

**CUDDY
&
McCARTHY**
A Limited Liability Partnership

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LAURA M. CASTILLE
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OF COUNSEL
JOHN F. KENNEDY

REPLY TO ALBUQUERQUE OFFICE

October 3, 2018

VIA E-MAIL ONLY: Osuna.inquiry@gmail.com

David W. Osuna

Re: Request to Inspect Public Records of Pojoaque Valley School District

Dear Mr. Osuna:

This firm represents Pojoaque Valley School District. I have received your request to provide a copy on a disk or USB Drive to the following documents maintained by the Pojoaque Valley School District:

For the period November 15, 2017 to present, daily appointment calendars (electronic such as Outlook or paper or both) maintained by, or for, Stephanie Garcia Richard reflecting all Pojoaque Valley School District scheduled duties including, but not limited to, meetings, appointments, conferences, meals, travel, or other daily work activities.

For the period November 15, 2017 to present, all payroll information for Stephanie Garcia Richard including, but not limited to, time sheets, hours worked, attendance, annual leave, vacations, sick leave and compensation.

Copies of all professional licenses and/or certifications in New Mexico for Stephanie Garcia Richard.

Please be advised that your request is not properly submitted under NMSA 1978 Section 14-2-10. We cannot comply with your request until and unless it is properly submitted. Advance payment for copies will be required in the amount of \$10.00 for a CD or \$20.00 for a USB Drive. If a check is submitted to pay for the records requested, the School District will produce the records at the time the check has cleared the bank account.

Very truly yours,

/s/ Laura Castille
Laura M. Castille

cc: Staci Mascarenas, Human Resources

8:30am – 12pm
Leadership Team
MEIs Office
Calendar: Stephanie Richard, Needs RSVP
Wed

3-Jan-18

3 – 4pm
~~Stephanie Richard~~
Mels Office
Calendar: Stephanie Richard, Declined
Tue

9-Jan-18

8:30am – 12pm
Leadership Team
MEIs Office
Calendar: Stephanie Richard, Needs RSVP
Wed

10-Jan-18

8am – 12pm
Administrator Meeting
Central Office
Calendar: Stephanie Richard, Needs RSVP
Wednesday, January 10, 2018
3 – 4pm
~~Stephanie Richard~~
Mels Office
Calendar: Stephanie Richard, Declined
Tue

16-Jan-18

8:30am – 12pm
Leadership Team
MEIs Office
Calendar: Stephanie Richard, Needs RSVP
Wed

17-Jan-18

3 – 4pm
~~Stephanie Richard~~
Mels Office
Calendar: Stephanie Richard, Declined

Tue

23-Jan-18

8:30am – 12pm

Leadership Team

MEIs Office

Calendar: Stephanie Richard, Needs RSVP

Wed

24-Jan-18

3 – 4pm

~~Stephanie Richard~~

Mels Office

Calendar: Stephanie Richard, Declined

Thu

25-Jan-18

3:30 – 4:30pm

~~RPS Needs Assessment Team Meeting~~

6th Grade Academy

Calendar: Stephanie Richard, Declined

Tue

30-Jan-18

8:30am – 12pm

Leadership Team

MEIs Office

Calendar: Stephanie Richard, Needs RSVP

Wed

31-Jan-18

1 – 2pm

Accreditation Presentation Program

Central Office

Calendar: Stephanie Richard, Needs RSVP

Wednesday, January 31, 2018

3 – 4pm

~~Stephanie Richard~~

Mels Office

Calendar: Stephanie Richard, Declined

Tue

6-Feb-18

8:30am – 12pm

Leadership Team

MEIs Office

Calendar: Stephanie Richard, Needs RSVP
Wed

7-Feb-18

8am – 12pm

Administrator Meeting

Central Office

Calendar: Stephanie Richard, Needs RSVP

Wednesday, February 7, 2018

3 – 4pm

~~Stephanie Richard~~

Mels Office

Calendar: Stephanie Richard, Declined

Tue

13-Feb-18

8:30am – 12pm

Leadership Team

MEIs Office

Calendar: Stephanie Richard, Needs RSVP

Wed

14-Feb-18

3 – 4pm

~~Stephanie Richard~~

Mels Office

Calendar: Stephanie Richard, Declined

Tue

20-Feb-18

8:30am – 12pm

Leadership Team

MEIs Office

Calendar: Stephanie Richard, Needs RSVP

Wed

21-Feb-18

3 – 4pm

~~Stephanie Richard~~

Mels Office

Calendar: Stephanie Richard, Declined

Tue

27-Feb-18

POJOAQUE VALLEY SCHOOLS
 1574 STATE RD 502
 SANTA FE, NM 87506-0468

DIRECT DEPOSIT RECEIPT

PAYROLL
 PAY DATE: 01/19/2018

DIRECT DEPOSIT AMOUNT: ***One Thousand Sixty Five and 01/100 Dollars***

\$1,065.01

RICHARD, STEPHANIE M

NON - NEGOTIABLE

DEPOSIT TO ACCT # XXXXXXXXXXX5716

POJOAQUE VALLEY SCHOOLS

SANTA FE, NM 87506-0468

RICHARD, STEPHANIE M	15	REGULAR PAY	01/19/2018	01/19/2018	1/18/2018
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
CURRICULUM SPECIALIST	0.00	0.00	0.00	1,739.02	0.00	26,085.30	3,478.04
EARNINGS Total:	0.00	0.00		1,739.02		26,085.30	3,478.04

EMPLOYER PAID BENEFITS	Amount	YTD
6 RHCP	34.78	69.56
BENEFITS Total:	870.87	1,741.74

EMPLOYEE DEDUCTIONS	Amount	YTD
UNITED CONC HIGH - CAFÉ	19.30	32.60
1 FEDERAL WITHOLDING INCOME TAX	12.52	25.04
2 STATE INCOME TAX	2.13	4.26
3 FICA - MEDICARE	20.63	41.26
4 FICA - SOC SEC	88.22	176.44
5 ERA BENEFIT	166.08	372.16
6 RHCP	17.39	34.78
DAVIS VISION-CAFÉ	2.83	5.66
NEA	24.92	49.84
PRESBYTERIAN HIGH - CAFÉ	297.04	594.08
THE STANDARD DISABILITY	5.95	11.90
DIRECT DEPOSIT SUREPAY	1,065.01	2,130.02
DEDUCTIONS Total:	1,739.02	3,478.04

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
PERSONAL LEAVE - DAYS	0.00	0.00	3.00	0.00	3.00
SICK LEAVE - DAYS	9.00	0.00	9.00	0.00	18.00
ANNUAL LEAVE - ADMIN - DAYS	17.00	7.00	11.89	0.00	21.69

LEAVE CURRENT	Used	Accr	Adj
ANNUAL LEAVE - ADMIN - DAYS	7.00	0.00	0.00

EMPLOYER PAID BENEFITS	Amount	YTD
BASIC LIFE - \$50,000	2.35	4.70
DAVIS VISION-CAFÉ	4.24	8.48
PRESBYTERIAN HIGH - CAFÉ	445.57	891.14
THE STANDARD DISABILITY	8.92	17.84
UNITED CONC HIGH - CAFÉ	24.44	48.88
3 FICA - MEDICARE	20.63	41.26
4 FICA - SOC SEC	88.22	176.44
5 ERA BENEFIT	241.72	483.44

FACILITIES

Net Amount:

\$1,065.01

POJOAQUE VALLEY SCHOOLS
 1574 STATE RD 502
 SANTA FE, NM 87506-0468

DIRECT DEPOSIT RECEIPT

PAYROLL

PAY DATE: 02/02/2018

DIRECT DEPOSIT AMOUNT: ***One Thousand Sixty Five and 01/100 Dollars***

\$1,065.01

RICHARD, STEPHANIE M

NON - NEGOTIABLE

DEPOSIT TO ACCT # XXXXXXXXXX5716

POJOAQUE VALLEY SCHOOLS

SANTA FE, NM 87506-0468

RICHARD, STEPHANIE M	16	REGULAR PAY	02/02/2018	02/02/2018	2/1/2018
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
CURRICULUM SPECIALIST	0.00	0.00	0.00	1,739.02	0.00	27,824.32	5,217.06
EARNINGS Total:	0.00	0.00		1,739.02		27,824.32	5,217.06

EMPLOYER PAID BENEFITS	Amount	YTD
6 RHCP	34.78	104.34
BENEFITS Total:	870.87	2,812.61

EMPLOYEE DEDUCTIONS	Amount	YTD
UNITED CONC HIGH - CAFÉ	16.30	48.90
1 FEDERAL WITHHOLDING INCOME TAX	12.52	37.56
2 STATE INCOME TAX	2.13	6.39
3 FICA - MEDICARE	20.83	61.89
4 FICA - SOC SEC	89.22	264.66
5 ERA BENEFIT	166.08	568.24
6 RHCP	17.39	52.17
DAVIS VISION-CAFÉ	2.83	8.49
NEA	24.82	74.78
PRESBYTERIAN HIGH - CAFÉ	297.04	891.12
THE STANDARD DISABILITY	5.95	17.85
DIRECT DEPOSIT SUREPAY	1,065.01	3,195.03
DEDUCTIONS Total:	1,739.02	5,217.06

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
PERSONAL LEAVE - DAYS	0.00	0.00	3.00	0.00	3.00
SICK LEAVE - DAYS	9.00	0.00	9.00	0.00	18.00
ANNUAL LEAVE - ADMIN - DAYS	17.00	7.00	13.36	0.00	23.36

LEAVE CURRENT	Used	Accr	Adj
ANNUAL LEAVE - ADMIN - DAYS	0.00	1.67	0.00

EMPLOYER PAID BENEFITS	Amount	YTD
BASIC LIFE - \$50,000	2.36	7.05
DAVIS VISION-CAFÉ	4.24	12.72
PRESBYTERIAN HIGH - CAFÉ	445.57	1,336.71
THE STANDARD DISABILITY	8.92	26.76
UNITED CONC HIGH - CAFÉ	24.44	73.32
3 FICA - MEDICARE	20.63	61.89
4 FICA - SOC SEC	88.22	264.66
5 ERA BENEFIT	241.72	725.16

FACILITIES

Net Amount:

\$1,065.01

POJOAQUE VALLEY SCHOOLS
 1574 STATE RD 502
 SANTA FE, NM 87506-0468

DIRECT DEPOSIT RECEIPT

PAYROLL

PAY DATE: 02/16/2018

DIRECT DEPOSIT AMOUNT: ***One Thousand Seventy Seven and 53/100 Dollars***

\$1,077.53

RICHARD, STEPHANIE M

NON - NEGOTIABLE

DEPOSIT TO ACCT # XXXXXXXXXX5716

POJOAQUE VALLEY SCHOOLS

SANTA FE, NM 87506-0468

RICHARD, STEPHANIE M	17	REGULAR PAY	02/16/2018	02/16/2018	2/15/2018
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
CURRICULUM SPECIALIST	0.00	0.00	0.00	1,738.02	0.00	29,563.34	6,956.08
EARNINGS Total:	0.00	0.00		1,739.02		29,563.34	6,956.08

EMPLOYEE DEDUCTIONS	Amount	YTD
UNITED CONC HIGH - CAFÉ	16.30	65.20
2 STATE INCOME TAX	2.13	8.52
3 FICA - MEDICARE	20.83	82.52
4 FICA - SOC SEC	88.22	352.88
5 ERA BENEFIT	188.08	744.32
6 RHCP	17.39	69.56
DAVIS VISION-CAFÉ	2.83	11.32
NEA	24.92	99.68
PRESBYTERIAN HIGH - CAFÉ	297.04	1,188.16
THE STANDARD DISABILITY	5.95	23.80
DIRECT DEPOSIT SUREPAY	1,077.53	4,272.56
DEDUCTIONS Total:	1,739.02	6,918.52

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
PERSONAL LEAVE - DAYS	0.00	0.00	3.00	0.00	3.00
SICK LEAVE - DAYS	9.00	0.00	9.00	0.00	18.00
ANNUAL LEAVE - ADMIN - DAYS	17.00	7.00	13.36	0.00	23.36

EMPLOYER PAID BENEFITS	Amount	YTD
BASIC LIFE - \$60,000	2.35	9.40
DAVIS VISION-CAFÉ	4.24	16.96
PRESBYTERIAN HIGH - CAFÉ	445.57	1,762.28
THE STANDARD DISABILITY	8.92	35.68
UNITED CONC HIGH - CAFÉ	24.44	97.76
3 FICA - MEDICARE	20.83	82.52
4 FICA - SOC SEC	88.22	352.88
5 ERA BENEFIT	241.72	966.88
6 RHCP	34.78	139.12
BENEFITS Total:	870.87	3,483.48

POJOAQUE VALLEY SCHOOLS
 1574 STATE RD 502
 SANTA FE, NM 87506-0468

DIRECT DEPOSIT RECEIPT

PAYROLL
 PAY DATE: 03/02/2018

DIRECT DEPOSIT AMOUNT: ***One Thousand Seventy Seven and 53/100 Dollars***

\$1,077.53

RICHARD, STEPHANIE M

NON - NEGOTIABLE

DEPOSIT TO ACCT # XXXXXXXXXXX5716

POJOAQUE VALLEY SCHOOLS

SANTA FE, NM 87506-0468

RICHARD, STEPHANIE M	18	REGULAR PAY	03/02/2018	03/02/2018	3/1/2018
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
CURRICULUM SPECIALIST	0.00	0.00	0.00	1,739.02	0.00	31,302.36	8,695.10
EARNINGS Total:	0.00	0.00		1,739.02		31,302.36	8,695.10

BENEFITS Total: 870.87 4,354.35

EMPLOYEE DEDUCTIONS	Amount	YTD
2 STATE INCOME TAX	2.13	10.65
3 FICA - MEDICARE	20.63	103.15
4 FICA - SOC SEC	88.22	441.10
5 ERA BENEFIT	188.08	930.40
6 RHCP	17.39	88.85
DAVIS VISION-CAFÉ	2.83	14.15
NEA	24.92	124.80
PRESBYTERIAN HIGH - CAFÉ	297.04	1,485.20
THE STANDARD DISABILITY	5.95	29.75
UNITED CONC HIGH - CAFÉ	16.30	81.50
DIRECT DEPOSIT SUREPAY	1,077.53	5,350.09
DEDUCTIONS Total:	1,739.02	8,657.54

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
PERSONAL LEAVE - DAYS	0.00	0.00	3.00	0.00	3.00
SICK LEAVE - DAYS	9.00	0.00	9.00	0.00	18.00
ANNUAL LEAVE - ADMIN - DAYS	17.00	7.00	15.03	0.00	25.03

LEAVE CURRENT	Used	Accr	Adj
ANNUAL LEAVE - ADMIN - DAYS	0.00	1.87	0.00

EMPLOYER PAID BENEFITS	Amount	YTD
BASIC LIFE - \$50,000	2.35	11.75
DAVIS VISION-CAFÉ	4.24	21.20
PRESBYTERIAN HIGH - CAFÉ	445.57	2,227.85
THE STANDARD DISABILITY	8.92	44.80
UNITED CONC HIGH - CAFÉ	24.44	122.20
3 FICA - MEDICARE	20.63	103.15
4 FICA - SOC SEC	88.22	441.10
5 ERA BENEFIT	241.72	1,208.80
6 RHCP	34.78	173.90

FACILITIES

Net Amount:

\$1,077.53