

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

October 17, 2019

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 17th day of October 2019.

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

ROLL CALL: Board President Romero called for roll call:

Board Member Lujan – Absent
Board Member Lovato Pacheco – Present
Board Secretary Lucero – Present
Board Vice President Duran – Present
Board President Romero – Present

RECORDER: Marsha G. Archuleta

ALSO PRESENT: L. Larryssa Archuleta, Superintendent

Kelsey Kendall	Thomas Paul Trujillo	Vanessa Garcia	Mabelle Roybal
Joyce Meserve	Carla Pacheco	Michell Aragon	Ida Sue Gonzales
Donna Lucero	Mike Yara	M. Diego Trujillo	Lorraine Martinez
Casey Hoyt	Rose Gonzales	Jacob Padilla	John Tiernan
Pat Baca			

APPROVAL OF AGENDA:

Board President Romero asked to review the agenda and make any adjustments that may be required. Superintendent Archuleta recommended approval of the agenda as presented. ***Motion by Board Secretary Lucero to approve the agenda as presented. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

PUBLIC INPUT:

None

MINUTES:

- A. Discussion/Action: Minutes for Regular Board Meeting – September 19, 2019 – ***Motion by Board Secretary Lucero to approve the minutes for the regular board meeting September 19, 2019. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

NEW BUSINESS:

- A. Discussion/Action: 2020 Census – Diego Trujillo, San Miguel County – Diego Trujillo presented information regarding the upcoming census. Shared that San Miguel County was identified as one of the most difficult counties to obtain population information. San Miguel County has lost over \$8 million due to lack of responses in the census. City of Las Vegas has lost close to \$4 million dollars over the last ten years; and Pecos close to \$500,000. Within the school district borders there are high population of low income individuals, assisted living and apartment complexes. 85% of the county is Hispanic and majority minority county; 64% of residents responded to the

census. For each resident that does not respond we lose \$3,647 per resident per year. There are two additional methods of reporting census information are via telephone and internet. Only 45% of household have active internet use. San Miguel County is one of the hardest counties to count. The district has agreed to promote the importance of census reporting in collaboration with San Miguel County.

- B. Discussion/Action: LVCS Wellness Policy – Michell Aragon, Safety and Wellness Coordinator, advised the board that the Wellness Policy contained some new updates as required by the state. The updates were minor from the previous year’s policy. ***Motion by Board Secretary Lucero to accept the LVCS Wellness Policy presented as the 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- C. Discussion/Action: Las Vegas FFA request for out of state travel and financial assistance to Indianapolis, IN – Mabelle Roybal, Las Vegas FFA Advisor, and students presented information regarding their recent competitions and upcoming national event. The organization promotes Premier Leadership, Personal Growth and Career Services. The Las Vegas FFA Chapter won 2 state championships the previous year in Agricultural Sales and Forestry. Roybal stated that as a result 8 students will be travelling to the National FFA Convention in Indianapolis, Indiana to compete and represent the school, community and state. The students have been raising money since June but need additional assistance with gas and drivers. They requested \$960.56 for the round trip to Indiana as well as funds to pay the drivers. ***Motion by Board Member Lovato Pacheco to approve \$960.56 for gas and the amount to cover the drivers to and from Indiana. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- D. Discussion/Action: Renewal of Membership in New Mexico Legal Services Retainer Program – Superintendent Archuleta indicated that this was the annual renewal agreement from Walsh Gallegos Law Firm and recommended approval. ***Motion by Board Secretary Lucero to approve the Renewal of Membership in New Mexico Legal Services Retainer Program. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- E. Discussion/Action: Insurance Increase for employees – Mari Hillis, Director of Finance, discussed the analysis of increasing the premiums for health and medical insurance coverage for existing employees. The estimated cost is approximately \$56,000 for current employees. Board Member Lovato Pacheco asked if the analysis increase is for the employer portion of the premium or employee. Superintendent Archuleta stated it was an analysis of an increase to the employer premium and not the employee. Ms. Hillis stated that she completed two different analysis estimates: increase employer percentage by 5% and 2.5%.
- F. Discussion/Action: Policy Advisory 184 – JLCD Administering Medicines to Students; JLCD-R Administering Medicines to Students; JLCD-EA Administering Medicines to Students; and JLCD-EB Administering Medicines to Students – Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 184 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- G. Discussion/Action: Policy Advisory 185 – IHBCA Programs for Pregnant/Parenting Students – Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 185 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- H. Discussion/Action: Policy Advisory 186 – IKEA Make up Opportunities; IKEA-R Make up Opportunities - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 186 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- I. Discussion/Action: Policy Advisory 187 – JE Student Attendance; JE-R Student Attendance - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service

for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 187 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

- J. Discussion/Action: Policy Advisory 188 – JEA Compulsory Attendance Ages - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 188 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- K. Discussion/Action: Policy Advisory 189 – JEB Entrance Age Requirements - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 189 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- L. Discussion/Action: Policy Advisory 190 – JFAA Admission of Resident Students - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 190 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- M. Discussion/Action: Policy Advisory 191 – JFAB Tuition/Admission of Nonresident Students - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 191 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- N. Discussion/Action: Policy Advisory 192 – JFC Student Withdrawal from School/Dropouts - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 192 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- O. Discussion/Action: Policy Advisory 193 – JH Student Absences and Excuses; JH-R Student Absences and Excuses - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 193 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- P. Discussion/Action: Policy Advisory 194 – JHB Truancy/Chronic Absence; JHB-R Truancy/Chronic Absence; JHB-EA Truancy/Chronic Absence; JHB-EB Truancy/Chronic Absence; JHB-EC Truancy/Chronic Absence; JHB-ED Truancy/Chronic Absence - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 194 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- Q. Discussion/Action: Policy Advisory 195 – JHCB Released time for Religious Instruction - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 195 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- R. Discussion/Action: Policy Advisory 196 – JJJ Extracurricular Activity Eligibility - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 196 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- S. Discussion/Action: Policy Advisory 197 – LF Relations with State Education Agencies - Superintendent Archuleta stated that the policy advisory was sent from the NMSBA Policy Service

for consideration of approval. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 197 as a 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

- T. Discussion/Action: Policy Advisory 198 – GCH Professional Staff Orientation – Superintendent Archuleta indicated that this was the 2nd and final reading of the amended policy from the NMSBA Policy Service. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 198 as the 2nd and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- U. Discussion/Action: Policy Advisory 199 – GDH Support Staff Orientation – Superintendent Archuleta indicated that this was the 2nd and final reading of the amended policy from the NMSBA Policy Service. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 199 as the 2nd and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- V. Discussion/Action: Policy Advisory 200 – IJNDB Use of Technology Resources in Instruction – Superintendent Archuleta indicated that this was the 2nd and final reading of the amended policy from the NMSBA Policy Service. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 200 as the 2nd and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- W. Discussion/Action: Policy Advisory 201 – JICD Student Harassment/Bullying/Cyberbullying Prevention; JICD-R Student Harassment/Bullying/Cyberbullying Prevention; JICD-E Student Harassment/Bullying/Cyberbullying Prevention – Superintendent Archuleta indicated that this was the 2nd and final reading of the amended policy from the NMSBA Policy Service. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 201 as the 2nd and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- X. Discussion/Action: Policy Advisory 202 – JK Student Discipline – Superintendent Archuleta indicated that this was the 2nd and final reading of the amended policy from the NMSBA Policy Service. ***Motion by Board Member Lovato Pacheco to approve Policy Advisory 202 as the 2nd and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- Y. Finance Committee Report - The Finance Committee met October 16, 2019; reviewed and approved the minutes for the September 16, 2019 meeting. Bank reconciliation reports for the General Fund and Student Activity Fund were reviewed as of August 30, 2019. No variances were noted between the bank balances and general ledger balances.

Student Activity Fund balance report was reviewed and no variances were noted. The committee reviewed the Cash Report by Fund, Budget versus Actual Report, RFR Report, Bond Building & SB-9 Report, List of Open POs, Pledged Collateral Letter and the Supplemental Pay Report. Federal RFR revenue collected in August was \$182,508; outstanding RFRs total \$237,089.

The committee reviewed and discussed the Fixed Assets Inventory Report. As required by the State Auditor's Office, the inventory list must be certified and approved by the Board of Education. The Finance Committee recommended the approval of the Fixed Asset Inventory Report.

They also discussed a potential increase of health insurance coverage by the School District.

The committee reviewed and discussed the Per Pupil Expenditure Law, Policy and Procedures as required by NMPED. The policy has been accepted by another school district as an accepted policy for the Per Pupil Expenditure requirement. The committee recommended approval by the Board.

The following Budget Adjustment Requests (BARs) were reviewed and recommended for approval: BAR #069-000-1920-0010-M Fund 24189 Title IV Student Achievement & Academic

Enrichment – Maintenance BAR; BAR #069-000-1920-0011-IB Fund 24118 Fresh Fruit & Vegetable Grant for \$38,561; BAR #069-000-1920-0012-IB Fund 27103 Dual Credit for \$7,410 and BAR #069-000-1920-0013-T Fund 27178 Capital Appropriation for Buses Transfer BAR.

1. Discussion/Action: BARs – Transfer/Expenditures/Awards - ***Motion by Board Secretary Lucero to approve BAR #069-000-1920-0010-M Fund 24189 Title IV Student Achievement & Academic Enrichment – Maintenance BAR; BAR #069-000-1920-0011-IB Fund 24118 Fresh Fruit & Vegetable Grant for \$38,561; BAR #069-000-1920-0012-IB Fund 27103 Dual Credit for \$7,410 and BAR #069-000-1920-0013-T Fund 27178 Capital Appropriation for Buses Transfer BAR. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**
 2. Discussion/Action: Fixed Assets Inventory Fiscal Year 2018-2019 - ***Motion by Board Secretary Lucero to approve and certify the Fixed Assets Inventory for Fiscal Year 2018-2019. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
 3. Discussion/Action: Per Pupil Expenditure Policy and Procedures – Mari Hillis, Director of Finance provided details for the policy and procedures. Indicated that Portales School District has a similar policy that was accepted by NMPED. The policy states that the Board of Education is responsible for the control of all funds of the District including funds collected at individual schools. The superintendent shall be responsible for the development and maintenance of all procedures necessary to ensure adequate fiscal control. The business office staff shall establish and maintain a complete auditable financial system which meets all statutory and regulatory requirements and guidelines of the State of New Mexico. ***Motion by Board Secretary Lucero to accept the Per Pupil Expenditure Policy and Procedures as the 1st reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- Z. Capital Outlay – Superintendent Archuleta reported that the committee met October 16, 2019 and discussed the following: playground cover/border at Sierra Vista is estimated at \$20,000; playground equipment at Sierra Vista is estimated \$175,000; Heating Coils to replace the damaged ones at Sierra Vista is estimated at \$35,000; the Security Award at Mike Mateo Sena is on hold pending the Phase II Bid; playground cover/border at Mike Mateo Sena is estimated at \$10,000; there has been an increase in cost for the Los Niños Building Systems Upgrade; Phase II Bid deadline is October 25, 2019; the project at Los Niños is scheduled to start approximately mid-November; playground cover/border estimate is \$20,000; Memorial Middle School HVAC estimate is \$150,000, Landscape estimate is \$5,000 and Gutter estimate is \$20,000; Robertson High School’s security award is also pending the Phase II Bid, awaiting a planning and zoning meeting for the completion of the fence project, estimate for gym lights is \$25,000, bleacher estimate is approximately \$50,000; Superintendent Archuleta and Mari Hillis are scheduled to attend the PSCOC meeting October 18, 2019; American Property completed appraisals for Legion Park, Memorial Middle School and Paul D. Henry.
- AA. Audit Committee Report – Mari Hillis reported that the audit for 2018-2019 was on track to be submitted by October 30, 2019.
- BB. Superintendent’s Report –
1. Personnel – Superintendent Archuleta reported the resignation of Bianca Lucero and vacancies for Educational Assistant, Game Personnel, Substitute Custodians, Substitute Teachers, Substitute Cook and Substitute Bus Aides.
 2. Maintenance – Juan Carlos, Director of Support Services, stated that there are currently 95 work orders in progress and 193 completed. The septic tanks at Mike Mateo Sena were cleaned and repaired. Roof work over A+ Grill and RHS administrative offices was completed. The maintenance crew has been cleaning our grease traps, leaks and repairs

to sinks, restrooms, HVAC units, replacement of door handles, vandalism and destruction of property. Preventive maintenance work is in progress to prepare buildings for winter. Painting and care of athletic fields is in progress. Staff is conducting monthly playground equipment inspections and painting of curbs, fire lanes and parent pickup locations, and maintaining school grounds.

3. Athletics – Mr. Fulgenzi reported on athletics and fall participation numbers. Middle school sports have concluded. The golf fundraiser tournament total was \$13,950.00 deposited and outstanding totaled \$2,400.00. 1st day for middle school girls' basketball practice is October 21, 2019. 1st day for high school basketball is November 18, 2019 as per NMAA. NMAA Director's Cup results for 2018-2019 – Robertson High School placed 3rd behind Sandia Prep and St. Michaels High School. He reviewed the list of activities and clubs that will assist with points towards the director's cup.
4. Transportation – Ida Sue Gonzales, Transportation Supervisor, reported that the annual personnel file audit was in progress to ensure all requirements are met as per NMPED. Semi-annual bus evacuations were done. Bus routes are being assessed to ensure the safety of students and optimization of routes. Minor repairs to buses, vehicles and equipment is ongoing. Actively recruiting bus and activity bus drivers.
5. Information Technology – John Tiernan, Director of Information Technology, shared that over 300 IT Support Tickets were submitted and closed since the beginning of the school year. The Educational Technology Committee met and discussed the 1:1 device project. Stated that the cost per year is estimated at approximately \$270,000 for the devices. IT is working on the repairing equipment that was damaged due to the recent water issue (flood) at Sierra Vista.
6. Special Education – Thomas Paul Trujillo, Director of Special Education, discussed the Early Childhood FOCUS Initiative the Special Education Staff is following. It provides the criteria, tools and resources needed to improve the quality of the preschool program. Collaboration continues with the Division of Vocational Rehabilitation and REC4. The IEP Project Team continues to provide classroom support to Special Education Teachers. The Special Education Department will host its first Child Find Initiative March 20, 2020. The Special Education Team worked diligently to complete the 84 IEPs, Evaluations and Transition IEP meetings for the 40th day reporting period.
7. Student Nutrition – Pat Baca, Director of Student Nutrition, shared the monthly claim summary for October 2019. Total breakfasts served – 14,970; total lunches served – 16,143 and total snacks served – 892. Claim total for October was \$75,903.87. The Student Nutrition Department is in the process of an administrative review from NMPED.
8. Bilingual – Carla Pacheco, Director of Bilingual, stated that W-APT testing was completed for all incoming kindergarten students or students new to the district. Parent Action Committee Meetings will be scheduled as part of the bilingual program. The Teacher Action Plan (TAP) will focus on Tier I Instruction, Data Driven Instruction and Student and Staff culture at each school site. Each school will identify the areas of improvement with input not only from staff but parents and community members. AVANT Language Assessment will replace the Woodcock Muñoz assessment used in the past. An ELL Parent Information Night will take place in November to help parents understand and promote academic success.
9. Safety and Wellness – Michell Aragon, Safety and Wellness Coordinator, shared that hearing and vision exams will be take place the beginning of November. Dental screenings will begin at the end of October through April 2020. Immunization clinic will be offered October 28, 2019 to students with the parent authorization forms. Flu shots for staff will

be available. CPR classes are continuing with approximately 50 staff members certified. Fire Marshal has not provided dates as of yet of the upcoming inspections for the year. Custodians participated in an SDS presentation regarding chemical safety. Currently working on the Wellness Policy. POMS and Associates will provide training on fortification. Tutoring for Math is in progress for students after school.

10. School Site Reports – School site reports were submitted 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 Vice President Duran 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 Secretary Lucero.**

ROLL CALL: Board President Romero called for roll call:

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

Board entered into executive session at 6:41 pm.

Motion by Board Secretary Lucero to reconvene to regular session from Executive Session. Motion seconded by Board Vice President Duran.

ROLL CALL: Board President Romero called for roll call:

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

Board reconvened to regular session from Executive Session at 8:40 pm. Board President Romero 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. Board Member Lovato Pacheco noted the incorrect date on the agenda of October 17, 2019 of the next regular board meeting. The next regular board meeting is scheduled for Thursday, November 21, 2019 at 5:15 pm.
- B. The NMSBA Region III Meeting is scheduled for October 21, 2019 at 5:30 pm at West Las Vegas High School Cafeteria.
- C. The NMSBA 2019 Annual Convention is scheduled for December 5-7, 2019 in Albuquerque, NM.

D. The NMSBA 2020 Board Member Institute is scheduled for January 23-25, 2020 in Santa Fe, NM.

ADJOURNMENT:

***Motion by Board Member Lovato Pacheco to adjourn. Motion seconded by Board Vice President Duran. Motion passed unanimously to adjourn at 7:13 pm.**

****Denotes Action Required***

LAS VEGAS CITY SCHOOLS
"BOARD OF EDUCATION"

A handwritten signature in blue ink, appearing to read "Dennis E. Romero", written over a horizontal line.

Dennis E. Romero, Board President

A handwritten signature in blue ink, appearing to read "Gabe V. Lucero", written over a horizontal line.

Gabe V. Lucero, Board Secretary

APPROVED: November 21, 2019