



# Pecos Independent School District

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## School Board

**Grady Barrens**, President  
**Harold J. Garcia**, Vice President  
**Darlene Ortiz**, Secretary  
**Claudette Roybal**, Member  
**James Tanuz**, Member

## Administration

**Debra Sena-Holton**,  
Superintendent  
  
**Vacant**,  
Director of Finance

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**BOARD MEETING AGENDA  
PECOS BOARD OF EDUCATION  
REGULAR MEETING  
FEBRUARY 21, 2023  
PECOS SCHOOLS BOARD ROOM  
PECOS, NM  
6:00 PM**

### PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **GOLDEN PANTHER RECOGNITION**
5. **FY22 AUDIT PRESENTATION**
6. **NMSBA EXCELLENCE FOR STUDENT ACHIEVEMENT AWARD**
7. **NATIONAL SCHOOL BOARD ASSOCIATION 2023 ANNUAL CONFERENCE AND EXPOSITION**
8. **SUPERINTENDENT EVALUATION TIMELINE**
9. **FY24 BUDGET PREPARATION**
10. **UNIT/DIRECTOR REPORTS**
11. **BUSINESS REPORT**
  - A. Financial Status
12. **CONSENT AGENDA**
  - B. Check Register for Month of January 2023
  - C. Cash Transfer(s), BAR's (if any) and Journal Entries
  - D. Minutes of Regular Board Meeting-January 19, 2023
13. **SUPERINTENDENT'S REPORT**
14. **POLICY**

**15. ACTION ITEM(S)**

- E. Approval/Disapproval of Propane Bid
- F. Approval/Disapproval of Plumbing Bid
- G. Approval/Disapproval of FY22 Audit

**16. OTHER**

**17. ADVANCE PLANNING**

- Work Session-March 1, 2023; 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-March 21, 2023, 6:00 pm, Pecos Schools Board Room
- NSBA 2023 Annual Conference-April 1-3, 2023, Orlando, FL

- 18. EXECUTIVE SESSION-** to discuss limited personnel matters-notify of complaint against an individual employee outcome and basketball incident investigation as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2)*.

**ADJOURNMENT**

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 PECOS INDEPENDENT SCHOOL DISTRICT  
 PECOS SCHOOLS BOARD ROOM  
 PECOS, NEW MEXICO  
 FEBRUARY 21, 2023  
 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  
February 21, 2023  
6:00 P.M.**

### **CALL TO ORDER**

The President, Mr. Grady Barrens called the meeting to order @ 6:03 p.m.

### **PLEDGE OF ALLEGIANCE**

### **MEMBERS PRESENT**

Mr. Grady Barrens, Board President  
Mr. Harold J. Garcia, Board Vice President-via telephone  
Ms. Darlene Ortiz, Board Secretary  
Ms. Claudette Roybal, Board Member  
Mr. James Tanuz, Board Member  
Ms. Debra Sena-Holton, Superintendent

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

K Garner	B Chavez	Darlene Esch	David Esch
Adrian Perea	Christina Perea	Cassidy Perea	Briel Perea
Pete Vallejo	Denisha Moodley	Jolene Jaramillo	Edmundo Carrillo
JJ Griego	Daniella Chavez	Liliana Chavez	
Melissa T. Valencia-Flores			

## **APPROVAL OF AGENDA**

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz motioned to approve the agenda as presented; seconded by Member Tanuz. Motion carried unanimously, 5-0.

## **PUBLIC COMMENTS**

None

## **GOLDEN PANTHER RECOGNITION**

Principals announced February award recipients, stated the distinctive features meriting the individual deserving of the award. The Golden Panthers recognized were Daniella Chavez-Junior, John Morataya-4<sup>th</sup> grader, Esmeralda Perez-8<sup>th</sup> grader and Cassidy Perea-3<sup>rd</sup> grader (January recipient). Ms. Moodley acknowledged the pleasure to bestow the honor to Mr. Eric Hufford, stated the number of years he has served at the district, mentioned the initiatives he has supported & introduced, touched on his ability to develop strong rapport with students, recognized is exemplary in his classroom, is a supportive & dedicated team member and goes above and beyond to help all students and support all three grade levels with quality math instruction, following the loss of the second math teacher.

## **FY22 AUDIT PRESENTATION**

Superintendent Sena-Holton welcomed Mr. J.J. Griego, to present the FY 22 Audit.

Mr. J.J Griego expressed appreciation for the opportunity and introduced the company, Beasley, Mitchell & Co. He reported the company has performed the audit for PISD for the past two years and conveyed he performed an audit with another firm a few years prior. He stated he was pleased to inform such presentations are the easy presentations the company gets to make. Mr. Griego reported Pecos Independent Schools has received an unmodified opinion; the Federal Awards have received an unmodified opinion and stated there have been no findings in the 2022 Fiscal Year. He noted the result is very rare, indicating that more often than not 1-3 findings are found. He informed the district has received basically a pretty clean opinion, very little to no findings in the past three or four years, recognized the uniqueness in the fact that the review is going through three or four different audit firms or different audit eyes. Mr. Griego mentioned his past involvement with the districts audit, noted the district moved over to another auditor for a year or two, with a return as Beasley, Mitchell & Co. in 2021 and notified the district has always maintained very little to no findings. He recognized changes in the Administration,

expressed his confidence with Superintendent Sena-Holton's guidance, with hope it won't be the case of changes and conveyed with changes always comes different things auditors look at and acknowledged every year the rules change as well. He briefed on the review of the current year ESSER audits for Federal Programs, approximately a third of the districts Federal work expenditures, remarked on the expectancy to decrease significantly the coming year and mentioned other Federal Programs that will be looked at in the next year or two. Mr. Griego made aware he was not very intimately involved, conveyed he was on site for a day and reported for the most part there was a new set of eyes on this audit, indicated it was impressive for the reason that no findings were received. He reiterated receiving no findings is impressive for any school district, no matter how large or small. He announced he coaches Socorro High School Basketball and conveyed he is honored the firm allows him to do so. Mr. Griego mentioned observing the basketball team compete, conveyed they will be tough to beat at state and recognized the pride the district and Pecos community takes in athletics. He wished the best of luck to the boys and girls. He invited any questions, comments or requests to touch upon. He stated there is no guarantee, from one year to the next there is not going to be any findings.

Superintendent Sena-Holton reported the district is contracted for one more year with the audit firm.

### **NMSBA EXCELLENCE FOR STUDENT ACHIEVEMENT AWARD**

Superintendent Sena-Holton notified the nomination deadline is during Spring Break, recalled the selection of five recipients the previous year, a nomination by each Board Member. She inquired on ideas and presented her nomination. Board Members agreed upon discussing further and each member presenting a nomination during the March Work Session.

### **NATIONAL SCHOOL BOARD ASSOCIATION 2023 ANNUAL CONFERENCE AND EXPOSITION**

Superintendent Sena-Holton recommended moving fairly quickly with the planning, reported the current School Board Line Item balance and noted Florida is an expensive place to travel to. She presented the cost estimation for flights & hotel accommodations and pointed out the need to be made aware of those planning to attend. She reported lodging matters that brought forth charges to the district credit card and urged the Board to be mindful and fulfill their requested hotel accommodations or cancel the reservation with sufficient time, at least 48 hours. Superintendent Sena-Holton noted the payout was drawn from the School Board Line Item account and conveyed the travel expenses will be paid from the line item as well.

Members Roybal, Tanuz and Garcia stated they plan to attend the conference.

## **SUPERINTENDENT EVALUATION TIMELINE**

President Barrens requested initiating the thought process as the Board prepares to perform the Superintendent's evaluation, which will materialize with the FY24 Budget Preparation. He requested giving thought to a number of priorities the Board would like to have for Ms. Sena-Holton for the next fiscal year, stated the intent to target top of mind awareness, to work on concurrently as they'll dictate and prioritize in the budget process.

## **FY24 BUDGET PREPARATION**

Superintendent Sena-Holton noted a discussion with Jolene and briefed on the information mentioned; explained how the budget has been prepared in the past, informed it has been prepared in two different forms and how it was conducted the previous year. She notified the district has not been assigned a specific due date for the FY 24 Budget. She requested feedback from the Board on how to proceed with the planning for next year's budget.

Board Members presented their idea/view on the organization/design of the budget committee meetings.

Superintendent Sena-Holton provided NMSBA Spring Budget Workshop information and inquired on Board Members interest in attending.

President Barrens reported the finalized budget committee meeting plan; 2 in person and 1 virtual.

## **UNIT/DIRECTOR REPORTS**

### **Support Services/Student Nutrition**

President Barrens asked if the Head Cook injury was on the job. Ms. Garner informed the injury occurred on the job.

Member Tanuz pointed out staff absences. Ms. Garner gave a status update and projected return to work date(s). She touched on the operation of the kitchens with the absences and mentioned personnel who have assisted. Superintendent Sena-Holton noted the menu has been adjusted, pointed out others who also assist and recognized efforts to make it happen. Ms. Garner recognized Ms. Apodaca for her support and management of two kitchens. She pointed out the purchase of a new washing machine for the secondary cafeteria.

President Barrens inquired on the chances of increasing the IEP Compliance percentage for ES (3-5) between now and the end of the school year. Ms. Garner conveyed it is likely to increase the percentage quite a bit, mentioned the hiring of a new Special Education Teacher and touched on her experience.



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Member Tanuz expressed his inquisitiveness in the variation in number of breakfast and lunch meals served at the elementary school. Ms. Garner noted her curiosity as well and stated probable reasons for the reduction. Superintendent Sena-Holton pointed out an increase in the number of high school lunch meals served. She mentioned her submission of meal counts and reimbursements and conveyed she is learning new techniques.

**High School**

Dr. Vallejo reported three Juniors are now Seniors and are part of the collective total of fifty, two who are summer graduates.

President Barrens inquired on the demeanor of students. Dr. Vallejo reported an improvement; stated things are starting to lighten up, with staff as well and indicated it should be good to get through the remainder of the school year. He briefed on teachers preparing for how to get through the rest of the curriculum.

President Barrens inquired on the replacement of Senior Class Sponsors. Dr. Vallejo named the three class sponsors, noted they have taken over well and students are working directly with them. Superintendent Sena-Holton shared feedback from Seniors.

Member Tanuz inquired on the Level II Discipline infractions. Dr. Vallejo stated the offenses, informed parents were contacted and conveyed future incidences are not anticipated.

**Elementary School**

President Barrens acknowledged the significant improvement in test scores.

**Middle School**

President Barrens recognized the improvement in test scores and inquired on the implementations. Ms. Moodley reported on the student's performance, analytic approach and implementations. She briefed on teaching the younger students to utilize the tools provided and the importance of taking a deep dive into the questions. She touched on the plan to utilize elective time for test preparation.

Member Tanuz commended Ms. Moodley for her Math instruction contribution. Ms. Moodley acknowledged the good teamwork, stated it's unfortunate to be in difficult situations and expressed appreciation for teachers who offered their help and recognized the good testament to the middle school team and what they will do for kids.

President Barrens proposed reaching out/communicating with coaches and/or extracurricular leaders, to provide support and assistance with tutoring.

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Ms. Moodley noted some of the testing groups were not placed appropriately, acknowledged students did not put forth their best effort and stated the placement will be more intentional with grouping in the next round of testing.

Vice President Garcia expressed appreciation to Ms. Moodley for the Achievement Summary Charts and too, recognized the improvement in test scores

**BUSINESS REPORT**

**FINANCIAL STATUS**

Ms. Jolene Jaramillo provided a packet, noted not all pages that were emailed were printed, mentioned the information excluded and pointed out the printed items. She noted the packet generated is the standard provided to the Board and stated she would adjust and provide other items requested. She informed the first page is a summary and gave a brief overview of the Budget Adjustment Requests recommended for approval. Ms. Jaramillo presented an analytical review (graph format); summary of expenditures, revenue, cash and reported overall, the finances are fairly stable. The Payroll and Accounts Payable Payment Vouchers for January 2023 were within the Board Packet for review. She pointed out other districts/schools have a Finance Committee that meets prior to the meeting, to go over material in greater detail.

President Barrens commented on the format of the report, noted detailed/specific questions will be presented on the basis of a comprehensive review and indicated all the information is very relevant/useful.

**CONSENT AGENDA**

Check Register for Month of January 2023  
Cash Transfer(s), BAR's (if any) and Journal Entries  
Minutes of Regular Board Meeting-January 19, 2023

Based on Superintendent Sena-Holton's recommendation, Member Roybal moved to approve the Check Register for the Month of January 2023, Cash Transfer(s), BAR's(s) #7-#9, #11-#22, #24-#26 and #28-#29, Internal BAR's, Journal Entries, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz moved to table the Minutes of Regular Board Meeting-January 19, 2023, seconded by Member Tanuz. Motion carried unanimously, 5-0.

## **SUPERINTENDENT’S REPORT**

Superintendent Sena-Holton reported two vacancies within the district and one positive case of COVID in the district in the month of February. She noted the Transportation Coordinator is currently working on scheduling Spring Athletic trips, field trips, drug testing and Driver Safety & CPR Courses. She mentioned the repairs of cameras throughout the district and the preparation of the IT Management Bid, for publication. Superintendent Sena-Holton stated the Athletics Coordinator is working on practice schedules with Spring Coaches, continues to work on District & State Basketball business and Athletic Banquet discussion. She gave kudos to Rosie Quintana on the number of hamburgers she has cooked and announced the amount of revenue generated the previous week, in two games. She made aware district games bring out rowdy fans and mentioned the removal of three fans at the previous game. Superintendent Sena-Holton pointed out the continuous efforts; instruction goals, adjusting to the new contracted financial services procedures and difficulty recruiting and obtaining Substitute Teachers. She discussed the three snow days school closings for the district and the development of the 2023-2024 School Calendar. She reported the recent honoring of the Cross-Country Team at the Legislature and pointed out discussions concerning the middle school gymnasium, while attending the recognition.

Secretary Ortiz briefed on the meeting with State Representative Ambrose Castellano and spoke of the Capital Outlay Report.

## **POLICY**

None

## **ACTION ITEM(S)**

### APPROVAL/DISAPPROVAL OF PROPANE BID

Based on Superintendent Sena-Holton’s recommendation, Secretary Ortiz moved to approve the fixed price of \$2.49/gallon propane bid submitted by Ferrellgas for the duration of 6 months, seconded by Member Roybal. Motion carried unanimously, 5-0.

### APPROVAL/DISAPPROVAL OF PLUMBING BID

Superintendent Sena-Holton reported no bids were submitted and stated the bid invitation will need to be re-advertised.

APPROVAL/DISAPPROVAL OF FY22 AUDIT

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the FY22 Audit, performed by Beasley, Mitchell & Co., seconded by Secretary Ortiz. Motion carried unanimously, 5-0.

**OTHER**

President Barrens gave an update on the East Pecos Property; reporting an email received by the Environment Department, requesting the Asbestos Hazardous Materials Assessment from EPA in Dallas Tx. He informed the assessment has been requested and are awaiting the scheduling.

**ADVANCE PLANNING**

- Work Session-March 1, 2023; 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-March 21, 2023, 6:00 pm, Pecos Schools Board Room
- NSBA 2023 Annual Conference-April 1-3, 2023, Orlando, FL

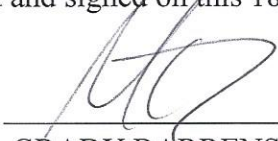
**EXECUTIVE SESSION**

At, 7:52 p.m., Member Tanuz made a motion to enter into executive session to discuss limited personnel matters-notify of complaint against an individual employee outcome and basketball incident investigation as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2)*, seconded by Secretary Ortiz. Action item as a result of executive session if necessary. Motion carried unanimously, 5-0.

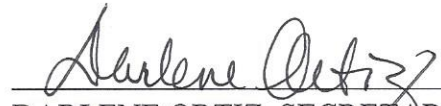
At 8:56 p.m., Member Roybal made a motion to reconvene from executive session, seconded by President Barrens. Motion carried unanimously, 5-0.

**ADJOURNMENT**

At 8:56 p.m., Member Tanuz moved to adjourn the meeting, seconded by President Barrens. Motion carried unanimously, 5-0. Minutes approved and signed on this 18<sup>th</sup> day of April 2023.

  
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GRADY BARRENS, PRESIDENT

ATTEST:

  
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DARLENE ORTIZ, SECRETARY