

# 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  
APRIL 19, 2022  
PECOS SCHOOLS BOARD ROOM  
PECOS, NM  
5:30 PM**

### PLEDGE OF ALLEGIANCE

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. EXECUTIVE SESSION**-to discuss pending litigation-update with New Mexico Public Schools Insurance Authority and the personnel-superintendent evaluation timeline as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (7 & 2)*.
- 4. PUBLIC COMMENTS**
- 5. GOLDEN PANTHER AWARDS**
- 6. FY21 AUDIT PRESENTATION**
- 7. FY23 BUDGET PRESENTATION**
- 8. GRADUATION CAP DISCUSSION**
- 9. SUPERINTENDENT EVALUATION TIMELINE**
- 10. UNIT/DIRECTOR REPORTS**
- 11. BUSINESS REPORT**
  - A. Financial Status
- 12. CONSENT AGENDA**
  - B. Check Register for Month of March 2022
  - C. Cash Transfer(s), BAR's (if any) and Journal Entries
  - D. Minutes of Regular Board Meeting-January 18, 2022
  - E. Minutes of Special Board Meeting-February 21, 2022
  - F. Minutes of the Work Session-March 1, 2022
- 13. SUPERINTENDENT'S REPORT**
- 14. ACTION ITEM(S)**
  - G. Class of 2022 Graduation Caps
  - H. Approval/Disapproval of FY21 Audit
  - I. Approval/Disapproval of FY23 Budget
  - J. Approval/Disapproval of FY23 Salary Schedules
  - K. Approval/Disapproval of FY23 Calendar
  - L. Approval/Disapproval of District Insurance Contribution Rates
  - M. Selection of FY23 Auditor

**15. OTHER**

**16. ADVANCE PLANNING**

- FY23 School Budget-Due April 20, 2022
- Work Session-May 3, 2022, 5:30 pm, Pecos Schools Board Room
- Baccalaureate Mas-May 15, 2022, 11:00 am, St. Anthony's Church, Pecos, NM
- Regular Board Meeting-May 17, 2022, 6:00 pm, Pecos Schools Board Room
- Class of 2022 Graduation-May 20, 2022, 6:00 pm, PHS Gymnasium
- NMSBA Law Conference-June 2-4, 2022, Embassy Suites, Albuquerque, NM

**ADJOURNMENT**

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PECOS INDEPENDENT SCHOOL DISTRICT  
PECOS SCHOOLS BOARD ROOM  
PECOS, NEW MEXICO  
APRIL 19, 2022  
5:30 P.M.

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- Approval/Disapproval of District Insurance Contribution Rates
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## **MINUTES**

**Regular Meeting  
Pecos Board of Education  
Pecos Independent School District  
Pecos, New Mexico  
Pecos Schools Board Room  
Pecos, NM  
April 19, 2022  
5:30 P.M.**

### **CALL TO ORDER**

The President, Mr. Grady Barrens called the meeting to order @ 5:31 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  
Ms. Debra Sena-Holton, Superintendent

### **MEMBERS ABSENT**

None

### **OTHERS PRESENT**

Carlos Quinones	Pedro Vallejo	Danielle Seaboy	Cathy Gallegos
Jairo Tena	Roman Castillo	Alyssa Roybal	Justine Aragon
Ashley Galvan-Perez	Joe Faua	Kai Martinez	Emily Ortiz
Elissa Flores	Istrella Flores	June Varela-Armijo	Israel Villegas
Isequel Villegas	Ashley Rodriguez	Brenda Gallegos	
Melissa T. Valencia-Flores			

## **APPROVAL OF AGENDA**

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz motioned to approve the amended agenda; correction to agenda item #14 L. Selection of FY23 Auditor to FY22, seconded by Member Roybal. Motion carried unanimously, 5-0.

## **EXECUTIVE SESSION**

At, 5:34 p.m., Secretary Ortiz made a motion to enter into executive session to discuss pending litigation-update with New Mexico Public Schools Insurance Authority and the personnel-superintendent evaluation timeline as per *NM Statutes Article 15 Open Meetings 10-15-1 Subparagraph H (7&2)*, seconded by Member Tanuz. Action item as a result of executive session if necessary. Motion carried unanimously, 5-0.

At 6:22 p.m., Secretary Ortiz made a motion to reconvene from executive session, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

## **PUBLIC COMMENTS**

None

## **GOLDEN PANTHER AWARDS**

Principals announced April award recipients, noted the characteristics that deemed the student deserving of the award and presented those present with a recognition certificate. The Golden Panthers recognized were Istrella Flores-5<sup>th</sup>, Jairo Tena-7<sup>th</sup> grader and Kai Martinez-Junior grader.

Superintendent Sena-Holton and Board Members congratulated recipients.

## **FY21 AUDIT PRESENTATION**

Mr. J.J. Griego, Beasley, Mitchell & Co., LLP QC Manger showed gratitude for the opportunity to serve the Pecos Independent School District, complimented the Finance Director and recognized the Superintendent and staff for their financial operations oversight. He expressed appreciation for the work efforts exerted to support the district. He mentioned observing the basketball team

compete, conveyed he was impressed with the students and the leadership/initiatives of the district. Mr. Griego touched on the audit process, notified the audit will reflect an unmodified opinion, the best opinion he can give and reported the district appears to be in good standing. He mentioned attendance of the Spring Budget Workshop, pointed out anticipated budget adjustments for majority of school districts and briefed on the rationale for the few that may not be impacted. He discussed the Internal Controls and Compliance Report, noting a payroll finding and expressed the likelihood of a repeat in the coming year. Mr. Griego commended the fine work, attributed to the leadership and conveyed a district of this size has several findings. He reported an unmodified opinion on the Federal Programs Report; specified IDEA B was evaluated, alluded to the district teetering on the intended goal and noted a single audit is needed in the event the Federal Dollars are spent. He announced no findings were detected. He remarked on the turnaround from the State Auditor. Mr. Griego mentioned the submission of a multi-year proposal, expressed interest in the continued relationship and hopes in returning next year.

Superintendent Sena-Holton commended Brenda, Beth and Melissa for their efforts and ensuring the district operates in a successful manner.

### **FY23 BUDGET PRESENTATION**

Ms. Gallegos reported the budget presented is what she is proposing to submit to NMPED. She apologized for the late handout, noting the templates were not opened until Thursday of last week. She noted the budget is nearly the same as the one presented at the recent Work Session, stated it does include some of the other programs and the Teacherage. She pointed out a new fund was added-the Local Revenue, noted it's the taxes and informed the change is attributed to the tax collection within operational. Ms. Gallegos explained the previous state tax credit contribution, informed the district will now keep 100% of the tax receipts, on account of a lawsuit and conveyed the money can only be used on maintaining the school. She identified other line items built-in. She reported revenues in the operational were increased from last year and mentioned next year's projection. Ms. Gallegos informed the budget presented is a balanced budget, is broken down by program and job class. She commented on the new budget format and the extensiveness, in comparison to the past budget and noted other funds will be presented as they are received. She stated the budget includes the increase in contribution rates for insurance-the districts portion; stating it is budgeted accordingly, based on the two tiers proposed. Ms. Gallegos made aware the need to amend the budget in the event the proposal is disapproved and reviewed the contribution rates proposal. Superintendent Sena-Holton pointed out the benefits of the proposal, she and Ms. Gallegos highlighted on the budget committee meeting recommendations. She asked the Board to be cognizance of the amount of work that has gone into this budget, pointed out one person cannot do everything the job entails, plus monitor. She touched on the hardship of meeting the demand, the oversight and ensuring there is no line item in a negative budget balance. Ms. Gallegos presented the suggestion of the Director of the Finance Analysis Bureau, to talk to legislators to abolish the new format, she strongly encouraged.

Member Tanuz expressed appreciation for Ms Gallegos's efforts and hard work. Member Roybal noted her attendance of the Spring Budget Meeting, mentioned her familiarity with budget at the state level, recognized just trying to find how to spend the money is a task in itself and commended the Admin Staff on the hard work.

## **GRADUATION CAP DISCUSSION**

Senior Class Officers presented the following permission request:

Good evening members of the school board,  
Our names are Alyssa Roybal, Ashley Galvan-Perez, and Justine Aragon, and today we will be presenting to you on behalf of the senior class to ask your permission to decorate our caps for graduation.

Over the past two years our district's graduating classes went through various challenges due to uncontrollable circumstances which was evidently no one's fault. Sadly certain life-cherishing moments were taken from them without as much as a warning; they didn't get to express to the community their accomplishments that they personally achieved.

The class of 2022 is a class who loves to express our individuality and personal characteristics. Most of you know us, and most of us know you, we have all grown up in this town cherishing our home and cherishing our continuous memories with each other, however we are all very different and unique. One way the class would love to acknowledge this is through decorating our caps.

High schools in New Mexico such as Los Lunas, Rio Rancho, and several others allow graduation cap decoration. We understand that this is a formal event and we will abide by the given rules, we will keep everything including our cap designs, as professional as we can, if voted for approval. Our gowns and attire will remain classy and clean-cut, however, we feel that our caps should represent who we are as individuals.

Therefore we ask you all to please consider our request to decorate our caps, and we, along with the rest of the senior class, thank you for your time!

Board Members expressed appreciation for the presentation, complimented their efforts and encouraged the practice of speaking up.

## **SUPERINTENDENT EVALUATION TIMELINE**

President Barrens presented the timeline; noting the Board has the forms, will work on those individually, will review the results and compile as a Board during the next scheduled Work Session, at the same time discuss with the Superintendent the goals and expectations for the upcoming 2022-2023 School Year . He mentioned the formal presentation of the Superintendent's evaluation for the current school year, as well as have readily available the formalized goals and objectives for the Superintendent for the 2022-2023 School Year will occur during the May Board Meeting.

## **UNIT/DIRECTOR REPORTS**

### **Elementary**

Ms. Gallegos touched on preparing for the End of School Year; planning of Pre-K Graduation, Kindergarten Ceremony. She announced state testing is in progress, recognized there is work to do with 3<sup>rd</sup> graders and gave student and preparation feedback. She mentioned the rescheduling of i-Ready End of Year Assessment and stated her hopes on providing Beginning of Year and End of Year data for review, by the next Board meeting. Ms. Gallegos briefed on the 5<sup>th</sup> grade Science Testing and preparing the Science Lab for use. She touched on the Student of the Month initiative, informing the May recognition will encompass all characters. She briefed on the planning of Field Day and pointed out other events. Ms. Gallegos noted school culture was the Professional Development topic of discussion, recognized there's always room for improvement, highlighted on the intent to build and focus on improvement measures.

President Barrens inquired on the logic of the out of school suspensions. Ms. Gallegos spoke on the rationale for the behavior and pointed out the utilization of In-school Suspension.

Member Tanuz commented on test taking strategies.

### **Middle School**

Ms. Moodley gave kudos to all of the staff, recognized their efforts and support of the school wide English and Language Arts-ELA and Math initiatives, witnessed through her unexpected, unannounced walkthroughs and touched on class lessons. She reviewed the iMSSA Assessment Scores in reading and math from the 2019 school year to the present. She noted the reading proficiency score increased and conveyed the trend is in the direction that is positive for students. Ms. Moodley reported a drop in the math proficiency score last school year, with a slight increase the current year and acknowledged a great deal of work is needed with students. She recognized culture as an additional success; highlighted on specific occasions, expressed appreciation for the student body and working together with the high school team. She noted staff and students naturally become relaxed at the end of year and identified the behavior as a focus area and

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**April 19, 2022**  
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remarked on classroom management reinforcement. Ms. Moodley touched on exploring other methods of parent communication, for those who do not have Facebook. She briefed on planning for summer school and the next academic school year, as a benefit and support for teacher and touched on the initiatives. She expressed the importance of the Board's adoption of a behavioral matrix and mentioned the challenge of navigating conversations with parents. Ms. Moodley gave Admin feedback on consequences and expressed the need for a guide, as an Administrator.

Superintendent Sena-Holton called attention to factors that may influence a consequence and cautioned the Board on being precise.

**High School**

Dr. Vallejo valued the articulation with the middle and high school staff and appreciated the use of regular/useable-meaningful data to spark discussion. He commented on parent-teacher conferences/meetings and reported the parent contact percentage of 98%. He stated graduation is on track, pointed out all 30 Seniors are on target to graduate and mentioned personnel are following up with phone calls. Dr. Vallejo spoke on the challenge of analyzing data, identifying and addressing areas of concern. He noted the End of Year Assessment will assist with identifying areas of growth and need of intervention. He explained the walk through data initiative, to assist teachers with feedback and spoke on an instrument provided through the math formative assessment training, to search for overall trends.

**Support Services/Student Nutrition**

Ms. Damon mentioned Special Education Teachers participation in the Dynamic Learning Maps Training, targeted for lower cognitive students-identifying 1-2 at each grade level. She pointed out the gifted student training at the end of the month, noting she will facilitate. She informed Reading Horizons will provide in person services in May, informed she proctored at the elementary and recognized the struggle with reading. Ms. Damon noted the working efforts with Social Work, Physical Therapists and Speech on the submission of proposals for the coming year. She briefed on the Puentes Para Los Ninos Grant and mentioned the 2022-2023 IDEA B Application.

Ms. Damon stated her attendance of the Virtual Food Service Conference and reviewed the material presented. She gave a status update on the Equipment and New Mexico Grown Grants. She acknowledged the districts participation in the NEREC, who wrote a grant that includes the district and stated through the initiatives of the Literacy Grant each one of the students in district will receive a free book, based on grade level and teachers will receive Professional Development. Ms. Damon noted the high school Special Education Teacher vacancy.

**Athletics**

Ms. Ortiz apologized for the late report submission. She conveyed she is happy teams are getting where they need to be, stated she is appreciative transportation of athletes has not been a major concern and recognized the difficulty of accommodating schedules, on occasion. She expressed

appreciation to the Transportation Coordinator for her coordination & communication of trips. Ms. Ortiz reported she is working on fall sports schedules, mentioned fans inquiries on competing on Fridays or Saturdays and indicated she is advocating for with the new schedules. She announced the Cheer Team placed 3<sup>rd</sup> in the State Spirit Championship. She briefed on baseball and softball games. Ms. Ortiz touched on eSports and track & field competitions. She pointed out the continued offering of concession items for baseball & softball games. She mentioned the scheduled basketball and volleyball interviews. Ms. Ortiz announced the Athletic Banquet date of Tuesday, May 24<sup>th</sup> and made known the concluding of varsity sports recipients only for 2019-2020 & 2020-2021 School Year. She remarked on planning ideas.

## **BUSINESS REPORT**

### **FINANCIAL STATUS**

Ms. Brenda Gallegos, Finance Director informed the report is the Quarterly Cash Report submitted to NMPED. She noted the Check Listing for the month of March 2022 is in the packet, she summarized the Payroll and Accounts Payable Report, Cash Transfers/BAR's (if any), Internal BAR's and Journal Entries. She recommended consideration for approval of the Beasley, Mitchell & Co., LLP multiyear proposal on Action Item #14-Selection of FY 22 Auditor.

### **CONSENT AGENDA**

Check Register for Month of March 2022  
Cash Transfer(s), BAR's (if any) and Journal Entries  
Minutes of Regular Board Meeting-January 18, 2022  
Minutes of Special Board Meeting-February 21, 2022

Based on Superintendent Sena-Holton's recommendation, Vice President Garcia moved to approve the Check Register for the Month of March 2022, Cash Transfer(s), BAR'(s) #14-#16 (if any), Internal BAR's and Journal Entries, Minutes of the Regular Board Meeting-January 18, 2022 and Minutes of the Special Board Meeting-February 21, 2022, seconded by Member Roybal. Motion carried unanimously, 5-0.

### **SUPERINTENDENT'S REPORT**

Superintendent Sena-Holton notified she was unaware of the completion of the Civil Rights Report by the district, briefed on the information requested and voiced the need to revamp what is entered into the PowerSchool student informational system. She expressed concern with the hiring of three additional bus drivers. She touched upon a transportation audit and notified of a new statute of training requirements, for employees who drive school cars and presented the training offering plan.

Superintendent Sena-Holton mentioned the need to hire an additional office support for Central Office and gave kudos to the current CO Staff for their extra efforts. She reported the following successes; sign up of district for Vector Training-Sexual Predator Training, work toward getting the internet speed increased.

**ACTION ITEM(S)**

CLASS OF 2022 GRADUATION CAPS

President Barrens noted the dress code guidelines should transition over to the caps and stated there will be caps available for those who violate the guidelines, if approved. Member Tanuz gave emphasis to adhere to versus as professional as we can, with the understanding of following the dress code guidelines.

Vice President Garcia moved to approve the decoration of the Class of 2022 Graduation Caps, seconded by Member Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF FY21 AUDIT

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz moved to approve the FY21 Audit, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF FY23 BUDGET

Based on Superintendent Sena-Holton's recommendation, Member Tanuz moved to approve the FY23 Budget, seconded by Member Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF FY23 SALARY SCHEDULES

Based on Superintendent Sena-Holton's recommendation, Secretary Ortiz moved to approve the FY23 Salary Schedules, seconded by President Barrens. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF FY23 CALENDAR

Based on Superintendent Sena-Holton's recommendation, Member Tanuz moved to approve the FY23 Calendar, seconded by Member Roybal. Motion carried unanimously, 5-0.

APPROVAL/DISAPPROVAL OF DISTRICT INSURANCE CONTRIBUTION RATES

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the District Insurance Contribution Rates \$0-\$59,999.00=20%-employee portion/80%-district portion and \$60,000.00+=30%-employee portion/70%-district portion, seconded by Secretary Ortiz. Motion carried unanimously, 5-0.

SELECTION OF FY22 AUDITOR

Based on Superintendent Sena-Holton's recommendation, Member Roybal moved to continue with the audit services of Beasley, Mitchel, & Co for the FY22 Audit, seconded by Secretary Ortiz. Motion carried unanimously, 5-0.

**OTHER**

Member Tanuz inquired on the offering of a Summer Academy. Superintendent Sena-Holton announced elementary is not participating in the K-5+ Program and briefed on the planning of an academy at all three school sites. She presented the Credit Recovery and Academy Calendar and stated that the district is participating in the Seamless Summer Program.

**ADVANCE PLANNING**

- FY23 School Budget-Due April 20, 2022
- Work Session-May 3, 2022, 5:30 pm, Pecos Schools Board Room
- Baccalaureate Mass-May 15, 2022, 11:00 am, St. Anthony's Church, Pecos, NM
- Regular Board Meeting-May 17, 2022, 6:00 pm, Pecos Schools Board Room
- Class of 2022 Graduation-May 20, 2022, 6:00 pm, PHS Gymnasium
- NMSBA Law Conference-June 2-4, 2022, Embassy Suites, Albuquerque, NM

**ADJOURNMENT**

At 8:22 p.m., Secretary Ortiz moved to adjourn the meeting, seconded by Member Tanuz. Motion carried unanimously, 5-0. Minutes approved and signed on this 21<sup>st</sup> day of June 2022.

  
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GRADY BARRENS, PRESIDENT

ATTEST:

  
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DARLENE ORTIZ, SECRETARY