

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

December 14, 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 14th day of December 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 – 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: Kelt L. Cooper, Superintendent

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|-------------------------|-----------------------|---------------------|-----------------------|
| Coach Bryan Trujillo | Cassandra Crespin | Patricia Mendoza | Jaimie Rael |
| Kristalynn Harris | Matthew Tapia | Amanda Tapia | Awnika Tapia |
| Micah Tapia | Michael Pacheco | Corine Pacheco | Carmel Pacheco-Aragon |
| Mr./Mrs. Gene Gallegos | Mr./Mrs. L. Salazar | Eddie Trujillo | Diane Trujillo |
| David Lautalo Jr. | Rob/Leslie Larranaga | Christian Larranaga | Charles Jaramillo |
| Dawnalena Lovato | Carlos Lovato IV | Steven Lovato | Monique Gerdes |
| Jeff Houdek | Pat Baca | Nathan Padilla | Estella Padilla |
| Jeff Esquibel | RHS Boys Soccer Team | Donna Lucero | Jana Payne |
| Jacqueline Gomez-Aragon | John Tiernan | Lydia Flores | Ernestine Rodriguez |
| Frank Rodriguez | Christopher Rodriguez | | |

APPROVAL OF AGENDA: *Board President Romero asked to review the agenda and make any adjustments that may be required. **Motion by Board Member Lujan to move Item VII. District Accolades before Item VI. Presentation. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**

PUBLIC INPUT:
NONE

DISTRICT ACCOLADES:

- A. **Science Fair Winners** – Superintendent Cooper announced the Science Fair Winners from all school sites. The students were recognized by the Board for their hard work. Each student announced their name and project that earned them the opportunity to complete at the next level of the Science Fair competition. Superintendent Cooper extended his gratitude to all the staff for their efforts in supporting the science fair.
- B. **Students of the Month from Memorial Middle School** – Superintendent Cooper announced that Students of the Month from Memorial Middle School: 7th grade – Kristalynn Harris and Isaiah Gallegos and 8th grade – Deyjanera Hillis and Mateo Vigil.

- C. **Electric Car Challenge Team** – Jacqueline Gomez-Aragon described the Electric Car Challenge that a team of girls from Sierra Vista participated in November 18, 2017 at Van Buren Middle School in Albuquerque, NM. The competition consists of a battery powered model car race, design competition and option to compete in an oral presentation. The team made it to the second chance bracket and placed in the top 10 out of 57 in the race category. Team members: D’Andra Solano, Erika Montano, Lea Ortiz, Elizabeth Hernandez, Emily Encinias, and Julianna Dominguez.
- D. **RHS Boys/Girls Soccer** – Coach Jeff Houdek announced that the girls’ team made it to the state quarterfinals. Stated that the girls have so much heart and represented the district well. Coach Bryan Trujillo, boys’ team, played hard and never gave up. Finished with high district honors – 1st team all-district, 2nd team all-district honors and honorable mentions. Looking forward to a great new season.
- E. **RHS Cross Country** – Coach Patrick Garcia recognized the student athletes for their hard work and commitment to the sport. The girl’s team was 2nd in district and 4th in state.
- F. **RHS Volleyball** – Coach Franchesca Jenkins recognized the volleyball team and their exceptional season of 21-3. The team was district champions and runner up in state. Announced that there were several players that were named to all-state.
- G. **RHS Football** – Coach Leroy Gonzalez recognized that the football team had an outstanding season. Stated that the team was district champions and was runner up in state. Announced the names of the players that received honors: Darian Duran, Arjay Ortiz, Brooks Pavlic, Jacob Gamel, Richard Armijo, Santiago Gonzales, Antonio Padilla, Brandon Lucero, and Juan Marcos Dominguez. Thanked administration, parents, and fans for their support.

PRESENTATION:

- A. **Employees of the Month** – Superintendent Cooper recognized the employees of the month: Patrizia Flores, Robertson High School; Walter Duran, Sierra Vista; Isaiah Garcia, Los Niños; Frank Berged, Maintenance/Transportation; and Francisca Trujillo, Memorial Middle School.
- B. **90-Day Plans – Principals** – Building Principals/Administrators presented their 90-Day plans in preparation for the Instructional Rounds scheduled for early January.

MINUTES:

- A. ***Motion by Board Member Lujan to approve the minutes for the Regular Board Meeting November 16, 2017. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**

RECESS:

***Motion by Board Member Lujan to take a brief recess. Motion seconded by Board Vice President Duran. Motion passed unanimously to recess from regular session at 6:33 p.m.**

***Motion by Board Secretary Lucero to return to regular session from recess. Motion seconded by Board Vice President Duran. Motion passed unanimously to return to regular session from recess at 7:00 p.m.**

NEW BUSINESS:

- A. **Discussion/Approval: Request for Approval from NMPED for Demolition of Paul D. Henry Elementary** - Superintendent Cooper stated that administration is required to obtain approval from the board to demolish Paul D. Henry Elementary. ***Motion by Board Member Lujan to request approval from NMPED to demolish Paul D. Henry Elementary. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**
- B. **Discussion/Approval: Execution of Documents for all PSCOC Funded Projects** – Superintendent Cooper advised the board that the document is clearly stating who is authorized to sign any agreement on behalf of the board relating to memorandums, related documents or contracts with PSCOC for funded projects. Colleen Martinez, Visions In Planning, is designated to perform the administrative functions of process workflow in the PSFA’s Construction Information

Management System (eBuilder). The execution and approval of all documents, decision making and financial responsibility will remain with the Superintendent. ***Motion by Board Member Lujan to approve the Execution of Documents for all PSCOC Funded Projects with the approval of the Superintendent. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**

- C. **Discussion/Approval: Revised MOU with New Mexico Highlands University** – Michell Aragon explained to the board that NMHU asked that the MOU be revised to reflect only Wilson Complex as a location for students to evacuate to in the event of a catastrophic emergency. In the initial MOU, the Gene Torres Golf Course and Wilson Complex were the two identified locations but NMHU asked that the golf course be removed leaving only Wilson Complex as the identified location. **Motion by Board Secretary Lucero to approve the revised MOU with New Mexico Highlands University. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**
- D. **Discussion/Approval: Student Nutrition Bid January 2, 2018 – July 31, 2018 – Motion by Board Member Lujan to approve the Student Nutrition Bid January 2, 2018 – July 31, 2018. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- E. **Discussion/Approval: Fire Alarm System Bid** – Mari Hillis advised the board that the RFP for the project was released with only one company submitting a proposal. Michell Aragon and Mari Hillis reviewed the proposal to ensure that all mandatory and evaluation criteria was met. Testudo Engineering having met all criteria was recommended for approval for the Fire Alarm system. ***Motion by Board Secretary Lucero to approve the Fire Alarm System Bid from Testudo Engineering. Motion seconded by Board Member Lujan. Motion passed unanimously.**
- F. **Discussion/Approval: Special Board Meeting in January** – Superintendent Cooper asked for the board to consider a special board meeting in January to accelerate the process of application with PSFA for the architectural services. RFPs are due December 21, 2017 with the committee convening to review proposals tentatively December 28, 2017. Board President Romero inquired as to the need for a special meeting. Superintendent Cooper stated the two week window would help avoid any conflicts with the start of the new school year. ***Motion by Board Member Lujan to approve a Special Board Meeting January 4, 2018 at 5:15 p.m. Motion seconded by Board Vice President Duran. Motion passed unanimously.**
- G. **Discussion: NMPED Review of Activity Accounts** – Mari Hillis stated that an anonymous complaint was submitted to NMPED regarding concerns about fundraising activities for the RHS Cardinal Baseball Team. NMPED conducted an audit and interviewed the business manager, Superintendent, athletic director, baseball coach and baseball mom. Several documents were reviewed to validate the processing, management, collection, and recording of deposit monies. Recommendation were made to implement the internal controls for student activity accounting, provide regular training in handling monies associated with fundraising activities, and ensure that the accounting and management of monies collected are processed by different parties to ensure accurate reconciliations.
- H. **Discussion: Stipends** – Superintendent Cooper stated that earlier in the year, the board approved the stipend amounts for various clubs, organizations or coaching staff. However, there were some programs from years past that have gone unfunded. With the generous donation from Southwest Capital Bank the district can provide stipends to several other club sponsors. The list of stipends wasn't provided with enough time for the board to review. Item will be tabled until the January regular board meeting.
- I. **Discussion: State of Security on Campuses**
 - 1. **Armed Security Guards at Robertson High School and Memorial Middle School** – Superintendent Cooper shared that the security of students and staff is crucial. Shared that locks and security codes are in the process of being replaced to ensure all doors are secured and access to buildings is monitored. Access to buildings are routed to main entrances, ensuring people sign in to building, implemented Raptor Technology that

allows staff to swipe IDs for all entering the premises to conduct a background. Stated that there are concerns throughout the district about the open access to some campuses. Board President Romero shared the concerns of students from a recent SHAC committee meeting that included driving practices in parking lot at Marr gym, complete basketball court, trespassers on campus, fear of drug and substance abuse and new strategies for reproductive health.

Board Member Lujan asked for a discussion to get input on having armed security guards on campus. Discussion continued regarding the training of guards, safety for all staff and students, discussion with parents and students on their concerns, more research is needed to make a decision regarding armed security. Discussion also included a fence surrounding the high school campus but in a manner that is effective for all students, guard shack and a closed campus.

- J. **Discussion: Use of McFarland Hall for Inclement Weather** – Juan Carlos Fulgenzi, MMS Principal, stated that there are locations designated for students to gather during inclement weather days. Students are allowed in the building, A+ Grill and Marr gym during the lunch hour. McFarland is currently being used for the wrestling season therefore the alternate locations for students have been identified.
- K. **Discussion: Personal Leave Policy** – Superintendent Cooper informed the board that several employees had concerns about the personal leave policy that reverts unused personal days into sick days at the end of the fiscal year. Employees would like the board to consider changing the policy to reflect unused personal days to accumulate which would allow employees to take personal leave in lieu of sick leave. Discussion continued about sick leave and the personal leave with the board not making a motion to pursue a change to the policy.
- L. **Finance Committee Report -**
 - 1. **BARs – Transfers/Expenditures/Awards** – The Finance Committee met December 12, 2017 and reviewed the bank reconciliation reports for the Student Activity and General Fund accounts as of November 30, 2017. No variances were noted between the bank balances and the general ledger balances. The Fund Balance report for the Student Activity Fund was also reviewed with no variances were noted. Additional reports reviewed included the Cash Report, Budget versus Actual Report, Bond Building Fund, and the Supplemental Pay Report.

Club Stipends approved for 2017-2018 were discussed and it was noted that a list would be provided at the board meeting. The Student Nutrition Bid was reviewed and was recommended for approval to the Board. The Fire Alarm Upgrade System bid was reviewed and was recommended for approval to the Board.

The RFR report was reviewed and outstanding RFRs total \$700,899. \$119,747 was collected in November. BAR#069-000-1718-0015-D for Fund 27166 K-3 Plus Program was reviewed and is recommended for approval by the Board. ***Motion by Board Secretary Lucero to approve BAR#069-000-1718-0015-D for Fund 27166 K-3 Plus Program. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

- M. **Audit Committee Report** – Mari Hillis stated that the district is still waiting for the state auditor's office to approve the audit.
- N. **Capital Outlay Committee Report** – Superintendent Cooper provided the board with an overview of the Capital Outlay Committee Meeting held November 30, 2017. Current projects include: RHS basketball court, summer close out for the heating unit in the Patio Building, Mike Mateo sidewalk and ramp replacement, greenhouse and parking lot expansion at Sierra Vista, engineering services for fire alarms and the Los Niños building systems upgrade and addition. Upcoming/future

projects include demolition of school, identifying systems based projects for RHS, playground equipment for Mike Mateo Sena, and tennis court repairs.

O. Superintendent's Report:

1. **Personnel** – Superintendent Cooper reported the hire of Casey Taylor; resignations of Carrie Grano, Karlene Gonzales-Martinez, and Candace Thomas. He advised the board of the following vacancies: Special Education Teacher, Theatre/Drama Teacher, Math Teacher and Spanish Teacher.
2. **Transportation** – Tom Meserve, Director of Operations, submitted the November transportation report to the board for review.
3. **Maintenance** – Chris Archuleta, Maintenance Supervisor, shared that total number of work orders submitted were 77 and 21 work orders were open. Stated that the staff is concentrating on closing all recently submitted work orders, they are performing daily checks of boilers to keep heating issues down, working with Energy Control Inc. to address issues with computer controlled heating at Los Niños and Sierra Vista, gym floor at MMS is expected to be completed by December 20, 2017, and the gym floor at Marr gym is being dried out.
4. **Student Nutrition** – Pat Baca, Student Nutrition Director, stated that the monthly reimbursement for the month of November was for 18 days in the amount of \$65,235.18. Numbers are the same as they were last year. RHS and MMS students are receiving grab and go breakfasts daily. Indicated she contacted Michael Chavez from NMPED to assist with the community eligibility or Provision II status for Robertson High School. If RHS were added to the district calculations for community eligibility it would drop the group percentage from 81.61% to 73.95%. The district would then be responsible for the making up the difference using non-federal funds.
5. **Information Technology** – John Tiernan, Director of Information Technology, provided the board with a brief overview of the technology projects currently in progress: the district received approval from E-Rate for the fiber run from Las Vegas to Sapello for Mike Mateo Sena Elementary, PARCC testing at RHS was successful without any technical issues, a reimbursement check from E-rate was received for \$74,217.91, resolved fax line issues at Central Office and working on wiring issues at some schools, a new web page layout for new website was selected, and issued with the door access system were resolved with a system update.
6. **Special Education** – Michael Lovato, Associate Superintendent, reported that the district received a letter from NMPED regarding the annual determination for 2016-2017. The LEA Percentage for Indicators were met and in compliance.
7. **Athletics** – Juan Carlos Fulgenzi, Director of Athletics, shared the number of students participating in the current winter sports. NMAA just released the reclassification that will go into effect for the 2018-2019 school year.
8. **Bilingual** – Carla Pacheco, Director of Bilingual Programs, reported that the district is continuing with Clark Consulting for bilingual training. The ACCESS testing is scheduled to be completed by the end of January.
9. **School Site Reports** – Superintendent Cooper advised that the school site reports were available in their packet for review and questions.

OLD BUSINESS:

- A. **Discussion/Approval: Truancy Policy – 3rd/Final Reading – *Motion by Board Member Lucero to approve the Truancy Policy as the 3rd/final reading. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**

EXECUTIVE SESSION:

The Board did not convene into Executive Session.

FUTURE PLANNING:

- A. The board approved a special board meeting Thursday, January 4, 2018 at 5:15 p.m.
- B. The next regular board meeting is scheduled for Thursday, January 18, 2018 at 5:15 p.m.

ADJOURNMENT:

*Motion by Board Member Lujan to adjourn. Motion seconded by Board Vice President Duran. Motion passed unanimously to adjourn at 9:11 p.m.

**Denotes Action Required*

LAS VEGAS CITY SCHOOLS
"BOARD OF EDUCATION"



Dennis E. Romero, Board President



Gabe V. Lucero, Board Secretary

APPROVED: January 18, 2018