

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

November 16, 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 16<sup>th</sup> day of November 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

Tom Meserve	Vanessa Garcia	Thomas Garcia	Carla Pacheco
Cathy Gallegos	April Ortiz	Lisa M. Montoya	Donna Lucero
Alice Wagoner	Juan Carlos Fulgenzi	Mike Yara	Evelyn Trujillo
John Tiernan	Rene Gomez		

**APPROVAL OF AGENDA:** \*Board President Romero asked to review the agenda and make any adjustments that may be required. **Motion by Board Member Lovato Pacheco to approve the agenda as presented. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

**PUBLIC INPUT:**  
NONE

**PRESENTATION:**

- A. 2016-2017 Retiree Recognition** – Superintendent Cooper recognized the employees that retired at the end of the 2016-2017 academic year: Richard Martinez, Edward Gomez, Martha Peña, Aggie Santillanes, Margaret Lewis, Gilbert Sanchez and Josephine Leger.
- B. Employee of the Month** – The administrator, director or supervisor for each of the district's locations presented their respective employee with an "Employee of the Month" award and brief statement about their outstanding achievement. The employees of the month include: Lisa Montoya, Sierra Vista Elementary; April Ortiz, Memorial Middle School; Ida Sue Gonzales, Maintenance & Transportation; Cleo Gonzales, Robertson High School; and Vanessa Garcia, Los Niños Elementary.

**MINUTES:**

- A. \*Motion by Board Secretary Lucero to approve the minutes for Regular Board Meeting October 19, 2017. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

**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 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 5:31 p.m.**

**Motion by Board Secretary Lucero 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 5:59 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.**

**NEW BUSINESS:**

- A. Approval: Vote on legal services for limited matters – Superintendent Cooper recommended approval of legal services for limited matters as discussed. \*Motion by Board Secretary Lucero to approve legal services for limited matters as recommended. Motion seconded by Board Member Lovato Pacheco. Motion passed unanimously.**
- B. Discussion/Approval: December 21, 2017 Regular Board Meeting date change – Superintendent Cooper recommended that the regular board meeting scheduled for December 21, 2017 be moved to December 14, 2017. \*Motion by Board Member Lovato Pacheco to move the December 21, 2017 regular board meeting to December 14, 2017 as recommended. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- C. Discussion/Approval: American Red Cross Shelter Agreement – Superintendent Cooper advised the board that the American Red Cross submits the agreement on an annual basis for the use of Michael Marr Gym in the event of a catastrophic emergency. \*Motion by Board Member Lovato**

**Pacheco to approve the American Red Cross Shelter Agreement. Motion seconded by Board Vice President Duran. Motion passed unanimously.**

- D. Discussion/Approval: Board of Education Membership to National Association of Latino Elected Officials (NALEO)** – Board Member Lovato Pacheco recommended that the board become members of NALEO. She provided a summary of the conference she and two board members recently attended. Indicated it was very informative and recommended the district enroll all board of education members as members of NALEO. Board President Romero inquired about membership rates of which are approximately \$100 per membership. **\*Motion by Board Member Lovato Pacheco to submit a membership for all board members to NALEO.** Board Secretary Lucero recommended that Board President Romero consult with the New Mexico School Board Association (NMSBA), Executive Director Joe Guillen, prior to overstepping any boundaries. Board President Romero stated he would follow-up with Mr. Guillen. **Motion was withdrawn by Board Member Lovato Pacheco. Motion by Board Vice President Duran to table the Board of Education Membership to NALEO. Motion seconded by Board Secretary Lucero. Motion passed unanimously.**
- E. Discussion: Update on 90-Day Plans** – Superintendent Cooper informed the board that the administration was continuing to work with principals and have reviewed the 30 day and 60 day plans. A formal review is scheduled after the 90 days; suggestions have been made to principals to assist with the Professional Learning Communities and Data Teams; during the Instructional Rounds principals have had the opportunity to visit other school campuses district wide to review scope and sequence, building safety, and familiarize themselves with the facilities.
- F. Discussion: 2016-2017 District Report Card** – Superintendent Cooper provided an overview of the recent 2016-2017 District Report Card that was recently published by the New Mexico Public Education Department. Noted that the district received an overall rating of a “C”. The report summarizes achievement, accountability, teacher qualifications, post-secondary success, board member training, budgeted expenditures, demographic profile, and parent survey on the quality of education.
- G. Discussion: NMPED Review of Activity Accounts** – Superintendent Cooper informed the board that the New Mexico Public Education Department recently conducted an audit of the baseball activity account. The audit included the protocol for fundraising, deposits, and interviewed individuals involved with the account. Indicated that a formal report or letter would be sent upon completion of the audit.
- H. Finance Committee Report -**
- 1. BARs – Transfers/Expenditures/Awards** – The Finance Committee met November 14, 2017 and reviewed the bank reconciliation reports for Student Activity and General Fund accounts as of October 31, 2017. No variances were noted between the bank balances and the general ledger balances. The Fund Balance Report for Student Activity Fund was also reviewed with no variances noted. Additional reports reviewed by the committee include: Cash Report, Budget versus Actual Report, Bond Building Fund Report, Supplemental Pay Report and Pledged Collateral Report. Request for Reimbursement (RFR) was reviewed with outstanding RFRs totaling \$700,927; \$119,819 was collected in revenues during October 2017. Next Finance Committee meeting is scheduled for December 12, 2017.
- I. Audit Committee Report** – Superintendent Cooper stated that the audit deadline was met and submitted on time.
- J. Capital Outlay Committee Report** – Superintendent Cooper advised the board that a committee meeting took place November 14, 2017. Topics included: list of current district projects (RHS basketball court, RHS summer work close out, Mike Mateo Sena sidewalk and ramp replacement, greenhouse and parking lot design at Los Niños, fire alarms for MMSE, SVE and SLECC); upcoming projects (demolition/sale of facilities, Los Niños Elementary); and future projects (identify potential systems based projects & budget for RHS and MMS). Discussion included possible

reimbursement from contractor for a recent gas leak at RHS. Board Vice President Duran indicated that there are local entities expressing interest in Legion Park Elementary.

**K. Superintendent's Report:**

1. **Personnel** – Superintendent Cooper reported the hire of JoAnn Gomez; resignations of Charles Peterson and Carrie Grano; and current vacancies: Special Education Teacher and Theatre/Drama Teacher. Advised the board that sponsors have been designated for various clubs/organizations throughout the district.
2. **Transportation** – Tom Meserve, Director of Operations, reported the number of activity trips and noted the significant increase in transporting students due to a recent fieldtrip; number of student riders increased approximately 160 students from last school year; prizes were purchased to encourage student ridership on December 1, 2017 for the reporting period; vehicle trips increased; and one bus experienced an issue that was resolved quickly.
3. **Maintenance** – Tom Meserve, Director of Operations, shared that the district purchased two new maintenance trucks, the basketball court at Mike Mateo Sena Elementary (MMSE) is nearing completion, focusing on regular maintenance work orders and completing monthly PM inspections, and working the insurance company concerning storm related issues.
4. **Student Nutrition** – Superintendent Cooper reviewed the monthly claim report from Student Nutrition that contains the claim amount, total meals served (breakfast and lunch) and snack totals. Advised Pat Baca, Director of Student Nutrition, to communicate with the New Mexico Public Education Department (NMPED) Nutrition Bureau and conduct a review the Provision II guidelines and criteria. NMPED Nutrition Bureau met with Ms. Baca November 14, 2017 and will provide a report upon completion as to the result of the review.
5. **Information Technology** – John Tiernan, Director of Information Technology, described the current projects currently in progress in the technology department. Explained that employees are utilizing the IT ticket support system, the new network is in place and running with the exception of Mike Mateo Sena which requires fiber to be installed from Las Vegas to Sapello, Papercut software application was implemented to assist with printing, the employee wireless is working to allow laptop users the capability of printing wirelessly, firewall and content filters are in place, telephone system and caller ID are in place, the new website is being developed, security cameras are working at all locations, and software updates were completed to assist with door access at Michael Marr Gym. Indicated he conducted a thorough walkthrough meeting with MMS and RHS staff to ensure that all technology needs and concerns have been reported and addressed.
6. **Special Education** – Superintendent Cooper reported that the Special Education Department is operating well.
7. **Safety and Health** – Michell Aragon, Title I/Safety & Health Coordinator, provided a progress report on the following program elements: vision and hearing exams were completed; the SHAC committee will meet quarterly to review safety, Kids at Hope, and Bullying Prevention; dental services will begin soon, flu shots have been administered to staff; flu shots will be offered to students; coordinating and conducting CPR classes for district staff; training for RHS staff using the Evac-U-Chair; schedule playground inspections; schedule fire safety inspections; review fire safety requirements and recommendations; SDS online for chemicals at each site; update district emergency and safe school plan; requirements for reporting incidents and accidents; schedule school site presentations; tutoring services for students; created Cardinal Closet for students in need

of clothing, school supplies and non-perishable foods; assist with employee of the month committee; and seek donations for students in need.

8. **Athletics** – Juan Carlos Fulgenzi, Director of Athletics, shared the number of student participants in NMAA Sanctioned Athletic/Activity events at Robertson High School and Memorial Middle School; acknowledged the accomplishments of the volleyball team as district champions and state runner-up, football team as district runner-up, girls cross country as district runner-up and 4<sup>th</sup> place at state, and boys soccer as district champions; announced the Bronze place finish for FFA students at the national convention; and MMS Mariachi showcased in the Las Cruces Mariachi Festival November 8-12, 2017. Shared the upcoming events that include the RHS football team playing in the state quarterfinals November 18, 2017 against West Las Vegas; and December 2017 NMAA will release the reclassification/alignment for the 2018-2019 school year. Recognized Paul David Herrera for the generous batting cage gift he donated to the district.
9. **Bilingual** – Carla Pacheco, Director of Bilingual Programs, reported the number of teachers that are currently participating in the Clark consulting Language and Literacy Training; shared the number of teacher that are endorsed; stated that bilingual itinerants are providing the heritage component to students that do not have a bilingually endorsed teacher in the classroom; students that have been identified as ELL are placed with a TESOL endorsed teacher to provide language enrichment through Response to Intervention (RTI); data from I-ready is utilized to provide interventions; and planning stages have begun to provide English Language Learners Training for all TESOL endorsed teachers.
10. **School Site Reports** – Superintendent Cooper indicated that the school site reports were for provided in the packet for review. School sites list current events, activities, accolades, enrollment count, student behavior/referrals, professional development information and staff attendance.

#### **OLD BUSINESS:**

- A. **Discussion/Approval: Truancy Policy (2<sup>nd</sup> Reading)** – Superintendent Cooper informed the board that the Truancy Policy as presented was the 2<sup>nd</sup> reading and included the corrections requested at the October board meeting. Asked if there were any other changes and/or corrections by the board of which there were none.

#### **FUTURE PLANNING:**

- A. The next regular board meeting is scheduled for Thursday, December 14, 2017 at 5:15 p.m.
- B. The New Mexico School Board Association 2017 Annual Convention is scheduled for December 1-2, 2017 at the Embassy Suites in Albuquerque, New Mexico.

#### **ADJOURNMENT:**

**\*Motion by Board Member Lovato Pacheco to adjourn. Motion seconded by Board Vice President Duran. Motion passed unanimously to adjourn at 7:22 p.m.**

*\*Denotes Action Required*

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

Dennis E. Romero, Board President

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

Gabe V. Lucero, Board Secretary

**APPROVED: December 14, 2017**