

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

August 17, 2017

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, in Las Vegas, New Mexico at 5:15 p.m. on the 17<sup>th</sup> day of August 2017.

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:** Kelt L. Cooper, Superintendent

Mari Hillis	Cathy Gallegos	Tom Meserve	Pat Baca	Juan Carlos Fulgenzi
Brock Aragon	Jacque Aragon	Carla Pacheco	Michell Aragon	Mercy Lopez
Rene Gomez	Michael Lovato			

**APPROVAL OF AGENDA:** \*Board President Romero asked to review the agenda and make any adjustments that may be required. **Motion by Board Vice President Duran to move two items from VIII. New Business: W-Discussion: Use of Facilities and Z-Superintendent's Report immediately after item V. Public Input. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously. Motion by Board Vice President Duran to approve the agenda with changes for New Business item W-Discussion: Use of Facilities and Z-Superintendent's Report immediately after item V-Public Input. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

**PUBLIC INPUT:**

NONE

**NEW BUSINESS:**

**W. Discussion: Use of Facilities** – Superintendent Cooper asked Juan Carlos Fulgenzi, Director of Co-Curricular Activities, to address the board regarding the Use of Facilities application and requirements. Mr. Fulgenzi informed the board of the new state law that refers to concussion protocol that was implemented in the summer of 2017 for the upcoming school year. The protocol is a ten-day no contact, out of practice and no games once concussion symptoms are noted. Coaches are required to complete a concussion certification course on the [www.nfhslearn.com](http://www.nfhslearn.com) website. The website also has a concussion course for all student athletes and their parents that must be completed and submitted for verification prior to participating. The facilities use agreement requires that any party seeking permission to use district facilities must sign a waiver that they will provide verification of the completed concussion certification course. The responsible party must also provide verification for any and all individuals that will participate in the event including any coach, assistant coach, volunteer

or student athlete etc. Verification of the completed concussion certification course and certificate of liability must accompany any use of facility request.

**Z. Superintendent's Report:**

1. **Personnel** – Superintendent Cooper reported the following resignations: Monica Montoya, Bertha Conway, Michael Campbell, Faith Gelvin and Maria Montoya. The following are new hires to the district: Candace Thomas, George Martinez, James Ortiz, Santana Aragon, Matthew Luna, Kimberly Berry, Isaiah Garcia, Chalo Benavidez, Margarito Herrera, Andrew Aragon, Jonathan Lujan, Lorenzo Aragon, Carrie Grano and LeAn Pino. He stated that there are several positions vacant to include: 3<sup>rd</sup> grade teacher, 6<sup>th</sup> grade teacher, Math Teacher, Special Education Assistants, Special Education Teacher and a Theatre/Drama Teacher.
2. **Transportation** – Tom Meserve, Director of Operations, reported that the month of July was busy with out of town trips for summer programs and athletic teams participating in summer camps. The mechanic is ensuring all buses are ready for the start of the school year.
3. **Maintenance: Update on Damage** – Tom Meserve, Director of Operations, shared that some schools sustained significant damage due to flooding. The insurance company was notified and remediation crews were onsite to mitigate the damage. The schools are on the last stages of completion and are scheduled to be ready for the start of the school year. Several buildings did suffer damage due to the recent hail storms and have been inspected.
4. **Student Nutrition** – Pat Baca, Director of Student Nutrition, advised the board of the monthly reimbursement claim and the completion of the summer program. Approximately 7,406 lunch meals and 2,341 breakfast meals were served from July 3 – August 9, 2017.

**PRESENTATION:**

- A. **PARCC Data** – Michael Lovato, Associate Superintendent, provided a detailed presentation compiled by the Data Team. The comparison includes data from 2015-2016 to 2016-2017 to include End of Course (EOC) exams and iStation. iStation is a requirement for grades Kindergarten through second grade as it determines evaluation status however the district administered iStation for student in K-3 grades. Associate Superintendent Lovato explained the various components by grade level, core subjects, as well as noting the gains, areas of needed improvement and proficiency.

**MINUTES:**

- A. **\*Motion by Board Vice President Duran to approve the minutes for Regular Board Meeting July 20, 2017. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

**NEW BUSINESS:**

- A. **Discussion/Approval: Use of Technology Resources in Instruction Policy – Children's Internet Protection Act (CIPA) (2<sup>nd</sup> Reading)** – John Tiernan, Director of Information Technology, stated that the district (Las Vegas City Schools) is in compliance with the Children's Internet Protection Act (CIPA). The district is using an internet filtering software called Fortinet. It protects against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with internet access to minors, harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. The district policy includes monitoring online activities of minors. Internet Safety Policy addresses the following as required by CIPA: access by minors to inappropriate matter on the internet and world wide web; safety

- and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called “hacking”, and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal information regarding minors; measures designed to restrict minor’s access to materials harmful to minors; and educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. **\*Motion by Board Member Lovato Pacheco to approve the Use of Technology Resources in Instruction Policy – Children’s Internet Protection Act (CIPA) as the 2<sup>nd</sup> and final reading. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- B. Discussion/Approval: New Mexico Department of Transportation Cooperative Agreement and Resolution for Project SP-4-18(921) – Superintendent Cooper asked to the board to review and approve the agreement and resolution as presented. \*Motion by Board Vice President Duran to approve the NMDOT Cooperative Agreement and Resolution for Project SP-4-18(921). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- C. Discussion/Approval: Student Nutrition Bid August 7, 2017 – December 29, 2017 – Pat Baca, Director of Student Nutrition, presented the details of the bid. She informed the board of the process used for the bids, the committee present when the bids were opened and reviewed. Superintendent Cooper asked the board to approve the Student Nutrition Bid as presented. \*Motion by Board Vice President Duran to approve the Student Nutrition Bid August 7, 2017 – December 29, 2017. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- D. Discussion/Approval: Policy Advisory 128 – CM School District Annual Accountability Report (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice President to approve Policy Advisory 128 – CM School District Annual Accountability Report (2<sup>nd</sup> Reading). Motion seconded by Board Vice President Lucero. Motion passed unanimously.**
- E. Discussion/Approval: Policy Advisory 129 – DIE-R Audits/Financial Monitoring (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Secretary Lucero to approve Policy Advisory 129 – DIE-R Audits/Financial Monitoring (2<sup>nd</sup> Reading). Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- F. Discussion/Approval: Policy Advisory 130 – ECAC Vandalism (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice President Duran to approve Policy Advisory 130 – ECAC Vandalism (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- G. Discussion/Approval: Policy Advisory 131 – EEAA – Walkers and Riders (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice President Duran to approve Policy Advisory 131 – EEAA – Walkers and Riders (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- H. Discussion/Approval: Policy Advisory 132 – EFC Free and Reduced – Price Food Services (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice President Duran to approve Policy Advisory 132 – EFC Free and Reduced – Price Food Services (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- I. Discussion/Approval: Policy Advisory 133 – EFDS – Collection of Money/Food Tickets (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice President Duran to approve Policy Advisory 133 – EFDS – Collection of Money/Food Tickets (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- J. Discussion/Approval: Policy Advisory 134 – IKF – Graduation Requirements (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Member Lovato Pacheco to approve Policy Advisory 134 – IKF – Graduation Requirements (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- K. Discussion/Approval: Policy Advisory 135 – JFABD-EA Admission of Homeless Students (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. \*Motion by Board Vice**



- President Duran to approve Policy Advisory 135 – JFABD-EA Admission of Homeless Students (2<sup>nd</sup> Reading). Motion seconded by Board Secretary Lucero. Motion passed unanimously.
- L. Discussion/Approval: Policy Advisory 136 – JGC – Assignment of At-Risk-Students to Classes and Programs (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. **\*Motion by Board Secretary Lucero to approve Policy Advisory 136 – JGC – Assignment of At-Risk-Students to Classes and Programs (2<sup>nd</sup> Reading).** Motion seconded by Board Vice President Duran. Motion passed unanimously.
- M. Discussion/Approval: Policy Advisory 137 – JJIB Interscholastic Sports (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. **\*Motion by Board Vice President Duran to approve Policy Advisory 137 – JJIB Interscholastic Sports (2<sup>nd</sup> Reading).** Motion seconded by Board Secretary Lucero. Motion passed unanimously.
- N. Discussion/Approval: Policy Advisory 138 – KF/KF-EC Community Use of School Facilities (2<sup>nd</sup> Reading) – The board reviewed and discussed the policy presented. **\*Motion by Board Vice President Duran to approve Policy Advisory 138 – KF/KF-EC Community Use of School Facilities (2<sup>nd</sup> Reading).** Motion seconded by Board Secretary Lucero. Motion passed unanimously.
- O. Discussion/Approval: Budget – 4% - Superintendent Cooper asked that Mari Hillis, Director of Finance, advise the board of the budget review. The ending cash balance has allowed the district to incorporate a 4% increase for all staff. In addition, with the 4% increase, enough cash will be available to anticipate a significant decrease in the State Equalization Guarantee (SEG) next school year due to the class size adjustments. An estimated decrease of \$614,000 is anticipated due to the class size adjustments which has been factored into the ending cash balance amount. Superintendent Cooper is recommending the board approve a 4% increase across the board for all staff. **\*Motion by Board Member Lovato Pacheco to accept the recommendation from Superintendent Cooper to approve a 4% increase for all staff.** Motion seconded by Board Secretary Lucero. Motion passed unanimously.
- P. Discussion/Approval: 7<sup>th</sup> and 8<sup>th</sup> Grade High School Credit for Courses – Superintendent Cooper recommended that the board consider the 7<sup>th</sup> and 8<sup>th</sup> Grade High School Credit for Courses Policy a first reading. Associate Superintendent Lovato explained the credit policy and criteria required for credit on the high school transcript. The policy if approved would take effect for the 2017-2018 freshmen cohort. Superintendent Cooper also discussed the Awarding Credit for Master policy that would further the educational attainment of students and enable them to take more advanced coursework. The District would grant high school credit to any student who exhibited a reasonable level of mastery of the subject matter of a course; but that the student is not currently enrolled. Students enrolled in middle school grades 7 or 8 may also earn high school credit via that option. **\*Motion by Board Vice President Duran to accept the 7<sup>th</sup> and 8<sup>th</sup> Grade High School Credit for Courses Policy as a first reading.** Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.
- Q. Discussion/Approval: Weighted Grades – Superintendent Cooper advised the board that the weighted grade policy would take effect for the 2017-2018 freshmen cohort if approved. The policy encourages a 5 point scale for Dual Credit, Honors and Advanced Placement (AP) courses. Weighted credit will not be allowed for traditional high school courses. All credit and grades transferred by a student entering the District will be converted into existing District grade and credit system approved for high school graduation. For students transferring from an outside district in 2017-2018 as freshman, credit will be converted to the District grade system. Superintendent Cooper recommended that the board consider the Weighted Grades Policy as a first reading. **\*Motion by Board Member Lovato Pacheco to accept the Weighted Grade Policy as a first reading.** Motion seconded by Board Secretary Lucero. Motion passed unanimously.
- R. Discussion: A+ Grill – Pat Baca stated that the ventilation fan at the A+ Grill was installed to assist with the ventilation in the dry storage area. The health inspector approved the fan in the dry storage area. The ice machine as well as the other equipment have been inventoried. The menu will have various options like hamburgers, hot dogs, frito pies, pizza, nachos and chile fries.

Students from Memorial Middle School and Robertson High School will have the option of eating in the A+ Grill in addition to the cafeteria. Discussion continued regarding various options for meals and items available for purchase.

- S. **Discussion: Science Fair** – Associate Superintendent Lovato advised the board of a recent meeting with New Mexico Highlands University (NMHU) that included a Science Coordinator from the Taos region to discuss Science Fair opportunities for students. Principals have been advised that the Science Fair will be implemented for all grade levels. Superintendent Cooper challenged other Superintendents throughout the region to increase participation in the regional Science Fair. Certified teachers have been identified to spear head the Science Fair event and projects. Superintendent Cooper stated that collaboration with NMHU and Luna Community College would also assist students with projects and competitions.
- T. **Discussion: Training** – Associate Superintendent Lovato provided a brief summary of the training that faculty and staff will participate in during the upcoming Employee Orientation. Training includes: Scope and Sequence for Language Arts and Math, Administrative Training on conducting Professional Learning Communities, 90-day Plan, Bilingual Training, Language Acquisition, Computer Technology, PowerSchool Training, Crisis Intervention Prevention Training, CPR Training and Close Reading.
- U. **Discussion: Special Education Procedures** – Associate Superintendent Lovato presented a draft of the Special Education Procedures that has been developed as a working manual. The manual contains information on the referral process for initial special education evaluation, parental request for initial testing, preparing and conducting annual/initial Individualized Education Program (IEP), facilitating annual/initial IEPs or 3-year reevaluations, submitted IEP documentation, annual IEP procedures, scheduling IEP meetings, 3 year reevaluation procedures, related services conducting evaluations, transfer students, students exiting from special education or related service and graduation exits.
- V. **Discussion: Detailed Right Sizing Update** – Superintendent Cooper informed the board about the progress of the summer projects. Teachers are able to begin moving into classrooms. Furniture and equipment will be moved and setup in the patio building and main building at Robertson. Student athletes have volunteered to assist staff with setting up classrooms. Superintendent Cooper shared that the elementary classrooms are ready with minor details needed to complete the summer projects. Recent flooding damaged the gym at the Memorial Middle School. San Miguel County helped clean the ditch to alleviate the water in the canal near the school. Punch list items will be completed during the weekends.
- X. **Finance Committee Report**
  - 1. **BARs – Transfers/Expenditures/Awards** – The Finance Committee met August 15, 2017 and reviewed the bank reconciliation reports for the Student Activity and General Fund Accounts as of July 31, 2017. No variances were noted between the bank balances and general ledger balances. The Fund Balance Report for the Student Activity Fund were reviewed with no variances noted. The Cash Report, Budget versus Actual Report, Bond Building Fund and Supplemental Pay Report and Pledged Collateral Report were all reviewed.

The 2017-2018 Budget was reviewed and it was determined that the District would be able to increase the salary by 4% for all employees. In addition, stipends for interscholastic and extra-curricular activities would increase to be more comparable to other districts.

The Request for Reimbursement Report was reviewed with federal reimbursements of \$685,928 noted in July. All outstanding reimbursements as of June were collected in July. There are no outstanding RFRs as of July 1, 2017. The committee reviewed the following BARs and recommend Board approval: BAR #069-000-1718-002-I an increase BAR for

Capital Outlay for \$26,228; BAR #069-000-1718-003-IB an initial budget BAR for the 4RFuture award with \$319,788 potentially available for individual educator awards; BAR #069-000-1718-0004-IB an initial budget BAR for the 4RFuture award with \$155,459 potentially available for group awards; BAR #069-000-1718-0005-I an increase BAR for Instructional Materials Fund for \$24,154; and BAR #069-000-1718-0006-IB an initial budget BAR for \$22,903 for Title I School Improvement Grant. In addition, the Student Nutrition Bid for August 17-December 29, 2017 was reviewed and recommended for approval. **\*Motion by Board Secretary Lucero to approve BAR #069-000-1718-002-I an increase BAR for Capital Outlay for \$26,228; BAR #069-000-1718-003-IB an initial budget BAR for the 4RFuture award with \$319,788 potentially available for individual educator awards; BAR #069-000-1718-0004-IB an initial budget BAR for the 4RFuture award with \$155,459 potentially available for group awards; BAR #069-000-1718-0005-I an increase BAR for Instructional Materials Fund for \$24,154; and BAR #069-000-1718-0006-IB an initial budget BAR for \$22,903 for Title I School Improvement Grant. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

- Y. Audit Committee Report** – Mari Hillis, Director of Finance, reported that the auditors would be in district the third week of September 2017 to include an entrance conference. Audit should be completed by October 31, 2017.

#### **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 Member Lovato Pacheco 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 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 entered into executive session at 8:22 p.m.

**Motion by Board Vice President Duran to reconvene to regular session from Executive Session. Motion seconded by Board Member Lovato Pacheco.**

**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 8:43 p.m. 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:**

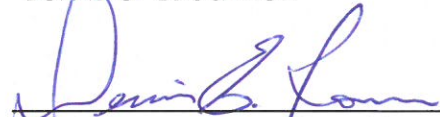
- A. Employee orientation is scheduled for August 24, 2107 at 7:30 a.m. at the Michael Marr Gym.
- B. First day of school is scheduled for August 28, 2017.
- C. The next regular board meeting is scheduled for Thursday, September 21, 2017 at 5:15 p.m.

**ADJOURNMENT:**

**\*Motion by Board Vice President Duran to adjourn. Motion seconded by Board Secretary Lucero. Motion passed unanimously to adjourn at 8:46 p.m.**

***\*Denotes Action Required***

LAS VEGAS CITY SCHOOLS  
"BOARD OF EDUCATION"

  
Dennis E. Romero, Board President  
Gabe V. Lucero, Board Secretary

**APPROVED: September 21, 2017**