

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

September 19, 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 19<sup>th</sup> day of September 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 – Present  
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

April Ortiz	Tessa Ortiz	Jadyn Romero	Marie Martinez
Jaden Padilla	Amanda Bustamante	Judith P. Trujillo	Antonio Padilla
Lynn Padilla	Misty Fraire	Rita Bustamante	Chris Archuleta
Vanessa Garcia	Ida Sue Gonzales	Pat Baca	Carla Pacheco
Rick Armijo	Mike Yara	Dr. Peter Skelton	Shayla Hillis
Amadee L. Duran	Mabelle S. Roybal	Yvonne Cordova	

**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 Member Lujan 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 – August 15, 2019 – **\*Motion by Board Vice President Duran to approve the minutes for the regular board meeting August 15, 2019. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**

**NEW BUSINESS:**

- A. Discussion/Action: Dr. Peter Skelton Agricultural Project – Dr. Skelton addressed the board regarding an Agribusiness Accelerator pilot project with outreach to surrounding communities. The pilot project is guided by planning completed as part of the Stronger Economies Together (SET) initiative, a USDA Rural Development initiative in partnership with the nation's land grant institutions, including New Mexico State University (NMSU). Stakeholders in the project share three common economic development goals: to increase the supply and accessibility of local

produced food; increase value added agribusiness activity; and, to foster entrepreneurship, business development and job creation in the region. The project is designed to address the challenges farmers and value-added agribusinesses are facing, the Agribusiness Accelerators will provide businesses with an opportunity to grow and sustain successful ventures that will increase job and income levels. The adult economic project focuses on increasing value added food, conduct entrepreneurship training programs for stakeholders, increase production levels, improve farm and ranch productivity, and strengthen local supply chains including food hubs and leverage existing assets throughout the region where appropriate. Board President Romero asked which location the project is requesting permission to use. Dr. Skelton indicated that the old Memorial Middle School has been identified as the location for the pilot project. Board Secretary Lucero inquired as to a Memorandum of Understanding for the project. Dr. Skelton stated that if the board approves then an agreement would need to be drafted between the two institutions outlining the terms and conditions of the project. Superintendent Archuleta recommended approval of the old Memorial Middle School for the pilot project. Board Member Lujan inquired as to the conditions of the water gates near the acequia at MMS. Board Secretary Lucero stated that the gates were in good working condition. **\*Motion by Board Member Lujan to approve the Agribusiness Accelerator Pilot Project. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

- B. Discussion/Action: UNM Dream Makers Agreement – Students from the Dream Makers Health Careers Program addressed the board with information on their organization. Shayla Hillis shared the goal of Dream Makers and their collaboration with the University of New Mexico Health Science Centers for Diversity. Currently there are 50 new members. Students coordinate various events and activities for their peers to include: Blood Drive, Suicide Prevention and Awareness, Diabetes Prevention and Awareness, Mental Health, First Aid, CPR, SHAC, Reproductive Health, Mentorship Programs, Summer Mini Science Camp and the Mark Wahlberg New Mexico Youth Summit Planning Committee. The Dream Makers indicated that there are some events that require students and sponsors to tour and visit local community facilities as part of the program. They requested travel for intercity tours and visits from the board in addition for the approval of the annual Dream Makers Agreement. **\*Motion by Board Vice President Duran to approve intercity travel for the Dream Makers Program. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously. \*Motion by Board Member Lovato to approve the UNM Dream Makers Agreement. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- C. Discussion/Action: Student Dress Code – Board President Romero asked that the student dress code item be placed on the agenda. Stated he felt that some students are not following the approved dress code at the high school level. Staff should be more diligent about enforcing the dress code. Board Member Lovato Pacheco stated that young people should be given some leeway to transition from where they are to where they're going. Superintendent Archuleta stated that the dress code was addressed with administrators so that everyone knows the expectations during a recent administrative meeting. Board Member Lujan mirrored Board Member Lovato Pacheco's statement regarding giving student's some leeway. Board Secretary Lucero stated that if there are areas of the dress code that are not followed then it's up to the Superintendent to address it with the school site administrators. Board Member Lovato Pacheco stated that the staff dress code should also be enforced and staff should model proper dress code for students.
- D. Discussion/Action: Per Pupil Expenditure Policy – 1<sup>st</sup> reading – Board Member Lovato Pacheco stated that the policy presented isn't clear. The policy contains language about the board and superintendent responsibility regarding financial requirements and guidelines but nothing about Per Pupil Expenditures. Superintendent Archuleta stated that Mari Hillis was unavailable to provide details on the expenditure policy presented but ensured the board that at the next meeting the information would be presented. **\*Motion by Board Member Lovato Pacheco to**

table the Per Pupil Expenditure Policy. Motion seconded by Board Secretary Lucero. Motion passed unanimously.

- E. Discussion/Action: Policy Advisory 198 – GCH Professional Staff Orientation – Superintendent Archuleta stated that the policy was sent from NMSBA for review and consideration to approve. She indicated that it includes language stating staff will be properly oriented on bullying and preventive measures. **\*Motion by Board Secretary Lucero to approve Policy Advisory 198 as the 1<sup>st</sup> reading of an amended policy. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- F. Discussion/Action: Policy Advisory 199 – GDH Support Staff Orientation - Superintendent Archuleta stated that the policy was sent from NMSBA for review and consideration to approve. She indicated that it includes language stating staff will be properly oriented on bullying and preventive measures. **\*Motion by Board Secretary Lucero to approve Policy Advisory 199 as the 1<sup>st</sup> reading of an amended policy. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- G. Discussion/Action: Policy Advisory 200 IJNDB Use of Technology Resources in Instruction - Superintendent Archuleta stated that the policy was sent from NMSBA for review and consideration to approve. **\*Motion by Board Secretary Lucero to approve Policy Advisory 200 as the 1<sup>st</sup> reading of an amended policy. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- H. 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 stated that the policy was sent from NMSBA for review and consideration to approve. **\*Motion by Board Secretary Lucero to approve Policy Advisory 201 as the 1<sup>st</sup> reading of an amended policy. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- I. Discussion/Action: Policy Advisory 202 – JK Student Discipline – Superintendent Archuleta stated that the policy was sent from NMSBA for review and consideration to approve. **\*Motion by Board Secretary Lucero to approve Policy Advisory 202 as the 1<sup>st</sup> reading of an amended policy. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- J. Discussion/Action: Gate at Marr Gym – Board President Romero asked that a type of gate or chain be placed at the bottom of Marr Gym that leads up to the food service ramp in the event an emergency vehicle needs access. There have been times vehicles are parked blocking the area and felt if an emergency occurs, emergency vehicles would not have access to the building's second level if vehicles were blocking the ramp access. Stated Mr. Fulgenzi had already resolved the issue.
- K. Finance Committee Report - The Finance Committee met September 16, 2019. The committee reviewed and approved the minutes for July 17, 2019 and August 15, 2019. Bank reconciliation reports for the General Fund and Student Activity Fund were reviewed as of August 31, 2019. No variances were noted between the bank balances and general ledger balances.

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

The federal RFR revenue collected in August was \$503,540; outstanding RFRs as of August 31, 2019 total \$171,038. Outstanding RFRs for 2018-2019 are \$193,002.

The committee reviewed the following BARs: BAR #069-000-1920-0007-IB Fund 27178 Capital Appropriation Act for \$519,166 and BAR #069-000-1920-0008-I Fund 11000 Operating SEG increase of \$27,388. The committee recommended ratification of BAR #0007 and approval of BAR

#0008. \*Motion by Board Member Lujan to ratify BAR #069-000-1920-0007-IB Fund 27178 Capital Appropriation Act for \$519,166. Motion seconded by Board Vice President Duran. Motion passed unanimously. Motion by Board Member Lujan to approve BAR #069-000-1920-0008-I Fund 11000 Operating SEG increase of \$27,388. Motion seconded by Board Secretary Lucero. Motion passed unanimously.

Superintendent Archuleta provided an update to the finance committee on district owned properties. Superintendent Archuleta along with several district personnel met with the appraisal company and completed a walk-through of Legion Park Elementary, Paul D. Henry Elementary and Memorial Middle School. A meeting with Public School Finance Authority (PSFA) took place August 16, 2019 of which approval for the RFP was obtained and posted. The proposal conference was held September 17, 2019. The district is waiting on the City of Las Vegas for approval so that the work on the fence at Robertson High School can continue. A meeting was scheduled with the City of Las Vegas to obtain the necessary approval.

- L. Capital Outlay – Superintendent Archuleta reported that the committee met September 17, 2019 and discussed the following: Sound and Signal is about 99% complete with the fire panels; Old Guard updated the inspections for sprinklers, hoods, fire panels, fire extinguisher at all schools; waiting for MOU to be signed for Sierra Vista which is contingent on the Phase II Los Niños budget; Los Niños RFP for Phase II was advertised with final proposals due October 21, 2019, preproposal meeting took place September 17, 2019; continuing to work on the RHS fencing project; received the State Fire Marshal’s approval for the RHS fence and awaiting the on the City of Las Vegas Planning and Zoning Department to proceed; new roof on McFarland and A+ Grill is slated to begin September 30, 2019; estimate for the heating and cooling repairs at Memorial Middle School is approximately \$48,500; and completed a walk-through with American Property Appraisals for Paul D. Henry, Legion Park Elementary and Memorial Middle School.
- M. Audit Committee Report – Superintendent Archuleta reported that an Audit Committee meeting was scheduled for Monday, September 23, 2019 with the Auditors.
- N. Superintendent’s Report – Superintendent Archuleta stated that most of the instructional materials have been delivered to the school sites. We are waiting on some items for music and drama. Teacher Summative Evaluations are in the process of being finalized and should be available within the next week.
  - 1. Personnel – Superintendent Archuleta reported the following hires: Dione Encinias, Jose Garduño, Dorian Harris, Bianca Lucero, Ofelia Martinez, Javier Medina and Karen Vigil. Vacancies include: After School Tutor, Game Personnel, Substitute Custodian, Substitute Teacher, Substitute Cook and Substitute Bus Aide.
  - 2. Maintenance – Chris Archuleta, Maintenance Supervisor, reported the number of work orders in progress (86) and work orders completed (64), district wide preparation for the school year to include moving furniture, grounds upkeep, painting of fire and handicap zones, courtyard at Robertson was completed, septic tank at Mike Mateo Sena was repaired, a custodial supervisor was hired, custodial supplies were ordered in preparation on the new school year, sidewalk on 4<sup>th</sup> Street was redone, appraisal walk-through at Legion Park, Paul D. Henry and Memorial Middle School, preventive maintenance work to prepare buildings for winter, ordered paint for athletic fields, and maintaining athletic fields for events.
  - 3. Athletics – Juan Carlos Fulgenzi, Director of Co-Curricular Activities, provided a list to include the number of participants in Fall activities; the Proactive Coaching professional development training took place in August for coaches, athletes, captains and parents; Meet the Cardinals Breakfast fundraiser scheduled for September 15, 2019 raised \$6,261.05 in which each athletic program received a share; homecoming is September

27, 2019; and Golf Tournament Fundraiser is scheduled for September 28, 2019 at Pendaries Golf Course beginning at 9 am.

4. Transportation – Ida Sue Gonzales, Transportation Supervisor, reported that the Return to Work policy devastated the transportation department, finding replacement drivers was challenging, repairs were completed on route bus #82, bus registrations were done at the school sites this year, fall bus inspections have been scheduled, and the annual personnel file audits have begun to ensure they meet NMPED requirements.
5. Information Technology – John Tiernan, Director of Information Technology, provided list of projects that IT is currently working on to include: IT Support Ticketing System, E-rate projects, Harris Technology installed new stitches, working on the student domain, and the Educational Technology Committee will meet once the committee members have confirmed participation so that technology goals in the classroom environment can be identified.
6. Special Education – Thomas Paul Trujillo, Director of Special Education, provided information about the Early Childhood FOCUS Initiative and indicated that the new Special Education Teacher is working diligently to implement the model and has attended training with REC 4 to better understand what is needed to successfully implement the model. The Special Education Department is collaborating with the Division of Vocational Rehabilitation and REC 4. DVR agreed to host several transition workshops for students in the coming months. DVR will also host a DVR orientation for parents and students to provide outreach and information regarding services. REC 4 agreed to provide Career Interest Inventories for 9<sup>th</sup> and 10<sup>th</sup> grade students and will administer the COPS, CAPS and COPES interest inventories to 11<sup>th</sup> and 12<sup>th</sup> grade students. The IEP project team has been working to provide classroom support to Special Education Teachers. Mr. Trujillo listed the professional development meetings and/or trainings that he has participated in since August as well as upcoming dates. Special Education Team is working effortlessly to meet all IEP deadlines and requirements for all transition, annual and EDT IEPs scheduled before the 40<sup>th</sup> day reporting period. Weekly reports from MaxCapture are being reviewed weekly to ensure staff is billing for Medicaid on a weekly basis.
7. Student Nutrition – Pat Baca, Director of Student Nutrition, referred to the recent billing claim for August. Indicated the department is fully staffed; staff not certified in Serve Safe requirements will receive training and test for certification.
8. Bilingual – Carla Pacheco, Director of Bilingual, shared that W-APT testing is in progress to determine and identify new ELL students to the district; attended the NMPED Bilingual meeting prior to the board meeting; 90 day plans should include ELL population. A new language proficiency assessment was approved and will be funded by NMPED. One immersion classroom teacher suffered an injury and is currently utilizing a substitute teacher.
9. Safety and Wellness – Michell Aragon, Safety and Wellness Coordinator, advised the board that the work on the fire panels is being finalized, awaiting the training on new panels for key personnel; CPR training certifications are scheduled throughout the year; vision and hearing scheduled for October; dental screenings are scheduled in October by Mira Dental; After School tutoring is set to begin tentatively September 30, 2019; and mentoring for Eureka Math and PBIS are currently taking place amongst teachers.
10. School Site Reports – School site reports were submitted for review.

**Motion by Board President Romero to recess from regular session. Motion seconded by Board Vice President Duran. Motion passed unanimously to recess at 6:45 pm.**

**Motion by Board Secretary Lucero to reconvene to regular session from recess. Motion seconded by Board Vice President Duran. Motion passed unanimously to reconvene to regular session at 7:11 pm.**

**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 specifically the Superintendent's evaluation; 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 Lucero to convene in closed session pursuant to NMSA 1978 Section 10-15-1-H (2) discussion of limited personnel matters specifically the Superintendent's evaluation; 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 Vice President Duran.**

**ROLL CALL:** Board President Romero called for roll call:

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

Board entered into executive session at 7:12 pm.

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

**ROLL CALL:** Board President Romero called for roll call:

Board Member Lujan – Yes  
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 specifically the Superintendent's evaluation; 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:**

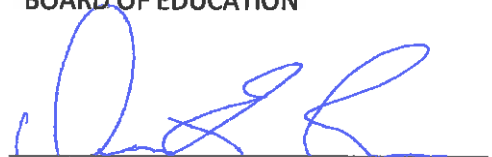
- A. Robertson High School Homecoming is Friday, September 27, 2019 with the parade beginning at 1:30 pm and football game at 7 pm. Robertson Cardinals will play Tucumcari Rattlers.
- B. The next regular board meeting is scheduled for Thursday, October 17, 2019 at 5:15 pm.
- C. The NMSBA Region III Meeting is scheduled for Monday, October 21, 2019 at 5:30 pm at West Las Vegas High School Cafeteria.

**ADJOURNMENT:**

**\*Motion by Board Member Lujan to adjourn. Motion seconded by Board Secretary Lucero. Motion passed unanimously to adjourn at 8:45 pm.**

***\*Denotes Action Required***

LAS VEGAS CITY SCHOOLS  
"BOARD OF EDUCATION"



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Dennis E. Romero, Board President



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Gabe V. Lucero, Board Secretary

**APPROVED: October 17, 2019**