (1.2 degrees Celsius) variance from calibrated thermometer.                           |
| 4  | Oil Sample   | Obtain and test an oil sample. Change oil only if necessary.  |
| 5  | Antifreeze   | Check to be sure that the proper concentration of antifreeze is present in the chilled water loop, if applicable.   |
| 6  | Chilled Water Loop   | Verify that the chilled water loop is properly treated.   |
| 7  | Refrigerant Filter Driers                                  | Check refrigerant filter driers for excessive pressure drop, replace as necessary.  |
| 8  | Strainers  | Check chilled water strainers, clean as necessary   |
| 9  | Cooler Heater  | Check cooler heater operation, if equipped  |
| 10 | Condenser Fan Blades                                       | Check condition of condenser fan blades and that they are securely fastened to motor shaft  |
| 11 | Leaving Chilled Water Pressure- Saturated Suction Pressure | Check for excessive cooler approach, (Leaving Chilled Water Temperature - Saturated Suction Temperature) which may indicate fouling, clean cooler vessel if necessary |

#### Equipment

| ID          | Description                        | Model number     | Serial Number | Area | Area #  | Notes |
|-------------|------------------------------------|------------------|---------------|------|---------|-------|
| CCWU-GD-002 | Central Chilled Water Package Unit | 30RAP0405D-06F04 | 2410039746    |      | Outside |       |

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|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Established Daily Plant Operations<br/>Responsibilities<br/>(General Maintenance Technician,<br/>Custodial/Housekeeping &amp; Groundskeeping)</p> | <p>Section 7.0</p> |
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It is the practice of the NMSBVI to establish daily responsibilities for Plant Operations staff, aligned with the job description, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for clean, sanitary and well-kept facilities. The following duties and responsibilities for the Plant Operations Staff have been developed as a guideline to assist in the effective management of staff. They are subject to change.

### **Established Daily Plant Operations Responsibilities:**

**Note of Importance:** Due to the unique structure of the NMSBVI campus, daily Plant Operations procedures, from different job categories, encompass the majority of tasks performed by conventional custodians. Housekeeping staff and custodial staff differ only in that a custodian is utilized for heavy lifting and ladder work involving re-lamping bulbs. There is currently only one custodian as defined by title employed at the NMSBVI.

**PROCEDURES** – Plant Operations Technicians, Custodial / Housekeeping Staff and Groundskeeping Staff task lists.

#### **General Maintenance Technicians - Daily**

- Perform work to include, but not limited to, carpentry, concrete, locksmithing, appliance repair, painting, plaster, roofing, plumbing, electrical, tile work, sheet metal, welding, soldering, drain cleaning;
- Perform regular daily boiler room inspections;
- Make necessary repairs to property at the direction of the Plant Operations Foreman and/or Plant Operations Manager;
- Clean and organize shop areas;
- Respond to emergency and/or security situations;
- Report any deficiencies of the physical plant equipment and structures to the Plant Operations Foreman and/or Plant Operations Manager;
- Collecting and disposing trash;
- Mowing;
- Landscaping;
- Transporting supplies and equipment;
- Pest control;
- Janitorial duties;
- Washing vehicles;
- Other duties as assigned.


#### **Custodial/Housekeeping Staff - Daily**

- Regular inspection of assigned area to keep buildings clean and sanitary at all times;

- Furniture must be kept clean and safe;
- Sweep, scrub, wax and polish tile floors;
- Clean/vacuum rugs, carpet and upholstery;
- Clean bathrooms, mirrors, toilets, sinks and floors;
- Dust furniture and equipment;
- Polish metal work;
- Empty interior trash;
- Replenish bathroom supplies;
- Wash windows;
- Inspect area of operation for insect and rodent activity;
- Make certain all cleaning supplies are stored out of reach of students;
- Other duties as assigned.

#### **Groundskeeping Staff - Daily**

- Mow, weed, edge all pertinent areas;
- Trim trees;
- Clean sidewalks of debris, or in the case of inclement weather, ice or snow;
- Make repairs to irrigation system;
- Dispose of all exterior trash;
- Clean equipment;
- Wash vehicles.

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|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>NMSBVI Facilities</p> | <p>Section 8.0</p> |
|--|--------------------------|--------------------|

The NMSBVI shall maintain a current and accurate listing of all buildings on both campuses and shall include the following: 1) building square footage, and 2) site location and campus identification.

| Building Name                         | Building Number | Construction Date | Gross Square Footage* | Space Square Footage* |
|---------------------------------------|-----------------|-------------------|-----------------------|-----------------------|
| <b>ALAMOGORDO CAMPUS:</b>             |                 |                   |                       |                       |
| Paul and Lois Tapia Building          | 1               | 1918              | 3,044                 | 2,601                 |
| Plant Operations Office/Heating Plant | 2               | 1928              | 3,642                 | 3,234                 |
| Ditzler Auditorium **                 | 3               | 1930              | 3,817                 | 3,381                 |
| Recreation Center                     | 3               |                   | 15,891                | 13,980                |
| North Cottage                         | 4               | 1930              | 879                   | 764                   |
| South Cottage                         | 5               | 1930              | 932                   | 836                   |
| Health Services                       | 6               | 1933              | 3,086                 | 2,778                 |
| Library                               | 7               | 1933              | 5,868                 | 5,409                 |
| Watkins Education Center 1st Floor**  | 8               | 1942-50           | 10,301                | 9,096                 |
| Watkins Education Center 2nd Floor    | 8               |                   | 10,019                | 8,815                 |
| Superintendent's Residence            | 9               | 1942-50           | 5,029                 | 4,321                 |
| Maintenance Shops/Garage              | 10              | 1954              | 9,705                 | 8,907                 |
| Storage Sheds (Maint. Shops/Garage)   | 10              |                   | 778                   | 627                   |
| San Andres Hall                       | 11              | 1958              | 8,262                 | 7,328                 |
| Wanda Raney Life Skills Center**      | 12              | 1959              | 6,151                 | 5,553                 |
| Pre-Vocational Workshop               | 12              |                   | 4,709                 | 4,299                 |
| Greenhouse (Pre-Voc)                  |                 |                   | 194                   | 185                   |
| Jack Hall Building                    | 13              | 1960              | 27,205                | 23,552                |
| Garrett Dormitory                     | 14              | 1964              | 14,745                | 13,081                |
| Sacramento Dormitory                  | 15              | 1968              | 16,109                | 14,273                |
| Quimby Gymnasium**                    | 16              | 1972              | 15,571                | 14,318                |
| Natatorium                            | 16              |                   | 9,197                 | 8,646                 |
| Bert Reeves Learning Center           | 17              | 1978              | 11,367                | 10,394                |
| Gazebo                                | 18              | 1992              | 737                   | 611                   |
| <b>ALBUQUERQUE CAMPUS:</b>            |                 |                   |                       |                       |
| Early Childhood Program Facility      | 19              | 2009              | 37,997                | 34,931                |
| <b>TOTAL SQUARE FOOTAGE</b>           |                 |                   | <b>225,235</b>        | <b>201,919</b>        |

\*John Kirkpatrick Architects, Los Lunas, NM

\*\*Designates one building, multiple names/functions and/or floor levels

|   |  |                    |
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|  | <p>Planned Maintenance and<br/>Repair Projects</p> | <p>Section 9.0</p> |
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It is the practice of the NMSBVI to develop criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the NMSBVI's planned maintenance and repair projects through the FIMS, or other effective means.

## PROCEDURE

Through the Plant Operations Department's data collection processes within the FIMS, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the school leadership for review no less than quarterly for the purposes of the development of a plan of correction to the identified variances.

The major scope of planned repairs and renovations are in accordance with the approved **Facilities Master Plan** as follows:

**NMSBVI CAPITAL PROJECT SUMMARY**  
**ORIGINAL MAY 2012**

|           |  | MACC/<br>Construction<br>Cost | Anticipated<br>Year of<br>Construction | Cost<br>Escalation | TPC/Project<br>Cost | Space<br>Classification |
|-----------|--|-------------------------------|--|--------------------|---------------------|-------------------------|
| <b>1</b>  | <b>NEW WEC/EDUCATION BUILDING PROJECT (UNDERWAY)</b> |                               |  |                    |                     |                         |
|           | Wanda Raney - Demolition                             |                               | 2013                                   |                    |                     | Adequacy                |
|           | Education Building - New Construction                |                               | 2013                                   |                    |                     | Adequacy                |
| <b>2</b>  | <b>OLD WEC PROJECT</b>                               |                               |  |                    | <b>\$5,331,783</b>  |                         |
|           | WEC - Major Renovation                               | \$3,406,963                   | 2014                                   | \$136,279          | \$5,061,774         |                         |
|           | San Andres – Demolition                              | \$181,737                     | 2014                                   | \$7,269            | \$270,009           | Support                 |
| <b>3</b>  | <b>SITE IMPROVEMENTS PROJECT, PHASE I</b>            | \$1,995,000                   | 2014                                   | \$79,800           | <b>\$2,964,000</b>  |                         |
| <b>4</b>  | <b>HEALTH SERVICES PROJECT</b>                       |                               |  |                    | <b>\$728,299</b>    |                         |
|           | Jack Hall - Minor Renovation                         | \$103,208                     | 2014                                   | \$4,128            | \$153,338           | Adequacy                |
|           | Health Services - Major Renovation                   | \$386,993                     | 2014                                   | \$15,480           | \$574,961           | Adequacy                |
| <b>5</b>  | <b>DITZLER PROJECT</b>                               |                               |  |                    | <b>\$4,097,291</b>  |                         |
|           | Ditzler Auditorium - Renovation                      | \$2,258,837                   | 2014                                   | \$90,353           | \$3,355,986         | Support                 |
|           | Central Receiving - Minor Renovation                 | \$272,650                     | 2014                                   | \$10,906           | \$405,080           | Adequacy                |
|           | Bert Reeves - Demolition                             | \$226,305                     | 2014                                   | \$9,052            | \$336,225           | Support                 |
| <b>6</b>  | <b>SACRAMENTO PROJECT</b>                            |                               |  |                    | <b>\$1,384,739</b>  |                         |
|           | Cottages - New Construction                          | \$557,600                     | 2015                                   | \$33,456           | \$844,366           | Adequacy                |
|           | Sacramento Dormitory - Demolition                    | \$356,850                     | 2015                                   | \$21,411           | \$540,373           | Adequacy                |
| <b>7</b>  | <b>ALBUQUERQUE ECP ADDITION</b>                      | \$940,000                     | 2015                                   | \$56,400           | <b>\$1,423,429</b>  | Adequacy                |
| <b>8</b>  | <b>MAINTENANCE BUILDING PROJECT</b>                  |                               |  |                    | <b>\$1,583,319</b>  |                         |
|           | Storage Sheds at Maintenance Shops - Renovation      | \$104,706                     | 2015                                   | \$6,282            | \$158,555           | Support                 |
|           | Maintenance Shops/Auto Garage - Renovation           | \$563,255                     | 2015                                   | \$33,795           | \$852,929           | Support                 |
|           | Maintenance Office - Renovation                      | \$377,627                     | 2015                                   | \$22,658           | \$571,835           | Support                 |
| <b>9</b>  | <b>SITE IMPROVEMENTS PROJECT, PHASE 2</b>            | \$409,806                     | 2016                                   | \$32,784           | <b>\$632,272</b>    |                         |
| <b>10</b> | <b>OTHER RENOVATION PROJECTS</b>                     |                               |  |                    | <b>\$3,022,236</b>  |                         |
|           | Natatorium   | \$266,732                     |  |                    | \$381,046           | Support                 |
|           | Quimby Gym   | \$936,453                     |  |                    | \$1,337,790         | Adequacy                |
|           | Garrett Dormitory                                    | \$597,303                     |  |                    | \$853,290           | Adequacy                |
|           | Tapia  | \$315,077                     |  |                    | \$450,110           | Support                 |
|           | <b>No Capital Needs Anticipated in Next 5 Years</b>  |                               |  |                    |                     |                         |
|           | Superintendent's Residence                           |                               |  |                    |                     | Support                 |
|           | North Cottage  |                               |  |                    |                     | Adequacy                |
|           | South Cottage  |                               |  |                    |                     | Adequacy                |
|           | <b>Total</b>   | <b>\$14,257,102</b>           |  | <b>\$560,054</b>   | <b>\$21,167,366</b> |                         |

**Notes:**

**MACC** = construction cost estimated in 2012 dollars based on current conditions and FMP recommendations. See detailed reports in Section 4 of the FMP.

**Escalation** = a cost inflation factor of 2% per year, applied to the 2012 construction cost based on anticipated year of construction

**TPC** = total project cost, based on MACC + Escalation divided by 0.7 for fees, indirect costs, and NMGR

|   |   |   |
|---|---|---|
|  | <p style="text-align: center;">Plant Operations<br/>Staff Development</p> | <p style="text-align: center;">Section 10.0</p> |
|---|---|---|

It is the practice of NMSBVI to encourage the development of continued education and staff development for Plant Operations staff.

Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computer maintenance management software, improvements in products and materials and many others. As a result Plant Operations staff are required to have advanced technical skills to maintain the electrical, mechanical and special systems in operation. To accomplish tasks associated with these building components, a formal staff development path and training methods must be presented and selected individuals must attend courses for required continued education on the latest and evolving technical skills and trades.

## **PROCEDURE**

### **Plant Operations Staff Development**

1. Plant Operations staff will be required to attend courses and trainings that can enhance their skill sets;
2. Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others;
3. At a minimum, all required safety training should be kept up to date;
4. The Plant Operations Manager will be responsible for scheduling an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff;
5. Records of training will be kept in an employee file.


### **NMSBVI Events Attended On Annual Basis:**

- Annual boiler training for General Maintenance Technicians;
- Sixteen (16) hours of continuing education for licensed electricians and plumbers; eight (8) hours of which are new code changes;
- Southwest Turf Grass Association Conference.

### **Plant Operations Staff Meetings**

The NMSBVI requires staff meetings for Plant Operations staff to improve communication, functions, establish training and share best practice opportunities. Meetings will be coordinated by the Plant Operations Manager, or designee, on a monthly basis, but no less than quarterly, to provide updates on maintenance and operations functions to appropriate school sites.

An agenda and sign-in sheet will be provided at monthly meetings for appropriate documentation of attendees. All meeting notes/minutes will be maintained in an annual data collection binder for review.

|   |   |                     |
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|  | <p>Plant Operations<br/>Safety Plan</p> | <p>Section 11.0</p> |
|---|---|---------------------|

It is the practice of NMSBVI to ensure a safe working environment through the development of continued education for all Plant Operations Staff through ongoing, documented training sessions.

## **PROCEDURE – Plant Operations Staff Safety Program**

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#### **1.0 Safety Standards**

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- Date
- Training Subject
- Attendee(s)
- Location

#### **5.0 – Facilities Operations & Maintenance Training Information Chart**

#### **1.0 – Safety Standards**

Standard elements are environmental compliance requirements (**Table 1**) for categorized work activities, occupational safety standards (**Table 2**), and administrative requirements (**Table 3**) that apply specifically to Facility Maintenance Operations.

#### **1.1 Operations and Maintenance Job Categories**

Administrative – AD

Maintenance Services – MS

Custodial Services – CS

Housekeeping – HK

Landscape Services – LS

## 1.2 Applicable Standards

### 1.2.1 Environmental Standards

| <b>Table 1</b>   | <b>AD</b> | <b>MS</b> | <b>CS</b> | <b>HK</b> | <b>LS</b> |
|------------------|-----------|-----------|-----------|-----------|-----------|
| Air Emissions    |           | X         |           |           |           |
| Chemical Hazards |           | X         | X         | X         | X         |
| Hazardous Waste  | X         | X         | X         | X         | X         |
| Pest Control     |           | X         | X         | X         | X         |
|                  |           |           |           |           |           |

### 1.2.2 Occupational Safety Standard

| <b>Occupational Safety Standard</b> |           |           |           |           |           |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Table 2</b>                      | <b>AD</b> | <b>MS</b> | <b>CS</b> | <b>HK</b> | <b>LS</b> |
| Asbestos Awareness                  | X         | X         |           |           |           |
| Back Injury and Lifting             | X         | X         | X         | X         | X         |
| Bloodborne Pathogen Exp. Prev.      | X         | X         | X         | X         | X         |
| Electrical Safety                   | X         | X         |           |           | X         |
| Fall Protection                     | X         | X         |           |           |           |
| Forklift Safety                     | X         | X         |           |           |           |
| General Safety Orientation          | X         | X         | X         | X         |           |
| Hearing Loss Prevention             | X         | X         | X         | X         | X         |
| Heat Illness Prevention             | X         | X         | X         | X         | X         |
| Ladder Safety                       | X         | X         | X         | X         | X         |
| Lock Out/Tag Out                    | X         | X         |           |           |           |
| Personal Protective Equipment       | X         | X         | X         | X         | X         |
| Respiratory Protection              | X         | X         |           |           | X         |
| Scaffolding Safety                  | X         | X         |           |           | X         |
| Scissor Lift Safety                 | X         | X         |           |           |           |
| Slips, Trips & Falls                | X         | X         | X         | X         | X         |
| Integrated Pest Management          |           |           |           |           | X         |
| Material Safety Data Sheets         |           |           | X         | X         |           |

## 2.0 - Roles and Responsibilities

### 2.1 – Managers

Managers are responsible for Environmental Health and Safety Standards within their respective areas.

- Attend and successfully complete required training.
- Track attendance and completion of training by assigned staff.

- Identify unsafe conditions and allocate necessary resources to maintain a hazard free environment.
- Reviews any accident reports and can institute practice changes to further create a safe environment.
- Includes safety performance measures in supervisor evaluations.

## **2.2 – Supervisors**

Supervisors are responsible for ensuring that employees meet the necessary standards and receive needed training to work in accordance with safe work practices. This is achieved by ensuring that personnel have been trained in all applicable safety measures for their work categories. Supervisors will conduct regular work place inspections to correct and identify any unsafe work conditions, enforce personnel safety compliance, and take leadership role in safety meetings.

- Attend and successfully complete necessary trainings.
- Schedule and track attendance and completion of training by required staff.
- Take corrective measures to review any noted unsafe work practices and ensure compliance with established safe work practices.
- Perform accident investigations of employee injuries and near misses.
- Review safety training status reports.

## **2.3 – Facilities Operations and Maintenance Personnel**

Each individual employee is responsible for personal compliance with all applicable government policies and regulations. The success of the safety program depends upon each employee's compliance with established safety procedures, participation in training, reporting any hazards or unsafe conditions, and by recommending improvements.

- Attend and successfully complete required training.
- Immediately correct observed unsafe conditions or practices or report them to a responsible party.
- Report any personal injuries or near misses.

## **3.0 – Safety Training**

- **Subjects listed in training information chart**

### **3.1 – Training Requirements**

The Supervisor will make the determination regarding which category the employee will be assigned to. By selecting a category, a core list of safety trainings is assigned to specific job functions. The Safety Training Plan will list all required safety training procedures that the employee needs to successfully complete.

## **4.0 – Facility Operations and Maintenance Job Category List**

- Administrative
- Maintenance Services
- Custodial Services
- Housekeeping
- Landscape Services
- Management

**5.0 – Plant Operations Staff (to include general maintenance technicians, custodial/housekeeping staff and groundskeeping staff) Training Information Chart**  
 Safety training is provided by *SafeSchools* online video training which is monitored by the NMSBVI Human Resources Department.

The following lists of training assignments are for all Plant Operations staff .

| <b>SafeSchools Training Assignment Compliance</b><br><b>New Mexico School for the Blind &amp; Visually Impaired</b><br><b>All Buildings   Maintenance   All Courses</b> |             |          |           |
|---|-------------|----------|-----------|
| Course  | Assignments | Past Due | Completed |
| Asbestos Awareness  | 5           | 0        | 5         |
| Bloodborne Pathogen Exposure Prevention   | 5           | 0        | 5         |
| Child Abuse: Identification & Intervention  | 5           | 0        | 5         |
| FERPA: Confidentiality of Records   | 5           | 0        | 5         |
| Hazard Communications: Right to Know  | 5           | 0        | 5         |
| Material Safety Data Sheets   | 5           | 0        | 5         |
| Sexual Harassment: Staff-to-Staff   | 5           | 0        | 5         |
| Slips, Trips, & Falls   | 5           | 0        | 5         |
| <a href="#">See detail on next sheet.</a>   |             |          |           |
|   |             |          |           |
|   |             |          |           |
| <b>People:</b>  | <b>5</b>    |          |           |
| <b>Assignments:</b>   | <b>40</b>   |          |           |
| <b>Past Due:</b>  | <b>0</b>    |          |           |
| <b>Complete:</b>  | <b>40</b>   |          |           |
| <b>Incomplete:</b>  | <b>0</b>    |          |           |
| Produced by SafeSchools Training for Danette Shields, New Mexico School for the Blind & Visually Impaired   |             |          |           |
| Fri Aug 10, 2012 12:21:37   |             |          |           |

**SafeSchools Training Assignment Compliance**  
**New Mexico School for the Blind & Visually Impaired**

**All Buildings | Housekeeping | All Courses**

| Course  | Assignments | Past Due | Completed |
|---|-------------|----------|-----------|
| Asbestos Awareness  | 8           | 1        | 7         |
| Bloodborne Pathogen Exposure Prevention   | 8           | 1        | 7         |
| Child Abuse: Identification & Intervention  | 8           | 1        | 7         |
| FERPA: Confidentiality of Records   | 8           | 1        | 7         |
| Hazard Communications: Right to Know  | 8           | 1        | 7         |
| Material Safety Data Sheets   | 8           | 1        | 7         |
| Sexual Harassment: Staff-to-Staff   | 8           | 1        | 7         |
| Slips, Trips, & Falls   | 8           | 1        | 7         |
| <a href="#">See detail on next sheet.</a>   |             |          |           |
|   |             |          |           |
|   |             |          |           |
|   |             |          |           |
| <b>People:</b>  | <b>8</b>    |          |           |
| <b>Assignments:</b>   | <b>64</b>   |          |           |
| <b>Past Due:</b>  | <b>8</b>    |          |           |
| <b>Complete:</b>  | <b>56</b>   |          |           |
| <b>Incomplete:</b>  | <b>8</b>    |          |           |
| Produced by SafeSchools Training for Danette Shields, New Mexico School for the Blind & Visually Impaired |             |          |           |
| Fri Aug 10, 2012 12:22:11   |             |          |           |

**SafeSchools Training Assignment Compliance**  
**New Mexico School for the Blind & Visually Impaired**

**All Buildings | Grounds | All Courses**

| Course  | Assignments | Past Due | Completed |
|---|-------------|----------|-----------|
| Asbestos Awareness  | 4           | 0        | 4         |
| Bloodborne Pathogen Exposure Prevention   | 4           | 0        | 4         |
| Child Abuse: Identification & Intervention  | 4           | 0        | 4         |
| FERPA: Confidentiality of Records   | 4           | 0        | 4         |
| Hazard Communications: Right to Know  | 4           | 0        | 4         |
| Material Safety Data Sheets   | 4           | 0        | 4         |
| Sexual Harassment: Staff-to-Staff   | 4           | 0        | 4         |
| Slips, Trips, & Falls   | 4           | 0        | 4         |
| <a href="#">See detail on next sheet.</a>   |             |          |           |
|   |             |          |           |
|   |             |          |           |
|   |             |          |           |
| <b>People:</b>  | <b>4</b>    |          |           |
| <b>Assignments:</b>   | <b>32</b>   |          |           |
| <b>Past Due:</b>  | <b>0</b>    |          |           |
| <b>Complete:</b>  | <b>32</b>   |          |           |
| <b>Incomplete:</b>  | <b>0</b>    |          |           |
| Produced by SafeSchools Training for Danette Shields, New Mexico School for the Blind & Visually Impaired |             |          |           |
| Fri Aug 10, 2012 12:20:30   |             |          |           |

|  |  |                     |
|--|--|---------------------|
|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Service Contract and<br/>Vendor Oversight</p> | <p>Section 12.0</p> |
|--|--|---------------------|

The NMSBVI may need to utilize outside service general contractors/vendors to accomplish and/or supplement maintenance tasks or projects outside the scope of the Plant Operations staff qualifications.

These services may include, but are not limited to, HVAC, Life Safety, Project Management (project, construction and architectural vendors).

#### **PROCEDURE:**

1. Contracted services oversight is the responsibility of the Plant Operations Manager, or designee;
2. Contractor/vendor shall be informed as to the NMSBVI's proper procedures, safety guidelines and Code of Conduct while on school property;
3. Contractor/vendor shall adhere to proper procedures for signing in and out of school property;
4. Contractor/vendor shall report to the Plant Operations Manager, or designee, prior to commencing any work in the facilities;
5. Contractor/vendor shall perform services and/or repairs in a manner and time schedule that minimizes discomfort to the building occupants or potential damage to the building or systems;
6. Plant Operations Manager, or designee, shall have final signature approval on any work completed by contractor prior to contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition;
7. Contractor/vendor shall remove, from the site, trash and debris from maintenance, service or repair activities at the end of each working day, and at the conclusion of the work, unless more periodic levels of cleanliness are needed to insure 100% safe environment for campus occupants and residents;
8. Contractor/vendor shall be responsible for ensuring utilities are restored due to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating mode;
9. Contractor /vendor shall check out with Plant Operations Manager or Foreman upon completion of service or maintenance and return any keys, identification badges etc. that have been issued by the NMSBVI;
10. Contractor/vendor shall provide a final report including invoice & warranty information prior to payment for services rendered;
11. Contractor/vendor shall be responsible to train Plant Operations staff on changes in operation and care of equipment, as applicable.

|   |                              |              |
|---|------------------------------|--------------|
|  | Facilities Master Plan (FMP) | Section 13.0 |
|---|------------------------------|--------------|

## PURPOSE

New Mexico state law requires all school districts to have a current five-year Facilities Master Plan (FMP) as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978).


The Facilities Master Plan provides the school with a road map on how to address the facilities needs in order to best utilize resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy and safe learning environment. In addition, districts need to secure the approval of the Public School Facilities Authority (PSFA) and Public School Capital Outlay Council (PSCOC) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

The NMSBVI Preventive Maintenance Plan (PMP) shall be incorporated into the school's Facilities Master Plan (FMP). The NMSBVI's capital funding strategy includes major planned maintenance and repair projects. The NMSBVI shall develop both a comprehensive Facilities Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award.

## PROCEDURE

1. The Plant Operations Manager will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. As required, the Plant Operations Manager will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved and integrated into the Facilities Master Plan.

*As of July 11, 2012, The NMSBVI Facilities Master Plan, as submitted, was accepted as final and approved by the Public School Facilities Authority.*

|  |                                    |                     |
|--|------------------------------------|---------------------|
|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Facility Safety Assessments</p> | <p>Section 14.0</p> |
|--|------------------------------------|---------------------|

The NMSBVI shall develop a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards and unsafe practices.

#### **PROCEDURE**

1. A monthly environmental safety calendar will be developed of department locations to be surveyed. A schedule will be created to assure that all areas where students are served are surveyed at least one time per year;
2. A data collection form to assist in identifying environmental deficiencies, hazards and unsafe practices will be utilized during environmental safety rounds;
3. Deficiencies will be documented and work orders added to the *SchoolDude* FIMS for processing, using the defined priorities definitions;
4. Safety work orders will be prioritized to prevent further risks to students, staff or guests.

Attachment: [2012/2013 Safety Survey Calendar Template](#)  
[2012/2013 Environmental Tour Template](#)

# Safety Survey Calendar

2012/2013


|                                  | Jul   | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------------------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Paul and Lois Tapia Building     | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Ditzler Auditorium               | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Recreation                       | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| North Cottage                    | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| South Cottage                    | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Heating Plant                    | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Health Services                  | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Library                          | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Superintendent's Residence       | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| San Andres Hall                  | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Wanda Raney                      | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Pre-Vocational Workshop          | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Greenhouse (Pre-Voc)             | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Jack Hall Building               | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Garrett Dormitory                | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Sacramento Dormitory             | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Quimby Gymnasium                 | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Swimming Pool                    | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Bert Reeves Learning Center      | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Early Childhood Program Facility | Mthly |     |     |     |     |     |     |     |     |     |     |     |
| Bus Loop                         | Daily |     |     |     |     |     |     |     |     |     |     |     |
| Site Walkways                    | Daily |     |     |     |     |     |     |     |     |     |     |     |
| All Parking Lots                 | Daily |     |     |     |     |     |     |     |     |     |     |     |
| All Playgrounds                  | Daily |     |     |     |     |     |     |     |     |     |     |     |

| Facility Safety and General Conditions Checklist   |             |                  |
|--|-------------|------------------|
| Building Name Inserted Here  |             |                  |
| <b>Building Interior</b>   | <b>Good</b> | <b>Unsatisf.</b> |
| • Fire Lanes on school property kept clear.  |             |                  |
| • All Emergency Exits are marked and kept clear. A 36" pathway is maintained.                                      |             |                  |
| • All storage shelving, wherever necessary, is secured and stable, where no objects may fall on students or staff. |             |                  |
| • Emergency Evacuation Maps are present in all rooms of the school, easily read and applicable to the area.        |             |                  |
| • Fire Extinguishers serviced annually, inspected monthly with attached tags dated and initialed.                  |             |                  |
| • Electrical Panels are properly labeled, doors secured, have no open slots  |             |                  |
| • Wet Floor Caution signs available and used as needed.  |             |                  |
| • Exits properly marked with lighted signs and kept clear at all times.  |             |                  |
| • Emergency lighting system operational and inspected regularly.   |             |                  |
| • Verification of serviceable status/expiration date on portable eye wash station in science lab, status or N/A    |             |                  |
| <b>Mechanical Rooms</b>  | <b>Good</b> | <b>Unsatisf.</b> |
| • No storage of flammables   |             |                  |
| • No excess storage of any unnecessary materials   |             |                  |
| • Adequate cleanup after any work has been done  |             |                  |
| • No leaks or spills   |             |                  |
| • Clear path to all exits  |             |                  |
| • Emergency shutdown switches located at exit doors as required by code  |             |                  |
| • Electrical Panels are properly labeled, doors secured, have no open slots  |             |                  |
| <b>Indoor Air Quality</b>  | <b>Good</b> | <b>Unsatisf.</b> |
| • Filters are replaced per maintenance schedule.   |             |                  |

| Facility Safety and General Conditions Checklist  |             |                  |
|---|-------------|------------------|
| Building Name Inserted Here   |             |                  |
| <b>Housekeeping</b>   | <b>Good</b> | <b>Unsatisf.</b> |
| • Aisles, stairs, hallways and walking surfaces kept clear of obstacles and debris.                                     |             |                  |
| • A minimum 22" clearance is maintained for all walking/working areas.  |             |                  |
| • Desks, chairs and tables are in good repair.  |             |                  |
| • Floors in good condition with no missing tiles, carpet tears, etc.  |             |                  |
| • Areas with high fall potential (around drinking fountains, entryways, etc. Have been identified and hazards addressed |             |                  |

|   |             |                  |
|---|-------------|------------------|
| <ul style="list-style-type: none"> <li>Stored items are kept in a neat and well organized manner to prevent spillage, or falling debris.</li> </ul>   |             |                  |
| <b>Building Exterior</b>  | <b>Good</b> | <b>Unsatisf.</b> |
| <ul style="list-style-type: none"> <li>All exterior building security lights functional and timers set according to current seasonal conditions</li> </ul>  |             |                  |
| <ul style="list-style-type: none"> <li>Pedestrian walkways adjacent to building clean, clear of obstructions, no tripping hazards around entire building perimeter</li> </ul>   |             |                  |
| <ul style="list-style-type: none"> <li>All windows secure</li> </ul>  |             |                  |
| <ul style="list-style-type: none"> <li>All exterior access doors functional and securable</li> </ul>  |             |                  |
| <ul style="list-style-type: none"> <li>Handicap door operators functional and in good repair</li> </ul>   |             |                  |
| <b>Site Conditions</b>  | <b>Good</b> | <b>Unsatisf.</b> |
| <ul style="list-style-type: none"> <li>All exterior sidewalks interconnecting buildings clean of debris. Cracks or other tripping hazards noted and reported to Plant Operations (grounds keeping Daily Routine)</li> </ul> |             |                  |
| <ul style="list-style-type: none"> <li>Exterior security pole lighting in good working order, functional and timers set according to current seasonal conditions</li> </ul>   |             |                  |
| <ul style="list-style-type: none"> <li>Bus loop unobstructed, sidewalks and surrounding area free of any debris (grounds keeping Daily Routine)</li> </ul>  |             |                  |

|  |
|--|
| <b>Facility Safety and General Conditions Checklist</b>  |
|  |
| Building Name Inserted Here  |
| List specific location of any unsatisfactory areas checked and note corrections needed to be entered into the work order system. Notify maintenance supervisor immediately of any life, health and safety concerns of an emergency nature. |
| <b>Exact Location:</b>   |
|  |
| <b>Comments on Needed Corrections:</b>   |
|  |

|  |                                      |                     |
|--|--------------------------------------|---------------------|
|  <p>New Mexico School for the Blind<br/>and Visually Impaired</p> | <p>Maintaining Equipment Records</p> | <p>Section 15.0</p> |
|--|--------------------------------------|---------------------|

## PURPOSE

Equipment records are a vital component in the development and continued operation of the school's Preventive Maintenance Program (PMP). Developing and maintaining accurate records informs Plant Operations staff of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition, the PMP informs staff of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building electrical distribution system.

Accurate equipment records are necessary to begin any preventive maintenance program. Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks, the NMSBVI can determine costs on preventive maintenance, equipment parts and the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

## PRACTICE

It is the practice of the NMSBVI that all facility equipment (HVAC, playground equipment, life safety systems, etc.) maintained by the Plant Operations staff, or their designees, will be re-inventoried and documented in the FIMS on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements.

This process should include documenting equipment specifications to include, but not limited to, the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this practice.

## PROCEDURE:

The following is a procedure for updating records and replacement of equipment utilizing the *SchoolDude* FIMS data base.

### **Procedures for updating records and replacement of equipment:**

When an equipment item is installed or replaced it should be documented in the NMSBVI's FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative

Maintenance Direct (PMD) modules of the *Schoo Dude* software. The specifics of the new piece of equipment should be entered and the records of any removed items should be documented as “*removed from service*”. A basic outline of record keeping practice is as follows:

- The equipment manufacturer’s O&M Manuals should be obtained and filed by the NMSBVI representative and provided to the FIMS Administrator for data entry
- An equipment number is assigned in FIMS using the following format:
  - Description-Location-integer
  - PSSS-EPES-007 translates to:
    - PSSS = Play Structure Swing Set
    - EPES =Eastern Plains Elementary School
    - 007= Unit number 7

If an equipment item is replaced with the same type, the same number can be re-used but the letter “R” which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer’s information about the equipment should be filed
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate equipment:
  - Click On Equipment under Information and Analysis
  - Find Equipment record to be deactivated
  - In the Add/Update Page for that equipment record type a date in the Date removed box.
  - Failed equipment should be disposed of properly in accordance to school practice.

# **Gadsden School District**



Updated 05/09/13.

## Gadsden Independent Schools

|                            |                                      |
|----------------------------|--------------------------------------|
| Superintendent:            | Cynthia Nava                         |
| District Phone:            | 575-882-6203                         |
| PSFA Managers(s):          | Earl Franks<br>Jorge Au              |
| Phone:                     | 505-227-4009 ; 505-358-2766          |
| Email:                     | efranks@nmpsfa.org<br>jau@nmpsfa.org |
| State/District Share 2012: | 88 / 12                              |
| Property Valuations:       | \$ 790,688,109                       |
| Bonding Capacity:          | \$ 47,441,287                        |
| Bonds Outstanding:         | \$ 46,780,000                        |
| Available Capacity:        | \$ 661,287                           |
| Percent Indebtedness:      | 98.6%                                |
| Impact Aid District?       | False                                |
| HB33 Levy (Years):         |                                      |
| HB33 Mills:                |                                      |
| SB 9 State Distribution:   | \$ 2,528,727                         |

Enrollment (40<sup>TH</sup> day 2012): 13,957

|                                |             |
|--------------------------------|-------------|
| Master Plan Disposition:       | CURRENT     |
| Maintenance Plan Disposition:  | CURRENT     |
| 2012 District Audit Submitted: | Yes         |
| # Findings:                    | 2           |
| Opinion:                       | Unqualified |

|                          |                       |
|--------------------------|-----------------------|
| Total DCP Awards:        | \$ 8,062,970          |
| DCP Roof Awards:         | \$ 249,200            |
| Lease Assistance Awards: | \$ 330,780            |
| PSCOC Awards:            | \$ 132,869,551        |
| <b>GRAND TOTAL:</b>      | <b>\$ 141,512,501</b> |

## PSCOC Awards Summary

|           |  | \$132,869,551 | \$15,459,984   | \$148,329,535 |
|-----------|--|---------------|----------------|---------------|
| Project # | Project Name                                       | State Share   | District Share | Total         |
| M10-006   | Master Plan Award                                  | \$192,834     | \$21,426       | \$214,260     |
| P05-007   | Chaparral High School                              | \$38,237,423  | \$1,674,465    | \$39,911,888  |
| P05-040   | New Northern Elem. & San Miguel Elem. Improvements | \$10,819,350  | \$1,700,650    | \$12,520,000  |
| P06-013   | Gadsden Middle School                              | \$9,761,647   | \$1,584,901    | \$11,346,548  |
| P07-007   | Gadsden High School                                | \$6,955,906   | \$1,287,005    | \$8,242,911   |



## DISTRICT FAST FACTS 2012

Updated 05/09/13.

|         |  |              |             |              |
|---------|--|--------------|-------------|--------------|
| P08-003 | Gadsden High School  | \$24,459,549 | \$3,339,613 | \$27,799,162 |
| P08-013 | Berino Elementary (new)  | \$11,544,841 | \$1,691,433 | \$13,236,274 |
| P08-014 | Berino Elementary (existing)   | \$11,289,571 | \$1,539,487 | \$12,829,058 |
| P09-018 | Anthony Elementary School  | \$12,991,400 | \$1,699,365 | \$14,690,765 |
| P13-007 | Desert View Elementary School  | \$1,550,737  | \$209,263   | \$1,760,000  |
| R07-009 | Berino Elem; Desert Train Intermediate;<br>Loma Linda Elem; Chaparral Middle | \$3,444,782  | \$514,737   | \$3,959,519  |
| R12-002 | Chaparral Elementary School Roof   | \$721,522    | \$84,878    | \$806,400    |
| R12-003 | Sunland Park Elementary School Roof  | \$28,800     | \$3,200     | \$32,000     |
| R12-004 | Desert View Elementary School Roof   | \$28,800     | \$3,200     | \$32,000     |
| R12-005 | Riverside Elementary School Roof   | \$28,800     | \$3,200     | \$32,000     |
| R12-016 | Gadsden High School Roof   | \$580,169    | \$71,331    | \$651,500    |
| K13-002 | Anthony Elementary School  | \$233,420    | \$31,830    | \$265,250    |

## Gadsden \ Chaparral ES

|               | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight:<br>0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight:<br>0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|---------------|---|---|--|---|---|--|---|---|---|
| Facility Name |   |   |  |   |   |  |   |   |   |
| Chaparral ES  | \$92,617  | \$1,132,404   | \$311,571  | \$2,991,820   | \$0   | \$276,699  | \$162,245                                     | \$0   | \$2,079,490   |

### Rank History

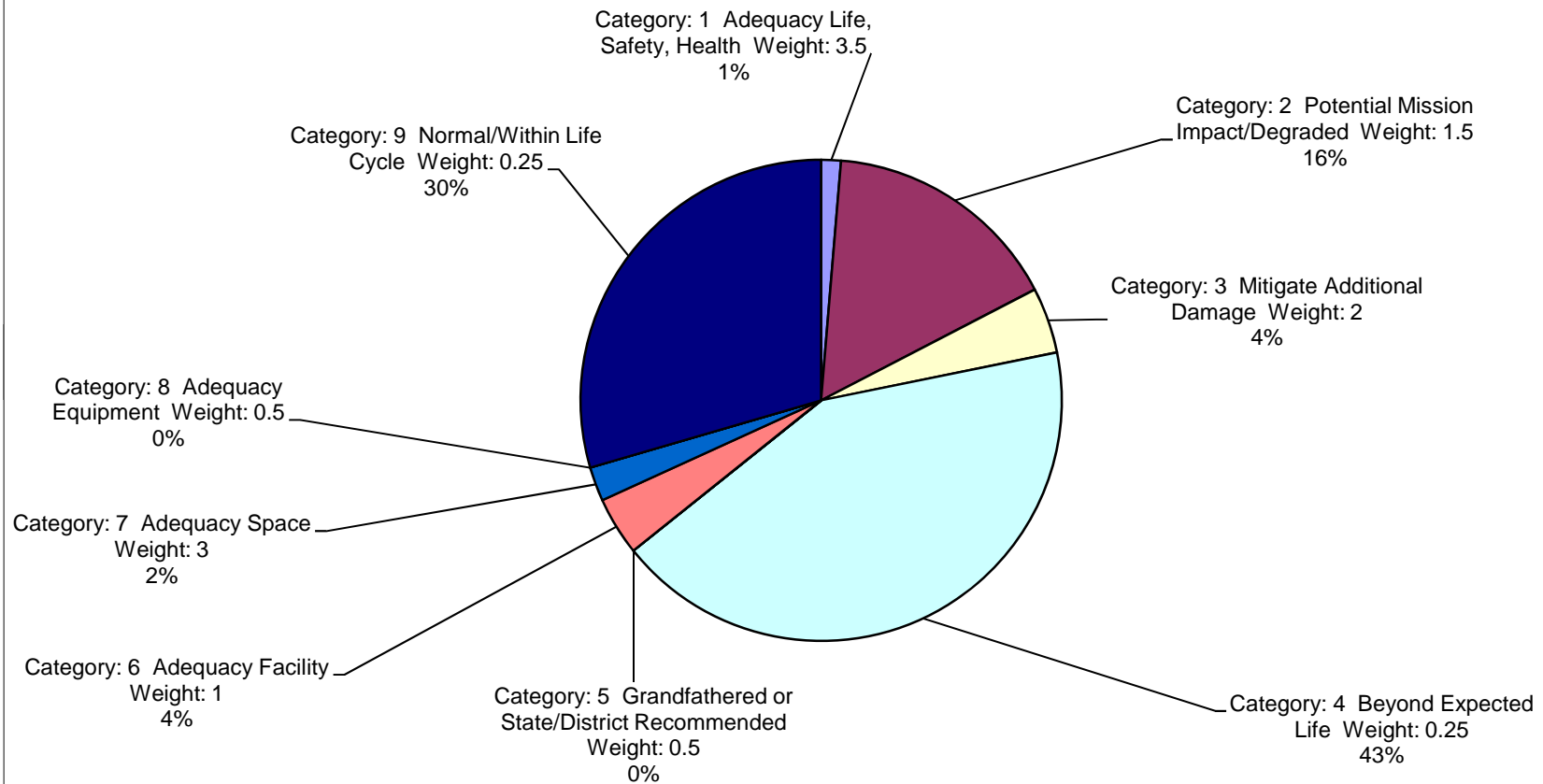
|           | Rank Position | wNMCI  |
|-----------|---------------|--------|
| Current   | 78            | 38.23% |
| 2012-2013 | 124           | 32.06% |
| 2011-2012 | 116           | 48.65% |
| 2010-2011 | 146           | 34.87% |
| 2009-2010 | 200           | 38.93% |
| 2008-2009 | 106           | 53.57% |
| 2007-2008 | 262           | 37.68% |
| 2006-2007 | 296           | 38.96% |
| 2005-2006 | 368           | 33.04% |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 2/26/2008

**Chaparral ES**  
Rank Position: 78  
Growth Factor: 1  
Student Count: 723  
Gross Area: 81,755 SF  
Year Built: 1940, 1979, 1990,  
1992, 2001



**FUNDING COMMITMENTS**

1. TOTAL PROJECT COST \$ \$14,745,046

1.1. (a) FUNDING NEEDS TO COMPLETE THIS PROJECT

1.1.1. Land and offsite infrastructure \$0

\*Note: Excludes land and offsite infrastructure

1.1.1.1 Other estimated above adequacy costs \$0

1.1.1.2. Please describe

1.1.2. TOTAL PROJECT COSTS TO ADEQUACY

1.1.2.1. Estimated Amount of Total Project Cost exceeding Adequacy Standards \$0

1.1.2.2. Estimated Amount of Total Project Cost to meet Adequacy Standards \$ \$14,745,046

1.1.3. State/Local Match to Adequacy

1.1.3.1. State \$ \$12,975,640

1.1.3.2. Local \$ \$1,769,406

1.1.4. Funding Offset

1.1.4.1. Total direct legislative appropriation offset (balance) \$ \$0

1.1.4.2. 2013 direct appropriations accepted or legislative reversions \$ \$0

(negative) \$

1.1.4.3. Anticipated Direct Appropriation Offset (2013) \$ \$0.00

1.1.4.4. Total Offset applicable to this project \$ \$0

1.1.5. ADJUSTED STATE SHARE REQUEST, ADJUSTED TO ADEQUACY \$ \$12,975,640

1.2. (b) FUNDING COMMITMENTS FOR THIS PROJECT (do not include anticipated amounts)

1.2.1. Local bonding currently designated for this project \$ \$147,070

1.2.2. Legislative appropriations

1.2.2.1. From Year (format YYYY) 0

1.2.2.1.1. Amount \$ \$0

1.2.2.2. From Year (format YYYY) 0

1.2.2.2.1. Amount \$ \$0

1.2.3. PSCOC Capital Outlay Awards

1.2.3.1. From Year (format YYYY) 0

1.2.3.1.1. Amount \$ \$0

1.2.3.2. From Year (format YYYY) 0

1.2.3.2.1. Amount \$ \$0

1.2.5. Public School Capital Improvements Act (SB-9)

1.2.5.1. \$ \$0

1.2.6. Public School Buildings Act (HB-33)

1.2.6.1. \$ \$0

1.2.7. 20% Impact Aid (PL-874) \$ \$0

1.2.8. Other

1.2.8.1. Description

1.2.8.2. Amount \$ \$0

Requested Project Priority 1

1.2.9. Other

1.2.9.1. Description

1.2.9.2. Amount \$

\$0

1.2.10. TOTAL FUNDING (Allocated, Available, & Expended)

1.2.10.1.1. (12a) District \$

\$147,070

1.2.10.1.2. (12b) State \$

\$0

1.2.10.2. (13)DISTRICT BALANCE NEEDED TO COMPLETE THIS PROJECT \$

\$1,622,336

1.2.10.3. Anticipated Source

General Obligation Bond proceeds from the February 4, 2014 bond election.

1.2.10.4. Anticipated Date Available (format mm/dd/yyyy)

9/1/2014

1.2.10.5. Waiver Application Select answer...Yes/No

No

1.2.10.5.1. If Yes, please complete the Waiver Application

# STATEMENT OF FINANCIAL POSITION

(thousands of dollars)

School District

Gadsden

= Cells to be completed by Financial Advisor

= Cells to be completed by School District

|   | <u>TY2012</u> | <u>Growth Rate:</u> | <u>TY2013</u> | <u>TY14</u> | <u>TY15</u> | <u>TY16</u> | <u>TY17</u> | <u>TY18</u>   |
|---|---------------|---------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Current & Projected Assessed Valuation: | \$800,286.7   | 4%                  | \$832,298.2   | \$865,590.1 | \$900,213.7 | \$936,222.3 | \$973,671.2 | \$1,012,618.0 |
| Bonding Capacity (6% of AV):            | \$48,017.2    | 6%                  | \$49,937.9    | \$51,935.4  | \$54,012.8  | \$56,173.3  | \$58,420.3  | \$60,757.1    |
| Outstanding Debt as of 6/30 of each FY  |               |                     |               |             |             |             |             |               |
| Including Future Sales (GOBs & ETNs):   | 46,780.0      |                     | 46,910.0      | 47,455.0    | 47,705.0    | 47,605.0    | 47,130.0    | 46,480.0      |
| Available Bonding Capacity (\$):        | \$1,237.2     |                     | \$3,027.9     | \$4,480.4   | \$6,307.8   | \$8,568.3   | \$11,290.3  | \$14,277.1    |
| % Bonded to Capacity:                   | 97.4%         |                     | 93.9%         | 91.4%       | 88.3%       | 84.7%       | 80.7%       | 76.5%         |
| GO Bond Authorization + Ed Tech Notes:  | \$ 36,750.0   |                     | \$ 42,000.0   |             |             |             | \$ 44,000.0 |               |

## SOURCES

|   | YEAR 0          |                |               |                 | YEAR 1      | YEAR 2      | YEAR 3      | YEAR 4      | YEAR 5      |
|---|-----------------|----------------|---------------|-----------------|-------------|-------------|-------------|-------------|-------------|
|   | FY14Q1          | FY14Q2         | FY14Q3        | FY14Q4          | FY15        | FY16        | FY17        | FY18        | FY19        |
|   | 2013 July-Sept. | 2013 Oct.-Dec. | 2014 Jan-Mar. | 2014 April-June |             |             |             |             |             |
| Beginning Unexpended Balances (includes Cash Balance) * | \$ 28,484.8     | \$ 31,399.3    | \$ 21,669.6   | \$ 13,356.1     | \$ -        | \$ (0.0)    | \$ (0.0)    | \$ 0.0      | \$ (0.0)    |
| GO Bond Sale Projection:                                | \$ 11,250.0     | \$ -           | \$ -          | \$ -            | \$ 10,500.0 | \$ 10,500.0 | \$ 10,500.0 | \$ 10,500.0 | \$ 10,750.0 |
| SB-9 (2 mill levy) Proceeds:                            | \$ 376.1        | \$ 376.1       | \$ 376.1      | \$ 376.1        | \$ 1,564.7  | \$ 1,627.3  | \$ 1,692.4  | \$ 1,760.1  | \$ 1,830.5  |
| SB-9 (state distribution) Proceeds:                     | \$ 589.6        | \$ 589.6       | \$ 589.6      | \$ 589.6        | \$ 2,358.6  | \$ 2,358.6  | \$ 2,358.6  | \$ 2,358.6  | \$ 2,358.6  |
| HB-33 Proceeds:   | \$ -            | \$ -           | \$ -          | \$ -            | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Cash Balances:  |                 |                |               |                 |             |             |             |             |             |
| PL-874:   | \$ -            |                |               |                 | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Direct Legislative Appropriations:                      | \$ -            |                |               |                 | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Other:  |                 |                |               |                 |             |             |             |             |             |
| Total:  | \$ 40,700.6     | \$ 32,365.1    | \$ 22,635.3   | \$ 14,321.9     | \$ 14,423.3 | \$ 14,485.9 | \$ 14,550.9 | \$ 14,618.7 | \$ 14,939.0 |

\* Prior Period Total Sources - Total Uses from all sources state and local.

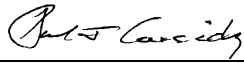
## USES

### Project Funded Brief Description

|   |            |             |            |             |             |             |             |             |             |
|---|------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| GHS Renovations                             | \$ 1,376.5 |             |            | \$ 1,220.1  |             |             |             |             |             |
| District Warehouse                          |            | \$ 2,000.0  | \$ 2,300.0 |             |             |             |             |             |             |
| ADA Compliance Projects                     | \$ 1,519.0 |             |            |             |             |             |             |             |             |
| Desert Pride Academy New Facility           |            | \$ 2,000.0  | \$ 2,000.0 | \$ 1,868.2  |             |             |             |             |             |
| Riverside/Sunland Park/STMS Kitchen Upgrade | \$ 1,300.0 | \$ 1,500.0  |            |             |             |             |             |             |             |
| Desert View Elem New Facility               |            |             |            | \$ 1,400.0  |             |             |             |             |             |
| New Chaparral Area Elementary School        |            |             |            | \$ 1,900.0  |             |             |             |             |             |
| Renovate Existing Chaparral Elem            |            |             |            | \$ 450.3    | \$ 549.7    |             |             |             |             |
| 2015 Bond Projects                          |            |             |            |             | \$ 8,200.3  |             |             |             |             |
| 2016 Bond Projects                          |            |             |            |             |             | \$ 8,750.0  |             |             |             |
| 2017 Bond Projects                          |            |             |            |             |             |             | \$ 8,750.0  |             |             |
| 2018 Bond Projects                          |            |             |            |             |             |             |             | \$ 8,750.0  |             |
| 2019 Bond Projects                          |            |             |            |             |             |             |             |             | \$ 9,000.0  |
| District Paving Projects                    | \$ 288.1   |             |            |             |             |             |             |             |             |
| Other District Projects/Contingency         | \$ 750.0   | \$ 750.0    | \$ 739.1   | \$ 1,500.0  |             |             |             |             |             |
| District Wide Minor Construction            | \$ 693.2   | \$ 1,471.4  | \$ 1,092.4 | \$ 1,660.0  |             |             |             |             |             |
| District Wide HVAC/Elec/Roof/Well and WW    | \$ 1,971.3 | \$ 1,133.4  | \$ 1,744.5 | \$ 2,800.0  |             |             |             |             |             |
| STHS Erosion Project                        |            |             |            | \$ 557.6    |             |             |             |             |             |
| SB-9 Facility Maintenance and School Equip  | \$ 965.7   | \$ 965.7    | \$ 965.7   | \$ 965.7    | \$ 3,923.3  | \$ 3,985.9  | \$ 4,050.9  | \$ 4,118.7  | \$ 4,189.0  |
| Ed Tech Notes Projects                      | \$ 437.5   | \$ 875.0    | \$ 437.5   | \$ -        | \$ 1,750.0  | \$ 1,750.0  | \$ 1,750.0  | \$ 1,750.0  | \$ 1,750.0  |
| Total Projected Commitment Needs/Uses:      | \$ 9,301.3 | \$ 10,695.5 | \$ 9,279.2 | \$ 14,321.9 | \$ 14,423.3 | \$ 14,485.9 | \$ 14,550.9 | \$ 14,618.7 | \$ 14,939.0 |

**TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR**

Statement of Financial Position reviewed for completeness and accuracy by:

(Signed) 

(Print Name) Paul J. Cassidy

(Title) Managing Director

(Company) RBC Capital Markets, LLC

Date 5/10/2013

# PSCOC/PSFA Site Visit Report

## School District

## School

Capital Outlay Year: 2013-2014

Report Date: 05-29-13

Date of Visit: 05-23-13

PSFA RM: Earl Franks

PSFA Staff: Tim Berry, John Valdez, Travis Coker

District Representative: Efren Yturralde, Richard Chavez, Ralph Gallegos, Alfredo Holguin, Mike Munoz

Other Attendees: Tony Saenz (AKS Architecture)

Application Schools (13-14):

Rank: 78

School: Chaparral ES – new

# Students: 769 Grades: K-6

Permanent Sq. Ft.: 68,679 (new)

Portable Sq. Ft. : 0

Total Estimated

Ready-to-Bid Date:

Project Cost:

\$19,107,485

July 31, 2014

### Ranking of District's Other Schools in top 100

### District's Priority 2 Request: (Give a brief synopsis of the project)

Build a new elementary school facility in the Chaparral area to accommodate 550 students.

The Chaparral area continues to grow. Currently, there are approximately 2,095 students, (per 2012-2013, 40 day counts) housed in three existing elementary schools. The current enrollment breakdown is as follows:

- Chaparral ES has 738 students
- Desert Trail ES has 853 students
- Sunrise ES has 504 students

The District objective is to equalize all of its elementary schools to a 550 student standard enrollment. A new elementary school for 550 students is required to accommodate current and future students. Attendance zones would be revised to relieve overcrowding at Chaparral ES by approximately 188 students and to relieve overcrowding at Desert Trail ES by approximately 303 students. Overall, this area would have future capacity for approximately 105 additional students through construction of this new elementary school, which would likely be consumed by the end of construction based on current enrollment projections.

The district is proposing to bring the existing Chaparral Elementary Schools up to adequacy standards and district standards of 550 students per elementary. By adding a new school the district could bring down the numbers at the 3 current elementary schools to 550 students per site.

**Number of Students to be Served:** 550

**Grade Levels Requested:** K-6

**PSFA Consensus Recommendations:**

NMPSFA staff recommends award of planning and design funding. Construction funding, based actual contractor approved cost, would be requested for an out of cycle phase II construction funding award once designed to 100% construction documents.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

**Master Plan:**

The Gadsden Facilities Master Plan is dated 2011-2015 so it is current. In 2012, the District provided PSFA with an update. Under the 2012 FMP update, the District's top priority is completion of Gadsden High School, which is in progress. After Gadsden High School, the FMP Update's top two priorities are:

- Priority 2A – New Chaparral Elementary Educational Specifications and Design
- Priority 2B – Construct new Chaparral Area Elementary School
- Priority 3 – Renovate existing Chaparral Elementary School. The FMP lists the following projects for the school:
  - New Classroom wing
  - Gymnasium/cafeteria refurbishment
  - Renovation of all building spaces
  - Roofing improvements
  - Drainage improvements
  - Technology upgrades

**Estimated Total Project Cost Summary based on 88% State Share/12% District Share**

| Project                              | Estimated District Share | Estimated State Share | Estimated Total Project Cost |
|--------------------------------------|--------------------------|-----------------------|------------------------------|
| New Chaparral ES Ed Specs and Design | \$68,200                 | \$551,800             | \$620,000                    |
| Construct New Chaparral Area ES      | \$1,880,000              | \$17,090,909          | \$18,970,909                 |
| Renovate Existing Chaparral ES       | \$1,000,000              | \$9,090,909           | \$10,090,909                 |
| <b>TOTAL</b>                         | <b>\$2,948,200</b>       | <b>\$26,733,618</b>   | <b>\$26,681,818</b>          |

Source: 2012 Gadsden Independent School District Facilities Master Plan Update

Note: Desert View Replacement School budget totals \$17,364,000 for 550 students

The District has adopted a policy in its FMP where it desires all its elementary schools to be 550 students capacity, which allows it a 68,750 SF school based on our new Adequacy Planning Guide guidelines.

There are three schools serving the Chaparral area, Chaparral, Desert Trails, and Sunrise. All three schools are below the Adequacy Planning Guide Allowable GSF. Based on design capacity figures in permanent space compared to existing enrollment, Chaparral and Desert Trails have great difficulty accommodating enrollment and rely on several portables and barracks to house students. Sunrise has capacity for 11 more students within its permanent space as the following table illustrates:

| School        | 2012-13 K-5 Enrollment | Permanent Capacity w/o Portables | Available Capacity |
|---------------|------------------------|----------------------------------|--------------------|
| Chaparral     | 721                    | 427                              | -294               |
| Desert Trails | 838                    | 529                              | -309               |
| Sunrise       | 494                    | 505                              | 11                 |
| <b>TOTALS</b> | <b>2,053</b>           | <b>1,461</b>                     | <b>-592</b>        |

Not counting portables, the Chaparral area schools have a seat deficiency of 592 seats, based on the 40-Day counts. If you add the portables/modular buildings, the chaparral area has capacity for 103 students.

#### **Maintenance Assessment:**

#### **District: Gadsden Independent School District**

☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating:** Satisfactory

☐ **Maintenance Direct Score: 2.75** out of 3.0

- **Work Order Backlog:** 23.63%

**Transaction:** 138.27%

**Comments:** The district uses MD and the Meaningful Maintenance Measures to continually improve their processes and performance.

☐ **Preventive Maintenance Direct Score: 1.75** out of 3.0

- **PM Cost Ratio:** 29 %

**PM Completion Rate:** 66.05 %

**Comments:** The district has a few work orders that are older than 45 days, recommend the district strive for a 95% completion rate, this will further reduce their backlog.

☐ **UD Score: 3.0** out of 3.0

**Comments:** The district has a very comprehensive Energy Management Program.

☐ **PM Planning Status:** Current and rated Outstanding. Updated on 10/18/12.

☐ **FMAR (District Sample Average 2012):** 73.51%-Satisfactory

- **Minor Deficiencies:** 6: Walls, Roadways, Entry /Exterior Doors, Housekeeping

○ **Major Deficiencies:** 4: Playgrounds, Fire Protection

- ☐ **District Staffing Plan:** As of 2012, the district is staffed to 113.2% of the recommended (ASU) level.

**Summary:** The district is performing to NM State Statute 22-24-5.3 and 22-24-5.5 very effectively. The district utilizes the Maintenance Metrics Reporting feature and is reviewed by the team monthly and improvements are then implemented. No new FMARs have been qualified as of 6-3-2013.

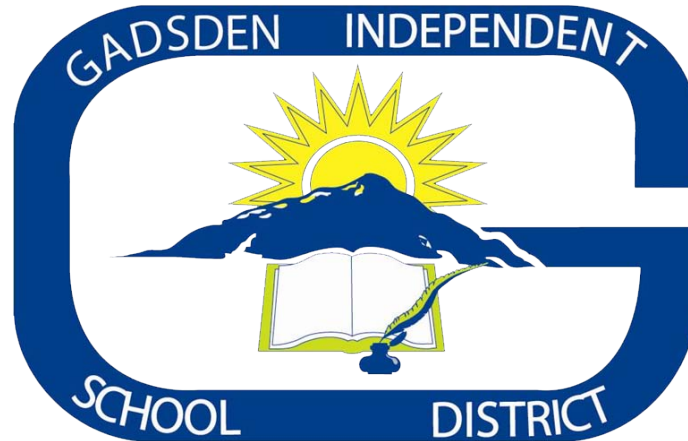
**Recommended Recovery Plan:**

- ☐ Improve the PM Completion Rate to 95%.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

The District needs to revise their “Statement of Financial Position” form to include formulas that roll up the cash balance to beginning balance. They need to verify that the bond years are correct because the last bond was 2010 and it is a four year cycle so the next bond should be in 2014 and then 2018 versus 2013 and 2017 as shown. *Note that the “Statement of Financial Position” has been revised to address this notation.*

The District needs to confirm 40 day counts because there appears to be a discrepancy in enrollment projections between the FMP and the application. The total overcrowding at the three existing elementary schools in Chaparral needs to be shown by attendance zone in order to justify the need and design capacity for a new school that PSCOC may participate in funding to adequacy. *Note that the District has provided confirmation of the most recent 40 day counts by attendance zone for the entire Chaparral area both numerically and graphically on a map. This information will be provided as part of their presentation.*



**PSCOC  
Presentation  
June 20, 2013**

# Issues to be addressed at Chaparral Elementary, Priority I

- Demolish World War II barracks
- Remove portables
- Renovate existing permanent buildings
- Add new classrooms
- Electrical upgrades
- Heating and Cooling/HVAC upgrades
- Kitchen upgrades
- Site upgrades to address, drainage, sidewalks, etc.

# Issues to be addressed at Chaparral Elementary, Priority I

- Nurse upgrades
- Special system upgrades (PA, Fire Alarm, Data)
- Interior/exterior finish upgrades
- Appropriate ventilation
- Safety
  - Fire suppression, pump, storage tank
- ADA issues
  - Classroom entrances
  - Restrooms
- Climate control
  - Vestibules

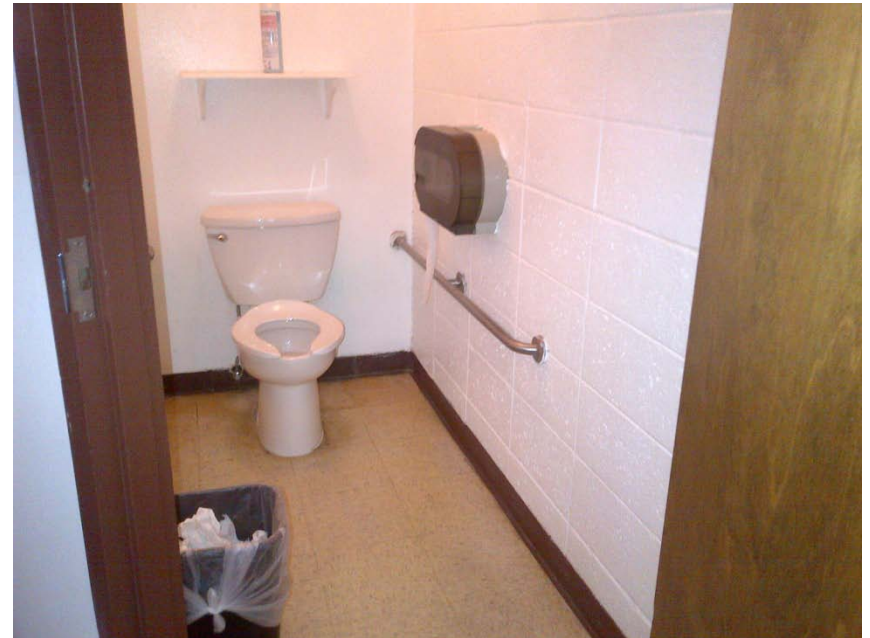
# Issues to be addressed at Chaparral Elementary, Priority I

- Energy efficiency
  - Thermal comfort
  - Lighting – interior and exterior
  - Replace exterior windows
  - Water saving/conservation fixtures
  - Automated controls
  - Building envelope upgrades
- Kitchen concerns
  - Kitchen is too small
  - Finishes

# GISD requests funding for the remodel and addition at Chaparral Elementary.

- District is requesting funding in order to comply with the State adequacy standards.
- There are approximately 14,584 square feet of barracks and 7,952 square feet of portables.

The student bathroom in the nurse's office is 6 ft. by 3.5 ft., not wheel chair accessible.



# Chaparral Elementary Barracks

**All barracks do not meet adequacy standards.**

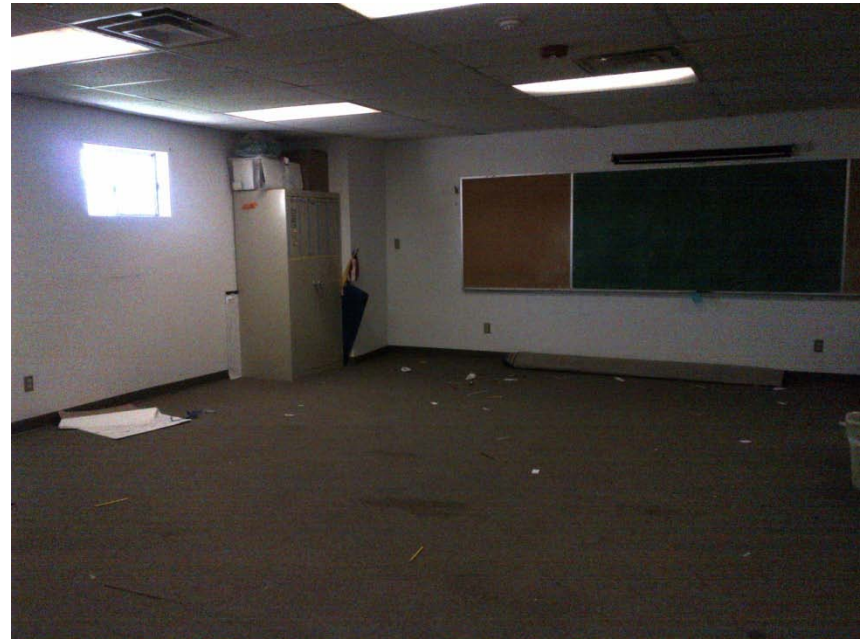
**Barracks restrooms are inadequate.**



# Chaparral Elementary Barracks

**Barracks accommodating 4 classrooms.**

**This classroom is 25 ft by 30 ft., and can not be used by regular classes due to size.**



# Chaparral Elementary Portables

**One of the CE portables.**



**Three more portables at CE.**



# Needs in the Chaparral area, Priority II

- Need new school due to over crowding in exiting elementary schools.
  - 40 day counts for 2012-2013
    - Chaparral Elementary – 738 students
    - Desert Trail Elementary – 852.5 students
    - Sunrise Elementary – 504 students
    - Total for 3 Chaparral Elementary Schools is 2094.5 students

# Chaparral area Attendance Zone for Elementary Schools

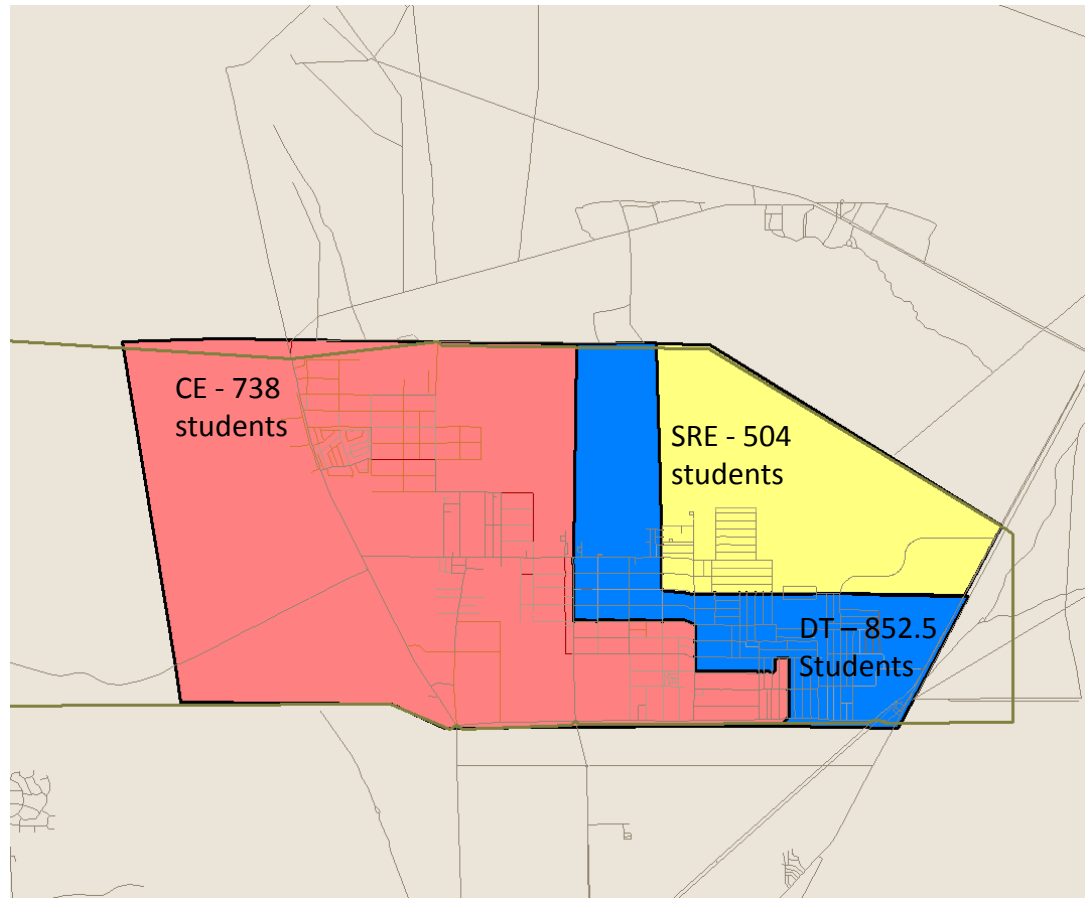
Attendance Zone numbers for the  
2012-2013 - 40 day count.

Chaparral Elementary – 738 students

Desert Trail Elementary – 852.5 students

Sunrise Elementary – 504 students

Total for 3 Chaparral Elementary Schools is  
2094.5 students



# **Deming School District**



Updated 05/09/13.

## Deming Public Schools

|                                 |                |
|---------------------------------|----------------|
| Superintendent: Harvielee Moore |                |
| District Phone: 575-546-8841    |                |
| PSFA Managers(s): Travis Coker  |                |
| Phone: 575-649-1435 ;           |                |
| Email: tcoker@nmfsfa.org        |                |
| State/District Share 2012:      | 72 / 28        |
| Property Valuations:            | \$ 518,987,665 |
| Bonding Capacity:               | \$ 31,139,260  |
| Bonds Outstanding:              | \$ 11,050,000  |
| Available Capacity:             | \$ 20,089,260  |
| Percent Indebtedness:           | 35.5%          |
| Impact Aid District?            | False          |
| HB33 Levy (Years):              |                |
| HB33 Mills:                     |                |
| SB 9 State Distribution:        | \$ 486,105     |

Enrollment (40<sup>TH</sup> day 2012): 5,477

|                                |                    |
|--------------------------------|--------------------|
| Master Plan Disposition:       | FMP IN DEVELOPMENT |
| Maintenance Plan Disposition:  | CURRENT            |
| 2012 District Audit Submitted: | Yes                |
| # Findings:                    | 1                  |
| Opinion:                       | Unqualified        |

|                          |                      |
|--------------------------|----------------------|
| Total DCP Awards:        | \$ 4,038,443         |
| DCP Roof Awards:         | \$                   |
| Lease Assistance Awards: | \$ 519,734           |
| PSCOC Awards:            | \$ 48,701,302        |
| <b>GRAND TOTAL:</b>      | <b>\$ 53,259,479</b> |

## PSCOC Awards Summary

|           |                               | \$48,701,302 | \$10,266,089   | \$58,967,392 |
|-----------|-------------------------------|--------------|----------------|--------------|
| Project # | Project Name                  | State Share  | District Share | Total        |
| M07-006   | Master Plan Award             | \$61,127     | \$19,303       | \$80,430     |
| M12-005   | Facility Master Plan          | \$61,519     | \$22,754       | \$84,273     |
| P05-002   | New Deming Elem/Middle School | \$16,255,915 | \$0            | \$16,255,915 |
| P05-037   | Memorial Elementary School    | \$3,067,879  | \$968,804      | \$4,036,683  |
| P06-010   | Columbus Elementary School    | \$11,615,326 | \$3,667,998    | \$15,283,324 |



## DISTRICT FAST FACTS 2012

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*Updated 05/09/13.*

|         |                                      |             |             |              |
|---------|--------------------------------------|-------------|-------------|--------------|
| P06-011 | Smith Elementary & Martin Elementary | \$9,618,913 | \$3,037,552 | \$12,656,465 |
| P07-005 | Deming High School                   | \$2,700,000 | \$852,632   | \$3,552,632  |
| P08-001 | Deming High School                   | \$3,458,109 | \$1,028,876 | \$4,486,986  |
| R07-005 | Chaparral Elementary                 | \$847,942   | \$267,771   | \$1,115,713  |
| R11-007 | Deming High School Roof              | \$795,923   | \$319,383   | \$1,115,306  |
| R11-008 | Deming Intermediate School Roof      | \$210,955   | \$78,024    | \$288,979    |
| K13-008 | Bell Elementary School               | \$7,694     | \$2,992     | \$10,686     |

## Deming / Deming Intermediate School

|                            | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degrade<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight: 0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight: 0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|----------------------------|---|--|--|--|--|--|---|---|---|
| Facility Name              |   |  |  |  |  |  |   |   |   |
| Deming Intermediate School | \$0   | \$4,035,563  | \$1,630,217  | \$3,415,583  | \$0  | \$55,698   | \$56,391                                      | \$15,239  | \$1,589,753   |

### Rank History

|           | Rank Position | wNMCI   |
|-----------|---------------|---------|
| Current   | 3             | 84.78%  |
| 2012-2013 | 3             | 84.88%  |
| 2011-2012 | 2             | 121.21% |
| 2010-2011 | 2             | 90.15%  |
| 2009-2010 |               |         |
| 2008-2009 |               |         |
| 2007-2008 |               |         |
| 2006-2007 |               |         |
| 2005-2006 |               |         |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 12/3/2008

**Deming Intermediate School**

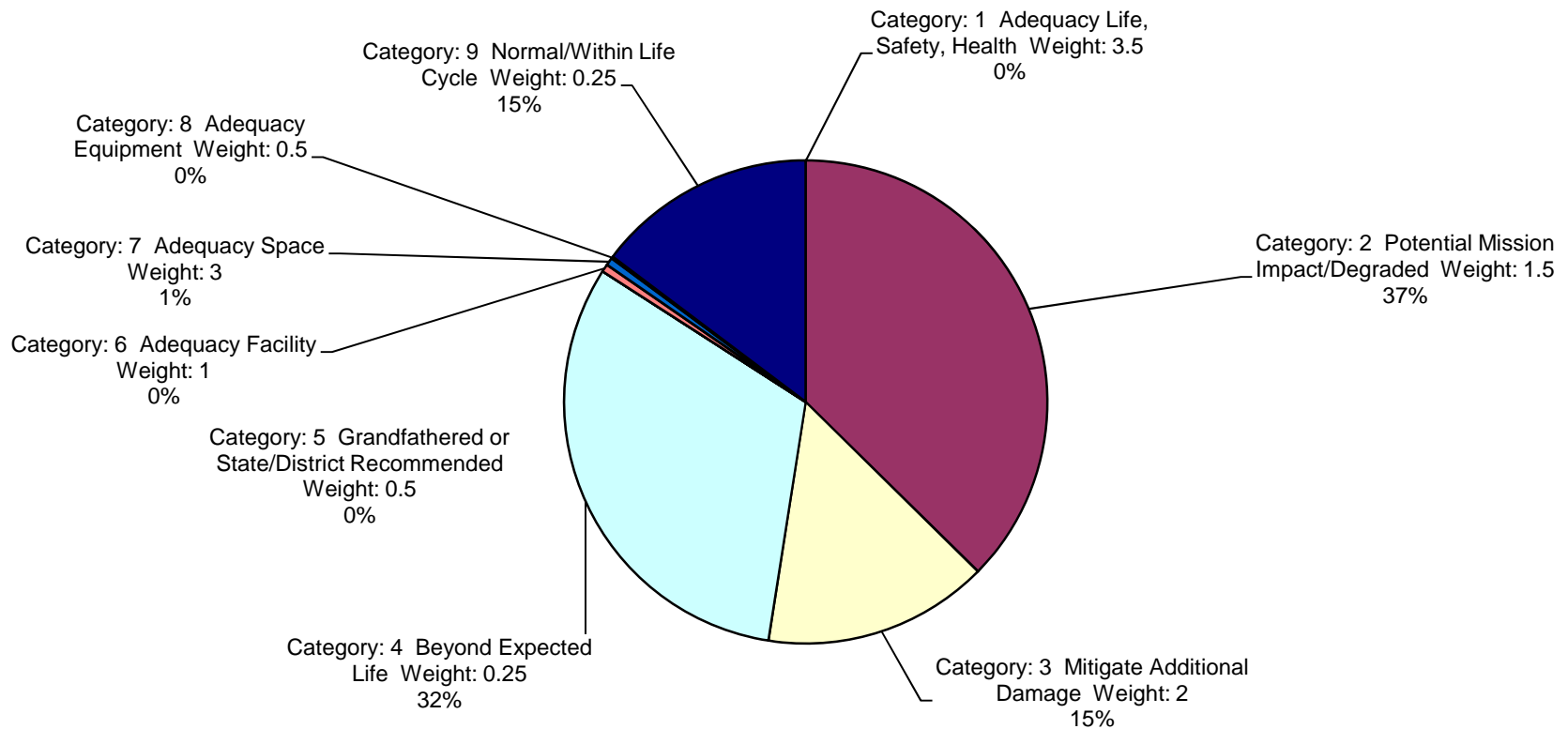
Rank Position: 3

Growth Factor: 1

Student Count: 343

Gross Area: 80,043 SF

Year Built: 1935, 1962, 1963,  
1967, 1994, 2001



## PROJECT PHASING WORKSHEET

Directions: Provide a distinct phase breakdown of your project request for potential phased funding in the event the entire project cannot be funded in a single year. Each phase should be able to be readily completed and occupied. Use Phase 0 to account for previous funding to this project including all sources, but not limited to, local bonds, legislative appropriations or prior PSCOC awards. The phase 0 total equals all previous PSCOC funding. Include all applicable gross receipts taxes for each

### 1. Provide a detailed explanation of your project

This project is to build a new Deming Intermediate School on a new site and demolish the existing facilities which do not meet current adequacy standards or the needs of the students and staff.

|   |  |              |
|---|--|--------------|
| 1.1. For this application...  |  |              |
| 1.1.1. Total request \$   |  | \$1,922,269  |
| 1.1.2. Sq. ft.  |  | 64,793       |
| 1.2. For entire project...  |  |              |
| 1.2.1. Total request \$   |  | \$19,222,689 |
| 1.2.2. Sq. Ft.  |  | 64,793       |
| 1.3. Phasing:   |  |              |
| 1.3.1. TOTALS   |  |              |
| 1.3.1.1. District Phase Sub-Total   |  |              |
| 1.3.1.1.1. Previously Funded Phase 0 \$   |  | \$0          |
| 1.3.1.1.1.1. Phase 0 Description  |  |              |
| 0   |  |              |
| 1.3.1.1.2. Phase 1 \$   |  | \$538,235    |
| 1.3.1.1.2.1. Phase 1 Description  |  |              |
| Planning and design through construction documents for the Deming Intermediate School.                                      |  |              |
| 1.3.1.1.3. Phase 2 \$   |  | \$4,844,118  |
| 1.3.1.1.3.1. Phase 2 Description  |  |              |
| Bidding, construction, construction administration, commissioning and 11 month warranty for the Deming Intermediate School. |  |              |
| 1.3.1.1.4. Phase 3 \$   |  | \$0          |
| 1.3.1.1.4.1. Phase 3 Description  |  |              |
| 0   |  |              |
| 1.3.1.1.5. Phase 4 \$   |  | \$0          |
| 1.3.1.1.5.1. Phase 4 Description  |  |              |
| 0   |  |              |
| 1.3.1.1.6. Total Project - Phase 0 through 4 \$   |  | \$5,382,353  |
| 1.3.1.1.7. Total Project - Phase 1 through 4 \$   |  | \$5,382,353  |

Requested Project Priority 1

|              |   |              |
|--------------|---|--------------|
| 1.3.1.2.     | PSCOC Phase Sub-Total   |              |
| 1.3.1.2.1.   | Previously Funded Phase 0 \$  | \$0          |
| 1.3.1.2.1.1. | Phase 0 Description   |              |
|              |   |              |
| 1.3.1.2.2.   | Phase 1 \$  | \$1,384,034  |
| 1.3.1.2.2.1. | Phase 1 Description   |              |
|              | Planning and design through construction documents for the Deming Intermediate School.                                      |              |
| 1.3.1.2.3.   | Phase 2 \$  | \$12,456,302 |
| 1.3.1.2.3.1. | Phase 2 Description   |              |
|              | Bidding, construction, construction administration, commissioning and 11 month warranty for the Deming Intermediate School. |              |
| 1.3.1.2.4.   | Phase 3 \$  | \$0          |
| 1.3.1.2.4.1. | Phase 3 Description   |              |
|              |   |              |
| 1.3.1.2.5.   | Phase 4 \$  | \$0          |
| 1.3.1.2.5.1. | Phase 4 Description   |              |
|              |   |              |
| 1.3.1.2.6.   | Total Project - Phase 0 through 4 \$  | \$13,840,336 |
| 1.3.1.2.7.   | Total Project - Phase 1 through 4 \$  | \$13,840,336 |
| 1.3.1.3.     | Combined Phase Sub-Total  |              |
| 1.3.1.3.1.   | Previously Funded Phase 0 \$  | \$0          |
| 1.3.1.3.2.   | Phase 1 \$  | \$1,922,269  |
| 1.3.1.3.3.   | Phase 2 \$  | \$17,300,420 |
| 1.3.1.3.4.   | Phase 3 \$  | \$0          |
| 1.3.1.3.5.   | Phase 4 \$  | \$0          |
| 1.3.1.3.5.1. | Phase 4 Description   |              |
| 1.3.1.4.     | Total Project - Phase 0 through 4 \$  | \$19,222,689 |
| 1.3.1.5.     | Total Project - Phase 1 through 4 \$  | \$19,222,689 |

2. ALTERNATIVES:

What alternatives has the district employed to temporarily relieve the need for this project? Please select 'Yes' for one of the following boxes and give an explanation (to be verified by PSFA).

2.1. Alternatives are developed and being implemented? Yes

2.1.1. If Yes, please explain

The District will keep maintaining the existing facility to the best of their ability.

2.2. Alternatives have been developed? No

2.2.1. If Yes, please explain

Requested Project Priority 1

- 2.3. Alternatives are still in the planning and consideration phase?  
2.3.1. If Yes, please explain

No

- 2.4. None  
2.4.1. If Yes, please explain

No

3. SCHEDULE AND MANAGEMENT INFORMATION:

3.1. Educational Specifications

3.1.1. Start Date (format mm/dd/yyyy)

7/31/2013

3.1.2. Completion Date (format mm/dd/yyyy)

12/31/2013

3.2. Selection/Land Acquisition

3.2.1. Start Date (format mm/dd/yyyy)

3.2.2. Completion Date (format mm/dd/yyyy)

3.3. A/E Selection

3.3.1. Start Date (format mm/dd/yyyy)

1/15/2014

3.3.2. Completion Date (format mm/dd/yyyy)

2/15/2014

3.4. Planning/Design

3.4.1. Start Date (format mm/dd/yyyy)

3/1/2014

3.4.2. Completion Date (format mm/dd/yyyy)

3/1/2015

3.5. Construction

3.5.1. Start Date (format mm/dd/yyyy)

5/1/2015

3.5.2. Completion Date (format mm/dd/yyyy)

7/31/2016

3.6. How will your project be managed? (Select Yes to all that apply)

3.6.1. Qualified Professional Staff

Yes

3.6.2. Design Professional

Yes

3.6.3. Contracted Manager

No

# STATEMENT OF FINANCIAL POSITION

School District

DEMING

= Cells to be completed by Financial Advisor

= Cells to be completed by School District

|  | TY2012         | Growth Rate: | TY14           | TY15           | TY16           | TY17           | TY18           | TY19           |
|--|----------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Current & Projected Assessed Valuation:                                      | \$520,272,623  | 3%           | \$535,880,802  | \$551,957,226  | \$568,515,943  | \$585,571,421  | \$603,138,563  | \$621,232,720  |
| Bonding Capacity (6% of AV):   | \$31,216,357.4 | 6%           | \$32,152,848.1 | \$33,117,433.5 | \$34,110,956.6 | \$35,134,285.2 | \$36,188,313.8 | \$37,273,963.2 |
| Outstanding Debt as of 6/30 of each FY Including Future Sales (GOBs & ETNs): | 13,395,000.0   |              | 10,915,000.0   | 8,200,000.0    | 6,700,000.0    | 5,300,000.0    | 3,700,000.0    | 2,000,000.0    |
| Available Bonding Capacity (\$):   | \$17,821,357.4 |              | \$21,237,848.1 | \$24,917,433.5 | \$27,410,956.6 | \$29,834,285.2 | \$32,488,313.8 | \$35,273,963.2 |
| % Bonded to Capacity:  | 42.9%          |              | 33.9%          | 24.8%          | 19.6%          | 15.1%          | 10.2%          | 5.4%           |

|  | YEAR 0                    |                          |                         |                           | YEAR 1         | YEAR 2         | YEAR 3         | YEAR 4         | YEAR 5         |
|--|---------------------------|--------------------------|-------------------------|---------------------------|----------------|----------------|----------------|----------------|----------------|
| SOURCES  | FY14Q1<br>2013 July-Sept. | FY14Q2<br>2013 Oct.-Dec. | FY14Q3<br>2013 Jan-Mar. | FY14Q4<br>2013 April-June | FY15           | FY16           | FY17           | FY18           | FY19           |
| Unexpended Balances (includes Cash Balance) at beginning of period * | \$ 1,700,000.0            | \$ 1,665,647.0           | \$ 1,389,147.0          | \$ 1,157,727.0            | \$ 1,023,957.0 | \$ 686,907.0   | \$ 686,907.0   | \$ 686,907.0   | \$ 686,907.0   |
| GO Bond Sale Projection:   | \$ -                      | \$ -                     |                         |                           |                |                |                |                |                |
| SB-9 (2 mill levy) Proceeds:   |                           |                          | \$ 589,468.0            | \$ 482,293.0              | \$ 1,103,914.5 | \$ 1,137,031.9 | \$ 1,171,142.8 | \$ 1,206,277.1 | \$ 1,242,465.4 |
| SB-9 (state distribution) Proceeds:                                  |                           |                          |                         |                           |                |                |                |                |                |
| HB-33 Proceeds:  |                           |                          | \$ -                    | \$ -                      | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           |
| Cash Balances:   |                           |                          |                         |                           |                |                |                |                |                |
| PL-874:  |                           |                          |                         |                           |                |                |                |                |                |
| Direct Legislative Appropriations:                                   |                           |                          |                         |                           |                |                |                |                |                |
| Other:   |                           |                          |                         |                           |                |                |                |                |                |
| Total:   | \$ 1,700,000.0            | \$ 1,665,647.0           | \$ 1,978,615.0          | \$ 1,640,020.0            | \$ 2,127,871.5 | \$ 1,823,938.9 | \$ 1,858,049.8 | \$ 1,893,184.1 | \$ 1,929,372.4 |

\* Prior Period Total Sources - Total Uses from all sources state and local.

## USES

### Project Funded Brief Description

|  |             |              |              |              |                |                |                |                |                |
|--|-------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|----------------|
| High School Design 24% Match                               |             |              |              |              |                |                |                |                |                |
| HS Campus Master Plan                                      | \$ 13,160.0 |              |              |              |                |                |                |                |                |
| HS Survey and Soils Testing                                | \$ 18,200.0 |              |              |              |                |                |                |                |                |
| HS Renovation / Replacement Project Programming            |             | \$ 96,600.0  |              |              |                |                |                |                |                |
| HS Renovation / Replacement Project Schematic Design       |             | \$ 144,900.0 |              |              |                |                |                |                |                |
| HS Renovation / Replacement Project Design Development     |             |              | \$ 193,200.0 |              |                |                |                |                |                |
| HS Renovation / Replacement Project Construction Documents |             |              |              | \$ 241,500.0 |                |                |                |                |                |
| Pre-K modification grant 28% match                         | \$ 2,993.0  |              |              |              |                |                |                |                |                |
| DIS Design 28% Match                                       |             |              |              |              |                |                |                |                |                |
| DIS Survey and Soils Testing                               |             | \$ 18,200.0  |              |              |                |                |                |                |                |
| DIS Educational Specification                              |             | \$ 16,800.0  |              |              |                |                |                |                |                |
| DIS Project Programming                                    |             |              | \$ 38,220.0  |              |                |                |                |                |                |
| DIS Project Schematic Design                               |             |              |              | \$ 57,330.0  |                |                |                |                |                |
| DIS Project Design Development                             |             |              |              | \$ 76,440.0  |                |                |                |                |                |
| DIS Project Construction Documents                         |             |              |              |              | \$ 95,550.0    |                |                |                |                |
| SB-9 Facility Maintenance and School Equip                 |             |              | \$ 589,468.0 | \$ 482,293.0 | \$ 1,103,914.5 | \$ 1,137,031.9 | \$ 1,171,142.8 | \$ 1,206,277.1 | \$ 1,242,465.4 |
| Total:   | \$ 34,353.0 | \$ 276,500.0 | \$ 820,888.0 | \$ 616,063.0 | \$ 1,440,964.5 | \$ 1,137,031.9 | \$ 1,171,142.8 | \$ 1,206,277.1 | \$ 1,242,465.4 |

### TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR

Statement of Financial Position reviewed for completeness and accuracy by:

(Signed)

(Print Name) Charles E. Casey

(Title) Financial Advisor

(Company) Casey Financial Consulting

Date 6/11/2013

Outstanding Debt as of 6/30 of each FY Including Future Sales (GO Bonds & Ed-Tech Notes)

TY12 TY13 TY14 TY15 TY16 TY17 TY18

**Outstanding Debt as of 6/30 of each FY Including Future Sales (GO Bonds & Ed-Tech Notes)**

**Bonds**

|                                    | TY12       | TY13       | TY14        | TY15        | TY16        | TY17        | TY18        |
|------------------------------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| Outstanding at beginning of period | 11,050,000 | 11,050,000 | 13,395,000  | 10,915,000  | 8,200,000   | 6,700,000   | 5,300,000   |
| New Bond Issues                    | -          | 2,345,000  |             |             |             |             |             |
| Bond Payments                      |            | -          | (2,480,000) | (2,715,000) | (1,500,000) | (1,400,000) | (1,600,000) |
| Net Outstanding Bond Indebtedness  | 11,050,000 | 13,395,000 | 10,915,000  | 8,200,000   | 6,700,000   | 5,300,000   | 3,700,000   |

**Capital Lease**

|                                    |            |            |            |           |           |           |           |
|------------------------------------|------------|------------|------------|-----------|-----------|-----------|-----------|
| Outstanding at beginning of period | -          | -          | -          | -         | -         | -         | -         |
| New Lease obligations              |            |            |            |           |           |           |           |
| Lease payments                     |            |            |            |           |           |           |           |
| Net outstanding lease indebtedness | -          | -          | -          | -         | -         | -         | -         |
| Total Bond and Capital Lease Debt  | 11,050,000 | 13,395,000 | 10,915,000 | 8,200,000 | 6,700,000 | 5,300,000 | 3,700,000 |

# PSCOC/PSFA Site Visit Report

## School District

## School

---

**Capital Outlay Year:** 2013-2014

**Report Date:** May 31, 2013

**Date of Visit:** May 22, 2013

**PSFA RM:** Travis Coker

**PSFA Staff:** Tim Berry, John Valdez, Jorge Au

**District Representative:** Ted Burr

**Other Attendees:** Bayne Anderson, Ron Wolfe, John Sweetser, Harvielee Moore, Mary Lou Cameron, Denise Ruttle, Herb Borden

| Application Schools (13-14):                          |
|---|
| <b>Rank:</b> 3  |
| <b>School:</b> Deming Intermediate School             |
| <b># Students:</b> 334 <b>Grades:</b> 6 <sup>th</sup> |

**Permanent Sq. Ft.:** 80,043

**Portable**

**Sq. Ft. :**

**Total Estimated**

**Project Cost:**

\$19,500,000

**Ready-to-**

**Bid Date:**

| Ranking of District's Other Schools in top 100 |  |
|--|--|
| None   |  |
|  |  |
|  |  |

**District's Priority 1 Request:** (Give a brief synopsis of the project)

Planning and design for construction of new Intermediate School on new site and demolition of existing facility.

**Number of Students to be Served:** 450

**Grade Levels Requested:** 6<sup>th</sup>

**PSFA Consensus Recommendations:**

NMPSFA staff recommends award of planning and design funding to begin with Education Specifications and continue through the planning process. New site identification is critical so it is recommended the District identify site options prior to planning and design award and to identify final site prior to beginning the design phase.

Deming IS (6<sup>th</sup> grade) was originally constructed in 1942 as a high school with a gym building added in 1964. The current facility is beyond its lifecycle and existing site is undersized. A new school on a new site appears to be the best investment option based on the District's current and projected enrollment.

The district plans on relocating the 6<sup>th</sup> grade students from Columbus ES to the existing intermediate school beginning in SY2013. It is anticipated that the additional 96 students will be able to be accommodated all on the first floor with some non-instructional/support spaces relocated to the currently vacant second floor.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

The district is considering a site adjacent to Bataan ES/Red Mountain MS which may allow sharing of some facilities such as the play field and other resources. The district is also considering property next to the Rueben S. Torres ES which it currently owns.

The decision to move 6<sup>th</sup> grade students from Columbus to Deming IS may be impacted by a new charter school applicant in the Columbus area that is seeking approval for grades 6-12 with a capacity to 390 students (grades 6-10 initially).

**Master Plan:**

The Facilities Master Plan in progress with anticipated completion in June 2013. During the FMP planning process and community meetings, the District has explored various options for the Intermediate School. Consensus among those who have participated in FMP meetings favors building a new Intermediate School on a new site and brining the Columbus Elementary 6<sup>th</sup> graders to the school (Columbus is currently a K-6<sup>th</sup> grade). Relocation of the Columbus Elementary 6<sup>th</sup> grade to the new school will help the District to achieve the goals of educating the District's entire 6<sup>th</sup> grade at one location as well as relieve overcrowding at the Columbus Elementary School. The District is considering several sites within the community for potential location of the new Intermediate School but has not decided upon a final location.

The District's Facilities Master Planner Greer Stafford Planning estimates that the new school/new site option will cost an estimated \$19,447,895, broken down between state and district participation as follows:

Deming Intermediate School

State Total (73%) - \$14,196,963

District Total (27%) - \$5,250,932

The District is anticipating going out for bond in early 2014 to obtain its share of the high school and intermediate school funding.

## **Maintenance Assessment:**

### **District: Deming Public School District**

☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating:** Marginal

☐ **Maintenance Direct (MD) Score: 1.75** out of 3.0

• **Work Order Backlog:** 35.74%

**Transaction:** 120.88%

**Comments:** The district is not capturing any contract costs only labor and materials. Backlog is high due to the 92 pending PM's that are not being processed.

☐ **Preventive Maintenance Direct (PMD) Score: 1.75** out of 3.0

• **PM Cost Ratio:** 0 %

**PM Completion Rate:** 0 %

**Comments:** The district should strive for a PM completion rate of 95% or greater. PM work orders are sitting in pending status which is driving backlog.

☐ **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The District has current and historical data entered in the system and is ready for implementing an Energy Management Program. This data can also be used for budgetary planning.

☐ **PM Planning Status:** Current, updated 5/9/2013, with a rating of Satisfactory

☐ **FMAR (District Sample Average):** No FMARs have been qualified as of 6-3-2013.

☐ **Minor Deficiencies:** Information Not Available

☐ **Major Deficiencies:** Information Not Available

☐ **District Staffing Plan:** As of 2012, the district is staffed to 181.2% of the recommended (ASU) level.

**Summary:** DDC controls are visible from the internet.

### **Recommended Recovery Plan:**

☐ Decrease the Work Order Back Log Rate to 25% or less.

☐ Enhance the use of the PMD System and drive the PM Completion Rate to 95%.

☐ Improve the rating of the PM Plan to an Outstanding Level.

Develop an Energy Management Program.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

Revise Statement of Financial Position to accurately reflect 2014 quarterly projections, continuing yearly projections, and account for all projected District improvement obligations.



# DEMING INTERMEDIATE SCHOOL 2013-14 PSCOC APPLICATION

2013-14 PSCOC PRESENTATION

DEMING PUBLIC SCHOOL DISTRICT

June 20, 2013

# DPS 2013-14 PSCOC APPLICATION

## **COMMUNITY SUPPORT:**

### **GOB Bond History:**

|               |                     |
|---------------|---------------------|
| 1991          | \$6,750,000         |
| 1997          | \$7,000,000         |
| 2003          | \$5,700,000         |
| 2006          | \$5,000,000         |
| 2007          | \$6,000,000         |
| <b>Total:</b> | <b>\$30,450,000</b> |

District anticipates a \$26 million GOB election in February 2014 which will fund Deming HS and Deming Intermediate School Projects.

DPS has its district share for planning and design of Deming Intermediate School.

**DPS** has a current audit in place.

**DPS** has a current Preventive Maintenance Plan on file with PSFA.

### **Current Projects with PSCOC Participation:**

Renovation / replacement of Deming High School:  
Completion August 2017

### **Purpose of this application:**

Replacement of Deming Intermediate School (DIS) with a new school on a new site which will serve all DPS 6<sup>th</sup> grade students.

# DPS 2013-14 PSCOC APPLICATION

## 2013 Updated DPS CAPITAL PLAN:

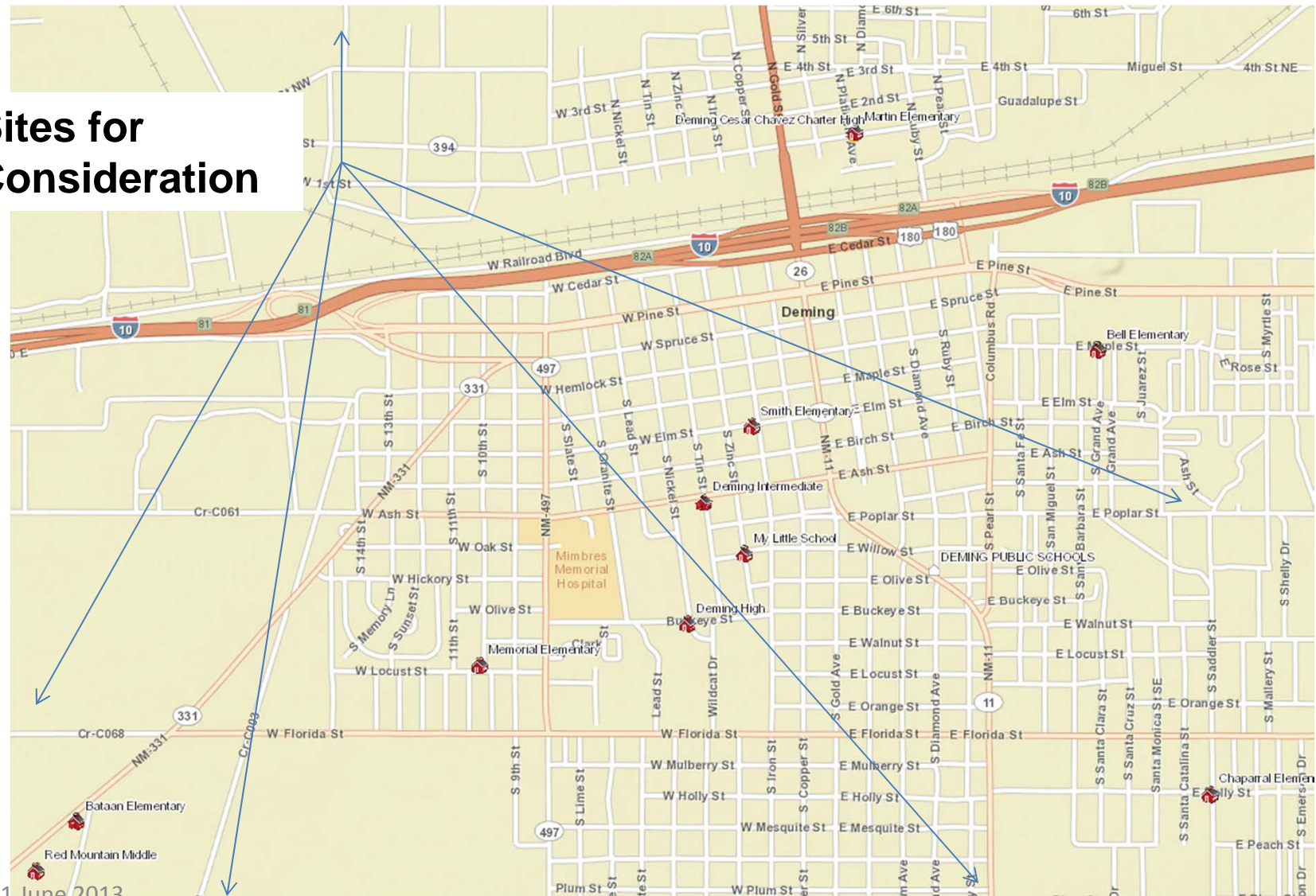
Since 2002, DPS has successfully partnered with PSCOC / PSFA to implement a very aggressive capital plan which includes the replacement of facilities that were past their useful life span and renovation of existing facilities to meet adequacy standards and provide a safe, comfortable learning environment for DPS students. The chart below shows the successfully completed DPS / PSCOC / PSFA projects:

|    | School Facility            | Description       | Year |
|----|----------------------------|-------------------|------|
| 1  | Chaparral                  | Roof              | 2005 |
| 2  | High School                | Renovation        | 2006 |
| 3  | Bataan ES                  | New facility      | 2006 |
| 4  | Red Mountain Middle School | New facility      | 2007 |
| 5  | Red Mountain Middle School | Kitchen Expansion | 2008 |
| 6  | Ruben S Torres             | New facility      | 2008 |
| 7  | Memorial                   | Renovation        | 2008 |
| 8  | Columbus ES                | New facility      | 2010 |
| 9  | High School                | Roof              | 2012 |
| 10 | Deming Intermediate        | Roof              | 2012 |

# DPS 2013-14 PSCOC APPLICATION

## PSFA GIS Map of DEMING PUBLIC SCHOOL DISTRICT

**Sites for  
Consideration**



11 June 2013

# DPS 2013-14 PSCOC APPLICATION

## **DEMING INTERMEDIATE SCHOOL:**

### **Existing Facility Conditions:**

Original Construction: 1935-42, 1962 addition

2013 FAD Rank: 3

Weighted NMCI: 84.78 %

Building & Systems Useful Life: Past for Majority of Systems

Functional Capacity: 854

2012-13 Enrollment: 334

2012-13 Columbus 6<sup>th</sup> Grade: 98

Projected 2017 Enrollment: 450

PSFA Recommendation: 450 students @ 145 sf/student = 65,250

Facility Foot Print: 71,318sf  
0 portables on site

Site: 2.6 acres

Approximately 6,068 above PSFA recommendation

11 June 2013

### **Existing Site Conditions:**

2.6 acres

Site cannot adequately accommodate the existing or projected student enrollment.

Currently all DIS students have to cross a City street to access the cafeteria and playground.

Vehicular / pedestrian safety is a primary concern.

Parking on site does not meet adequacy.

# DPS 2013-14 PSCOC APPLICATION

## **New Deming Intermediate School Considerations:**

Proposed Location: The School Board is currently considering five sites within the District. DPS owns two of the proposed sites. The remaining three sites would need to be purchased.

2012-13 DIS Enrollment: 334

2012-13 Columbus ES 6<sup>th</sup> Grade Enrollment: 96

2012-13 Combined Enrollment: 430

Projected Combined Enrollment: 450

Build Campus for 450, 6th grade students

With the exception of the Columbus area, the Deming Public School District enrollment has been and is projected to remain very stable. Since 2004 the Columbus area has experience a steady increase in enrollment from 430 student to 671 students.

New School will reduce existing square footage by approximately 6,100 sf.

Maintenance: provide new efficient facilities, easier and more economical to maintain and operate

Combining Deming 6<sup>th</sup> grade and Columbus 6<sup>th</sup> grade will align the educational program of these students and create a cohesive 6<sup>th</sup> grade class thus reducing the incidence of bullying.

# DPS 2013-14 PSCOC APPLICATION

## Deming Intermediate School Enrollment History & Projections:

| 2007-2008                      | 2008-09    | 2009-10    | 2010-11    | 2011-12    | 2012-13    | 2013-14    | 2014-15    | 2015-16    | 2016-17    | 2017-18    |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 354                            | 321        | 326        | 322        | 343        | 334        | 337        | 320        | 329        | 356        | 335        |
|                                |            |            |            |            |            |            |            |            |            |            |
| <b>354</b>                     | <b>321</b> | <b>326</b> | <b>322</b> | <b>343</b> | <b>334</b> | <b>337</b> | <b>320</b> | <b>329</b> | <b>356</b> | <b>335</b> |
| Projected totals from Columbus |            |            |            |            |            | 94         | 90         | 95         | 92         | 95         |
| New totals                     |            |            |            |            |            | <b>431</b> | <b>410</b> | <b>424</b> | <b>448</b> | <b>430</b> |

## Columbus Elementary School Enrollment History & Projections:

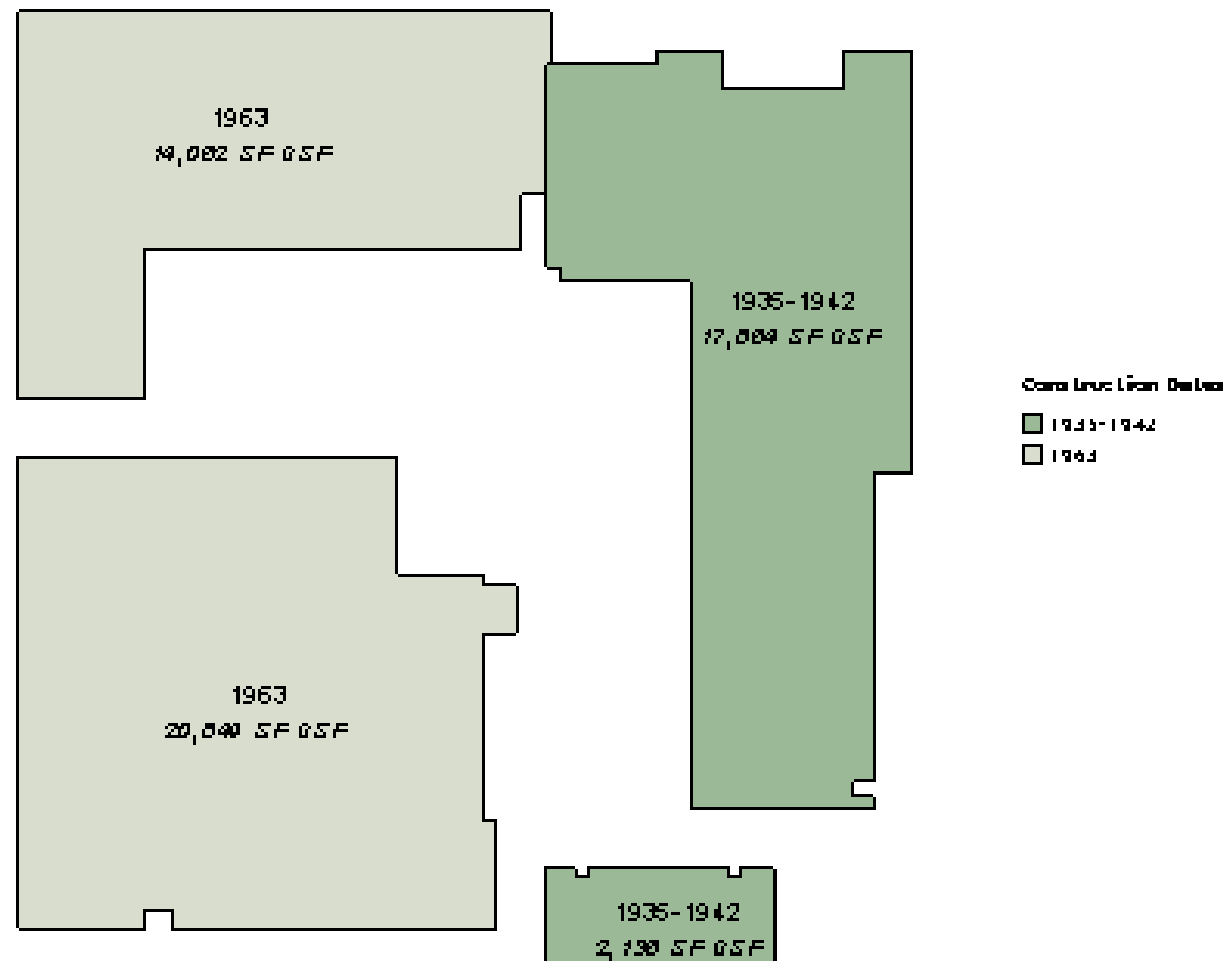
| 2007-2008  | 2008-09    | 2009-10    | 2010-11    | 2011-12    | 2012-13    | 2013-14    | 2014-15    | 2015-16    | 2016-17    | 2017-18    |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 3          | 6          | 5          |            | 34         | 39         | 40         | 38         | 37         | 36         | 39         |
| 74         | 62         | 60         | 81         | 91         | 101        | 89         | 86         | 80         | 83         | 87         |
| 97         | 77         | 73         | 70         | 80         | 94         | 111        | 98         | 95         | 88         | 91         |
| 76         | 86         | 86         | 75         | 76         | 80         | 97         | 115        | 101        | 98         | 91         |
| 67         | 73         | 98         | 89         | 77         | 80         | 83         | 101        | 120        | 105        | 102        |
| 63         | 67         | 77         | 103        | 91         | 85         | 82         | 85         | 103        | 122        | 108        |
| 60         | 50         | 74         | 86         | 94         | 96         | 85         | 82         | 86         | 104        | 123        |
| 63         | 51         | 56         | 61         | 64         | 96         | 0          | 0          | 0          | 0          | 0          |
| <b>503</b> | <b>472</b> | <b>529</b> | <b>565</b> | <b>607</b> | <b>671</b> | <b>588</b> | <b>605</b> | <b>621</b> | <b>636</b> | <b>640</b> |

# DPS 2013-14 PSCOC APPLICATION



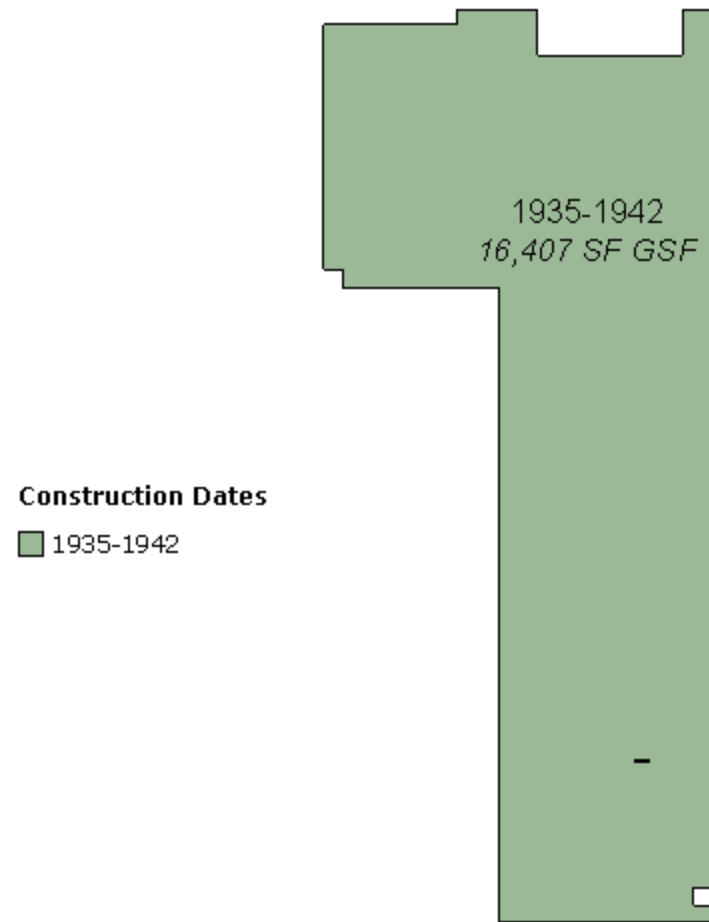
Deming  
Intermediate  
School Aerial

# DPS 2013-14 PSCOC APPLICATION



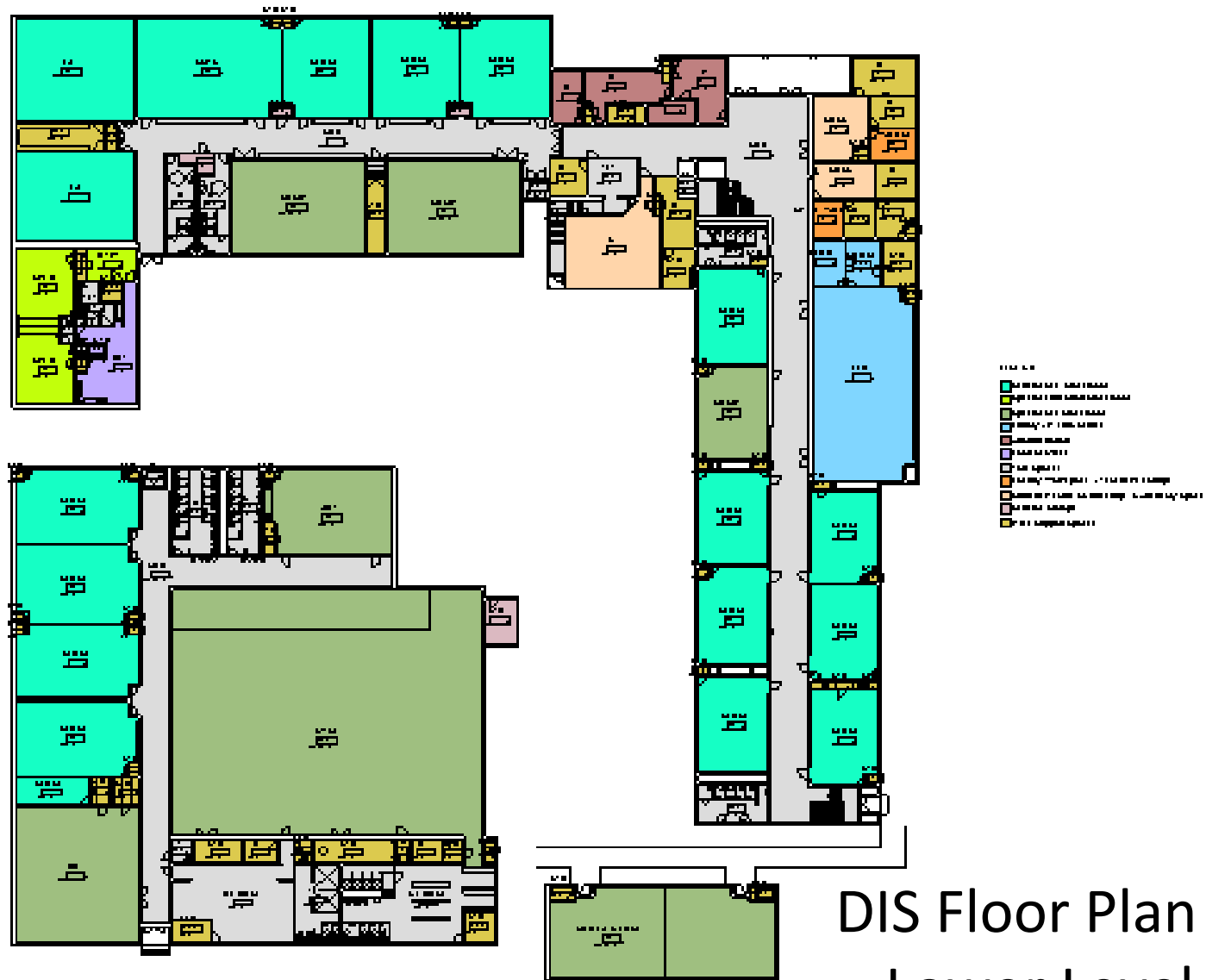
## DIS Construction Dates – Lower Level

# DPS 2013-14 PSCOC APPLICATION

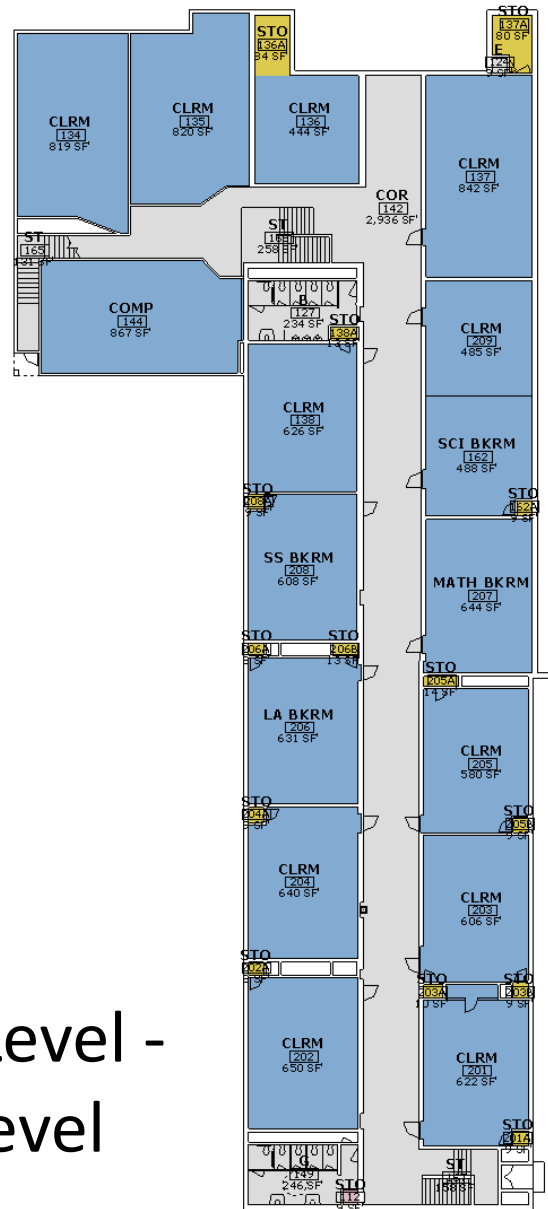


## DIS Construction Dates – Upper Level

# DPS 2013-14 PSCOC APPLICATION



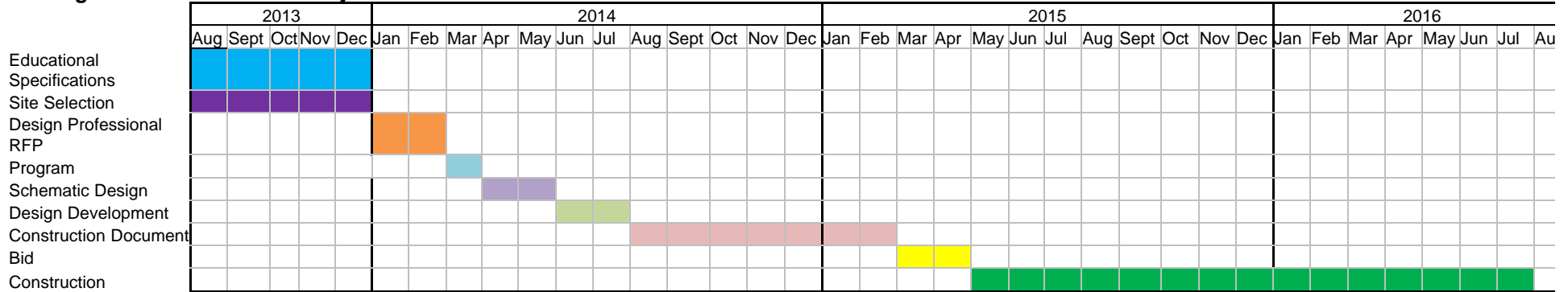
# DPS 2013-14 PSCOC APPLICATION



# DIS Floor Level - Upper Level

# DPS 2013-14 PSCOC APPLICATION

## Deming Intermediate School Project Schedule:



## Deming Intermediate School Project:

**PHASE 1:** Educational Specifications, Professional Design Services through Construction Documents:

**Total Phase 1 Request:**                    **\$1,922,269**  
 State Share (72%):                    \$1,384,034  
 District Share (28%):                    \$538,235

**PHASE 2:** Bid, construction, construction administration, and 11-month warranty inspection:

**Total Phase 2 Request:**                    **\$17,300,420**  
 State Share (72%):                    \$12,456,302  
 District Share (28%):                    \$4,844,118

**Total Project Request:**                    **\$19,222,689**  
 State Share (72%):                    \$13,840,336  
 District Share (28%):                    \$5,382,353

# **Lordsburg School District**



Updated 05/09/13.

## Lordsburg Municipal Schools

|                                |                |
|--------------------------------|----------------|
| Superintendent: Jim Barentine  |                |
| District Phone: 575-542-9361   |                |
| PSFA Managers(s): Travis Coker |                |
| Phone: 575-649-1435 ;          |                |
| Email: tcoker@nmfsfa.org       |                |
| State/District Share 2012:     | 41 / 59        |
| Property Valuations:           | \$ 116,016,433 |
| Bonding Capacity:              | \$ 6,960,986   |
| Bonds Outstanding:             | \$ 4,690,000   |
| Available Capacity:            | \$ 2,270,986   |
| Percent Indebtedness:          | 67.4%          |
| Impact Aid District?           | False          |
| HB33 Levy (Years):             |                |
| HB33 Mills:                    |                |
| SB 9 State Distribution:       | \$ 16,474      |

Enrollment (40<sup>TH</sup> day 2012): 521

|                                |             |
|--------------------------------|-------------|
| Master Plan Disposition:       | CURRENT     |
| Maintenance Plan Disposition:  | NOT UPDATED |
| 2012 District Audit Submitted: | Yes         |
| # Findings:                    | 6           |
| Opinion:                       | Unqualified |

|                          |                     |
|--------------------------|---------------------|
| Total DCP Awards:        | \$ 1,103,305        |
| DCP Roof Awards:         | \$                  |
| Lease Assistance Awards: | \$                  |
| PSCOC Awards:            | \$ 5,963,705        |
| <b>GRAND TOTAL:</b>      | <b>\$ 7,067,010</b> |

## PSCOC Awards Summary

|           |  | \$5,963,705 | \$4,428,598    | \$10,392,303 |
|-----------|--|-------------|----------------|--------------|
| Project # | Project Name                                       | State Share | District Share | Total        |
| M07-017   | Master Plan Award                                  | \$46,700    | \$0            | \$46,700     |
| P05-048   | Central Elementary School                          | \$0         | \$0            | \$0          |
| P05-049   | Dugan-Turango Middle School Renovation to Adequacy | \$4,923,949 | \$4,194,475    | \$9,118,424  |
| R07-014   | Lordsburg High                                     | \$768,114   | \$0            | \$768,114    |
| R10-019   | Roof Repair  | \$224,942   | \$234,123      | \$459,065    |

## Lordsburg / Lordsburg HS

|               | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight:<br>0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight:<br>0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|---------------|---|---|--|---|---|--|---|---|---|
| Facility Name |   |   |  |   |   |  |   |   |   |
| Lordsburg HS  | \$86,867  | \$1,028,431   | \$1,839,737  | \$1,817,002   | \$154,624   | \$765  | \$26,970                                      | \$0   | \$2,465,075   |

### Rank History

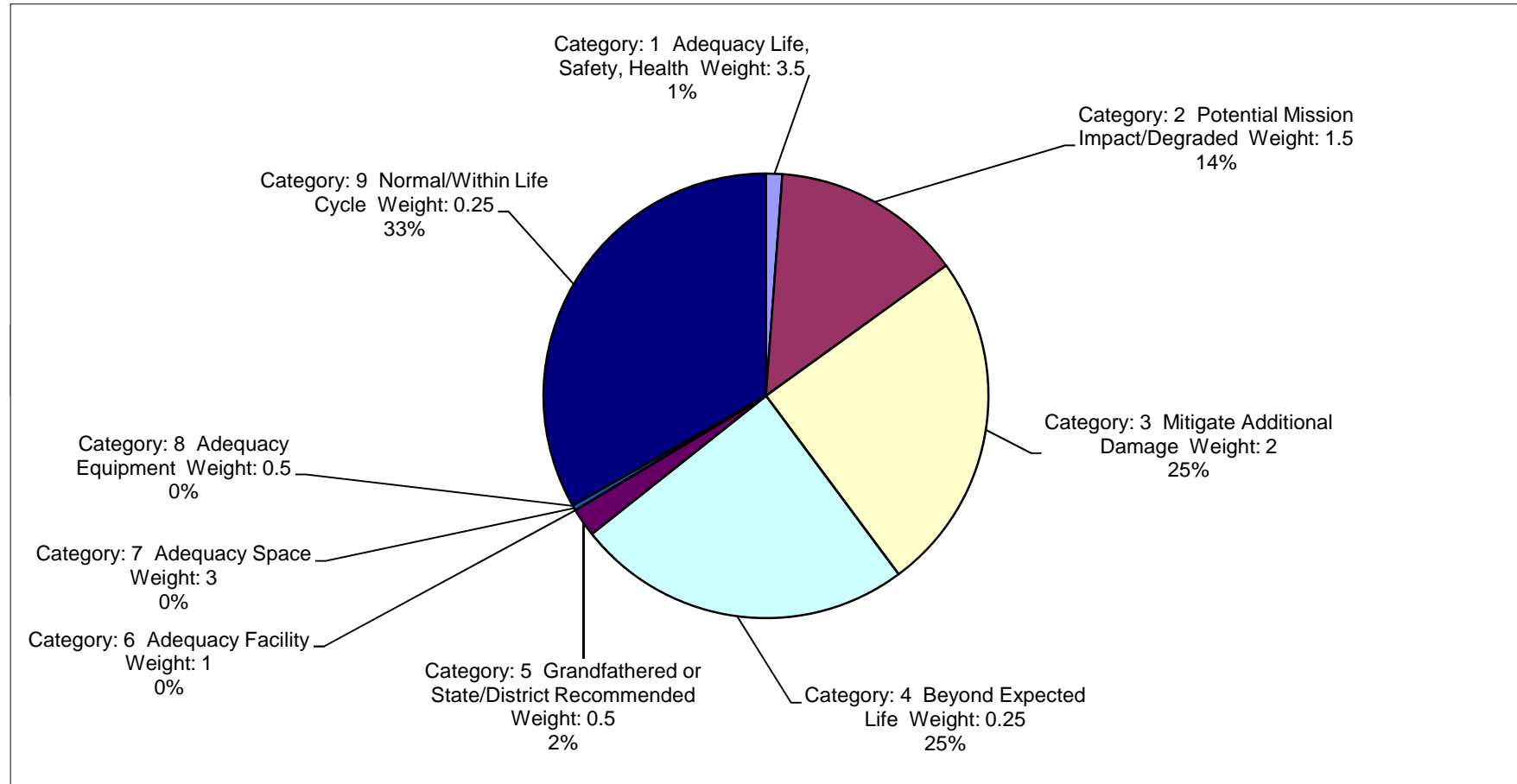
|           | Rank Position | wNMCI  |
|-----------|---------------|--------|
| Current   | 54            | 43.71% |
| 2012-2013 | 43            | 44.71% |
| 2011-2012 | 58            | 56.39% |
| 2010-2011 | 61            | 43.81% |
| 2009-2010 | 112           | 49.27% |
| 2008-2009 | 426           | 27.76% |
| 2007-2008 | 490           | 22.41% |
| 2006-2007 | 368           | 32.10% |
| 2005-2006 | 355           | 33.85% |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 1/9/2013

**Lordsburg HS**  
Rank Position: 54  
Growth Factor: 1  
Student Count: 173  
Gross Area: 81,436 SF  
Year Built: 1951, 1961, 1962,  
1987, 1997, 2002, 2006



**STATEMENT OF ANTICIPATED CONSTRUCTION FUNDING / EXPENSES:**

This form is part of the district's facility planning process. The estimated costs shown on this sheet should include all costs associated with your project. (Include prior year funds as well as all costs included in the current application.)

Before you get started please review:

Statewide Adequacy Standards Document

PSFA Educational Specification Resource Document

PSFA Education Specification Checklist located at [www.nmpsfa.org](http://www.nmpsfa.org) – Facility Planning Portal

If the Educational Specifications are completed for this project request, you may skip this worksheet. Please upload the Educational Specifications in e-Builder and proceed to the Funding Commitments worksheet.

|  |           |
|--|-----------|
| 1. Number of students to be served / Design Capacity                               | 174       |
| 1.1. Grade levels affected:  |           |
| 1.1.1. From grade  | 9         |
| 1.1.2. To grade  | 12        |
| 1.2. (a) Land acquisition and offsite infrastructure improvements for this project |           |
| *Note: These costs not eligible for PSCOC participation.                           |           |
| 1.2.1. Amt. in acres   | 0         |
| 1.2.2. Cost per Acre   | \$0       |
| 1.2.2.1. Price of Land   | \$0       |
| 1.2.3. Offsite Infrastructure cost   | \$0       |
| 1.2.3.1. Please describe:  |           |
| 1.2.3.2. Price of Land and Offsite Improvements                                    | \$0       |
| 1.3. (b) Site Work:  |           |
| 1.3.1. Grading, drainage, and landscaping  | \$0       |
| 1.3.2. Utilities   | \$34,000  |
| 1.3.3. Paving, parking, sidewalks, etc.  | \$302,990 |
| 1.3.4. Playing Fields  | \$0       |
| 1.3.5. Other   |           |
| 1.3.5.1. Please describe:  |           |
| 1.3.5.2. Other amount  | \$0       |
| 1.3.5.2.1. TOTAL SITE WORK COSTS:  | \$336,990 |
| 2. (c) General Classroom Space (Math, Language Arts, Social Studies, etc)          |           |
| 2.1. Classrooms (new)  |           |
| 2.1.1. # of Rooms  | 0         |
| 2.1.2. Total Sq. Ft  | 0         |
| 2.1.3. Cost/Sq. Ft.  | \$0       |
| 2.1.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0       |
| 2.2. Classrooms (renewal/renovation)   |           |
| 2.2.1. # of Rooms  | 18        |

## Requested Project Priority 1

|           |  |             |
|-----------|--|-------------|
| 2.2.2.    | Total Sq. Ft.                                      | 14,500      |
| 2.2.3.    | Cost/ Sq. Ft.                                      | \$143       |
| 2.2.3.1.  | Total Sq. Ft. * Cost/Sq. Ft.                       | \$2,073,500 |
| 2.2.3.1.1 | Total General Classroom Space                      | \$2,073,500 |
| 3.        | (d) Specialty Classrooms                           |             |
| 3.1.      | Science (new)                                      |             |
| 3.1.1.    | # of Rooms   | 0           |
| 3.1.2.    | Total Sq. Ft.                                      | 0           |
| 3.1.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.1.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.2.      | Science (renewal/renovation)                       |             |
| 3.2.1.    | # of Rooms   | 2           |
| 3.2.2.    | Total Sq. Ft.                                      | 1,665       |
| 3.2.3.    | Cost/Sq. Ft.                                       | \$143       |
| 3.2.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$238,095   |
| 3.3.      | Special Education (new)                            |             |
| 3.3.1.    | # of Rooms   | 0           |
| 3.3.2.    | Total Sq. Ft.                                      | 0           |
| 3.3.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.3.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.4.      | Special Education (renewal/renovation)             |             |
| 3.4.1.    | # of Rooms   | 1           |
| 3.4.2.    | Total Sq. Ft.                                      | 1,900       |
| 3.4.3.    | Cost/Sq. Ft.                                       | \$143       |
| 3.4.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$271,700   |
| 3.5.      | Art Education (new)                                |             |
| 3.5.1.    | # of Rooms   | 1           |
| 3.5.2.    | Total Sq. Ft.                                      | 1,035       |
| 3.5.3.    | Cost/Sq. Ft.                                       | \$143       |
| 3.5.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$148,005   |
| 3.6.      | Art Education (renewal/renovation)                 |             |
| 3.6.1.    | # of Rooms   | 0           |
| 3.6.2.    | Total Sq. Ft.                                      | 0           |
| 3.6.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.6.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.7.      | Career Education (new)                             |             |
| 3.7.1.    | # of Rooms   | 0           |
| 3.7.2.    | Total Sq. Ft.                                      | 0           |
| 3.7.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.7.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.8.      | Career Education (renewal/renovation)              |             |
| 3.8.1.    | # of Rooms   | 0           |
| 3.8.2.    | Total Sq. Ft.                                      | 0           |
| 3.8.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.8.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.9.      | Technology Aided Instruction (Computer Labs) (new) |             |

Requested Project Priority 1

|   |           |
|---|-----------|
| 3.9.1. # of Rooms   | 0         |
| 3.9.2. Total Sq. Ft.  | 0         |
| 3.9.3. Cost/Sq. Ft.   | \$0       |
| 3.9.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0       |
| 3.10. Technology Aided Instruction (Computer Labs) (renewal/renovation) |           |
| 3.10.1. # of Rooms  | 2         |
| 3.10.2. Total Sq. Ft.   | 1,185     |
| 3.10.3. Cost/Sq. Ft.  | \$143     |
| 3.10.4. Total Sq. Ft. * Cost/Sq. Ft.                                    | \$169,455 |
| 3.10.4.1.1. Total Specialty Classrooms                                  | \$827,255 |
| 4. (e) Physical Education Space   |           |
| 4.1. P.E. (new)   |           |
| 4.1.1. # of Rooms   | 0         |
| 4.1.2. Total Sq. Ft.  | 0         |
| 4.1.3. Cost/Sq. Ft.   | \$0       |
| 4.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0       |
| 4.2. P.E. (renewal/renovation)  |           |
| 4.2.1. # of Rooms   | 1         |
| 4.2.2. Total Sq. Ft.  | 2,315     |
| 4.2.3. Cost/Sq. Ft.   | \$143     |
| 4.2.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$331,045 |
| 4.2.4.1.1. Total Physical Education Space                               | \$331,045 |
| 5. (f) Library/Media Space  |           |
| 5.1. Library/Media Center (new)   |           |
| 5.1.1. # of Rooms   | 3         |
| 5.1.2. Total Sq. Ft.  | 0         |
| 5.1.3. Cost/Sq. Ft.   | \$0       |
| 5.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0       |
| 5.2. Library/Media Center (renewal/renovation)                          |           |
| 5.2.1. # of Rooms   | 4         |
| 5.2.2. Total Sq. Ft.  | 6,096     |
| 5.2.3. Cost/Sq. Ft.   | \$143     |
| 5.2.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$871,728 |
| 5.2.4.1.1. Total Library/Media Space                                    | \$871,728 |
| 6. (g) Food Service Space   |           |
| 6.1. Food Services (Cafeteria/Kitchen) (new)                            |           |
| 6.1.1. # of Rooms   | 0         |
| 6.1.2. Total Sq. Ft.  | 0         |
| 6.1.3. Cost/Sq. Ft.   | \$0       |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0       |
| 6.1. Food Services (Cafeteria/Kitchen) (renewal/renovation)             |           |
| 6.1.1. # of Rooms   | 2         |
| 6.1.2. Total Sq. Ft.  | 5,125     |
| 6.1.3. Cost/Sq. Ft.   | \$143     |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$732,875 |
| 6.1.4.1.1. Total Food Service Space                                     | \$732,875 |

Requested Project Priority 1

7. (h) Other Areas

7.1. Restrooms (new)

|                                     |           |
|-------------------------------------|-----------|
| 7.1.1. # of Rooms                   | 3         |
| 7.1.2. Total Sq. Ft.                | 2,500     |
| 7.1.3. Cost/Sq. Ft.                 | \$143     |
| 7.1.4. Total Sq. Ft. * Cost/Sq. Ft. | \$357,500 |

7.2. Restrooms (renewal/renovation)

|                                     |           |
|-------------------------------------|-----------|
| 7.2.1. # of Rooms                   | 7         |
| 7.2.2. Total Sq. Ft.                | 2,600     |
| 7.2.3. Cost/Sq. Ft.                 | \$143     |
| 7.2.4. Total Sq. Ft. * Cost/Sq. Ft. | \$371,800 |

|                              |           |
|------------------------------|-----------|
| 7.2.4.1.1. Total Other Areas | \$729,300 |
|------------------------------|-----------|

8. (i) Support Facilities Space

8.1. Core/Commons (new)

|                                     |     |
|-------------------------------------|-----|
| 8.1.1. # of Rooms                   | 0   |
| 8.1.2. Total Sq. Ft.                | 0   |
| 8.1.3. Cost/Sq. Ft.                 | \$0 |
| 8.1.4. Total Sq. Ft. * Cost/Sq. Ft. | \$0 |

8.2. Core/Commons (renewal/renovation)

|                                     |     |
|-------------------------------------|-----|
| 8.2.1. # of Rooms                   | 0   |
| 8.2.2. Total Sq. Ft.                | 0   |
| 8.2.3. Cost/Sq. Ft.                 | \$0 |
| 8.2.4. Total Sq. Ft. * Cost/Sq. Ft. | \$0 |

8.3. Multipurpose (new)

|                                     |     |
|-------------------------------------|-----|
| 8.3.1. # of Rooms                   | 0   |
| 8.3.2. Total Sq. Ft.                | 0   |
| 8.3.3. Cost/Sq. Ft.                 | \$0 |
| 8.3.4. Total Sq. Ft. * Cost/Sq. Ft. | \$0 |

8.4. Multipurpose (renewal/renovation)

|                                     |           |
|-------------------------------------|-----------|
| 8.4.1. # of Rooms                   | 1         |
| 8.4.2. Total Sq. Ft.                | 3,200     |
| 8.4.3. Cost/Sq. Ft.                 | \$143     |
| 8.4.4. Total Sq. Ft. * Cost/Sq. Ft. | \$457,600 |

8.5. Other (new)

|                                     |     |
|-------------------------------------|-----|
| 8.5.1. # of Rooms                   | 0   |
| 8.5.2. Total Sq. Ft.                | 0   |
| 8.5.3. Cost/Sq. Ft.                 | \$0 |
| 8.5.4. Total Sq. Ft. * Cost/Sq. Ft. | \$0 |

8.6. Other (renewal/renovation)

|                                     |             |
|-------------------------------------|-------------|
| 8.6.1. # of Rooms                   | 14          |
| 8.6.2. Total Sq. Ft.                | 14,205      |
| 8.6.3. Cost/Sq. Ft.                 | \$143       |
| 8.6.4. Total Sq. Ft. * Cost/Sq. Ft. | \$2,031,315 |

8.7. Tare Space

|                      |     |
|----------------------|-----|
| 8.7.1. Total Sq. Ft. | 0   |
| 8.7.2. Cost/Sq. Ft.  | \$0 |

Requested Project Priority 1

|  |              |
|--|--------------|
| 8.7.3. Total Sq. Ft. * Cost/Sq. Ft.  | \$0          |
| 8.7.4.1.1. Total Support Facilities Space                                    | \$2,488,915  |
| 9. TOTAL SQUARE FEET   | 56,326.00    |
| 10. TOTAL BUILDING COST  | \$8,054,618  |
| 11. TOTAL BUILDING COST/SQ. FT.  | \$143.00     |
| 12. MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC) (MACC does not include tax)   | \$8,391,608  |
| 13. Local gross receipts tax rate on construction of %                       | 7.250%       |
| 14. Local gross receipts tax amount \$                                       | \$608,392    |
| 15. TOTAL MACC COST/SQ. FT. WITHOUT NMGR                                     | \$148.98     |
| 16. TOTAL CONSTRUCTION COST including tax                                    | \$9,000,000  |
| 17. (j) Services   |              |
| 17.1. Architect/Engineering fees % of MACC %                                 | 7.000%       |
| 17.1.1. Cost \$  | \$587,413    |
| 17.1.2. Reimbursable and other expenses as % of Architect/Engineering fees % | 0.500%       |
| 17.1.2.1. Cost \$  | \$41,958     |
| 17.2. Consultant fees % of MACC %  | 0.156%       |
| 17.2.1. Cost \$  | \$13,093     |
| 17.3. Surveys, soil tests, etc % of MACC %                                   | 1.450%       |
| 17.3.1. Cost \$  | \$121,678    |
| 17.4. Roofing Consultants % of MACC %  | 0.35%        |
| 17.4.1. Cost \$  | \$29,371     |
| 17.5. Performance Assurance Contractor (PAC) % of MACC %                     | 0.00%        |
| 17.5.1. Cost \$  | \$0          |
| 17.6. Subtotal of fees and testing \$  | \$793,513    |
| 17.6.1. Gross Receipts Tax Rate on services %                                | 7.250%       |
| 17.6.1.1. Tax amount on services \$  | \$57,530     |
| 17.7. TOTAL FEES AND EXPENSES  | \$893,001    |
| 18. (k) Contingency  |              |
| 18.1. As a % of TOTAL CONSTRUCTION COST including tax                        | 7.500%       |
| 18.1.1. Total Contingency \$   | \$675,000    |
| 19. (l) Furniture and Equipment  |              |
| 19.1. As a % of TOTAL CONSTRUCTION COST including tax %                      | 4.800%       |
| 19.1.1. Total Furniture and Equipment \$                                     | \$432,000    |
| TOTAL PROJECT COST (Including land and offsite infrastructure)               | \$11,000,000 |

# PSCOC/PSFA Site Visit Report

## Lordsburg

### Lordsburg High School

---

**Capital Outlay Year:** 2013-2014

**Report Date:** May 31, 2013

**Date of Visit:** May 5, 2013

**PSFA RM:** Travis Coker

**PSFA Staff:** Tim Berry; Martica Casias; John Valdez;  
Jorge Au

**District Representative:** Don C. Smith

**Other Attendees:** Randy Piper, Superintendent; Rob Price, ASA Architects; Monika Roberts, LFC

|   |
|---|
| <b>Application Schools (13-14):</b>         |
| <b>Rank:</b> 10                             |
| <b>School:</b> Lordsburg High School        |
| <b># Students:</b> <b>Grades:</b> 157; 9-12 |

|                           |                     |                  |                             |
|---------------------------|---------------------|------------------|-----------------------------|
| <b>Permanent Sq. Ft.:</b> | <u>80,316</u>       | <b>Portable</b>  |                             |
|                           |                     | <b>Sq. Ft. :</b> | <u>1,120</u>                |
| <b>Total Estimated</b>    |                     | <b>Ready-to-</b> |                             |
| <b>Project Cost:</b>      | <u>\$11,000,000</u> | <b>Bid Date:</b> | <u>                    </u> |

---

|   |  |
|---|--|
| <b>Ranking of District's Other Schools in top 100</b> |  |
| <b>Central ES (#2; 90.81%)</b>                        |  |
| <b>Southside ES (#18; 62.00%)</b>                     |  |
|   |  |

**District's Priority 1 Request:** (Give a brief synopsis of the project)

Planning and design for renovation of oversized existing high school facility; current approximate square footage 80,000. District recognizes the costs of maintaining and operating the current excess of space and is looking to downsize their facility's footprint in this project.

**Number of Students to be Served:** 174

**Grade Levels Requested:** 9-12

**PSFA Consensus Recommendations:**

NMPSFA staff recommend award of education specifications and district-wide utilization study to determine the school's programming and space needs. The current facility is approximately two times larger than adequacy standards and due to the existing layout, it is uncertain at this time if renovation or replacement would be most advantageous to the long term investment of the district and state. It is believed that Ed Specs and district utilization study will help determine which option will create the better value through an analysis of the district's current and projected needs.

The projected construction costs included in the application are based on a general renovation cost to the existing facility, sized to fit the District's anticipated funding match.

The high school was originally constructed in 1952 with various additions and renovations over the years. Major systems are beyond their expected lives and have experienced catastrophic failures in the past. The existing Gym should be kept with only minor renovations. The new Vo-AG shop, built in 2012, should remain and requires no updates.

The district passed a \$4 million GOB in February 2013. District may require advance/ partial waiver of remaining local share if fully funded as requested.

**Alternative Project Options:** (describe other options the District has or should consider to phase project and/or reduce cost)

Demolition of majority of oversized existing main facility and construction of new facility designed to current adequacy standards. Renovate/ Replace central kitchen/cafeteria which is shared with adjacent Central ES.

The district-wide utilization study should explore options for consolidation of Southside ES (3<sup>rd</sup> & 4<sup>th</sup> grades with NMCI Rank #18) with Central ES (5<sup>th</sup> & 6<sup>th</sup> grades with NMCI Rank #2) for a 3<sup>rd</sup> through 5<sup>th</sup> grade configuration with 6<sup>th</sup> grade moved to newly renovated Dugan-Turango MS.

The old abandoned high school should be demolished.

**Master Plan:**

The District's Facilities Master Plan is dated 2008-2013 and is current, however, it expires at the end of this year. District will be procuring master planner for revisions and updates to FMP upon release of 2013-14 PSCOC FMP applications. The District has obtained a quote from a planning consultant recommending a cost for a new plan.

The District's FMP identifies Lordsburg High School as the District's top priority. Lordsburg High School's enrollment stands at 157 and the District has experienced a pattern of enrollment decline since 2009-10. Upon publication, the FMP also projected decline but at a slower rate than has actually occurred. For the years 2013-2017, the FMP projects flat enrollment at the high school level and PSFA staff's own cohort survival projection reflects flat enrollment with little to no enrollment growth in the coming years absent of significant economic development that could attract students in the next few

years. According to the FMP, the school has a design capacity of 364 which is more than double the current enrollment. The school will need to be sized appropriately for the enrollment.

The New FMP should also discuss the state of the old Lordsburg High School that is currently vacant.

### **Maintenance Assessment:**

#### **District: Lordsburg Municipal School District**

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating:** Marginal
  - **Maintenance Direct (MD) Score: 1.5** out of 3.0 (**Non User**)
    - **Work Order Backlog:** 30.65% **Transaction:** 98.39%

**Comments:** The district is not capturing any materials or contract costs only labor. Backlog is high due to the 33 pending PM's that were not being processed.
  - **Preventive Maintenance Direct (PMD) Score: 1.75** out of 3.0
    - **PM Cost Ratio:** 37 % **PM Completion Rate:** 43.10 %

**Comments:** The district should strive for a PM completion rate of 95% or greater. PM work orders are sitting in pending status which is driving backlog.
  - **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The District has current and historical data entered in the system and is ready for implementing an Energy Management Program. This data can also be used for budgetary planning.
- ☐ **PM Planning Status:** Not current. Last updated on September 30, 2009.
- ☐ **FMAR (District Sample Average):** No FMARs have been qualified as of 6-3-2013.
  - **Minor Deficiencies:** Information Not Available
  - **Major Deficiencies:** Information Not Available
- ☐ **District Staffing Plan:** As of 2012, the district is staffed to 86.2% of the recommended American School and University (ASU) level.

**Summary:** The district is not performing to NM Statute 22-24-5.3 or NM Statute 22-24-5.5

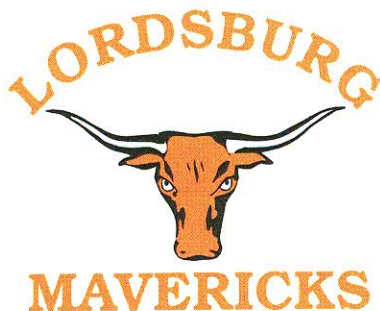
#### **Recommended Recovery Plan:**

- ☐ Provide a written PM Plan to PSFA by July of 2013 to meet NM Statute 22-24-5.3.
- ☐ Improve the Work Order Backlog to 25% or less. Improve the PM Completion Rate to at least 95%. Develop an action plan for all Pending PM Work Orders.
- ☐ Establish the Maintenance Metrics reporting program and communicate to District Leadership and the Board.

- ☐ Enhance the existing staffing plan to accommodate for the additional square footage added or additional systems.

**Other Notes Regarding Application:** (list corrections the District needs to make to their application)

- Revise Statement of Financial Position to account for all projected improvement obligations.
- Update project schedule



**Lordsburg Municipal Schools**  
501 West 4<sup>th</sup> Street  
P.O. Box 430  
Lordsburg, NM 88045  
Telephone (575) 542-9361  
Fax (575) 542-9364  
<http://www.lmsed.org>

**SUPERINTENDENT**  
Randy Piper  
**DIRECTOR OF SUPPORT SERVICES**  
Don C. Smith

## **Public School Capital Outlay Council**

### **Public School Facilities Authority**

## **2013 – 2014 Standards- Based Capital Outlay Application**

### **School District Presentation**

**6 – 20 – 2013**

**Lordsburg Municipal Schools**

**Lordsburg High School**

**Randy Piper, Superintendent**

#### **BOARD OF EDUCATION**

**Manuel D. V. Saucedo, President**

**Ruben Gomez, Vice-President**

**Maria Sanchez, Secretary**

**Ali Salinas, Member**

**Tina Hayes, Member**



**Lordsburg Municipal Schools**  
**501 West 4<sup>th</sup> Street**  
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**Lordsburg, NM 88045**  
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**SUPERINTENDENT**  
**Randy Piper**  
**DIRECTOR OF SUPPORT SERVICES**  
**Don C. Smith**

## **Executive Summary**

### **PSCOC Facility Funding Presentation**

Lordsburg Municipal Schools is excited to present our project to the PSCOC for consideration. Lordsburg High School was built in 1952 and has served the community well for 61 years. Over the course of the last several years the student population has continued to decline and the High School is now oversized for the current population.

The community recently passed a bond for renovation of the High School, and recognizes the need to update and upgrade the facility. Although other schools in the district may hold a higher rank on PSFA's list, there will come a time when elementary schools can be consolidated but there will always be a need for a High School.

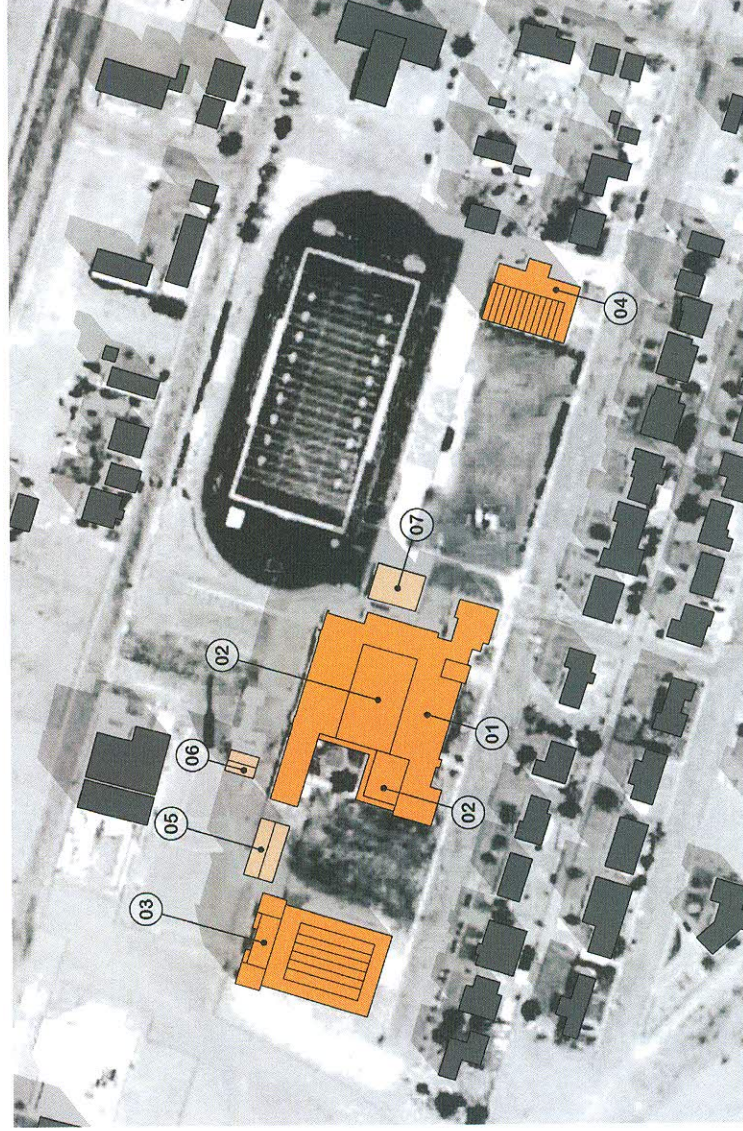
After some in-depth research and consultation with the District's Design Professionals, Lordsburg Municipal Schools would like to explore the feasibility of constructing a new High School. Renovation costs are extremely high and there are many challenges with a remodel. When compared to the average cost of new construction it makes sense to build a new facility rather than renovate the older building. We believe a new, more efficient structure will save the District money in heating and cooling costs, as well as yearly maintenance cost in the older structure.

Currently the district has requested quotes for Ed Specs / Utilization Study and the Facility Master Plan that is current until December 2013. These quotes are due by June 25<sup>th</sup> and July 1<sup>st</sup> respectively.

On the PFSA report for the remodel of the Lordsburg High School, the district would like to explain the PM and maintenance work order situation. The district has employed new maintenance workers, which have not received the proper training on completing work order requirements on PM and maintenance work orders. All of our maintenance workers have been receiving the PM and other work order notifications and have been performing the needed inspections and work, but have not been closing the work orders in the school dude system in a timely manner. The district will provide training on the follow through and completion of PM and other work orders in the school dude system along with the importance of completing the work. This should help in getting our work order system within the required parameters.

## **BOARD OF EDUCATION**

|  |                                    |
|--|------------------------------------|
| <b>Manuel D. V. Saucedo, President</b> | <b>Ruben Gomez, Vice-President</b> |
| <b>Maria Sanchez, Secretary</b>        | <b>Ali Salinas, Member</b>         |
| <b>Tina Hayes, Member</b>              |                                    |



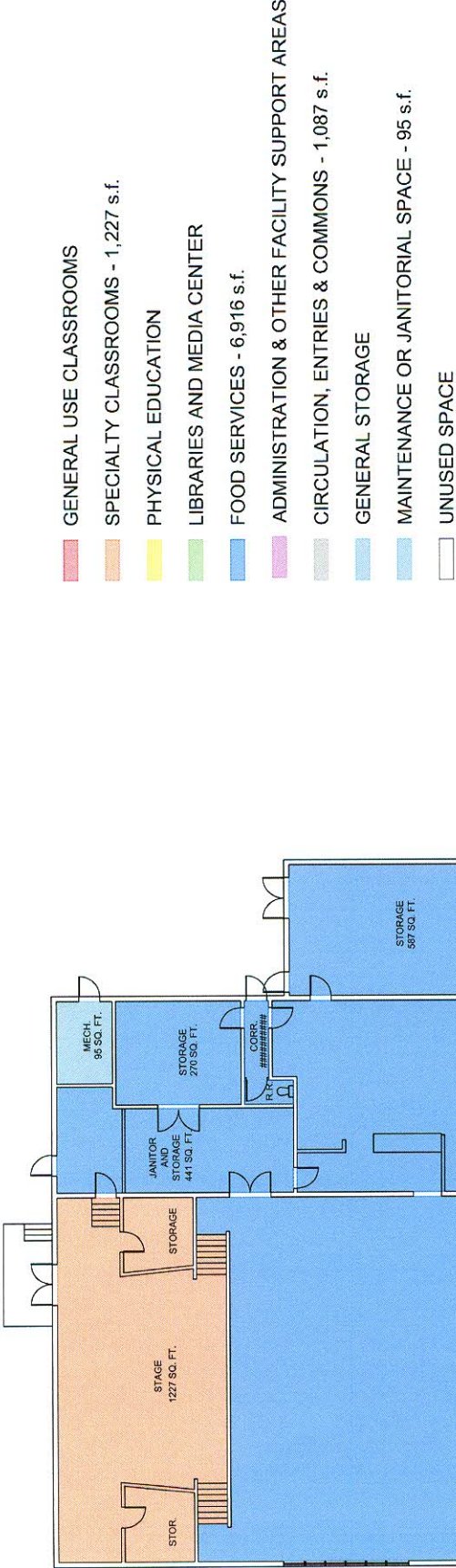
- PROPOSED SCOPE OF WORK
- EXISTING BLDGS TO REMAIN

**BUILDING IDENTIFICATION**

- 01 EXISTING H.S. BLDG (1952)
- 02 EXISTING H.S. BLDG ADDITION (1987)
- 03 EXISTING GYMNASIUM (1961)
- 04 EXISTING CAFETORIUM
- 05 EXISTING VOAG BLDG (2012)
- 06 EXISTING STUDENT HEALTH PORTABLE
- 07 EXISTING FIELD HOUSE

The floor plan shows a complex arrangement of rooms. On the left side, there is a large open area labeled 'SECOND FLOOR' and a 'MECHANICAL RM' (97.50 FT). Adjacent to this are several classrooms: 'MATH' (94.50 FT), 'CLASSROOM' (64.50 FT), and 'UNUS'D' (94.50 FT). A central corridor runs through the middle of the floor. To the right of the corridor, there are several specialized rooms: 'SCIENCE' (206.50 FT), 'SCIENCE LAB' (678.50 FT), 'HISTORY' (445.00 FT), 'GUIDANCE' (341.50 FT), 'COMPUTER LAB' (68.50 FT), 'COMPUTER LAB' (52.50 FT), 'COMPUTER LAB' (104.50 FT), 'ENGLISH' (697.50 FT), and 'SPECIAL EDUCATION' (1486.50 FT). There are also several 'UNUS'D' rooms and 'STORAGE' areas throughout the plan. The right side of the floor plan includes a 'BOARD ROOM' (2,200 SF), 'OFFICE' (699.50 FT), 'RECEPTION' (413.50 FT), 'STORAGE' (188.50 FT), 'MAIN OFFICE' (399.50 FT), 'OFFICE' (137.50 FT), 'RECEPTION' (413.50 FT), 'STORAGE' (188.50 FT), 'BOARD ROOM' (2,200 SF), and 'OFFICE' (699.50 FT). The plan also shows a 'LIBRARY' (233.50 FT) and a 'SOCIAL STUDIES' (413.50 FT) room on the far left. The overall layout is designed to provide a functional and organized learning environment.

CAFETORIUM SPACE UTILIZATION FLOOR PLAN

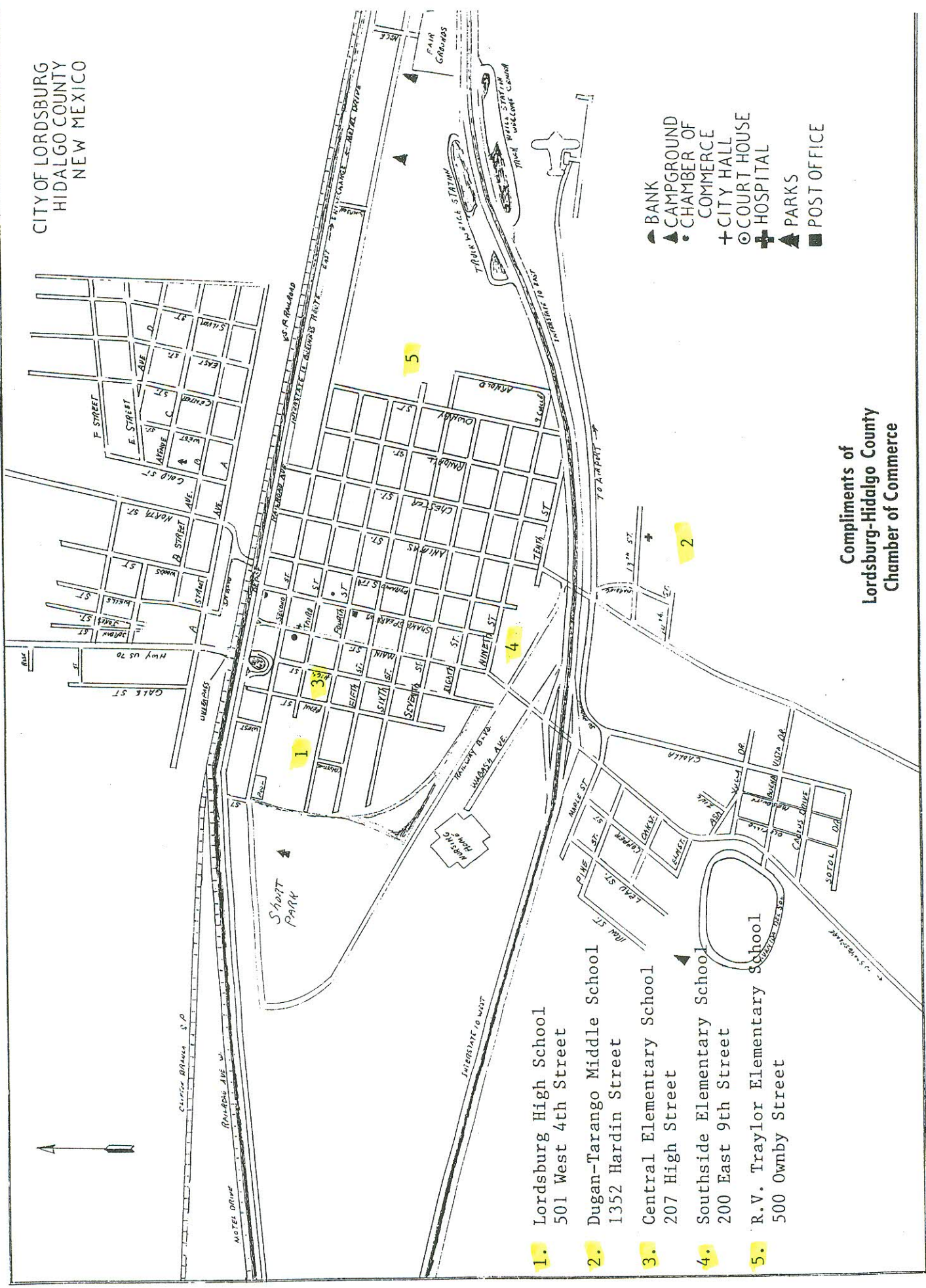


This floor plan illustrates the second floor of a building, featuring a large central gymnasium and several surrounding functional areas. The layout includes:

- Central Gymnasium:** A large rectangular area (20M x 52 FT) with basketball court markings.
- Left Wing:** Includes a Boys RR (200 SQ FT), Unused Space (862 SQ FT), P.E. Storage (106 SQ FT), Officials Restroom (139 SQ FT), Unused Space (528 SQ FT), Storage (89 SQ FT), Office (145 SQ FT), and Rest (18 SQ FT).
- Top Wing:** Features Girls Shower, Girls RR (119 SQ FT), Girls Lockers (119 SQ FT), Boys Shower, Boys RR (119 SQ FT), Boys Lockers (119 SQ FT), Storage (8 SQ FT), Mech (8 SQ FT), and Rest (27 SQ FT).
- Right Wing:** Contains a Corridor (260 SQ FT), Office (145 SQ FT), Store (86 SQ FT), Mech (138 SQ FT), Stor (56 FT), Visitor Lockers (872 SQ FT), Visitor Lockers (895 SQ FT), Girls RR (260 SQ FT), and Insex RR.
- Bottom Wing:** Includes a Lobby (1468 SQ FT), Corridor (260 SQ FT), Training (321 SQ FT), and another Lobby.
- Other Features:** Entrances, exits, stairs, and various storage and utility rooms are marked throughout the plan.

UNUSED SPACE - 1,408 n.s.f.

CITY OF LORDSBURG  
HIDALGO COUNTY  
NEW MEXICO



- ▲ BANK
- ▲ CAMPGROUND
- CHAMBER OF COMMERCE
- + CITY HALL
- ⊙ COURT HOUSE
- ⊕ HOSPITAL
- ▲ PARKS
- POST OFFICE

Compliments of  
Lordsburg-Hidalgo County  
Chamber of Commerce

1. Lordsburg High School  
501 West 4th Street
2. Dugan-Tarango Middle School  
1352 Hardin Street
3. Central Elementary School  
207 High Street
4. Southside Elementary School  
200 East 9th Street
5. R.V. Traylor Elementary School  
500 Ownby Street

(thousands of dollars)

= Cells to be completed by Financial Advisor  
= Cells to be completed by School District

[illegible]

## SOURCES

| SOURCES   | YEAR 0                    |                          |                         |                           |            | YEAR 1     | YEAR 2     | YEAR 3     | YEAR 4     | YEAR 5     |
|---|---------------------------|--------------------------|-------------------------|---------------------------|------------|------------|------------|------------|------------|------------|
|   | FY14Q1<br>2013 July-Sept. | FY14Q2<br>2013 Oct.-Dec. | FY14Q3<br>2014 Jan-Mar. | FY14Q4<br>2014 April-June | FY15       | FY16       | FY17       | FY18       | FY19       |            |
| Beginning Unexpended Balances (includes Cash Balance) * | \$ 1,201.6                |                          |                         |                           | \$ 1,000.0 | \$ 900.0   | \$ 900.0   | \$ 900.0   | \$ 900.0   | \$ 900.0   |
| GO Bond Sale Projection:                                | \$ 1,000.0                |                          |                         |                           | \$ 1,000.0 | \$ 1,000.0 | \$ 1,000.0 | \$ 750.0   | \$ 750.0   | \$ 750.0   |
| SB-9 (2 mill levy) Proceeds:                            | \$ 55.1                   | \$ 55.1                  | \$ 55.1                 | \$ 55.1                   | \$ 224.4   | \$ 228.4   | \$ 232.4   | \$ 236.4   | \$ 240.6   | \$ 240.6   |
| SB-9 (state distribution) Proceeds:                     | \$ 3.8                    | \$ 3.8                   | \$ 3.8                  | \$ 3.8                    | \$ 15.4    | \$ 15.4    | \$ 15.4    | \$ 15.4    | \$ 15.4    | \$ 15.4    |
| HB-33 Proceeds:   | \$ -                      | \$ -                     | \$ -                    | \$ -                      | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Cash Balances:  | \$ 1,201.6                |                          |                         |                           | \$ 1,000.0 | \$ 900.0   | \$ 900.0   | \$ 900.0   | \$ 900.0   | \$ 900.0   |
| PL-874:   |                           |                          |                         |                           |            |            |            |            |            |            |
| Direct Legislative Appropriations:                      |                           |                          |                         |                           |            |            |            |            |            |            |
| Other:  |                           |                          |                         |                           |            |            |            |            |            |            |
| Total:  | \$ 2,462.2                | \$ 1,059.0               | \$ 59.0                 | \$ 59.0                   | \$ 3,239.8 | \$ 3,043.8 | \$ 3,047.7 | \$ 2,801.8 | \$ 2,806.0 | \$ 2,806.0 |

\* Prior Period Total Sources - Total Uses from all sources state and local.


## USES

[illegible]

Total Projected Commitment Needs/Uses:

TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR

Statement of Financial Position reviewed for completeness and accuracy by:

(Signed) 

(Print Name) Paul J. Cassidy

(Title) Managing Director

(Company) RBC Capital Markets, LLC

Date 5/13/2013

**Exhibit 3-17**  
**PSFA Prioritization**  
**Chart in PSFA**  
**Format**

**Lordsburg Municipal School District**  
**Capital Plan Priorities 2008-2012**

| Capital Plan Priorities 2008-2012   |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
|---|------------|--------|---|---------------|----------------------------------|------------------------|-----------------|------|-------------|---------|----------|--------------|----------------------|--------------|----------------|---------|--|-------------|-------------|
| Category of CIP   | Project ID | School | Project   | Estimated TPC | District Priority Groups of CIPs | Implementation (Years) | Funding Sources |      |             |         |          |              | Proposed State Share | TPC          | Total Category | % Total | State Funding Assistance Priority Year | Local Share | State Share |
|   |            |        |   |               |                                  |                        | GO Bonds        | HB33 | SB9         | Ed Tech | Other *1 |              |                      |              |                |         |  |             |             |
|   |            |        |   |               |                                  |                        | Yes             | N/A  | Yes         | N/A     | N/A      |              |                      |              |                |         |  |             |             |
| Funding Use Status  |            |        |   |               |                                  |                        | \$ 4,000,000    |      | Maint. Only |         |          |              |                      |              |                |         |  |             |             |
| Level of Funding  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Complete Existing Projects  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Health / Safety   |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| 1.14 District   |            |        | Old HS (Enrichment Center) - Demolition Verses Renovation of Building | \$723,736     | 10                               | 2011                   | \$ 390,817      |      |             |         |          | \$ 332,919   | \$ 723,736           |              |                |         | 54%                                    | 46%         |             |
| Other smaller Health / Safety projects to be done by M&O  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Growth  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| No Growth Projects - District population is declining   |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Educational / Programmatic  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| 82.11 LHS   |            |        | Shop Renovation / Addition  | \$1,239,164   | 4                                | 2009                   | \$ 669,149      |      |             |         |          | \$ 570,015   | \$ 1,239,164         |              |                |         | 54%                                    | 46%         |             |
| 60.10 D-T MS  |            |        | Baseball Field Lighting   | \$238,876     | 3                                | 2009                   | \$ 238,876      |      |             |         |          | \$ -         | \$ 238,876           |              |                |         | 100%                                   | 0%          |             |
| Facility Renewal  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| 34.1 Central ES   |            |        | Roofing Projects  | \$126,814     | 1                                | 2009                   | \$ 68,480       |      |             |         |          | \$ 58,334    | \$ 126,814           |              |                |         | 54%                                    | 46%         |             |
| 34.7 Central ES   |            |        | HVAC Improvements   | \$1,361,953   | 6                                | 2009                   | \$ 735,455      |      |             |         |          | \$ 626,498   | \$ 1,361,953         |              |                |         | 54%                                    | 46%         |             |
| 82.38 LHS   |            |        | Site Fencing, High School Campus                                      | \$162,215     | 9                                | 2011                   | \$ 87,566       |      |             |         |          | \$ 74,619    | \$ 162,215           |              |                |         | 54%                                    | 46%         |             |
| 36.1 Southside ES   |            |        | Roof Replacement  | \$182,802     | 8                                | 2011                   | \$ 98,713       |      |             |         |          | \$ 84,089    | \$ 182,802           |              |                |         | 54%                                    | 46%         |             |
| 36.2 Southside ES   |            |        | Playground and Site Improvements                                      | \$866,665     | 2                                | 2009                   | \$ 467,999      |      |             |         |          | \$ 398,666   | \$ 866,665           |              |                |         | 54%                                    | 46%         |             |
| 36.9 Southside ES   |            |        | Interior Improvements   | \$89,984      | 5                                | 2009                   | \$ 53,991       |      |             |         |          | \$ 45,993    | \$ 99,984            |              |                |         | 54%                                    | 46%         |             |
| Code / Regulations  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| 82.8 LHS  |            |        | Public Address System Improvements                                    | \$391,323     | 7                                | 2009                   | \$ 211,314      |      |             |         |          | \$ 180,009   | \$ 391,323           |              |                |         | 54%                                    | 46%         |             |
| Educational Equipment / Technology / District Support   |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| All Schools Technology Improvements 08-09 and 09-10 per Tech Plan   |            |        |   | \$ 290,225    |                                  | 2009                   | \$ 290,225      |      |             |         |          | \$ -         | \$ 290,225           |              |                |         | 100%                                   | 0%          |             |
| All Schools Technology Improvements 10-11 and 11-12 estimated   |            |        |   | \$ 290,225    |                                  | 2011                   | \$ 290,225      |      |             |         |          | \$ -         | \$ 290,225           |              |                |         | 100%                                   | 0%          |             |
| Contingencies at 10%  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| All Schools   |            |        |   |               |                                  |                        | \$ 400,000      | \$ - |             | \$ -    | \$ -     | \$ -         | \$ 400,000           | \$ 400,000   |                |         | 100%                                   | 0%          |             |
| Total   |            |        |   | \$ 5,973,982  |                                  |                        | \$ 4,002,840    | \$ - | \$ -        | \$ -    | \$ -     | \$ 2,371,142 | \$ 6,373,982         | \$ 6,373,982 |                |         |  |             |             |
| Note: *1  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Other funding sources include operational budget, Enhancing Education Through Technology funds, and e-Rate funds                                |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Total District Funding Sources Impacting this FMP   |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Other funding sources also include specialty funds from New Mexico Laptop Learning Initiative as well as federal Title I and II and IDEA funds. |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| Proposed CIPs from District Fund Sources  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |
| \$ 4,002,840  |            |        |   |               |                                  |                        |                 |      |             |         |          |              |                      |              |                |         |  |             |             |

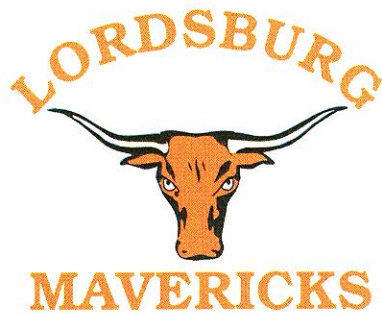
Note: \*

Other funding sources include operational budget, Enhancing Education Through Technology funds, and e-Rate funds

Other funding sources also include specialty funds as from New Mexico Laptop Learning Initiative as well as federal Title I and II and DEA funds.

Total District Funding Sources Impacting this FMP

Proposed CIPs from District Fund Sources



**Lordsburg Municipal Schools**  
501 West 4<sup>th</sup> Street  
P.O. Box 430  
Lordsburg, NM 88045  
Telephone (575) 542-9361  
Fax (575) 542-9364  
<http://www.lmsed.org>

**SUPERINTENDENT**  
Randy Piper  
**DIRECTOR OF SUPPORT SERVICES**  
Don C. Smith

## **Public School Capital Outlay Council**

### **Full Day Kindergarten Facility Status:**

Currently Lordsburg Municipal Schools operates a full day Kindergarten program. This program is housed at R.V. Traylor Elementary School. This is a Pre-K thru 2<sup>nd</sup> grade building.

At this time there are three Kindergarten classrooms. Each has a sink in the room and is near both a boys and girls restroom. Each class is managed by a certified teacher and a highly qualified Instructional Assistant.

Enrollment at this time is 13 students, 14 students and 20 students respectively.

Students also have access to an age appropriate playground, physical education and music classes, as well as, a greenhouse.

If you would have any more questions please let me know and I would be happy to address them.

Respectfully,

Randy Piper  
Superintendent

### **BOARD OF EDUCATION**

|  |                                    |
|--|------------------------------------|
| <b>Manuel D. V. Saucedo, President</b> | <b>Ruben Gomez, Vice-President</b> |
| <b>Maria Sanchez, Secretary</b>        | <b>Ali Salinas, Member</b>         |
| <b>Tina Hayes, Member</b>              |                                    |

# **Aldo Leopold Charter School**

## Silver State Chartered Schools / Aldo Leopold Charter

|                      | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight:<br>0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight:<br>0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|----------------------|---|---|--|---|---|--|---|---|---|
| Facility Name        |   |   |  |   |   |  |   |   |   |
| Aldo Leopold Charter | \$0   | \$300,613   | \$0  | \$591,196   | \$0   | \$192,194  | \$0   | \$0   | \$287,217   |

### Rank History

|           | Rank Position | wNMCI  |  |
|-----------|---------------|--------|--|
| Current   | 47            | 46.09% |  |
| 2012-2013 | 35            | 47.03% |  |
| 2011-2012 | 20            | 71.04% | School official helped us size & date the building |
| 2010-2011 | 147           | 34.59% |  |
| 2009-2010 | 89            | 53.45% |  |
| 2008-2009 | 294           | 36.58% |  |
| 2007-2008 | 279           | 36.51% |  |
| 2006-2007 | 521           | 15.16% |  |
| 2005-2006 | 732           | 0.00%  |  |

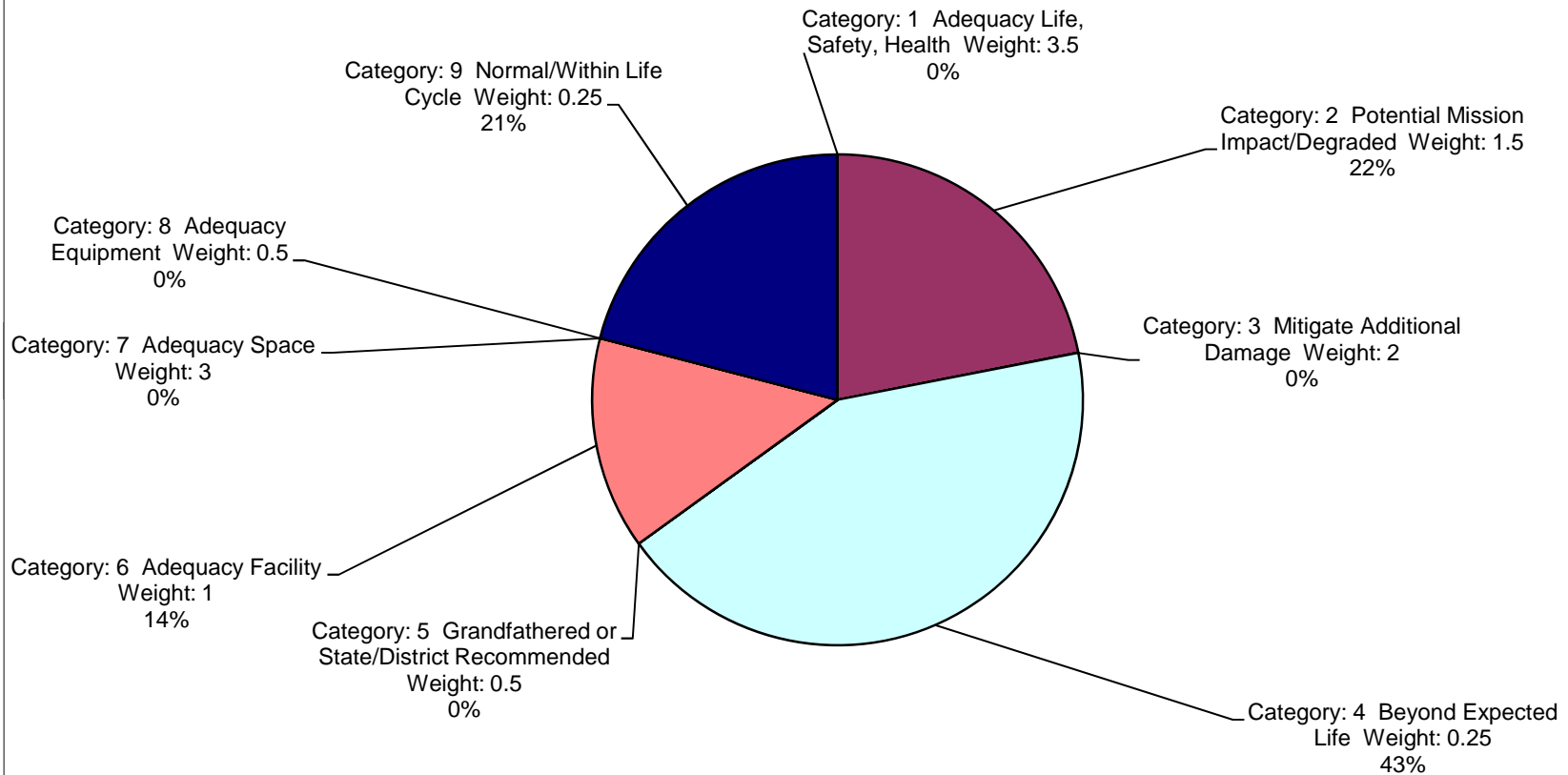
Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 2/1/2008

**Aldo Leopold Charter**

Rank Position: 47  
Growth Factor: 1  
Student Count: 116  
Gross Area: 10,800 SF  
Year Built: 1970





## 2013-2014 PSCOC Standards-Based Application

### District Information

District: Aldo Leopold High School  
Address: 1422 Hwy 180 E  
Silver City, NM 88061

Contact: Harry Browne  
Phone: 575-538-2547  
E-Mail: hbrowne@aldohs.org

### Funding Match

District Funding Match 52%  
State Funding Match 48%

### Requested Projects Summary

| Priority | NMCI Rank | Facility Name            | Project Title            | Estimated Cost | District Match | State Match |
|----------|-----------|--------------------------|--------------------------|----------------|----------------|-------------|
| 1        | 46        | Aldo Leopold High School | Plan & Design Assessment | \$9,000,000    | \$4,680,000    | \$4,320,000 |
| 2        |           |                          |                          | \$0            | \$0            | \$0         |
| 3        |           |                          |                          | \$0            | \$0            | \$0         |
| 4        |           |                          |                          | \$0            | \$0            | \$0         |
| 5        |           |                          |                          | \$0            | \$0            | \$0         |

\* Auto-populated from Requested Projects

### Requested Roofing Initiative Summary

| Priority | NMCI Rank | Facility Name | Building Name | Estimated Cost | District Match | State Match |
|----------|-----------|---------------|---------------|----------------|----------------|-------------|
| 1        |           |               |               | \$0            | \$0            | \$0         |
| 2        |           |               |               | \$0            | \$0            | \$0         |
| 3        |           |               |               | \$0            | \$0            | \$0         |
| 4        |           |               |               | \$0            | \$0            | \$0         |
| 5        |           |               |               | \$0            | \$0            | \$0         |

\* Auto-populated from Requested Roofing Projects

Reviewed and approved by Regional Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and approved by PSFA Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Requested Projects

Requested Project Priority 1

NMCI Rank:

46

Facility Name:

Aldo Leopold High School

Project Title:

Plan & Design Assessment

Brief Project Description:

Contract with architect for planning, design, and assessment services to lay the groundwork for construction of new facility. Aldo Leopold is a state-authorized charter school that will expand to offer grades 6-8 as well as its current 9-12 in school year 2013-14. The school is in discussions with Western New Mexico University to enter into a long-term land lease. Architectural services are needed to plan for a new facility on that land.

City and street address or nearest cross-streets:

1422 Hwy 180E, Silver City, Nm 88061

Proposed Project: Next to Police Academy, Hwy 180 W, Silver City, NM (50 yds east of Chloride Flats Rd

Project Type:

Build New School

Estimated Total Project Cost:

\$9,000,000

Estimated Cost for Phase I Planning and Design:

\$50,000

Master Plan Priority

1. Is this project included in the District’s Facility Master Plan?

Yes

1.1. If Yes, where is it ranked on the District’s Priority List?

1

1.2. If No, please explain why and when it will be included in the Facility Master Plan.

Educational Specifications

1. Are the Educational Specifications (Ed Spec) complete for the specific project request?

Yes

1.1. If No, provide status of Ed Spec or explain why one is not needed for the project:

2. Who is preparing the Ed Spec?

Contractor

2.1. If the Ed Spec is being prepared by a contractor, please indicate the company name:

Planning & More; completed fall 2012

2.2. If developed "In House" please provide justification:

### Summary of Need:

1. This application for public school capital outlay funds indicates that the facilities adequacy needs required action. Please check all that apply and provide an explanation of the need. THIS SECTION-- DO NOT LIST MEM - USE 40 DAY STUDENT COUNT

1.1. Increased enrollments at this school [can be planned new (school)]

Yes

1.1.1. Do not use MEM count, use 40 day student count. Include past 5 years, current year, and project 5 years into the future for a total of 11 years

|           |                  |     |
|-----------|------------------|-----|
| 1.1.1.1.  | 5 years ago      | 95  |
| 1.1.1.2.  | 4 years ago      | 89  |
| 1.1.1.3.  | 3 years ago      | 92  |
| 1.1.1.4.  | 2 years ago      | 100 |
| 1.1.1.5.  | 1 year ago       | 116 |
| 1.1.1.6.  | Current Year     | 84  |
| 1.1.1.7.  | 1 year from now  | 150 |
| 1.1.1.8.  | 2 years from now | 190 |
| 1.1.1.9.  | 3 years from now | 210 |
| 1.1.1.10. | 4 years from now | 210 |
| 1.1.1.11. | 5 years from now | 210 |

1.1.2. If there is growth, please explain

We will open a middle school in SY14. That school's enrollment is capped at 50 for SY14, and 90 for future years. We have already held the enrollment lottery for next year and all 50 spots are taken with a waiting list of over 20 students.

1.2. Are your facilities inadequate?

Yes

1.2.1. If Yes, please explain

Our current building is leased from a private owner. It is crowded with 100 - 110 students and there is no possibility of fitting 50 - 90 new students here! Further, the building is over 20 years old, located on a very busy state highway with no direct access to outdoor recreation space. Despite repairs performed annually by the building owner, the roof

1.3. Increased programs that are supported by the Public Education Standards and Benchmarks of Excellence: (To be verified by PED to PSFA)

Yes

1.3.1. If Yes, please explain

New grades (6-8). Otherwise, no new programs.

1.4. Other

1.4.1. If Yes, please explain

### Charter School:

If this is a charter school, please answer the following questions:

1. What is the initial approval date of the charter? (mm/dd/yyyy)

9/17/2004

2. What is the renewal date or anticipated renewal date for charter school? (mm/dd/yyyy)

12/16/2014

2.1. Explain:

Our first renewal was on 12/16/2009, when we became a state-authorized school. The charter is good for five years, so we anticipate 12/16/14.

|   |  |
|---|--|
| 3. Who is the principal or director of the charter? | Eric Ahner   |
| 3.1.1. Address                                      | 1422 Hwy 180 E, Silver City, NM 88061                    |
| 3.1.2. Phone  | (575) 538-2547   |
| 3.1.3. FAX  | (575) 388-4970   |
| 3.1.4. E-Mail                                       | <a href="mailto:eahner@aldohs.org">eahner@aldohs.org</a> |

4. What is the charter emphasis?

To prepare community leaders of the twenty-first century by providing an engaging and challenging program emphasizing direct experience, inquiry learning, stimulation of the creative process, and involvement in the community and natural environment. We use the Gila Wilderness as an outdoor classroom, emphasize sustainability in all curricula, and place all students in community-based externships and internships every semester.

|  |                                   |
|--|-----------------------------------|
| 5. Is the school housed in a public or private facility? | Private Lease w/o Purchase Option |
|--|-----------------------------------|

|                                  |                               |
|----------------------------------|-------------------------------|
| 6. Name of the facility's owner? | Investments West (Don Elwell) |
|----------------------------------|-------------------------------|

|  |                                   |
|--|-----------------------------------|
| 7. Is the land/property public or privately owned? | Private Lease w/o Purchase Option |
|--|-----------------------------------|

|                            |                               |
|----------------------------|-------------------------------|
| 8. Name of the land owner? | Investments West (Don Elwell) |
|----------------------------|-------------------------------|

|   |     |
|---|-----|
| 9. What is the approved charter capacity? | 210 |
|---|-----|

10. What is the district's or school's plan to be in a public facility by 2015?

To work with Western New Mexico University to build a facility on land leased from the university.

|  |    |
|--|----|
| 11. Was the charter included in the most recent Public School Buildings Act (HB33) election? | No |
|--|----|

|   |  |
|---|--|
| 11.1. Please explain and provide estimated annual distribution (if applicable): |  |
|---|--|

Silver Consolidated School District drafted its HB-33 resolution and filed it a few weeks before we found out we were entitled to participate in it. The District asserted that it could not change the resolution by the time we requested inclusion.

|  |     |
|--|-----|
| 12. Was the charter included in the most recent Public School Capital Improvements Act (SB9) election? | Yes |
|--|-----|

|  |  |
|--|--|
| 12.1. Please explain and provide estimated annual distribution of local and state match funds (if applicable): |  |
|--|--|

SB-9 mill levy resolution was passed February 5 of this year. We are included in the resolution. Preliminary, rough estimate from former district superintendent Dick Pool indicated we would be eligible for around \$30,000 per year.

|   |    |
|---|----|
| 12.2. Was the charter included in the most recent bond issue? | No |
|---|----|

|   |  |
|---|--|
| 12.2.1. Please explain and provide estimated amount included: |  |
|---|--|

I am not familiar with any bond issues that we might have been eligible for.

13. How will the local match be funded?

Operational funding, unless our new Development Director (to be hired in April) is able to raise private funding for that purpose.

**STATEMENT OF ANTICIPATED CONSTRUCTION FUNDING / EXPENSES:**

This form is part of the district's facility planning process. The estimated costs shown on this sheet should include all costs associated with your project. (Include prior year funds as well as all costs included in the current application.)

Before you get started please review:

Statewide Adequacy Standards Document

PSFA Educational Specification Resource Document

PSFA Education Specification Checklist located at [www.nmpsfa.org](http://www.nmpsfa.org) – Facility Planning Portal

If the Educational Specifications are completed for this project request, you may skip this worksheet. Please upload the Educational Specifications in e-Builder and proceed to the Funding Commitments worksheet.

|  |             |
|--|-------------|
| 1. Number of students to be served / Design Capacity                               | 210         |
| 1.1. Grade levels affected:  |             |
| 1.1.1. From grade  | 6           |
| 1.1.2. To grade  | 12          |
| 1.2. (a) Land acquisition and offsite infrastructure improvements for this project |             |
| *Note: These costs not eligible for PSCOC participation.                           |             |
| 1.2.1. Amt. in acres   | 0           |
| 1.2.2. Cost per Acre   | \$0         |
| 1.2.2.1. Price of Land   | \$0         |
| 1.2.3. Offsite Infrastructure cost   | \$0         |
| 1.2.3.1. Please describe:  |             |
| 1.2.3.2. Price of Land and Offsite Improvements                                    | \$0         |
| 1.3. (b) Site Work:  |             |
| 1.3.1. Grading, drainage, and landscaping  | \$250,000   |
| 1.3.2. Utilities   | \$250,000   |
| 1.3.3. Paving, parking, sidewalks, etc.  | \$250,000   |
| 1.3.4. Playing Fields  | \$0         |
| 1.3.5. Other   |             |
| 1.3.5.1. Please describe:  |             |
| 1.3.5.2. Other amount  | \$0         |
| 1.3.5.2.1. TOTAL SITE WORK COSTS:  | \$750,000   |
| 2. (c) General Classroom Space (Math, Language Arts, Social Studies, etc)          |             |
| 2.1. Classrooms (new)  |             |
| 2.1.1. # of Rooms  | 15          |
| 2.1.2. Total Sq. Ft  | 9,750       |
| 2.1.3. Cost/Sq. Ft.  | \$240       |
| 2.1.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$2,340,000 |
| 2.2. Classrooms (renewal/renovation)   |             |
| 2.2.1. # of Rooms  | 0           |
| 2.2.2. Total Sq. Ft.   | 0           |

Requested Project Priority 1

|           |  |             |
|-----------|--|-------------|
| 2.2.3.    | Cost/ Sq. Ft.                                      | \$0         |
| 2.2.3.1.  | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 2.2.3.1.1 | Total General Classroom Space                      | \$2,340,000 |
| 3.        | (d) Specialty Classrooms                           |             |
| 3.1.      | Science (new)                                      |             |
| 3.1.1.    | # of Rooms   | 2           |
| 3.1.2.    | Total Sq. Ft.                                      | 1,200       |
| 3.1.3.    | Cost/Sq. Ft.                                       | \$240       |
| 3.1.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$288,000   |
| 3.2.      | Science (renewal/renovation)                       |             |
| 3.2.1.    | # of Rooms   | 0           |
| 3.2.2.    | Total Sq. Ft.                                      | 0           |
| 3.2.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.2.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.3.      | Special Education (new)                            |             |
| 3.3.1.    | # of Rooms   | 1           |
| 3.3.2.    | Total Sq. Ft.                                      | 450         |
| 3.3.3.    | Cost/Sq. Ft.                                       | \$240       |
| 3.3.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$108,000   |
| 3.4.      | Special Education (renewal/renovation)             |             |
| 3.4.1.    | # of Rooms   | 0           |
| 3.4.2.    | Total Sq. Ft.                                      | 0           |
| 3.4.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.4.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.5.      | Art Education (new)                                |             |
| 3.5.1.    | # of Rooms   | 0           |
| 3.5.2.    | Total Sq. Ft.                                      | 0           |
| 3.5.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.5.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.6.      | Art Education (renewal/renovation)                 |             |
| 3.6.1.    | # of Rooms   | 0           |
| 3.6.2.    | Total Sq. Ft.                                      | 0           |
| 3.6.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.6.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.7.      | Career Education (new)                             |             |
| 3.7.1.    | # of Rooms   | 0           |
| 3.7.2.    | Total Sq. Ft.                                      | 0           |
| 3.7.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.7.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.8.      | Career Education (renewal/renovation)              |             |
| 3.8.1.    | # of Rooms   | 0           |
| 3.8.2.    | Total Sq. Ft.                                      | 0           |
| 3.8.3.    | Cost/Sq. Ft.                                       | \$0         |
| 3.8.4.    | Total Sq. Ft. * Cost/Sq. Ft.                       | \$0         |
| 3.9.      | Technology Aided Instruction (Computer Labs) (new) |             |
| 3.9.1.    | # of Rooms   | 0           |
| 3.9.2.    | Total Sq. Ft.                                      | 0           |

Requested Project Priority 1

|   |             |
|---|-------------|
| 3.9.3. Cost/Sq. Ft.   | \$0         |
| 3.9.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0         |
| 3.10. Technology Aided Instruction (Computer Labs) (renewal/renovation) |             |
| 3.10.1. # of Rooms  | 2           |
| 3.10.2. Total Sq. Ft.   | 2,400       |
| 3.10.3. Cost/Sq. Ft.  | \$240       |
| 3.10.4. Total Sq. Ft. * Cost/Sq. Ft.                                    | \$576,000   |
| 3.10.4.1.1. Total Specialty Classrooms                                  | \$972,000   |
| 4. (e) Physical Education Space   |             |
| 4.1. P.E. (new)   |             |
| 4.1.1. # of Rooms   | 0           |
| 4.1.2. Total Sq. Ft.  | 0           |
| 4.1.3. Cost/Sq. Ft.   | \$0         |
| 4.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0         |
| 4.2. P.E. (renewal/renovation)  |             |
| 4.2.1. # of Rooms   | 0           |
| 4.2.2. Total Sq. Ft.  | 0           |
| 4.2.3. Cost/Sq. Ft.   | \$0         |
| 4.2.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0         |
| 4.2.4.1.1. Total Physical Education Space                               | \$0         |
| 5. (f) Library/Media Space  |             |
| 5.1. Library/Media Center (new)   |             |
| 5.1.1. # of Rooms   | 1           |
| 5.1.2. Total Sq. Ft.  | 1,500       |
| 5.1.3. Cost/Sq. Ft.   | \$240       |
| 5.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$360,000   |
| 5.2. Library/Media Center (renewal/renovation)                          |             |
| 5.2.1. # of Rooms   | 0           |
| 5.2.2. Total Sq. Ft.  | 0           |
| 5.2.3. Cost/Sq. Ft.   | \$0         |
| 5.2.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0         |
| 5.2.4.1.1. Total Library/Media Space                                    | \$360,000   |
| 6. (g) Food Service Space   |             |
| 6.1. Food Services (Cafeteria/Kitchen) (new)                            |             |
| 6.1.1. # of Rooms   | 2           |
| 6.1.2. Total Sq. Ft.  | 4,850       |
| 6.1.3. Cost/Sq. Ft.   | \$240       |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$1,164,000 |
| 6.1. Food Services (Cafeteria/Kitchen) (renewal/renovation)             |             |
| 6.1.1. # of Rooms   | 0           |
| 6.1.2. Total Sq. Ft.  | 0           |
| 6.1.3. Cost/Sq. Ft.   | \$0         |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                                     | \$0         |
| 6.1.4.1.1. Total Food Service Space                                     | \$1,164,000 |
| 7. (h) Other Areas  |             |
| 7.1. Restrooms (new)  |             |
| 7.1.1. # of Rooms   | 6           |

Requested Project Priority 1

|   |             |
|---|-------------|
| 7.1.2. Total Sq. Ft.                      | 1,000       |
| 7.1.3. Cost/Sq. Ft.                       | \$240       |
| 7.1.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$240,000   |
| 7.2. Restrooms (renewal/renovation)       |             |
| 7.2.1. # of Rooms                         | 0           |
| 7.2.2. Total Sq. Ft.                      | 0           |
| 7.2.3. Cost/Sq. Ft.                       | \$0         |
| 7.2.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 7.2.4.1.1. Total Other Areas              | \$240,000   |
| 8. (i) Support Facilities Space           |             |
| 8.1. Core/Commons (new)                   |             |
| 8.1.1. # of Rooms                         | 0           |
| 8.1.2. Total Sq. Ft.                      | 0           |
| 8.1.3. Cost/Sq. Ft.                       | \$0         |
| 8.1.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.2. Core/Commons (renewal/renovation)    |             |
| 8.2.1. # of Rooms                         | 0           |
| 8.2.2. Total Sq. Ft.                      | 0           |
| 8.2.3. Cost/Sq. Ft.                       | \$0         |
| 8.2.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.3. Multipurpose (new)                   |             |
| 8.3.1. # of Rooms                         |             |
| 8.3.2. Total Sq. Ft.                      |             |
| 8.3.3. Cost/Sq. Ft.                       |             |
| 8.3.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.4. Multipurpose (renewal/renovation)    |             |
| 8.4.1. # of Rooms                         | 0           |
| 8.4.2. Total Sq. Ft.                      | 0           |
| 8.4.3. Cost/Sq. Ft.                       | \$0         |
| 8.4.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.5. Other (new)                          |             |
| 8.5.1. # of Rooms                         | 0           |
| 8.5.2. Total Sq. Ft.                      | 0           |
| 8.5.3. Cost/Sq. Ft.                       | \$0         |
| 8.5.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.6. Other (renewal/renovation)           |             |
| 8.6.1. # of Rooms                         | 0           |
| 8.6.2. Total Sq. Ft.                      | 0           |
| 8.6.3. Cost/Sq. Ft.                       | \$0         |
| 8.6.4. Total Sq. Ft. * Cost/Sq. Ft.       | \$0         |
| 8.7. Tare Space                           |             |
| 8.7.1. Total Sq. Ft.                      | 7,095       |
| 8.7.2. Cost/Sq. Ft.                       | \$240       |
| 8.7.3. Total Sq. Ft. * Cost/Sq. Ft.       | \$1,702,800 |
| 8.7.4.1.1. Total Support Facilities Space | \$1,702,800 |
| 9. TOTAL SQUARE FEET                      | 28,245.00   |

## Requested Project Priority 1

|  |             |
|--|-------------|
| 10. TOTAL BUILDING COST  | \$6,778,800 |
| 11. TOTAL BUILDING COST/SQ. FT.  | \$240.00    |
| 12. MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC) (MACC does not include tax)   | \$7,528,800 |
| 13. Local gross receipts tax rate on construction of %                       | 7.375%      |
| 14. Local gross receipts tax amount \$                                       | \$555,249   |
| 15. TOTAL MACC COST/SQ. FT. WITHOUT NMGR                                     | \$266.55    |
| 16. TOTAL CONSTRUCTION COST including tax                                    | \$8,084,049 |
| 17. (j) Services   |             |
| 17.1. Architect/Engineering fees % of MACC %                                 | 7.000%      |
| 17.1.1. Cost \$  | \$527,016   |
| 17.1.2. Reimbursable and other expenses as % of Architect/Engineering fees % | 0.700%      |
| 17.1.2.1. Cost \$  | \$52,702    |
| 17.2. Consultant fees % of MACC %  | 0.000%      |
| 17.2.1. Cost \$  | \$0         |
| 17.3. Surveys, soil tests, etc % of MACC %                                   | 0.500%      |
| 17.3.1. Cost \$  | \$37,644    |
| 17.4. Roofing Consultants % of MACC %  | 0.75%       |
| 17.4.1. Cost \$  | \$56,466    |
| 17.5. Performance Assurance Contractor (PAC) % of MACC %                     | 0.75%       |
| 17.5.1. Cost \$  | \$56,466    |
| 17.6. Subtotal of fees and testing \$  | \$730,294   |
| 17.6.1. Gross Receipts Tax Rate on services %                                | 7.375%      |
| 17.6.1.1. Tax amount on services \$  | \$53,859    |
| 17.7. TOTAL FEES AND EXPENSES  | \$836,854   |
| 18. (k) Contingency  |             |
| 18.1. As a % of TOTAL CONSTRUCTION COST including tax                        | 0.000%      |
| 18.1.1. Total Contingency \$   | \$0         |
| 19. (l) Furniture and Equipment  |             |
| 19.1. As a % of TOTAL CONSTRUCTION COST including tax %                      | 1.000%      |
| 19.1.1. Total Furniture and Equipment \$                                     | \$80,840    |
| TOTAL PROJECT COST (Including land and offsite infrastructure)               | \$9,001,744 |

**FUNDING COMMITMENTS**

1. TOTAL PROJECT COST \$ \$9,001,744

1.1. (a) FUNDING NEEDS TO COMPLETE THIS PROJECT

1.1.1. Land and offsite infrastructure \$0

\*Note: Excludes land and offsite infrastructure

1.1.1.1 Other estimated above adequacy costs \$0

1.1.1.2. Please describe

1.1.2. TOTAL PROJECT COSTS TO ADEQUACY

1.1.2.1. Estimated Amount of Total Project Cost exceeding Adequacy Standards \$0

1.1.2.2. Estimated Amount of Total Project Cost to meet Adequacy Standards \$ \$9,001,744

1.1.3. State/Local Match to Adequacy

1.1.3.1. State \$ \$4,320,837

1.1.3.2. Local \$ \$4,680,907

1.1.4. Funding Offset

1.1.4.1. Total direct legislative appropriation offset (balance) \$ \$0

1.1.4.2. 2013 direct appropriations accepted or legislative reversions \$ \$0

(negative) \$

1.1.4.3. Anticipated Direct Appropriation Offset (2013) \$ \$0.00

1.1.4.4. Total Offset applicable to this project \$ \$0

1.1.5. ADJUSTED STATE SHARE REQUEST, ADJUSTED TO ADEQUACY \$ \$4,320,837

1.2. (b) FUNDING COMMITMENTS FOR THIS PROJECT (do not include anticipated amounts)

1.2.1. Local bonding currently designated for this project \$ \$0

1.2.2. Legislative appropriations

1.2.2.1. From Year (format YYYY) 0

1.2.2.1.1. Amount \$ \$0

1.2.2.2. From Year (format YYYY) 0

1.2.2.2.1. Amount \$ \$0

1.2.3. PSCOC Capital Outlay Awards

1.2.3.1. From Year (format YYYY) 0

1.2.3.1.1. Amount \$ \$0

1.2.3.2. From Year (format YYYY) 0

1.2.3.2.1. Amount \$ \$0

1.2.5. Public School Capital Improvements Act (SB-9)

1.2.5.1. \$ \$0

1.2.6. Public School Buildings Act (HB-33)

1.2.6.1. \$ \$0

1.2.7. 20% Impact Aid (PL-874) \$ \$0

1.2.8. Other

1.2.8.1. Description

1.2.8.2. Amount \$ \$0

1.2.9. Other

Requested Project Priority 1

1.2.9.1. Description

1.2.9.2. Amount \$

\$0

1.2.10. TOTAL FUNDING (Allocated, Available, & Expended)

1.2.10.1.1. (12a) District \$

\$0

1.2.10.1.2. (12b) State \$

\$0

1.2.10.2. (13)DISTRICT BALANCE NEEDED TO COMPLETE THIS PROJECT \$

\$4,680,907

1.2.10.3. Anticipated Source

1.2.10.4. Anticipated Date Available (format mm/dd/yyyy)

Yes

1.2.10.5. Waiver Application Select answer...Yes/No

1.2.10.5.1. If Yes, please complete the Waiver Application

# PSCOC/PSFA Site Visit Report

## School District

## School

**Capital Outlay Year:** 2013-2014

**Report Date:** June 13, 2013

**Date of Visit:** May 28, 2013

**PSFA RM:** Jorge Au III

**PSFA Staff:** Tim Berry & Travis Coker

**District Representative:** Eric Ahner, Director

**Other Attendees:** Harry Browne – Business Manager

### Application Schools (13-14):

**Rank:** 46

**School:** Aldo Leopold State  
Charter

**# Students:** 79 **Grades:** 9-12

**# Students:** 50 **Grades:** 6-8

|                           |                     |                  |                  |          |
|---------------------------|---------------------|------------------|------------------|----------|
| <b>Permanent Sq. Ft.:</b> | <u>10,800</u>       | <b>Portable</b>  | <b>Sq. Ft. :</b> | <u>0</u> |
| <b>Total Estimated</b>    |                     | <b>Ready-to-</b> |                  |          |
| <b>Project Cost:</b>      | <u>9,000,000.00</u> | <b>Bid Date:</b> |                  | <u></u>  |

### Ranking of District's Other Schools in top 100

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**District's Priority 1 Request:** Contract with Design Professional for planning, design, and assessment services to lay the groundwork for construction of new facility. Aldo Leopold is a state-authorized charter school that will expand to offer grades 6-8 as well as its current 9-2 in school year 2013-14. The school is in discussions with Western New Mexico University to enter into a long-term land lease. Architectural services are needed to plan for a new facility on that land.

**Number of Students to be Served:** 210      **Grade Levels Requested:** 6 - 12

**PSFA Consensus Recommendations:** NMPSFA staff recommend the award of a feasibility study to consider the different sites and cost options associated with Aldo/Leopold relocating to another site. The feasibility study will consider proposed sites, funding requirements, to meet adequacy standards, and financing options. The existing Aldo Leopold Charter School is housed in a leased facility that is privately owned.

The current Aldo Leopold site is in fair condition, but the current spaces do not promote the basic premises of the education program. According to the Ed-Spec/FMP for Aldo Leopold that was completed in 2012, "The School's instructional program is founded upon inquiry based learning – both

in the classroom and in the field (Planning and More, 2012). The current facility has no kitchen or gym and the students either have to bring lunch, leave for lunch, and get their physical education through the off-site activities.

In addition, the existing facility current houses grades 9-12, but portables will be required to be placed on the site in order to house the 6-8 grades that will be starting the 2013-2014 school year. The site is extremely tight and located on a busy state highway. The middle school will open with a cap of 50 students with expansion to 90 in future years. An enrollment lottery has already been held for the fifty spots with a waiting list of 20.

**Alternative Project Options:** In order to comply with the 2015 deadline to be in a publically-owned space or meet one of the exceptions, Aldo Leopold has 3 different options which could be considered.

- Lease with option to purchase, including necessary landlord improvements, to convert an existing facility at 301 W. College Avenue that is approximately 15,000 sq. ft. The existing square footage may not be sufficient to accommodate the additional middle school students, but location near WNMU campus offers convenience to attend classes on campus for required concurrent enrollment.
- Enter into a lease with option to purchase with a developer or WNMU to construct new facility on 10 – 12 acres of WNMU property next to Police Academy that is currently undeveloped.
- Negotiate with Silver Consolidated School District for use of existing, District facilities.

**Master Plan: 2012-2017** – The school’s Facilities Master Plan/Educational Specifications (FMP/Ed Specs) are dated 2012-17 making them current. The FMP/Ed Specs prioritize a new facility, however, it also includes projects that it needs to implement if it stays in the current space. The FMP/Ed Specs suggest that a new facility could cost \$4,835,000 for a facility 20,295 GSF in size.

The FMP/Ed Specs base the need for 20,925 GSF on a school serving grades 9<sup>th</sup> – 12<sup>th</sup> and with the enrollment cap of 120 students. At the time of adoption and in subsequent conversations with the school, PSFA understands that the school is exploring adding middle school grades, which will add an additional 90 students to the enrollment. PSFA informed the school that if it does add these grades, it will need to update its FMP/Ed Specs.

Some of the projects that the school would like to implement in the event it stays in the existing facility include:

- Expansion and improvement science laboratory and science classroom space in conjunction with the school’s science focus.
- Outdoor learning space in conjunction with the school’s emphasis on the natural environment.
- The FMP/Ed Spec’s estimated project total cost of these improvements equals \$28,400.00

The school has informed PSFA that it has asked both the Silver Consolidated School District and Western New Mexico University if either entity has space in any of its facilities to house the school. While neither has the space in existing facilities, WNMU is working with the school to locate on University property. The school favors a relationship with WNMU since it would like to partner with the university on curriculum and programmatic aspects of its program.

#### **Maintenance Assessment:**

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report: The Charter schools are not provided the Facility Information Management System.**

○ **Maintenance Direct (MD) Score: Not Applicable**

- **Work Order Backlog:** N/A

**Transaction Rate:** N/A

**Comments:** The School does not use a Computerized Maintenance Management System (CMMS) and does not have a FIMS account.

○ **Preventive Maintenance Direct (PMD) Score: Not Applicable**

- **PM Cost Ratio:** N/A

**PM Completion Rate:** N/A

**Comments:** The School does not use a Computerized Maintenance Management System (CMMS) and does not have a FIMS account.

○ **Utility Direct (UD) Score: Not Applicable**

**Comments:** The School does not use a Computerized Maintenance Management System (CMMS) and does not have a FIMS account.

☐ **PM Planning Status Rating: Rating Poor, A formal Preventive Maintenance Plan has not been created.**

☐ **FMAR Rating (District Sample Average 2013): 39.47 % - Poor**

- **Minor Deficiencies: 1:** Fire Protection Systems
- **Major Deficiencies: 5:** Grounds Systems / Walls & Finishes / Electrical Distribution / Equipment Rooms / Plumbing & water heaters

☐ **District Staffing Plan:** This information is not available for the Aldo Leopold School Site.

**Summary:** The district is not Performing to NM Statute 22-24-5.3 (PM Planning), and is not able to performing to NM Statute 22-24-5.5 (FIMS Use) as they are not provided FIMS service. An energy management plan is not available.

**Recommended Recovery Plan:**

- ☐ Establish the required Preventive Maintenance Plan per NM Statute 22-24-5.3 with a written plan to meet statute guidelines.
- ☐ Develop a written equipment inventory to support PM plan.
- ☐ Develop a District Staffing Plan Recommendation through the PSFA.

**Other Notes Regarding Application:**

# **Reserve School District**



Updated 05/10/13.

## Reserve Independent Schools

|                               |               |
|-------------------------------|---------------|
| Superintendent: Loren Cushman |               |
| District Phone: 575-533-6241  |               |
| PSFA Managers(s): Jorge Au    |               |
| Phone: 575-358-2766 ;         |               |
| Email: jau@nmpsfa.org         |               |
| State/District Share 2012:    | 19 / 81       |
| Property Valuations:          | \$ 42,675,935 |
| Bonding Capacity:             | \$ 2,560,556  |
| Bonds Outstanding:            | \$            |
| Available Capacity:           | \$ 2,560,556  |
| Percent Indebtedness:         | .0%           |
| Impact Aid District?          | False         |
| HB33 Levy (Years):            |               |
| HB33 Mills:                   |               |
| SB 9 State Distribution:      |               |

Enrollment (40<sup>TH</sup> day 2012): 156

|                                |              |
|--------------------------------|--------------|
| Master Plan Disposition:       | CURRENT      |
| Maintenance Plan Disposition:  | CURRENT      |
| 2012 District Audit Submitted: | No           |
| # Findings:                    |              |
| Opinion:                       | Not Received |

|                          |                     |
|--------------------------|---------------------|
| Total DCP Awards:        | \$ 1,578,053        |
| DCP Roof Awards:         | \$                  |
| Lease Assistance Awards: | \$                  |
| PSCOC Awards:            | \$ 185,070          |
| <b>GRAND TOTAL:</b>      | <b>\$ 1,763,123</b> |

## PSCOC Awards Summary

|           |                                   | \$185,070   | \$25,895       | \$210,965 |
|-----------|-----------------------------------|-------------|----------------|-----------|
| Project # | Project Name                      | State Share | District Share | Total     |
| E05-002   | Glenwood Elementary School        | \$50,000    | \$0            | \$50,000  |
| E11-001   | Reserve Emergency                 | \$95,000    | \$0            | \$95,000  |
| M07-023   | Master Plan Award                 | \$18,000    | \$0            | \$18,000  |
| M11-015   | Facility Master Plan              | \$10,070    | \$25,895       | \$35,965  |
| E13-002   | Reserve Fire Alarm & Gym Entrance | \$12,000    | \$0            | \$12,000  |



## DISTRICT FAST FACTS 2012

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*Updated 05/10/13.*

## Reserve / Reserve Combined School

|                         | Category: 1<br>Adequacy<br>Life, Safety,<br>Health<br>Weight: 3.5 | Category: 2<br>Potential<br>Mission<br>Impact/Degraded<br>Weight: 1.5 | Category: 3<br>Mitigate<br>Additional<br>Damage<br>Weight: 2 | Category: 4<br>Beyond<br>Expected<br>Life Weight:<br>0.25 | Category: 5<br>Grandfathered or<br>State/District<br>Recommended Weight:<br>0.5 | Category: 6<br>Adequacy<br>Facility<br>Weight: 1 | Category: 7<br>Adequacy<br>Space<br>Weight: 3 | Category: 8<br>Adequacy<br>Equipment<br>Weight: 0.5 | Category: 9<br>Normal/Within Life Cycle<br>Weight: 0.25 |
|-------------------------|---|---|--|---|---|--|---|---|---|
| Facility Name           |   |   |  |   |   |  |   |   |   |
| Reserve Combined School | \$373,982   | \$53,370  | \$3,257,642  | \$2,607,158   | \$98,142  | \$0  | \$24,518                                      | \$0   | \$1,932,750   |

### Rank History

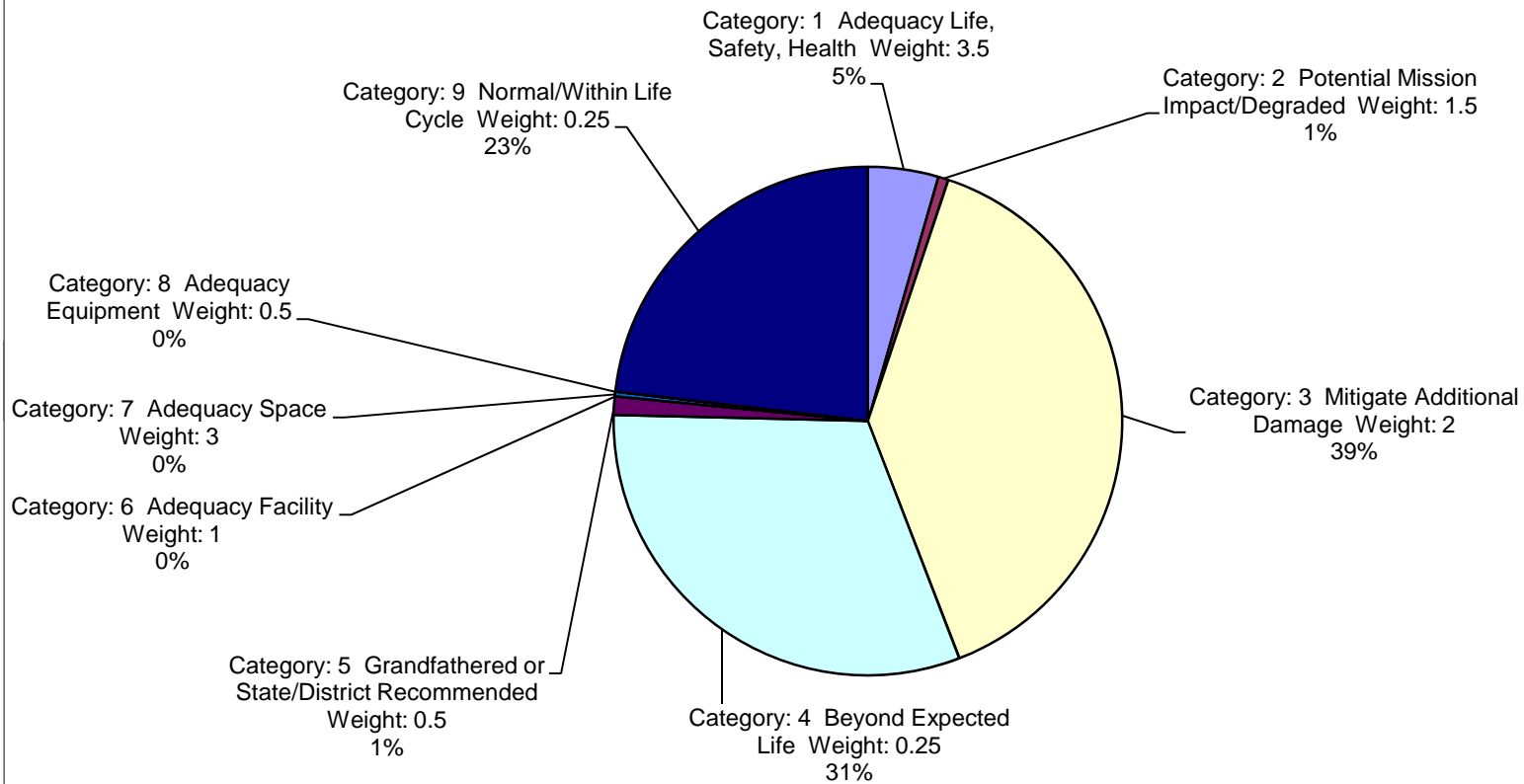
|           | Rank Position | wNMCI  |
|-----------|---------------|--------|
| Current   | 21            | 59.02% |
| 2012-2013 | 20            | 57.11% |
| 2011-2012 | 11            | 77.89% |
| 2010-2011 | 13            | 65.40% |
| 2009-2010 | 27            | 67.51% |
| 2008-2009 | 360           | 32.79% |
| 2007-2008 | 329           | 33.32% |
| 2006-2007 | 115           | 57.67% |
| 2005-2006 | 194           | 52.45% |

Notes:

Data Sources: Student Count: PED Certified 40-day Enrollment  
 Gross Area, Year Built, Growth Factor: FAD  
 Rank Position: 2013-2014 wNMCI Rank Report  
 Category Figures: FAD  
 Rank & wNMCI History: FAD

Last Field Assessment: 1/15/2009

**Reserve Combined School**  
Rank Position: 21  
Growth Factor: 1  
Student Count: 146  
Gross Area: 90,992 SF  
Year Built: 1959, 1965, 1966, 1977,  
1989, 2006



**STATEMENT OF ANTICIPATED CONSTRUCTION FUNDING / EXPENSES:**

This form is part of the district's facility planning process. The estimated costs shown on this sheet should include all costs associated with your project. (Include prior year funds as well as all costs included in the current application.)

Before you get started please review:

Statewide Adequacy Standards Document

PSFA Educational Specification Resource Document

PSFA Education Specification Checklist located at [www.nmpsfa.org](http://www.nmpsfa.org) – Facility Planning Portal

If the Educational Specifications are completed for this project request, you may skip this worksheet. Please upload the Educational Specifications in e-Builder and proceed to the Funding Commitments worksheet.

|  |             |
|--|-------------|
| 1. Number of students to be served / Design Capacity                               | 147         |
| 1.1. Grade levels affected:  |             |
| 1.1.1. From grade  | K           |
| 1.1.2. To grade  | 12          |
| 1.2. (a) Land acquisition and offsite infrastructure improvements for this project |             |
| *Note: These costs not eligible for PSCOC participation.                           |             |
| 1.2.1. Amt. in acres   | 0           |
| 1.2.2. Cost per Acre   | \$0         |
| 1.2.2.1. Price of Land   | \$0         |
| 1.2.3. Offsite Infrastructure cost   | \$0         |
| 1.2.3.1. Please describe:  |             |
| 1.2.3.2. Price of Land and Offsite Improvements                                    | \$0         |
| 1.3. (b) Site Work:  |             |
| 1.3.1. Grading, drainage, and landscaping  | \$87,000    |
| 1.3.2. Utilities   | \$50,000    |
| 1.3.3. Paving, parking, sidewalks, etc.  | \$300,000   |
| 1.3.4. Playing Fields  | \$0         |
| 1.3.5. Other   |             |
| 1.3.5.1. Please describe:  |             |
| 1.3.5.2. Other amount  | \$0         |
| 1.3.5.2.1. TOTAL SITE WORK COSTS:  | \$437,000   |
| 2. (c) General Classroom Space (Math, Language Arts, Social Studies, etc)          |             |
| 2.1. Classrooms (new)  |             |
| 2.1.1. # of Rooms  | 15          |
| 2.1.2. Total Sq. Ft  | 26,691      |
| 2.1.3. Cost/Sq. Ft.  | \$220       |
| 2.1.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$5,872,020 |
| 2.2. Classrooms (renewal/renovation)   |             |
| 2.2.1. # of Rooms  | 10          |
| 2.2.2. Total Sq. Ft.   | 0           |
| 2.2.3. Cost/ Sq. Ft.   | \$0         |

Requested Project Priority 1

|           |   |             |
|-----------|---|-------------|
| 2.2.3.1.  | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 2.2.3.1.1 | Total General Classroom Space                                     | \$5,872,020 |
| 3.        | (d) Specialty Classrooms  |             |
| 3.1.      | Science (new)   |             |
| 3.1.1.    | # of Rooms  | 0           |
| 3.1.2.    | Total Sq. Ft.   | 0           |
| 3.1.3.    | Cost/Sq. Ft.  | \$0         |
| 3.1.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.2.      | Science (renewal/renovation)                                      |             |
| 3.2.1.    | # of Rooms  | 0           |
| 3.2.2.    | Total Sq. Ft.   | 0           |
| 3.2.3.    | Cost/Sq. Ft.  | \$0         |
| 3.2.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.3.      | Special Education (new)   |             |
| 3.3.1.    | # of Rooms  | 0           |
| 3.3.2.    | Total Sq. Ft.   | 0           |
| 3.3.3.    | Cost/Sq. Ft.  | \$0         |
| 3.3.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.4.      | Special Education (renewal/renovation)                            |             |
| 3.4.1.    | # of Rooms  | 2           |
| 3.4.2.    | Total Sq. Ft.   | 1,500       |
| 3.4.3.    | Cost/Sq. Ft.  | \$220       |
| 3.4.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$330,000   |
| 3.5.      | Art Education (new)   |             |
| 3.5.1.    | # of Rooms  | 0           |
| 3.5.2.    | Total Sq. Ft.   | 0           |
| 3.5.3.    | Cost/Sq. Ft.  | \$0         |
| 3.5.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.6.      | Art Education (renewal/renovation)                                |             |
| 3.6.1.    | # of Rooms  | 0           |
| 3.6.2.    | Total Sq. Ft.   | 0           |
| 3.6.3.    | Cost/Sq. Ft.  | \$0         |
| 3.6.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.7.      | Career Education (new)  |             |
| 3.7.1.    | # of Rooms  | 0           |
| 3.7.2.    | Total Sq. Ft.   | 0           |
| 3.7.3.    | Cost/Sq. Ft.  | \$0         |
| 3.7.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.8.      | Career Education (renewal/renovation)                             |             |
| 3.8.1.    | # of Rooms  | 0           |
| 3.8.2.    | Total Sq. Ft.   | 0           |
| 3.8.3.    | Cost/Sq. Ft.  | \$0         |
| 3.8.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.9.      | Technology Aided Instruction (Computer Labs) (new)                |             |
| 3.9.1.    | # of Rooms  | 0           |
| 3.9.2.    | Total Sq. Ft.   | 0           |
| 3.9.3.    | Cost/Sq. Ft.  | \$0         |
| 3.9.4.    | Total Sq. Ft. * Cost/Sq. Ft.                                      | \$0         |
| 3.10.     | Technology Aided Instruction (Computer Labs) (renewal/renovation) |             |

Requested Project Priority 1

|   |           |
|---|-----------|
| 3.10.1. # of Rooms  | 0         |
| 3.10.2. Total Sq. Ft.                                       | 0         |
| 3.10.3. Cost/Sq. Ft.  | \$0       |
| 3.10.4. Total Sq. Ft. * Cost/Sq. Ft.                        | \$0       |
| 3.10.4.1.1. Total Specialty Classrooms                      | \$330,000 |
| 4. (e) Physical Education Space                             |           |
| 4.1. P.E. (new)   |           |
| 4.1.1. # of Rooms   | 0         |
| 4.1.2. Total Sq. Ft.  | 0         |
| 4.1.3. Cost/Sq. Ft.   | \$0       |
| 4.1.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 4.2. P.E. (renewal/renovation)                              |           |
| 4.2.1. # of Rooms   | 0         |
| 4.2.2. Total Sq. Ft.  | 0         |
| 4.2.3. Cost/Sq. Ft.   | \$0       |
| 4.2.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 4.2.4.1.1. Total Physical Education Space                   | \$0       |
| 5. (f) Library/Media Space                                  |           |
| 5.1. Library/Media Center (new)                             |           |
| 5.1.1. # of Rooms   | 0         |
| 5.1.2. Total Sq. Ft.  | 0         |
| 5.1.3. Cost/Sq. Ft.   | \$0       |
| 5.1.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 5.2. Library/Media Center (renewal/renovation)              |           |
| 5.2.1. # of Rooms   | 0         |
| 5.2.2. Total Sq. Ft.  | 0         |
| 5.2.3. Cost/Sq. Ft.   | \$0       |
| 5.2.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 5.2.4.1.1. Total Library/Media Space                        | \$0       |
| 6. (g) Food Service Space                                   |           |
| 6.1. Food Services (Cafeteria/Kitchen) (new)                |           |
| 6.1.1. # of Rooms   | 0         |
| 6.1.2. Total Sq. Ft.  | 0         |
| 6.1.3. Cost/Sq. Ft.   | \$0       |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 6.1. Food Services (Cafeteria/Kitchen) (renewal/renovation) |           |
| 6.1.1. # of Rooms   | 1         |
| 6.1.2. Total Sq. Ft.  | 2,000     |
| 6.1.3. Cost/Sq. Ft.   | \$220     |
| 6.1.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$440,000 |
| 6.1.4.1.1. Total Food Service Space                         | \$440,000 |
| 7. (h) Other Areas  |           |
| 7.1. Restrooms (new)  |           |
| 7.1.1. # of Rooms   | 0         |
| 7.1.2. Total Sq. Ft.  | 0         |
| 7.1.3. Cost/Sq. Ft.   | \$0       |
| 7.1.4. Total Sq. Ft. * Cost/Sq. Ft.                         | \$0       |
| 7.2. Restrooms (renewal/renovation)                         |           |
| 7.2.1. # of Rooms   | 0         |

Requested Project Priority 1

|  |             |
|--|-------------|
| 7.2.2. Total Sq. Ft.   | 0           |
| 7.2.3. Cost/Sq. Ft.  | \$0         |
| 7.2.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 7.2.4.1.1. Total Other Areas   | \$0         |
| 8. (i) Support Facilities Space  |             |
| 8.1. Core/Commons (new)  |             |
| 8.1.1. # of Rooms  | 0           |
| 8.1.2. Total Sq. Ft.   | 0           |
| 8.1.3. Cost/Sq. Ft.  | \$0         |
| 8.1.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.2. Core/Commons (renewal/renovation)                                     |             |
| 8.2.1. # of Rooms  | 0           |
| 8.2.2. Total Sq. Ft.   | 0           |
| 8.2.3. Cost/Sq. Ft.  | \$0         |
| 8.2.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.3. Multipurpose (new)  |             |
| 8.3.1. # of Rooms  | 0           |
| 8.3.2. Total Sq. Ft.   | 0           |
| 8.3.3. Cost/Sq. Ft.  | \$0         |
| 8.3.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.4. Multipurpose (renewal/renovation)                                     |             |
| 8.4.1. # of Rooms  | 0           |
| 8.4.2. Total Sq. Ft.   | 0           |
| 8.4.3. Cost/Sq. Ft.  | \$0         |
| 8.4.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.5. Other (new)   |             |
| 8.5.1. # of Rooms  | 0           |
| 8.5.2. Total Sq. Ft.   | 0           |
| 8.5.3. Cost/Sq. Ft.  | \$0         |
| 8.5.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.6. Other (renewal/renovation)  |             |
| 8.6.1. # of Rooms  | 0           |
| 8.6.2. Total Sq. Ft.   | 0           |
| 8.6.3. Cost/Sq. Ft.  | \$0         |
| 8.6.4. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.7. Tare Space  |             |
| 8.7.1. Total Sq. Ft.   | 0           |
| 8.7.2. Cost/Sq. Ft.  | \$0         |
| 8.7.3. Total Sq. Ft. * Cost/Sq. Ft.  | \$0         |
| 8.7.4.1.1. Total Support Facilities Space                                  | \$0         |
| 9. TOTAL SQUARE FEET   | 28,191.00   |
| 10. TOTAL BUILDING COST  | \$6,642,020 |
| 11. TOTAL BUILDING COST/SQ. FT.  | \$235.61    |
| 12. MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC) (MACC does not include tax) | \$7,079,020 |
| 13. Local gross receipts tax rate on construction of %                     | 7.250%      |
| 14. Local gross receipts tax amount \$                                     | \$513,229   |
| 15. TOTAL MACC COST/SQ. FT. WITHOUT NMGR                                   | \$251.11    |

Requested Project Priority 1

|  |             |
|--|-------------|
| 16. TOTAL CONSTRUCTION COST including tax                                    | \$7,592,249 |
| 17. (j) Services   |             |
| 17.1. Architect/Engineering fees % of MACC %                                 | 7.000%      |
| 17.1.1. Cost \$  | \$495,531   |
| 17.1.2. Reimbursable and other expenses as % of Architect/Engineering fees % | 0.800%      |
| 17.1.2.1. Cost \$  | \$56,632    |
| 17.2. Consultant fees % of MACC %  | 0.000%      |
| 17.2.1. Cost \$  | \$0         |
| 17.3. Surveys, soil tests, etc % of MACC %                                   | 0.200%      |
| 17.3.1. Cost \$  | \$14,158    |
| 17.4. Roofing Consultants % of MACC %  | 0.50%       |
| 17.4.1. Cost \$  | \$35,395    |
| 17.5. Performance Assurance Contractor (PAC) % of MACC %                     | 0.50%       |
| 17.5.1. Cost \$  | \$35,395    |
| 17.6. Subtotal of fees and testing \$  | \$637,112   |
| 17.6.1. Gross Receipts Tax Rate on services %                                | 7.563%      |
| 17.6.1.1. Tax amount on services \$  | \$48,182    |
| 17.7. TOTAL FEES AND EXPENSES  | \$741,926   |
| 18. (k) Contingency  |             |
| 18.1. As a % of TOTAL CONSTRUCTION COST including tax                        | 4.000%      |
| 18.1.1. Total Contingency \$   | \$303,690   |
| 19. (l) Furniture and Equipment  |             |
| 19.1. As a % of TOTAL CONSTRUCTION COST including tax %                      | 0.000%      |
| 19.1.1. Total Furniture and Equipment \$                                     | \$0         |
| TOTAL PROJECT COST (Including land and offsite infrastructure)               | \$8,637,864 |

# PSCOC/PSFA Site Visit Report

## Reserve

### Reserve Combination School

---

Capital Outlay Year: 2013-2014

Report Date: June 13, 2013

Date of Visit: May 29, 2013

PSFA RM: Jorge Au III

PSFA Staff: Tim Berry, Travis Coker

District Representative: Bill Green

Other Attendees:

Application Schools (13-14):

Rank: 20

School: Reserve Combination  
School

# Students:140 Grades: K-12

|                                  |               |                        |   |
|----------------------------------|---------------|------------------------|---|
| Permanent Sq. Ft.:               | 90,992        | Portable<br>Sq. Ft. :  | 0 |
| Total Estimated<br>Project Cost: | \$8,700,00.00 | Ready-to-<br>Bid Date: |   |

---

| Ranking of District's Other Schools in top 100 |  |
|--|--|
| Glenwood ES                                    |  |
|  |  |
|  |  |

#### District's Priority 1 Request:

Planning and design funds to renovate/replace various facilities of the combined school to adequacy.

Number of Students to be Served: 140      Grade Levels Requested: K - 12

\_\_\_\_\_

**PSFA Consensus Recommendations:** NMPSFA staff recommend award of planning and design to begin with Educational Specifications to determine school's programming and space needs. The Ed-Spec procurement could possibly be accomplished in conjunction with other Districts (Lordsburg) to be more economical. The current facility is over-sized for the current enrollment by approximately 2/3 with spaces that are inefficient. It is unclear at this point which option (renovation, replacement) would best fit the financial capabilities of the Reserve District, and it is anticipated that the Ed-Spec process will help identify and guide the State and District's decision towards a project that will yield the best value and longevity.

The existing MS/HS building (grades 7-12) was constructed in the 1960s with a new gym addition and science labs added around 1990. The ES building (grades K-6) was originally constructed in 1977 with a remodel/addition in 1989. A new vo-ag/metal shop was recently constructed. The majority of the systems in both facilities has outlived their useful life and requires replacement.

The District is considering asking voters to bond to capacity (\$2.68 million) to possibly qualify for consideration of a partial waiver from the PSCOC. The District has not successfully passed a GOB bond in several years, but did pass a 2 mill levy in February 2013 that affords them \$50K to \$60K annually to begin catching up on many years of deferred maintenance.

### **Alternative Project Options:**

Demolition of old outdated building(s) and build new combined school facility within the PSFA adequacy standards, but still maintaining a separate ES building.

- Option 1 – Demolish entire site with consideration for certain buildings (Gym, secondary Gym, VoAg) and build a new combination school (2 buildings for Elem. & H.S.) to fit the current and future needs of the District.
- Option 2 – Demolish old Elem. Building, Old High School wing, add new High School wing, add new Elem. Wing, and renovate current High School to adequacy with grandfathered spaces in mind. Leave new addition by old elementary for admin offices?
- Option 3 – No demolition/ renovation to adequacy
- Option 4 – Only \$2 million worth of renovations

### **Master Plan: Updated and approved by PSFA. 2012 – 2017**

**The Reserve Municipal School District Facilities Master Plan is dated 2012-17 making it current.** The FMP identifies several projects including systems repair, asbestos replacement, structural repair, and maintenance related projects. At the time of FMP development, the District was concerned that it would not be able to raise the local match required for larger-scale capital projects. As a result, this specific project is not identified as a need for the District.

The Reserve Combined School has significantly more capacity than students. Renovation of the campus must take this into account to size the school appropriately. As the projections in the FMP suggest, the District is likely to experience a flat enrollment pattern and does not anticipate growth.

## Maintenance Assessment:

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating: Poor**
  - **Maintenance Direct (MD) Score: 1.0 out of 3.0 (Non User)**
    - **Work Order Backlog: 0%** **Transaction: 0%****Comments: No progress in this module of FIMS.**
  - **Preventive Maintenance Direct (PMD) Score: 1.5 out of 3.0 (Non User)**
    - **PM Cost Ratio: 0 %** **PM Completion Rate: 0 %****Comments: No progress in this module of FIMS.**
  - **Utility Direct (UD) Score: 2.0 out of 3.0**  
**Comments: The district t has current and historical data and is ready for implementing an Energy management Plan.**
- ☐ **PM Planning Status: Not Current. Last updated May 1, 2012**
- ☐ **FMAR (Glenwood): 36.63 % -Poor**
  - **Minor Deficiencies: 2: Fire Protection Systems, Windows,**
  - **Major Deficiencies: 4: Playgrounds, Sidewalks, Roof/flashing/gutters, Walls/floors/ ceilings**
- ☐ **District Staffing Plan: As of 2012, the district is staffed to 100% of the recommended American School and University (ASU) level.**

**Summary:** Not performing to NM Statute 22-24-5.3 or NM Statute 22-24-5.5. New leadership at the district but no planning or implementation has occurred to address statute.

## Recommended Recovery Plan:

- Recommend Superintendent Green consider use of the state provided resources to include FIMS, PM Planning and consultative services to develop sustainable program.

## Other Notes Regarding Application:

# **Awards Subcommittee Report**

# **Additional Funding/Emergency/Award Language Requests**

**Cobre**  
**Bayard ES**  
**Phase II Construction**



STATE OF NEW MEXICO  
PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL  
PUBLIC SCHOOL FACILITIES AUTHORITY

SUSANA MARTINEZ  
GOVERNOR

DAVID ABBEY  
PSCOC CHAIR

ROBERT A. GORRELL  
PSFA DIRECTOR

PSCOC ADDITIONAL FUNDING REQUEST

DATE: 6/6/13 REQUEST TYPE: ☒ Out-of-cycle ☐ Waiver ☐ Advance ☐ Emergency ☐ Cost Overrun

**NOTE:** Districts must complete and submit the Statement of Financial Position on Page 2. of this Funding Request and be signed by the district bond advisor. **Read INSTRUCTIONS at the end of the application for additional criteria for emergency funding and local match waiver eligibility.** Incomplete applications will be returned to the district and may delay action by the Council.

SCHOOL DISTRICT: Cobre Consolidated Schools

PSCOC PROJECT #: P11-003 (If Emergency, write "Emergency")

PROJECT NAME: Bayard Elementary School

ENROLLMENT: 266

DESIGN CAPACITY: 312

DESCRIPTION OF REQUEST: Request Phase 2 construction funding to bring entire school to adequacy. This scope of work includes infrastructure ,electrical, HVAC, roof, site work, drainage, paving, and renovation of the existing building.

| Line | CURRENT PSCOC AWARD INFORMATION                                       | TOTAL                  | STATE TO ADEQUACY    | DISTRICT TO ADEQUACY |
|------|---|------------------------|----------------------|----------------------|
| 1    | Project Costs up to Adequacy (est.)                                   | \$ 1,031,072.00        | \$ 587,711.00        | \$ 443,361.00        |
| 2    | Appropriation Offset  | \$ -                   | \$ -                 | \$ -                 |
| 3    | Waiver ###/###/###  | \$ -                   | \$ -                 | \$ -                 |
| 4    | Supplemental Award ###/###/###  | \$ -                   | \$ -                 | \$ -                 |
| 5    | <b>Subtotal Project Costs to Adequacy after Waiver &amp; Offsets:</b> | <b>\$ 1,031,072.00</b> | <b>\$ 587,711.00</b> | <b>\$ 443,361.00</b> |
| 6    | Above Adequacy Project Costs (est.)                                   | \$ -                   | \$ -                 | \$ -                 |
| 7    | Local Match Advance ###/###/###                                       | \$ -                   | \$ -                 | \$ -                 |
| 8    | <b>ADJUSTED TOTAL BUDGET (USES)</b>                                   | <b>\$ 1,031,072.00</b> | <b>\$ 587,711.00</b> | <b>\$ 443,361.00</b> |

| Line | ADDITIONAL FUND REQUEST (COST OVERRUN)                |                         |                         |
|------|---|-------------------------|-------------------------|
| 9    | Project Cost to Adequacy -estimated                   | \$ 11,312,832.00        |                         |
| 10   | Current Budget to Adequacy (Line 5)                   | \$ 1,031,072.00         |                         |
| 11   | <b>Estimated Funding Shortfall (Line 9 - Line 10)</b> | <b>\$ 10,281,760.00</b> |                         |
|      |   | <b>REQUEST</b>          | <b>MATCH PERCENTAGE</b> |
| 12   | TOTAL ADDITIONAL DISTRICT FUNDS REQUESTED             | \$ 4,421,157.20         | 43%                     |
| 13   | TOTAL ADDITIONAL STATE FUNDS REQUESTED                | \$ 5,860,602.80         | 57%                     |

| Line | ADDITIONAL FUND REQUEST (ADVANCE) |                 |
|------|-----------------------------------|-----------------|
| 14   | Request                           | \$ 2,500,000.00 |

School Board President  
(Required)

9/19/2012  
Date

School District Superintendent  
(Required)

9/19/2012  
Date

Signatories certify that, to the best of their knowledge, the information contained in the application herein is complete and accurate.

# STATEMENT OF FINANCIAL POSITION

(Required for all funding requests)

|  | Line |  | District             | PED (to be completed by PED staff) |
|--|------|--|----------------------|------------------------------------|
| <b>Bonding</b>                         | 1    | Final Assessed Total Property Valuation (Year 2012)                | \$ 153,237,793.00    | \$ -                               |
|  | 2    | Preliminary 80th & 120th MEM (#### School Year)                    | \$ -                 | \$ -                               |
|  | 3    | Value per MEM  | \$ -                 | \$ -                               |
|  | 4    | Bonds Outstanding (as of date of this application)                 | \$ 10,275,000.00     | \$ -                               |
|  | 5    | Percent (%) of Bond Capacity Used (as of date of this application) | 112.0%               |                                    |
|  | 6    | Projected Remaining Capacity (through end of current fiscal year)  | \$ -                 | \$ -                               |
| <b>Capital Improvements Act (SB-9)</b> | 7    | Final 40th day Program Units (2013 School Year)                    | \$ -                 | \$ -                               |
|  | 8    | Projected Local Tax (mills) (2013 School Year)                     | \$ 168,193.00        | \$ -                               |
|  | 9    | Projected SB-9 program guarantee (2013 School Year)                | \$ 326,707.00        | \$ -                               |
|  | 10   | Projected minimum guarantee (2013 School Year)                     | \$ 158,514.00        | \$ -                               |
|  | 11   | Projected final state match (2013 School Year)                     | \$ 158,514.00        | \$ -                               |
|  | 12   | Total SB-9 from state match and local taxes (2013 School Year)     | \$ 326,707.00        | \$ -                               |
|  | 13   | SB-9 funds carried over from prior years                           | \$ 125,233.00        | \$ -                               |
|  | 14   | <b>Total SB-9 funds available (as of date of this application)</b> | <b>\$ 133,530.00</b> | <b>\$ -</b>                        |

List the district's use or intended use of most recent general obligation bond approval (attach additional sheets as necessary).

| Project Funded Brief Description | Amount      |
|----------------------------------|-------------|
|                                  | \$ -        |
|                                  | \$ -        |
|                                  | \$ -        |
|                                  | \$ -        |
| <b>Total</b>                     | <b>\$ -</b> |

List the district's use or intended use of total SB-9 funds (attach additional sheets as necessary).

| Project Funded Brief Description                | Amount               |
|---|----------------------|
| Maintenance and repair of buildings and grounds | \$ 133,530.00        |
|   | \$ -                 |
|   | \$ -                 |
|   | \$ -                 |
| <b>Total</b>                                    | <b>\$ 133,530.00</b> |

Indicate what the projected available bonding capacity is over the next four years identifying retiring issuances, new bond issuances and property valuation projections.

| Year         | Amount          |
|--------------|-----------------|
| Current Year | \$ -            |
| Year 1       | \$ -            |
| Year 2       | \$ 869,267.00   |
| Year 3       | \$ 1,919,267.00 |
| Year 4       | \$ 2,994,267.00 |

Fiscal Year of most recent audit submitted  
and accepted by State Auditor: 2011

## TO BE COMPLETED BY SCHOOL DISTRICT BOND ADVISOR

|  |            |
|--|------------|
| Statement of Financial Position reviewed for completeness and accuracy by: |            |
| (Signed) _____   | Date _____ |
| (Print Name) _____   |            |
| (Title) _____  |            |
| (Company) _____  |            |

## TO BE COMPLETED BY PUBLIC EDUCATION (PED) STAFF

|  |            |
|--|------------|
| Statement of Financial Position reviewed for completeness and accuracy by: |            |
| (Signed) _____   | Date _____ |
| (Print Name) _____   |            |
| (Title) _____  |            |

**ADDITIONAL  
INFORMATION:**

Current additional funding request is based on actual cost proposal from the selected contractor through the RFP process.

**PSFA STAFF  
RECOMMENDATION:**

PSFA staff recommends that the PSCOC approve the state funding request totaling \$8,360,602 as requested to complete Phase II construction to adequacy. (District advance \$2,500,000 plus state match \$5,860,602)  
Please note the district has in place \$1,921,157 of their required \$4,421,157 District funding.

\_\_\_\_\_  
PSFA Regional Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSFA Senior Facilities Manager

\_\_\_\_\_  
Date

**SUBCOMMITTEE REVIEW DATE:** 6/11/13

☒ **Approve Recommendation**

☐ **Reject Recommendation**

**COMMENTS:** Approved as recommended.

\_\_\_\_\_  
PSFA Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSCOC Awards Subcommittee Chair

\_\_\_\_\_  
Date

**PSCOC REVIEW DATE:** \_\_\_\_\_

☐ **Approve Motion**

☐ **Reject Motion**

**MOTION:**

**ACTION:**

**PUBLIC SCHOOL FACILITIES AUTHORITY****EXHIBIT B**

**Bayard ES**  
**Bayard N.M.**

**Cobre Consolidated School District**

**PREPARED BY: Jorge Au III**  
**ESTIMATE DATE Updated 5-29-13**

**PROJECT SUMMARY**

| DESCRIPTION                                       | PSFA - District    | TOTAL Project to Adequacy | REMARKS |
|---|--------------------|---------------------------|---------|
| <b>ESTIMATE OF MACC:</b>                          |                    |                           |         |
| SUBTOTAL OF CONSTRUCTION COSTS                    |                    | <b>\$8,794,514.00</b>     |         |
| NMGR T ON CONSTRUCTION COSTS                      | <b>7.250%</b>      | \$637,602.27              |         |
| <b>TOTAL OF CONSTRUCTION COSTS</b>                |                    | <b>\$ 9,432,116</b>       |         |
| <b>PROFESSIONAL SERVICES &amp; INDIRECT COSTS</b> |                    |                           |         |
| DESIGN SERVICES MACC*                             | <b>\$9,500,000</b> |                           |         |
| DESIGN SERVICES % FEE*                            | <b>7%</b>          | \$665,000.00              |         |
| REIMBURSABLE EXPENSES*                            |                    | \$115,379.00              |         |
| OWNER CONSULTANTS**ROOF                           |                    | \$65,000.00               |         |
| OWNER CONSULTANTS**CIVIL                          |                    | \$82,120.00               |         |
| OWNER CONSULTANTS **PAC                           |                    | \$71,157.00               |         |
| GEO-TECH  |                    |                           |         |
| CONCRETE & STRUCTURAL                             |                    |                           |         |
| TEST & BALANCE                                    |                    |                           |         |
| HAZARDOUS MATERIAL - ASBESTOS                     |                    | \$214,000.00              |         |
| REMEDIATION                                       |                    |                           |         |
| FF&E  |                    |                           |         |
| DEMOLITION  |                    |                           |         |
| OTHER (POE)                                       |                    | \$35,000.00               |         |
| OTHER   |                    |                           |         |
| <b>SUBTOTAL OF INDIRECT COSTS</b>                 |                    | <b>\$1,247,656.00</b>     |         |
| NMGR T ON INDIRECT COSTS                          | <b>7.563%</b>      | \$94,353.99               |         |
| <b>TOTAL OF INDIRECT COSTS</b>                    |                    | <b>\$ 1,342,010</b>       |         |
| <b>SUBTOTAL PROJECT COSTS</b>                     |                    | <b>\$ 10,774,126</b>      |         |
| CONTINGENCY                                       | <b>5%</b>          | \$ 538,706                |         |
| <b>OVERALL PROJECT BUDGET</b>                     |                    | <b>\$ 11,312,832</b>      |         |

Notes: Only enter dollars or percentages into yellow highlighted cells.

\* Per A&E Contract Documents or estimate of MACC, % Fee and Reimbursables

\*\* Consultants that would not be included in the A&E Contract

\*\*\* Testing that would be furnished by owner and not in construction costs

## Cobre Consolidated Schools

P.O. Box 1000  
Bayard, NM 88023-1000

Telephone 505-537-4010  
Fax 505-537-5455

September 10, 2012

Mr. Robert Gorrell, Director  
Public School Facilities Authority  
1312 Bashart, Suite 200 SE  
Albuquerque, NM 87104

Re: Bayard Elementary School P11-003 Bonding Availability

Dear Mr. Gorrell:

The purpose of this letter is to request to move forward for construction funding on the Bayard Elementary School project. The district would like to modify its previous request to ask for 50% advance for our portion of the construction funds. The request modification would be to pay back the advance by passing a bond in February of 2014 instead of 2013.

Recent information received by the district indicates a sizable devaluation in the Grant County tax base. This has been caused by the very low production that Freeport McMoran experienced a few years back. In speaking with Richard Peterson from Freeport-McMoran, this year's devaluation is a result of the last low production year they experienced. Not knowing this, the district thought that it could initially bond in 2013 in order to have the district's entire portion of the Bayard construction funds. With the new information, we now know that we will not be able to pass the bond until 2014. It would be the intent of the district to pay back the advance after passing the 2014 bond. Cobre has a previous track record with PSCOC and it is hopeful that this would be a consideration in this request for the advance.

Cobre Consolidated Schools has appreciated a long term relationship with PSFA with Snell Middle School, Hurley Elementary School and Central Elementary School and we are looking forward to completing the Bayard Elementary School project. If the district were granted the advance, it is anticipated that pending final approval of plans, construction could commence around March or April of 2013.

Thank you for your consideration.

Respectfully yours,



George Peru  
Superintendent (Interim)

Frank Cordova  
President

Freddie Rodriguez  
Vice- President

Frances Kelly  
Secretary

Frank Gomez  
Member

Ralph Sepulveda  
Member

December 14, 2012

Jorge Au

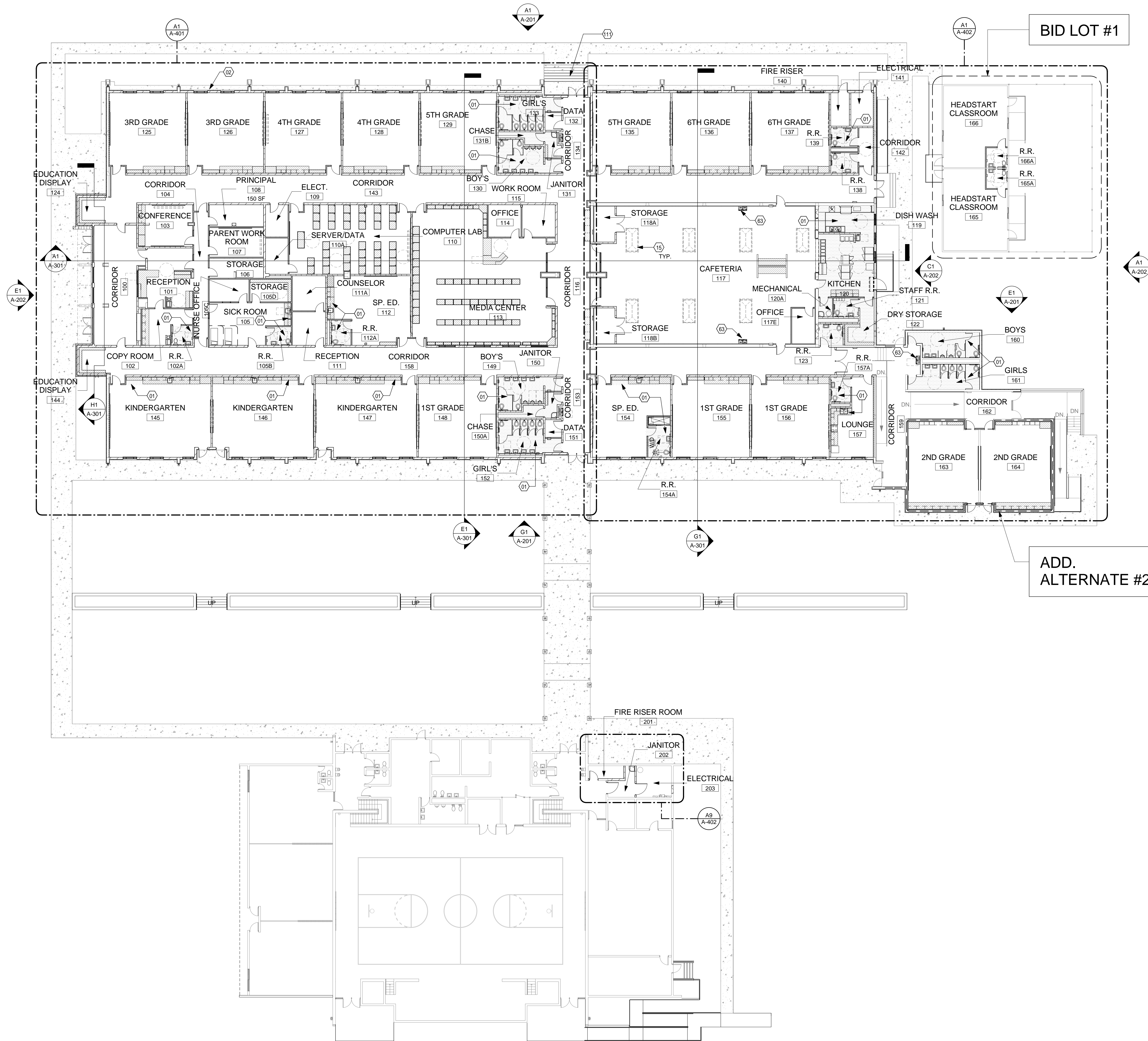
RE: BAYARD ELEMENTARY RENOVATIONS & ADDITION PROJECT DESCRIPTION  
Bayard, New Mexico

Bayard Elementary School is to have its existing building footprint renovated in order to bring it up to all current ADA Accessibility and New Mexico Administrative Codes along with all Public School Facilities Authority Adequacy Standards. This will include an upgrade to all site parking/drop off areas for pedestrian safety as well as positive traffic flow, a building envelope upgrade that includes an Electrical systems upgrade as well as HVAC systems upgrades to meet all current Energy Standards, efficient floor plan modifications to allow for a much better use of the existing facility for both students as well as for faculty and staff, a new Media Center that will be located in the center of the existing building that will allow for a centralized location, a new Computer Lab that will provide updated internet capabilities to allow for modern teaching and learning capabilities, a new fire protection upgrade that will include fire rated doors and walls as well as a new fire sprinkler system throughout the main building footprint, a new plumbing upgrade to ensure the existing facility is up to date with all plumbing fixtures and piping, a new playground layout that will provide a positive and safer area for students to receive exercise, and an upgrade to the property's draining system that will meet all current water retention standards as well as allow for a cleaner and safer site for all existing structures as well as all inhabitants.



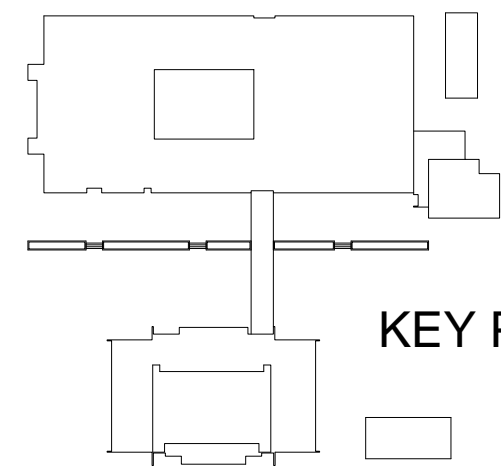
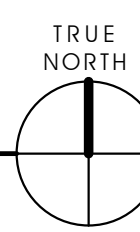
C:\Users\mgual\Documents\11105L-BAYARD ELEMENTARY SCHOOL RENOVATIONS & ADDITIONS\_mgual.rvt 3/27/2013 12:13:36 PM

**A1 OVERALL FLOOR PLAN**  
SCALE: 1/16" = 1'-0"



**KEYED NOTES**

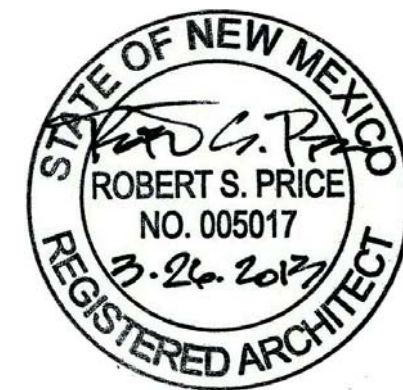
- 01 DOTTED HATCH PATTERN DENOTES REQUIRED CONCRETE INFILL. REFERENCE STRUCTURAL DRAWINGS. PROVIDE AND INSTALL NEW PLUMBING AND FLOOR SLOPES AS REQUIRED. REFERENCE PLUMBING DRAWINGS.
- 02 NEW CONCRETE APRON. REFERENCE CIVIL DRAWINGS.
- 15 PROVIDE AND INSTALL NEW SKYLIGHT AS SPECIFIED. REFERENCE DETAILS. FLASH PER ROOF MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING SIZE PRIOR TO SUBMISSION OF SHOP DRAWINGS.
- 63 ELECTRIC WATER COOLER AS SPECIFIED. REFERENCE PLUMBING DRAWINGS.
- 111 NEW CONCRETE STAIRS AS SPECIFIED. REFERENCE ENLARGED PLANS. PROVIDE AND INSTALL ACCESSIBLE STEEL HANDRAILS AS REQUIRED. REFERENCE SHEET A-502. REFERENCE CIVIL DRAWINGS.



**KEY PLAN**

**ASA ARCHITECTS**

P.O. Box 146  
Las Cruces, NM 88004  
P 505/527-3471  
F 505/527-3467  
www.asa-architects.com



**BAYARD ELEMENTARY SCHOOL -  
RENOVATIONS & ADDITIONS**  
for:  
**COBRE CONSOLIDATED SCHOOL DISTRICT**  
100 PARK STREET  
Bayard, NM 88023

| MARK | DATE | DESCRIPTION | ISSUE |
|------|------|-------------|-------|
| A1   |      |             | 1     |
| A2   |      |             | 2     |
| A3   |      |             | 3     |
| A4   |      |             | 4     |
| A5   |      |             | 5     |
| A6   |      |             | 6     |
| A7   |      |             | 7     |
| A8   |      |             | 8     |
| A9   |      |             | 9     |
| A10  |      |             | 10    |
| A11  |      |             | 11    |
| A12  |      |             | 12    |

PROJECT NO.: 11105L  
FILE NAME:  
DRAWN BY: Author  
CHECKED BY: Checker  
SHEET TITLE:

**OVERALL FLOOR PLAN**

SHEET NO:  
**A-101**



## District Maintenance Status 2013

District: **Cobre Consolidated School District**

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating: Satisfactory**
  - **Maintenance Direct (MD) Score: 1.5 out of 3.0 (Non-User)**
    - **Work Order Backlog: 63.95%**      **Transaction Rate: 42.86%**

**Comments:** The district is not capturing any contract costs and very few materials. Backlog is due to numerous PM work orders sitting in the pending status.
  - **Preventive Maintenance Direct (PMD) Score: 1.75 out of 3.0**
    - **PM Cost Ratio: 0%**      **PM Completion Rate: 43.40%**

**Comments:** The district has very low completion rate due to all the open and pending PM's. Some work orders are older than 45 days.
  - **Utility Direct (UD) Score: 2.0 out of 3.0**

**Comments:** The district has current and historical data in the system, recommend the development of an Energy Management Program.
- ☐ **PM Planning Status:** Current with a Good rating. The plan meets statute requirements.
- ☐ **FMAR :** No data available as of June 12, 2013
- ☐ **District Maintenance Staffing Plan:** As of 2012 the district is staffed to 66% of the American School and University (ASU) level.

**Summary:** The district is performing effectively to NM Statute 22-24-5.3, but not to NM Statute 22-24-5.5

### Recommended Recovery Plan:

- ☐ Reduce work order backlog and increase transactions in all areas (Labor, Materials and Contract costs)
- ☐ Improve the PM Completion Rate to above 95%.
- ☐ Implement the Meaningful Maintenance Metrics for continued improved performance.
- ☐ Develop and implement an Energy Management Plan

**Hatch**  
**Rio Grande ES**  
**Additional Funding**

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL**  
**PUBLIC SCHOOL FACILITIES AUTHORITY**

**SUSANA MARTINEZ**  
GOVERNOR

**DAVID ABBEY**  
PSCOC CHAIR

**ROBERT A. GORRELL**  
PSFA DIRECTOR

## PSCOC ADDITIONAL FUNDING REQUEST

**DATE:** 6/7/13 **REQUEST TYPE:** ☐ Out-of-cycle ☐ Waiver ☐ Advance ☐ Emergency ☒ Cost Overrun

**NOTE:** Districts must complete and submit the Statement of Financial Position on Page 2. of this Funding Request and be signed by the district bond advisor. **Read INSTRUCTIONS at the end of the application for additional criteria for emergency funding and local match waiver eligibility.** Incomplete applications will be returned to the district and may delay action by the Council.

**SCHOOL DISTRICT:** Hatch Valley Public Schools

PSCOC PROJECT #: R13-018 (If Emergency, write "Emergency")

**PROJECT NAME:** Rio Grande ES

**ENROLLMENT:** N/A

**DESIGN CAPACITY:** N/A

|                                |  |
|--------------------------------|--|
| <b>DESCRIPTION OF REQUEST:</b> | Requesting additional funds based on actual low bid of selected contractor. The additional cost is due to an error made in the calculation of the roofing square footage at the time of the original estimate (see additional information on page 2 of request). |
|--------------------------------|--|

| Line | CURRENT PSCOC AWARD INFORMATION                                       | TOTAL                | STATE TO ADEQUACY    | DISTRICT TO ADEQUACY |
|------|---|----------------------|----------------------|----------------------|
| 1    | Project Costs up to Adequacy (est.)                                   | \$ 700,000.00        | \$ 609,000.00        | \$ 91,000.00         |
| 2    | Appropriation Offset  | \$ -                 | \$ -                 | \$ -                 |
| 3    | Waiver ###/###/###  | \$ -                 | \$ -                 | \$ -                 |
| 4    | Supplemental Award ###/###/###  | \$ -                 | \$ -                 | \$ -                 |
| 5    | <b>Subtotal Project Costs to Adequacy after Waiver &amp; Offsets:</b> | <b>\$ 700,000.00</b> | <b>\$ 609,000.00</b> | <b>\$ 91,000.00</b>  |
| 6    | Above Adequacy Project Costs (est.)                                   | \$ -                 | \$ -                 | \$ -                 |
| 7    | Local Match Advance ###/###/###                                       | \$ -                 | \$ -                 | \$ -                 |
| 8    | <b>ADJUSTED TOTAL BUDGET (USES)</b>                                   | <b>\$ 700,000.00</b> | <b>\$ 609,000.00</b> | <b>\$ 91,000.00</b>  |

| Line | ADDITIONAL FUND REQUEST (COST OVERRUN)         |               |                  |
|------|--|---------------|------------------|
| 9    | Project Cost to Adequacy -estimated            | \$ 782,977.00 |                  |
| 10   | Current Budget to Adequacy (Line 5)            | \$ 700,000.00 |                  |
| 11   | Estimated Funding Shortfall (Line 9 - Line 10) | \$ 82,977.00  |                  |
|      |  | REQUEST       | MATCH PERCENTAGE |
| 12   | TOTAL ADDITIONAL DISTRICT FUNDS REQUESTED      | \$ 10,787.01  | 13%              |
| 13   | TOTAL ADDITIONAL STATE FUNDS REQUESTED         | \$ 72,189.99  | 87%              |

| Line | ADDITIONAL FUND REQUEST (WAIVER/ADVANCE/EMERGENCY) |
|------|--|
| 14   | Request  |

School Board President  
(Required)

Date \_\_\_\_\_

School District Superintendent  
(Required)

Date \_\_\_\_\_

Signatories certify that, to the best of their knowledge, the information contained in the application herein is complete and accurate.

**ADDITIONAL  
INFORMATION:**

Original request for funding was based on 35,620 square feet of roof replacement at an estimated \$19.65 per square foot for total project. An error was made when the information was submitted to PSFA for the roof project. The actual square footage is calculated to be at 41,700 square feet. The difference is 6,080 square feet of roof that was not accounted for in the initial request and was a miscalculation and oversight by the District and PSFA. The roof low-bid came in at \$567,254.00 for a total project cost of \$782,977.00 giving us a shortfall of \$82,977.00. The additional request will address the total project needs.

**PSFA STAFF  
RECOMMENDATION:**

PSCOC approve the request for additional state funds totaling \$ 72,189 (87%) to complete re-roofing to adequacy as originally intended. The District has their required matching funding totaling \$ 10,787 (13%).

\_\_\_\_\_  
PSFA Regional Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSFA Senior Facilities Manager

\_\_\_\_\_  
Date

**SUBCOMMITTEE REVIEW DATE:** 6/11/2013

☒ **Approve Recommendation**

☐ **Reject Recommendation**

**COMMENTS:** Approved as recommended.

\_\_\_\_\_  
PSFA Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSCOC Awards Subcommittee Chair

\_\_\_\_\_  
Date

**PSCOC REVIEW DATE:** \_\_\_\_\_

☐ **Approve Motion**

☐ **Reject Motion**

**MOTION:**

**ACTION:**

## PUBLIC SCHOOL FACILITIES AUTHORITY

## EXHIBIT B

Rio Grande ES  
Hatch, New Mexico

Hatch Valley Public Schools

PREPARED BY:  
ESTIMATE DATE:

Jorge Au III  
June 6, 2013

**PROJECT SUMMARY**

| DESCRIPTION  | 9/11/2012<br>ESTIMATED | TOTALS                           | ACTUAL              | REMARKS                            |
|--|------------------------|----------------------------------|---------------------|------------------------------------|
| <b>ESTIMATE OF MACC:</b>   |                        |                                  |                     |                                    |
| SUBTOTAL OF CONSTRUCTION COSTS   | \$473,300              | est. \$13.29 sq/ft for 35,620 sf | \$567,254.00        | actual \$13.60 sq/ft for 41,700 sf |
| NMGRT ON CONSTRUCTION COSTS  | 7.438% \$35,202        |                                  | \$42,190            |                                    |
| <b>TOTAL OF CONSTRUCTION COSTS</b>   | <b>\$508,502</b>       |                                  | <b>\$609,443.52</b> |                                    |
| <b>PROFESSIONAL SERVICES &amp; INDIRECT COSTS</b>  |                        |                                  |                     |                                    |
| DESIGN SERVICES MACC*  | \$620,000              |                                  |                     |                                    |
| DESIGN SERVICES % FEE*   | 8% \$49,600            |                                  | \$38,234.17         |                                    |
| REIMBURSABLE EXPENSES*   |                        |                                  |                     |                                    |
| OWNER CONSULTANTS**  | \$86,000               |                                  | \$1,396.16          |                                    |
| OWNER CONSULTANTS**  |                        |                                  | \$82,659.79         |                                    |
| TESTING***   |                        |                                  |                     |                                    |
| GEO-TECH   |                        |                                  |                     |                                    |
| CONCRETE & STRUCTURAL  |                        |                                  |                     |                                    |
| TEST & BALANCE   |                        |                                  |                     |                                    |
| HAZARDOUS MATERIAL   |                        |                                  |                     |                                    |
| REMEDIATION  |                        |                                  |                     |                                    |
| FF&E   |                        |                                  |                     |                                    |
| DEMOLITION   |                        |                                  |                     |                                    |
| OTHER  |                        |                                  |                     |                                    |
| OTHER  |                        |                                  |                     |                                    |
| <b>SUBTOTAL OF INDIRECT COSTS</b>  | <b>\$135,600</b>       |                                  |                     |                                    |
| NMGRT ON INDIRECT COSTS  | 7.438% \$10,085        |                                  |                     |                                    |
| <b>TOTAL OF INDIRECT COSTS</b>   | <b>\$145,685</b>       |                                  | <b>\$122,290</b>    |                                    |
| <b>SUBTOTAL PROJECT COSTS</b>  | <b>\$654,187</b>       |                                  | <b>\$731,734</b>    |                                    |
| CONTINGENCY  | 7% \$45,813            |                                  | \$51,243            | Funding shortfall                  |
|  | <b>\$700,000</b>       |                                  | <b>\$782,977</b>    | <b>\$82,977</b>                    |
| <p>est. total project cost is \$19.65 sf</p> <p>actual total project cost \$18.77 sf</p> <p>Notes: Only enter dollars or percentages into yellow highlighted cells.</p> <p>* Per A&amp;E Contract Documents or estimate of MACC, % Fee and Reimbursable</p> <p>** Consultants that would not be included in the A&amp;E Contract</p> <p>*** Testing that would be furnished by owner and not in construction costs</p> |                        |                                  |                     |                                    |

## District Maintenance Status 2013

District: **Hatch Valley Public School District**

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating: Marginal**
  - **Maintenance Direct (MD) Score: 1.75** out of 3.0
    - **Work Order Backlog: 122.5%**      **Transaction Rate: 100%**

**Comments:** The district is not capturing any contract costs and very few materials. Backlog is due to numerous PM work orders sitting in the pending status.
  - **Preventive Maintenance Direct (PMD) Score: 1.75** out of 3.0
    - **PM Cost Ratio: 39%**      **PM Completion Rate: 10.28%**

**Comments:** The district has very low completion rate due to all the open and pending PM's. Some work orders are older than 45 days.
  - **Utility Direct (UD) Score: 3.0** out of 3.0

**Comments:** The district has current and historical data in the system, recommend the development of an Energy management program.
- ☐ **PM Planning Status:** Current and rated Outstanding rating, will need update (June 2012). The plan meets statute requirements with a district history of effective annual renewal.
- ☐ **FMAR Rating** (District Sample Average 2013): 86.08% - High Good
  - **Minor Deficiencies: 1:** Fire Protection Systems
  - **Major Deficiencies: 0:**
- ☐ **District Maintenance Staffing Plan:** As of 2012 the district is staffed to 54% of the American School and University (ASU) level.

**Summary:** The district is performing effectively to NM Statute 22-24-5.3, and NM Statute 22-24-5.5. In addition, the district has an effective history of annual PM renewal and FIMS use.

### Recommended Recovery Plan:

- ☐ Reduce work order backlog and increase transactions in all areas (Labor, Materials and Contract costs)
- ☐ Improve the PM Completion Rate to above 95%.
- ☐ Implement the Meaningful Maintenance Metrics for continued improved performance.
- ☐ Develop and implement an Energy Management Plan

**Truth or Consequences**

**T or C ES**

**Phase II Construction**

## PSCOC ADDITIONAL FUNDING REQUEST

**DATE:** 6/7/13 **REQUEST TYPE:** ☒ Out-of-cycle ☐ Waiver ☐ Advance ☐ Emergency ☐ Cost Overrun

**NOTE:** Districts must complete and submit the Statement of Financial Position on Page 2. of this Funding Request and be signed by the district bond advisor. **Read INSTRUCTIONS at the end of the application for additional criteria for emergency funding and local match waiver eligibility.** Incomplete applications will be returned to the district and may delay action by the Council.

**SCHOOL DISTRICT:** Truth or Consequences Municipal School District

PSCOC PROJECT #: P12-012 (If Emergency, write "Emergency")

**PROJECT NAME:** Truth or Consequences ES

**ENROLLMENT:** 345

**DESIGN CAPACITY:** 365

|                                |  |
|--------------------------------|--|
| <b>DESCRIPTION OF REQUEST:</b> | Phase II funding for the construction of the new T or C Elementary School. The project includes new classrooms and renovation of existing GYM/Cafeteria spaces that will be shared with Sierra ES. The current site had significant site drainage issues that are being addressed within this project. |
|--------------------------------|--|

| Line | CURRENT PSCOC AWARD INFORMATION                                       | TOTAL                  | STATE TO ADEQUACY    | DISTRICT TO ADEQUACY |
|------|---|------------------------|----------------------|----------------------|
| 1    | Project Costs up to Adequacy (est.)                                   | \$ 1,248,905.00        | \$ 499,562.00        | \$ 749,343.00        |
| 2    | Appropriation Offset  | \$ -                   | \$ -                 | \$ -                 |
| 3    | Waiver ###/###/###  | \$ -                   | \$ -                 | \$ -                 |
| 4    | Supplemental Award ###/###/###  | \$ -                   | \$ -                 | \$ -                 |
| 5    | <b>Subtotal Project Costs to Adequacy after Waiver &amp; Offsets:</b> | <b>\$ 1,248,905.00</b> | <b>\$ 499,562.00</b> | <b>\$ 749,343.00</b> |
| 6    | Above Adequacy Project Costs (est.)                                   | \$ -                   | \$ -                 | \$ -                 |
| 7    | Local Match Advance ###/###/###                                       | \$ -                   | \$ -                 | \$ -                 |
| 8    | <b>ADJUSTED TOTAL BUDGET (USES)</b>                                   | <b>\$ 1,248,905.00</b> | <b>\$ 499,562.00</b> | <b>\$ 749,343.00</b> |

| Line | ADDITIONAL FUND REQUEST (COST OVERRUN)         |                  |                  |
|------|--|------------------|------------------|
| 9    | Project Cost to Adequacy -estimated            | \$ 14,577,531.00 |                  |
| 10   | Current Budget to Adequacy (Line 5)            | \$ 1,248,905.00  |                  |
| 11   | Estimated Funding Shortfall (Line 9 - Line 10) | \$ 13,328,626.00 |                  |
|      |  | REQUEST          | MATCH PERCENTAGE |
| 12   | TOTAL ADDITIONAL DISTRICT FUNDS REQUESTED      | \$ 7,997,175.60  | 60%              |
| 13   | TOTAL ADDITIONAL STATE FUNDS REQUESTED         | \$ 5,331,450.40  | 40%              |

| Line | ADDITIONAL FUND REQUEST (WAIVER/ADVANCE/EMERGENCY) |
|------|--|
| 14   | Request  |

School Board President  
(Required)

Date \_\_\_\_\_

School District Superintendent  
(Required)

Date \_\_\_\_\_

Signatories certify that, to the best of their knowledge, the information contained in the application herein is complete and accurate.

**ADDITIONAL  
INFORMATION:**

Current additional funding request is based on actual cost proposal from the selected contractor through the RFP process.

**PSFA STAFF  
RECOMMENDATION:**

PSFA staff recommends that the PSCOC approve the state funding request totaling \$ 5,331,450 (40%) as requested, to complete Phase II construction to adequacy. The District has in place their requested additional funding amount match totaling \$ 7,997,175 (60%)

\_\_\_\_\_  
PSFA Regional Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSFA Senior Facilities Manager

\_\_\_\_\_  
Date

**SUBCOMMITTEE REVIEW DATE:** 6/11/2013

☒ **Approve Recommendation**

☐ **Reject Recommendation**

**COMMENTS:** Approved as recommended.

\_\_\_\_\_  
PSFA Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSCOC Awards Subcommittee Chair

\_\_\_\_\_  
Date

**PSCOC REVIEW DATE:** \_\_\_\_\_

☐ **Approve Motion**

☐ **Reject Motion**

**MOTION:**

**ACTION:**

**PUBLIC SCHOOL FACILITIES AUTHORITY****EXHIBIT B**

**TorC Elementary  
Truth or Consequences, N.M.**

**Truth or Consequences Municipal Schools**

**PREPARED BY: Jorge Au III**  
**ESTIMATE DATE: December 12, 2012**  
 Updated 4-16-13

**PROJECT SUMMARY**

| DESCRIPTION                                       | TOTALS              | REMARKS                                   |
|---|---------------------|---|
| <b>ESTIMATE OF MACC:</b>                          |                     |   |
| SUBTOTAL OF CONSTRUCTION COSTS                    | \$11,117,000.00     | current low price on RFP for Construction |
| NMGR T ON CONSTRUCTION COSTS                      | 7.875% \$875,464    |   |
| <b>TOTAL OF CONSTRUCTION COSTS</b>                | <b>\$11,992,464</b> |   |
| <b>PROFESSIONAL SERVICES &amp; INDIRECT COSTS</b> |                     |   |
| DESIGN SERVICES MACC*                             | \$9,470,320         |   |
| DESIGN SERVICES % FEE*                            | 6% \$603,733        |   |
| REIMBURSABLE EXPENSES*                            | \$42,090            |   |
| OWNER CONSULTANTS**ROOF                           | \$65,000            |   |
| OWNER CONSULTANTS**CIVIL                          | \$65,000            |   |
| OWNER CONSULTANTS**PAC                            | \$63,567            | proposal from BGCE                        |
| TESTING**   |                     |   |
| GEO-TECH  | \$8,500             |   |
| CONCRETE & STRUCTURAL-Construction Testing        | \$110,000           |   |
| TEST & BALANCE                                    |                     |   |
| SURVEY  | \$11,850            |   |
| HAZARDOUS MATERIAL - ASBESTOS                     | \$75,000            |   |
| REMEDIATION                                       |                     |   |
| Phones/IT   | \$369,720           |   |
| FF&E  | \$462,150           |   |
| DEMOLITION  |                     |   |
| OTHER   |                     |   |
| OTHER   |                     |   |
| SUBTOTAL OF INDIRECT COSTS                        | \$1,876,610         |   |
| NMGR T ON INDIRECT COSTS                          | 7.875% \$147,783    |   |
| <b>TOTAL OF INDIRECT COSTS</b>                    | <b>\$2,024,393</b>  |   |
| SUBTOTAL PROJECT COSTS                            | <b>\$14,016,857</b> |   |
| CONTINGENCY                                       | 4% \$560,674        |   |
| <b>OVERALL PROJECT BUDGET</b>                     | <b>\$14,577,531</b> |   |

Notes: Only enter dollars or percentages into yellow highlighted cells.

\* Per A&E Contract Documents or estimate of MACC, % Fee and Reimbursables

\*\* Consultants that would not be included in the A&E Contract

\*\*\* Testing that would be furnished by owner and not in construction costs

# PROJECT NARRATIVES

## architectural narrative

### PROJECT SUMMARY

This new elementary school for Truth or Consequences Municipal Schools is designed to serve 365 students in grades K-3, and a Media Center to serve 509 students grades K-5.

The program for this new school was based on compliance with PSFA's Adequacy Standards, adherence to the key concepts of the Ed Specs, and input from a diverse building design committee over a series of programming meetings. The program of approximately 41,000sf of space includes general classroom, special education, media center, and administrative spaces.

### PROJECT GOALS

A number of project goals were established by the design committee. Each of these goals will be achieved in this project through the following methods:

1. Incorporate green/sustainable strategies. Make "green" elements visible as a teaching tool.

*The schematic design includes sustainable features such as energy efficient mechanical systems and water-conserving plumbing fixtures. Additional opportunities for green elements will be considered as the design progresses.*

2. Create a safe site through separate traffic zones, good front admin/entry control, and a secured site with a fence and controlled access at new bus drop-off.

*The site design separates buses from parents. Students arriving by bus enter through a single south entry adjacent to Administration. The campus will be secured with fencing.*

3. A single building is preferred for entry control and student supervision.

*The design is a single building with a clear point of entry and good sight lines for supervision.*

4. Make it easy for parents to get in - carefully consider drop off zones.

*A parent entry and drop off zone with 18 spaces is incorporated into the design.*

5. Parents should feel that the school is: welcoming, safe, spacious, child & learning focused, technologically advanced, and accessible (including way-finding signage).

*The site and entry have been designed to be both inviting and safe. Classrooms are based on supporting activity-center based education, and will include technology such as computers and projection. Classrooms are grouped into age-based quad formation for ease of navigation. The building and playgrounds are appropriately sized and will be accessible.*

6. Access between existing campus buildings and new Truth or Consequences Elementary School should be an interior or covered exterior space.

*The design integrates a "pedestrian" walkway through the new school. The path is covered from Sierra Elementary to Truth or Consequences Elementary School and to the Cafeteria Building. The new Media Center is centrally located adjacent to the walkway.*

7. Provide appropriate comfort, including individual HVAC controls.

*The proposed ground-source heat pump mechanical system will meet PSFA and ASHRAE comfort criteria and allow thermostat control over individual rooms, in addition to being energy efficient. This system allows for simultaneous heating and cooling of different spaces within the building, and for changing between heating and cooling during "shoulder season" months where the temperature needs may change frequently.*

8. Provide great acoustics - between classrooms, between the building and outdoor environment.

*The building's wall assemblies and interior finish materials such as flooring and ceilings will be selected to reduce noise transfer between spaces, and reverberation issues within spaces. Particular attention will be paid to acoustic separation for loud active areas.*

# PROJECT NARRATIVES

## site narrative

### SITE DESIGN

Truth or Consequences Elementary sits on a 18.31 acre site that houses three different functions for the District: T or C elementary houses pre-K through third grade, Sierra Elementary School houses 4th and 5th grades, and to the west is the district transportation/ bus yard. The two schools share the cafeteria, library and administration.

The new school will serve a target population of 365 students from pre-k to 3rd grade. The entire campus will contain a total of 75,046 SF of permanent buildings.

### Site Design Goals

1. Site Entry - Provide more effective entry into the campus to maintain a safe environment for students and staff. Design security to maximize visibility, incorporate lock-down, and allow for a welcoming appearance and open access experience for after-hours community activities.
2. Separate Traffic - Provide a safe, clearly defined drop-off area for parent drop-off separated from bus loading and unloading with sufficient pedestrian walk-ways that keep students safe and out of vehicular traffic areas.
3. Parking Quantity - Provide appropriate staff and visitor parking close to the building.
4. Sustainable Design - Provide energy-efficient / savings systems and sustainable materials where possible, following a "green building" model and incorporating sustainable elements that are visible to students to be used as a teaching tool.
5. Site Circulation - Provide safe, well lit site circulation that is easy to navigate, connects teacher and student areas together into a central main entry.
6. Accessibility – provide ADA access to the school and around campus.
7. Transparency/View - Blend inside and outside environments and take advantage of the views to the mountains.
8. Respond to existing buildings- Integrate existing and proposed building elements and geometries into the structure of the site to create a cohesive school campus.

### Vehicular Access And Parking

School bus, faculty, staff and visitor parking, drop off, and service traffic will be designed to clearly separate routes and avoid conflicts, reduce congestion and make the arrival experience to the school more welcoming.

Parents and visitors will enter the site from the north while buses

and staff parking will enter from the south. The north visitor parking lot has 29 spaces and the south parking lot has a capacity of 29 as well. Staff working in the cafeteria have a separate parking area located near the kitchen with seven spaces.

The parent pickup and drop-off area will be located adjacent to the primary entrance on the north side, will be a two lane wide, one way loop separated from the parking lot access drives. The parent pick-up area will accommodate queuing for 18 cars without interfering with visitor parking. These spaces can be used as additional parking during after-hour or evening events.

A separate school bus drop-off will be located on the south side of the school and will accommodate 14 standard size busses. The bus drop-off zone can also be used for single side curbside parking during after-hour activities or weekend events.

### Pedestrian Access and Building Entrance

Pedestrians will enter the new building from one main location and the primary flow will come from the north and pass the primary administration offices to visit the schools. This access allows for the administration to monitor parents and visitors to the school grounds.

### Pre-K and Kindergarten Playground

A playground for the kindergarten and pre-kindergarten classrooms is located on the west end of the school. The playground is anticipated to have a tricycle path emulating a road network, relocated play equipment and a shade structure. Shade structures and building canopies within the courtyard will provide shelter and enable students and teachers to stay in the play area without being exposed to inclement weather conditions.

### Courtyards

The project provides an outdoor seating area that addressed the different grades between the existing parent drop off area and the front entries of the schools. The seating area provides seating for students awaiting parents and may serve as an outdoor classroom.

The existing courtyard outside of the cafetorium is being protected to the extent possible and is the model for the new courtyard between T or C and Sierra elementary. Protected from the wind and sun, this courtyard is a calm view seen from within the school through windows.

### Landscape Design

The landscape design at the new Truth or Consequences Elementary School takes its cue from the renovated playgrounds and the existing courtyard landscapes. The new plant materials will be native and regionally adapted plants, which will complement

the surroundings and reduce water requirements. The trees, shrubs, and accents will be arranged to enhance the building, and the specific varieties have been chosen to provide an attractive, educational, and sustainable environment for students and faculty. Although all new trees and shrubs will require drip irrigation to become established, the chosen plant materials will provide erosion control, wind screening, shade, color, habitat and interest to the school grounds. Care has been taken to ensure that the water and maintenance requirements for all new landscaping will be low.

In all other disturbed landscape areas soils will need to be stabilized with either mulch or a vegetative cover. In large landscape areas where there is a low amount of foot traffic, disturbed areas may be stabilized with native seed. In busy areas, landscape areas will be covered with rock mulch over filter fabric to reduce the potential for erosion, reduce soil compaction, and preserve soil moisture. These areas will require frequent maintenance to control weeds.

dergarten  
arten  
Education  
de  
de  
de  
classroom

Admin  
Media Center





Truth or Consequences Elementary School  
Truth or Consequences, New Mexico



**Dekker/Perich/Sabatini**  
Architecture • Interiors • Landscape • Planning • Engineering  
7433 Jefferson Rd., Suite 600  
Albuquerque, NM 87113  
505.261.4221



## District Maintenance Status 2013

District: **Truth or Consequences Municipal School District**

- ☐ **1<sup>st</sup> Quarter 2013 FIMS Proficiency Status Report Rating: Satisfactory**
  - **Maintenance Direct (MD) Score: 2.0** out of 3.0
    - **Work Order Backlog: 18.12%**      **Transaction Rate: 99.76%**

**Comments:** The district is using the module effectively with an effective Work Order Backlog driving customer service.
  - **Preventive Maintenance Direct (PMD) Score: 2.25** out of 3.0
    - **PM Cost Ratio: 85%**      **PM Completion Rate: 74.24 %**

**Comments:** The district has improved in the use of this module. The oldest work order is less than 45 days. They have improved the PM activity from the 4<sup>th</sup> quarter of 2012.
  - **Utility Direct (UD) Score: 2.0** out of 3.0

**Comments:** The district has current and historical data in the system
- ☐ **PM Planning Status:** Current with a rating of Good. The PM plan was updated May 1, 2013, the district is working to enhance the PM plan further..
- ☐ **FMAR Rating :** No data available as of June 12, 2013.
- ☐ **District Maintenance Staffing Plan:** No Data is currently available for this district.

**Summary:** The district is performing to NM Statute 22-24-5.3, and NM Statute 22-24-5.5. Utility Direct Data is available and prime for the development of an energy management program.

### Recommended Recovery Plan:

- ☐ Recommend the district enhance the use of FIMS and develop and implement the Meaningful Maintenance Metrics to drive operational performance.
- ☐ Recommend improvement of PM completion rate to 95% or better.

# **'AO U Subcommittee Report**

# **PSFA Newsdigest**

## PSFA News Digest Timeline

December 19, 2003    The first PSCOC/PSFA Strategic Plan was reviewed and finalized by the PSCOC.

One of the stated goals and objectives of the plan was as follows:

*VI. Develop and implement formal, dependable, communications mechanisms to disseminate policy and process information to field staff, local officials and industry participants.*

- *Written communications work plan with resource requirements presented to PSCOC by April 30, 2004.*

Jan. – Oct. 2004    The Public School Facilities Authority Subcommittee reviewed various draft strategies throughout 2004 and directed PSFA to implement various initiatives within the plan that could be handled through contracts and staff workloads. Final draft dated October 25, 2004 included three initiatives that were already in process for internal communication: the PSFA daily news digest; weekly update letter from director; and early “unofficial overview of decisions taken at PSCOC monthly meetings. Other initiatives included: guide to successful bond elections; press releases of PSCOC awards; school dedication events; revised annual report format; external surveys of stakeholders; maintenance achievement awards; and comprehensive policy & procedures manual.

August 13, 2004    PSCOC Approval of PSFA FY2006 Budget

September 1, 2004    PSFA FY2006 Budget Submission to DFA/LFC including updated strategic plan and performance measures.

As stated in plan:

*Goal: Make informed decisions concerning educational policy and program objectives.*

*Objective: Inform PSFA Staff & Stakeholders of relevant educational events as reported in print media statewide.*

*Activities: Review, compile and distribute an education news digest daily.*

August 31, 2005    Contract for Barbara Riley executed.

September 1, 2005    First contracted external News Digest

PSFA News Digest: 1 September 05

- **ABQ/ U.S. Ed Secretary Applauds Hispanic Achievement**
- **ABQ/ Education Dept. Offers 'Tool Kit' to Hispanics**
- **Farmington/ AG Says CCSD Violated Open Meetings Act**
- **Farmington/ Inquiry: Charges vs. SASI Board Unfounded**
- **Maxwell/ School Board Eyes 'Outside' Review of 'Allegation Packet'**

## **ABQ/ U.S. Ed Secretary Applauds Hispanic Achievement**

By Heather Clark  
Associated Press  
ABQ Journal  
August 31, 2005

**U.S. Education Secretary Margaret Spellings** said 9-year-old Hispanic students have received the highest ever scores in reading and math on national tests.

"That is awesome, you guys," the mother of two teenage girls told students, parents and teachers at Chaparral Elementary School in Albuquerque on Wednesday.

Spellings, speaking about the Nation's Report Card results released in July, also said Hispanic 13-year-olds have reached all-time high scores in math. The Hispanic students' achievements reflected those of all 9- and 13-year-olds tested nationwide.

Reading scores for Hispanic 9-year-olds jumped 12 points over the last five years. From 1971 to 1999, their reading scores increased only one point, she said.

Spellings hailed the results as proof that the nearly four-year-old No Child Left Behind Act is working.

"We have figured out how to get results from schools, and you and I are part of that," she said. "More children are learning, scores are rising, and the achievement gap is closing."

In New Mexico, that's only partly true. Fifty-four percent, or 428 schools, failed to make adequate yearly progress under the act, the state announced earlier this month.

Testing of 195,000 students showed a sizable achievement gap in ethnicity, income level, disability and English-language learning, state education officials said.

Chaparral Elementary is one of the 359 New Mexico schools that made adequate progress last year.

Spellings visited a third-grade classroom where she sat on the floor with the children and talked with 8- and 9-year-olds about Harry Potter and the importance of math.

During her appearance, Spellings announced the release of 1 million information packets to help

Hispanic families better engage with their children's schools.

A "Tool Kit for Hispanic Families" is printed in both English and Spanish and will be distributed nationwide by Hispanic organizations, like the National Migrant and Seasonal Worker Head Start and the National Council of La Raza.

The packet — most of which already has been published in separate booklets — offers information for all ages. It includes sections on helping kids with homework, limiting television and getting tutoring for students who are falling behind in school.

Spellings said only 10 percent of eligible families take advantage of tutoring offered under No Child Left Behind.

She said she hopes the packets will get the word out to families that tutoring is available. She said some school districts have tried to stop private tutoring companies from encroaching on their turf and others have insisted on early deadlines for parents to sign up their children for tutoring.

Spellings was heading to Chicago, where she plans to announce Thursday that Chicago Public Schools can provide tutoring, even though the district has not met federal academic standards. She also has allowed Virginia schools to offer tutoring before allowing struggling students to transfer to other schools.

Asked after her appearance about these waivers of federal rules after her appearance, Spellings said, "We need to be sensible and workable and try some new theories. I am going to use this school year to experiment with some pilot notions."

Spellings suggested that should the pilot projects in Virginia and Chicago work, there might be future changes to No Child Left Behind.

"I'm trying to get some data, see what's working around the country, try some things out and then maybe expand it further," Spellings said.

Spellings said her office also is working on providing information packets to parents of black, American Indian and adolescent students.

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## **ABQ/ Education Dept. Offers 'Tool Kit' to Hispanics**

By Debra Dominguez  
ABQ Journal Staff Writer  
1 September 05

As a Hispanic, Gladys Melcher said she knows language barriers exist in education— not just for Spanish-speaking students but for parents.

"That's why I volunteer to translate for Spanish-speaking parents who want to speak to their child's teacher but don't speak English," said Melcher, mother of two Chaparral Elementary School second-graders. "I'm bilingual, so I help them."

Melcher said she's hoping the U.S. Department of Education's new "Tool Kit for Hispanic Families— Resources to Help Children Succeed in School" will help make her job a little easier and improve relations between Hispanic parents and educators.

The bilingual tool kit, which is the department's first of its kind, was presented by **U.S. Secretary of Education Margaret Spellings** on Wednesday during a special school assembly at the elementary school, 6325 Milne NW.

Spellings and **U.S. Rep. Heather Wilson, R-N.M.**, addressed more than 200 students, parents, teachers and education leaders at the assembly.

"This kit is a collection of materials we've put together so that Hispanic families can engage in our schools," said Spellings, who also congratulated the school for making "Adequate Yearly Progress" under the federal No Child Left Behind mandate.

The tool kit includes multiple brochures that contain bilingual information on everything from No Child Left Behind benefits and services to tips on helping children become successful students.

"(It) will show you what to expect from your schools, your teachers and your child at all ages and grade levels," Spellings said. "It will tell you how to help your child through school, what resources are available, and what you, your family and your community can do to help your child learn."

The ceremony was also attended by **New Mexico Secretary of Education Veronica Garcia**, Albuquerque Public Schools Superintendent Elizabeth Everitt and representatives from New Mexico parent mentor group Engaging Latino Communities for Education.

Maria Hines, ENLACE's Albuquerque Family Center coordinator, said the tool kit is a step in the right direction.

"I think this shows the U.S. Secretary of Education realizes parents do care, and that given the opportunity— they can make incredible changes," said Hines, whose group is credited with helping to reduce the state's high school dropout rate and getting more students into college.

Renee Rodarte-Keeling, a third-grade Chaparral Elementary teacher, agreed that parents have great potential.

"It does take a village to educate a child, but the parent is always the main educator in a child's

life," she said.

Tool kits can be ordered by calling (877) 433-7827 or downloaded immediately at <http://www.ed.gov/parents/academic/involve/toolkit>

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## **Farmington/ AG Says CCSD Violated Open Meetings Act**

By Ryan Hall  
The Farmington Daily Times  
September 1, 2005

The Central Consolidated School Board violated the state Open Meetings Act (OMA) in October, according to a decision handed down Friday by the Attorney General's Office.

**Assistant Attorney General Steffani Cochran** said in a six-page opinion on complaint filed by Families Supporting Diné Education (FSDE) that the board had violated the act three times.

The complaint alleged four violations of the OMA: Not giving proper notice of an executive session to discuss pending or threatened litigation, not properly convening an executive session to discuss pending or threatened litigation, whether discussion of paying the superintendent's personal legal fee was covered under a closed session exception in the OMA, and whether the district violated the OMA by not tape recording the meeting.

All of the allegations were in reference to an Oct. 19 board meeting that went into executive session. Following the closed session, the board reconvened and approved paying Superintendent Linda Besett's legal fees accrued during a personal counterclaim against several parties.

Besett said Wednesday via phone that her legal fees totaled \$12,091.21 and were paid by the school district on her behalf.

The Daily Times was a third party defendant in the counterclaim. The paper was subsequently removed from the claim. The lawsuit was later dropped.

Cochran ruled in favor of FSDE on three of the four alleged violations. She found the board had not violated the OMA by not recording the meeting.

"Everything I have been trained in as a board member has been shot down," said Randy Manning, 13-year member of the board and current board president. "I'm just not sure where she gained her opinion in this case."

Manning and Besett both said Wednesday via telephone that the ruling seemed to be too specific.

"I doubt any school is as specific as this Attorney General's ruling," Besett said.

Manning added the decision seemed to be “nit-picky.”

Community members disagreed, lauding the ruling as a wake-up call for a board they said has a history of disenfranchising itself from the Navajo people.

“There’s a lot of historical precedence for that kind of behavior,” Larry Emerson, FSDE member, said. “I think that’s kind of a backdrop [for this case].”

Hoskie Benally, co-chairman of FSDE and the filing party on the complaint, said the district has shown an “anti-community” attitude in the past and he hoped the ruling would change that.

“I think we are pleased with the ruling. We knew the way it was done violated the Open Meetings Act,” he said.

According to the ruling, the case that was to be discussed in executive session was not properly identified on the agenda, nor was it properly announced when the board declared an executive session.

Additionally, Cochran ruled the board did not have the right to discuss paying legal fees in a private case the board was not a party to during an executive session. Rather, that conversation should have been made public.

Furthermore, Cochran ruled if the board had been discussing joining Besett in the lawsuit as has been claimed, then Besett was a third party who should have been excluded from the discussions.

Manning said such an exclusion would have gone against his training as a board member.

“It’s completely contradictory,” he said.

Both Manning and Besett said the district’s attorney has been consulted regarding a potential appeal of Cochran’s ruling.

Members of the FSDE said they would take no additional action at this point, as the ruling favored their position. However, Emerson, Benally and Michael Thompson, FSDE member, said they would attend the next two school board meetings.

The decision laid out by Cochran instructs the board to rectify the situation and inform the Attorney General’s office of the solution by Sept. 30.

“I think we see what they are going to do, how they’re going to address it,” Benally said.

**“We assume the board will require the superintendent to reimburse the district,”** Thompson added. “A lot of Native people prayed about this case and we think the Creator heard.”

Thompson noted the board’s reaction to the ruling could be critical in dictating FSDE’s next

move.

“I think that this ruling opens the door for the recall of the school board members that participated [in the Oct. 19 meeting],” he stated.

The next meeting of the CCSD school board is a work session set for 7 p.m. Sept. 15 in the Shiprock Board Room.

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### **Farmington/ Inquiry: Charges vs. SASI Board Unfounded**

By Ryan Hall  
The Farmington Daily Times  
September 1, 2005

A Division of Diné Education (DODE) inquiry into allegations of violations and misconduct by board members of the Shiprock Alternative Schools, Inc. (SASI) revealed the charges were unfounded, according to Vern Duus, administrator for DODE.

Duus echoed the comments made two weeks ago by Phil Belone, executive director of SASI, who said the current board had been “exonerated” and “vindicated.”

**SASI, which is a Bureau of Indian Affairs funded grant-charter school** and not a part of Central Consolidated School District, had been a target of a DODE inquiry due to three complaints being filed with the division. One of the complaints was filed by The Daily Times.

The newspaper’s complaint asked the Division of Diné Education to investigate whether SASI broke Title 10, Section 106, Subsection C of the Navajo Nation Code on June 9.

That provision declares a board must give “timely notice” of all public meetings. A June 9 grievance hearing executive session and subsequent open meeting held directly after the session were not advertised.

According to previous statements by Duus, the other two complaints, filed by board member Sarah White and the Committee of SASI Parents and Community Members, covered a slew of various other alleged violations.

Many of those allegations involved the way the school board handled the dismissal of Faye BlueEyes, former administrator of support services, and a subsequent grievance hearing.

Duus said Wednesday via phone that DODE determined everything was “in order” in regards to BlueEyes’ dismissal. He noted the board followed their own policy in handling the case.

Though the individual charges against BlueEyes were not investigated by DODE, Duus said the team conducting the inquiry determined if the charges were founded by the SASI board, they

were just cause for BlueEyes' termination.

Duus said several claims in the complaints, including the lack of due process in the grievance hearing, specifically allowing for a third-party mediator, were not valid. He stated investigators found no such mandate for a mediator anywhere in SASI policy during a document examination.

As for the complaint filed by The Daily Times, Duus said the code was too vague to find SASI in violation of it.

"The policy has a very broad exemption for personnel matters," he said.

Duus added that while the policy mentions public notice, it does not state how far in advance the notice must be issued, therefore SASI could not be in violation of the policy.

He said many schools have established their own advertising policy and encouraged SASI to do so. Duus noted the current board had already followed one DODE recommendation and eliminated the school credit cards.

"That seemed like a good thing," he said.

In addition to clearing the current board, Duus also confirmed Belone's previous statement that the DODE did find violations by a prior school board and would like to re-examine documents to determine the extent of those violations.

"There was a little bit of smoke there, I would like to get back to it and determine to what extent there's fire," Duus said.

When asked what the potential past violations were, Duus stated he could not reveal them prior to conducting a more thorough inquiry.

"I don't really want to get into that," he said.

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## **Maxwell/ School Board Eyes 'Outside' Review of 'Allegation Packet'**

By Todd Wildermuth, Editor  
The Raton Range  
1 September 05

The Maxwell school board on Tuesday night will consider hiring an individual or entity "outside" the school district to review the "allegation packet" against Superintendent Dr. Kaye Peery that was given to the board by local residents who want the board to remove Peery from her position.

Those residents earlier launched a petition drive — asking the board to consider removing Peery — that has split the tiny village.

At a special meeting this Tuesday, Aug. 30, at 7 p.m. in the auditorium, the board is expected to hear more from citizens on both sides of the issue before going into closed session to discuss “issues regarding the Superintendent,” according to the meeting’s agenda (see page 2). Following the closed session, the final item before adjournment is “approve hiring of outside personnel to review allegation packet.”

The board sent a two-page letter dated Aug. 15 to school district parents and other community members, disputing several allegations and information the board said was being spread by those involved in the petition effort. The letter indicated the board’s support of Peery, saying that the board is currently “not aware of any reason to consider termination of the Superintendent’s contract.”

At its Aug. 18 meeting, board President Mary Lou Kern said board members had received a packet of information from those supporting the petition drive, but had not had adequate time to review the information it contained. The board recessed that meeting because of an overflow crowd in the boardroom and reconvened the meeting last Friday in the auditorium.

Friday’s meeting began with the board going into closed executive session for about 35 minutes. Returning to open session, Kern announced that the board had reviewed the packet, which she said contained 49 pages of material, and that the board is “taking it seriously.” She said the board would hold a special meeting this Tuesday to discuss the matter of the superintendent and the petition drive.

“A community should not divide itself, and I feel that is what the community has done,” Donna Stoller, who is from Raton but has two children in the Maxwell schools, told the board Friday.

Those supporting the petition, calling themselves “Concerned Citizens,” printed a few pages of allegations against Peery that were distributed in the community. The allegations ranged from what the group considered inappropriate spending on office furniture and poor hiring practices to taking what the group called an unnecessary trip to Australia as part of a New Mexico rural schools project.

Those who support Peery, calling themselves “Citizens for the Truth,” responded by distributing their own write-up that defended Peery’s actions and disputed many of the allegations made by the petition group. In some cases, the group supporting Peery claims there is “no documented information or facts to support” the allegations.

That group’s written response to the petition group also claims that of the 190 signatures on the petition, only about 8 percent are people who “actually have kids going to Maxwell Schools.” The response also notes that no individual or individuals have claimed responsibility for starting the petition.

Adella Rich, one of the petition supporters, told the board during Friday’s meeting that among

the material given to the board were “other serious allegations.”

Parent Erica Meadows defended the board and Peery, saying she was pleased with the quality of education the current administration is producing. She criticized some local residents for failing to follow policy and procedures by creating a public controversy rather than bringing the issue to the board in a proper manner.

“The board can do a better job of informing the public,” she said, “and the public can do a lot better job of finding out the truth before they rush into hasty judgment.”

At Friday’s meeting, Peery addressed the issue by saying, “I hope we can get back on a positive track” as the district progresses into the new school year.

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Mark S.R. Williams  
Public School Facilities Authority  
Mobile: 505-603-2611  
Mail: [mwilliams@psfa.k12.nm.us](mailto:mwilliams@psfa.k12.nm.us)

#### Barbara Riley - News Digest Payment History

| Fiscal Year | Amount        |
|-------------|---------------|
| 2006        | \$ 13,055.36  |
| 2007        | \$ 14,106.49  |
| 2008        | \$ 13,537.20  |
| 2009        | \$ 13,854.33  |
| 2010        | \$ 11,908.46  |
| 2011        | \$ 12,745.36  |
| 2012        | \$ 18,286.69  |
| 2013        | \$ 16,877.28  |
| Total       | \$ 114,371.17 |

## **Other Business**

# **Magdalena Emergency Request**

**Next PSCOC Meeting**  
**Proposed for July 25, 2013**

# **Public Comments**

**Consideration for Approval to Adjourn to  
Executive Session Pursuant to the Open  
Meetings Act NMA 1978, § 10-15-1(H) (2)  
for the Purpose of Discussing Limited  
Personnel Matters (Roll Call)**

**Reconvene to Open Session**  
**(Roll Call)**

**Adjourn**