

LAS VEGAS CITY SCHOOLS
"BOARD OF EDUCATION"
Regular Board Meeting

February 20, 2020

A Regular Board Meeting of the Las Vegas City Schools Board of Education was held at the Administrative Building Board Room located at 901 Douglas Avenue, Las Vegas, New Mexico 87701 at 5:15 pm on the 20th day of February 2020.

A quorum was present; the meeting was called to order by Board President Duran. The meeting began with the Pledge of Allegiance. Those present were as follows:

ROLL CALL: Board President Duran called for roll call:

Student Representative Conway – Present
Board Member Lucero – Present
Board Member Armijo – Present
Board Secretary Romero – Present (arrived at 5:17 pm)
Board Vice President Lujan – Absent
Board President Duran – Present

RECORDER: Marsha G. Archuleta

ALSO PRESENT: L. Larryssa Archuleta, Superintendent

Angela Redondo	Katrina Gallegos	Viana Chung	Michell Aragon
Mike Boyle	Kyle Conway	Kelsey Kendall	Juan Carlos Fulgenzi
Vanessa Garcia	Ida Sue Gonzales	Thomas Paul Trujillo	Mari Hillis
Carla Pacheco	Pat Baca	Marisa Archuleta	

APPROVAL OF AGENDA:

Board President Duran asked to review the agenda and make any adjustments that may be required.

***Motion by Board Member Lucero to approve the agenda as presented. Motion seconded by Board Member Armijo. Motion passed unanimously.**

PUBLIC INPUT:

None

MINUTES:

- A. Discussion/Action: Minutes for Regular Board Meeting – January 16, 2020 – ***Motion by Board Member Lucero to approve the minutes for the regular board meeting January 16, 2020. Motion seconded by Board Member Armijo. Motion passed unanimously.**

NEW BUSINESS:

- A. Discussion/Action: MESA request for out of state travel to Miami, FL – Mike Boyle, Teacher and MESA Advisor, addressed the board regarding the MESA Senior Field Trip. He stated that only one student from Robertson High School was selected to attend the trip scheduled for April 7-10, 2020 in Miami, Florida. Mr. Boyle referenced the objectives that correspond to MESA (Math Mathematics, Engineering & Science Achievement) and student Viana Chung reviewed the itinerary for the trip. Mr. Boyle requested approval for Viana Chung to travel out of state with the MESA organization and financial assistance. ***Motion by Board Member Lucero to approve**

out of state travel for the student to Miami, FL for the MESA Trip and \$100. Motion seconded by Board Member Armijo. Motion passed unanimously.

- B. Discussion/Action: Donation Policy – Superintendent Archuleta advised the board that the district had a policy regarding public gifts/donation to schools and wanted to ensure the board was aware of any donation made to the district. Board Member Lucero asked if there was a specific method to record the donations. Board President Duran asked if this protocol follows the 24 hour rule time frame like Fundraising. Superintendent Archuleta implemented a donation form that individuals are to complete when making any type of donation or contribution to a school, organization or the district as a whole. Superintendent Archuleta stated that the policy requires the Superintendent to report all gifts, donation or contributions that have been offered to the district for review and action by the board. She confirmed that the donations would follow the same process like the Fundraising protocols. She stated that the list of donations would be presented to the board for review and action on a monthly basis. Superintendent Archuleta stated the form created identifies the type of donation, value (if any), intent/purpose of donation, conditions of use and contact information of donor. The list of donations received December 20, 2019 through January 21, 2020 was reviewed and recommended and approval. ***Motion by Board Member Lucero to approve the list of donations from December 20, 2019 – January 21, 2020. Motion by Board Secretary Romero. Motion passed unanimously.**
- C. Discussion/Action: Legal Services RFP – Superintendent Archuleta recommended moving forward with the Request for Proposal (RFP) for legal services. Board Secretary Romero asked who would be on the evaluation committee. She advised the board that a committee had not been selected yet. Board Member Lucero inquired as to the date the contract would begin and suggested the contract start date be upon award of the RFP. ***Motion by Board Member Lucero to approve the Request for Proposal for Legal Services noting the correct award date and that the services begin upon awarding of the RFP. Motion seconded by Board Secretary Romero. Motion passed unanimously.**
- D. Discussion/Action: Policy Advisory 203 – JLCE Medical Care Management (Diabetes Management) – 3rd/final reading – Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for review and consideration of approval; recommended approval as the 3rd/final reading. ***Motion by Board Secretary Romero to approve Policy Advisory 203 – JLCE Medical Care Management (Diabetes Management) as the 3rd/final reading. Motion seconded by Board Member Armijo. Motion passed unanimously.**
- E. Discussion/Action: Policy Advisory 204 – EEAEA Bus Driver Requirements, Training and Responsibilities – 1st reading – Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for review and consideration of approval. Stated that this is an existing policy and recommended approval as the 1st reading of an amended policy. Board Member Lucero asked if Ida Sue Gonzales, Transportation Supervisor, was in agreement with the policy. Ms. Gonzales stated she agreed and echoed Superintendent Archuleta’s recommendation. ***Motion by Board Member Lucero to accept Policy Advisory 204 – EEAEA Bus Driver Requirements, Training and Responsibilities as the 1st reading. Motion seconded by Board Member Armijo. Motion passed unanimously.**
- F. Discussion/Action: Policy Advisory 205 – EEAEA Drug and Alcohol Testing of Transportation Employees; EEAEA-R Drug and Alcohol Testing of Transportation Employees; EEAEA-E Drug and Alcohol Testing of Transportation Employees – 1st reading - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for review and consideration of approval. Stated that this is an existing policy and recommended approval as the 1st reading of an amended policy. Board Member Lucero asked if Ida Sue Gonzales, Transportation Supervisor, was in agreement with the policy. Ms. Gonzales stated she agreed and echoed Superintendent Archuleta’s recommendation. ***Motion by Board Member Lucero to accept Policy Advisory 205 - EEAEA Drug and Alcohol Testing of Transportation Employees; EEAEA-R Drug and Alcohol Testing of Transportation Employees; EEAEA-E Drug and Alcohol Testing of Transportation**

Employees as the 1st reading. Motion seconded by Board Secretary Romero. Motion passed unanimously.

- G. Discussion: Parking Concerns at Robertson High School – Board President Duran advised that he had received concerns regarding the parking situation at Robertson High School (RHS) on 5th Street. Board Secretary Romero stated that some vehicles were ticketed and/or towed several weeks ago. He was concerned about the lack of parking for parents and visitors on 5th Street in front of the McFarland when conducting business at the school. He stated he noticed students parking around the neighborhood and not in the designated areas and is concerned for their safety. 5th Street is currently designated for residential parking aside of a small section for handicap accessibility and buses. Superintendent Archuleta stated we would need to contact the City of Las Vegas regarding the city ordinance posted along the street. Mike Yara, RHS Principal, expressed concern over parking access to those visiting the Health Center based on the RHS Campus or employees working at the clinic. Board Member Lucero asked that the Superintendent follow up on the parking at Robertson.
- H. Finance Committee Report - The Finance Committee met February 18, 2020 at 5:15 pm. Minutes for the January 2020 meeting were tabled. Bank reconciliation reports for the General Fund and Student Activity Fund were reviewed as of January 31, 2020. Student Activity Fund Balance Report was reviewed and no variances were noted.

The committee reviewed the Cash Report by Fund, Revenues and Expenditures Budget versus Actual Report, the RFR Report, Bond Building & SB-9 Report, List of Open POs, List of all Student Activity Donations, Pledged Collateral Report and Supplemental Pay Report.

Federal revenue collected in January was \$65,972. Outstanding RFRs total \$463,472. Next Finance Committee meeting is scheduled for March 18, 2020 at 5:15 pm.

- I. Capital Outlay – Superintendent Archuleta reported that the committee met February 19, 2020. The school security award at Mike Mateo is still pending. Discussion of the septic tank replacement at Mike Mateo Sena. The district made a change to the scope of work totaling \$900.00; one change order for \$450.00. The landscape, drainage and gutter project received three bids and was awarded to NorthEastern Construction for \$36,845.18 at MMS. Going out to bid in March for the Life Skills classroom at Memorial Middle School (MMS). The bid lots for Los Niños project are #1 Additional Classrooms-\$3,000,000.00; #2 Kitchen/Offices/Parking Lot - \$600,000.00; #3 Parking Lot - \$240,000.00. There will be weekly meetings with the all parties regarding the Los Niños project. City of Las Vegas Planning and Zoning has scheduled a meeting January 24, 2020 regarding the fence and vacation of 4th Street. Estimated costs to paint McFarland is approximately \$6,100.00; feels that amount is costly and feels it can be done internally by our Maintenance Department. In discussion with New Mexico Highlands University regarding the use of the track and soccer fields at the old MMS. In discussion with multiple entities regarding the development of a youth center.
- J. Audit Committee Report – Chris Garner, Auditor with Pattillo, Brown & Hill, LLP, presented the 2018-2019 audit. He reported that the district’s audit had an Unmodified Opinion = Clean Opinion. Mr. Garner continued with other reports that are part of the audit to include: GAGAS Report on Internal Control Over Financial Reporting and on Compliance and other matters and noted that there were findings; Report on compliance for each major federal program and internal control over compliance required by the Uniform Guidance and noted no findings. Mr. Garner expressed that they didn’t encounter any difficulties during the audit regarding communication with the governing body. He indicated that there was some findings from previous years that were resolved; shared the current year’s findings. The board thanked Ms. Hillis and her staff for their

hard work. ***Motion by Board Member Lucero to approve the 2018-2019 audit as presented. Motion seconded by Board Member Armijo. Motion passed unanimously.**

***Motion by Board Secretary Romero to recess from regular session. Motion seconded by Board Member Lucero. Motion passed unanimously to recess at 6:12 pm.**

***Motion by Board Secretary Romero to reconvene to regular session from recess. Motion seconded by Board Member Lucero. Motion passed unanimously to reconvene to regular session at 6:36 pm.**

K. Superintendent's Report –

1. Student Representative – Kyle Conway discussed concerns expressed to him by students regarding damage to vehicles parked in the Marr parking lot and trash found in the beds of trucks. Asked about the fee charged to students for parking in the lot and asked if there was an alternative for those students unable to afford the \$25 parking fee. Mr. Yara, Robertson High School Principal, stated that the fees received are used to pay for parking tags, violation stickers, and pay for the end of year and homecoming BBQ for students. Mr. Yara stated that students driving to school and parking in the lot have to be legal drivers, have proof of insurance and registration for the vehicle. Kyle shared that the MMS and RHS students recently competed at the state level and 16 students qualified for the national competition to be held May 6-10, 2020 in Maryland.
2. Personnel – Superintendent Archuleta shared the current employment vacancies: Game Personnel, Substitute Custodians, Substitute Teachers, Substitute Cooks and Substitute Activity Bus Drivers.
3. Maintenance – Juan Carlos Fulgenzi, Director of Support Services, reported the work in progress in the Maintenance Department including 150 work orders, the relocation of the water meter from the Quintana Building to the maintenance yard, snow removal, addressed leaks in the bathrooms, replacement of door handles, continued monthly playground equipment inspections, and the upkeep of school heaters. Reported that the department has a full crew of custodians and NorthEastern Construction was awarded the gutter/drainage project.
4. Athletics – Juan Carlos, Director of Co-Curricular Activities, informed the board that winter season ended and state wrestling is scheduled for February 21-22. District Basketball tournament will begin the week of February 10th. 1st day for high school Spring sports per NMAA is February 1st. The RHS Bowling Team competed at the state tournament and 4 students made All-State and earned scholarships. 2 students won scholarships for the Senior Tournament. Mock Trial is set to compete for state competition February 21st. Esports began their season January 20th. The district purchased the CoreCourseGPA.com for RHS Students.
5. Transportation – Ida Sue Gonzales, Transportation Supervisor, discussed the replacement of digital radios and their installation, there is ongoing upkeep of vehicles and equipment, five 72 passenger route buses were delivered, and the defensive driving class and SUV class for sponsors is being planned. She shared that a substitute bus driver was trained and is driving a full time route.
6. Information Technology – No report for Information Technology.
7. Special Education – Thomas Paul Trujillo, Director of Special Education, introduced Leasa Martinez, Educational Diagnostician, and Jacqueline Gomez, Teacher, and asked them to discuss the Gifted and Talented Enrichment (GATE) program they are implementing at the school sites. Angela Redondo and Katrina Gallegos, Instructional Coaches from the

Central Region Educational Cooperation, discussed the Early Childhood FOCUS Essential Elements of Quality currently being used at the Silas Lopez Early Childhood Center.

8. Student Nutrition – Pat Baca, Director of Student Nutrition, reviewed the monthly claim for the January 2020. She also shared the results of the recent Administrative Review of the Student Nutrition Department conducted by NMPED. Reported that there were four findings. The district submitted a written reply via the Corrective Action Plan and after review from the Student Success and Wellness Bureau (SSWB) it was determined that the district is in compliance with Federal and State regulations of the National School Lunch and School Breakfast Program.
9. Bilingual – Carla Pacheco, Director of Bilingual, stated that the Every Student Succeeds Act Conference was phenomenal and informative. The ACCESS Testing was completed.
10. Safety and Wellness – No report for Safety and Wellness.
11. School Site Reports – Reports were available for review.

EXECUTIVE SESSION:

The Board of Education convened in closed session pursuant to NMSA 1978 Section 10-15-1-H (2) discussion of limited personnel matters; and NMSA 1978 Section 10-15-1-H (7) meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant. ***Motion by Board Secretary Romero to convene in closed session pursuant to NMSA 1978 Section 10-15-1-H (2) discussion of limited personnel matters; and NMSA 1978 Section 10-15-1-H (7) meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant. Motion seconded by Board Member Armijo.**

ROLL CALL: Board President Duran called for roll call:

Board Member Lucero – Yes
Board Member Armijo – Yes
Board Secretary Romero – Yes
Board Vice President Lujan – Absent
Board President Duran – Yes

Board entered into executive session at 7:38 pm.

Motion by Board Secretary Romero to reconvene to regular session from Executive Session. Motion seconded by Board Member Lucero.

ROLL CALL: Board President Duran called for roll call:

Board Member Lucero - Yes
Board Member Armijo – Yes
Board Secretary Romero – Yes
Board Vice President Lujan – Absent
Board President Duran – Yes

Board reconvened to regular session from Executive Session at 8:18 pm. Board President Duran stated that the Board of Education convened into Executive Session pursuant to NMSA 1978 Section 10-15-1-H (2) discussion of limited personnel matters; and NMSA 1978 Section 10-15-1-H (7) meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant and no action was taken.

FUTURE PLANNING:

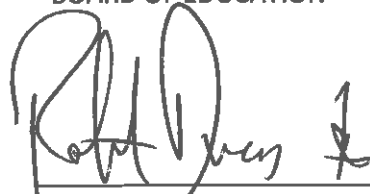
- A. The next regular board meeting is scheduled for March 19, 2020 at 5:15 pm.

ADJOURNMENT:

***Motion by Board Secretary Romero to adjourn. Motion seconded by Board Member Lucero. Motion passed unanimously to adjourn at 8:19 pm.**

****Denotes Action Required***

LAS VEGAS CITY SCHOOLS
"BOARD OF EDUCATION"



Robert Duran III, Board President



Dennis E. Romero, Board Secretary

APPROVED: March 19, 2020