



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

**BOARD MEETING AGENDA
PECOS BOARD OF EDUCATION
REGULAR MEETING
OCTOBER 17, 2023
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. GOLDEN PANTHER RECOGNITION**
- 6. UNIT/DIRECTOR REPORTS**
- 7. BUSINESS REPORT**
 - A.** Financial Status
- 8. CONSENT AGENDA**
 - B.** Check Register for Month of September 2023
 - C.** Cash Transfer(s), BAR's (if any) and Journal Entries
 - D.** Minutes of Regular Board Meeting-September 19, 2023
- 9. SUPERINTENDENT'S REPORT**
- 10. POLICY**
- 11. ACTION ITEM(S)**
- 12. OTHER**
- 13. ADVANCE PLANNING**
 - Work Session-November 7, 2023, 5:30 pm, Pecos Schools Board Room
 - Regular Board Meeting-November 28, 2023, 6:00 pm, Pecos Schools Board Room
 - NMSBA 2023 Annual Convention, November 30-December 1-2, 2023, Embassy Suites Hotel, Albuquerque, NM

ADJOURNMENT

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 PECOS BOARD OF EDUCATION
 PECOS INDEPENDENT SCHOOL DISTRICT
 PECOS SCHOOLS BOARD ROOM
 PECOS, NEW MEXICO
 OCTOBER 17, 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
October 17, 2023
6:00 P.M.**

CALL TO ORDER

The President, Mr. Grady Barrens called the meeting to order @ 6:04 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 arrived at 6:15 pm
Ms. Debra Sena-Holton, Superintendent

MEMBERS ABSENT

None

OTHERS PRESENT

Cathy Gallegos	Mary Daves	Esperanza Roybal	Jada Ingram
Annette Kirk	Pete Vallejo	Roman Salazar	Ramon Salazar
Melissa T. Valencia-Flores			

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, 4-0.

PUBLIC COMMENTS

None

GOLDEN PANTHER RECOGNITION

Principals announced October award recipients, noted the unique qualities of the individual deserving of the award and presented those present with a recognition certificate. The Golden Panthers recognized were Jada Ingram-Sophomore, Roman Salazar-4th grader and Rodolfo Bustillos-8th grader.

UNIT/DIRECTOR REPORTS

Superintendent Sena-Holton informed the District Cabinet will be meeting to revise the Board Report format and stated the old format was submitted for the month.

Elementary

Secretary Ortiz inquired on the signification of the asterisk listed in the September Student Behavior Data. Ms. Gallegos noted in previous years infractions may have been counted as double and reported the asterisk next to the infraction coincides with a suspension.

Member Tanuz inquired on what is taking place with the Halloween Carnival. Ms. Gallegos conveyed the arrangement is the same as the last two years, stated the event is organized similar to a carnival and touched on the activities; each grade level is hosting a booth, opportunity to purchase tickets at entrance, the setup of a food concession and the handout of candy/doodads etc.

President Barrens requested a briefing about impacts on student achievement. Ms. Gallegos reported she is back to carrying out classroom walkthroughs, noted the pleasant feeling to be back in the classroom and have knowledge of the continuous progress. She gave a review of a formal observation-the classroom of a stellar teacher, conveyed she needs to be up for awards and stated we are very luck with her. She briefed on the math academic performance of her students and stated it will be transparent in assessments. Ms. Gallegos informed PES was chosen by NMPED, as one of a few schools that is going to be observed by MAC Lab, a Florida based company, briefed on the observational study and expressed her belief the initiative will have a great impact on student achievement. She spoke on preparing for the next i-Ready progress monitoring, conveyed initiatives are set in place and mentioned previous testing motivation tactics/strategies. She indicated the various tactics are impactful, stated there are a considerable number of different components and pieces in place that are going to be beneficial. President Barrens encouraged announcing, notifying and celebrating distinctive highlights/focal points/victories etc.

High School

President Barrens requested a briefing about things that have impacted student achievement. Dr. Vallejo briefed on the set of tactics for the first quarter; decipher how to be more reflective about what is being done in the classroom, ensuring that students were meeting/reaching the level of mastery of standard. He touched upon what was established; the commencement of a more formalized PLC-Professional Learning Community process, with the identification of three domain in element areas to focus on for the remainder of the school year, identified the core areas and explained the planned series of actions by quarter. He reported standards mastery tracker was established through the operating procedures, gave a detailed account of the objective, with an emphasis on a 70/70 rule and provided an explanation of the principle. Dr. Vallejo noted two teachers were able to fulfill the process and verify the success of the intent and move forward with the next standard. He discussed the other component to the tracker, addressing the remaining 30%; reteaching the standard, ensuring students understand and reach the level of mastery. He expressed excitement to see what outcomes are anticipated to become, informed the mastery of trackers will occur on the 2nd & 4th Thursday of every month and explained the procedure for the evaluation process. Dr. Vallejo mentioned an upcoming conference through NMHU and the identification of a staff member who has been assigned to assist second semester, with further refining the project. He expressed excitement on the commencement of the project.

Vice President Garcia asked if the initiative goes hand in hand with NMHU. Dr. Vallejo mentioned the title of the upcoming conference, Problems in the Profession, noted NMHU received a number of grants and informed those grants are designed for NMHU to identify faculty there and/or outside providers to assist smaller districts in the NMHU area. Superintendent Sena-Holton informed of the partnership with NMHU, noted the assistance was isolated for the high school and pointed out assessment/development and analysis is the focal point at the high school level. She conveyed an onsite office space must be designated for the liaison and stated meetings will transpire with principals. She noted it is a five-year Memorandum of Understanding and required to participate with the Profession Development.

Vice President Garcia asked, in reference to the 90 Day Plan if it has been identified at the high school internally what our students need help with. Dr. Vallejo reported the mastery of standards, noted there are different reasons and shared examples.

President Barrens acknowledged the intent of teaching the teachers how to assess students and recognized part of the process is teachers themselves need to learn the standards. Superintendent Sena-Holton touched on the analysis of the assessments, acknowledged many teachers do not reteach, noted veteran teachers were taught to finish the book. She recognized the need to pause, evaluate, assess students and figure out what the student did not understand and reteach the standard. President Barrens noted the student enrollment numbers is perceived as an opportunity to leverage the strength, acknowledged the strength is not having a large number of students and stated if student achievement/growth can be increased, that is regarded as an advantage.

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Vice President Garcia inquired on the no movement with math staffing. Dr. Vallejo reported the two reasons; not available and are J1 Recipients-folks who are from out of the country, noted it is a process to get a work visa to teach and the effort is costly. He briefed on the math class schedule/arrangement and stated he feels confident with the suitable adjustments.

Middle School

Superintendent Sena-Holton announced the potential hire of an ELA Teacher. She pointed out a staff member is planning to file FMLA and informed a long term substitute has been secured for possibly four days.

Vice President Garcia asked how many 7th graders attended the Balloon Fiesta. Superintendent Sena-Holton stated she did not have an exact number and reported one student was not allowed to participate, as a consequence of getting into some trouble. She reported no incidents occurred and mentioned students had a good time.

Member Tanuz inquired on The Scholarship Jacket and The Lottery. Superintendent Sena-Holton informed it is the story students are citing evidence from.

Support Services/Student Nutrition

Ms. Daves made the following department report correction: where it says middle & high school oven, they figured out how to use the steamer as an oven, therefore an oven is not needed at the location. She reported the freezer door hinge is breaking, stated an attempt to repair was made and informed parts are not available. She mentioned a grant was submitted to her for the application of equipment. Superintendent Sena-Holton pointed out a leak in the elementary kitchen dishwasher, stated it needs to be assessed and reported the secondary kitchen dishwasher is the oldest in the district. She recommended meeting to decide what will be applied for through grant applications.

Vice President Garcia asked how the cook resignation has affected the operation. Superintendent Sena-Holton announced her last day is Wednesday, October 18, 2023.

President Barrens inquired on the staffing needs of Occupational Therapist (OT), Orientation & Mobility Specialist (O&M) and Special Education Teacher, expressing his assumption other teachers have been stepping in and helping cover the needs. Ms. Daves confirmed the assumption and mentioned the PT may be utilized with specific training provided. Superintendent Sena-Holton notified a Visually Impaired student is enrolled in the district and mentioned the possibility of CES therapist contracting services one day a month. She noted OTs are hard to find and mentioned the organizations where the vacancy is advertised.

President Barrens requested explanation of #4) Areas that need Improvement-Time Management. Ms. Daves indicated the flow of the cafeteria lunch line, ensuring lunches are provided promptly and teachers are arriving on time with students.

Member Roybal acknowledged the idea of providing Special Education Teacher Resource Training and alluded to organizations that provide training to staff to possibly deescalate some of the student outbursts.

President Barrens requested in the coming months material regarding the three Gifted Students, as far as what types of activities etc. that they are involved in. Superintendent Sena-Holton notified of a legislative statute that came to be; any student that scores advanced must be screened for Gifted, informed it is required by the state that the district has to have people certified to screen for gifted and indicated the district has through the end of the year to find individuals in the district to become screeners. She also noted that all students by grade 3, besides their testing results should be screened for Giftedness, whether they scored advanced or not and conveyed there should be a screener for dyslexia in 1st grade and all students by the end of grade 3 screened for Giftedness. President Barrens acknowledged the initiative as another celebratory opportunity.

BUSINESS REPORT

FINANCIAL STATUS

Ms. Annette Kirk, K 12 Accounting Business Manager announced she is the district's Business Manager, stated she works for K 12 Accounting and conveyed she is glad to be in attendance. She reported on the two requested items from the previous meeting; how is the audit coming-notified they're in the process of submitting the final documents, acknowledged at this point there is only one possible finding that they are aware of and informed they have taken care of the issue within the last week. Cafeteria Salaries, if they would be sustainable-communicated that on the basis of her review, what she observed was kind of the district's standpoint salary wise from last quarter-the present quarter to what the district was at last year, stated at this point the Superintendent has done a fantastic job and reported as far as salaries are concerned the salary side of it is less than 15% this quarter than what it was last quarter, and noted \$25,000 was spent in salaries last year, so far this quarter \$22,000 has been spent, so that definitely is sustainable, remarked on the knowledge of being aware where the costs are impactful and indicated it's to be expected with the increase in food costs and recognized there is not any way to really change that, for the reason students need to eat.

Superintendent Sena-Holton asked if any reimbursements have been received. Ms. Kirk noted the reimbursements are unlikely to be included in the September Report. Superintendent Sena-Holton stated she has asked the cafeteria staff to be frugal, in efforts to reduce costs and stated for the reason that there are less students.

Ms. Kirk reviewed the Budget Adjustment Request(s) recommended for approval and indicated she does not foresee any financial changes at this time. She welcomed to review any of the items on the check disbursement detail listing the Board may have questions about.

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President Barrens asked in Ms. Kirk's view, what areas does the district need to improve upon. Ms. Kirk indicated addressing some of the funding that's no longer going to be available, look into the salaries to see what still is going to be available to maintain the budgets, noting the biggest expense is the insurance. She briefed on the impact the reduction will have on carryover, to be utilized on students, staff and equipment.

Ms. Kirk conveyed upon review of the information provided in the graphs, in comparison of the current budget standing to the estimation, the district is well below projection and conveyed an excellent job is done in maintaining expenses. She informed there are a couple of grants coming available, to help with the need of equipment and renovations. She made aware of the efforts to expend Federal Funds primarily, with the goal to have as much cash carryover in operational. Ms. Kirk noted Request for Reimbursements are processed monthly. She remarked on the efforts the company is putting forth for the district and stated she is available if there are ever concerns that arise.

Vice President Garcia inquired on the establishment of a Finance Committee. Superintendent Sena-Holton reported she could not locate any language in the district policy that mentions specifics on finance or audit committees. She stated the Board can create any committee of desire, as long as it is not a quorum. President Barrens commented on the creation of a Finance Committee and conveyed further discussion is needed on the idea. Superintendent Sena-Holton noted the topic will be an agenda item for the next Work Session.

Member Tanuz pointed out the clarity of Ms. Kirk's voice over the telephone during the previous Board Meeting was not transparent.

CONSENT AGENDA

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

Based on Superintendent Sena-Holton's recommendation, President Barrens moved to approve the Check Register for the Month of September 2023, seconded by Vice President Garcia. Motion carried unanimously, 5-0.

Based on Superintendent Sena-Holton's recommendation, Vice President Garcia moved to approve BAR's #5-#8, seconded by Member Roybal. Motion carried unanimously, 5-0.

Based on Superintendent Sena-Holton's recommendation, Vice President Garcia moved to approve the Minutes of Regular Board Meeting-September 19, 2023, seconded by Member Roybal. Motion carried unanimously, 5-0.

SUPERINTENDENT’S REPORT

Superintendent Sena-Holton apologized and informed she did not have enough time to prepare a report for the month. She announced the award of \$100,000.00 from Capital Outlay. She reported the completion of the middle school gym floor renovation and conveyed the high school gym floor repair will begin on November 13th. She gave a staffing update; noting there were resignations, conveyed the ELA position should be filled and stated there is an applicant for the cook position. Superintendent Sena-Holton pointed out a resignation from Central Office, noted an SOS meeting request was sent to Bryan Runyan, reported she is not going to fill the position and touched on her plans for the duties of the position. She provided a sports update; volleyball season is coming to a close, cross country pre-state will take place on October 21st and PISD will host the district meet on November 3rd. She conveyed a new substitute bus driver will take her exam on October 21st, noted a scholarship paid for her bus training and mentioned the interest of the applicant to become a substitute teacher as well. Superintendent Sena-Holton made aware Boundary Training is scheduled for Wednesday, October 25th, extended an invitation to the Board and stated a community forum will be held at 6:00 pm, the same evening for the Facilities Master Plan. She mentioned the various platforms announcing the forum and stated her intent to invite the Mayor and Village Council. She gave feedback on the planning/steering committee meeting. She informed the district moved downward on the PSFA rankings. President Barrens noted the Facilities Master Plan Meeting was super informative, conveyed his take from the information presented and strongly encouraged attending.

Superintendent Sena-Holton briefed on the sharing/posting/announcement of the positive outcomes throughout the district.

POLICY

None

ACTION ITEM(S)

None

OTHER

Superintendent Sena-Holton reviewed the NMSBA 2023 Annual Convention Conference material, cautioned on confirming attendance based on overall inflation. She reported the new NOVA STAR’s Reporting System has been complex.

ADVANCE PLANNING

- Work Session-November 7, 2023, 5:30 pm, Pecos Schools Board Room
- Regular Board Meeting-November 28, 2023, 6:00 pm, Pecos Schools Board Room
- NMSBA 2023 Annual Convention, November 30-December 1-2, 2023, Embassy Suites Hotel, Albuquerque, NM

ADJOURNMENT

At 7:49 p.m., Secretary Ortiz moved to adjourn the meeting, seconded by Vice President Garcia. Motion carried unanimously, 5-0. Minutes approved and signed on this 28th day of November 2023.



GRADY BARRENS, PRESIDENT

ATTEST:



DARLENE ORTIZ, SECRETARY