

**MINUTES OF REGULAR SCHOOL BOARD MEETING  
DULCE INDEPENDENT SCHOOLS  
October 23, 2018  
(Postponed from October 16, 2018)**

**I. CALL MEETING TO ORDER**

A. Mr. Levi Pesata, Board President called the meeting to order at 4:58 p.m. in the boardroom of the former Administration Building, Dulce, New Mexico.

B. The Pledge of Allegiance and Salute to the State Flag of New Mexico was recited.

The high school students made presentations on:

Ms. Mora's class made a presentation on suicide prevention.

Mr. Arellano's Spanish class made a presentation on piñata's.

Harley Orta first aid/CPR training coordinator for JEMS had high school students talk about their experience and demonstrated to the board what they learned at the recent First Aid/CPR training they recently received.

**II. ASCERTAIN QUORUM AND APPROVE AGENDA (A)**

MEMBERS PRESENT: Members present at roll call: Levi Pesata-President; Phillip Salazar-Vice-President; Wesley Vigil-Member

MEMBERS ABSENT LaVonna James, had a family emergency, Darlene Gomez, previously planned medical appointment

ADMINISTRATION PRESENT: Pam Montoya-Superintendent; James Cammon-Elementary Principal; Carole Gomez-Business Manager; Bob Cooke-Middle School Principal; Samantha Archer-Assistant Principal, Middle School; Manuel Valdez-High School Principal; Cindy Julian-Assistant Principal, Elementary School; Katie Cachucha-SPED Coordinator; Bart Owen-Technology Coordinator; Melissa Polaco-Federal Programs/District Test Coordinator; Kirt Vicenti-Transportation Supervisor; Castia Yepa-Athletic Coordinator; Yvette Mares-Administrative Secretary

TEACHERS PRESENT: Jorge Arellano-Spanish Teacher; Rachel Mora-Health Teacher, Leea Longino-

OTHER STAFF PRESENT: Ernie Vela,

OTHERS PRESENT: David Montoya, Harley Orta

Motion made by Phillip Salazar to approve the Agenda as presented; seconded by Wesley Vigil. Motion carried.

**III. LIMITED PUBLIC PARTICIPATION FORUM (I)**

None at this time

**IV. SUPERINTENDENT'S REPORT (I)**

Superintendent, Pam Montoya presented her report to the Board. Superintendent gave an update on the MRI status. School grade appeal for the high school, response from Secretary of Education Christopher Ruskowski, not enough evidence to alter the original school calculation therefore it was not approved. Superintendent Montoya also updated the Board on enrollment, staffing, security, (currently working on an MOU with the Jicarilla Police Department to hopefully have an SRO-School Resource Officer, within the District).

Houghton Mifflin Harcourt (HMH)-Superintendent Montoya gave an update on the progress/activity of the HMH staff.

**V. REPORT FROM STAFF AND STUDENTS (I)**

**VI. APPROVAL OF MINUTES (A)**

1. Approval of September 18, 2018 Regular Board Meeting Minutes

Superintendent Pam Montoya made the recommendation to approve the September 18, 2018 Regular Board Meeting Minutes as presented. Motion made by Phillip Salazar to approve the September 18, 2018 Regular Board Meeting Minutes as presented; seconded by Wesley Vigil. Motion carried.

**VII. FINANCIAL REPORTS: (I/A)**

1. Consolidated Board Report (I)

Business Manager, Carole Gomez presented the Consolidated Board Report's for September 2018 for information purposes. No areas of concern to report.

2. September 2018 Disbursement Report (A)

Business Manager, Carole Gomez presented the September 18, 2018 Disbursement report. Recommendation made by Superintendent Montoya to approve the September 2018 Disbursement Report as presented. Phillip Salazar made the recommendation to approve the September 18, 2018 Distribution Report as presented; seconded by Wesley Vigil. Motion carried unanimously.

3. September 2018 Monthly Budget Changes/ Transfers/Increases (A)

Business Manager, Carole Gomez presented the September 2018 Monthly Maintenance Report. No areas of concern. Recommendation made by Superintendent Montoya to approve the Budget/Changes/Transfers/Increases report for September 2018 as presented. Phillip Salazar made the motion to approve the Budget/Changes/Transfers/ Increases report as presented; seconded by Wesley Vigil. Motion carried unanimously.

- a. Budget Transfer Request- SPED Coordinator Salary & Benefits \$1,207.00

Business Manager, Carole Gomez presented the Budget Increase Request for Pre-School IDEA B in the amount of \$1,164.00. Recommendation made by Superintendent Montoya to approve the Budget Increase Request for IDEA B for fund 25145 for SPED Coordinator Salary & Benefits in the amount of \$1,164.00. Motion made by Phillip Salazar to approve the Budget Increase Request for IDEA B as presented; seconded by Wesley Vigil. Motion carried.

- b. Budget Increase Request-Sale of Obsolete Busses through Public Surplus Business Manager, Carole Gomez presented the Budget Increase Request for the sale of the obsolete busses in the amount of \$11,800.00. Recommendation made by Superintendent Montoya to approve the Budget Increase Request for the sale of the obsolete busses for fund 13000 in the amount of \$11,800.00. Motion made by Phillip Salazar; seconded by Wesley Vigil. Motion carried.

### **VIII. PURCHASES (I/A)**

None at this time.

### **IX. OLD BUSINESS (I/A)**

#### **1. School Board Retreat Update**

Administrative Secretary, Yvette Mares presented the Board with an email letter from Don Williams, (Policy Services Advisor for NMSBA). In this email Mr. Williams explains his role as advisor and explains the process required in order for the Board to update policies and adopt advisories.

Board President Levi Pesata stated the Board will have to schedule a couple more meetings in order to get these policies updated and the Board will set a date when they would like to have Joe Guillen come and meet with the Board.

#### **2. Parent/Student Handbook**

Superintendent Montoya made the recommendation to approve the Parent/Student Handbook with the following changes requested by the Board:

1. Clarify the language regarding fire drills
2. Pg. 17 clarify the language under rights and responsibilities to address all students age 16-18 must attend school, unless the student graduates before the age of 18
3. Pg. 20 under searches, who is authorized to conduct searches
4. Review the current JAN resolution to see if any changes are necessary, (Resolution which allows guardians/family members time off from work to visit their students school)

#### **3. Staff Handbook**

Mr. Wesley Vigil did have a concern regarding is the staff trained on how to detect and how to respond when they suspect mental/emotional abuse. Superintendent Montoya made the recommendation to approve the Staff Handbook as presented. Motion made by Phillip Salazar to approve the Staff Handbook as presented; seconded by Wesley Vigil Motion carried.

#### **4. Athletic Handbook**

Superintendent Montoya made the recommendation to approve the Athletic Handbook as presented. Motion made by Phillip Salazar to approve the Athletic Handbook as presented; seconded by Wesley Vigil. Motion carried.

#### **5. Student Behavior Matrix**

Superintendent Montoya made the recommendation to approve the Student Behavior Matrix as presented. Motion made by Phillip Salazar to approve the Student Behavior Matrix as presented; seconded by Wesley Vigil. Motion carried.

6. Update on legal counsel RFP

Bart Owen updated the board on the RFP process for renewal of legal counsel membership agreements. He explained the process and suggested the District request quotes instead of RFP's.

1. Walsh Gallegos, Trevino Russo & Kyle P.C

Superintendent Montoya made the recommendation to approve Walsh Gallegos, Trevino & Kyle P.C as the secondary law firm to provide legal counsel for Dulce Independent School District. Motion made by Wesley Vigil to approve Walsh Gallegos, Trevino Russo & Kyle P.C as secondary law firm to provide legal counsel for Dulce Independent Schools; seconded by Phillip Salazar. Motion carried.

2. Cuddy McCarthy, LLP

Superintendent Montoya made the recommendation to approve Cuddy McCarthy, LLP as the primary law firm to provide legal counsel to Dulce Independent Schools. Motion made by Phillip Salazar to approve Cuddy McCarthy, LLP as the primary law firm to provide legal counsel to Dulce Independent School; seconded by Wesley Vigil. Motion carried.

**X. NEW BUSINESS (I/A)**

1. Approval of HR Coordinator Salary Schedule

Superintendent Montoya made the recommendation to approve the HR salary schedule as presented. Motion made the recommendation to approve the HR Coordinator salary schedule as presented; seconded by Wesley Vigil. Motion carried.

2. Purchasing Card Policy

Superintendent Montoya made the recommendation to approve the Purchasing Card Policy as presented. Motion made by Phillip Salazar to approve the Purchasing Card Policy as presented; seconded by Wesley Vigil. Motion carried.

3. Selection of Bond Advisors

The Board was presented with two agreements for bond advisors, RBC and George K. Baum & Company. Superintendent Montoya made the recommendation to approve the agreement with George K. Baum & Company as the District's bond advisors in the amount of \$9,900.00. Motion made by Phillip Salazar to approve the agreement with George K. Baum & Company as presented; seconded by Wesley Vigil. Motion carried.

4. Consideration of, and approval of a Resolution & Proclamation of Special Public School Capital Improvements Tax Election and Special Public School Building Tax Election

Superintendent Montoya made the recommendation to approve of the Resolution & Proclamation of the Special Public Capital Improvements Tax Election and Special Public School Buildings Tax Election for SB9 and HB 33 as presented. Motion made by Phillip Salazar to approve the Resolution & Proclamation of the Special Public Capital Improvements Tax Election and Special Public School Buildings Tax Election as presented; seconded by Wesley Vigil. Motion carried.

5. Consideration of, and approval of Resolution Authorizing and Directing Special Election Procedures.  
Superintendent Montoya made the recommendation to approve the Resolution Authorizing and Directing Special Election Procedures for the February 05, 2019 Special Tax Election for SB9 and HB 33 as presented. Motion made by Phillip Salazar to approve the resolution authorizing and directing special election procedures for the February 05, 2019 Special Tax Election for SB9 and HB 33 as presented; seconded by Wesley Vigil. Motion carried.

**XI. BOARD ISSUES AND CONCERNS (I/A)**

None at this time

**XII. EXECUTIVE SESSION/LIMITED PERSONNEL MATTERS IN ACCORDANCE WITH SECTION 10-15-1 (H) (2) OF THE OPEN MEETING ACT (1)**

Acting Board Secretary, Wesley Vigil stated: Pursuant to Section 10-15-1(H) (I) of the New Mexico Open Meetings Act, I move that we vote to close the open meeting to discuss the following matters identified on the agenda.

1. MRI Concerns

Each member present was polled; Wesley Vigil voted yes, Phillip Salazar voted yes and Levi Pesata voted yes. Executive session began at 6:58 p.m. The public meeting reconvened at 7:38 p.m. At this time, Acting Board Secretary, Wesley Vigil stated that the matters discussed in executive session of this meeting were limited to those specified in the motion for closure and no action was taken. Phillip Salazar, Wesley Vigil and Levi Pesata all voted in the affirmative

**XIII. ADJOURNMENT (A)**

Superintendent Pam Montoya made the recommendation to adjourn the meeting at 7:39 p.m. Motion made by Phillip Salazar to adjourn the Board meeting; seconded by Wesley Vigil. Motion carried unanimously. Meeting adjourned at 7:39 p.m.

  
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Levi Pesata, Board President

  
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Wesley Vigil, Acting Secretary