

**MINUTES OF REGULAR SCHOOL BOARD MEETING  
DULCE INDEPENDENT SCHOOLS  
December 18, 2018**

**I. CALL MEETING TO ORDER**

A. Mr. Phillip Salazar, Board Vice-President called the meeting to order at 4:17 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.

Ms. Pixley's 5<sup>th</sup> grade class performed a music rendition.

At this time 4:17 pm Phillip Salazar turned the meeting over to Board President, Levi Pesata

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

MEMBERS PRESENT: Members present at roll call: Phillip Salazar-Vice-President; LaVonna James-Secretary; Darlene Gomez-Member; Levi Pesata-President Board President arrived at 4:17 pm

MEMBERS ABSENT None

ADMINISTRATION PRESENT: Pam Montoya-Superintendent; James Cammon-Elementary Principal; Carole Gomez-Business Manager; Samantha Archer-Assistant Principal, Middle School; Cindy Julian-Assistant Principal, Elementary School; Melissa Polaco-Federal Programs/District Test Coordinator; Yvette Mares-Administrative Secretary

TEACHERS PRESENT: Sandra Pixley-5<sup>th</sup> Grade Teacher

OTHER STAFF PRESENT: Vanessa Martinez-AP Tech

OTHERS PRESENT: Adrian Notsinneh, Leon Reval

Recommendation made by Superintendent Montoya to approve the agenda as presented

Motion made by Phillip Salazar to approve the Agenda as presented; seconded by Darlene Gomez. Motion carried.

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

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

1. Superintendent, Montoya presented her report to the Board. Superintendent Montoya introduced the newly hired Accounts Payable Clerk, Vanessa Martinez. Superintendent Montoya informed the Board, today December 18, 2019 was the site MRI site visit from PED a team of 12 from PED came and visited the Elementary School. Superintendent Montoya stated, overall, the visit went well we should be receiving a report within 48 hours. Superintendent Montoya also updated the Board on the HMH intervention program, enrollment and staffing.

2. Presentation-2018 NMSBA Leadership Awards

Superintendent Montoya presented Mr. Wesley Vigil and Ms. LaVonna James with the 2018 NMSBA Leadership Awards.

V. REPORT FROM STAFF AND STUDENTS (I)

VI. APPROVAL OF MINUTES (A)

1. Approval of the November 20, 2018 Regular Board Meeting Minutes

Superintendent Montoya made the recommendation to approve the November 20, 2018 Regular Board Meeting Minutes as presented, Motion made by Phillip Salazar to approve the November 20, 2018 Regular Board Meeting Minutes as presented; seconded by LaVonna James. Wesley Vigil abstained.

VII. FINANCIAL REPORTS: (I/A)

1. Consolidated Board Report (I)

Business Manager, Carole Gomez presented the Consolidated Board Report's for November 2018 for information purposes. Ms. Gomez informed the Board, we still have not received any type of reimbursement from PED regarding MRI expenditures.

2. November 2018 Disbursement Report (A)

Business Manager, Carole Gomez presented the November 2018 Disbursement Report. Ms. Gomez did inform the Board, the Auditor Report is still at the State Auditor Level and has not yet been approved. Once it's approved it will be presented to the Board.

Recommendation made by Superintendent Montoya to approve the November 2018 Disbursement Report as presented. Phillip Salazar made the recommendation to approve the November, 2018 Distribution Report as presented; seconded by Darlene Gomez. Motion carried unanimously.

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

Business Manager, Carole Gomez presented the November 2018 Monthly Maintenance Report. Ms. Gomez did inform the Board, it was requested by PED to move budget from MRI fund # 24192 (other charges) to another line item, so she moved it to Professional Development to help cover expenses for the HMH intervention program. Recommendation made by Superintendent Montoya to approve the Budget/Changes/Transfers/Increases report for November 2018 as presented. Phillip Salazar made the motion to approve the Budget/Changes/Transfers/ Increases report as presented; seconded by LaVonna James. Motion carried unanimously.

- a. Budget Adjustment Request-Increase CDC Healthy Schools for \$5,000.00

Business Manager, Carole Gomez presented the budget increase request for CDC Healthy Schools in the amount of \$5,000.00. Superintendent Montoya made the recommendation to approve the budget increase request for CDC Healthy Schools as presented. Motion made by Darlene Gomez to approve the budget increase request for CDC Healthy Schools for \$5,000.00 as presented; seconded by LaVonna James. Motion carried.

b. Budget Adjustment Request-Decrease K3+ 4 & 5 Pilot \$559.00

Business Manager, Carole Gomez presented the budget decrease request for K 3 + 4 & 5 Pilot Program in the amount of \$559.00. Superintendent Montoya made the recommendation to approve the budget decrease request for the K3 + 4 & 5 Pilot Program for \$559.00 as presented. Motion made by Phillip Salazar to approve the budget decrease request as presented; seconded by LaVonna James. Motion carried.

4. Amended DIS Purchasing Card Policy

Business Manager, Carole Gomez presented the amended DIS Purchasing Card Policy for approval. The amendment made to the policy is:

*Back up documentation shall include: a roster signed by the students, sponsors, coaches and bus driver receiving meals. For hotel rooms, a room assignment listing will be required.*

Superintendent Montoya made the recommendation to approve the amended DIS Purchasing Card Policy as presented but to include in the Athletic Handbook a policy covering out of town hotel stay for athletic events. Motion made by LaVonna James to approve the amended DIS Purchasing Card Policy as presented but to include in the Athletic Handbook a policy covering hotel stays for out of town athletic events; seconded by Darlene Gomez. Motion carried.

5. Memorandum from David Craig

Carole Gomez presented the Board with a memorandum from David Craig, Director of School Budget and Finance Analysis Bureau for information purposes only.

VIII. PURCHASES (I/A)

None at this time

IX. OLD BUSINESS (I/A)

None at this time

X. NEW BUSINESS (I/A)

None at this time

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)**

**XIII. ADJOURNMENT (A)**

Superintendent Pam Montoya made the recommendation to adjourn the meeting at 5:08 p.m. Motion made by Wesley Vigil to adjourn the Board meeting; seconded by Darlene Gomez. Motion carried unanimously. Meeting adjourned at 5:08 p.m.



Levi Pesata, Board President

  
LaVonna James, Secretary

**MINUTES OF REGULAR SCHOOL BOARD MEETING  
DULCE INDEPENDENT SCHOOLS**

**January 23, 2019**

(Postponed from January 15, 2019)

**I. CALL MEETING TO ORDER**

A. Mr. Levi Pesata, Board President called the meeting to order at 4:15 pm 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.

High School Presentation-Jorge Arellano's Spanish class presented to the board what they are learning regarding verbs in the context of food.

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

MEMBERS PRESENT: Members present at roll call: Phillip Salazar-Vice-President; LaVonna James-Secretary; Darlene Gomez-Member; Levi Pesata-President Board President

MEMBERS ABSENT Wesley Vigil

ADMINISTRATION PRESENT: Pam Montoya-Superintendent; James Cammon-Elementary Principal; Carole Gomez-Business Manager; Robert Cooke- Middle School Principal; Manuel Valdez-High School Principal; Yvette Mares-Administrative Secretary

TEACHERS PRESENT: Jorge Arellano-HS Spanish Teacher

OTHER STAFF PRESENT: Jacob Herbster-Transportation; Castia Yepa-Athletic Coordinator

OTHERS PRESENT: Ferlinda Pesata; William Lindner; Treston Tafoya

Recommendation made by Superintendent Montoya to approve the agenda with the change to add under Financial Reports item c. Budget Increase -SB9 State Match and item d. Budget Increase-Rural & Low Income Schools.

Motion made by Phillip Salazar to approve the Agenda with the changes under Financial Reports item c. SB9 State Match and item d. Rural & Low Income Schools.; seconded by Darlene Gomez. Motion carried.

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

William Lindner, a resident from Lumberton NM expressed his concerns regarding the upcoming special tax election. Mr. Lindner stated one of his concerns is the lack of public announcement of the election and also this election was set up as a special election where fewer people would be voting because of the registration process and that Lumberton residents have not received ballots, he himself has not received his ballot. Mr. Lindner called the county clerk's office and was advised they were not able to do anything and he had to wait for the ballot to get returned to the county and they would send him a replacement ballot to his correct address. Mr. Lindner stated he felt this process reduced the number of people from Lumberton who are able to vote.

Board President, Levi Pesata responded he would note his concerns and notify the county clerk of his concerns as well. Mr. Lindner asked if we would possibly cancel the election, Mr. Pesata, explained we will contact our legal counsel on this and we will get back to him.

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

1. Superintendent, Montoya presented her report to the Board. She informed the Board on Dec. 18, 2018 we received a 12 member site visit from PED regarding the MRI. Superintendent Montoya presented the PED summary report which highlighted the focus areas and strengths. Superintendent Montoya updated the Board on the HMH intervention program. The Board agreed to have a work session with HMH representatives on February 07, 2019 to discuss mid-year data and answer any questions they may have. Superintendent Montoya also updated the Board on staffing, enrollment, the up-coming special tax election on SB9 & HB33, CES Support Services, and CBA. Superintendent Montoya also informed the Board, we did have an inspection from the State Fire Marshall and a report will be forthcoming.

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

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

1. Approval of the December 18, 2018 Regular Board Meeting Minutes

Superintendent Montoya made the recommendation to approve the December 18, 2018 Regular Board Meeting Minutes as presented, Motion made by Phillip Salazar to approve the December 18, 2018 Regular Board Meeting Minutes as presented; seconded by LaVonna James. Motion carried.

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

1. Consolidated Board Report (I)

Business Manager, Carole Gomez presented the Consolidated Board Report's for December 2018 for information purposes. Ms. Gomez informed the Board, the financial audit is still at the state auditor level and has not yet been approved.

2. December 2018 Disbursement Report (A)

Business Manager, Carole Gomez presented the December 2018 Disbursement Report. Recommendation made by Superintendent Montoya to approve the December 2018 Disbursement Report as presented. Phillip Salazar made the recommendation to approve the December, 2018 Distribution Report as presented; seconded by LaVonna James. Motion carried unanimously.

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

Business Manager, Carole Gomez presented the December 2018 Monthly Maintenance Report. Ms. Gomez did inform the Board, it was requested by PED to move budget from MRI fund # 24192 (other charges) to another line item, so she moved it to Professional Development to help cover expenses for the HMH intervention program. Recommendation made by Superintendent Montoya to approve the Budget/Changes/Transfers/Increases report for November 2018 as presented. Phillip Salazar made the motion to approve the Budget/Changes/Transfers/ Increases report as presented; seconded by LaVonna James. Motion carried unanimously.

a. Budget Decrease Request K3+

Business Manager, Carole Gomez presented the budget decrease request for K3+ for \$14,754.00. Ms. Gomez mentioned the reason for the decrease is because our enrollment is less than projected. Recommendation made by Superintendent Montoya to approve the Budget Decrease Request for K3+ in the amount of \$14,754.00 as presented. Motion made by Phillip Salazar to approve the Budget Decrease Request for K3+ as presented; seconded by LaVonna James. Motion carried unanimously.

b. Budget Transfer Request – Capital Improvements HB33

Business Manager, Carole Gomez presented the budget transfer request for HB 33 Capital Improvements in the amount of \$50.00. Superintendent Montoya made the recommendation to approve the budget transfer request for HB 33 Capital Improvements in the amount of \$50.00 as presented. Phillip Salazar made the recommendation to approve the budget transfer request as presented; seconded by Darlene Gomez. Motion carried.

c. Budget Increase Request- SB9 State Match

Business Manager, Carole Gomez presented the budget increase request for SB9-Capital Improvements in the amount of \$21,289.00. Superintendent Montoya made the recommendation to approve the budget increase request for SB9-State Match in the amount of \$21,289.00 as presented. Motion made by Phillip Salazar to approve the budget increase request as requested; seconded by Darlene Gomez. Motion carried.

d. Budget Increase Request-Rural & Low Income Schools

Business Manager, Carole Gomez presented the budget increase request for Rural & Low Income Schools in the amount of \$23,628.63. Superintendent Montoya made the recommendation to approve the budget increase request for Rural & Low Income Schools in the amount of \$23,628.63 as presented. Motion made by LaVonna James to approve the budget increase request as presented; seconded by Darlene Gomez. Motion carried.

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

None at this time

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

1. Athletic Handbook Addendum

Athletic Director, Manuel Valdez presented his recommendations on the addendum to the Athletic Handbook regarding overnight hotel stay for activities. Mr. Valdez mentioned his recommendation is for information purposes only at this time. Mr. Valdez stated his recommendation was to leave the policy as is and any changes to the handbook can be added in when the new school year 2019/2020 begins. Mr. Valdez stated if the need does arise for unplanned overnight hotel stay, we currently have the emergency PO, P Card, and the use of common sense.

X. NEW BUSINESS (I/A)

1. Revised Discipline Matrix

Middle School Principal, Robert Cooke presented a revised discipline matrix. The Board requested Mr. Cooke meet Mr. Manuel Valdez, Mr. James Cammon, Mrs. Julian and Mrs. Katie Cachucha to prepare and re-present the discipline matrix showing a comparison versus the old matrix for clarification and comparison.

This item tabled until the next board meeting.

2. NSBA 2019 Conference-Out of State Travel Request

The Board was presented with a cost breakdown for travel to the March 30-April 01, 2019 NSBA 2019 Philadelphia Conference. After further discussion, this out of state travel request was denied.

3. Athletic Gate Price Review

Athletic Coordinator, Castia Yepa presented a proposal to increase the price at the gate for athletic events. Ms. Yepa stated the increase is needed because of several factors:

1. The cost for referees (beginning school year 2019/2020) will increase significantly
2. Gate revenues have decreased especially now that we don't have a full football season.
3. Reduce the amount of people who get in free to the games

Ms. Yepa recommended raising the entry fee to athletic events up from \$4.00 for students and seniors citizens to \$5.00 and from \$5.00 for adults to \$6.00. After discussion, the Board asked Ms. Yepa to re-present this request at the June 2019 board meeting and to raise the entry to \$5.00 for students and senior citizens and to \$7.00 for adults. This item tabled until the June 2019 board meeting.

4. Impact Aid Resolution

Superintendent Montoya presented the Impact Aid Resolution for approval. Superintendent Montoya made the recommendation to approve the Impact Aid Resolution as presented. Motion made by Darlene Gomez to approve the Impact Aid Resolution as presented; seconded by LaVonna James. Motion carried.

5. Spring Budget Workshop-March 27-29, 2019

Information was given to the Board regarding the upcoming Spring Budget Workshop. March 27-29, 2019. LaVonna James will go in lieu of Levi Pesata.

6. DISD Strategic 3-5 Year Plan

Superintendent Montoya presented information regarding the needs assessment and strategic 3-5 year plan for the Dulce Independent School District from David Chavez, Executive Director, CES. Superintendent Montoya made the recommendation to approve the DISD Strategic 3-5 year plan as presented. Motion made by Phillip Salazar to approve the DISD Strategic 3-5 year plan as presented with no changes; seconded by Darlene Gomez. 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 (I)

Board Secretary, LaVonna James 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.

NMSA-15-10-IH (7) Pending Litigation to Discuss Ongoing Employment Litigation.

Each member present was polled; Darlene Gomez voted yes, LaVonna James voted yes, Phillip Salazar voted yes and Levi Pesata voted yes. Executive session began at 6:41 p.m. The public meeting reconvened at 7:10 p.m. At this time Board Secretary, LaVonna James 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. Darlene Gomez, LaVonna James, Phillip Salazar, and Levi Pesata all voted in the affirmative.

XIII. ADJOURNMENT (A)

Superintendent Pam Montoya made the recommendation to adjourn the meeting at 7:10 p.m. Motion made by Phillip Salazar to adjourn the Board meeting; seconded by LaVonna James. Motion carried unanimously. Meeting adjourned at 7:10 p.m.



Levi Pesata, Board President



LaVonna James, Secretary