



# Pecos Independent School District

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## School Board

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

## Administration

**Debra Sena-Holton**,  
Superintendent

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**BOARD MEETING AGENDA  
PECOS BOARD OF EDUCATION  
REGULAR MEETING  
JUNE 18, 2024  
PECOS SCHOOLS BOARD ROOM  
PECOS, NM  
6:00 PM**

### PLEDGE OF ALLEGIANCE

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTS**
- 5. PRESENTATION OF EXCELLENCE IN STUDENTS ACHIEVEMENT AWARD**
- 6. UNIT/DIRECTOR REPORTS**
- 7. BUSINESS REPORT**
  - A.** Financial Status
- 8. CONSENT AGENDA**
  - B.** Check Register for Month of May 2024
  - C.** Cash Transfer(s), BAR's (if any) and Journal Entries
  - D.** Minutes of Regular Board Meeting-April 16, 2024
- 9. SUPERINTENDENT'S REPORT**
- 10. POLICY**
- 11. ACTION ITEM(S)**
  - E.** Approval/Disapproval of Pecos ISD Wellness Policy
  - F.** Approval/Disapproval of NMSBA Policy Services Advisory
    - No. 238 - BBA – Board Powers and Responsibilities
    - No. 239 - BE – School Board Meetings
    - No. 240 - BEC-E – Executive Session/Open Meetings
    - No. 241 - BEDA – Notification of Board Meetings
    - No. 242 - BEDBA – Agenda Preparation and Dissemination
    - No. 243 - BEDG – Minutes
    - No. 244 - BEDH –Public Participation at Board Meetings
    - No. 245 - CB –Superintendent

- G.** Approval/Disapproval of Electrical Bid
- H.** Approval/Disapproval of Propane Bid
- I.** Approval/Disapproval of Plumbing Bid
- J.** Approval/Disapproval of Physical Therapy Evaluations and Supervision of PTA for FY25
- K.** Approval/Disapproval of HVAC Services for the District on an as needed basis
- L.** Approval/Disapproval of Occupational Therapy for the District 3 days a week for FY25
- M.** Approval/Disapproval of Certified Teacher Providing Services for Visually Impaired Students for FY25
- N.** Approval/Disapproval of Certified Specialists Providing Orientation and Mobility Services and Vision Rehabilitation Therapy for Students who are Blind or Visually Impaired for FY25
- O.** Approval/Disapproval of Diagnostic Assessments for the District on an as needed basis
- P.** Approval/Disapproval of Psychological Services for the District 2 Days a week for FY25
- Q.** Approval/Disapproval of IDEA B Application
- R.** Approval/Disapproval of K 12 Accounting Proposal
- S.** Approval/Disapproval of 2024-2025 Pre-K Calendar
- T.** Approval/Disapproval of 2024-2025 Preventative Maintenance Plan
- U.** Approval/Disapproval of 2024-2025 Open Meetings Resolution
- V.** Approval/Disapproval of Title IV Application
- W.** Approval/Disapproval of Procedures and Adopt Assurance Statement

**12. OTHER**

**13. ADVANCE PLANNING**

- Work Session-July 2, 2024, 5:30 pm, Pecos Schools Board Room
- NMSBA 2024 Leadership Retreat-July 11-13, 2024, The Lodge, Cloudcroft, NM
- Regular Board Meeting-July 16, 2024, 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  
 JUNE 18, 2024  
 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  
June 18, 2024  
6:00 P.M.**

### **CALL TO ORDER**

The Vice President, Mr. Harold J. Garcia called the meeting to order @ 6:04 p.m.

### **PLEDGE OF ALLEGIANCE**

### **MEMBERS PRESENT**

Mr. Grady Barrens, Board President arrive @ 6:34 pm  
Mr. Harold J. Garcia, Board Vice President  
Ms. Claudette Roybal, Board Secretary  
Ms. Edna Herrera, Board Member  
Mr. James Tanuz, Board Member  
Ms. Debra Sena-Holton, Superintendent

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

Cathy Gallegos	Michael Sandoval	Mary Ann Daves	Annette Kirk
Denisha Moodley	Schanina Soriano	Danielle Seaboy	Melissa T. Valencia-Flores

### **APPROVAL OF AGENDA**

Based on Superintendent Sena-Holton's recommendation, Secretary Roybal motioned to approve the amended agenda-correction to the location of the Leadership Retreat from Cloudcroft to Taos on Advance Planning, seconded by Member Tanuz. Motion carried unanimously, 4-0.

## **PUBLIC COMMENTS**

None

## **PRESENTATION OF EXCELLENCE IN STUDENTS ACHIEVEMENT AWARD**

Superintendent Sena-Holton made aware there are two recipients.

Member Tanuz announced the award is presented to Mr. Michael Sandoval. He expressed appreciation for Mr. Sandoval's efforts, stated he exceeds expectations, conveyed he is very committed, responsive to inquiries regarding the maintenance department, achieves a solution to any situation and acknowledged Mr. Sandoval does his best to keep the department functioning properly. He noted the desire to commend Mr. Sandoval and presented him with a recognition award.

Secretary Roybal extended the recognition to Ms. Schanina Soriano, for her excellent services as the night security guard, conveyed she reports meticulous content and is vigilant with occasional campus activity. She took the opportunity to thank Ms. Soriano for all her outstanding service and dedication to the school and presented her with a recognition award.

## **UNIT/DIRECTOR REPORTS**

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

Vice President Garcia asked about the Summer Food Program. Ms. Daves reported there are no complaints so far, indicating all is going well so far.

Secretary Roybal requested a brief summary of the Gifted Evaluation Scores. Ms. Daves explained the scoring information provided in the table; noting the column that specifies the number of PISD Students who scored at the lowest and highest level of the stanine scale, a normalized standard score scale consisting of nine broad levels ranging from a low of 1 to a high of nine. She explained the description mentioning the cognitive abilities and pointed out the two levels that will most likely be evaluated in the fall. She conveyed the assessment was administered at the end of the school year and stated her perspective that she foresees higher scores in the upcoming school year.

Secretary Roybal acknowledged the needs listed in the Food Service Department. Ms. Daves stated the needs are basic kitchen supplies.

Ms. Daves briefed on a plan to utilize students taking culinary college classes to assist in the kitchen and pointed out that students will meet any/all requirements associated with the initiative.

### **Middle School**

Secretary Roybal inquired on what would be negative feedback on no summer school. Ms. Moodley noted her surprise, given that usually 7<sup>th</sup> graders do not want to attend Summer School and made aware about parents who wanted their kids to participate in Summer School. She informed she reached out to staff, noted she created the entire curriculum, pointed out it is a matter of teachers assisting with supervision, reported staff were burnt out, several had plans for the summer and stated on that account they weren't able to recruit teachers. She spoke about assigning Enrichment Days in the coming month, mentioned the intent to acquaint 6<sup>th</sup> graders with the school and stated social events will take place for students as well.

### **High School**

Superintendent Sena-Holton offered to answer any questions presented.

Secretary Roybal inquired of any interest expressed on vacancies. Superintendent Sena-Holton reported the Special Education vacancy has been filled, informed the Special Education Educational Assistant vacancy announcement has not been posted and conveyed two candidates have been interviewed for the Math Teacher position. She reported Summer School is in progress, stated positive experiences are transpiring and mentioned the approximate number of students participating. She announced the resignation of Dr. Vallejo and informed further discussion of her plan will occur during the Superintendent's Report.

### **Elementary**

Ms. Gallegos presented the BOY & MOY i-Ready reading and math performance data, identified the grade level and percentage for each category that corresponds to the placement, depicting the student growth/learning progress made by students. Vice President Garcia inquired on the comparison of data to other school districts. Ms. Gallegos stated she is not certain, conveyed the data is from i-Ready and not a state assessment. She pointed out the student's comfort level of the program, which is used on a regular basis, in comparison to the state assessment that is administered once a year and indicated the two assessments coincide. She acknowledged the growth is a result of a group effort from outside resources and pointed out a continuous partnership with CES-Cooperative Educational Services for the next school year. Ms. Gallegos conveyed she started to think about numbers differently and spoke about her learning experiences while working with students during lunch/homework help. She expressed how proud she is in the level of improvement demonstrated overall and stated she is extremely proud of the school, the students and the teachers.

Vice President Garcia requested an overview of the Summer School theme, Space. Ms. Gallegos noted activities & projects are geared to planets, astronauts etc. and touched upon the projects. She mentioned the students are the first to utilize the new playground equipment and stated some assembling/installation is necessary. Vice President inquired on enrollment, in comparison to the

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previous school year. Ms. Gallegos reported there are 40+ consistent and 7+/- inconsistent attendees.

Vice President Garcia announced President Barrens joined the meeting at 6:34 pm and assumed the meeting from this point.

Member Tanuz requested student information (the number of students and grade level) for each placement domain.

Ms. Gallegos reported an increase in Pre-K funding, pointed out the acceptance of 3-year-olds and announced the current enrollment of 21 students, out of 30 slots. She mentioned the number of teachers assigned to each grade level.

## **BUSINESS REPORT**

### **FINANCIAL STATUS**

Ms. Annette Kirk, K 12 Accounting Business Manager informed of the addition of three Budget Adjustment Request(s) and reviewed the BAR's recommended for approval. She conveyed the end of the year is approaching and briefed on the completion of year end. She inquired if there are any questions on the check listing and touched upon outstanding checks and Purchase Orders. She notified the yearly rollover has occurred and stated financial proceedings will be processed in the current fiscal year.

President Barrens inquired on the status of the electronic timesheets initiative. Superintendent Sena-Holton notified the initiative is stalled with her, stated she has no inclination for a time clock and conveyed the idea needs further review and discussion. She pointed out the positive and negative points of the program viewed and indicated that she desires a simplistic platform.

Secretary Roybal made aware a Finance Committee Meeting has not materialized, expressed her interest in meeting at the beginning of the fiscal year and requested a similar financial packet is provided. President Barrens asked, as part of the stated meeting for a summary of what, if any of the wish list items were incorporated into the budget.

## **CONSENT AGENDA**

Check Register for Month of May 2024  
Cash Transfer(s), BAR's (if any) and Journal Entries  
Minutes of Regular Board Meeting-April 16, 2024



**Regular Board Meeting**  
**June 18, 2024**  
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Based on Superintendent Sena-Holton's recommendation, Vice President Garcia moved to approve the Check Register for the Month of May 2024, BAR's #46-#48 and Minutes of Regular Board Meeting-April 16, 2024, seconded by Secretary Roybal. Motion carried unanimously, 5-0.

**SUPERINTENDENT'S REPORT**

Superintendent Sena-Holton reported the green activity bus is back in the fleet and noted the cost of the repairs were slightly below the quote given. She conveyed the electric bus will soon be in operation, mentioned the minor wire service that needs to be done and expressed hope the bus will be available to transport the summer school students on their fieldtrip to Las Vegas. She touched on staffing; the vacancies noted in her report, discussed Plan B for the high school principal position, announced Ms. Moodley will be the secondary principal and mentioned Ms. Moodley's proactive planning for the future. Superintendent Sena-Holton briefed on her meeting with high school staff, and pointed out matters discussed. She notified a School Messenger will be sent to all secondary parents, informing them of Dr. Vallejo's resignation and Ms. Moodley stepping into the position and mentioned other platforms she will utilize for the announcement.

Vice President Garcia requested feedback from Ms. Moodley regarding the new position. Ms. Moodley reported nervousness, excitement, recognized taking on the position will be a challenge, conveyed she is up to learning, noted solid advice was given by colleagues, conveyed that she will be supported and taught what she needs to learn. She acknowledged there's always room for growth, remarked on the advantages of having a needs assessment, shared feedback received and addressed concerns with consistency in athletics. Ms. Moodley noted compliments were received with how graduation was conducted, made aware parents are happy with continuity and recognized a great deal of students are not. President Barrens expressed appreciation for stepping up to the challenge, touched on the continuity mentioned and encouraged her to demonstrate her unique leadership. He stated the effort will be put forth to provide as many resources and support as possible and acknowledged the confidence he and the Superintendent has in her.

President Barrens inquired on the view of the Superintendent regarding the difference and/or difficulty filling the teaching vacancies this year, than it has been in the past. Superintendent Sena-Holton noted it has been somewhat easier, expressed her concern with filling several of the positions, the music position in particular and briefed on her hiring plan for a few of the positions.

Member Tanuz inquired on the door project. Superintendent Sena-Holton stated the project is near completion.

Vice President Garcia asked if any information was been received on the East Pecos Property. Superintendent Sena-Holton reported the amount of money received to remediate, remove the lead and asbestos. She notified an inspection of the structure will be conducted.

Vice President Garcia asked about the Legislative Funds appropriated for the district. Superintendent Sena-Holton stated the district will receive the funding after July 1<sup>st</sup>, based off of a conversation with State Representative Ambrose Castellano.

**POLICY**

None

**ACTION ITEM(S)**

APPROVAL/DISAPPROVAL OF PECOS ISD WELLNESS POLICY

Based on Superintendent Sena-Holton’s recommendation, President Barrens moved to table the Pecos ISD Wellness Policy, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF NMSBA POLICY SERVICES ADVISORY NO. 238-245

Based on Superintendent Sena-Holton’s recommendation, Vice President Garcia moved to approve No. 238 - BBA – Board Powers and Responsibilities, No. 239 - BE – School Board Meetings, No. 240 - BEC-E – Executive Session/Open Meetings, No. 241 - BEDA – Notification of Board Meetings, No. 242 - BEDBA – Agenda Preparation and Dissemination, No. 243 - BEDG – Minutes, No. 244 - BEDH –Public Participation at Board Meetings and No. 245 - CB – Superintendent, seconded by Secretary Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF ELECTRICAL BID

Based on Superintendent Sena-Holton’s recommendation, Vice President Garcia moved to approve the Electrical Bid of \$95.00/hr-1 Journeyman, \$120.00/hr-1 Journeyman + 1 Helper, with a 15% material markup submitted by Marcy’s Electric, seconded by Member Tanuz. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF PROPANE BID

Based on Superintendent Sena-Holton’s recommendation, Member Herrera moved to approve the price of \$1.95 per gallon propane bid submitted by Ferrellgas, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF PLUMBING BID

Superintendent Sena-Holton reported no bids were submitted.

APPROVAL/DISAPPROVAL OF PHYSICAL THERAPY EVALUATIONS AND SUPERVISION OF PTA FOR FY25

Superintendent Sena-Holton reported no bids were submitted and noted services are typically facilitated through CES.

APPROVAL/DISAPPROVAL OF HVAC SERVICES FOR THE DISTRICT ON AN AS NEEDED BASIS

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the Maintenance of Mechanical Equipment Bid of \$140.00/1-man, \$190.00/2-man, with a 10% material markup submitted by Blue Ridge Mechanical, LLC, seconded by Member Tanuz. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF OCCUPATIONAL THERAPY FOR THE DISTRICT 3 DAYS A WEEK FOR FY25

Superintendent Sena-Holton reported no bids were submitted. She mentioned the continued search using the NMREAP-New Mexico Regional Education Applicant Placement online job application system and CES.

APPROVAL/DISAPPROVAL OF CERTIFIED TEACHER PROVIDING SERVICES FOR VISUALLY IMPAIRED STUDENTS FOR FY25

Superintendent Sena-Holton reported no bids were submitted, mentioned the continuation of seeking services through CES and noted the vacancy is posted on NMREAP.

APPROVAL/DISAPPROVAL OF CERTIFIED SPECIALISTS PROVIDING ORIENTATION AND MOBILITY SERVICES AND VISION REHABILITATION THERAPY FOR STUDENTS WHO ARE BLIND OR VISUALLY IMPAIRED FOR FY25

Superintendent Sena-Holton reported no bids were submitted, mentioned the continuation of seeking services through CES, noted the possibility of contracting services without a bid, if it's below the threshold.

APPROVAL/DISAPPROVAL OF DIAGNOSTIC ASSESSMENTS FOR THE DISTRICT ON AN AS NEEDED BASIS

Superintendent Sena-Holton reported no bids were submitted and mentioned the continuation of seeking services through CES.

APPROVAL/DISAPPROVAL OF PSYCHOLOGICAL SERVICES FOR THE DISTRICT 2  
DAYS A WEEK FOR FY25

Superintendent Sena-Holton reported no bids were submitted and mentioned the continuation of seeking services through CES. She spoke about the number of days services is needed, pointed out services will be provided solely to students with an Individualized Education Program, by reason of the loss of Federal Funding.

APPROVAL/DISAPPROVAL OF IDEA B APPLICATION

Based on Superintendent Sena-Holton's recommendation, Secretary Roybal moved to approve the IDEA B Application, seconded by President Barrens. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF K 12 ACCOUNTING PROPOSAL

Based on Superintendent Sena-Holton's recommendation, Vice President Garcia moved to table the K 12 Accounting Proposal, seconded by Member Tanuz. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF 2024-2025 PRE-K CALENDAR

Based on Superintendent Sena-Holton's recommendation, Member Herrera moved to approve the amended 2024-2025 Pre-K Calendar, to include a January 29, 2025 Early Dismissal, seconded by Member Tanuz. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF 2024-2025 PREVENTATIVE MAINTENANCE PLAN

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the 2024-2025 Preventive Maintenance Plan, seconded by Secretary Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF 2024-2025 OPEN MEETINGS RESOLUTION

Based on Superintendent Sena-Holton's recommendation, Secretary Roybal moved to approve the 2024-2025 Open Meetings Resolution, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF TITLE IV APPLICATION

Based on Superintendent Sena-Holton's recommendation, Secretary Roybal moved to approve the Title IV Application, seconded by Member Tanuz. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF PROCEDURES AND ADOPT ASSURANCE STATEMENT

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the Procedures and Adopt Assurance Statement, seconded by Member Tanuz. Motion carried unanimously, 5-0.

**OTHER**

Superintendent Sena-Holton noted at the next Regular Board Meeting the Board will be compelled to adopt procedures for Public Comment and reviewed the proposition, subsequent to the Santa Fe Public Schools course of action. She discussed the planning of the Board/Administrators Retreat.

**ADVANCE PLANNING**

- Work Session-July 2, 2024, 5:30 pm, Pecos Schools Board Room
- NMSBA 2024 Leadership Retreat-July 11-13, 2024, Sagebrush Inn, Taos, NM
- Regular Board Meeting-July 16, 2024, 6:00 pm, Pecos Schools Board Room

**ADJOURNMENT**

At 8:01 p.m., Vice President Garcia moved to adjourn the meeting, seconded by Member Tanuz. Motion carried unanimously, 5-0. Minutes approved and signed on this 20<sup>th</sup> day of August 2024.

  
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GRADY BARRENS, PRESIDENT

ATTEST:   
\_\_\_\_\_  
CLAUDETTE ROYBAL, SECRETARY