Los Alamos Public Schools Board Meeting

Tuesday, November 10, 2026 5:30 PM
LAPS Board Room, 2101 Trinity Drive, Suite V, Los Alamos, NM 87544

1. **Pledge of Allegiance**
2. **Call to Order**
3. **Roll Call**
4. **Routine Business/Approval of Agenda**
   Action Item
5. **Recognition by the Board**
6. **a. LAHS Student Liaisons**
   b. Superintendent's Report
   c. Public Comment for items not on the agenda
7. **Routine Business/Consent Agenda items**
   Fund and Function Report
   Adjusting Entries Report
   Budget Adjustment Report
   Policy 6147, Pol - American Indian Education,
   Policy Reviewed, Non-Substantive Changes
   Draft Minutes, October 22, 2026

REVIEW OF YEAR to DATE BUDGET, EXPENDITURES and % SPENT

as of November 4, 2026

Fund & Function	Budget	AccountYTD	% Spent YTD
11000 Operational	**$58,526,337.73**	**$15,119,905.26**	**25.83%**
1000	$36,350,009.29	$8,489,108.24	23.35%
2xxx	$22,176,328.44	$6,630,797.02	29.90%
13000 Transportation	**$1,302,249.00**	**$429,578.34**	**32.99%**
2xxx	$1,302,249.00	$429,578.34	32.99%
15100 Impact Aid Operational	**$500,074.92**	**$82,231.58**	**16.44%**
1000	$92,108.84	$9,838.08	10.68%
2xxx	$407,966.08	$72,393.50	17.74%
15200 Local Revenue Operational	**$470,899.92**	**$57,795.08**	**12.27%**
1000	$32,950.00	$10,044.99	30.49%
2xxx	$437,949.92	$47,750.09	10.90%
21000 Food Services (Federal)	**$700,136.79**	**$115,773.66**	**16.54%**
3100	$700,136.79	$115,773.66	16.54%
21100 Universal Free Lunch (State)	**$2,459,007.60**	**$462,916.64**	**18.83%**
3100	$2,459,007.60	$462,916.64	18.83%
22000 Athletics	**$132,547.03**	**$37,294.78**	**28.14%**
1000	$132,547.03	$37,294.78	28.14%
23000 Non-Instructional Support	**$1,262,432.74**	**$180,697.05**	**14.31%**
1000	$1,262,432.74	$180,697.05	14.31%
24101 Title I Part A-ESEA	**$51,535.51**	**$11,889.32**	**23.07%**
1000	$51,535.51	$11,889.32	23.07%
24106 Entetlement IDEA-B	**$1,026,901.00**	**$256,791.94**	**25.01%**
1000	$632,722.61	$166,741.81	26.35%
2xxx	$394,178.39	$90,050.13	22.85%
24109 Preschool IDEA-B	**$32,968.00**	**$1,274.68**	**3.87%**
1000	$23,853.00	$565.33	2.37%
2xxx	$9,115.00	$709.35	7.78%
24153 Title III	**$12,210.10**	**$0.00**	**0.00%**
1000	$12,210.10	$0.00	0.00%

Fund & Function	Budget	AccountYTD	% Spent YTD
24154 Title II Teacher/Principal Training & Recruiting	**$41,314.09**	**$0.00**	**0.00%**
1000	$40,072.33	$0.00	0.00%
2xxx	$1,241.76	$0.00	0.00%
24174 Carl D Perkins Secondary-Current	**$18,370.00**	**$0.00**	**0.00%**
1000	$12,370.00	$0.00	0.00%
2xxx	$6,000.00	$0.00	0.00%
24176 Carl D Perkins Secondary-Redistribution	**$26,903.00**	**$17,331.34**	**64.42%**
1000	$26,903.00	$17,331.34	64.42%
24189 Title IV (4) Student Supp Academic Achieveme	**$11,256.31**	**$0.00**	**0.00%**
1000	$11,256.31	$0.00	0.00%
25145 Impact Aid Special Education	**$91,495.00**	**$0.00**	**0.00%**
1000	$46,495.00	$0.00	0.00%
2xxx	$45,000.00	$0.00	0.00%
25147 Impact Aid Indian Education- Add On	**$811,529.92**	**$29,206.00**	**3.60%**
1000	$627,700.62	$492.35	0.08%
2xxx	$183,829.30	$28,713.65	15.62%
25184 Title VI (6) Indian Ed Formula (G5) J.M.	**$18,135.00**	**$623.54**	**3.44%**
1000	$18,135.00	$623.54	3.44%
26113 LANL Foundation	**$6,001.00**	**$0.00**	**0.00%**
2xxx	$6,001.00	$0.00	0.00%
26189 LAPS Foundation	**$1,358.65**	**$242.33**	**17.84%**
1000	$1,064.35	$0.00	0.00%
2xxx	$294.30	$242.33	82.34%
26219 PROJECT LEAD THE WAY	**$3,200.00**	**$0.00**	**0.00%**
1000	$3,200.00	$0.00	0.00%
27107 GOB Library	**$64,929.00**	**$2,436.79**	**3.75%**
2xxx	$64,929.00	$2,436.79	3.75%
27109 Instructional Materials Sp. Appropriation	**$8,406.50**	**$0.00**	**0.00%**
1000	$8,406.50	$0.00	0.00%
27149 PreK Initiative	**$1,737,600.00**	**$439,438.75**	**25.29%**
1000	$1,437,563.80	$380,373.38	26.46%
2xxx	$234,036.20	$51,532.85	22.02%

Fund & Function	Budget	AccountYTD	% Spent YTD	
3100	$66,000.00	$7,532.52	11.41%	
27178 SCHOOL BUS REPLACEMENT	**$325,500.00**	**$0.00**	**0.00%**	
2xxx	$325,500.00	$0.00	0.00%	
27183 NM Grown FVV	**$1,724.00**	**$1,086.30**	**63.01%**	
3100	$1,724.00	$1,086.30	63.01%	
27502 Career Technical Education Program (Pilot)	**$139,726.00**	**$259.30**	**0.19%**	
1000	$112,926.00	$259.30	0.23%	
2xxx	$26,800.00	$0.00	0.00%	
27902 NATIVE LANGUAGE FELLOWS HB2 REG.	**$0.00**	**$0.00**		②
2xxx	$0.00	$0.00		
29102 PRIVATE DIR GRANTS	**$7,327.08**	**$3,000.00**	**40.94%**	
1000	$3,000.00	$0.00	0.00%	
2xxx	$4,327.08	$3,000.00	69.33%	
29107 Prevention	**$204,000.00**	**$41,070.85**	**20.13%**	
2xxx	$204,000.00	$41,070.85	20.13%	
31100 Go Bond Building	**$28,003,928.08**	**$312,132.37**	**1.11%**	
4000	$28,003,928.08	$312,132.37	1.11%	
31600 Capital Improvements HB-33	**$6,581,685.22**	**$2,471,783.97**	**37.56%**	
2xxx	$55,000.00	$470.75	0.86%	
4000	$6,526,685.22	$2,471,313.22	37.86%	
41000 Go Debt Services	**$20,976,611.78**	**$9,744,746.09**	**46.46%**	
2xxx	$105,000.00	$1,416.40	1.35%	
5000	$20,871,611.78	$9,743,329.69	46.68%	
Grand Total	**$125,558,300.97**	**$29,819,505.96**	**23.75%**	

NOTES:
① See BARs
② Budget not yet approved by PED
③ Budget not yet input into Visions
❹ Adjustments in Expenditures Required
⑤ Partial Budget
⑥ PED budget approval not required
⑦ Overage will be charged to Leased Facilities $

Fund & Function	Budget	AccountYTD	% Spent YTD

ADJUSTING ENTIES REPORT
> $10,000
OCTOBER, 2026

Date	Summary Fund	JE Number	Account	Memo	Line Memo	Sum of Debit	Sum of Credit
10/7/2026	11000	912	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4367	ACCOUNTS PAYABLE CLEARING 572799-01	$ 42,339.02	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4367	OPERATIONAL 1202 572837-01	$ -	$ (42,339.02)
	31100	920	31100.0000.11011.0000.041000.0000.000.1200	TFR FR 31100 TO APC FOR APV 4367	ACCOUNTS PAYABLE CLEARING 572799-01	$ 124,177.27	$ -
			31100.0000.11011.0000.041000.0000.000.1226	TFR FR 31100 TO APC FOR APV 4367	BOND BUILDING CHECKING 1226 466115-01	$ -	$ (124,177.27)
	31600	906	31600.0000.11011.0000.041000.0000.000.1209	TFR FR SHADOW ACCT TO 31600 FOR APV 4365 & 4397	HB-33 CAP IMP 1209 167000626	$ 292,514.53	$ -
			31600.0000.11011.0000.041000.0000.000.1389	TFR FR SHADOW ACCT TO 31600 FOR APV 4365 & 4397	HB-33 SHADOW ACCT 1389 1100019060	$ -	$ (292,514.53)
		911	31600.0000.11011.0000.041000.0000.000.1200	TFR FR 31600 TO APC FOR APV 4365	ACCOUNTS PAYABLE CLEARING 572799-01	$ 30,054.10	$ -
			31600.0000.11011.0000.041000.0000.000.1209	TFR FR 31600 TO APC FOR APV 4365	HB-33 CAP IMP 1209 167000626	$ -	$ (30,054.10)
		921	31600.0000.11011.0000.041000.0000.000.1200	TFR FR 31600 TO APC FOR APV 4367	ACCOUNTS PAYABLE CLEARING 572799-01	$ 262,460.43	$ -
			31600.0000.11011.0000.041000.0000.000.1209	TFR FR 31600 TO APC FOR APV 4367	HB-33 CAP IMP 1209 167000626	$ -	$ (262,460.43)
	62000	922	62000.0000.11011.0000.041000.0000.000.1200	TFR FR 62000 TO APC FOR APV 4367	ACCOUNTS PAYABLE CLEARING 572799-01	$ 42,914.31	$ -
			62000.0000.11011.0000.041000.0000.000.1210	TFR FR 62000 TO APC FOR APV 4367	LEASE FACILITIES 1210 167000618	$ -	$ (42,914.31)
10/9/2026	15200	963	15200.0000.11011.0000.041000.0000.000.1202	CORRECT DEPOSIT DATED 9/11/26	Interfund Entry Due To/Due From	$ 8,388.49	$ -
			15200.0000.11011.0000.041000.0000.000.1202	CORRECT DEPOSIT DATED 9/11/26	OPERATIONAL 1202 572837-01	$ -	$ (8,388.49)
	41000	963	41000.0000.11011.0000.041000.0000.000.1207	CORRECT DEPOSIT DATED 9/11/26	DEBT SERVICE 1207 562432-01	$ 8,388.49	$ -
			41000.0000.14000.0000.041000.0000.000.0000	CORRECT DEPOSIT DATED 9/11/26	Interfund Entry Due To/Due From	$ -	$ (8,388.49)
10/13/2026	11000	946	11000.0000.11011.0000.041000.0000.000.1201	TFR FR 11000 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 2,067,307.06	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO PRC FOR PP 07	OPERATIONAL 1202 572837-01	$ -	$ (2,067,307.06)
	13000	947	13000.0000.11011.0000.041000.0000.000.1201	TFR FR 13000 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 70,503.19	$ -
			13000.0000.11011.0000.041000.0000.000.1202	TFR FR 13000 TO PRC FOR PP 07	OPERATIONAL 1202 572837-01	$ -	$ (70,503.19)
	15100	948	15100.0000.11011.0000.041000.0000.000.1201	TFR FR 15100 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 10,697.84	$ -
			15100.0000.11011.0000.041000.0000.000.1202	TFR FR 15100 TO PRC FOR PP 07	OPERATIONAL 1202 572837-01	$ -	$ (10,697.84)
	24106	950	24106.0000.11011.0000.041000.0000.000.1201	TFR FR 24106 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 37,620.24	$ -
			24106.0000.11011.0000.041000.0000.000.1202	TFR FR 24106 TO PRC FOR PP 07	OPERATIONAL 1202 572837-01	$ -	$ (37,620.24)
	27149	952	27149.0000.11011.0000.041000.0000.000.1201	TFR FR 27149 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 67,189.25	$ -
			27149.0000.11011.0000.041000.0000.000.1202	TFR FR 27149 TO PRC FOR PP 07	OPERATIONAL 1202 572837-01	$ -	$ (67,189.25)
	62000	955	62000.0000.11011.0000.041000.0000.000.1201	TFR FR 62000 TO PRC FOR PP 07	PAYROLL CLEARING 569402-01	$ 68,337.60	$ -
			62000.0000.11011.0000.041000.0000.000.1210	TFR FR 62000 TO PRC FOR PP 07	LEASE FACILITIES 1210 167000618	$ -	$ (68,337.60)
10/14/2026	31600	1029	31600.0000.11011.0000.041000.0000.000.1209	TFR FR HB CHECKING ACCT TO SHADOW ACCOUNT	HB-33 CAP IMP 1209 167000626	$ -	$ (13,725.00)
			31600.0000.11011.0000.041000.0000.000.1389	TFR FR HB CHECKING ACCT TO SHADOW ACCOUNT	HB-33 SHADOW ACCT 1389 1100019060	$ 13,725.00	$ -
10/15/2026	11000	924	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4370	ACCOUNTS PAYABLE CLEARING 572799-01	$ 15,767.92	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4370	OPERATIONAL 1202 572837-01	$ -	$ (15,767.92)
		930	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4371	ACCOUNTS PAYABLE CLEARING 572799-01	$ 102,329.61	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4371	OPERATIONAL 1202 572837-01	$ -	$ (102,329.61)
	15200	931	15200.0000.11011.0000.041000.0000.000.1200	TFR FR 15200 TO APC FOR APV 4371	ACCOUNTS PAYABLE CLEARING 572799-01	$ 11,494.53	$ -
			15200.0000.11011.0000.041000.0000.000.1202	TFR FR 15200 TO APC FOR APV 4371	OPERATIONAL 1202 572837-01	$ -	$ (11,494.53)
	31600	941	31600.0000.11011.0000.041000.0000.000.1200	TFR FR 31600 TO APC FOR APV 4371	ACCOUNTS PAYABLE CLEARING 572799-01	$ 50,659.18	$ -
			31600.0000.11011.0000.041000.0000.000.1209	TFR FR 31600 TO APC FOR APV 4371	HB-33 CAP IMP 1209 167000626	$ -	$ (50,659.18)
		960	31600.0000.11011.0000.041000.0000.000.1209	TFR FR SHADOW ACCT TO 31600 FOR APV 4370 & 4371	HB-33 CAP IMP 1209 167000626	$ 51,120.43	$ -
			31600.0000.11011.0000.041000.0000.000.1389	TFR FR SHADOW ACCT TO 31600 FOR APV 4370 & 4371	HB-33 SHADOW ACCT 1389 1100019060	$ -	$ (51,120.43)
	62000	942	62000.0000.11011.0000.041000.0000.000.1200	TFR FR 62000 TO APC FOR APV 4371	ACCOUNTS PAYABLE CLEARING 572799-01	$ 12,267.36	$ -
			62000.0000.11011.0000.041000.0000.000.1210	TFR FR 62000 TO APC FOR APV 4371	LEASE FACILITIES 1210 167000618	$ -	$ (12,267.36)
10/22/2026	11000	975	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4374	ACCOUNTS PAYABLE CLEARING 572799-01	$ 13,128.41	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4374	OPERATIONAL 1202 572837-01	$ -	$ (13,128.41)
		982	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4375	ACCOUNTS PAYABLE CLEARING 572799-01	$ 102,431.32	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4375	OPERATIONAL 1202 572837-01	$ -	$ (102,431.32)
		991	11000.0000.11011.0000.041000.0000.000.1200	VOID CK #144402, $42,869.64, NO REISSUE	ACCOUNTS PAYABLE CLEARING 572799-01	$ -	$ (42,869.64)
			11000.0000.11011.0000.041000.0000.000.1202	VOID CK #144402, $42,869.64, NO REISSUE	OPERATIONAL 1202 572837-01	$ 42,869.64	$ -
	13000	983	13000.0000.11011.0000.041000.0000.000.1200	TFR FR 13000 TO APC FOR APV 4375	ACCOUNTS PAYABLE CLEARING 572799-01	$ 33,957.67	$ -

			13000.0000.11011.0000.041000.0000.000.1202	TFR FR 13000 TO APC FOR APV 4375	OPERATIONAL 1202 572837-01	$ -	$ (33,957.67)
	31100	988	31100.0000.11011.0000.041000.0000.000.1200	TFR FR 31100 TO APC FOR APV 4375	ACCOUNTS PAYABLE CLEARING 572799-01	$ 15,801.88	$ -
			31100.0000.11011.0000.041000.0000.000.1226	TFR FR 31100 TO APC FOR APV 4375	BOND BUILDING CHECKING 1226 466115-01	$ -	$ (15,801.88)
	31600	989	31600.0000.11011.0000.041000.0000.000.1200	TFR FR 31600 TO APC FOR APV 4375	ACCOUNTS PAYABLE CLEARING 572799-01	$ 145,739.10	$ -
			31600.0000.11011.0000.041000.0000.000.1209	TFR FR 31600 TO APC FOR APV 4375	HB-33 CAP IMP 1209 167000626	$ -	$ (145,739.10)
		1022	31600.0000.11011.0000.041000.0000.000.1209	TFR FR SHADOW ACCT TO 31600 FOR APV 4374 & 4375	HB-33 CAP IMP 1209 167000626	$ 146,239.87	$ -
			31600.0000.11011.0000.041000.0000.000.1389	TFR FR SHADOW ACCT TO 31600 FOR APV 4374 & 4375	HB-33 SHADOW ACCT 1389 1100019060	$ -	$ (146,239.87)
10/29/2026	11000	1079	11000.0000.11011.0000.041000.0000.000.1201	TFR FR 11000 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 2,232,983.36	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO PRC FOR PP 08	OPERATIONAL 1202 572837-01	$ -	$ (2,232,983.36)
		1089	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4378	ACCOUNTS PAYABLE CLEARING 572799-01	$ 58,952.46	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4378	OPERATIONAL 1202 572837-01	$ -	$ (58,952.46)
		1099	11000.0000.11011.0000.041000.0000.000.1200	TFR FR 11000 TO APC FOR APV 4377	ACCOUNTS PAYABLE CLEARING 572799-01	$ 23,602.44	$ -
			11000.0000.11011.0000.041000.0000.000.1202	TFR FR 11000 TO APC FOR APV 4377	OPERATIONAL 1202 572837-01	$ -	$ (23,602.44)
	13000	1080	13000.0000.11011.0000.041000.0000.000.1201	TFR FR 13000 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 62,329.93	$ -
			13000.0000.11011.0000.041000.0000.000.1202	TFR FR 13000 TO PRC FOR PP 08	OPERATIONAL 1202 572837-01	$ -	$ (62,329.93)
	15100	1081	15100.0000.11011.0000.041000.0000.000.1201	TFR FR 15100 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 10,697.84	$ -
			15100.0000.11011.0000.041000.0000.000.1202	TFR FR 15100 TO PRC FOR PP 08	OPERATIONAL 1202 572837-01	$ -	$ (10,697.84)
	24106	1083	24106.0000.11011.0000.041000.0000.000.1201	TFR FR 24106 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 34,487.98	$ -
			24106.0000.11011.0000.041000.0000.000.1202	TFR FR 24106 TO PRC FOR PP 08	OPERATIONAL 1202 572837-01	$ -	$ (34,487.98)
	27149	1085	27149.0000.11011.0000.041000.0000.000.1201	TFR FR 27149 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 64,918.48	$ -
			27149.0000.11011.0000.041000.0000.000.1202	TFR FR 27149 TO PRC FOR PP 08	OPERATIONAL 1202 572837-01	$ -	$ (64,918.48)
	31600	1095	31600.0000.11011.0000.041000.0000.000.1200	TFR FR 31600 TO APC FOR APV 4378	ACCOUNTS PAYABLE CLEARING 572799-01	$ 10,483.05	$ -
			31600.0000.11011.0000.041000.0000.000.1209	TFR FR 31600 TO APC FOR APV 4378	HB-33 CAP IMP 1209 167000626	$ -	$ (10,483.05)
		1107	31600.0000.11011.0000.041000.0000.000.1209	TFR FR SHADOW ACCT TO 31600 FOR APV 4376 & 4378	HB-33 CAP IMP 1209 167000626	$ 11,706.13	$ -
			31600.0000.11011.0000.041000.0000.000.1389	TFR FR SHADOW ACCT TO 31600 FOR APV 4376 & 4378	HB-33 SHADOW ACCT 1389 1100019060	$ -	$ (11,706.13)
	62000	1088	62000.0000.11011.0000.041000.0000.000.1201	TFR FR 62000 TO PRC FOR PP 08	PAYROLL CLEARING 569402-01	$ 69,624.88	$ -
			62000.0000.11011.0000.041000.0000.000.1210	TFR FR 62000 TO PRC FOR PP 08	LEASE FACILITIES 1210 167000618	$ -	$ (69,624.88)
		1103	62000.0000.11011.0000.041000.0000.000.1200	TFR FR 62000 TO APC FOR APV 4377	ACCOUNTS PAYABLE CLEARING 572799-01	$ 24,704.56	$ -
			62000.0000.11011.0000.041000.0000.000.1210	TFR FR 62000 TO APC FOR APV 4377	LEASE FACILITIES 1210 167000618	$ -	$ (24,704.56)
10/30/2026	11000	1056	11000.0000.11011.0000.041000.0000.000.1202	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	CASH ACCOUNT	$ 3,991.63	$ -
			11000.0000.23100.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	PAYROLL DEDUCTIONS AND WITHHOLDINGS	$ 26.03	$ (55.00)
			11000.1000.51100.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	SALARIES EXPENSE	$ 2,782.67	$ (5,880.42)
			11000.1000.52111.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	EDUCATIONAL RETIREMENT	$ 505.06	$ (1,067.30)
			11000.1000.52112.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	ERA - RETIREE HEALTH	$ 55.65	$ (117.60)
			11000.1000.52210.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	FICA PAYMENTS	$ 174.14	$ (368.00)
			11000.1000.52220.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	MEDICARE PAYMENTS	$ 40.72	$ (86.06)
			11000.1000.52312.1010.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	LIFE	$ 1.36	$ (2.88)
	24101	1056	24101.0000.11011.0000.041000.0000.000.1202	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	CASH ACCOUNT	$ -	$ (3,991.63)
			24101.0000.23100.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	PAYROLL DEDUCTIONS AND WITHHOLDINGS	$ 28.97	$ -
			24101.1000.51100.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	SALARIES EXPENSE	$ 3,097.75	$ -
			24101.1000.52111.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	EDUCATIONAL RETIREMENT	$ 562.24	$ -
			24101.1000.52112.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	ERA - RETIREE HEALTH	$ 61.95	$ -
			24101.1000.52210.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	FICA PAYMENTS	$ 193.86	$ -
			24101.1000.52220.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	MEDICARE PAYMENTS	$ 45.34	$ -
			24101.1000.52312.4020.041017.1411.000.0000	PR ADJ: MIETZ, LISA M TEACHER GRADE 1	LIFE	$ 1.52	$ -
	25147	1052	25147.0000.11011.0000.041000.0000.000.1202	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	CASH ACCOUNT	$ -	$ (9,700.16)
			25147.0000.23100.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	PAYROLL DEDUCTIONS AND WITHHOLDINGS	$ 55.00	$ -
			25147.2100.51100.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	SALARIES EXPENSE	$ 5,543.64	$ -
			25147.2100.52111.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	EDUCATIONAL RETIREMENT	$ 1,006.18	$ -
			25147.2100.52112.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	ERA - RETIREE HEALTH	$ 110.88	$ -
			25147.2100.52210.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	FICA PAYMENTS	$ 307.02	$ -
			25147.2100.52220.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	MEDICARE PAYMENTS	$ 71.80	$ -
			25147.2100.52311.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	HEALTH AND MEDICAL PREMIUMS	$ 2,493.34	$ -
			25147.2100.52312.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	LIFE	$ 2.88	$ -
			25147.2100.52313.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	DENTAL	$ 81.56	$ -
			25147.2100.52314.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	VISION	$ 11.66	$ -

			25147.2100.52315.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	DISABILITY	$ 16.20	$ -
	27902	1052	27902.0000.11011.0000.041000.0000.000.1202	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	BANK ACCOUNTS	$ 9,700.16	$ -
			27902.0000.23100.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	PAYROLL DEDUCTIONS AND WITHHOLDINGS	$ -	$ (55.00)
			27902.2100.51100.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	SALARIES EXPENSE	$ -	$ (5,543.64)
			27902.2100.52111.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	EDUCATIONAL RETIREMENT	$ -	$ (1,006.18)
			27902.2100.52112.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	ERA - RETIREE HEALTH	$ -	$ (110.88)
			27902.2100.52210.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	FICA PAYMENTS	$ -	$ (307.02)
			27902.2100.52220.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	MEDICARE PAYMENTS	$ -	$ (71.80)
			27902.2100.52311.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	HEALTH AND MEDICAL PREMIUMS	$ -	$ (2,493.34)
			27902.2100.52312.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	LIFE	$ -	$ (2.88)
			27902.2100.52313.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	DENTAL	$ -	$ (81.56)
			27902.2100.52314.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	VISION	$ -	$ (11.66)
			27902.2100.52315.0000.041000.1211.000.0000	PR ADJ: MOWRER, JOVITA S NATIVE AMERICAN LIAISON	DISABILITY	$ -	$ (16.20)
Grand Total						**$ 6,525,884.06**	**$ (6,525,884.06)**

FY26/27 **For Board Approval**				
November 10, 2026				
	Account #	**Acct Description**	**Debit**	**Credit**
REVENUE	11000.0000.46100.0000.041000.0000.000.0000	E-RATE		$ 44,681.21
EXPENDITURE	11000.1000.53711.1010.041000.0000.000.0000	OTHER CHARGES	$ 44,681.21	
Reason:	E-Rate Budget Placeholder			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$ 44,681.21**	**$ 44,681.21**
EXPENDITURE	11000.1000.56118.1010.041000.0000.512.0000	GENERAL SUPPLIES AND MATERIALS		$ 480.00
EXPENDITURE	11000.1000.53711.1010.041000.0000.512.0000	OTHER CHARGES	$480.00	
EXPENDITURE	11000.2400.56119.0000.041080.0000.000.0000	SUPPLY ASSETS $5,000 OR LESS		$ 428.62
EXPENDITURE	11000.2400.56118.0000.041080.0000.000.0000	GENERAL SUPPLIES AND MATERIALS	$428.62	
Reason:	Maintenance BAR to transfer funds between object codes to support purchases, per LAHS Bookkeeper			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$908.62**	**$ 908.62**
EXPENDITURE	23000.1000.56118.9000.041080.0000.000.6245	GENERAL SUPPLIES AND MATERIALS		$ 25.00
EXPENDITURE	23000.1000.53711.9000.041080.0000.000.6245	LAHS PEGASUS - - OTHER CHARGES	$ 25.00	
EXPENDITURE	23000.1000.56118.1010.041080.0000.000.5976	LAHS DECA - GS&M		$ 953.00
EXPENDITURE	23000.1000.53711.9000.041080.0000.000.5976	LAHS DECA - OTHER CHARGES	$ 953.00	
Reason:	Maintenance BAR to transfer funds between object codes, per LAHS Bookkeeper			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$978.00**	**$ 978.00**
EXPENDITURE	11000.2200.56118.0000.041080.0000.000.0000	GENERAL SUPPLIES AND MATERIALS		$ 400.00
EXPENDITURE	11000.2200.56114.0000.041080.0000.000.0000	LIBRARY AND AUDIO-VISUAL	$ 400.00	
Reason:	Maintenance BAR to transfer funds between object codes to support purchases, per LAHS Librarian			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$400.00**	**$ 400.00**
EXPENDITURE	62000.2500.56118.0000.041000.0000.520.3146	GS&M - LEASED FAC FOR HR		$ 2,500.00
EXPENDITURE	62000.2500.53330.0000.041000.0000.520.3146	PROFESSIONAL DEVELOPMENT - LEASED FAC FOR HR	$ 2,500.00	
Reason:	Maintenance BAR to transfer funds between object codes to support Professional Development, per HR			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$2,500.00**	**$ 2,500.00**
EXPENDITURE	24106.1000.56119.2000.041000.0000.000.0000	Supply Assets		$ 11,500.00

FY26/27 **For Board Approval**				
November 10, 2026				
	Account #	**Acct Description**	**Debit**	**Credit**
EXPENDITURE	24106.1000.56112.2000.041000.0000.000.0000	Other Instructional Materials	$6,000.00	
EXPENDITURE	24106.1000.56113.2000.041000.0000.000.0000	Software	$4,000.00	
EXPENDITURE	24106.2200.53330.2000.041000.0000.000.0000	Professional Development	$1,500.00	
Reason:	Maintenance BAR -Funds are needed to fund current proposal objectives through provision of specially designed instructional curricula for students with intensive learning needs.			
Requester:	Brenda Halder, Business Mgr./Maria Elena, Budget Mgr.		**$11,500.00**	**$ 11,500.00**

It is the intent of the Los Alamos Public Schools that all American Indian children of school age have equal access to all programs, services, and activities offered in the school district.

It is the intent of the Los Alamos Public Schools to fully comply with all requirements of Title VI of the Elementary and Secondary Education Act, and to that end, the School Board has adopted as policy these Indian Policies and Procedures (IPP'S). The IPP'S by intent and by School Board action supersede all previous School Board action and are intended to bind the School Board, administration, and staff of the District.

Per 34 CFR 222.91, Los Alamos Public Schools attests that it has established Indian Policies and Procedures as required in section 7003 of the Act in consultation with and based on information from tribal officials and parents of attending children residing on Indian lands, excluding those students from a tribe that has provided a written waiver to these policies and procedures.

Los Alamos Public Schools also attests that tribal leaders and parents of attending American Indian children will be provided a written response to any comments, concerns, and recommendations received through the Indian Policies and Procedures consultation process.

Los Alamos Public Schools is not required to comply with 34 CFR 222.94 with respect to students from a tribe that has provided a voluntary written statement from an appropriate tribal official or tribal governing body stating the tribe is satisfied with the District's provision of educational services to the tribe's students and that the tribe was provided a copy of the regulations in § 222.91 and § 222.94 and understands that these requirements are being waived. [34 CFR 222.91]

SECTION I

POLICY:
The District will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations. [34CFR222.94(b)(1)]

PROCEDURE:
The District Administrator/designee will, as soon as reasonably possible after such information becomes available, but not later than one week in advance of any meeting, mail to American Indian parents and tribal officials a copy of the following documents:

- The American Indian Education Policies and Procedures (IPP's)
- The current Title I, Title II, and Title VI applications;
- Evaluations of educational programs; and
- Plans for education programs the District intends to initiate or eliminate.

In addition, information regarding these materials will be included in the District's monthly newsletter, if appropriate.

Parents of attending American Indian children, tribal officials, and the public will be given notice of any and all meetings related to equal participation or the content of the educational program by including information about meeting times and locations in the District newsletters.

The Los Alamos Public Schools will disseminate information and seek timely input regarding the following programs (including, but not limited to): Title I, Part A, Title II, Part A, and Title VI Indian Education programs.

The completed applications, evaluations, and program planning will be made available to parents of attending American Indian children, tribal officials, and the American Indian Education Committee one week in advance of public hearings to afford all interested parties the opportunity to review the

documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publicly advertised online in the LA Daily Post and on the District website to allow all interested parties to attend.

Parents of attending American Indian children, tribal officials, the American Indian Education Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of American Indian students on an equal basis in the district.

Minutes from the American Indian Education Committee meetings will be posted on the District's website for all patrons and tribal officials to review.

SECTION II

POLICY:
The District will provide an opportunity for the tribes and parents of American Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the District's education programs and activities. [34 CFR 222.94(b)(2)]

PROCEDURE:
The American Indian Education Committee of Los Alamos Public Schools will meet quarterly for the purpose of addressing comments and concerns of parents of American Indian children regarding the District's educational programs and activities. The meeting agendas will be posted and all meetings will be open to the public, allowing for tribal officials as well as parents of American Indian children the opportunity to submit comments and recommendations for consideration.

A School Board representative will be a non-voting member of the American Indian Education Committee. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the American Indian Education Committee as well as the School Board.

Additionally, information will be posted on the District's website pointing to an electronic means by which interested parties may provide input to the District.

SECTION III

POLICY:
The District will annually assess the extent to which American Indian students are participating on an equal basis with non-American Indian children in the educational programs and activities of the District. [34 CFR 222.94(b)(3)]

PROCEDURE:
The Superintendent and/or designee, in conjunction with the American Indian Education Committee, will annually hold a meeting to review school data and comments with the tribal officials, American Indian community, and staff regarding the assessment and extent of American Indian students' participation and progress in the educational programs and services of the District. Los Alamos Public Schools will disseminate the results of the assessment of American Indian participation to parents of American Indian children and tribal officials within 90 days of publication of the assessment.

SECTION IV

POLICY:
The District shall modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for American Indian students. [34 CFR 222.94(b)(4)]

PROCEDURE:
When assessment data indicate American Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the American Indian Education Committee will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the School Board for action.

SECTION V

POLICY:
The District will at least annually respond in writing to comments and recommendations made by the American Indian Education Committee, tribal officials, or parents of American Indian children, and disseminate the responses to all parties by mail prior to the submission of the IPPs by the District.[34 CFR 222.94(b)(5)]

PROCEDURE:
The following materials will be made available to tribal officials and American Indian parents through the school website and through communications from the American Indian Education Committee as applicable:

- Program plans and information related to the education programs of the School District.
- Assessment data for American Indian students and non-Indian students in the District.
- Title I, Title II, and Title VI Indian Education applications.

SECTION VI

POLICY:
The District will provide a copy of the IPP's annually to the affected tribes. [34 CFR 222.94(b)(6)]

PROCEDURE:
The District will annually mail a copy of the current Indian Policies and Procedures to all tribes whose children attend Los Alamos Public Schools, excluding those students from a tribe that has provided a written waiver to these policies and procedures.

Policy Adopted: 12/15
Policy Revised: 01/17, 10/17, 08/18, 11/19, 11/20,
Policy Reviewed: 11/21, 11/22, 11/23, 11/24, 11/25, November 17, 2026

October 22, 2026 at 5:30 PM - Los Alamos Public Schools Board Work Session

1. **Pledge of Allegiance**
2. **Call to Order, 5:30 pm**

3. **Roll Call**
President Wyman, Absent
Vice President Coupland, Here
Secretary Colgan, Here
Member Jaurigue, Here
Member Baker, Here

A quorum is present.

4. **Routine Business/Approval of Agenda**

Member Jaurigue: I MOVE the School Board approve the Agenda for October 22, 2026, with the change presented to move Item 10 to the November 10, 2026 board meeting agenda.
All in Favor, AYE
Motion Carries

5. **Recognition by the Board**

6. **a. LAHS Student Liaisons –** Rebecca Champenois attended the meeting.
b. Superintendent's Report – Not at this time.
c. Public Comment for items not on the agenda. No comments at this time.

7. **Routine Business/Consent Agenda items**
Budget Adjustment Report
Policy 5126, Pol - Student Grades and Transcripts, Policy Reviewed, Non-Substantive Changes
Draft Minutes, October 13, 2026

Member Jaurigue: I MOVE the School Board approve the Consent Agenda for October 22, 2026, as presented.
All in Favor, AYE
Motion Carries

8. **Los Alamos Middle School Presentation**
Presented by Principal Cardiel, Assistant Principal Meagan Selis, and Assistant Principal Colby Holland
Discussion Only

Los Alamos Middle School has earned the prestigious 2026 Spotlight School designation, reflecting student hard work and staff dedication.

Principal Cardiel emphasized that everything done at LAMS is intended to ensure that 100% of all students meet or exceed expectations in academic excellence, social-emotional well- being and civic responsibility. Academic excellence is emphasized by the increases in student engagement from 2025 to 2026. Fall 2026 walkthrough data indicates significant increases in student engagement, from 63.4% to 82.3%.

Principal Cardiel shared ambitious math goals. The strategy is based on the 3-year average, increasing target proficiency by 5%. She feels this is attainable due to the addition of Spring Math daily practice and the Jump Math program. LAMS is aiming for 58% proficiency for eighth grade students and 75% proficiency for seventh grade students.

ELA goals are equally high; the school is working toward 76% for proficiency for eighth graders and 80% proficiency for seventh graders by May of 2027.

LAMS is utilizing the Panorama and Plus One surveys to measure students' sense of belonging. Civic responsibility is largely supported by the Hawkeye team, which is Safe and Civil Schools. Community partnerships with organization such as YMCA, JJAB and the Teen Center are also programs which involve our students. The Peer Mentor program is an elective course which allows students to go into classrooms and assist their peers. There are numerous volunteering opportunities for students to help with seventh grade orientation and the Open

House at the beginning of the year. LAMS currently has 22 active clubs and will have over 30 clubs by year-end.

Principal Cardiel highlighted a successful program which began in the library. Ms. Manfredi noticed that many students were coming into the library instead of recess. They were on their Chromebooks the whole time. She suggested going Chrome-Free. It's been a great success! Students are playing games and interacting with each other without tech! Kudos to Ms. Manfredi.

This year, LAMS imbedded PLC time within the master schedules. This is dedicated time where teachers are able to collaborate, analyze student data, refine instructional practices and create common assessments to boost proficiency while using the district-adopted HQIM in their daily sessions.

Representatives from Los Alamos Middle School presented an overview of the ongoing Professional Learning Communities (PLC) initiative, highlighting the 8th Grade Science PLC Team (Adrian Hetrick, PLC Lead; Rebecca Flavin; Jordan Ray). The presentation focused on embedded master schedule time, a data-driven instruction cycle, team teaching strategies, and student-centered growth tracking.

Key Presentation Points from the PLC team:

1. Structural & Master Schedule Integration
Embedded Time: LAMS embedded dedicated PLC time into the master schedule (Period 1B), allowing consistent collaboration without disrupting instructional days.
Shared Responsibility: Shifted from individual classroom perspectives to a team approach covering all ~263 8th-grade science students across all school teams.
Staff Support & Mentorship: Built-in collaboration supports new teachers by providing opportunities to co-teach, observe veteran staff, and co-design extension projects with the Gifted & Talented coordinator (Ms. Shemansky).

2. Instructional Assessment & Intervention Cycle
Backward Design & Alignment: Teams evaluate end-of-unit summative assessments (OpenSciEd curriculum), ensuring alignment with target standards and backward-planning intermediate formative checkpoints.

Common Assessments: Teachers administer identical formative/summative assessments on the same schedule.
Tier 2 Reteach & Extension Days:
Master schedule alignment allows simultaneous 8th-grade science blocks to swap students post-formative assessments.
Students scoring below 100% mastery attend targeted Tier 2 reteach/guided review and revise assessments.
Students achieving 100% attend GT-co-designed extension projects.
Additional one-on-one lunch interventions or Multi-Layered System of Supports (MLSS) team escalations are used for unresolved learning gaps.

3. Data Tracking & Student Reflection
Growth Tracking: Built a centralized tracking spreadsheet monitoring student mastery, attendance, and progress across unit tabs. Data demonstrates clear growth from initial formatives to unit summatives.
Student Ownership: Students complete reflection sheets after summative exams, graph their own test score results, and share signed reflection portfolios with parents.

Board members noted that the team's practice of allowing revisions on formative checks while keeping summative assessments final aligns with ongoing district grading policy efforts to evaluate true skill mastery over task completion.

In response to questions regarding instructional rigidity, team members clarified that common assessment dates and core goals leave ample room for individual teaching style, creativity, and classroom engagement strategies.

Administration and board members discussed evaluating the master schedule for upcoming school years to expand built-in, aligned PLC periods to other grade levels and core subjects district-wide.

9. **Update on Future Expenditures for Upgrades and Renovations at 2075 Trinity Drive, 1900 Diamond Drive and 1104 4th Street**
Presented by Assistant Superintendent Mike Johnson
Discussion Only

Assistant Superintendent Mike Jefferson presented updates on three upcoming major maintenance and infrastructure projects planned for bidding this year.

A. Central Office / Boardroom (2075 Trinity Drive)
Issue: Approximately 300 feet of aging clay sewer line has reached the end of its lifespan.
Proposed Solution: Cured-in-place pipe (CIPP) resin sleeving, which avoids major parking lot excavation and reduces downtime.
Estimated Cost: ~$60,000 (preliminary estimate; subject to bid).
Funding Source: Annual district budget / referendum funds.

B. Pueblo Complex (1900 Diamond Drive)
Issue: The ~60-year-old sewage ejector/lift station needs replacement. The current failure restricts use and prevents renting out this renovated section due to unusable restrooms.
Estimated Cost: Over $100,000 range.
Funding Source: Lease Properties fund.

C. Canyon Complex (1104 4th Street)
Issue: Aging HVAC system using a single-zone "majority rules" control mechanism for 42 offices, making temperature regulation difficult for tenants (e.g., LANL printing).
Proposed Solution: Installation of a modernized system allowing individualized office temperature controls.
Estimated Cost: Mid-to-upper $100,000 range.
Funding Source: Lease Properties fund (maintained by the district per lease terms).
Note: No formal board action was requested or taken; this was an informational item prior to future bid solicitations.

10. **Presentation of Los Alamos Public Schools Literacy Update**
Presented by Dr. Sharon Fogle
This Agenda Item was moved to the November 10, 2026, board meeting as discussed in Item 4.

11. **Board Committee Updates**

Student Liaison Lunch: Discussion with middle school liaisons regarding AI policy, grading policy, and general school feedback.
Leadership Lunch (County & UNM-LA):
November meeting canceled due to holidays.
Discussed the MOU for the Lucero Center pool (Española) and phase one fiber deployment (expected December).
UNM-LA discussed courtyard construction, hiring a welding instructor, and expanding dual-credit options in welding and robotics.
Sources of Strength Event: Attended by SROs, JJAB, principals, counselors, and prevention specialists.
NAPAC (Native American Parent Advisory Committee):
Welcomed new chairperson, Georgiana.
High school presentation regarding joining "UNITY" (United National Indian Tribal Youth) and fundraising for next year's conference.
Update on Native American Month activities, Santa Clara Pueblo Tribal Youth visit, senior trip to UNM, and ongoing need for additional tutors.
Foundation Meetings: Focused discussions on Career and Technical Education (CTE).

12. **Unfinished Business**

13. **Future Business**
Tues, Nov 3, Election Day, No School
Tues, Nov 10, LAPS Board Meeting, Mountain Elementary, 5:30 pm
Wed, Nov 11, Veterans' Day, No School
Wed-Fri, Nov 25-27, Thanksgiving Break
Thurs-Sat, Dec 3-5, NMSBA Conference, Albuquerque
Tues, Dec 8, LAPS Board Meeting, LAPS Board Room, 5:30 pm
Mon, Dec 21-Mon, Jan 4, Winter Break

14. **Closed Executive Session**
School Board Vice President Coupland will ask for a Motion to go into a Closed Executive Session pursuant to Section 10-14-1(H)(7) NMSA 1978 to discuss pending legal matters.

Secretary Colgan: I MOVE the School Board go into a Closed Executive Session pursuant to Section 10-14-1(H)(7) NMSA 1978 to discuss pending legal matters.
All in Favor, AYE
Motion Carries

The School Board went into Closed Executive Session at 6:40 pm.

15. **Open Session**
School Board Vice President Coupland will state that the purpose of the discussion in closed session was limited to the items on the agenda.

The School Board returned to Open Session at 7:41 pm.

16. **Adjournment**
Member Baker: I MOVE we adjourn this meeting.
All in Favor, AYE
Motion Carries

Meeting adjourned at 7:43 pm.

8. **Mountain Elementary School Presentation**
Presented by Principal Lee
Discussion Only


MAGICAL
MOUNTAIN
ELEMENTARY
INSPIRE. CHALLENGE.
ACHIEVE. TOGETHER.


MOUNTAIN LIONS

Our goals in line with our district

SEL

100% will be successful with self efficacy, sense of belonging, and self management



Mountain Lion Pledge

(Condensed Version)

We are Lions!
We are here to Learn!
We know that today we will Improve!
We learn through what we Observe!
We Nurture each other through kindness and respect!
When we Learn, Improve, Observe, and Nurture we Succeed!
We are Lions! Are you?

Math

100% of students will be proficient on summative assessments such as NMSSA, IMSSA and SpringMath

Reading

100% of students will be proficient on summative assessments such as AMIRA & MCLASS

Citizenship

100% Working on civic lessons through social studies, Second Step and school wide programs

Our Progress

SEL

Self Management
78 %
Sense of Belonging
59%

Math

72% proficient in grades 3-6

Reading

Grades 3-6 overall proficiency grades 3-6

82%

Citizenship

100% Working on civic lessons through social studies, Second Step and school wide programs,

70+ staff , 414 students and diverse population

6 NATIONALLY BOARD CERTIFIED TEACHERS
3 MORE IN PROGRESS

Attendance



School wide incentive Campaign
FUN FRIDAYS
Rewards, tracking, grade level incentivizing and tracking
Currently 95.24 Chronic 12%



Parent/Teacher communication when student is absent 3 or more days, teachers track with admin to monitor attendance



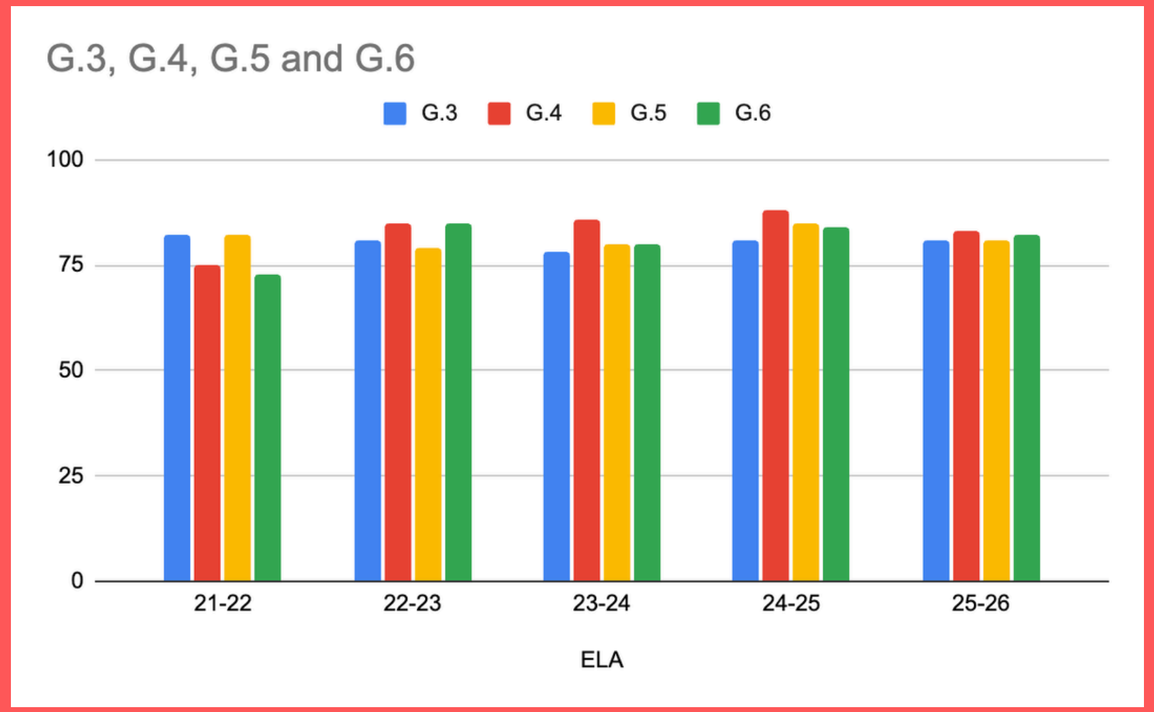
Meetings with families, tracking,
Independent plans and incentives and supports

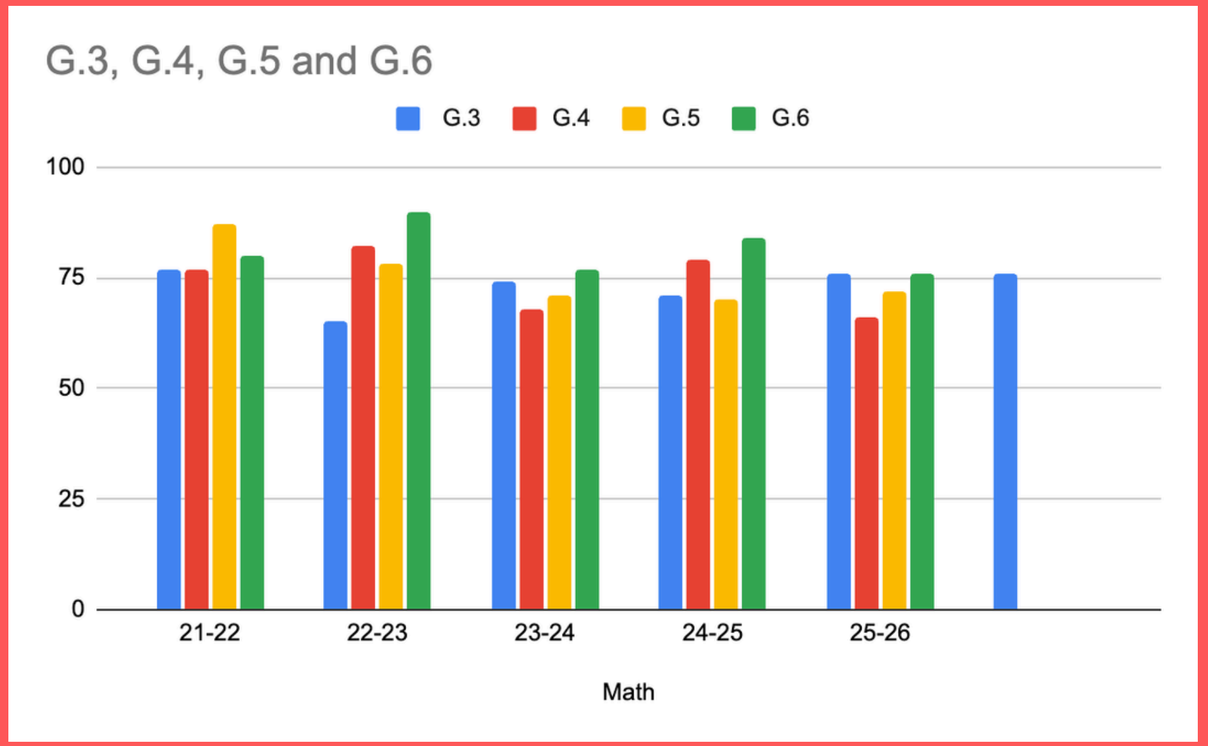


Intenstive supports and plans with a case manager and involving outside organizations

Subject	Mountain Elementary	Los Alamos District Average	New Mexico State Baseline
Reading / Literacy	**81.7%**	74.1%	43.3%
Science	**83.0%** (Overall) / **82.76%** (5th Grade)	68.5%	31.97%
Mathematics	**72.9%**	62.5%	25.5%

TOTAL	**FEMALE**	**MALE**
412	202	210
AMERICAN INDIAN/ALASKAN NATIVE	**ASIAN**	**BLACK OR AFRICAN AMERICAN**
14	34	9
CAUCASIAN	**HISPANIC/LATINO**	**ELL**
212	143	21
SE		





NMSSA RESULTS OVER TIME

Next Steps/Strategies

1. Informational Text Paired Analysis: weekly paired-passage instruction focusing on synthesizing supporting evidence across multiple texts
2. Practice multi-select question types (MS) to help students thoroughly evaluate all options when identifying multiple main ideas or supporting claims.

Shift emphasis from isolated computational fluency toward contextual, multi-step problem-solving and visual representations.

SITE PLCS

ELA- Claims Evidence Reasoning
CER

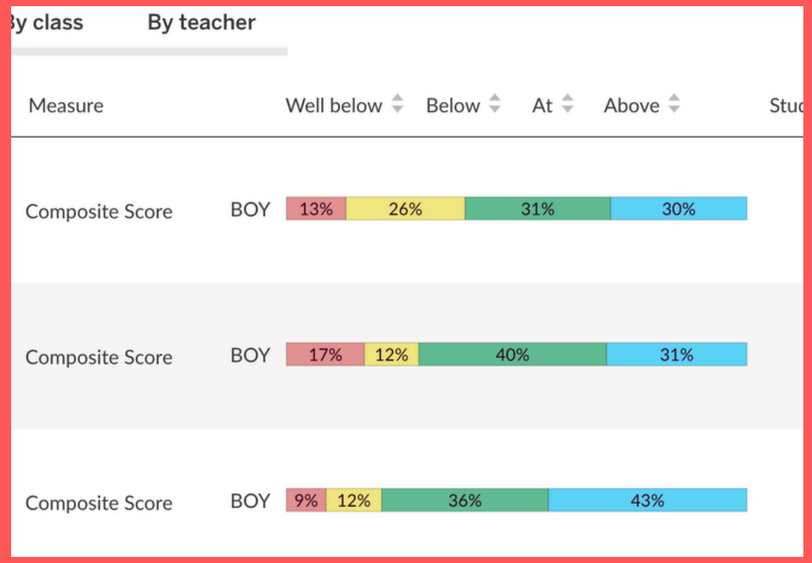
Math- USP Check, Understand, Plan
Solve, Check

K-6 Vertical Alignment creating shared langugage and understanding building wide

DASH PLAN GOALS

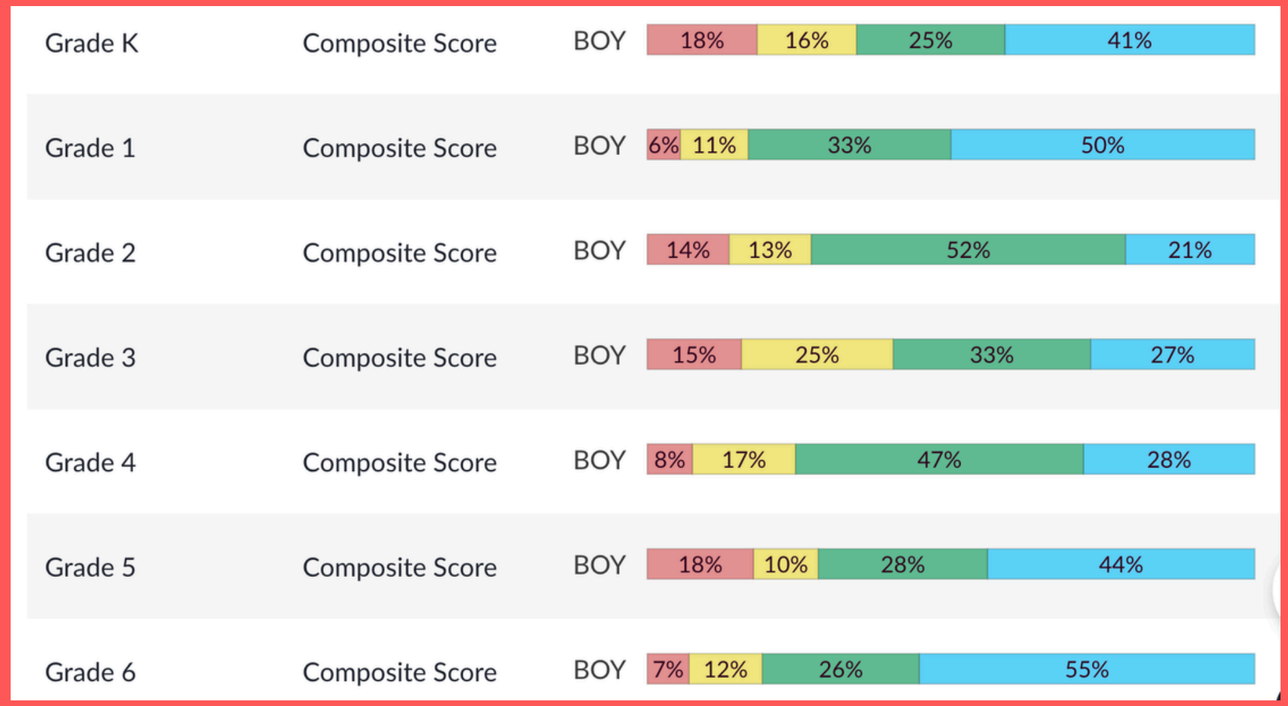
ELA & Math Small group instruction using MCLASS data and Boost, Jump and Spring Math.

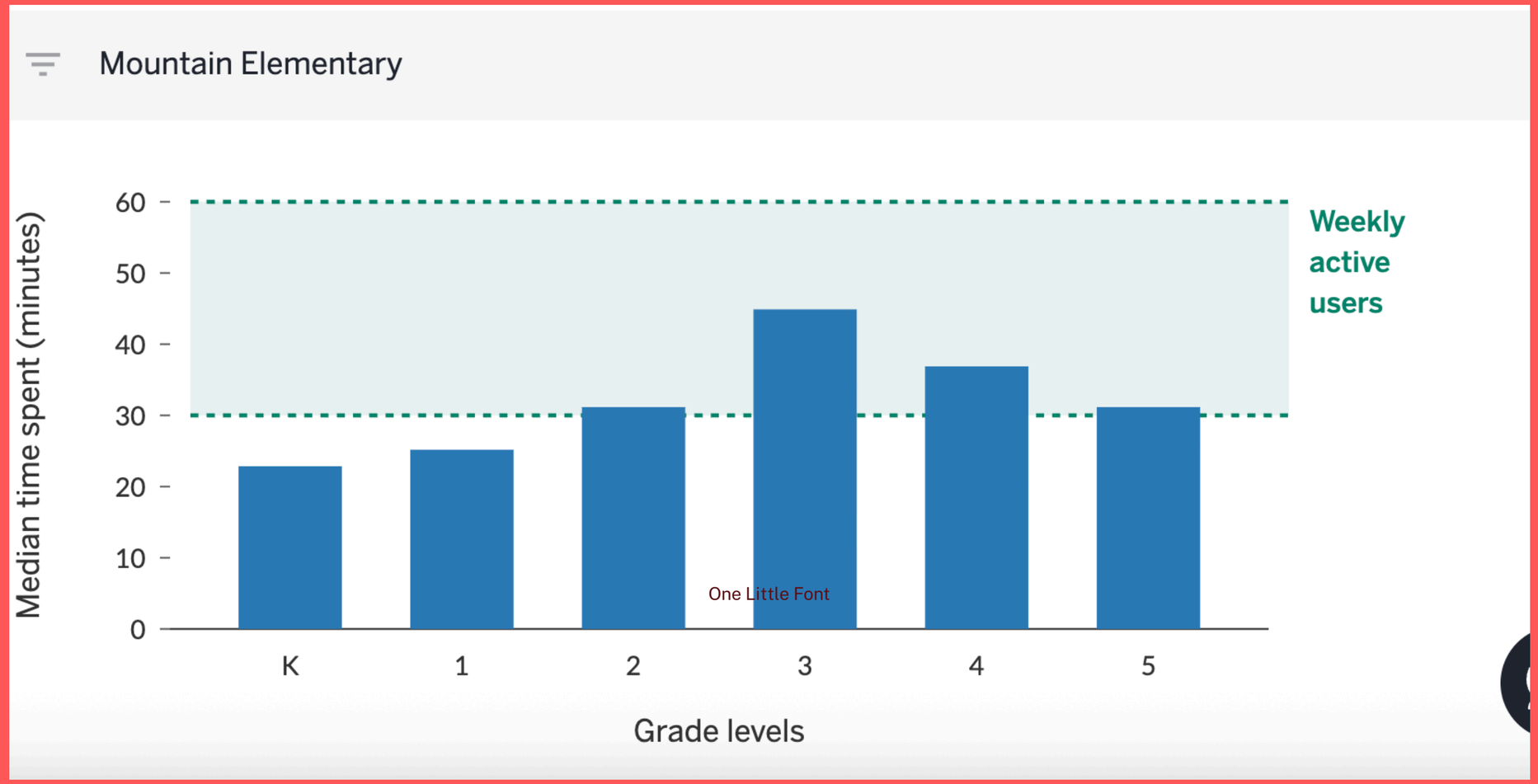
SEL: Community Circles addressing need for belonging and modeling respect for one another



4 61 TO 85
5 71 TO 72
6 79 TO 81

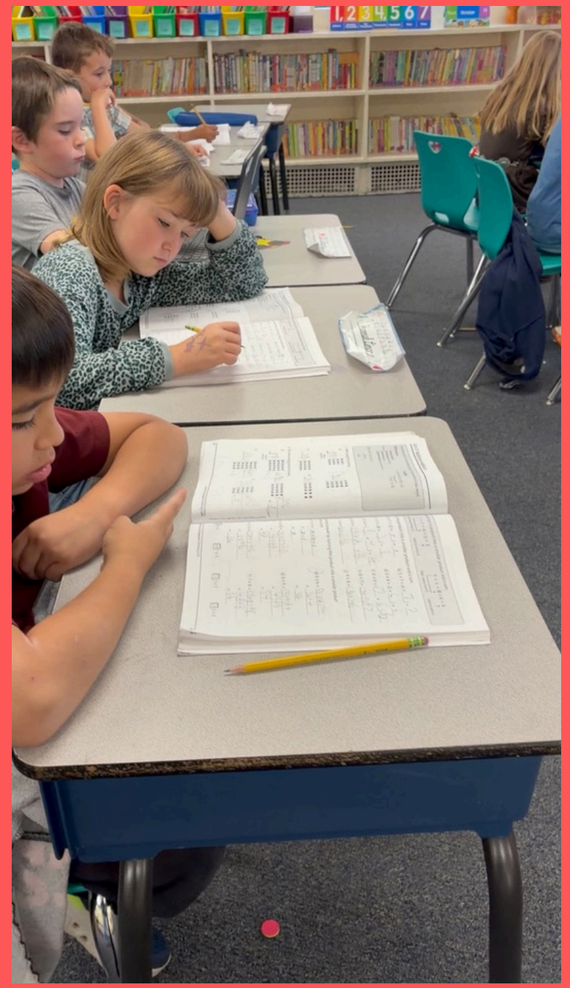
K 66%
1 83%
2 73%
3 60%
4 75%
5 72%
6 81%



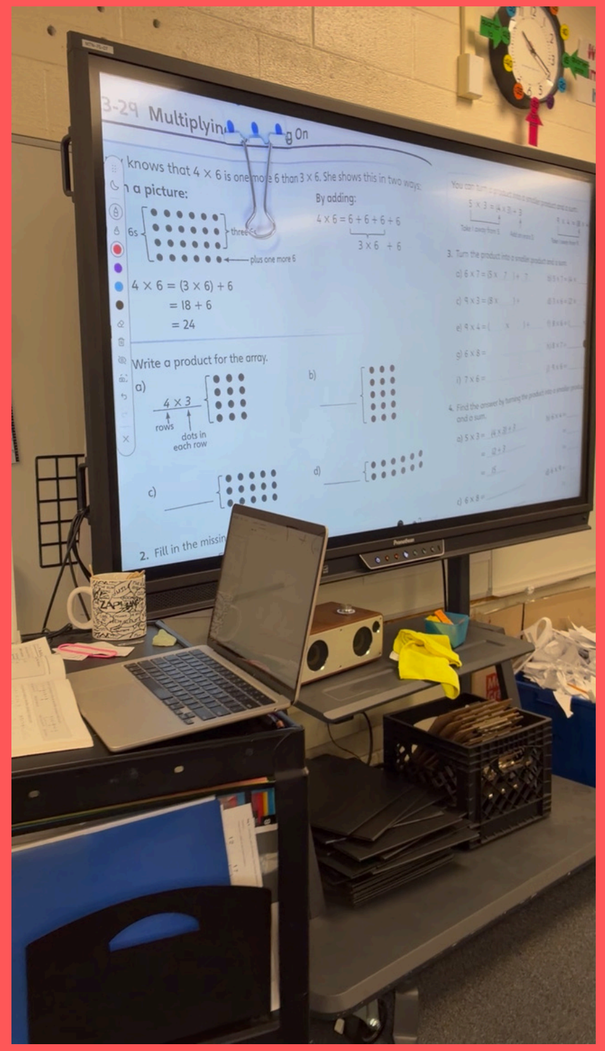

Mountain Elementary
Median time spent (minutes)
60
50
40
30
20
10
0
K
1
2
3
4
5
Grade levels
Weekly active users
One Little Font

MOUNTAIN

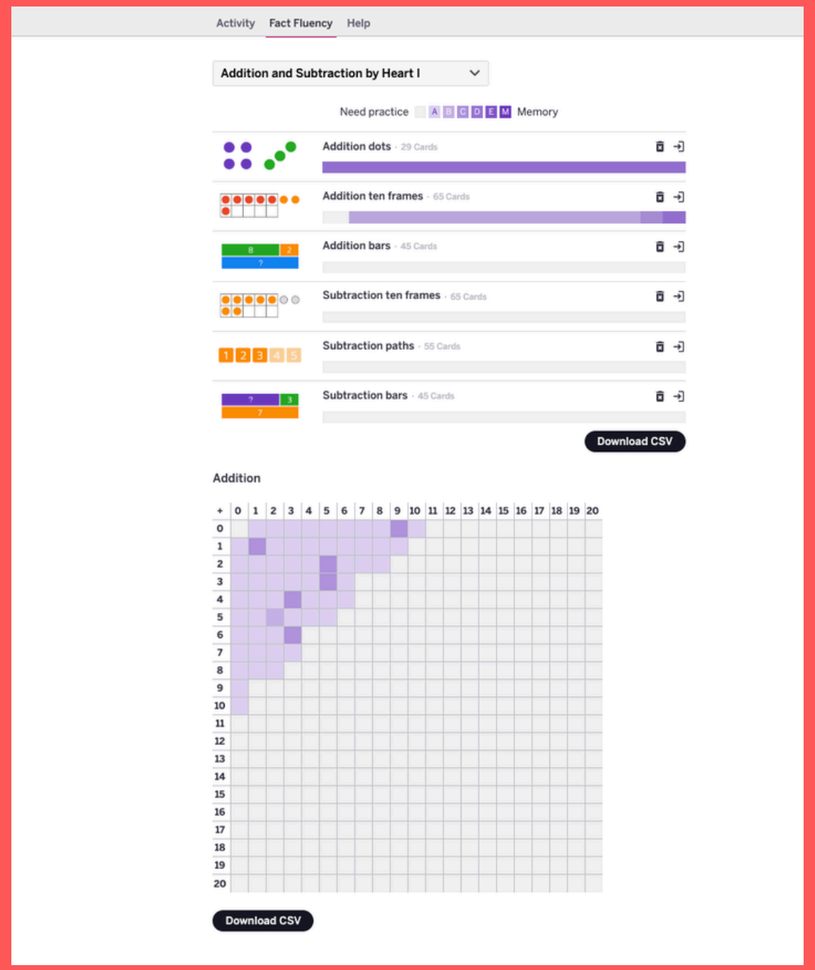
IMPLEMENTING SPRING MATH AN JUMP MATH



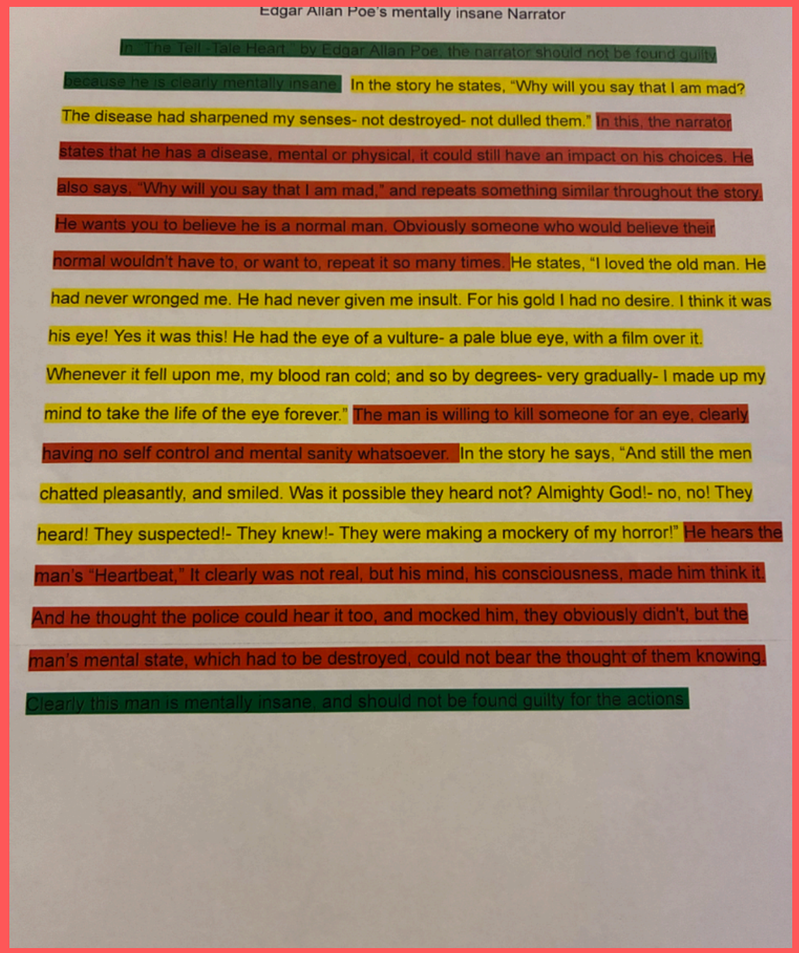








USING AMPLIFY FACT FLUENCY TO HELP THOSE IN NEED



EXAMPLE OF CLAIM EVIDENCE REASONING (CER)

THANK YOU FOR YOUR ATTENTION AND SUPPORT.

9. **Recommendation of English Language Arts materials for Grades 9 through Grades 12**
   Presented by Dr. Sharon Fogle, Los Alamos High School teachers Margo Batha and Karen Morris
10. **School Board Resolution in Support of Native America Heritage Month**
    Presented by School Board President Sondra Wyman
    Action Item

Los Alamos Public Schools
"We prepare capable and confident, life-long learners."

Los Alamos Public Schools School Board Resolution

Title: Native American Heritage Month, November 2026

Whereas, November is celebrated as National Native American Heritage Month, and

Whereas, New Mexico is home to 24 sovereign Indigenous Nations, including 20 Pueblos, each with its own unique customs, history and language, and

Whereas, the Los Alamos Public Schools acknowledge and recognize the unceded ancestral lands situated between the Sangre de Cristo, Sandia, Chicoma and San Antonio Mountains as the ancestral lands of the Tewa speaking people, and

Whereas, the Los Alamos Public Schools respect the Indigenous Peoples of our region who speak the Tewa, Towa and Keres languages, including the eight Northern Pueblos of San Ildefonso, Santa Clara, Taos, Ohkay Owingeh, Tesuque, Pojoaque, Nambe, Picuris, and those from the Jemez, Cochiti and Dineh Tribes, and

Whereas, the Los Alamos Public Schools educates over 122 students, who identify as Native American, and

Whereas, it is important for students in the Los Alamos Public Schools to learn about the rich ancestry, culture, and traditions of Native Americans, and

Whereas, Native Americans have made founding contributions to New Mexico and the United States in important areas including the sciences, government, language, music and art, agriculture and ecology, games and athletic competitions, and

Whereas, the Los Alamos Public Schools Native American Parent Advisory Council is working to meet the needs of and support Native American students by providing culturally appropriate resources, guidance, and feedback which helps to shape the day to day experiences of Native American students within the Los Alamos Public Schools.

NOW, THEREFORE BE IT RESOLVED that the Los Alamos School Board recognizes the rich and diverse cultures, and contributions of Native Americans and supports work to preserve the language, history and traditions of Tribes and Pueblos and that its schools sit on Native American Ancestral Homelands, and

BE IT FURTHER RESOLVED that the Board encourages all students, staff and parents to honor and celebrate the accomplishments of Native Americans and reflect on how we can further help to strengthen Tribal communities in New Mexico, and

BE IT FURTHER RESOLVED that the Board encourages teachers to incorporate the study of all federally recognized Tribal communities in New Mexico, to implement the use of the New Mexico Public Education Department adopted social studies curriculum and competencies, and encourages the use of Native American history and culture in our curriculum and activities at school, and

BE IT FURTHER RESOLVED that the Board supports staff training with regard to Native American culture, traditions, and how to respectfully communicate with Tribal Leadership, and

BE IT FURTHER RESOLVED that the Board encourages all students, staff and parents to make year-round efforts to recognize the contributions of Native Americans in Los Alamos, New Mexico and the United States.

ADOPTED at a meeting of the Los Alamos School Board, November 10, 2026, by the following vote:

MEMBERS FOR RESOLUTION	MEMBERS AGAINST RESOLUTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attest By: _____
Los Alamos School Board Secretary

P.O. Box 90
2075 Trinity Drive
Los Alamos, NM 87544
PHONE (505) 663-2222 FAX (505) 663-3247

11. **Native American Liaison Overview of Student Programs and Support**
Presented by Jovita Mowrer
Discussion Only

12. **Preventative Maintenance Plan**
Presented by Facilities Director Tommy Castillo
Discussion Only

Los Alamos
PUBLIC SCHOOLS

Preventative Maintenance Plan 2026/2027

Address: 2075 Trinity Dr. Los Alamos, NM 87544
Telephone: (505) 663-2222
Website: www.laschools.net

District Maintenance Representative, Tom Castillo **Date:**

District Asst. Superintendent of Operations, Mike Johnson **Date:**

District Superintendent, Jennifer Guy **Date:**

School Board Representative **Date:**

Other **Date:**

Los Alamos Public School District Preventative Maintenance Plan 2026/2027 Table of Contents

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- **b.** Work Order Priorities
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- **d.** PM Schedules

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- **a.** Adding New or Replacement Equipment
- **b.** Equipment Info Entry
- **c.** PM Schedule Development
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11.0 Building/Property Assessments

- **a.** NMPSFA Facility Maintenance Assessment Reports (FMAR)

12.0 Energy Maintenance Plan - District

13.0 Grounds Plan & Athletic Facilities Maintenance

- **a.** General Grounds Plan
- **b.** Integrated Pest Management
- **c.** Synthetic Turf Maintenance

14.0 Snow Removal Plan

15.0 Service Contract and Vendor Oversight

Maintenance Resources in NM

Maintenance Glossary of Terms

EXECUTIVE SUMMARY

The Los Alamos Public Schools (LAPS) Preventive Maintenance Plan (PMP) establishes a comprehensive framework to maintain safe, functional, and efficient learning environments across all district facilities. The plan is aligned with state adequacy standards and emphasizes safety, reliability, and sustainability while optimizing the use of district resources.

PURPOSE & MISSION

The PMP ensures all facilities, equipment, and systems are proactively maintained to extend service life, reduce unplanned failures, and support student success. Safety of students, staff, and visitors remains the district's top priority

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STRATEGIC OBJECTIVES

- Maintain utility systems and equipment at peak performance
- Deploy financial, material, and staffing resources effectively.
- Use data-driven tools (FIMS/Siemens) to schedule, track, and analyze maintenance activities.
- Reduce downtime and unexpected costs through preventive strategies.
- Support sustainability by integrating energy-efficient practices and environmental stewardship.

KEY ACCOMPLISHMENTS (2025–2026)

- Updated PMP to best-practices
- Sustained a 90% preventive maintenance completion rate.
- Implemented a Professional Development Plan for operations staff.
- Completed major projects: HVAC upgrades, asphalt repairs, roof projects, and construction at multiple school sites.
- Coordinated safety training opportunities for Facilities staff through POMS & Associates.

2026–2027 PRIORITIES

- Transition to Siemens Asset Essential for improved work order and PM tracking.
- Upgrade district lighting to energy-efficient LED systems.
- Enhance emergency preparedness with updated evacuation maps and training.
- Develop succession and cross-training plans for operations staff.
- Establish recurring painting schedules for school interiors and exteriors.
- Expand professional development in safety, building automation, and compliance.

OVERSIGHT & REVIEW

The Facilities Director oversees PMP implementation, with annual evaluations and updates provided to district leadership. Adjustments are made promptly to meet state, federal, and local requirements.

COMMITMENT

Through this plan, Los Alamos Public Schools reaffirms its commitment to maintaining high-quality facilities that ensure safety, efficiency, and long-term sustainability—directly supporting the district's educational mission.

Preventative Maintenance Program Overview

Policy #1.0

INTRODUCTION

The superintendent is responsible for planning, developing, and maintaining school facilities, grounds, and programs, with student and employee safety as a top priority. They will also advise the board on funding sources and balances, including operational funds, bond issues, and applicable state or federal procurement methods.

Together, the Superintendent, Assistant Superintendent for Operations and the Director of Facilities will ensure that all district facilities and grounds are safe, clean, and well-maintained. They will keep the board of education informed about both short-term and long-term facility needs, including capital projects and improvements, and will establish and regularly review a program to provide effective security for district property, protecting against vandalism and other threats.

Employees, students, and community members are encouraged to remain safety-conscious and share recommendations to improve district safety practices.

PURPOSE/MISSION

The Los Alamos Public Schools Preventive Maintenance Program is designed to ensure that all district facilities consistently meet or exceed statewide adequacy standards while providing safe, functional, and enduring environments that foster student achievement and well-being.

The Program establishes systematic, data-driven methods to manage, preserve, and extend the service life of facility equipment, systems, and components, ensuring they continue to meet the evolving needs of students, staff, and the community. It further incorporates procedures that uphold compliance with state statutes and regulatory guidelines while promoting the responsible stewardship of financial and operational resources.

All revisions to preventive maintenance procedures or program guidelines shall be subject to formal review and approval by the Director of Facilities or an authorized designee, thereby maintaining accountability, consistency, and alignment with district strategic goals.

Preventative Maintenance Program Overview

Policy #1.0

DESCRIPTION

The Preventive Maintenance Plan serves as the foundation for effectively managing facility maintenance operations. It equips the maintenance organization with the tools and processes needed to plan, acquire, organize, direct, control, and evaluate the use of manpower and material resources—whether already expended or planned—in support of the district's mission and maintenance objectives. For the program to succeed, district leadership, maintenance supervisors, and maintenance personnel must all recognize its importance and understand their respective roles. Their active engagement is essential to sustaining the reliability of critical systems and building components at their intended performance levels.

POLICY

Los Alamos Public Schools has established a comprehensive Preventive Maintenance Plan to ensure that all facilities, mechanical systems, and equipment are properly maintained for safe, efficient, and comfortable operation. This plan outlines the district's approach to routine, scheduled maintenance that supports a safe learning and working environment for students, staff, visitors, and guests.

The district implements this plan through the Facilities Information Management System (FIMS), powered by Siemens software, including MaintenanceDirect and PreventiveMaintenanceDirect This system supports a structured maintenance program based on detailed equipment inventories and customized preventive maintenance schedules.

Los Alamos Public Schools will evaluate its Preventive Maintenance Plan annually to ensure effectiveness. The Director of Facilities (or designee) prepares the evaluation, which is reviewed, revised, and submitted for district approval. Upon approval, the Preventive Maintenance Plan will be uploaded to the district website to ensure accessibility.

In the event that changes are required by local, state, or federal regulations, immediate implementation shall occur. In such cases, a memorandum outlining the change will be provided to all leadership and staff affected.

OBJECTIVES

The Preventive Maintenance Program is designed to maximize equipment reliability while ensuring the efficient and responsible use of resources. By establishing clear standards, leveraging data, and promoting a culture of quality and safety, the program delivers both operational excellence and cost efficiency.

Preventative Maintenance Program Overview

Policy #1.0

Strategic Objectives

- Maintain utility systems and equipment at peak performance through proactive maintenance.
- Implement formal criteria to ensure consistency and measurable results.
- Deploy manpower, materials, and financial resources effectively.
- Analyze maintenance data to improve processes and optimize equipment design.
- Provide structured reporting of building and system modifications.
- Reduce unplanned failures and material damage through effective preventive strategies.
- Enable seamless scheduling, planning, and tracking of maintenance activities.
- Reinforce policies and practices that support a safe, reliable, and performance-driven environment.

SCOPE

It is the commitment of the Los Alamos Public Schools to establish and maintain a comprehensive preventive maintenance program applicable to all district facilities. The program shall support the Director of Facilities, Maintenance Foreman, and maintenance staff in the development of equipment inventories and processes designed to ensure that all systems operate at intended levels of efficiency and reliability.

The District shall utilize the Facility Information Management System and Siemens modules as the primary tools for implementing this program. These systems will manage equipment inventories, preventive maintenance schedules, and maintenance/custodial work orders.

PREVENTIVE MAINTENANCE PROGRAM

This standardized preventive maintenance program ensures the effective planning, scheduling, execution, and oversight of maintenance activities for all district buildings, grounds, and equipment. The program is intended to maximize the efficiency and reliability of district assets while ensuring responsible use of maintenance resources.

As part of this program, equipment identification records shall be developed and maintained to support integrated logistics for all new procurements, re-procurements, alterations, and modifications of equipment and associated systems.

Preventive maintenance actions define the minimum requirements necessary to ensure that all equipment remains operable and compliant with approved standards. When carried out according to defined schedules, these actions will improve equipment performance, efficiency, and

Preventative Maintenance Program Overview

Policy #1.0

reliability. The schedules and guidelines are derived from equipment operating manuals, manufacturer recommendations, and New Mexico Group Classification Types (NMGCT). They specify the procedures, responsibilities, timelines, resources, parts requirements, and consumables needed to support cost-effective planning.

The Director of Facilities is responsible for the implementation, oversight, and management of the preventive maintenance program throughout the district.

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

POLICY

Los Alamos Public Schools has established clear, practical goals for the maintenance program and incorporated them into the District's Facility Master Plan (FMP) to identify improvement opportunities, address critical or underperforming areas, and guide capital planning.

All goals shall follow the SMART framework (Specific, Measurable, Attainable, Realistic, Time-Bound), and capital funding strategies shall include major planned maintenance and repair projects.

Eligibility for state capital outlay awards requires maintaining a comprehensive Facility Master Plan with an integrated Preventive Maintenance Plan. Additionally, districts must secure approval from the Director of the Public School Facilities Authority (PSFA) prior to construction or contracting of any school facility or related structure requiring a building permit (Senate Bill 450, 2006).

PURPOSE

State law (Section 22-24-5 NMSA 1978) requires all school districts to maintain a current **five-year** Facility Master Plan (FMP) to qualify for state capital outlay assistance. The FMP provides a strategic roadmap to:

- Address facility needs
- Optimize resource allocation
- Plan funding and schedules
- Ensure projects support a healthy learning environment

All construction or contracting for school facilities requires PSFA approval.

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

A. Facilities Master Plan (FMP)

PROCEDURES

1. **Capital Project Management**
    - Maintain a detailed, prioritized list of capital replacement items and system components for all district facilities.
    - Monthly/quarterly review to:
        - Report repair items exceeding routine expenditure limits
        - Determine replacement costs
    - Review, prioritize, approve, and integrate into the FMP.

2. **Methods of Determining Capital Projects**
    - **FIMS Method:** Develop annual Capital Expenditure/Deferred Maintenance codes within FIMS.
    - **Physical Building Audits:** Conduct on-site inspections and audits to identify repair and replacement needs (templates attached for reference).

Priority Rating System

- **Priority A:** Immediate attention required due to regulatory compliance, life safety, or health concerns affecting facility operations.
- **Priority B:** Repairs or replacements needed within **1 month to 2 years**; not life-threatening but may impact operations if left unaddressed.
- **Priority C:** Repairs or replacements needed within **3 to 4 years**; not critical to immediate school operations.
- **Priority D:** Repairs or replacements needed within **4 to 5 years**; long-term maintenance items that are not critical to immediate operations.

Capital Items to Consider for 2026/2027/2028/2029/2030

Capital Project	Priority (A,B,C,D)	Quotes Obtained	Justification	Project Status
1.) Aspen Gym Air Handler	Priority A B C D	$150K	25YEARS /LIFE CYCLE	PENDING APPROVAL
2.) LAHS S Wing HVAC	Priority A B C D	$200K	LIFE CYCLE	PENDING SCHEDULE
3.) Barranca Landscape	Priority A B C D	$225K	LIFE CYCLE	PENDING SCHEDULE
4.) LAHS D Wing Roof	Priority A B C D	$300	LIFE CYCLE	PENDING APPROVAL
5.) LAHS DSA HVAC	Priority A B C D	NA	LIFE CYCLE	PENDING APPROVAL
6.) LAHS Aux Gym Remodel	Priority A B C D	NA	LIFE CYCLE	PENDING APPROVAL
7.) LAHS Concrete Replacement	Priority A B C D	$225K	LIFE CYCLE	PENDING APPROVAL
8.) LAHS DSA Landscape	Priority A B C D	$45K	LIFE CYCLE	PENDING APPROVAL
9.) 2075 (Central Office) Roof	Priority A B C D	220K	LIFE CYCLE	PENDING APPROVAL
10.) 2075 Sewer Line	Priority A B C D	NA	LIFE CYCLE	PENDING CONSTRUCTION
11.) Barranca Upstairs Bottle Filler	Priority A B C D	10K	UPGRADE	PENDING APPROVAL
12.) LAHS Fencing	Priority A B C D	NA	LIFE CYCLE	PENDING APPROVAL
13.) Barranca Fencing	Priority A B C D	NA	LIFE CYCLE	PENDING APPROVAL
14.) DSA Door (WS) Replacement	Priority A B C D	$12K	LIFE CYCLE	PENDING COMPLETION
15.) LAMS Gym Roof	Priority A B C D	$300K	LIFE CYCLE	PENDING APPROVAL
16.) Mountain ES Erosion Control (Portable)	Priority A B C D	$45K	SAFETY	PENDING APPROVAL
17.) Mountain Entry Flooring	Priority A B C D	$12K	SAFETY	PENDING APPROVAL
18.) Mountain Bollard by Electric Panel	Priority A B C D	$15k	SAFETY	PENDING APPROVAL

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

B. Annual Maintenance Goals

Accomplished Goals 2026/2027

- Updated the District's Preventive Maintenance Plan using the best practice template.
- Sustained a 90% preventive maintenance (PM) completion rate in FIMS for FY **2026/2027**.
- Maintained a monthly work order completion rate of 80% or higher in FIMS.
- Began implementing the Professional Development Plan for all operations staff.
- Upgraded multiple pieces of equipment to ensure facilities are maintained properly.
- Replaced District Sander to prepare for winter.
- Achieved 98% completion of construction projects at Piñon and Chamisa.
- Remodeled Aspen Front Office reception area
- Patched concrete in many areas LAHS
- Painted ADA stripping at LAHS
- Modified picnic tables at LAHS for ADA
- Fire code compliance at Mountain
- Roof repairs LAHS, LAMS, Mountain, Aspen, and Barranca
- Roof repairs at 2075
- Roof repair at Mesa
- Remodeled Barranca Mail Room
- Installed new HVAC unit at LAHS E wing and sections of D wing
- Painted East rooms at E wing LAHS
- Repaired pressure relief valve at LAHS.
- Painted sections exterior/interior at Barranca Mesa
- Painted all Exterior Doors at Mountain
- Chairback molding at LAMS installed in all rooms
- Painted Ewing bathrooms and stalls
- Patched and painted all of Chemistry room
- Painted Decals at Mountain
- Completed repainting Barrana upstairs Wall
- Successfully completed roof replacement and repair projects across multiple district sites.
- Completed replacement of old tire mulch to wood chip fiber. At Mountain
- Mountain P8 Flooring
- Mountain Entry carpet replacement
- LAHS Entry carpet replacement
- Successfully transitioned elevator service provider from TK Elevator to OTIS

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

This Year's Goals 2026 - 2027

- Achieve and sustain a 90% preventive maintenance (PM) completion rate in FIMS for FY 2026/2027.
- Maintain a monthly work order completion rate of 80% or higher in FIMS.
- Continue to upgrade District lighting systems to energy-efficient LED fixtures at priority sites.
- Enhance emergency preparedness by updating facility evacuation maps, signage, and staff awareness training.
- Develop a succession and cross-training plan for operations staff to ensure continuity of services.
- Establish a painting schedule for each school site within the District's Preventive Maintenance (PM) program to ensure interiors and exteriors are refreshed on a recurring cycle.
- Successfully transition into Siemens (FIMS).
- Comply with new CID Compliance for District elevators.
- Implement/Familiarize sites with capital request form.
- Continue Working with CID and the state electric bureau chief to establish a sub category license for electrical journeyman that can be valid in any New Mexico school district.
- Establish vendor and contractor performance evaluations to ensure accountability on outsourced projects.
- Transition from FIMS/Brightly (Maintenance Direct, Inventory Direct, & PMDirect) to Siemens Asset Essentials during this fiscal year to improve the District's work order system, enhance tracking, and streamline preventive maintenance management, in alignment with the company's phase-out of the old system.
- Continue to build the District's Facilities Internship program.The program provides interns with practical experience and mentorship from experienced tradesmen. Interns give feedback and work with other interns to engage in various aspects of facility management, assisting with maintenance projects that help the sustainability of the District.

Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0

POLICY

Los Alamos Public Schools (LAPS) maintains clean, safe, and fully functional facilities through a clearly defined organizational structure and coordinated duties schedule. Roles and responsibilities for all Facilities, Maintenance, and Custodial staff shall be documented, coordinated, and supported by preventive maintenance programs, work order systems, and established cleaning and maintenance standards.

This policy ensures:

- Efficient and transparent operations across the Facilities Department.
- Accountability for all assigned staff duties.
- Consistent preventive maintenance of district assets.
- Safe, sanitary, and well-kept school environments.

A. Organizational Structure & Responsibilities

1. Leadership

- **Director of Facilities**: Supervises all district-wide maintenance operations, sets departmental goals, assigns and evaluates work, oversees preventive maintenance, coordinates with other departments, reviews purchases, prepares reports, provides training, conducts inspections, and ensures compliance.
- **Facilities Office Personnel**: Supports the Director in FIMS and preventive maintenance programs, manages work orders, inventory, and purchase order documentation, and acts as lead in the absence of the Director.

2. Skilled Trades & Technicians

- **Plumber**: Maintains sewer, water, and irrigation systems; repairs sinks, faucets, toilets, and gas lines; ensures backflow compliance.
- **Boiler Operator**: Performs boiler inspections, logs, safeties, backflow operations, and compliance tasks.
- **HVAC/Mechanical Technician**: Maintains heating, cooling, refrigeration, controls, and gas-fired systems.
- **Electrician**: Maintains electrical distribution, lighting, fire alarms, and exit/emergency systems.

Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0

- **Locksmith**: Services locks, doors, hinges, and manages key software.
- **Welder**: Performs welding repairs, fabrication, and ensures safety compliance.
- **Groundskeeper**: Maintains landscaping, irrigation systems, snow removal, and grounds equipment.
- **General Technician**: Performs building repairs, painting, remodeling, furniture assembly, roofing, concrete, and stucco work.

3. Custodial Staff

- **Custodial Supervisor**: Oversees custodial operations district-wide, assigns and evaluates custodial staff, develops schedules, approves purchases, provides training, prepares reports, conducts inspections, and may perform custodial duties as needed.
- **Custodians**: Maintain cleanliness and sanitation across all district facilities, perform daily, weekly, and periodic cleaning, and support district operations through event setups, snow removal, and special projects.

B. Maintenance & Custodial Duties

1. Maintenance Procedures

- **Daily**: Remove trash, snow, and ice from grounds and entryways, inspect boiler, mechanical, and electrical rooms, secure doors, windows, and roof access, replace ceiling tiles, lamps, breakers, fuses, ballasts, and review/close work orders.
- **Weekly**: Mow lawns to 2" height, trim and edge, sweep walks, gutters, gravel, and mulch areas, check and adjust irrigation systems, remove rubbish from property.
- **Monthly/Quarterly/Semi-Annual/Annual**: Reset clocks, check sewage pumps, inspect door operations, apply weed control, fertilize lawns, prune trees, test emergency generators, exit lights, and emergency systems, oversee fire protection, sprinkler, and backflow inspections, rotate valves, inspect elevators and dock levelers, and verify stock of filters, lamps, and parts.

2. Custodial Procedures

- **Daily**: Raise flag before school begins, empty trash, sweep and vacuum floors, mop restrooms, sanitize fixtures, dust surfaces, clean drinking fountains, polish furniture, buff main corridors, clean elevators, remove carpet stains, police sidewalks, parking lots, and loading docks, and replenish janitorial supplies.

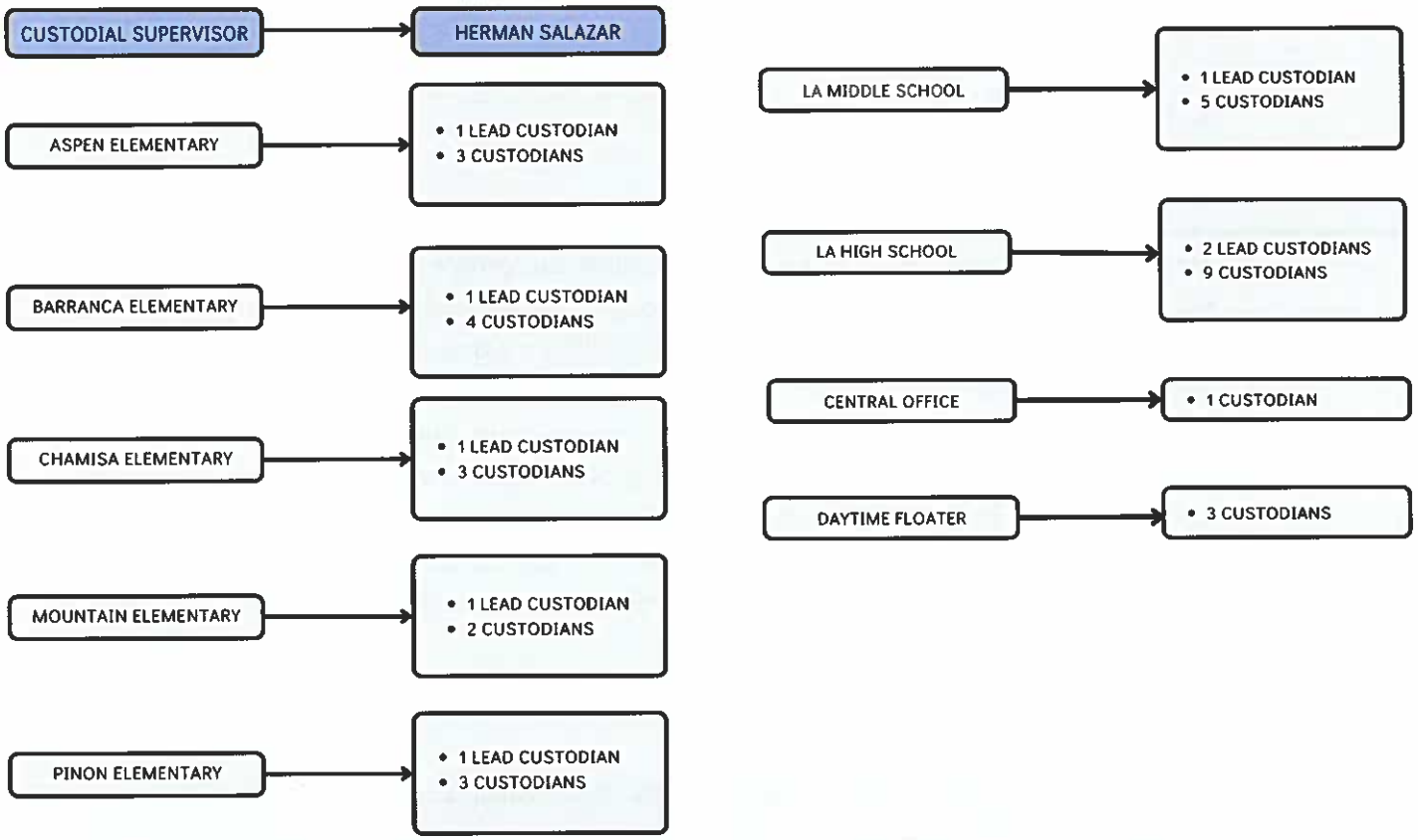
Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0

- **Weekly**: Damp mop and spray floors in corridors and lobbies, sweep sidewalks, stairs, and storage areas.
- **Monthly & Periodic**: Dust furniture, shampoo carpets, wash receptacles, spot clean walls, strip and refinish floors, wash windows twice per year, shampoo carpets in corridors/lobbies, and clean blinds and fixtures.

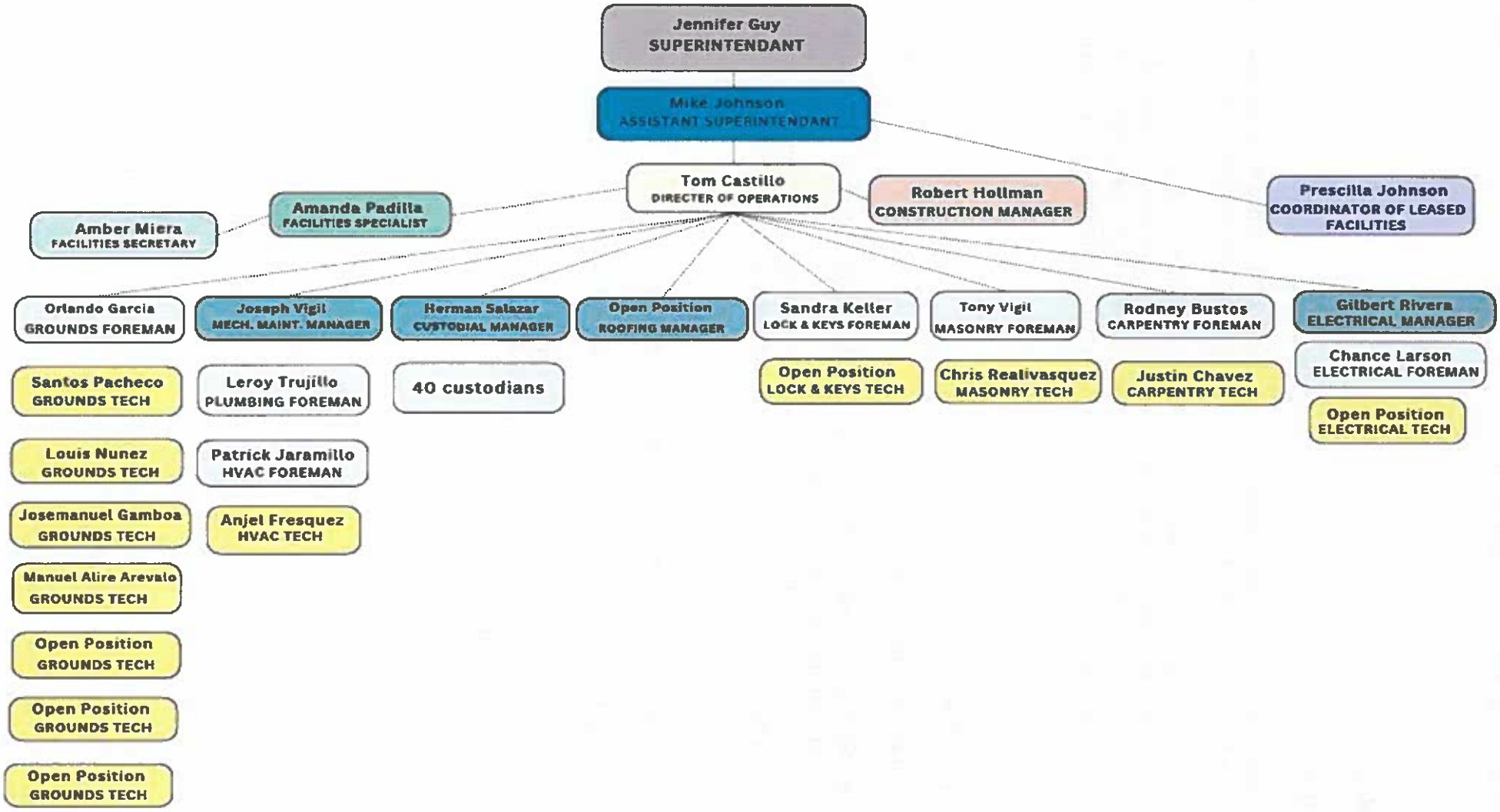
OUTCOME

This unified policy clearly defines staffing roles, departmental responsibilities, and required schedules for both custodial and maintenance operations. By integrating organizational structure with preventive maintenance and custodial standards, Los Alamos Public Schools ensures that all facilities are safe, sanitary, well-maintained, and supportive of a high-quality learning environment.



Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0



Facilities Staff Development Plan
Policy #4.0

POLICY

It is the policy of Los Alamos Public School District to encourage and support continued education and professional development for maintenance and custodial staff.

Advancements in building systems, technologies, automated controls, and maintenance products require that maintenance and custodial personnel possess advanced technical skills. To ensure proper operation of electrical, mechanical, and specialized systems, staff shall participate in formal training and professional development programs designed to enhance technical skills and trades knowledge.

PROCEDURE

1. Training Requirements

- Maintenance and custodial staff are required to attend courses and training that enhance and update their technical skill sets.
- Employees attending training are expected to complete coursework, apply the knowledge in their work, and share relevant skills and information with colleagues.

2. Safety Training

- All staff must maintain up-to-date safety training, beginning with annual training and renewed annually.
- Required safety training includes, but is not limited to:
    - Personal Protective Equipment (PPE)
    - Asbestos Awareness - *within 6 months of hire*
    - Safety Data Sheets (SDS)
    - Bloodborne Pathogens

3. Training Oversight

- The Director of Facilities or designee is responsible for:
    - Creating an annual calendar of general training and professional development events.
    - Developing a plan to address the required training for skilled staff.

4. Training Records

- Documentation of completed training shall be maintained in each employee's personnel file for verification and compliance purposes.

Facilities Staff Development Plan
Policy #4.0

District Safety Training Schedule by Category

Upon Hire (Initial Orientation)

Mandatory for all new Facilities Department employees.
Training videos or briefings provided before independent work begins.

Training	Delivery	Notes
Ladder Safety	Video / In-person	Proper ladder selection, setup, inspection, and use.
Moving Safely	Video / In-person	Safe lifting, carrying, and material handling techniques.
Tool Safety	Video / In-person	Correct use of hand and power tools; inspection and storage.
Jobsite Housekeeping	Video / In-person	Maintaining clean, hazard-free work areas to prevent slips, trips, and falls.
Personal Protective Equipment (PPE)	Video / In-person	Proper selection, use, and care of PPE.
Asbestos Awareness	Video / In-person	Completed **within 6 months of hire**. Covers asbestos hazards and safe response practices.
Safety Data Sheet (SDS)	Video / In-person	How to locate, read, and use SDS for chemical safety.
Bloodborne Pathogens	Video / In-person	Covers safe handling, exposure prevention, and response procedures.

- *Upon Hire* training is mandatory before independent work begins.
- Supervisors ensure refresher training occurs when job duties, equipment, or regulations change.
- All training completion records are retained for compliance tracking.
- Certification training (e.g., CPR, Stop the Bleed, Forklift) must be renewed before expiration.

Facilities Staff Development Plan
Policy #4.0

Note: The following training schedule is based on categories and course offerings outlined in the POMS & Associates Training Catalog. Frequency and content may be adjusted as district needs or regulatory requirements change.

Certain training is **trade-specific** and required only for staff whose job duties involve related tasks, equipment, or environments.

Loss Prevention

Training	Frequency	Status
Chemical Hygiene and Laboratory Safety	Annual	Ongoing
General Workplace Safety	Annual	**Completed**
Personal Protective Equipment (PPE) Refresher	Annual	Ongoing
Hazard Communication / SDS Practice	Annual	Ongoing
Narcan Training (Opioid Overdose)	Annual	**Completed**
Playground Safety and Maintenance	Annual	Ongoing
Aerial and Scissor Lift Safety	Biennial	Not Started
Defensive Driving	Biennial	**Completed**
Fall Protection	Biennial	Not Started
CPR	Biennial	Not Started
Forklift Safety	Biennial	Ongoing
OSHA 10 (Certification)	Biennial	**Completed**
Stop the Bleed (Certification)	Biennial	Not Started

Safety & Security

Training	Frequency	Status
Safe Schools Plan Consultation (NMPED)	Annual	Not Started
Asbestos Awareness Refresher	Annual	Started - Completion by '27
Emergency School Procedures	Annual	Not Started
Bloodborne Pathogens	Annual	Not Started
Staff-Student Boundaries	Annual	**Completed**
Continuity of Operations	Biennial	Not Started
De-escalation (Staff)	Biennial	Not Started
Lock Out / Tag Out (LOTO)	Triennial	**Completed**

Facilities Staff Development Plan
Policy #4.0

Staff Development

Training	Frequency	Status
Communication and Teamwork	Biennial	Not Started
Behavioral Management	Biennial	Not Started

Ergonomics

Training	Frequency	Status
Ergonomics for Custodial & Maintenance Staff	Biennial	Not Started
Safe Lifting and Body Mechanics (Refresher)	Biennial	Not Started

Completed a General Safety Training with POMS held on 4/2/26 that included Personal Protective Equipment (PPE) w/ Demonstration, Chemicals On-Site (awareness and handling), Portable Extinguisher Training & Evacuation Charts, Audit Finding Corrections

Facilities Safety Plan & Asbestos Management
Policy #5.0

POLICY

Los Alamos Public Schools is committed to maintaining a safe, healthy, and compliant environment for all students, staff, contractors, and visitors. This policy establishes safety requirements for maintenance operations, including routine work, equipment use, and asbestos-containing materials (ACM/PACM) management, in accordance with OSHA, AHERA, and other applicable regulations.

A. Maintenance Safety

1. Safety Orientation & Training

- Department-specific safety orientation is provided by individual department managers.
- All employees receive annual refresher training, with attendance and completion documented in personnel files.
- Facilities staff receive ongoing safety training, and regular workplace checks are performed and recorded to identify and address potential hazards.

2. Staff Responsibilities

- Follow all district safety rules as outlined in the District Safety Plan.
- Use appropriate personal protective equipment (PPE) for assigned tasks (e.g., gloves, glasses, respirators, snow removal gear).
- Operate and maintain equipment with all protective guards in place.
- Report unsafe conditions and injuries to supervisors immediately; all injuries must be documented and reported to the principal and superintendent within 24 hours.
- Seek prompt medical attention per district guidelines.

3. Policies & Procedures

- Safety policies are distributed, practiced, enforced, and reviewed annually.
- Updates are made as regulatory standards change.
- Product safety recalls are reviewed and actions documented.
- Comprehensive inspections of grounds, equipment, and facilities are conducted to ensure safety.

Facilities Safety Plan & Asbestos Management
Policy #5.0

B. Asbestos Operations & Maintenance (O&M)

1. Scope & Purpose

- Applies to all friable or presumed asbestos-containing materials (ACM/PACM) in district facilities that are in good condition.
- Ensures management of ACM/PACM in place to minimize risk and maintain regulatory compliance.
- Provides safe procedures for cleaning, maintenance, operations, training, notifications, and recordkeeping.

2. Definitions

- **ACM:** Material containing >1% asbestos.
- **PACM:** Presumed ACM.
- **Friable ACM:** Can be crumbled by hand pressure.
- **Non-Friable ACM:** Cannot be easily crumbled.
- **RACM:** Regulated ACM requiring strict handling and monitoring.
- **HEPA Filter:** Traps ≥99.97% of particles ≥0.3 microns.

3. Procedures & Guidelines

- **Location & Inventory:** Maintain updated ACM/PACM inventories; materials are safe if left undisturbed.
- **Training:** All staff potentially exposed to ACM/PACM receive a required 2 hours of annual asbestos awareness training.
- **Notification:** Staff, contractors, and tenants are notified of ACM/PACM locations; warning signs and labels are posted per OSHA.
- **Monitoring & Documentation:** ACM/PACM is inspected at least once per year, with records maintained including inspection results, training, and changes in material condition.
- **Safe Work Practices:**
    - Do not drill, sand, saw, or disturb ACM.
    - Use wet methods and area isolation when necessary.
    - Follow proper PPE, respiratory protection, and waste disposal procedures.
    - District employees shall not perform asbestos abatement without full training and certification.

Facilities Safety Plan & Asbestos Management
Policy #5.0

- **Specified Prohibited Activities:**

  All personnel at (name) must observe the following work practices to avoid or minimize fiber release during activities that may affect ACM/PACM:

  - **DO NOT** drill holes into material containing asbestos.
  - **DO NOT** hang pictures, signs (except asbestos warning signs), clothing, plants, or any other articles on structures covered with materials containing asbestos.
  - **DO NOT** sand, saw, or grind floor tiles, hardboard panels, or other materials that may contain asbestos.
  - **DO NOT** damage materials containing asbestos while moving furniture or other objectives.
  - **DO NOT** install curtains, drapes, or dividers in a way that will damage materials containing asbestos.
  - **DO NOT** dust floors, ceilings, moldings, or other surfaces with a dry brush or sweep with a broom in an environment containing asbestos.
  - **DO NOT** use an ordinary vacuum to clean up debris containing asbestos.
  - **DO NOT** remove ceiling tiles below materials containing asbestos without wearing proper respiratory protection, clearing the area of other people, and observing asbestos waste disposal procedures.
  - **DO NOT** remove ventilation system filters in a dry state, and
  - **DO NOT** shake ventilation system filters .

- **Job Hazard Analysis (JHA):** Required before any asbestos-related work.

Maintenance Priorities & Procedures
Policy #6.0

POLICY

Los Alamos Public Schools (LAPS) ensures safe, reliable, and efficient operations of district facilities by processing all maintenance and preventive tasks through the Facility Information Management System (FIMS/Siemens), establishing clear priority levels for work requests, developing preventive maintenance schedules based on manufacturer recommendations, state standards, and district needs, and conducting regular inspections to proactively identify and address deficiencies.

A. Work Orders

1. **Submission & Processing**
   All work requests must be submitted through FIMS/Siemens. Facilities office staff shall review, approve, and assign requests to the appropriate technician or contractor. Requests received by email or identified by staff shall be entered into FIMS as work orders.

2. **Documentation**
   Closed work orders (routine or PM) must include:

- Requester
- Labor Hours
- Work Description
- Material and/or Contract Cost
- Location of Work
- Responsible Party (Technician assigned)
- Craft (Type of Work)
- Action Taken (Resolution)
- Purpose (Reason for Work)

3. **Reporting**
   Reports generated from FIMS/Siemens shall be reviewed in staff meetings to monitor performance, identify trends, and support operational improvements.

Maintenance Priorities & Procedures
Policy #6.0

B. Work Order Priorities

Work requests shall be responded to as follows:

- **Emergency:** Stops facility use; immediate response.
- **Urgent:** Threatens functionality but use continues; response same day.
- **Routine:** Normal requests; start within 1–2 days, completed within 3–5 days.
- **Preventive Maintenance:** Scheduled inspections/tasks; per PM schedule.
- **Deferred/Project:** Non-critical projects; completed within 30 days, season-dependent.

Classification in FIMS/Siemens

All work orders will remain in the system indefinitely and will be classified through the following terms as Facilities identifies the needed actions to resolve the issue:

- **Work in Progress:** Facilities/ Maintenance is currently working on the issue.
- **Complete:** The issue is resolved but additional documentation is needed.
- **Closed:** The job is complete and all documentation has been entered.
- **Open Extended:** work orders for capital projects that are **necessary** for the operations and safety of Facilities.
- **Deferred:** work orders for capital projects which are not necessarily required but are **desirable**.

Priority Level	Description	Expected Response Time	Target Completion Time	Examples
Emergency	Imminent threat to health, safety, or property. Must be addressed immediately.	*Immediate Response*	*Within 24 hours*	Gas leak, broken water main, electrical hazard, HVAC outage in occupied space
Urgent	High-impact issue that disrupts operations but poses no immediate danger.	*Same business day*	*Within 3–5 business days*	Plumbing failure in restroom, door hardware malfunction, temperature control issue
Routine	Normal maintenance or repair not affecting safety or daily function.	*Within 1-2 business days*	*Within 3-5 business days*	Ceiling tile replacement, minor carpentry, lighting issue
Preventive Maintenance (PM)	Scheduled, recurring maintenance activities tracked in Siemens PMS/FIMS.	*As scheduled*	*By scheduled due date*	Filter change, inspection, lubrication, seasonal prep
Deferred / Project	Long-term improvements or major repairs awaiting funding or scheduling.	*Within 30 days to scope & plan*	*Per project schedule*	Roof replacement, major flooring project, remodel

Maintenance Priorities & Procedures
Policy #6.0

C. Preventive Maintenance (PM) Program

1. **Inventory**
   Maintain a current inventory of all major facility equipment (HVAC, life safety systems, plumbing, electrical, structural, utilities, etc.) in FIMS, reviewed annually for accuracy.

2. **Scheduling**
   PM tasks and frequencies shall follow manufacturer recommendations, GCTs, and district operational needs, including daily, weekly, monthly, quarterly, semi-annual, or annual inspections and services.

3. **Documentation**
   All PM activities shall be documented in FIMS/Siemens, including task description, frequency, assigned staff, and completion verification.

4. **Environmental & Safety Inspections**
   Annual safety tours shall be conducted at all facilities using standardized forms. Safety-related findings shall be entered into FIMS/Siemens as work orders with top-priority assignment.

D. PM Schedule Charts & Tables
Insert PM schedule charts here.

Equipment Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Extinguishers (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Emergency/Exit Lights (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Playground Inspection (Daily/Weekly Inspection) (Monthly Maintenance)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Boiler (Gas) -Startup/Shutdown (Monthly/Quarterly Review)					X					X		
Kitchen Exhaust Hood, Duct System (Semi-Annual Inspections)		X						X				
Fire Doors, General Doors (Quarterly, Semi-Annual)			X			X			X			X
Drains, Driveway, Storm (Semi-Annual Inspections)		X			X			X			X	
Access / Fences, Gates & Security (Semi-Annual Inspections)		X					X					
Fire Control Valves (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Grease Traps (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Hot Air Furnace (Annual Inspection)										X		
Hot Water Heater - Gas (Annual Inspection)												X
Exterior Lighting (Semi-Annual Inspections)		X						X				
Manhole - Electrical (Annual Inspection)					X							
Manhole - Sewer (Quarterly Inspections)			X			X			X			X
Power Distribution Units - PDU (Semi-Annual Inspections)	X						X					
Roof Inspections (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Aspen Pond Control (Semi-Annual Inspections)				X	X	X	X	X	X	X		
Sullivan Field Lift Pumps (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Pumphouse - Aspen, LAMS, LAHS (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Milk Coolers (Annual Inspection)							X					
Ice Machines (Semi-Annual Filter Replacements & Inspections)			X								X	
Door Sweeps for Pest Control - LAHS (Annual Inspection)									X			
Emergency Eyewash Stations - LAMS & LAHS (Semi-Annual Inspection)	X						X					
Powerwash Exterior (Wildlife Impacted Zone) - Pinon, Chamisa & Mountain (Annual Inspection)							X					
PRV Inspection - Mountain (Annual Inspection)							X					

Los Alamos Public Schools
OSHA/Life Safety Code Inspection Protocols 2026/2027

All Fire Protection systems shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Fire Extinguisher Inspection Brazas 505.889.8999 Reference NFPA 10	**Required Annual** By an outside service contractor						X							1
Fire Extinguisher Inspection Maintenance Inspections Reference NFPA 10	**Required Monthly** By in-house maintenance	X	X	X	X	X	X	X	X	X	X	X	X	12
Fire Alarm System Inspection EMI 505.681.2187 Reference: NFPA 72	**Required Annual** By an outside service contractor							X						1
Sprinkler System Maintenance Fire Safety Sales 505.471.7057 NFPA Reference: Installs 13/Maintenance 2.5	**Required Quarterly** By an outside service contractor		X			X			X			X		4
BackFlow Prevention Assemblies Fire Safety Sales 505.471.7057 o Irrigation o Domestic o Fire Protection o Other	**Required Annual** By licensed plumber/contractor o o o o			X										1
Exit Signs/Emergency Exit Lighting Maintenance Inspections Reference: LSC 101 5-9-3	**Monthly Inspection** By in-house maintenance	X	X	X	X	X	X	X	X	X	X	X	X	12
Kitchen Hood Suppression System Fire Safety Sales 505.471.7057 Reference NFPA 10	**Required Semi-annual** By an outside service contractor				X						X			2
Kitchen Hood Cleaning Fire Safety Sales 505.471.7057 Reference NFPA 10	**Semi-annual** By an outside service contractor w/ staff cleaning weekly				X						X			2
Fire Marshall Inspection Santa Fe County/LA County Reference: State Fire Marshal's Office	**Required every 1-2 years** Refer to local Fire Marshall							X						1
Fire Door Assemblies Inspection EMI 505.681.2187 Reference NFPA 80	**Required Annual** By an outside service contractor						X							
Rolling Fire Doors Assemblies Inspection EMI 505.681.2187 Reference NFPA 80	**Required annual** By an outside service contractor						X							1
Smoke & Fire Dampers Assemblies Maintenance Inspections EMI 505.681.2187 IBC Smoke & Damper Actuation Methods Reference NFPA 105	**Required annually** By outside service contractor						X							1

Los Alamos Public Schools
Heating Ventilation Air Conditioning – HVAC PM Inspection Matrix 2026/2027

All HVAC systems shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
HVAC Inspection Trane 505.554.7969	**Required Annual**						X							1
HVAC Filter Change Reference Owner's Manual	**Required Quarterly**	X			X			X			X			4
HVAC Thermostat/Wall Sensor Trane 505.274.3574	**Required Annual**							X						1
HVAC Control System Trane 505.554.9574	**Required Quarterly**		X			X			X			X		4
Boiler Inspection Trane 505.554.9574 o Safeties o Pumps o Commercial Water Treatment o Controls	**Required Annual**									X				1
Chiller Inspection Trane 505.554.9574 o Safeties o Pumps o Commercial Water Treatment o Controls	**Annual**				X									1
Evaporative Cooler o Media o Pumps o Commercial Water Treatment o Controls	**Semi-Annual**				X						X			2
Grounds Source Heat Pumps N/A	**Semi-Annual**													
Ground Source Field Trane 505.554.9574 o VFD o Pumps o Commercial Water Treatment o Controls	**Annual**							X						1
Controls/building Automation System	**Annual**						X							1

Los Alamos Public Schools
Grounds Keeping Preventive Maintenance Tasks & Frequency Inspection
All Grounds shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Lawn Maintenance/Mowing/Edging 1 x per week recommended	Dependent on Season. Maintenance			X	X	X	X	X	X	X	X	X		91
Maintaining & Repairing Irrigation/Sprinkler System IN HOUSE	As Needed By in-house maintenance Maintenance			X	X	X	X	X	X	X	X	X		91
Trash Maintenance o Blower Maintenance	Reviewed daily cleaned as needed By in-house maintenance/custodians			X	X	X	X	X	X	X	X	X		91
Hedge & Tree Inspection & Trimming Name of Company & Number	Annually (Custodians/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Fence Maintenance	Monthly review & repair as needed. (Custodian/Maintenance)	X	X	X	X	X	X	X	X	X	X	X	X	12
Weed Treatment (as needed) Name of Company & Number	Seasonal. School Policy. (Custodian/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Pesticide & Fertilizer Spraying Name: NM Pest Control o Pre-treatment o Dethatching	Seasonal – Must be certified & trained to apply. (Custodian/Maintenance/Outsourced)	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining the Parking Lot	Daily/Weekly	X	X	X	X	X	X	X	X	X	X	X	X	12
Fertilizing	Quarterly			X			X				X			3
Cleaning & Trimming Walk-ways	Every 2 Weeks													12
Conducting Hazardous Tree/Hedge Inspections	Annually					X								1
Controlling/Spraying for Weeds	Semi–Annual				X				X					2
Integrated Pest Management (IPM) NM Pest Control 505.474.5972	On – Going	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining & Repairing grounds equipment	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Replace site exterior lighting	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Responding to inclement weather needs	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12

Maintenance Reports
Policy #7.0

PURPOSE

Monthly and quarterly reports, including both narrative and quantitative data, are essential tools for district business communication. These reports support the Superintendent, Board of Education, and developing departments in making informed decisions regarding the district's facilities, operations, and capital needs. Timely reporting ensures transparency and aids in evaluating progress toward annual goals and long-term facility planning.

POLICY

- The Los Alamos Public School District shall develop monthly reports based on data collected through the Facility Information Management System/Siemens.
- Reports shall be submitted to the Superintendent for review no later than 10 days into the following month.
- Maintenance metrics reports shall encompass all maintenance and operations activities, including preventive maintenance, work order completion, environmental safety, and capital project progress.

PROCEDURE

The Maintenance and Operations (M&O) Report shall include the following information:

1. **Preventive Maintenance Updates**
    - Any changes or updates to the district's preventive maintenance plan.
    - Quarterly Proficiency Ratings in the FIMS/Brightlly program.
    - Associated training activities.

2. **Maintenance Metrics**
    - Work Order Completion Rate.
    - Monthly Work Order Backlog Percentage.
    - Work Order Transaction Information.
    - Monthly Preventive Maintenance Work Order Rate.
    - Monthly PM Cost Ratio.

Maintenance Reports
Policy #7.0

3. **Operational Activities**

    - Vandalism Reports.
    - Progress on developed maintenance goals.
    - Progress or updates on district capital projects and the 5-Year Facility Master Plan.
    - Results of environmental or safety rounds, including corrective actions.
    - Custodial performance activities.
    - Meetings and training conducted within Maintenance & Operations.
    - Staffing changes or challenges affecting preventive maintenance activities.
    - Addition, deletion, or changes to maintenance policies.
    - Addition, deletion, or changes to major equipment at district facilities.
    - Regulatory compliance visits/audits, including variances and corrective action plans.
    - Updates to the district's energy management programs.

4. **Special Programs & Compliance**

    - Hazardous Materials & Waste Management, including updates to the district MSDS program and related training.
    - Pest Control/IPM Management activities and training updates.
    - Fleet vehicle maintenance, repairs, and related activities.

Maintenance Reports
Policy #7.0

FIMS Proficiency Monitoring and Reporting

To assist school districts in monitoring and improving their maintenance performance, the **Public School Facilities Authority (PSFA) Maintenance Division** conducts a quarterly review of New Mexico school districts' Facility Information Management Systems accounts.

The review includes all state-provided FIMS modules:

- Now Siemens Asset Essentials - Formerly Brightly MaintenanceDirect, Inventory Direct & PM Direct

FIMS Proficiency Reports

- The quarterly report is data-driven and evaluates Key Maintenance Performance Indicators (KPIs) for each module.
- The report includes recommendations on areas where district maintenance performance can be improved through better utilization of FIMS.
- Reports are distributed to district superintendents and lead maintenance personnel.
- Districts are encouraged to use the report findings to enhance maintenance operations and communicate results to the district board.

Action Items for Districts

1. Reference the quarterly FIMS reports.
2. Review report findings with relevant maintenance staff.
3. Implement recommendations to improve FIMS utilization and maintenance operations.

District Facilities & Equipment
Policy #8.0

POLICY

It is the policy of the Los Alamos Public School District to maintain a current and accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a comprehensive record of all schools, which includes the following information:

1. **School Name and Classification**
   - Identify each school and classify it as elementary, middle school, high school, or other applicable categories.

2. **Site Location and Address**
   - Provide the physical address and location details for each school site.

3. **Square Footage and/or Acreage**
   - Record the size of each school facility, including building square footage and site acreage.

4. **Student Census Information**
   - Maintain the current student enrollment count (MEM Count) for each school.

5. **Facility System Descriptions**
   - Reference the **FMP Executive Summary Report** by site for descriptions of facility systems.

Note: New Mexico school districts may create and manage facility buildings and locations within their FIMS/Siemens accounts to maintain accurate and up-to-date information.

District Facilities & Equipment

Policy #8.0

FACILITIES	ADDRESS	GROSS SQUARE FEET (GSF)	ACREAGE	PORTABLES
District Office Building	2075 Trinity Drive Los Alamos, NM	27,569	2.88	0
Smith Auditorium	1300 Diamond Drive Los Alamos, NM	21,823	Included in High School	0
Athletic Facility Stadium Field House	949 Diamond Drive	10, 091	Included in High School	0
Aspen Elementary	2182 33rd Street Los Alamos, NM	73,306	10.76	3,584
Barranca Mesa Elementary	57 Loma De Escolar Los Alamos, NM	60,751	12.24	4,256
Chamisa Elementary	301 Meadow Lane White Rock, NM	53,225	11.90	0
Mountain Elementary	2280 North Road Los Alamos, NM	58,971	9.37	0
Pinon Elementary	90 Grand Canyon Drive White Rock Los Alamos, NM	62,005	21.11	0
Los Alamos Middle School	2101 Hawk Drive Los Alamos, NM	132,039	24.05	0
Los Alamos High School	1300 Diamond Drive Los Alamos, NM	262,238	33.31	0
Totals		762,018 GSF	125.62 Acres	7,840

As of January 1st, 2026 , The LAPS District maintains 8 School Facilities.

District Facilities & Equipment
Policy #8.0

NMPSFA School District – Capital Equipment Assessment

Address: 1312 Base Hart Rd. SE, Suite 200, Albuquerque, NM 87106

PURPOSE

The Los Alamos Public School District conducts this assessment to identify major mechanical, structural, or cosmetic issues requiring repair or replacement. The report documents the district's capital equipment needs for the next 1 month to 5 years.

District Contact Information

Position	Name	Telephone	Email
Superintendent	Jennifer Guy	505-663-2231	j.guy@laschools.net
Assistant Superintendent	Mike Johnson	505-663-2236	m.johnson@laschools.net
Director of Facilities	Tom Castillo	505-663-2253	t.castillo@laschools.net
Capital Project Specialist	Robert Hollman	505-663-2267	r.hollman@laschools.net

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Maintaining Equipment Records
Policy #9.0

PURPOSE

Accurate and up-to-date equipment records are essential to the development and continued operation of the Los Alamos Public School District's preventive maintenance (PM) program. Proper documentation:

- Informs maintenance personnel of all facility equipment, the areas they serve, and the required preventive maintenance tasks.
- Supports planning for replacement parts and preventive maintenance strategies.
- Provides data for identifying trends, such as recurring electrical issues that may indicate systemic problems.
- Enables cost analysis of maintenance activities, including preventive maintenance, parts, and equipment replacement, supporting effective budgeting and capital planning.

POLICY

It is the policy of the Los Alamos Public School District that all facility equipment—including HVAC systems, playground equipment, life safety systems, and other maintenance-managed assets—shall be inventoried and documented in the Facility Information Management System (FIMS/Siemens):

Records shall be updated **annually** or whenever equipment is replaced or added through projects or emergency replacements.
Documented information must include, at minimum:

- Make, model, and serial number
- Warranty information
- Service contractor information
- Recommended preventive maintenance tasks
- Required spare parts
- Initial and replacement cost projections

The **Director of Facilities** and **Facilities Office Personnel** are responsible for ensuring compliance with this policy.

Maintaining Equipment Records
Policy #9.0

PROCEDURE

A. Adding New or Replacement Equipment

1. Document all newly installed or replaced equipment in FIMS using the **Maintenance Direct (MD)** or **Preventive Maintenance Direct (PMD)** modules.
2. Obtain and file the manufacturer's O&M manuals; provide copies to the FIMS Administrator for data entry.
3. Assign an equipment number using the format:
    - **Description – Location – Integer**
    - Example: PSSS – EPES – 007
        - PSSS = Play Structure Swing Set
        - EPES = Eastern Plains Elementary Site
        - 007 = Unit number 7
    - For replaced equipment of the same type, reuse the number and add "R" (e.g., PSSS-EPES-007-R).
    - For new equipment, use the same description and location code, but assign a unique number.

B. Equipment Information Entry

1. Enter comprehensive details in FIMS, including:
    - Location, model, serial number, installation date
    - Warranty information and life expectancy
    - Replacement part details (e.g., filter and belt sizes)
2. File manufacturer information in a physical or electronic repository for reference.

C. Preventive Maintenance (PM) Schedule Development

1. Existing PM schedules may continue for replaced equipment of the same type.
2. **New PM schedules** must be developed for new equipment types.
3. Activate PM schedules for all newly added equipment.

Maintaining Equipment Records
Policy #9.0

4. Use the attached data collection sheet to gather minimum required information for each piece of equipment:
    - Equipment identification (description, location, and unique ID)
    - Task instructions and procedures
    - Frequency of maintenance (daily, weekly, monthly, semiannual, annual)
    - Required materials, tools, and personal protective equipment (PPE)
    - Other relevant operational notes

5. Enter all collected data into the New Schedule tool in the PMD module.

6. Review all entries for accuracy and activate schedules to ensure PM work orders automatically generate based on defined tasks and frequency.

D. Decommissioned or Removed Equipment

1. Remove equipment from service in FIMS and deactivate associated PM schedules:
    - Navigate to **Equipment → Information and Analysis → Add/Update**
    - Enter the **Date Removed**

2. Dispose of failed or obsolete equipment in accordance with district policy.

The data collection sheet corresponds directly to the **New Schedule tool** in the PMD Module:

District FIMS/Siemens Account > Preventive Maintenance Direct Module > New Schedule

---

REFERENCES

- NM PSFA, *Facility Information Management Systems Informational Booklet – How to Get the Most out of FIMS!*

Data Collection Sheet for New PM Schedule - PMDirect

Shop/Tech Name:

_____

Proposed PM Schedule Name (17):

_____

Equipment to be maintained:

_____

Location of Equipment (4):

_____

Job Start up Instructions (8):

_____
_____
_____

Safety Points (9):

_____
_____
_____
_____
_____
_____

Do you want the equipment to be listed on the Work Order (circle one) Yes No

Note: If yes, the listing of equipment will add additional pages to the PM work orders.

Task Instructions (10):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Tools Needed (11):

_____

Parts Needed (12):

_____
_____

Frequency of Occurrence (Daily, Weekly, Monthly, Quarterly, Semi-annual, and Annual) (15):

_____

Generation Date of the first work (15):

_____

Comments:_____
_____

Facilities Safety Assessment
Policy #10.0

POLICY

It is the policy of LAPS that Environmental Safety Rounds shall be conducted regularly in all school facilities, including classrooms, offices, common areas, restrooms, mechanical rooms, and exterior grounds. Rounds must be documented using the official Environmental Safety Rounds Form (2026/2027 version) or an approved electronic equivalent. All identified issues requiring attention, cleaning, or repair shall be tracked, and corrective action shall be completed in a timely manner. Facility leadership and custodial/maintenance staff are responsible for ensuring rounds are conducted consistently and that issues are resolved according to district priorities.

PROCEDURE

1. **Scheduling and Conducting Rounds**
   Trained personnel, including custodial, maintenance, or facilities staff, shall conduct Environmental Safety Rounds on a predetermined schedule (weekly, monthly, or quarterly depending on the area). All items shall be checked for condition, cleaning, or repair needs using the Environmental Safety Rounds Form.
2. **Documentation and Tracking**
   For each item, personnel shall indicate Good / Clean Condition, Needs Further Cleaning, Needs Further Repair, or Work Order Placed. Comments and required follow-up actions shall be recorded. Completed forms shall be submitted to the Facilities Office for review and filing.
3. **Corrective Actions**
   Custodial or maintenance staff shall address cleaning or repair issues identified during rounds. Work Orders shall be placed for items requiring maintenance beyond routine cleaning. Facilities leadership shall monitor completion to ensure timely resolution of all identified issues.
4. **Reporting and Review**
   Environmental Safety Rounds records shall be reviewed regularly to identify trends or recurring issues. The Director of Facilities shall provide a summary report to school leadership and the Safety Committee as appropriate.

REFERENCES

- Los Alamos Public Schools Preventive Maintenance Program
- NM PSFA Facility Safety Guidelines
- OSHA General Duty Clause (Applicable Safety Standards)

Environmental Safety Rounds 2026/2027

Name of Surveyor: _____

Date of Review: ____ / ____ / ____ **Location:** _____ **Floor:** _____

Item to Check	Good / Clean Condition	Needs Further Cleaning	Needs Further Repair	Work Order Placed	Comments	Follow Up
General Locations	☐	☐	☐	☐		
Walls / Floors / Ceilings	☐	☐	☐	☐		
Lights	☐	☐	☐	☐		
Light Switches	☐	☐	☐	☐		
Inside Windows	☐	☐	☐	☐		
Window Sills	☐	☐	☐	☐		
Blinds / Coverings	☐	☐	☐	☐		
Trash Containers	☐	☐	☐	☐		
Other (Specify)	☐	☐	☐	☐		
General Equipment	☐	☐	☐	☐		
Office Furniture	☐	☐	☐	☐		
High / Low Dusting	☐	☐	☐	☐		
Clocks	☐	☐	☐	☐		
Vents	☐	☐	☐	☐		
Other (Specify)	☐	☐	☐	☐		

Additional Comments:

_____

_____

Building/Property Assessments
Policy #11.0

POLICY

It is the policy of the Los Alamos Public School District to participate in the **Facility Maintenance Assessment Report (FMAR) program** administered by the New Mexico Public School Facilities Authority (PSFA). The FMAR is a structured tool used to evaluate the physical condition, appearance, and maintenance management practices of school facilities.

Participation in FMAR ensures the district:

1. Maintains an effective and verifiable maintenance program aligned with industry standards.
2. Identifies areas of improvement and opportunities for cost-effective maintenance strategies.
3. Establishes baseline condition ratings for all facilities to guide capital planning, preventive maintenance, and operational decision-making.
4. Demonstrates progress toward implementing an exemplary maintenance program.

The district recognizes that physical building assessments are essential to determine the current condition of buildings, grounds, equipment, and systems, and to make informed decisions regarding repairs, replacements, and long-term maintenance planning.

PURPOSE

The FMAR process supports the district by:

- Establishing a verifiable method to assess the effectiveness of facility maintenance programs.
- Providing constructive feedback (Opportunities for Improvement – OFIs) and sharing best practices.
- Establishing a baseline condition score/rating for facilities, equipment, and systems.
- Identifying maintenance program performance and guiding improvements to reach "Exemplary" status.
- Supporting capital planning, preventive maintenance scheduling, and efficient use of resources.

Building/Property Assessments
Policy #11.0

PROCEDURE

1. **Assessment Preparation**
   - The district shall coordinate with the PSFA to schedule FMAR assessments.
   - Facility documentation, including preventive maintenance records, equipment inventories, and prior assessments, shall be prepared and made available to the FMAR team.

2. **Assessment Team Composition**
   - The assessment team will consist of NMPSFA staff and district facility personnel, when available.
   - Team members will conduct a comprehensive review of building systems, grounds, and equipment.

3. **Physical Building Assessment**
   - Inspect all school buildings, grounds, equipment, and systems.
   - Evaluate environmental conditions, functionality, and compliance with maintenance standards.
   - Document findings, including any deficiencies or areas requiring repair or preventive maintenance.

4. **Reporting**
   - The FMAR team shall prepare a feedback report summarizing the condition of the facilities, identifying repair needs, and recommending priorities.
   - The report will include:
     - Immediate repair needs.
     - Recommended preventive maintenance tasks.
     - Long-term repair and replacement priorities.
     - Suggested timelines for completion using the district's CMMS or capital expenditure program (FMP).

5. **Action Plan Development**
   - Based on FMAR feedback, the Maintenance Supervisor and Director of Facilities shall develop a prioritized plan for addressing repairs, maintenance, and capital projects.
   - The plan shall be integrated into the district's Facility Master Plan (FMP) and preventive maintenance program.
   - Progress shall be tracked through the district's Facility Information Management System (FIMS/Siemens) or other CMMS tools.

Building/Property Assessments
Policy #11.0

6. **Continuous Improvement**

    - FMAR results shall be reviewed annually to track improvements and adjust maintenance practices.
    - Opportunities for improvement (OFIs) identified in FMAR shall be addressed in a timely and cost-effective manner.
    - The district will maintain documentation of FMAR results and subsequent actions for accountability and reporting purposes.

KEY CONSIDERATIONS

- Physical building assessments are essential to understand the age, condition, and maintenance needs of facilities and equipment.
- Accurate FMAR assessments prevent reactive, hit-or-miss maintenance and allow for targeted preventive strategies.
- FMAR provides a baseline for evaluating the effectiveness of the district's maintenance program and optimizing resource allocation.

Energy Management Plan
Policy #12.0

POLICY

It is the policy of the Los Alamos Public School District to operate all district facilities in a safe, energy-efficient, and environmentally responsible manner. The district is committed to implementing effective energy management practices that reduce utility costs, conserve natural resources, and foster a culture of energy conservation among students, staff, and faculty.

The district shall establish and maintain clear goals, objectives, and performance indicators for energy management, conduct annual reviews, and communicate progress regularly to the Los Alamos Public School District community.

Energy management is a shared responsibility. All district staff, faculty, and students are expected to use energy wisely and comply with the guidelines outlined in this policy.

OBJECTIVES

1. Reduce energy consumption and utility costs across all district facilities.
2. Conserve natural resources and promote environmental stewardship.
3. Encourage awareness and participation in energy conservation practices among staff, students, and faculty.
4. Demonstrate community leadership in sustainable energy management practices.
5. Integrate energy efficiency into facility planning, operations, maintenance, and future construction projects.

RESPONSIBILITIES

All Staff, Faculty, and Students:

- Turn off lights when leaving unoccupied rooms.
- Turn off computers, monitors, printers, and other office equipment when not in use.
- Keep windows and exterior doors closed during heating or cooling seasons.
- Promptly report inoperable equipment or wasteful energy practices to the Director of Facilities.

Maintenance and Operations:

- Maintain HVAC systems, lighting, and building envelopes to optimize energy efficiency.
- Perform seasonal changeovers for heating and cooling based on established guidelines.

Energy Management Plan
Policy #12.0

- Replace filters and conduct routine maintenance on HVAC systems to ensure efficient performance.
- Monitor energy use and report on compliance with energy management standards.

GENERAL GUIDELINES

Temperature Set Points:

- Summer (Cooling): 68–74°F during occupied periods.
- Winter (Heating): 68–74°F during occupied periods.
- Exceptions require approval from the Director of Facilities.
- Thermostat areas must remain free from obstructions and heat-generating devices.
- All unoccupied settings should be set at 55°.

HVAC Automation:

- HVAC controls, sensors, and schedules shall be monitored and adjusted as needed to maintain comfortable temperatures and minimize energy consumption.
- The Facilities Department will continue evaluating automation opportunities and system improvements to support energy conservation and reduce utility costs.

Request for Heating and Air Conditioning:

- Requests for HVAC operation outside normal hours must be submitted through the Siemens/FIMS at least **two (2) business days in advance**.
- Requests should include dates, times, location(s), and expected occupancy.

Lighting:

- Use LED lighting wherever possible and replace inefficient fixtures when economically feasible.
- Utilize occupancy/motion sensors and daylight controls where practical.
- Encourage task lighting to reduce overhead energy use.

Electronics and Office Equipment:

- Turn off all devices when not in use.
- Shut down computers at the end of each day and during extended school breaks.

Space Heaters:

- Use of space heaters in designated areas is permitted only with prior approval and must be limited to UL-approved electric units equipped with automatic shut-off and tip-over protection.

Energy Management Plan
Policy #12.0

- Fire safety and energy efficiency concerns must be addressed before use.
- Notify Maintenance if heating is insufficient instead of relying on space heaters.

Heating/Cooling Seasonal Changeover:

- Air conditioning begins only after three consecutive days above 75°F outside.
- Heating begins only after three consecutive days below 55°F outside.
- Special exceptions must be approved by the Director of Facilities and Mechanical Foreman.

Filters:

- HVAC filters shall be changed regularly per unit recommendations to maintain system efficiency and indoor air quality.
- All filter inspections and replacements are tracked and documented on a quarterly basis using FIMS/Siemens, ensuring proper maintenance records and compliance with district standards.

Holiday Periods:

- Buildings will be minimally heated or cooled during closures.
- The HVAC Department will coordinate any exceptions for specific areas.

New Construction and Renovations:

- Energy efficiency shall be prioritized in all new construction and renovation projects.
- ASHRAE Standard 90.1 shall be followed where possible.
- ENERGY STAR equipment shall be used when feasible.
- All major construction and equipment purchases will include energy life cycle cost analysis.

Water Conservation:

- Faculty, staff, and students shall report malfunctioning faucets, toilets, and urinals.
- Staff shall educate students on the importance of water conservation.

ENFORCEMENT AND MONITORING

- The Director of Facilities and Foreman shall monitor compliance with this policy.
- Non-compliance or equipment issues shall be addressed promptly to maintain energy efficiency and safety standards.

Energy Management Plan
Policy #12.0

Policy Note

Energy Management Rounds conducted during routine Preventive Maintenance (PM) inspections are considered part of the district's standard PM activities.

When completed as part of a PM inspection:

- Observations and corrective actions identified during these rounds should be documented in the PM work order or inspection record.
- Any significant energy efficiency or operational issues identified must still be tracked and resolved according to district maintenance procedures.

This ensures that energy management oversight is integrated into existing PM practices without duplicating work or reporting requirements.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

POLICY

The District is committed to maintaining all school grounds, landscapes, and synthetic turf facilities in a safe, functional, and aesthetically pleasing condition that supports student learning, staff productivity, and community use. This commitment is achieved through a structured grounds maintenance program, the implementation of Integrated Pest Management (IPM) practices that minimize pesticide use and safeguard health and the environment, and consistent care of synthetic turf surfaces to ensure safety, performance, and durability. All activities shall comply with state and federal regulations, align with district planning goals, and be carried out by trained personnel following established safety standards.

A. General Grounds Plan

PURPOSE
To maintain all district grounds in a safe, functional, and aesthetically pleasing condition while supporting district-wide planning and sustainability goals.

Guidelines:

- The Grounds Department shall prepare an **annual work plan** covering:
  - General landscaping
  - Turf and xeriscape care
  - Mowing and hardscape upkeep
  - Irrigation systems
  - Trees, shrubs, and landscape features
  - Playgrounds and athletic fields
  - Fences, parking lots, and other outdoor areas

- Preventive maintenance shall be tracked in the **Facility Information Management System (FIMS/Siemens)** or equivalent, including recurring, seasonal, and periodic tasks.
- Activities such as mowing, edging, irrigation checks, hedge/tree trimming, trash maintenance, fence inspection, and parking lot cleanup will follow set seasonal or frequency-based schedules.
- All work must be documented and submitted to the Director of Facilities or designee.
- Groundskeepers shall follow the **Groundskeeping Safety Manual**, receive ongoing training, and use properly maintained equipment.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

B. Integrated Pest Management (IPM)

PURPOSE
To minimize pesticide use while protecting the health of students, staff, visitors, and the environment.

Guidelines:

- **Pesticides may only be applied when pests are present**, based on observation or evidence. Routine or calendar-based spraying is prohibited (except for construction-related or specific outdoor measures).

- Only **NMDA-certified applicators** or trained staff under their supervision may apply pesticides, and only NMDA-approved products may be used.

- **Safety protocols:**

    - No pesticide application (liquid, aerosol, fumigants) is permitted when students, staff, or visitors are present or expected within **6 hours** of application.
    - Emergency applications require removal of occupants before treatment.
    - Crack-and-crevice treatments, gel baits, and bait stations are exempt.

- **Notification and Recordkeeping:**

    - Parents/guardians may opt in for advance notification of pesticide use.
    - Signage must be posted immediately after emergency applications.
    - Records of pesticide applications shall be maintained for **3 years** at each site and made available upon request.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

C. Synthetic Turf Maintenance

PURPOSE
To maintain all artificial turf surfaces for safe play, consistent performance, and long-term durability.

Guidelines:

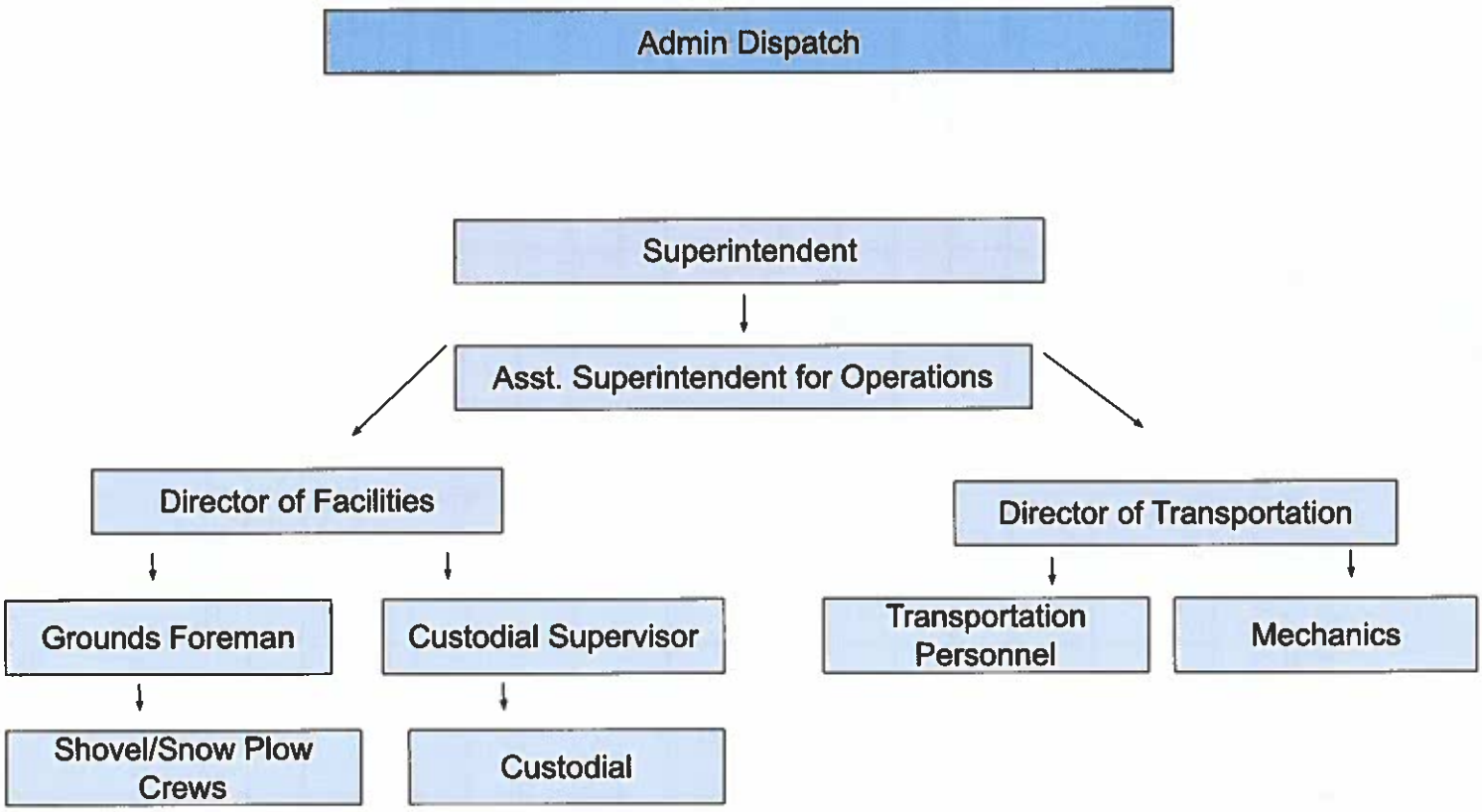
- Routine grooming is required every **80–200 hours of use** using a drag broom designed for turf.
- Additional grooming must be performed in high-use zones (e.g., goal areas) where infill displacement occurs.
- Grooming objectives include:
  - Maintaining even infill distribution
  - Keeping fibers upright and aligned
  - Removing debris such as dirt, leaves, and litter
- Routine maintenance ensures:
  - Safe and consistent footing and ball response
  - Maximum service life of the turf system
  - Preserved aesthetic quality of athletic facilities

Los Alamos Public Schools
Grounds Keeping Preventive Maintenance Tasks & Frequency Inspection
All Grounds shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Lawn Maintenance/Mowing/Edging 1 x per week recommended	Dependent on Season. Maintenance			X	X	X	X	X	X	X	X	X		91
Maintaining & Repairing Irrigation/Sprinkler System IN HOUSE	As Needed By in-house maintenance Maintenance			X	X	X	X	X	X	X	X	X		91
Trash Maintenance o Blower Maintenance	Reviewed daily cleaned as needed By in-house maintenance/custodians			X	X	X	X	X	X	X	X	X		91
Hedge & Tree Inspection & Trimming Name of Company & Number	Annually (Custodians/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Fence Maintenance	Monthly review & repair as needed. (Custodian/Maintenance)	X	X	X	X	X	X	X	X	X	X	X	X	12
Weed Treatment (as needed) Name of Company & Number	Seasonal. School Policy. (Custodian/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Pesticide & Fertilizer Spraying Name: NM Pest Control o Pre-treatment o Dethatching	Seasonal – Must be certified & trained to apply. (Custodian/Maintenance/Outsourced)	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining the Parking Lot	Daily/Weekly	X	X	X	X	X	X	X	X	X	X	X	X	12
Fertilizing	Quarterly			X			X				X			3
Cleaning & Trimming Walk-ways	Every 2 Weeks													12
Conducting Hazardous Tree/Hedge Inspections	Annually					X								1
Controlling/Spraying for Weeds	Semi–Annual				X				X					2
Integrated Pest Management (IPM) NM Pest Control 505.474.5972	On – Going	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining & Repairing grounds equipment	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Replace site exterior lighting	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Responding to inclement weather needs	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12

Snow Removal Plan

Policy #14.0



Snow Removal Plan
Policy #14.0

POLICY

The Los Alamos Public School District is committed to maintaining safe and accessible streets, sidewalks, and parking areas at all district and leased facilities during periods of snow and ice accumulation. The district will implement coordinated snow and ice removal procedures to protect students, staff, and visitors while minimizing disruption to educational activities.

All snow and ice removal activities will follow established notification, response, and operational protocols to ensure timely and efficient clearance of district properties.

PROCEDURE

1. Notification of Conditions

- L.A. County Roads/Admin Dispatch will notify the Superintendent which then will notify Asst. Superintendent of Operations, following the Director of Facilities and Director of Transportation as soon as snow starts to accumulate on streets and sidewalks.
    - Note: Accumulation is defined as main roads being covered from curb to curb.
- The Director of Facilities will notify Custodial Supervisor/Grounds Foreman to contact plow/shovel crews and custodial staff.
- The Director of Transportation will notify transportation personnel and mechanics.

2. Action Required

Plow/Sanding & Shovel Crews:

- **During workday:** If snow is falling, the decision on start time will be made prior to leaving work when possible.
- **Between quitting time and midnight:** Plowing will start at a time determined by the Director of Facilities, usually by midnight.
- **After midnight:** Plow crews will begin as soon as possible upon arrival.
- Shovel Crews start determined on snow accumulation.

Snow Removal Plan
Policy #14.0

3. Staffing and Equipment Allocation

Facility Type	Employees	Equipment Allocation
Elementary Schools	1	1 snow blower or ATV
Middle School	1	1 ATV and 1 snow blower
High School	2	1 UTV and 1 ATV
Leased Facilities	6	1 snow blower, 1 ATV, and 1 UTV

Additional custodians may be called out at the Custodial Supervisor's discretion.

4. Responsibilities

- **Head Custodians:** Responsible for shoveling sidewalks and spreading ice melt/sand as needed throughout the day. Materials will be supplied upon request from Maintenance.
- **Site Custodians:** Survey walks and parking lots daily for icy conditions.
- **Maintenance Personnel:** Assist with heavier snowfalls as workload allows and conditions warrant.

5. General Guidelines

- Safety of students, staff, and visitors is the highest priority.
- Snow and ice removal activities must comply with district safety standards and use all appropriate personal protective equipment (PPE).
- Documentation of snow and ice removal activities should be maintained for operational and review purposes.

6. Plow Site Assignments

Snow plowing operations are assigned to the following facilities:

Aspen Elementary	Canyon Complex
Barranca Elementary	Canyoncito
Chamisa Elementary	Pueblo Complex
Mountain Elementary	Mesa Complex
Pinon Elementary	Little Valley
Los Alamos Middle School & Los Alamos High School	Pajarito Complex

Service Contract & Vendor Oversight
Policy #15.0

POLICY

The Los Alamos Public School District may engage outside service vendors to perform or supplement maintenance tasks beyond the qualifications of district maintenance and custodial staff. This includes, but is not limited to, HVAC, Life Safety, and Project Management services (project, construction, and architectural vendors).

All contractors and vendors are expected to perform work professionally, adhering to the highest quality standards, the district Code of Conduct, and all applicable safety regulations.

PROCEDURES

1. Contractor/Vendor Expectations and Responsibilities

- Contractors/vendors shall perform work professionally and maintain the highest quality standards.
- All contractors/vendors shall comply with district procedures, safety guidelines, and the Code of Conduct while on school property.
- Contractors/vendors shall avoid direct contact with students and adhere to the district's tobacco-free policy.
- Work shall not commence until an approved district purchase order is issued, including proper quotes, proposals, invoices, and warranty information.

2. Service Expectations

- Contractors/vendors shall review and understand the scope of work and request any additional information necessary to prepare accurate proposals.
- Proposals shall include:
    - Detailed cost breakdown, including labor, materials, and delivery if applicable
    - Estimated timeframe (hours, number of technicians, overtime)
    - Contractor license number and proof of liability insurance
- Contractors/vendors must follow all applicable building codes and obtain required permits.
- Work shall be performed to minimize disruption or discomfort to occupants and prevent damage to buildings or systems.
- Utilities must be restored, and equipment returned to normal operating condition upon completion.
- A final report, including invoice and warranty information, must be provided prior to payment.

Service Contract & Vendor Oversight
Policy #15.0

3. District Staff Responsibilities

- Provide clear, concise scope of work.
- Provide oversight and final inspection of completed work.
- Coordinate work with school site personnel as needed.
- Provide final approval before work is considered complete.

4. Access Control

- Contractors/vendors must sign in at each site; sign-in logs are maintained at the front desk.
- District-issued equipment (keys, access cards, badges) must be returned at the end of the scope of work.

5. Safety Policies

- Contractors/vendors are fully responsible for the safety of their employees and adherence to OSHA and state building codes, including Lock Out/Tag Out procedures.
- Appropriate PPE must be used by all workers and visitors to the work zone.
- Contractors/vendors shall provide signage and temporary safety devices to protect students and staff.
- Safety measures must ensure that work areas are separated from students and school personnel when necessary.

6. Communication

- The Facilities Department shall designate a job manager for each contract.
- All communication with contractors/vendors shall occur through the assigned job manager or designee.
- Frequency of communication:
    - Weekly for long-term projects
    - Daily for short-term projects or work lasting less than one day

7. Documentation of Work

- Contractors/vendors shall train district staff on the operation and care of installed equipment.
- Operational manuals must be provided for all installed equipment.
- Superintendent, Director of Facilities, or designee shall approve completed work, including visual inspection of equipment.
- Contractors/vendors shall provide training on newly installed equipment to appropriate maintenance staff.

Service Contract & Vendor Oversight
Policy #15.0

8. Warranty

- Contractors/vendors shall provide all warranty documentation to appropriate staff (principals, superintendents).
- Longer warranty information for replacement parts must be documented and provided to district representatives.

9. FIMS Documentation

- All contractor/vendor work shall be documented in the FIMS/Siemens Work Order system.
- Documentation shall include labor, materials, contract information, and references to district approvals and purchase orders.

Maintenance Resources in NM

New Mexico Public Facility Managers Association (NMPFMA)

Formed in 2017, the NMPFMA supports public school facility managers statewide. It is governed by a 17-member board and exists to:

- Promote training and professional development for facility staff
- Share ideas, experiences, and best practices across districts
- Encourage preventive maintenance and operational efficiency
- Build partnerships with superintendents, legislators, and community leaders
- Recognize the value of school facilities as community assets

Executive partners include NM Cooperative Educational Services (CES), NM Public School Insurance Authority (NMPSIA), and the NMPSFA.

- **Contact**: Bill Lewis, President | 575.739.2248

Facility Managers Operational Staff Certificate Program

This program was developed in collaboration with state agencies and districts to enhance knowledge and skills.

- Participants may take individual courses or complete all requirements for a **Certificate of Completion**.
- Graduates are recognized at the **NM CES Fall Facility Managers Conference**.
- **Contact/Info**: www.ces.org

Ben Luján Maintenance Awards

Recognizes maintenance and operations staff who provide **above-and-beyond service** in supporting school facilities and the educational environment.

- Awards are announced each August and presented annually at the **Fall Facility Managers Conference** during a recognition luncheon.
- **Contact**: NMPSFA Maintenance Group | 505.843.6272

Construction Industries Division (CID)

All contractors in New Mexico must be licensed in accordance with the **Construction Industries Licensing Act (NMSA 14.5.2, NMAC 14.6.4, 1978)**. This applies to general construction, electrical, mechanical, plumbing, and LP gas contracting

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New Mexico Public School Insurance Authority (NMPSIA)

The NMPSIA provides **comprehensive insurance coverage and risk management services** to New Mexico public schools, charter schools, and certain other educational entities. The goal is to protect districts' people, property, and operations through affordable, reliable insurance programs and proactive risk-reduction strategies.

Programs and Services Include:

- **Property and Liability Insurance** – Protects facilities, equipment, vehicles, and district assets.
- **Workers' Compensation Coverage** – Provides protection for employees injured on the job.
- **Employee Benefits** – Health, dental, vision, life, and disability insurance programs for school employees.
- **Risk Management Support** – Training, resources, and consultation to minimize liability and improve safety in schools.

By pooling resources statewide, NMPSIA is able to offer broad coverage at competitive costs while supporting school districts with expertise in **claims management, compliance, and loss prevention**.

- **More Information**: www.nmpsia.com | Phone: 1.800.548.3724

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Maintenance Glossary of Terms

The Facility Management Definitions and Acronym Guide

NM Public School Facilities Authority – Maintenance Division 2022/2023

A

AC – Air Conditioner: a machine that conditions and cools the air, then recirculates it throughout a room.

A/C – Alternating Current: an electrical current that can reverse its direction.

AEC – Architecture, Engineering, and Construction: shorthand for groups commonly involved in the drafting and design process before and during facility construction.

AED – Automated External Defibrillator: a portable electronic device that delivers a life-saving electric shock in an emergency situation.

AHERA – Asbestos Hazard Emergency Response Act: an EPA ruling that aims to regulate how asbestos is maintained in schools.

AHU – Air Handling Unit: an asset that circulates air in an HVAC system.

AMP – Ampere: a unit used when measuring electrical currents.

APPA – Association of Physical Plan Administrators (formerly): APPA used to stand for the Association of Physical Plan Administrations in the late 1960s through the early 1990s. Today, the association is known as APPA: Leadership in Educational Facilities, and is most easily recognized and referred to as simply "APPA".

ASHRAE – American Society of Heating, Refrigerating, and Air-Conditioning Engineers: ASHRAE, founded in 1894, is a global society advancing human well-being through sustainable technology for the built environment. The Society and its members focus on building systems, energy efficiency, indoor air quality refrigeration, and sustainability within the industry.

Asset: an entity with monetary value. In maintenance contact, an asset is commonly considered to be any component of a plant or its equipment. For example, compressors, gearboxes, etc. a motor is also an asset as it is a component of a larger manufacturing unit.

B

Backlog: work which has not been completed by the nominated 'required by date'. The period for which each Work Order is overdue is defined as the difference between the current date and the 'required by date'. All work for which no 'required by' date has been specified is generally

included on the backlog. Backlog is generally measured in "crew-weeks", that is, the total number of labor hours represented by the work on the backlog, divided by the number of labor hours available to be worked in an average week by the work crew responsible for completing the work. As such, it is one of the common Key Performance Indicators used in maintenance.

Benchmarking: the process of comparing performance with other organizations, identifying comparatively high-performance organizations, and learning what it is they do that allows them to achieve that high level of performance.

Building System: a set of interacting parts that make up a single, non-portable or fixed component of a facility and that, together with other building systems, make up an entire integrated facility or property. Examples of building systems include the foundation, facility shell, roofing electrical distribution, electronic communication, plumbing, lighting, mechanical, fire prevention, interior finished, life health, safety, heating, ventilation, and air conditioning systems.

BAS – Building Automation System: an electronic system that manages HVAC, lighting, fire safety, and any other electrical assets in a facility.

BIM – Building Information Modeling: a process through which buildings are 3D modeled with easily – editable 'smart objects' that represent HVAC, Electrical Systems, Lighting, Mechanical Assets, etc., which allows AEC professionals to gather sophisticated data about how a facility will function before it's built.

BOMA – Building Owners and Managers Association: founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10.5 billion square feet of U.S office space that supports 1.7 million jobs and contributes $234.9 billion to the U.S. GDP. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence, and knowledge.

C

CAD – Computer-Aided Design: the process of creating technical drawings via computer software.

CAFM – Computer-Aided Facility Management: supplement facility management with software, usually through file organization or work order scheduling.

CAV – Constant Air Volume (box): a simple component of an HVAC System that supplies air at a constant volume and variable temperature.

CMMS – Computerized Maintenance Management System/Software: software to assist with the effective and efficient management of maintenance activities that analyzes and collects actionable facility data which teams can use to more effectively manage assets and perform maintenance and cleaning tasks. It generally includes elements such as a computerized Work Order system, as well as functions for scheduling Routine, Preventive Maintenance, and custodial tasks. See FIMS.

Component: a subassembly of an Asset, usually removable in one piece and interchangeable with other, standard components (e.g. truck engine).

Craftsperson: alternative to Tradesperson. A skilled maintenance worker who has typically been formally trained through an apprenticeship program.

Current Replacement Value (CRV): the total expenditure in current dollars required to replace any facility, inclusive of construction costs, design costs, project management costs, and project administrative costs.

CX – Commissioning: the process through which the subsystems in new construction are verified to be in compliance with the standards set by the building owner.

D

D/C – Direct Current: a simple electrical current that flows in one direction (e.g., a battery)

Deferred Maintenance: Maintenance activities that were not performed when they should have been or were scheduled to be and which, therefore, are put off or delayed for a future period.

Downtime: the time that an item of equipment is out of service, as a result of equipment Failure.

E

Emergency Maintenance Task: a maintenance task carried out in order to avert an immediate safety or environmental hazard, or to correct a Failure with significant economic impact.

Equipment Life: span of time over which equipment is expected to fulfill its intended purpose.

Equipment Maintenance Strategies: the choice of Routine Maintenance Tasks and the timing of those tasks, designed to ensure that an item of equipment continues to fulfill its intended functions.

Estimated Plant Replacement Value: the estimated cost of capital works required to replace all the existing assets with new assets capable of producing the same quantity and quality of output. This is a key value often used in benchmarking activities. See CRV.

EAM – Enterprise Asset Management: management of physical assets in a building to ensure optimal use/lifecycle.

ECM – Energy Conservation Measure: any process implemented with the goal of reducing energy consumption.

EOD – End of Day: common work order deadline

EOW – End of Week: common work order deadline

EUI – Energy Use Intensity/Index: a calculation of energy use per square foot in a facility. See

Portfolio Manager.

F

FMAR – Facility Maintenance Assessment Report: an assessment tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facility's conditions/appearance and determine and verify the implementation level of the entire maintenance management program.

FMP – Facility Master Plan: a document that describes the schools' overall physical development concept through maps and narrative that provides an avenue for consensus of the community, facility users, and governance. It also provides a long-term strategy to achieve educational goals and ensure continuity within changes in governance (PSFA).

FIMS – Facility Information Management System: in general, a Computerized Maintenance Management Software System. See CMMS.

- **Siemens Asset Essentials:** A computerized maintenance management system (CMMS) used to manage district maintenance operations, including work order requests, preventative maintenance scheduling, equipment tracking, and maintenance history. The system also supports reporting and data analysis to help monitor facility operations, track expenditures, and improve maintenance planning.

Failure: an item of equipment has suffered a failure when it is no longer capable of fulfilling one or more of its intended functions. Note that an item does not need to be completely unable to function to have suffered a failure. For example, a pump that is still operating, but is not capable of pumping the required flow rate, has failed.

Function: the definition of what we want an item of equipment to do, and the level of performance which the users of the equipment require when it does it. Note: an item of equipment can have many functions, commonly split into Primary and Secondary Functions. Note also that the level of performance specified is that required by the users of the equipment, which may be quite different to the original design, or maximum, performance capability for the equipment.

G

GSF – Gross Square Footage: all enclosed space a facility takes up, as measured from the exterior wall.

H

HVAC – Heating, Ventilation, & Air Conditioning: trades/assets that pertain to temperature control and air circulation.

HVACR – Heating, Ventilation, Air Condition, & Refrigeration: See HVAC

I

IFMA – International Facilities Management Association: founded in 1980, IFMA is the world's largest and most widely recognized international association for facility management professionals, supporting 24,000 members in more than 100 countries.

Inspection: systematic, scheduled observation, and detection of incipient failures either before they occur or before they develop into major defects. The inspection should help determine the condition of the equipment and the tools, materials, equipment, and resources needed to repair the equipment. Regular inspection results in effective measurement and reporting on the entire facility infrastructure including facility spaces, building systems, and grounds.

K

KPI – Key Performance Indicator: a numerical metric used to measure the success of an activity.

L

LEED – Leadership in Energy & Environmental Design: a certification for buildings that have met certain standards of sustainability in design and operation, as designated by the U.S. Green Building Council (USGBC).

Life: that strange experience you have all day, every day. In a maintenance context, you may want to look at Equipment Life.

LCCA – Life Cycle Cost Analysis: an analytical technique to evaluate the economic impact of project alternatives over a given analysis period.

M

Maintainability: the ease and speed with which any maintenance activity can be carried out on an item of equipment. May be measured by Mean Time to Repair. It is a function of equipment design and maintenance task design (including the use of appropriate tools, jigs, work platforms, staffing, etc.).

Maintenance: an activity carried out on an Asset in order to ensure that the asset continues to perform its intended functions, or to repair the equipment. Note that modifications are not maintenance, even though they may be carried out by maintenance personnel.

Maintenance Policy: a statement of principle used to guide Maintenance Management decision-making.

Maintenance Schedule: a list of pre-determined Planned Maintenance tasks to be performed during a given time period, together with the expected start times and durations of each of these

tasks. Schedules can apply to different time periods (i.e. daily schedule, weekly schedule, etc.)

Maintenance Strategy: a long–term plan, covering all aspects of maintenance management which sets the direction for maintenance management, and contains firm action plans for achieving a desired future state for the maintenance function.

M3 – Meaningful Maintenance Metrics: a monthly maintenance report developed from data directly out of the district's FIMS account used to communicate monthly performance activities through KPIs in the district's maintenance programs.

Modification: any activity carried out by an asset that increased the capability of that asset to perform its required functions.

M&O – Maintenance & Operations: maintenance and repair of assets and infrastructure.

MEPFP – Mechanical, Electrical, Plumbing, Fire Protection (assets): an umbrella term for assets in a facility.

MRO – Maintenance, Repair, & Operations: See M&O.

No Scheduled Maintenance: an equipment maintenance strategy, where no routine maintenance tasks are performed on the equipment. The only maintenance performed on the equipment is Corrective Maintenance, and then only after the equipment has suffered a failure. Also described as a Run to Failure strategy.

Non – Routine Maintenance: any maintenance task which is not performed at a regular, predetermined frequency.

N

NASF – Net Assignable Square Feet: net square feet minus areas that cannot be repurposed or used for programmatic purposes (corridors, restrooms, etc.).

NCSF – Net Cleanable Square Feet: net square feet minus non-cleanable spaces (mechanical rooms, equipment sheds, etc.).

NFPA – National Fire Protection Association: NEPA delivers information and knowledge through more than 300 consensus codes and standards, research, training, education, outreach, and advocacy; and by partnering with others who share an interest in furthering our mission. NFPA membership totals more than 50,000 individuals around the world.

NSF – Net Square Feet: the sum area of all individual enclosed spaces in a facility, as measured from their interior walls.

O

Operating Hours: the length of time that an item of equipment is actually operating.

Outage: a term used in some industries (notably power generation) which is equivalent to an outage.

OEM – Original Equipment Manufacturer: a manufacturer of a component or subcomponent in a larger system sold by a different manufacturer.

OSHA – Occupational Safety & Health Administration: with the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.

OTF – Operated to Failure: a process by which an asset is purposely run without maintenance until it fails, occurs when maintenance cost outweighs replacement cost. See also Run to Failure.

P

Planned Maintenance: any maintenance activity for which a predetermined job procedure has been documented, for which all labor, materials, tools, and equipment required to carry out the task have been estimated, and their availability assured before the commencement of the task.

PM – Preventive Maintenance Plan: a structured document that describes the management of all activities that determine the maintenance objectives, responsibilities, and processes such as; work orders, PM (Preventive Maintenance) initiatives, contractor oversight, facility equipment inventor, and provides inputs to the FMP as capital needs are identified in the field on a real-time basis. Improvements and change are continual and encompass methods in the organization, including economic, environmental, and safety & security aspects.

Predictive Maintenance: an equipment maintenance strategy based on replacing, overhauling, or remanufacturing an item at a fixed interval, regardless of its condition at the time. Scheduled Restoration tasks and Scheduled Discard tasks are both examples of Preventive Maintenance tasks.

Or, a process based on preventing unexpected events from occurring, by providing care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures.

Primary Function: The primary functionally required of an asset – the reason the asset was acquired. For example, it is likely that the primary function of a pump is to pump a specified liquid at a specified rate against a specified head of pressure.

Priority: the relative importance of a task in relation to other tasks. Used in scheduling work orders.

Proactive Maintenance: any tasks used to predict or prevent equipment failures.

Protective Device: devices and assets intended to eliminate or reduce the consequences of equipment failure. Some examples include standby plants and equipment, emergency systems, safety valves, alarms, trip devices, and guards.

Purchase Requisition: the prime document raised by user departments authorizing the purchase of specific materials, parts, supplies, equipment, or services from external suppliers.

Purchase Order: the prime document raised by an organization, and issued to an external supplier, ordering specific materials, parts, supplies, equipment, or services.

PDU – Power Distribution Unit: a device with multiple outputs that supply power to other assets.

PM – Preventive Maintenance: scheduled maintenance tasks meant to preempt equipment failures and ensure optimal performance through the recommended life cycle of equipment and beyond.

PM – Cost Ratio (KPI): the percentage rate of preventive maintenance costs versus the totals expended on all work orders.

PM – Completion Rate (KPI): the percentage rate of closed preventive maintenance (PM) work orders versus the number of generated PM work orders.

R

Repair: any activity which returns the capability of an asset that has failed to a level of performance equal to, or greater than, that specified by its Function, but not greater than its original maximum capability. An activity that increases the maximum capability of an asset is a modification.

Restoration: any activity which returns the capability of an asset that has not failed to a level of performance equal to, or greater than, that specified by its functions, but not greater than its original maximum capability. Not to be confused with a modification or a repair.

Risk: the potential for the realization of the unwanted, negative consequences of an event. The product of conditional probability of an event, and the event outcomes.

Routine Maintenance Task: any maintenance task that is performed at a regular, predefined interval.

RTF – Run to Failure: no scheduled maintenance – an Equipment Maintenance strategy, where no routine is performed on the equipment. The only maintenance performed on the equipment is Corrective Maintenance, and then only after the equipment has suffered a failure. Also described as a No Scheduled Maintenance Strategy.

RCX – Retro-Commissioning: commissioning an existing building; an evaluation of a building's current systems with the purpose of identifying areas for improvement.

ROI – Return on Investment: a term that represents the benefit received from an initial investment.

RTU – Rooftop Packaged Unit: a large air handler on a roof.

S

Safety Consequences: a failure has safety consequences if it causes a loss of function or other damage that could injure or seriously harm someone.

Schedule Compliance: one of the Key Performance Indicators often used to monitor and control maintenance. It is defined as the number of Scheduled Work Orders completed in a given time period (normally one week), divided by the total number of Scheduled Work Orders that should have been completed during that period, according to the approved Maintenance Schedule for that period. It is normally expressed as a percentage, and will always be less than or equal to 100%. The closer to 100#, the better performance for that time period.

Scheduled Maintenance: any maintenance work that has been planned and included on an approved Maintenance Schedule.

Scheduled Discard Task: a maintenance task to replace a component with a new component at a specified, predetermined frequency, regardless of the condition of the component at the time of its replacement. An example would be the routine replacement of the oil filter on a motor vehicle every 6,000 miles. The frequency with which a Scheduled Discard task should be performed is determined by the Useful Life of the component.

Scheduled Restoration Task: a maintenance task to restore a component at a specified, predetermined frequency, regardless of the condition of the component at the time of its replacement. An example would be the routine being performed is determined by the Useful Life of the component.

Shutdown: that period of time when equipment is out of service.

Support Services:

- Support Services Work Order: work requested by teachers and principals for setting up for special activities and events, ordering and delivering supplies, moving, setting up, and storing PE equipment.

SOP – Standard Operating Procedures: step-by-step instructions that help someone complete a complex task.

SRP – Service Request Portal: a software feature that allows users to send requests electronically.

T

TVSS – Transient Voltage Surge Suppressor: a device that protects electrical components from blowing out in the event of a power spike.

Tradesperson: an alternative to craftsperson. A skilled maintenance worker who has typically been formally trained through an apprenticeship program.

Transaction Rate (KPI): the percent rate of costs recorded for completed work orders on transactions, labor, and contract costs.

Unplanned Maintenance: any maintenance activity for which a predetermined job procedure has not been documented, or for which all labor, materials, tools, and equipment required to carry out the task that has been estimated, and their availability assured before commencement of the task.

Unscheduled Maintenance: any maintenance work that has not been included on an approved Maintenance Schedule prior to its commencement.

Uptime: strangely enough, the opposite of Downtime. It is defined as the time that an item of equipment is in service and operating.

Useful Life: the maximum length of time that a component can be left in service before it will start to experience a rapidly increasing probability of failure. The Useful Life determines the frequency with which a Scheduled Restoration or a Scheduled Discard Task should be performed. Note that for the concept of the Useful Life of a component to hold true, components must, at some consistent point in time, experience a rapidly increasing probability.

UL – Underwriters Laboratories: UL certifies, validates, tests, verifies, inspects, audits, advises, and educates. They provide the knowledge and expertise to help navigate growing complexities across the supply chain from compliance and regulatory issues to trade challenges and market access.

UPS – Uninterruptible Power System: a source that delivers power to electrical components (usually computers) in the event of power main failure.

USGBC – U.S. Green Building Council: the U.S. Green Building Council (USGBC) is committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings.

UV – Unit Ventilator: a single heating/cooling unit provides temperature control and air circulation to individual rooms.

V

VAV – Variable Air Volume: a component in an HVAC system that provides air at a variable volume but constant temperature.

VFD – Variable Frequency Drive: a component in an HVAC system that varies A/C motor speed.

VUV – Vertical Unit Ventilator: See Unit Ventilator

W

Work Order: the prime document used by the maintenance function to manage maintenance tasks. It may include such information as a description of the work required, the task priority, the job procedure to be followed, the parts, materials, tools, and equipment required to complete the job, the labor hours, costs, and materials consumed in completing the task, as well as key information on failures causes, what work was performed, etc.

Work Order Categories:

- Corrective Work Order: a maintenance activity which is required to correct a failure that has occurred or is in the process of occurring. This activity may consist of repair restoration or replacement of a building system component or part and includes regularly scheduled "automatic" Preventive Maintenance tasks.
- Emergency Work Order: Maintenance work that requires immediate response from maintenance staff. Its urgency is usually associated with safety, operational health, or environmental effects.
- Building Systems Renewal: the collective components of a building system have failed to the point that effective normal maintenance either is not cost-effective or practical. These work orders should be documented and identified as beyond maintenance and should be integrated into the FMP for prioritization and completion.
- Preventive Work Order: a work order that is generated on a fixed interval to inspect and replace components of the equipment regardless of condition. Its purpose is to keep the equipment running to its optimum efficiency and reach its planned operating life without failure.

Work Request: the prime document raised by user departments requesting the initiation of a maintenance task. This is usually converted to a work order after the work request has been authorized for completion.

Workload: the number of labor hours required to carry out specified maintenance tasks.

WO – Work Order: an electronic or paper form that outlines services that need to be performed.

Work Order Backlog Rate: the number of open work orders versus the number of closed work orders. This metric is an indicator of maintenance response times.

Y

YTD – Year to Date (KPI): commonly used time frame when monitoring performance metrics.

13. **Review and Presentation of School Safety Plan**
Presented by Assistant Superintendent Johnson
Discussion Only

Board Presentation • Overview & Compliance

Safe School Plans (SSP)

Mandated since 2008, all New Mexico Public and Charter Schools must maintain emergency operations plans under the School Wellness Policy (6.12.6 NMAC).

Triennial State Review

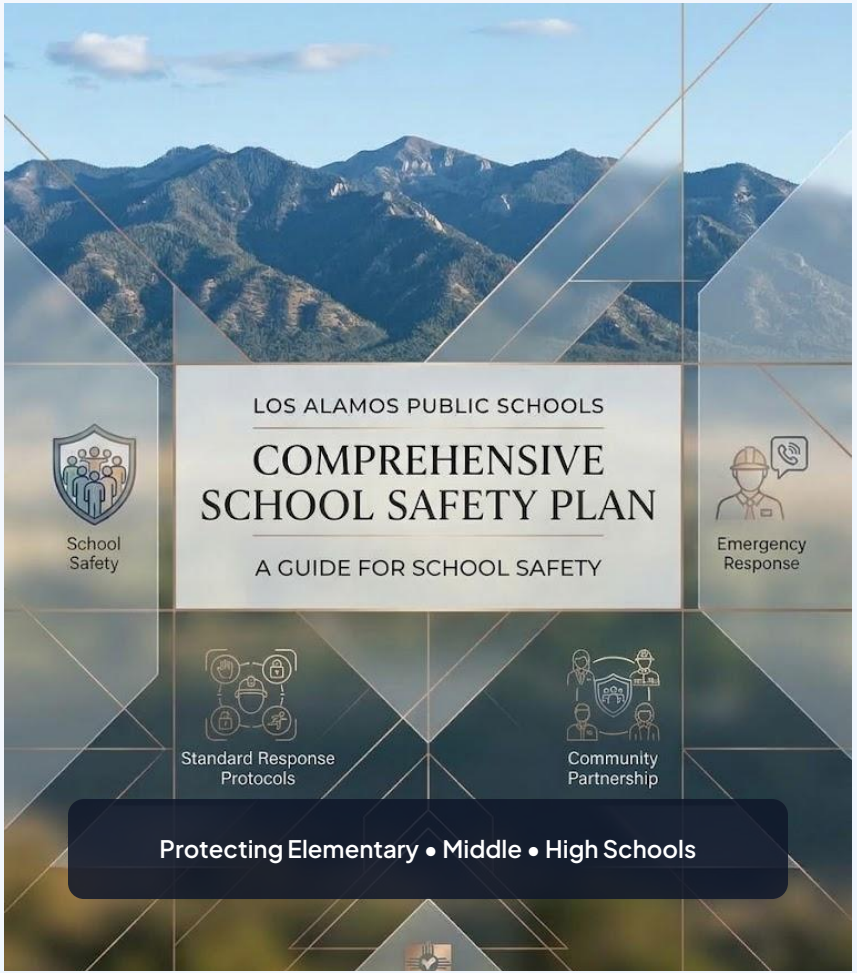
Formal NMPED Resubmission

Every 3 years, each district school submits a comprehensive SSP for full state review.
Status: All district schools completed last in 2023.

Annual Internal Cycle

Continuous Campus Updates

Schools conduct mandatory yearly reviews to update critical campus maps, staff roles, emergency contact lists, and hazard assessments between state submissions.



Contents of the Plan

Each Safe School Plan (SSP) is required to cover six core structural sections, serving as an overarching framework that houses a comprehensive series of sub-documents, tactical protocols, and operational procedures tailored to the school:

SECTION I

Plan Governance and Administration

Establishes executive oversight, administrative roles, maintenance schedules, and organizational hierarchy.

SECTION II

Prevention

Focuses on threat assessment protocols, supportive school climate, behavioral interventions, and early warning systems.

SECTION III

Protection & Mitigation

Details physical campus security enhancements, access control measures, and risk reduction strategies.

SECTION IV

Response

Outlines Standard Response Protocols (SRP), emergency action plans, incident command structure, and tactical execution.

SECTION V

Recovery

Provides frameworks for post-incident mental health support, continuity of operations, and physical restoration.

SECTION VI

Appendices & Assurances

Houses detailed campus maps, emergency contacts, legal compliance documents, and formal board assurances.

Required Operational Sub-Documents

Key operational documents, matrices, and tactical plans mapped directly to core sections of the Safe School Plan:

SECTION II
Prevention

- Health & Behavioral Health Programs & Contacts
- Communicable Disease Outbreak Procedures
- Internet Use Health & Safety Impacts (with resources)

SECTION III
Protection & Mitigation

- Behavioral Threat Assessment Matrix
- Recommended Procedures for Potential Suicidal Student
- Referral Network for Suicide Assessment/Matrix & Intervention Narrative

SECTION IV
Response

- Incident Command System (ICS) & Emergency Ops Manual
- Evacuation Plans, Maps & Lockdown Protocols
- Active Shooter & Medical Emergency Plans
- Hazmat, Fire & Natural Hazard Protocols
- Bomb Threat, Power/Water Loss, Cyber Breach & Amber Alert
- Transportation & Media Relations Plans

SECTION V
Recovery

- Reunification Planning & Protocols
- Continuity of Operations Planning (COOP)
- Psychological-Emotional Learning & Mental Health Recovery

What is New This Cycle?

NEW REQUIREMENT

Cardiac Emergency Response Plan (CERP)

Each school must submit a CERP. NMPED requires **5+ staff or 10% of staff** (whichever is higher) trained in CPR/AED as the designated response team.

District Mandate: School Nurse, Site Administrators, PE Teachers, and Athletic Coaches must all be CPR/AED Certified.

STATE COMPLIANCE TIMELINE

State AED Mandate Expansion

Current State Rule: NMPED only requires one AED at the High School level.

Upcoming Rule (Next Year): Required at least one AED at all Middle and Elementary school levels.

District AED Inventory Status

Exceeding state requirements across campuses

26

TOTAL AEDs INSTALLED

Elementary Schools
Each has **2 to 3 AEDs**

High School
9 AEDs deployed

Middle School
3 AEDs (Goal: 4)

Support Facilities
Central Office: **1** | Fleet/Fac: **1**

Funding & Support Acknowledgement
Special thanks for the funding from the Board that has enabled the district to order these new AEDs and maintain critical replacement pads and batteries.

Mandatory Staff Safety Training

To ensure campus readiness and legal compliance, all district personnel are required to complete specialized annual training modules across four primary safety domains:

MODULE 01

Anti-Bullying Training

Comprehensive strategies for identifying, preventing, and reporting bullying and cyberbullying behavior to foster a supportive school climate.

MODULE 02

Active Shooter Training: Run, Hide, Fight

Tactical response modeling focusing on the national standard protocol to maximize staff and student safety during extreme emergency events.

MODULE 03

Standard Response Protocols (SRP)

Standardized operational procedures for unified action across all campuses during critical safety incidents:

HOLD EVACUATE SHELTER LOCKDOWN

MODULE 04

Child Sexual Abuse Prevention

Mandated awareness, boundary recognition, and state-compliance reporting protocols designed to protect vulnerable students across all grade levels.

Specialized Team Training & Certification

To guarantee operational readiness during critical incidents, designated campus response teams are required to undergo specialized training and maintain official certifications across four core disciplines:



COMMAND STRUCTURE

Incident Command

FEMA ICS-100

Standardized, all-hazards incident management foundation for campus leaders and emergency coordinators.



PREVENTION & RISK

Threat Assessment

Behavioral Evaluation

Multi-disciplinary protocols to identify, evaluate, and mitigate potential behavioral threats before incidents occur.

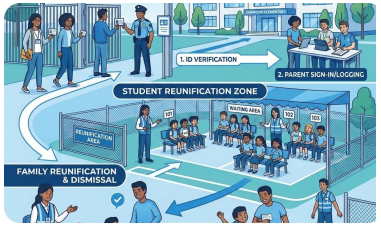


MEDICAL RESPONSE

Safety Team

AED & First Aid

Certified CPR, AED, and rapid medical response training to handle campus health crises and immediate trauma.



POST-INCIDENT OPS

Reunification Team

Student Accountabilty

Structured procedures ensuring safe, efficient release of students to parents or guardians post-evacuation.

Safe School Plan Audit Rubric & Rigor

A comprehensive, multi-section compliance audit framework requiring documented verification, page-level mapping, and executive sign-off across all mandatory school safety standards:

RUBRIC RIGOR & SCOPE

30+ Mandatory Safety Standards

Exhaustive evaluation spanning 6 core operational domains—from immediate emergency contacts and threat assessment matrices to 19 distinct emergency response protocols and recovery planning.

EVALUATION MECHANISM

Strict Dual-Criterion Verification

Each line item mandates explicit binary verification ("Met" / "Not Met"), exact manual page cross-referencing, and written reviewer recommendations to enforce accountability.

SECTION VI APPENDICES

11 Mandatory Executive Assurances

Final compliance validation requires formal sign-off with binding signatures from both the Site Principal and District Superintendent across 11 key administrative assurances.

AUDIT GOVERNANCE & SCORING

Standardized Compliance Verification

Rigorous evaluation process combining evidence-based documentation, page-level mapping, and standardized scoring metrics to ensure complete alignment with state safety mandates.

14. **Board Committees Update**
15. **Future Business**
16. **Adjournment**