

# Pecos Independent School District

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## School Board

**Darlene Ortiz**, President  
**Harold J. Garcia**, Vice President  
**Grady Barrens**, Secretary  
**Michael Flores Sr.**, Member  
**Charles Vigil**, Member

## Administration

**Debra Sena-Holton**,  
Superintendent  
  
**Brenda Gallegos**,  
Director of Finance



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### BOARD MEETING AGENDA PECOS BOARD OF EDUCATION REGULAR MEETING AUGUST 10, 2021 PECOS SCHOOLS BOARD ROOM PECOS, NM 6:00 PM

#### PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **NMPED/CDC UPDATE**
5. **1<sup>ST</sup> WEEK OF SCHOOL UPDATE**
6. **UNIT/DIRECTOR REPORTS**
7. **BUSINESS REPORT**
  - A. Financial Status
8. **CONSENT AGENDA**
  - B. Check Register for Month of July 2021
  - C. Cash Transfer(s), BAR's (if any) and Journal Entries
  - D. Minutes of Regular Board Meeting-July 20, 2021
9. **SUPERINTENDENT'S REPORT**
10. **POLICY**
11. **ACTION ITEM(S)**
  - E. Consideration of and approval of a Resolution and Proclamation of Regular School District Election and Public School Capital Improvements Tax Election
  - F. Consideration of and approval of a Resolution Authorizing and Directing School Election Procedures
  - G. Approval/Disapproval of Maintenance of Mechanical Equipment
12. **OTHER**
13. **ADVANCE PLANNING**
  - Work Session-September 7, 2021, 5:30 pm, Pecos Schools Board Room
  - Regular Board Meeting-September 21, 2021, 6:00 pm, Pecos Schools Board Room
14. **EXECUTIVE SESSION**-to discuss pending litigation-update with New Mexico Public Schools Insurance Authority as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (7)*.

#### **ADJOURNMENT**

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 PECOS INDEPENDENT SCHOOL DISTRICT  
 PECOS SCHOOLS BOARD ROOM  
 PECOS, NEW MEXICO  
 AUGUST 10, 2021  
 6:00 P.M.

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## **MINUTES**

**Regular Meeting  
Pecos Board of Education  
Pecos Independent School District  
Pecos, New Mexico  
Pecos Schools Board Room  
Pecos, NM  
August 10, 2021  
6:00 P.M.**

### **PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

The Vice Board President, Mr. Harold J. Garcia called the meeting to order @ 6:02 p.m.

### **MEMBERS PRESENT**

Mr. Harold J. Garcia, Board Vice President  
Mr. Grady Barrens, Board Secretary  
Mr. Michael Flores Sr., Board Member  
Ms. Debra Sena-Holton, Superintendent

### **MEMBERS ABSENT**

Ms. Darlene Ortiz, Board President  
Mr. Charles Vigil, Board Member

### **OTHERS PRESENT**

Pedro Vallejo	Emily Ortiz	Cathy Gallegos	Leslie Damon
Denisha Moodley	Brenda Gallegos	Melissa T. Valencia-Flores	

### **APPROVAL OF AGENDA**

Based on Superintendent Sena-Holton's recommendation, Member Flores motioned to approve the agenda as presented, seconded by Secretary Barrens. Motion carried unanimously, 3-0.

**PUBLIC COMMENTS**

None

**NMPED/CDC UPDATE**

Superintendent Sena-Holton notified the district is following NMPED's guidance and pointed out mask requirements: mandatory at elementary and not required for those vaccinated who can provide proof at the secondary and commented on influencing other students. She noted a similarity of the current plan to the hybrid and presented the intended goal: to open up the school district in the safest manner to ensure the most equitable learning for all students following a face to face instructional model for all Pre-K through 12<sup>th</sup> grade. She announced the first day of school for K-12<sup>th</sup> grade, Pre-K Students and Staff. Superintendent Sena-Holton reported the following of all CDC, NMPED and NMDOH guidance, restated the mask requirements and mentioned the purchase of additional special sized masks for the elementary. She touched on her goal to get others vaccinated, noted NMPED guidelines are very specific when in a school-instructional setting and briefed on after school events and district enforcement. She remarked on anticipated change in the NMPED Guidance & Toolkit, noted the decision to follow the current toolkit at this point and commented on the difficulty of social distancing. Superintendent Sena-Holton spoke on the course of action for addressing students not wearing a mask, mentioned congregation and enforcement.

Vice President Garcia inquired on bus seating. Superintendent Sena-Holton acknowledged the crowding of two buses, announced the number of students a bus had on the first day and recognized a student attendance increase. She noted students are wearing a mask and bus drivers are keeping her informed. She spoke on the assignment of the school nurse, her oversight of the isolation room and mentioned the daily temperature check requirement for all staff and students.

Member Flores inquired on any areas of concern that need to be addressed arising out of the last school years remote learning. She recognized teachers comfort level with remote learning, pointed out the damage to Chromebooks as a matter of concern, highlighted on the distribution of Chromebooks & Laptops to students and mentioned storage carts. She expressed her point of view on reverting to remote learning for a short period of time, based on an increase in positive COVID cases in the state. Superintendent Sena-Holton spoke on the notion of laying responsibility on school districts to create their own rules and execute, as opposed to following NMPED guidelines.

## **1<sup>ST</sup> WEEK OF SCHOOL UPDATE**

Superintendent Sena-Holton announced Principals/Directors will speak on the 1<sup>st</sup> day/week and pointed out her instruction to talk about the Professional Development they've provided for their staff, their first day with students.

### **Elementary**

Ms. Gallegos announced the week commenced with Open House on Wednesday, August 4<sup>th</sup>, remarked on the turnout and noted all complied with wearing masks. She reported two separate meetings were held to review procedures and acknowledged a great deal of positive responses. She touched on the i-Ready Professional Development and pointed out the timeframe for the diagnostic assessment, based on the availability of Chromebooks. Ms. Gallegos briefed on setting up Google Classrooms, codes and training students new to the platform. She mentioned other Professional Development topics and planning stages, to include student led parent teacher conferences. She gave a PTO-Parent Teacher Organization update. Ms. Gallegos reported the current enrollment; 204 K-5 Students and 20 Pre-K Students. She identified the reinforcement of procedures as a concentration area.

Vice President Garcia asked if the science curriculum referred to during Professional Development was part of a previous discussion concerning new curriculum. Ms. Gallegos pointed out the past discussion was social studies curriculum, conveyed the science curriculum was selected by a former Administrator, which was not utilized the previous school year. Superintendent Sena-Holton clarified the selection included a committee of teachers.

Vice President Garcia inquired on any Fatherhood initiative plans. Ms. Gallegos briefed on parent/parenting Professional Development ideas.

### **High School**

Dr. Vallejo reported the week has been great, recognized a distinction in structure with the start of the school year in comparison to the prior year, as a result of COVID. He noted the focus was reestablishing time and structure for teachers and students and review of procedures/program of operation/action plan(s)/interventions/resources etc. He mentioned the distribution of Chromebooks and touched on student intervention programs. Dr. Vallejo noted this year is the textbook adoption year, commented on the current book inventory and mentioned the modification for method of use to online access. He reported the current enrollment of 174 students, acknowledging the return of five 13<sup>th</sup> graders.

Vice President Garcia inquired on any counseling concerns. Dr. Vallejo indicated there were no concerns as of yet, noted the focus is addressing student academic needs/matters and mentioned the plans to commence with student intervention services, for students in need of assistance.

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Vice President Garcia asked when Dual Enrollment Classes begin. Dr. Vallejo informed on the administration of the LCC-Luna Community College and SFCC-Santa Fe Community College Accuplacer Exam and mentioned the anticipated date classes begin.

Vice President Garcia inquired on the utilization of only the two institutions mentioned. Dr. Vallejo reported an expansion to the traditional Dual Credit options, discussed the addition and design of an MC3 Program, basically a vocational career technical education program.

**Middle School**

Ms. Moodley presented the Professional Development Activities; Team Building and Instructional Strategies. She conveyed all staff took part in the Team Building Initiative and highlighted on additional purposes of the activity; “how are we going to serve students with instruction”, in individual roles and collaborate as a team to make it happen. She reported on the identification of instructional strategies teachers are comfortable with; geared towards specific teachers and their ability to incorporate instructional strategies through the districts adopted theme, “Keep Growing”. Ms. Moodley noted Professional Development for Level I Teachers differed, with a focus on taking them through the foundations and reported two of the teachers are accepted into the LEAP Program. She acknowledged the fit of new staff, corresponding with her vision. She highlighted on the feeling of being home, based on community and student acknowledgment. She expressed concern with students writing-their endurance to write, families and pushback with protocols and students internet freedom. Ms. Moodley expressed appreciation to everyone who supported her through the week, to the district for the increase in instructional support and noted teachers felt extremely valued with the financial retention award.

Vice President Garcia inquired on students attempt of inappropriate internet search. Superintendent Sena-Holton explained the cellphones procedure for the middle school.

Secretary Barrens inquired on anticipated issues/pushback from teachers who are opposed to Professional Development. Ms. Moodley recognized it may not be a matter of wanting to support, it’s a matter of offering those individuals additional support than understanding it.

Vice President Garcia inquired on enrollment. Ms. Moodley reported a gain of four students, one possible enrollment and noted a total of 120 students. She presented a question proposed to her, as regards to the district becoming a magnet school.

**Athletics**

Ms. Ortiz reported the attendance of the 2021 Coaches Clinic, expressed appreciation to the coaches who attended the rules clinic and mentioned those who declined attendance of the clinic. She pointed out her participation in the Athletic Director rookie training, noted the initiative was very informational and mentioned her efforts to be successful. She recognized there are many new Athletic Directors in New Mexico and commented on majority of women serving in the role. Ms. Ortiz pointed out her continued participation efforts in NMAA meetings. She announced the

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official start of the volleyball and cross-country season and reported the resignation of the Volleyball Coach. She stated she is in the process of editing the Athletic Handbook, touched on the D & F procedure and briefed on the NMPED Toolkit/mandates. Ms. Ortiz announced the first home volleyball game, Thursday, August 26<sup>th</sup>. She mentioned the resurfacing of the high school gymnasium.

Vice President Garcia inquired on the Concession Manager. Ms. Ortiz announced Rosie Quintana.

Superintendent Sena-Holton mentioned the advertisement of the coaching vacancy within the district.

**Support Services/Student Nutrition**

Ms. Damon summarized pre-training for teachers and educational assistants, which included a collaboration day; noted opportunity was made available for all staff and mentioned training topics. She reported the formation of a sensory room at the elementary and secondary sites and remarked on creating the purpose/intent of the room. She mentioned an upcoming training for gifted personnel. Ms. Damon noted the implementation of PowerSchool by the end of the month. She reported the enrollment of 88 students and 3 gifted students. Ms. Damon recognized the department vacancies as a challenge.

Ms. Damon reported the completion of the Food Handlers Training by the two new cooks and noted the need to take the test. She pointed out Poms & Associates provided training to three of the student nutrition staff and pointed out the training topics. She reported the average number of meals served; 188 at elementary and 259 at secondary cafeteria. Ms. Damon informed of a kitchen inspection by the New Mexico Environment Department. She recognized the absence of two cooks as the department challenge and remarked on the assistance that is being provided.

Vice President Garcia inquired on the percentage of food prepared at each site. Ms. Damon noted a few of the premade food items and new food offerings.

Secretary Barrens inquired on the targeted gifted training. Ms. Damon informed the training is specifically in identifying students, before proceeding with diagnostic testing. Secretary Barrens expressed interest in the gifted curriculum, laying emphasis on student engagement.

**UNIT/DIRECTOR REPORTS**

Reports were presented in conjunction with the 1<sup>st</sup> Week of School Update.

## **BUSINESS REPORT**

### **FINANCIAL STATUS**

Ms. Brenda Gallegos, Finance Director reported the Cash Reconciliation was emailed and gave reason for the late submission; waiting for bank statement which was barely received. She notified majority of the funds have been reimbursed from the previous fiscal year with the exception of four. She noted the awaiting approval for the third part of the CARES Act award. Ms. Gallegos summarized the Payroll and Accounts Payable Report, Check Register for the Month of July 2021, Cash Transfers/BAR's, Internal BAR's and Journal Entries.

### **CONSENT AGENDA**

Check Register for Month of July 2021  
Cash Transfer(s), BAR's and Journal Entries (if any)  
Minutes of Regular Board Meeting-July 20, 2021

Based on Superintendent Sena-Holton's recommendation, Secretary Barrens moved to approve the Check Register for the Month of July 2021 and Minutes of the Regular Board Meeting-July 20, 2021, seconded by Member Flores. Motion carried unanimously, 3-0.

### **SUPERINTENDENT'S REPORT**

Superintendent Sena-Holton reported a bus driver resignation and briefed on the replacement. She reviewed 1<sup>st</sup> Day of Training, identified the areas of concentration and indicated training will be conducted for staff who were not in attendance and for coaches. She gave feedback on the retention/recruitment disbursement and teacher/counselor classroom supply award. Superintendent Sena-Holton noted the 1<sup>st</sup> day was a good start. She reported on the school vehicle theft, remarked on lead and putting new safe guard procedures in place.

Vice President Garcia inquired on the number of \$1,000.00 vouchers. Superintendent Sena-Holton stated approximately 65.

### **POLICY**

None

**ACTION ITEM(S)**

**CONSIDERATION OF AND APPROVAL OF A RESOLUTION AND PROCLAMATION OF REGULAR SCHOOL DISTRICT ELECTION AND PUBLIC-SCHOOL CAPITAL IMPROVEMENTS TAX ELECTION**

Based on Superintendent Sena-Holton's recommendation, Secretary Barrens moved to approve Consideration of and approval of a Resolution and Proclamation of Regular School District Election and Public-School Capital Improvements Tax Election, seconded by Member Flores. Motion carried unanimously, 3-0.

**CONSIDERATION OF AND APPROVAL OF A RESOLUTION AUTHORIZING AND DIRECTING SCHOOL ELECTION PROCEDURES**

Based on Superintendent Sena-Holton's recommendation, Member Flores moved to approve Consideration of and Approval of a Resolution Authorizing and Directing School Election Procedures, seconded by Secretary Barrens. Motion carried unanimously, 3-0.

**APPROVAL/DISAPPROVAL OF MAINTENANCE OF MECHANICAL EQUIPMENT**

Based on Superintendent Sena-Holton's recommendation, Secretary Barrens moved to approve the Maintenance of Mechanical Equipment Bid of \$110.00/1-man, \$130.00/2 man, with a 10% material markup submitted by Blue Ridge Mechanical, LLC, seconded by Member Flores. Motion carried unanimously, 3-0.

**OTHER**

Superintendent Sena-Holton informed, starting in September Graduation will be added to the agenda.

Vice President Garcia inquired on the new website. Superintendent Sena-Holton stated the project is work in progress and gave a projected completion date of September 1, 2021.

Vice President Garcia inquired on the Golden Panther Award. Superintendent Sena-Holton informed the recognition will commence September 2021.

**ADVANCE PLANNING**

- Work Session-September 7, 2021, 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-September 21, 2021, 6:00 pm, Pecos Schools Board Room

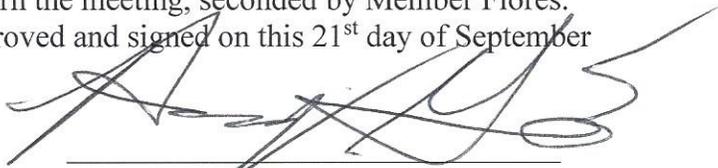
**EXECUTIVE SESSION**

At, 7:20 p.m., Member Flores made a motion to enter into executive session to discuss pending litigation update with New Mexico Public Schools Insurance Authority as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (7)*, seconded by Secretary Barrens. Action item as a result of executive session if necessary. Motion carried unanimously, 3-0.

At 7:59 p.m., Member Flores made a motion to reconvene from executive session, seconded by Secretary Barrens. Motion carried unanimously, 4-0.

**ADJOURNMENT**

At 8:00 p.m., Secretary Barrens moved to adjourn the meeting, seconded by Member Flores. Motion carried unanimously, 3-0. Minutes approved and signed on this 21<sup>st</sup> day of September 2021.



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DARLENE ORTIZ, PRESIDENT

ATTEST:



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GRADY BARRENS, SECRETARY