

Pecos Independent School District

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ADMINISTRATION

ROY HERRERA
Superintendent

BRENDA GALLEGOS
Business Manager

SCHOOL BOARD

ORTIZ, VICTOR, President
GRIEGO-VIGIL, EILEEN,
Vice-President
FLORES SR, MICHAEL,
Secretary
DURAN, EDDIE ROY, Member
VIGIL, LAWRENCE, Member

**BOARD AMENDED AGENDA
PECOS BOARD OF EDUCATION
REGULAR MEETING
November 15, 2011
San Juan Community Center
SAN JUAN, NM
6:00 PM**

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **NEW MEXICO TEACHER OF THE YEAR - - MARY BETH BRITTON**
5. **EAST PECOS FACILITY**
6. **DIRECTOR/BUILDING REPORTS**
7. **BUSINESS REPORT**
 - A. Financial Status
8. **CONSENT AGENDA**
 - B. Check Register for Month of October
 - C. Cash Transfer(s) and BARS (if any)
 - D. Minutes of the Regular Board Meeting-September 20, 2011
 - E. Minutes of the Regular Board Meeting-October 19, 2011
9. **SUPERINTENDENT'S REPORT**
 - a. Discussion about the December Board Meeting Date
 - b. Explanation of each of the Action Item(s) listed below
10. **POLICY**
 - F. FIRST READING: VEHICLE USE POLICY
11. **ACTION ITEMS**
 - G. Approval of FY 11 School Audit
12. **OTHER BUSINESS**

None
13. **ADVANCE PLANNING**
 - H. Work Session-December 6, 2011, PISD
 - I. Regular Board Meeting-December 13, 2011, PISD
 - J. NMSBA Annual Convention-December 2-3, 2011, Crowne Plaza Hotel, Albuquerque, NM
14. **EXECUTIVE SESSION**-to discuss limited personnel matters as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2)*. Action item as a result of executive session if necessary.
15. **ADJOURNMENT**

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PECOS BOARD OF EDUCATION
PECOS INDEPENDENT SCHOOL DISTRICT

SAN JUAN COMMUNITY CENTER, SAN JUAN, NM
PECOS, NEW MEXICO
NOVEMBER 15, 2011
6:00 P.M.

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MINUTES

**Regular Meeting
Pecos Board of Education
Pecos Independent School District
Pecos, New Mexico**

**San Juan Community Center
San Juan, NM
November 15, 2011
6:00 P.M.**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

The President, Mr. Victor Ortiz called the meeting to order @ 6:04 p.m.

MEMBERS PRESENT

Mr. Victor Ortiz, Board President
Ms. Eileen Griego-Vigil, Board Vice-President
Mr. Michael Flores, Board Secretary
Mr. Eddie Roy Duran, Board Member
Mr. Lawrence Vigil, Board Member
Mr. Fred Trujillo, Administrator in Charge

MEMBERS ABSENT

Mr. Roy Herrera, Superintendent

OTHERS PRESENT

Cheryl Jurewich Mary Beth Britton Bill Britton Jim Ivanovich

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Debra Sena-Holton Brenda Gallegos Emily Ortiz Pauline Baca
Melissa T. Valencia-Flores

APPROVAL OF AGENDA

Based on Mr. Trujillo's recommendation, Member Vigil moved to approve the amended agenda-correction to Consent Agenda item B, from August to September. Motion unanimously.

PUBLIC COMMENTS

Ms. Cheryl Jurewich-Elementary Teacher/Union President informed the Board of her participation in a meeting with US Secretary of Education, Arne Duncan; by invitation. She reported on her role; represent Rural New Mexico Schools and issues that pertain to those districts. Ms. Jurewich invited the Board to inform her of any concerns they would like her to address during the meeting.

NEW MEXICO TEACHER OF THE YEAR—MARY BETH BRITTON

Mr. Trujillo recognized Mrs. Britton on her selection as the 2011-12 New Mexico Teacher of the Year. He pointed out an article published in the Santa Fe New Mexican Newspaper. He mentioned an article will also be published in the Albuquerque Journal. Mr. Trujillo commented on the honor and recognized her 22 years of service in education. He acknowledged the outstanding job she's done for the students of PISD and valued the privilege of having someone of this caliber instructing the students.

Mrs. Britton thanked the Board for inviting her to be present. She expressed gratitude on her selection for the award. She reflected on the motivation and efforts that strive her to become a better teacher; the students of the district. Mrs. Britton spoke on being fortunate to have taught in the district for the last 17 ½ years and is honored to represent PISD. She thanked Mr. Trujillo for nominating her. She stated there is no other place a person would want to be and plans to be a part of the district for many years to come.

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President Ortiz personally thanked Mrs. Britton for her years of service and congratulated her on this fine accomplishment. He stated she was a true teacher and makes a difference in the students and community. He recognized the instruction given to his personal children.

Vice President Griego-Vigil also congratulated Mrs. Britton and stated the honor of having her in Pecos. She highlighted on the encouragement Mrs. Britton gave to her personal children, making reference to her statement, "It's OK if you don't like me, I'm not here to be your friend. I'm here to help you learn." Vice President Griego-Vigil declared Mrs. Britton's enthusiasm, dedication and certainty of students knowledge has assisted them in their achievements. She pointed out it's a blessing for the district to have her.

Secretary Flores also thanked Mrs. Britton for her service. He expressed his enjoyment of knowing her since their children were in high school together. He stated his happiness of having the Britton's as part of the community.

Member Duran thanked Mr. Trujillo for recognizing Mrs. Britton's outstanding teaching talent. He pointed out her leadership role and recognized the asset she is to the district. He gave emphasis to the need of teachers who present the same efforts. He personally thanked Mrs. Britton.

Member Vigil congratulated Mrs. Britton and thanked her for a job well done. He reflected on time spent with her during school functions.

Mr. Trujillo announced Mrs. Britton is also the New Mexico Delegate for National Teacher of the Year. He explained the application has been submitted and will be go through the screening process. He reported on her humbleness, making mention of the difficulty of living up to the obligation of being National Teacher of the Year. He discussed a disadvantage; removal from the classroom to tour the USA and other countries to speak about strategies and success she is implementing within her classes. He talked about the testament to her dedication and commitment to her PISD students; she doesn't want to take if she is given the honor. Mr. Trujillo expressed how full of pride he and the district are in her and what she does for the students. He elaborated on his personal feelings of her as a teacher; the best he has seen in his 19 years of service in education. He admired her teaching technique, student's response and respect towards her.

Mrs. Britton replied to the comments by stating her hopes; what she does in the classroom influences PISD students to pursue teaching. She pointed out her performance is based on teachers she's had in the past. She elaborated on her feelings of success; knowing that some of the top PISD graduates will go into education.

Mr. Bill Britton, Mrs. Britton's spouse stated he couldn't be more proud.

EAST PECOS FACILITY

Mr. Trujillo reported the heating system has been activated. He pointed out a water leak that was detected under the building and stated the water has been shut off. He mentioned repairs are forthcoming. Mr. Trujillo discussed usage adjustments made during the Community Food Drive; a portable restroom was transported and utilized during the distribution of goods. He stated updates on the leak will be communicated once the information is received.

The following board members commented/inquired on/addressed the listed concern(s), relevant to the topic/presentation/discussion:

President Ortiz:

- questioned if additional winterization is needed. *Response:* Mr. Trujillo reported the water will be permanently shut off, pipes drained and wrapped with heating tape. He mentioned the floor may need to be cut to access the area needing repair.

Member Duran:

- inquired on the continued use of the facility for Food Drive. *Response:* Ms. Emily Ortiz stated the location is convenient, spacious and is a central location the elderly is familiar with. She pointed out there is not a current site that can handle the high volume of food and volunteers who bag the goods. She recommends if a location change is needed that it is coordinated appropriately.
- referenced information presented to his budget committee during the planning of the 2011-2012 budget; the cost of \$8,000-\$10,000 a winter to heat the building. He indicated based on the figures given the committee recommended closing the facility completely. He mentioned future plans for the building would be discussed at a later time. He strongly suggested discontinuing use of the East Pecos Facility due to liability and the cost associated with the upkeep. *Response:* Mrs. Ortiz commented on the uncertainty of how the figures were computed. She declared the building wasn't typically heated all winter; the heat was turned on the evening before the food drive and PISD Maintenance Staff would then turn off the heat. She talked about another organization who meets in the building once a month; conveying their usage could not have a great amount of impact on the heating cost since the building was not heated consistently.

President Ortiz asked the Finance Director for feedback. *Response:* Mrs. Gallegos recalled the figure discussed was not accurate and would research the actual cost.

Mrs. Ortiz gave reason for the use of the East Pecos Facility; a campus location was considered, due to the large number of families that are serviced the traffic was not conducive with school

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traffic. She spoke on collaborating with St. Anthony's Parish for possible use of the Parish Center; contains the accessible space needed for the delivery truck.

Member Duran supported the idea for use of the Parish Center. He stated if the plan does not work to use the East Pecos Facility if needed. He addressed the concern based on the numbers that were given to him.

Vice President Griego-Vigil:

- inquired if the county uses the facility as a voting site during elections. *Response:* Yes, Ms. Gallegos reported Mr. Herrera has already approved the usage request for the upcoming election.

Member Vigil:

- remarked the cost of a once a month usage should not have a great impact on the heating cost. He noted the current water situation is an issue and questioned if water is a necessity during the food drive. *Response:* Ms. Ortiz stated water is needed for the use of restrooms by community members/elderly waiting for goods. She pointed out a portable restroom was made available during the last distribution.
- recommended Mora-San Miguel Senior Citizen Center-Pecos Location as a possible facility use. *Response:* Ms. Ortiz pointed out the commodities are channeled through the center and prefers to keep the services separated to avoid confusion.

**Member Duran made a statement in reference to a discussion with Fr. Vincent, St. Anthony's Parish Priest in regards to a request for release of school...*the remainder of the statement is inaudible.*

DIRECTOR/BUILDING REPORTS

Secondary Report:

Vice President Griego-Vigil inquired on the Medal of Honor Presentation that was held on November 9, 2011. *Response:* Mr. Trujillo explained Mr. Larry Petry, Father of Mr. Leroy Petry, Medal of Honor Recipient gave a student presentation on his sons accomplishment and honors; various items were put in view for a period of time in the office. Mr. Trujillo reported students were very attentive, appreciative and recognized the importance. He noted Social Studies Teachers were instructed to give a background on the meaning of the Congressional Medal of Honor and what it signified. He made it known that when Mr. Petry (Leroy) is back in the area he will make every effort to visit the school/students. Mr. Trujillo stated the presentation was

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outstanding and highly recommended. He pointed out Member Duran, Member Vigil and local Veterans were in attendance.

Member Vigil thanked Elementary Administrators and Staff for hosting Math Fest Night. He gave his personal opinion on the night in general; was pleased to see the amount of parents that were in attendance and the effort made to inform parents of what their kids are learning and being taught.

Mr. Trujillo presented two information sheets; (1) gave the following Apangea Plan-Math Intervention Program update-Pecos Middle School (PMS) 8th Graders are currently one of the leading classes in the nation in Apangea's November Competition. Every time kids get a correct answer when solving problems on the web base program they earn points which can be redeemed for prizes. PMS students have chosen to forgo the prizes and donate to various charities making the points & prizes available for children in the charities. He conveyed students are computing a lot of math and in a correct manner. (2) announced December 5, 2011 Rachel's Challenge will be presented to PMS students. He explained who Rachel was; the 1st person killed during the Columbine Tragedy. He spoke on Rachel's diary/journal that talked about random acts of kindness; considered the modern day AnnE Frank-looked at the good in everyone and what people could do to make this world a better place. He pointed out her premonitions; the tragedy would take place within her lifetime. He stated the message that's being delivered with the presentation; the treatment of others, anti-bullying etc. Mr. Trujillo announced an evening presentation has been arranged and encouraged all to attend.

Superintendent's Report:

Vice President Griego-Vigil questioned Mr. Trujillo's knowledge of the potential Academic Goal Competition for PHS & PMS discussion mentioned during Mr. Herrera's participation in the Northeast Regional Education Center Meeting held Tuesday, November 8, 2011. *Response:* no information has been relayed.

Vice President Griego-Vigil inquired on the vacant, by termination Pecos Elementary School custodial position listed in the report. *Response:* Ms. Sena-Holton reported on recent vacant positions; the first vacant position was a result of a resignation and has been filled. The position in question was abandoned; a substitute is currently in place. She stated the substitute is the only applicant who has expressed interest.

Mr. Trujillo recommended posting the vacancy in other areas besides the district website.

Ms. Sena-Holton elaborated on some of the challenges faced in attempting to fill the positions; applicant spoke Spanish only, Ms. Sena-Holton was disqualified from serving on the interview committee because of her relation to the individual and an employment offer was made and declined.

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Member Duran questioned the hiring of an individual for the Substitute Maintenance/Security Position. *Response:* Mr. Trujillo replied he had been made aware of the hire today and did not know the hiring process that took place.

Ms. Gallegos clarified the position is a substitute and not full time, the individual is called on an as needed basis. She explained individuals are considered based on applications submitted expressing interest to serve as a substitute.

Ms. Ortiz inquired if individuals who were interviewed and not selected may be called to serve as a substitute. *Response:* Mr. Trujillo stated their application must be active.

Ms. Melissa T. Valencia-Flores, Administrative Assistant acknowledged there are hiring delays that arise during the processing of an employment application. If the issue is not resolved or the appropriate correspondence has not been received in a timely manner the next application will be considered, at times appearing as if there are multiple individuals serving in the position, temporarily.

Member Vigil inquired if the position Member Duran was talking about was is that of the part time Security & part time Maintenance. *Response:* Member Duran was told it was the deputy that got the job. Mr. Trujillo confirmed that is the individual he was made aware of today that was hired for the position.

Member Vigil referred to a meeting from cafeteria issue with Mr. Trujillo and Brenda-plan of action to approve the services. He asked if there was a problem and gave feedback on the times he's been in the cafeteria; service has been great at both locations. *Response:* Mr. Trujillo confirmed meetings have taken place with cafeteria staff; the issue is a personnel matter and would elaborate further during executive session.

Member Duran requested feedback on the tutoring services. *Response:* Ms. Ortiz reported there is a November 30th deadline; thus far 17 students have responded. She announced the offer was extended to all K-12 students who are eligible for the services. She noted further planning will take place after Nov 30 once the subject that is most needed has been determined. Ms. Ortiz declared many parents are choosing a computer web base interface tutorial versus a live tutor.

Member Duran remarked on the reason students are choosing web base tutoring; they don't want to feel like their looked down at, the method they are being tutored, etc. He recommended communicating with teachers who could best identify the subject needing improvement and encourage the student to take go with the recommendation made by the teacher. *Response:* Ms. Sena-Holton explained the method used during the 2010-11 School Year to identify students who needed tutoring; a list was reviewed during a meeting to identify students who needed the service

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and qualified based on household income. Mr. Ivanovich reported the current method used for the current school year; Student Assistant Team meetings were conducted making parent(s) aware their child was a risk and strongly recommended the program. He pointed out parents must apply for the service.

Member Vigil inquired if further discussion regarding the cinder/salt issue was going to take place during executive session. *Response:* Member Duran replied it could be discussed during executive session. Member Vigil addressed his concern regarding the verification of goods/service received; employees need to be responsible and held accountable for their jobs. He recommended seeking compensation from the recipient in future situations in which the district will endure a financial loss because of the employee's lack of attentiveness.

Ms. Gallegos indicated matters relevant to Member Vigil's concern have been addressed and stressed repetitively. She reviewed the payment process; a signature received signifies payment may be authorized. She acknowledged situations are bothersome when they are not handled appropriately.

Member Duran made the following statement as part of the official record: (1) years ago there was some paving being done in the school district. I witnessed the thickness of the asphalt was not put down as specified on the contract. After they went back and checked it the school district was refunded \$10,000.00 because the thickness was not laid out as required, (2) another instance that we have had in the Pecos district was a donation of material that was supposed to be given to the school district for base course in the elementary parking lot. That donation was approved and there was nothing wrong with that. To this day there has not been anything given to this Board to show a credit that it was donated. The total amount of base course that was used in that budget, there is record that the entire amount was paid out, (3) the cinders that was delivered to the Pecos School District, which he looked at himself was also fraudulent. The cinders came in without any salt. The discussion of the cinders, without salt was discussed by the Lead Maintenance Worker From that point on I was going to give that information to Mr. Herrera, which at that point he refused to talk to me about it. He mentioned the remainder of the issue will be discussed during Executive Session. Member Duran stated he gave Mr. Herrera a message through Melissa that settling the deal with the cinders should not be done until the Board reviews all the information. And wondered did that get resolved, was there anything as far as you know. *Response:* Ms. Gallegos replied not to her knowledge.

Vice President Griego-Vigil asked Mr. Trujillo if he was aware of the Parametrix presentation that addressed the evaluation of the Pecos Community that included the schools. *Response:* Ms. Ortiz reported a consulting firm presented a 20 year plan for the Pecos and surrounding areas based on the results of a survey sent to youth and people who live in the community. She gave her view on the notion; community members of the village need to become aware, get involved and have a

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voice in the 20 year plan. She expressed her disappointment that more local community members were not present.

Member Vigil discussed a school calendar complaint received by bus drivers; having to work on days students were not in attendance. He recommended not employing or compensating the drivers on the days mentioned. Mr. Trujillo stated the issue can be discussed during the budget planning for the coming year. Ms. Gallegos reported bus drivers have always been on a 185 day contract. She pointed out drivers are implying they've never worked the days; stressing her uncertainty of it is the truth or they're saying it to try and get away with not having to come now.

Member Duran stated the confusion may lie with calendar and information relayed.

BUSINESS REPORT

FINANCIAL STATUS

Ms. Brenda Gallegos, Finance Director, noted all funds have been reconciled and reimbursement requests have been submitted. She spoke on a Food Service reimbursement issue; New Mexico Public Education is 3 months behind due to a glitch with the computer system. She cited the start of the school years positive fund balance sustained the account thus far, after this month the fund will be at zero if reimbursements are not received. Ms. Gallegos pointed out other school districts are facing the same dilemma, not just PISD. She summarized the Payroll and Accounts Payable Report, Investment Report, Check Register for the Month of October 2011 and Cash Transfers/Internal BAR's. She reviewed the 2009-2010 School Year 6 audit findings, 2 were resolved and 4 were repeated & modified; #1) employee files-out of 31 personnel files 2 signed contracts and 3 required background checks could not be located. *Response:* make every effort and periodic checks of employee files to make sure all required paperwork is on file.

Vice President Griego-Vigil asked if background checks are completed prior to being hired. *Response:* Ms. Gallegos stated not always. She reviewed the procedure for conducting a background check; the employee is actually fingerprinted and responsible for paying a \$34.00 processing fee. She spoke on the difficulty of collecting the fee from the employee.

Member Duran questioned if employees do their own background check. *Response:* Ms. Gallegos reviewed the procedure for conducting a background check; the employee is actually fingerprinted and responsible for paying a \$34.00 processing fee. She spoke on the difficulty of collecting the fee from the employee.

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Member Vigil stressed the importance of conducting background checks prior to employing an individual.

Mr. Trujillo declared the concerns can be addressed through Human Resources by making the employee aware the background check is to be completed prior to their start date. He elaborated on the timing it could take to receive a reply from the responding agency.

Mrs. Valencia-Flores announced modifications have been made accordingly. She stated the changes and background check issues have made it difficult to fill full time and substitute positions. She spoke on fees that have had to be deducted from final paychecks.

Ms. Jurewich suggested deducting the fee from the employee's first paycheck; in consideration for teachers who do not receive their first pay check until September 10, 5 weeks into school.

Mrs. Valencia-Flores noted the fingerprint service that is provided through Central Office is a courtesy, not a requirement. She stated there may be times employees will be asked to have their fingerprints processed at another entity, due to the school business work load which has priority. She pointed out many of the new teacher hires had their background check processed as part of their initial application for New Mexico Licensure.

Member Vigil questioned if a policy needs to be created. *Response:* Mr. Trujillo recommended review of the current procedures that are in place and adjust accordingly as needed.

#2) district use of a credit card. *Response:* not aware Sam's Club card is treated as a credit card. Ms. Gallegos reported finance charges were accrued because of late payment; district employees failed to submit invoices for payment in a timely manner. She noted she is in the process of working with Bank of America to obtain a State Purchasing Card.

President Ortiz spoke on past issues that required use of a credit card. He highlighted on the importance of having the appropriate form of payment available when Purchase Orders are not accepted.

#3) New Mexico Public School Insurance Authority. *Response:* an employee was in the wrong bracket and paid more than they should have (the district was responsible for the portion). She mentioned a refund was issued to the employee. She spoke on the toughness of the task; possibility for a repeated finding to occur. Ms. Gallegos pointed out a change in salary is what affects the bracket placement.

#4) negative activity account balances. *Response:* expected the finding; Title IX regulations does not allow individual activity accounts, there is one general sports account. She cited her knowledge of the accounts in negative standings and had planned to close them.

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#5) employees purchase items without purchase orders. *Response:* does not have the authority to make employee responsible for the bill. She quoted the Auditors recommendation, "Superintendent needs to enforce the process and reprimand violators. There should be consequences for violations."

Member Vigil questioned Ms. Gallegos authority as the Finance Director. *Response:* Ms. Gallegos stated her supervisor must approve the withholding.

Member Duran questioned if holding an employee responsible is legal. *Response:* Mr. Trujillo responded it is procurement policy and as long as they were made aware prior to.

Member Vigil recommended enforcing the practice, avoiding financial loss.

#6) New Mexico Public School Insurance Authority updates.

Member Duran questioned the department who violates protocol. *Response:* Ms. Gallegos stated all departments.

President Ortiz suggested, during next school years orientation the inclusion of a document that requires an employee's signature acknowledging violations will result as a payroll deduction.

Member Vigil proposed immediate implementation instead of waiting for the next school year. *Response:* Ms. Gallegos supported the proposal.

Member Duran inquired if her title limits her from taking corrective actions. *Response:* Ms. Gallegos responded it is what the employees perceive as to how much authority she has; they're aware she has none. He suggested enforcing the appropriate action with the superintendent making sure Ms. Gallegos has the authority to correct the issue accordingly and all employees are aware of her position.

Ms. Jurewich advised addressing the issue during staff meetings. She commented on constant communication with appropriate personnel once requisition has been approved by site administrator.

Mr. Trujillo noted a procurement process letter will be drafted and distributed to staff.

Member Duran pointed out hot water is not available in the dressing rooms. *Response:* Mr. Trujillo mentioned restoration plans are in review. President Ortiz confirmed hot water was working in the official's dressing room at one point. He acknowledged the main athlete's dressing room requires a big purchase.

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Mr. Trujillo stated he will assess the situation and process a work order if needed.

CONSENT AGENDA

Check Register for the Month of October 2011
Cash Transfer(s) & BAR'S
Minutes of the Regular Board Meeting-September 20, 2011
Minutes of the Regular Board Meeting-October 19, 2011

Vice President Griego-Vigil noted minor recommendations will be submitted for the October 19, 2011 Minutes. She inquired if personal information is listed when incorporating documentation as part of the minutes. *Respond:* the recommendation was made to remove the information from the official record.

Based on Mr. Trujillo's recommendation, Secretary Flores moved to approve the consent agenda, reflecting changes that will be submitted by Vice President Griego-Vigil. Motion carried unanimously.

SUPERINTENDENT'S REPORT

Mr. Trujillo reported on the following:

- Discussion about the December Meeting Date: Mr. Trujillo recommended changing the Tuesday, December 13, 2011 regular Board Meeting to Wednesday, December 14, 2011 due to a conflict in activities.
- Explanation of each of the Action Item(s) listed below: Mr. Trujillo recommended approval of the FY 11 School Audit

POLICY

First Reading: Vehicle Use Policy

President Ortiz suggested any additions or changes be submitted to Mr. Trujillo for discussion/review during next scheduled work session.

Member Duran commented the policy must be clear and outlined specifically.

ACTION ITEMS

APPROVAL OF FY 11 SCHOOL AUDIT

Based on Mr. Trujillo's recommendation, Vice President Griego-Vigil moved to approve the FY 11 School Audit as presented. Motion carried unanimously.

OTHER BUSINESS

None

ADVANCE PLANNING

- Work Session-December 6, 2011, PISD
- Regular Board Meeting-December 14, 2011, PISD
- NMSBA Annual Convention-December 2-3, 2011, Crowne Plaza Hotel, Albuquerque, NM

Note: There may be a quorum at meetings; open meeting act requirements will be followed.

EXECUTIVE SESSION

At, 7:40 p.m., Member Vigil made a motion to enter into executive session to discuss limited personnel matters as permitted by the Open Meetings Act, Sections 10-15-1 (H) (2). Action item

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as a result of executive session if necessary. Member Duran asked for Ms. Gallegos to be present for a part of the session. Motion carried unanimously.

At 9:01 p.m., Secretary Flores made a motion to reconvene from executive session. Motion carried unanimously.

Member Duran made a motion for Mr. Trujillo to be Interim Superintendent. Motion carried unanimously.

ADJOURNMENT

At 9:03 p.m., Member Vigil moved to adjourn the meeting. Motion carried unanimously.

Minutes approved and signed on this 13th day of December 2011.

ATTEST:



VICTOR ORTIZ, PRESIDENT



MICHAEL FLORES SR., SECRETARY

(mtvf)