



# 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  
  
Brenda Gallegos,  
Director of Finance

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**BOARD MEETING AGENDA  
PECOS BOARD OF EDUCATION  
REGULAR MEETING  
AUGUST 16, 2022  
PECOS SCHOOLS BOARD ROOM  
PECOS, NM  
6:00 PM**

### PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **NMSBA LEGISLATIVE RESOLUTIONS**
5. **PUBLIC COMMENT PROTOCOL**
6. **UNIT/DIRECTOR REPORTS**
7. **BUSINESS REPORT**
  - A. Financial Status
8. **CONSENT AGENDA**
  - B. Check Register for Month of July 2022
  - C. Cash Transfer(s), BAR's (if any) and Journal Entries
  - D. Minutes of Regular Board Meeting-July 19, 2022
9. **SUPERINTENDENT'S REPORT**
10. **POLICY**
11. **EXECUTIVE SESSION**-to discuss limited personnel matters-FMLA Request as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2)*.
12. **ACTION ITEM(S)**
  - E. Approval/Disapproval of Propane Bid
  - F. Approval/Disapproval of Mission, Vision and Core Values

- G. Approval/Disapproval of PSFA Execution of Documents
- H. Approval/Disapproval of Request for Medical Leave of Absence for Employee

**13. OTHER**

**14. ADVANCE PLANNING**

- Work Session-September 6, 2022, 5:30 pm, Pecos Schools Board Room
- NMSBA Region II Meeting-September 14, 2022, Chama, NM
- Regular Board Meeting-September 20, 2022, 6:00 pm, Pecos Schools Board Room

**ADJOURNMENT**

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PECOS BOARD OF EDUCATION  
PECOS INDEPENDENT SCHOOL DISTRICT  
PECOS SCHOOLS BOARD ROOM  
PECOS, NEW MEXICO  
AUGUST 16, 2022  
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 16, 2022  
6:00 P.M.**

### **CALL TO ORDER**

The President, Mr. Grady Barrens called the meeting to order @ 6:01 p.m.

### **PLEDGE OF ALLEGIANCE**

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

Cathy Gallegos  
Bonny Chavez

Pete Vallejo  
Brenda Gallegos

K Garner

Denisha Moodley

### **APPROVAL OF AGENDA**

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

## **PUBLIC COMMENTS**

None

## **NMSBA LEGISLATIVE RESOLUTIONS**

President Barrens noted a proposal was made by Vice President Garcia for discussion on the PISD Board creating Legislative Resolutions to present to NMSBA, for the upcoming Legislative Session.

Vice President Garcia pointed out an email by the New Mexico School Boards Association Executive Director concerning the resolutions, encouraged reviewing the criteria/information and presented his recommendation for the Board to come up with ideas. He stated the intent of the initiative, announced the deadline and mentioned they will be presented during the Legislative Session. He and Superintendent Sena-Holton noted ideas. President Barrens mentioned the initiative is applicable statewide, not exclusively for PISD. Vice President Garcia expressed his uncertainty the idea could be presented as a rural district or has to be completely statewide. President Barrens recognized districts face similar challenges, acknowledged the districts are not necessarily unique to us but definitely different from city districts. Vice President Garcia informed the ideas cannot be something that's already adopted and read the instructions. The Board agreed to come up with ideas by the September 6<sup>th</sup> Work Session. Superintendent Sena-Holton inquired on creating the language. Vice President Garcia conveyed NMSBA will come up with the specific language for the idea provided.

## **PUBLIC COMMENT PROTOCOL**

President Barrens informed the rules of conduct are what he created and indicated they had been sent to the Board by Superintendent Sena-Holton. He informed the protocol can be implemented immediately, does not have to be policy and conveyed it's the Board's stated rules. He noted the set of rules will be posted, a copy available by the sign in sheet and at the podium. President Barrens noted the language is some of the wording he came up with and is definitely open for discussion, modification and comment.

Board Members commented on the language presented/format, stated it is well addressed and recommended implementation of the rules. Member Tanuz inquired on change to wording and gave prominence to the word "refrain". President Barrens gave reason the word is not an absolute ban, indicating there may be a case of positive outcome/ recognition and gave emphasis on refraining. Secretary Ortiz inquired on responding to specific questions during Public Comment, as specified in the protocol. President Barrens noted he specifically asked at the Law Conference,

informed the Superintendent and/or the School Board President can answer or correct inaccurate comments and conveyed it's not something that has to be done each and every time.

## **UNIT/DIRECTOR REPORTS**

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

Ms. Garner reported the number of meals served at each site. She noted the sole issue is waiting for weather stripping on one of the freezer doors at the secondary cafeteria. She reported the steam table award was received; however the order was not placed. She mentioned the state is closing out the fiscal year and will resend the award letter soon and will proceed with ordering once received.

President Barrens inquired on compliance, questioning if it is safe to assume there are no IEP's in affect right now. Ms. Garner reported they are in effect, however not completed properly and conveyed the district is not in compliance. She touched on the finalization of IEP's for the previous year and briefed on the corrective plan of action. He asked what percentage of IEP's are out of compliance. She reported 80%.

Vice President Garcia asked if the failure to comply is a finding of any sort. Superintendent Sena-Holton stated she would discuss further in Executive Session.

Ms. Garner expressed appreciation for her team and mentioned their excitement on collaborating with each other. She noted two department meetings have been held so far that have been very productive.

### **Elementary School**

Secretary Ortiz inquired on the number of students enrolled in Pre-K. Ms. Gallegos reported twenty-six and Superintendent Sena-Holton informed the district is funded for thirty. Ms. Gallegos updated on the Class Dojo parent participation, pointing out six students are lacking to have at least one parent/guardian connected.

Superintendent Sena-Holton inquired on the generation of a communication list. Ms. Gallegos noted she can get a list of who's viewed and translated the message into a different language. She announced a scheduled PTO Meeting for August 25<sup>th</sup> at 5:30 p.m. She mentioned the commencement of the BOY-Beginning of Year i-Ready diagnostic window, at the request of the upper level teachers.

Vice President Garcia recommended a fatherhood project for the Family Engagement Initiative and offered to assist. Ms. Gallegos conveyed she would notify the PTO of the recommendation and stated it would be nice to get some dads into the PTO.

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President Barrens requested a synopsis of the August 11<sup>th</sup> Open House. Ms. Gallegos reported 43% attendance and acknowledged it's normally a higher percentage. She briefed on a teacher recommendation to move Open House to when school has started and agreed to try. She informed Open House will resume back to the week before school starts, on account of the low attendance.

President Barrens inquired on Family Engagement ideas. Ms. Gallegos touched on teaching and student learning strategies she intends to use during the initiative, literacy night & math night and conveyed she's open to suggestions. He laid emphasis on continuing to work on ideas for the dissemination of information to families. She informed Elementary Facebook is another method of communication and stated the paper method is utilized when needed.

Member Roybal asked on the start of meeting with parents of students who are not performing at grade level. Ms. Gallegos noted the start of the BOY diagnostic testing mentioned earlier and referred to conferences with fifth graders as a result of the preliminary testing scores. She spoke on ensuring parents are aware and commented on informing them how they can assist with getting their student where they need to be. She briefed on the showcase of BOY Data and 90 Day Plan Goals.

Member Tanuz gave kudos to Principals and Superintendent Sena-Holton for the first days of school order of business. He mentioned an issue with the yielding of traffic at the secondary student drop-off area. Superintendent Sena-Holton noted traffic adjustments have been made.

**Middle School**

Ms. Roybal requested explanation of the new reading logs. Ms. Moodley reported the purchase of new composition notebooks for students, identified the dual purpose (the front end has the english logs and the back end has the math logs) and stated the intent (to promote reading). She briefed on how the logs are utilized with different activities, which require reading a book, parent discussion and a parent's signature. She mentioned other requirements associated with the activities.

President Barrens inquired on PBL Squared. Ms. Moodley spoke on a Quarterly Assessment, that wasn't a traditional assessment. She noted some students, the previous year expressed interest in hands on kind of projects and pointed out PBL Squared is a manner to monitor the projects, since its Project Based Learning. She noted the second part is Portfolio Based Learning. She remarked on creating new traditions as part of the Promotion Ceremony. Ms. Moodley touched upon the Cross-Curricular Project Based learning method.

Vice President Garcia requested a vaping report. Ms. Moodley informed there have been no vaping occurrences. Superintendent Sena-Holton made mention of one, a non-middle school, which is currently under investigation.



## **High School**

President Barrens inquired on enrollment. Dr. Vallejo reported there are 179 enrolled students and stated he is expecting three new students. He (President Barrens) requested information on the Student Engagement-Panther Student Support afternoons. Dr. Vallejo noted the intent of the initiative; an afterschool component is to provide students with an opportunity to develop soft skills personally and professionally and explained the activity for the first session.

Vice President inquired on the status of Dual Credit. Dr. Vallejo noted he does not have the current enrollment number on hand, although conveyed the enrollment is higher in comparison to the previous school year. He announced courses are scheduled to begin the incoming Monday and acknowledged the high school is much further ahead, in terms of enrollment, class schedules, books etc. He mentioned the institutions utilized; Santa Fe Community College and Luna Community College for Dual Credit and the University of New Mexico for Soft Skills.

President Barrens expressed appreciation for the listing of the Positive Panther Calls under Family Engagement and noted his support for the project. Dr. Vallejo pointed out Google Docs is a useful tool.

Vice President Garcia inquired on the emotional assessment of students by the new Counselor. Dr. Vallejo reported the focus for this time of year and stated she is doing very well, for her having been here only a month. He mentioned areas of concern they plan on concentrating their attention on. Superintendent Sena-Holton noted other personnel who can service the needs of students.

Secretary Ortiz requested explanation of the Panther Parent University Nights. Dr. Vallejo informed it is an initiative to help parents better/understand what is going on in school. He briefed on the material that will be reviewed and stated the initiative is organized similar to a parent-teacher conference.

Member Tanuz encouraged positive recognition of students. He asked about any scheduled recognition commemorations. Superintendent Sena-Holton noted the Golden Panther Award will recommence in September during Regular Board Meetings, which will include staff. She noted the staff recognition process will be discussed during the District Cabinet Meeting.

Ms. Karen Garner was dismissed from the meeting.

## **BUSINESS REPORT**

### **FINANCIAL STATUS**

Ms. Brenda Gallegos reported the new school year is off to a pretty fast start. She noted she continues to work on getting all of the current year budget put into the system, notified the

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reporting requirements were changed and remarked on the distribution delay of the site budgets. She informed all of the funds are in the reconciliation, pointed out a change in reporting of the 23000 fund, in breakdown form, and stated the fund is now included in the entire district budget. She spoke on working to get staff setup, assist hourly employees with the completion of a timesheet properly, processing of requisition as received and conveyed it's always difficult at the beginning of the year. Ms. Gallegos noted there is one BAR for approval and reviewed the request. The check listing for the month of July 2022, the Payroll and Accounts Payable Report, Cash Transfers/BAR's (if any), Internal BAR's and Journal Entries are in the packet. She reported the audit is underway, stated she did not foresee any issues and conveyed it should operate smoothly. She made aware it's the same auditors from last year and pointed out they are familiar with the districts process/operations.

President Barrens referenced the Cash Balance and asked what Journal Entries are. Ms. Gallegos presented an example of a need for a Journal Entry and informed it's a transfer of budgeted funds between accounts. She explained the process and mentioned other circumstances that require Journal Entries.

**CONSENT AGENDA**

Check Register for Month of July 2022  
Cash Transfer(s), BAR's (if any) and Journal Entries  
Minutes of Regular Board Meeting-July 19, 2022

Based on Superintendent Sena-Holton's recommendation, Member Roybal moved to approve the Check Register for the Month of July 2022, Cash Transfer(s), BAR'(s) #1, Internal BAR's and Journal Entries, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

Vice President Garcia moved to table the Minutes of Regular Board Meeting-July 19, 2022, seconded by Secretary Ortiz. Motion carried unanimously, 5-0.

**SUPERINTENDENT'S REPORT**

Superintendent Sena-Holton notified state testing scores will be embargoed on August 26, 2022, indicating she'll have access and will share with Administrators once finalized. She handed out Secretary of Education, Dr. Steinhaus's memo in reference to the CDC COVID-19 Guideline, indicated everything has pretty much been reverted to local decisions and reviewed requirements. She briefed on the recommendation for school districts, touched on her proposal for the district and reported the difficulty in finding an inexpensive vendor to purchase tests. Superintendent Sena-Holton informed five students tested positive since the start of school. She gave a transportation update; announced the consolidation of bus routes, pointed out the need of an additional bus

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driver and spoke on the idea of purchasing an electric bus. She mentioned the conversion of a portable into a teacherage and stated her intent to apply for teacherage funding. Superintendent Sena-Holton notified there are no new updates to report on facilities and pointed out an upcoming PSFA Meeting.

President Barrens requested discussion on the Board Room sound system and recording of meetings. Superintendent Sena-Holton presented the design of the new system; six microphones on the Board Member table, one additional microphone and a speaker, that will be connected to a new recording device. She noted the information will be downloaded and will require transcription of minutes and expressed the need for a system replacement.

President Barrens asked if the Volleyball and Cross Country Schedules have been finalized. Superintendent Sena-Holton confirmed their finalization, informed the Athletic Coordinator is working on eligibility and recognized the coordinator's attendance of meetings. She touched on a camera issue and mentioned the struggle with the GoFan App. President Barrens recommended a credit card swiper. Superintendent Sena-Holton briefed on a solution for the GoFan App concern and mentioned the benefits of utilizing the app. She notified on the drafting of a report to be eligible to host state games and briefed on a music streaming service requirement by NMAA.

Vice President Garcia inquired on eligibility concerns. Superintendent Sena-Holton reported grade eligibility, remarked on the use of cumulative grades and notified a middle school parent contacted Sally Marquez, NMAA Executive Director. She pointed out a meeting is scheduled with the parent. She emphasized on educating students & parents and highlighted on the format of the upcoming Athletics Meeting.

Member Roybal requested use of a secondary school messenger system that may be viewed in written format, as a reference for dates, times etc. Superintendent Sena-Holton indicated she would train/review the process and stated Dr. Vallejo may not send in email form. Dr. Vallejo acknowledged his messages include email format and reviewed the arrangement/options of his messages. President Barrens indicated it may depend on what email of record is with the particular child.

Vice President Garcia asked if all the staff information is on the website. Superintendent Sena-Holton stated it's a working progress and noted other projects have been priority.

**POLICY**

None

**EXECUTIVE SESSION**

At, 7:48 p.m., President Barrens made a motion to enter into executive session to discuss limited personnel matters-FMLA Request as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (2)*, seconded by Vice President Garcia. Action item as a result of executive session if necessary. Motion carried unanimously, 5-0.

At 8:25 p.m., Secretary Ortiz made a motion to reconvene from executive session, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

**ACTION ITEM(S)**

APPROVAL/DISAPPROVAL OF PROPANE BID

Based on Superintendent Sena-Holton's recommendation, Member Roybal moved to approve the fixed price of \$1.99/gallon propane bid submitted by Ferrellgas, for 6 months duration, seconded by President Barrens. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF MISSION, VISION AND CORE VALUES

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz moved to approve the Mission, Vision and Core Values presented during the Work Session, seconded by Member Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF PSFA EXECUTION OF DOCUMENTS

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the PSFA Execution of Documents presented by Superintendent Sena-Holton, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF REQUEST FOR MEDICAL LEAVE OF ABSENCE FOR EMPLOYEE.

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz moved to approve the Request for Medical Leave of Absence for Employee-Educational Assistant, granting an additional ten days, with a return to work date of September 8, 2022, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

**OTHER**

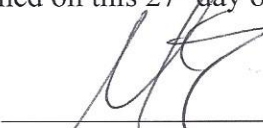
Superintendent Sena-Holton gave kudos to the Board on their trainings hours for the 2021-2022 School Year, presented the number individually and noted the minimum of five hours.

**ADVANCE PLANNING**

- Work Session-September 6, 2022, 5:30 pm, Pecos Schools Board Room
- NMSBA Region II Meeting-September 14, 2022, Chama, NM
- Regular Board Meeting-September 20, 2022, 6:00 pm, Pecos Schools Board Room

**ADJOURNMENT**

At 8:37 p.m., Secretary Ortiz moved to adjourn the meeting, seconded by Member Roybal. Motion carried unanimously, 5-0. Minutes approved and signed on this 27<sup>th</sup> day of September 2022.

  
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GRADY BARRENS, PRESIDENT

ATTEST:   
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DARLENE ORTIZ, SECRETARY