



# Pecos Independent School District

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## School Board

**David Ortiz**, President  
**Patrick Sandoval**, Vice-President  
**Michael Flores Sr.**, Secretary  
**Paul C de Baca**, Member  
**Victor Ortiz Jr.**, Member

## Administration

**Fred Trujillo**,  
Superintendent  
**Charles E. Trujillo**,  
Associate Superintendent  
**Brenda Gallegos**,  
Director of Finance



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**BOARD AGENDA  
PECOS BOARD OF EDUCATION  
REGULAR MEETING  
MAY 26, 2015  
PECOS SCHOOLS BOARD ROOM  
PECOS, NM  
6:00 PM**

### PLEDGE OF ALLEGIANCE

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS
4. FINANCIAL ADVISORY SERVICES PRESENTATION
5. INTRODUCTION OF NEW MS/HS PRINCIPAL-Ms. Claire Lazar
6. PRESENTATION OF EXCELLENCE FOR STUDENT ACHIEVEMENT AWARD
7. MARIO MARTINEZ PRESENTATION ON 50<sup>TH</sup> ANNIVERSARY OF BASKETBALL STATE CHAMPIONSHIP
8. RECOGNITION OF NATIONAL BUSINESS PROFESSIONALS OF AMERICA PARTICIPANTS
9. TITLE I PRESENTATION FOR NATIONAL CONFERENCE-Ms. Edie Hills, Ms. Jamie Arthur and Mr. Charles Trujillo
10. SUMMATIVE EVALUATION REPORT
11. UNIT/DIRECTOR REPORTS
12. BUSINESS REPORT
  - A. Financial Status
13. CONSENT AGENDA
  - B. Check Register for Month of April 2015
  - C. Cash Transfer(s) and BARS (if any)
  - D. Minutes of Regular Board Meeting-April 20, 2015
14. SUPERINTENDENT'S REPORT

**15. POLICY**

1<sup>st</sup> Reading-NMSBA Policy Services Advisory

- No. 114-JLCG-Emergency Administration of Medications to Students  
JLCG-R-Emergency Administration of Medications to Students

**16. ACTION ITEMS**

- E. Financial Advisory Services Contract
- F. Preventive Maintenance Plan
- G. Technology Maintenance and Service Provider for 2015-16
- H. 2015-2016 Final Budget Approval
- I. 2015-16 Pre-K Calendar
- J. Award of Propane Bid
- K. Award of Maintenance of Propane Equipment
- L. Award of Electrical Bid
- M. Award of Plumbing Bid

**17. ADVANCE PLANNING**

- NMSBA School Law Conference-May 29-30, 2015, Hotel Albuquerque, Albuquerque, NM
- Board Work Session-June 2, 2015, 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-June 16, 2015, 6:00 pm, Pecos Schools Board Room

- 18. EXECUTIVE SESSION**-to discuss limited personnel matters and/or pending litigation as per *MM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2 & 7)*

**ADJOURNMENT**

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PECOS BOARD OF EDUCATION  
PECOS INDEPENDENT SCHOOL DISTRICT

PECOS SCHOOLS BOARD ROOM  
PECOS, NEW MEXICO  
MAY 26, 2015  
6:00 P.M.

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  - No. 114-JLCG-Emergency Administration of Medications to Students  
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- Financial Advisory Services Contract
- Preventive Maintenance Plan
- Technology Maintenance and Service Provider for 2015-2016
- 2015-2016 Final Budget Approval
- 2015-2016 Pre-K Calendar
- Award of Propane Bid
- Award of Maintenance of Propane Equipment
- Award of Electrical Bid
- Award of Plumbing Bid

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## **MINUTES**

**Regular Meeting  
Pecos Board of Education  
Pecos Independent School District  
Pecos, New Mexico  
Pecos Schools Board Room  
Pecos, NM  
May 26, 2015  
6:00 P.M.**

### **PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

The Board President, Mr. David Ortiz called the meeting to order @ 6:02 p.m.

### **MEMBERS PRESENT**

Mr. David Ortiz, Board President  
Mr. Patrick Sandoval, Board Vice-President  
Mr. Michael Flores Sr., Board Secretary  
Mr. Paul C de Baca Jr., Board Member  
Mr. Victor Ortiz Jr., Board Member  
Mr. Fred Trujillo, Superintendent

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

Crystal Rougemont	Christine Leal	J. Eddie Quispe	Billy Mundy
Mark Hills	Edie Hills	Leo Valdez	Brenda Gallegos
Debra Sena-Holton	Theresa A. Romero	Cliff Tompson	Monique Herrera
Jamie Arthur	Charles E. Trujillo	Terry Vigil	Mary Beth Britton
Mike Lister	Melissa T. Valencia-Flores		

## **APPROVAL OF AGENDA**

Based on Superintendent Trujillo's recommendation, Member C de Baca moved to approve the agenda as presented. Motion carried unanimously, 5-0.

## **PUBLIC COMMENTS**

None

## **FINANCIAL ADVISORY SERVICES PRESENTATION**

Mr. Leo Valdez, Hutchinson, Shockey, Erley & Company Senior Vice President introduced himself and spoke on his role as a financial advisor for PISD and other school districts. He discussed the Financial Advisory Services Contract, an Action Item listed on the agenda. He touched base on bond capacity, not applicable to contract. Mr. Valdez mentioned a recent bond election and complimented improvements supported by the success of the election.

Member Ortiz inquired on the next SB-9 Election & Bond issue.

Superintendent Trujillo requested explanation of the amended contract. Mr. Valdez explained changes and highlighted on services that would be provided for the \$600.00 fee listed in the contract if there was any cost at all.

President Ortiz requested explanation of, "the district shall pay 1.25% of the loan amount, applicable gross receipts plus reasonable out of pocket expenses, not to exceed \$2,500.00" listed under the Financial Advisory Services section. Mr. Valdez explained the fee and pointed out the fee would only occur if the district had another Bond Election and sold Bonds.

## **INTRODUCTION OF NEW MS/HS PRINCIPAL-Ms. Claire Lazar**

Superintendent Trujillo commented on Ms. Lazar's presence, in preparation for the 2015-2016 School Year. He introduced Ms. Lazar.

Ms. Lazar thanked the district for the opportunity to serve as the MS/HS Principal. She stated she looked forward to working with Superintendent Trujillo, future challenges and bringing new ideas & perspectives to PISD. She commended Mr. Michael Lister, Secondary Assistant Principal for his leadership over the last few weeks.

Board Members welcomed Ms. Lazar.

**PRESENTATION OF EXCELLENCE FOR STUDENT ACHIEVEMENT AWARD**

Superintendent Trujillo highlighted on the annual selection of a recipient to receive the Excellence for Student Achievement Award awarded, sponsored by the New Mexico School Boards Association. He acknowledged Ms. Christine Leal, Elementary Teacher as the recipient and presented her with the award.

Ms. Debra Sena-Holton, Elementary Principal commented on Ms. Leal's efforts, hard work & dedication.

Board Members congratulated & expressed appreciation for her outstanding job.

**MARIO MARTINEZ PRESENTATION ON 50<sup>TH</sup> ANNIVERSARY OF BASKETBALL STATE CHAMPIONSHIP**

Superintendent Trujillo acknowledged Mr. Martinez was not present and spoke on the commemoration. He indicated a presentation invitation would be extended for the upcoming Work Session.

**RECOGNITION OF NATIONAL BUSINESS PROFESSIONALS OF AMERICA (BPA)**

Superintendent Trujillo recognized middle school students who represented PISD Middle School at the National BPA Competition in Anaheim, CA. He mentioned various categories/competitions students competed in.

Students presented competitor/competition information and their placement medals.

Ms. Crystal Rougemont, BPA Sponsor commented on conference events and program expansion at the secondary level. She spoke on conference organization, student preparation and her experience as a first year PISD sponsor. She mentioned previous students who won competitions under her sponsorship. Ms. Rougemont remarked on the benefits associated with attending the conference. She indicated how proud she is of their accomplishment.

Board President recognized Ms. Rougemont's passion for the program and encouraged educational driven programs. Board Members congratulated students on their accomplishment.

Member C de Baca inquired on a future presentation on building the program. Superintendent Trujillo responded to the inquiry and spoke on building the program within the district.

**TITLE I PRESENTATION FOR NATIONAL CONFERENCE- Ms. Edie Hills, Ms. Jamie Arthur and Mr. Charles Trujillo**

Associate Superintendent summarized the National Council of Teachers of Mathematics Conference. Ms. Hills & Ms. Arthur expressed appreciation for the opportunity to attend the conference. They briefed on session information presented, what they learned and how mathematic methods will be implemented in the classroom.

Superintendent Trujillo acknowledged both are top teachers in getting students to respond. He commented on the effectiveness and misperceptions of attended trainings.

Board President Ortiz complimented the quality of district Math Teachers and encouraged them to keep up the good work.

Member C de Baca asked if training received was limited to mathematics or branched out to related curriculum. Ms. Hills & Ms. Arthur responded to the question.

Vice President Sandoval inquired on the dissemination of information to other staff. Ms. Sena-Holton & Ms. Hills explained the delivery of information process for their respective site.

**SUMMATIVE EVALUATION REPORTS**

Superintendent Trujillo discussed the overall district summative evaluations conducted throughout the year through various observations. He touched base on measuring factors & the districts rating. He spoke on the districts familiarity of the evaluation instrument and indicated every decision needing to be made will be based on data.

Member Ortiz inquired on who conducts the walk-through & classroom observations. Superintendent Trujillo explained the process.

**UNIT/DIRECTOR REPORTS**

**Elementary**

Member C de Baca inquired on a time to meet the Elementary Staff. Superintendent Trujillo presented several ideas and indicated further planning discussion would take place.



### **Secondary**

Vice President Sandoval complimented the College Advantage Camp-FOCUS mentioned in the GEAR UP Report.

Member C de Baca questioned the selection of items available in the vending machine. Superintendent Trujillo responded to the concern.

Member C de Baca addressed a concern regarding the notification of an Academic Award Assembly. Superintendent commented on keeping the recognition of students as the primary focus and stated End of Year Activities were posted on the district website.

### **Student Nutrition**

Vice President Sandoval admired the collection of data sheets mentioned in the report.

### **Elementary**

Vice President Sandoval gave an admiring remark on the Talent Show.

Superintendent Trujillo commended Administrators on an outstanding job, especially with End of Year Activities.

## **BUSINESS REPORT**

### **FINANCIAL STATUS**

Ms. Brenda Gallegos, Finance Director stated the Bank Reconciliation for the month of April is in Board Packets. She noted a delay with NMPED processing reimbursements. She summarized the Payroll and Accounts Payable Report, Investment Report, Check Register for the Month of April 2015 and the Cash Transfers/BAR's. She reported the FY 15 Budget has been submitted to NMPED. She indicated Transportation was not included in the previous Approved Budget, pointing out the allocation has since been received and is included on the FY 15 Budget listed on Action Items.

**CONSENT AGENDA**

Check Register for the Month of April 2015  
Cash Transfer(s) & BAR'S  
Minutes of the Regular Board Meeting-April 20, 2015

Check Register for the Month of April 2015

Based on the Superintendent's recommendation, Member Ortiz moved to approve the Check Register for the Month of April 2015. Motion carried unanimously.

Cash Transfer(s) & BAR'S

Based on the Superintendent's recommendation, Member Ortiz moved to approve the Cash Transfer(s) & BAR's as presented. Motion carried unanimously.

Minutes of the Regular Board Meeting-April 20, 2015

Based on the Superintendent's recommendation, Secretary Flores moved to approve the Minutes of the Regular Board Meeting-April 20, 2015, as amended. Motion carried unanimously.

**SUPERINTENDENT'S REPORT**

Superintendent Trujillo stated his report was included in packets for review and would entertain any questions. He mentioned various Funding Application submissions and acknowledged others will be submitted by upcoming deadline.

Secretary Flores inquired on the commencement of the secondary roof project and requested an update on the auditorium lighting issue. Superintendent Trujillo responded to the inquiry/request.

**POLICY**

- 1<sup>st</sup> Reading-NMSBA Policy Services Advisory
  - No. 114-JLCG-Emergency Administration of Medications to Students  
JLCG-R-Emergency Administration of Medications to Students

**ACTION ITEMS**

FINANCIAL ADVISORY SERVICES CONTRACT

Based on Superintendent Trujillo's recommendation, Vice President Sandoval moved to approve the amended Shockey, Erley & Company Financial Advisory Services Contract. Motion carried unanimously.

PREVENTIVE MAINTENANCE PLAN

Based on Superintendent Trujillo's recommendation, Member Ortiz moved to approve the Preventive Maintenance Plan as presented. Motion carried unanimously.

TECHNOLOGY MAINTENANCE AND SERVICE PROVIDER FOR 2015-16

Based on Superintendent Trujillo's recommendation, Member Ortiz moved to approve EQC Technologies as the Technology Maintenance and Service Provider for 2015-16. Motion carried unanimously.

2015-2016 FINAL BUDGET APPROVAL

Based on Superintendent Trujillo's recommendation, Secretary Flores moved to approve the 2015-2016 Final Budget as presented. Motion carried unanimously.

2015-16 PRE-K CALENDAR

Based on Superintendent Trujillo's recommendation, Member Ortiz moved to approve the 2015-2016 Pre-K Calendar as presented. Motion carried unanimously.

AWARD OF PROPANE BID

Based on the Finance Director's recommendation, Secretary Flores moved to approve the propane bid submitted by Ferrellgas, fixed price of \$1.10/gallon. Motion carried unanimously

AWARD OF MAINTENANCE OF PROPANE EQUIPMENT

No Bid Proposals were received; Republication of Invitation for Bid will take place.

AWARD OF ELECTRICAL BID

One Bid Proposal was received after the deadline, therefore the bid was rejected. Republication of Invitation for Bid will take place.

AWARD OF PLUMBING BID

Based on Finance Director's recommendation, Member Ortiz moved to approve the Plumbing Bid of \$85.00/hr, with a 10% material markup submitted by Lorenzo Quintana Plumbing. Motion carried unanimously.

**ADVANCE PLANNING**

- NMSBA School Law Conference-May 29-30, 2015, Albuquerque, NM
- Board Work Session-June 2, 2015, 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-June 16, 2015, 6:00 pm, Pecos Schools Board Room

**EXECUTIVE SESSION**

At, 7:55 p.m., Vice President Sandoval made a motion to enter into executive session to discuss limited personnel matters and/or pending litigation as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2 & 7)*. Action item as a result of executive session if necessary. Motion carried as follows, V Ortiz-no, P C de Baca-no, M Flores-yes, P Sandoval-yes and D Ortiz-yes, 3-2.

At, 9:35 p.m., Secretary Flores made a motion to reconvene from executive session. Motion carried unanimously, 5-0.

**ADJOURNMENT**

At 9:37 p.m., Vice President Sandoval moved to adjourn the meeting. Motion carried unanimously, 5-0.

Minutes approved and signed on this 16<sup>th</sup> day of June 2015.

ATTEST:

  
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DAVID ORTIZ, PRESIDENT

  
\_\_\_\_\_  
MICHAEL FLORES SR., SECRETARY

(Mtvf)