

MINUTES OF REGULAR SCHOOL BOARD MEETING

DULCE INDEPENDENT SCHOOLS

December 20, 2022

I. CALL MEETING TO ORDER

A. Board President Phillip Salazar called the meeting to order at 4:00 p.m. in the conference room at the District Administration Building, Dulce, New Mexico.

1. The Pledge of Allegiance and Salute to the State Flag of New Mexico were recited.

II. ASCERTAIN QUORUM (I)

MEMBERS PRESENT: Members present at roll call were: Phillip Salazar- Board President, Frankie Ortiz- Board Vice-President, Annette TeCube- Board Secretary; Diana Vigil-Board Member, and Claudine George- Board Member.

MEMBERS ABSENT:

ADMINISTRATION PRESENT: Present including ZOOM platform and phone conference were:

Ina Montoya, Interim Superintendent/Elementary Principal; Carole Gomez, Business Manager; Melody Gomez, HR Director; Estefanita Abeyta, Director of Instruction; Deanna Manwell, Executive Assistant; Nancy Jobe, High School Principal; Jack Props, Middle School Principal; Bonnie Dagget, District Testing Coordinator; Katie Cachucha, SPED Coordinator, Dr. Marcella Talamante, Indian Education Community Liaison.

TEACHERS PRESENT: Lewis Martinez, DMS Culinary Arts Teacher

OTHER STAFF PRESENT: Kiana Vicenti, DMS Attendance Clerk

OTHERS PRESENT: Roxie De Santiago- Walsh Gallegos, DMS Culinary Students

III. APPROVE AGENDA (A)

Interim Superintendent, Ina Montoya made the recommendation to approve the Agenda as presented.

Motion made by Frankie Ortiz; seconded by Claudine George. Motion carried.

IV. LIMITED PUBLIC PARTICIPATION FORUM (I)

None at this time.

V. SUPERINTENDENT'S ITEMS (I)

1. Ina Montoya, Interim Superintendent Report

Before Interim Superintendent Ina Montoya presented the Superintendent Report, the DMS Culinary Arts Students presented desserts they prepared to the Board. Lewis Martinez, DMS Culinary Arts Teacher assisted the students in explaining how the desserts were prepared.

Interim Superintendent, Ina Montoya presented the Superintendent Report to the Board. The report provided information on DISD Office Staff duties, the 80th Day Bus Count, an update on electric buses, an update on Government-to-Government meetings, inclement weather protocols, E.A's, ESSR III funding,

current improvements to building and facilities, pending meetings with the JAN, school clubs, DISD Jicarilla and Math Curriculum, PBL, the NMABE presentation, purchasing procedures, important calendar days in January, an update on CPI training/trainers, student testing, formal teacher observations, an update on the Academic/Attendance competition, outdoor classrooms, and community notices. At this time Mrs. Montoya entertained questions from the Board. Board Secretary, Annette TeCube asked for clarification on the DISD Schools Office Staff topic, Mrs. Montoya provided an explanation as well as on other topics within her report.

VI. APPROVAL OF MINUTES (A)

1. Approval of the November 15, 2022 Regular Board Meeting Minutes

Interim Superintendent, Ina Montoya made the recommendation to approve the November 15, 2022 Regular Board Meeting Minutes as presented. Motion made by Frankie Ortiz, seconded by Annette TeCube. Motion carried.

2. Approval of the November 18, 2022 Special Board Meeting Minutes

Interim Superintendent, Ina Montoya made the recommendation to approve the November 18, 2022 Special Board Meeting Minutes as presented. Motion made by Frankie Ortiz, seconded by Claudine George. Motion carried.

VII. FINANCE COMMITTEE (I/A)

1. Consolidated Board Report (I)

Business Manager, Carole Gomez presented the Consolidated Board Report for information purposes only. Ms. Gomez informed the Board the Finance Committee met on December 13, 2022. Also, the DISD is debt free and the bonds have been paid off.

2. November 2022 Disbursement Report (A)

Business Manager, Carole Gomez presented the November 2022 Disbursement Report for Board approval. The Board had no questions on the November 2022 Disbursement Report. Interim Superintendent, Ina Montoya made the recommendation to approve the November 2022 Disbursement report as presented. Motion made by Frankie Ortiz; seconded by Diana Vigil. Motion carried.

3. Monthly Budget Changes Report (A)

a. Monthly Maintenance Budget Transfers

Business Manager, Carole Gomez presented the November 2022 Maintenance Budget Transfers for Board approval. Ms. Gomez explained why there were various Maintenance Budget Transfers which were for benefits. The Board had no questions on the matter. Interim Superintendent, Ina Montoya made the recommendation to approve the November 2022 Monthly Maintenance Budget Transfers as presented. Motion made by Frankie Ortiz; seconded by Diana Vigil. Motion carried.

b. BARs.

1. Special Capital Outlay- Federal

Business Manager, Carole Gomez presented the Special Capital Outlay-Federal for Board approval in the amount of \$64,717.00. Ms. Gomez explained the BAR is Impact Aid intended to fund construction for the DMS culinary classroom project and the DHS Greenhouse Project. Interim Superintendent, Ina Montoya

made the recommendation to approve the BAR for the Special Capital Outlay in the amount of \$64,717.00 as presented. Motion made by Diana Vigil; seconded by Frankie Ortiz. Motion carried.

2. NM Food Security Appropriation/ Statewide Hunger Initiative

Business Manager, Carole Gomez presented the NM Food Security Appropriation/ Statewide Hunger Initiative for Board approval in the amount of \$180,916.00. Ms. Gomez explained the BAR is a grant for the greenhouse project. Interim Superintendent, Ina Montoya made the recommendation to approve the BAR for the NM Food Security Appropriation/ Statewide Hunger Initiative in the amount of \$180,916.00 as presented. Motion made by Frankie Ortiz; seconded by Diana Vigil. Motion carried.

3. Non-Instructional Support

Business Manager, Carole Gomez presented the Non-Instructional Support for Board approval in the amount of \$38,939.00. Interim Superintendent, Ina Montoya made the recommendation to approve the BAR for the Non-Instructional Support in the amount of \$38,939.00 as presented. Motion made by Frankie Ortiz; seconded by Claudine George. Motion carried.

c. Last-Minute BARs.

1. TBD Pediatric Autism/ Special Needs Classroom Equipment

Business Manager, Carole Gomez presented the Last-Minute BAR for the TBD Pediatric Autism/ Special Needs Classroom Equipment Board approval in the amount of \$1,612.00. Ms. Gomez explained the Last Minute BAR is specifically for the purchase and installation of information technology and related equipment, furniture and infrastructure for special needs students with autism. Interim Superintendent, Ina Montoya made the recommendation to approve the TBD Pediatric Autism/ Special Needs Classroom Equipment in the amount of \$1,612.00 as presented. Motion made by Diana Vigil; seconded by Frankie Ortiz. Motion carried.

VII. OLD BUSINESS (I/A)

1. Amend 2022-2023 SY Salary Schedule

Human Resources Manager, Melody Gomez presented the amendment to 2022-2023SY Salary Schedule. Ms. Gomez informed the Board the changes are to the Transportation and Safety Supervisor positions and the incentive for Hourly 240 Employees who have earned a Master's Degree. The Transportation Coordinator salary was adjusted to match all the other Coordinator positions. Vice-President, Frankie Ortiz had a question regarding the Coordinator's work load in comparison to their salaries. Ms. Gomez explained the workload would have to be determined by a site supervisor. Interim Superintendent, Ina Montoya had a question regarding the incentive levels for the Higher Education credits and/or degrees earned and suggested the MA incentive be increased to \$3,500. Board President, Phillip Salazar also agreed with Mrs. Montoya's suggestion regarding the increase. Board Member, Diana Vigil questioned if the incentive has always been at these amounts. Ms. Gomez explained this is the first time the MA incentive has been added. Further discussion continued on the matter. Vice-President, Frankie Ortiz questioned how the incentive works. Ms. Gomez explained the incentive is for an increment for attaining college credit hours or achieving a degree, also this is also offered to EA positions. The incentive only applies to the Hourly Employees, not the exempt.

Board President, Phillip Salazar redirected the discussion to the salary for Coordinators and stated the salary should match their job duties. Ms. Gomez explained that will be considered for next school year when job positions are evaluated and compared with job descriptions. Further discussion continued on the job duties of the Transportation Coordinator salary and workload in comparison to all other coordinators.

The Board suggested the motion be presented in two separate votes. Interim Superintendent, Ina Montoya made the recommendation to approve the stipend for Hourly Employees who obtain a Master's Degree for a total of \$3,500 as presented. Motion made by Frankie Ortiz; seconded by Claudine George. Board Members voted nay: Diana Vigil and Annette TeCube. Motion carried.

Interim Superintendent, Ina Montoya made the recommendation to approve the amended 2022-2023SY Salary Schedule as presented. Motion made by Frankie Ortiz; seconded by Diana Vigil. Board Members voted nay: Phillip Salazar and Annette TeCube. Motion carried.

2. Housing Policy Update with Revised Housing Agreement

Human Resources Manager, Melody Gomez along with Roxie De Santiago, of Walsh Gallegos, presented the Housing Policy Update with Revised Housing Agreement. Ms. De Santiago explained her revisions of the policy and progress of the Housing Policy. She stated after going through the revisions there were certain aspects of the policy which required further discussion with the Board. Further discussion continued on the Housing Policy and its relation to the NM Uniform Owner Residences Relations Act. Ms. De Santiago explained the Uniform Act and how it relates to the District. Discussion continued on why the District should have two separate leases for Certified Staff versus Non-Certified Staff who request housing units. Ms. De Santiago's recommendation is for the DISD employees to make the lease conditional and exempt the DISD.

The next issue to address with the Housing Policy is background checks. Ms. De Santiago questioned the Board if they wanted the same background check that the District uses for new employees and to have it also apply to all individuals living within the household. Melody Gomez mentioned she would like for the policies made to not be overridden by the Superintendent, each individual over the age of 18 will be required to complete a background check prior to moving in. Further discussion continued on the background check and requirements for tenants and their visitors. The discussion moved onto the topic of the criminal background check, for example what if a person living within the household is arrested, they have the obligation to submit a Notice to the District of their violation. The discussion moved onto the topic of alcohol within the housing units. Ms. De Santiago explained it would be very difficult to monitor and enforce that aspect if it is put into policy.

Ms. De Santiago went on to explain the Housing Committee and their roles as a Committee Member. Their roles are hearing tenant complaints, setting regulations, notifying tenants, giving orientations, and setting the rental rates. The Committee will consist of teachers living in teacher housing, support personnel, and one maintenance representative. Her recommendation was to define what the committee does, how many committee members there are, and who can serve on the committee. Melody Gomez explained how the current Housing Committee Members are selected and how the current group creates diversity. Further discussion continued on the Housing Committee Members and their roles. Ms. De Santiago provided an explanation on the role of the Superintendent in relation to the Housing Policy, she will provide that explanation within the policies itself.

The item was tabled until the next Regular Board Meeting to allow Roxie De Santiago to revise the Housing Policy and Housing Agreement.

IX. NEW BUSINESS (I/A)

1. Indian Education Policies and Procedures

Interim Superintendent, Ina Montoya, presented the Indian Education Policies and Procedures, along with Carole Gomez, Business Manager and Dr. Marcela Talamante, Indian Education Community Liaison. They explained the policies and the waiver being submitted to the Jicarilla Apache Nation. The waiver signed by the Nation is them trusting the DISD to educate students correctly and abiding by regulations. Ms. Gomez explained specific wording changed within the policies. Board Member, Diana Vigil had a question regarding who the Parent Committee Representative is. Dr. Talamante explained the position and provided an update on the representative. Interim Superintendent, Ina Montoya made the recommendation to approve the Indian Education Policies and Procedures as presented. Motion made by Frankie Ortiz; seconded by Annette TeCube. Motion carried.

2. Work- Based Learning Program

Dr. Marcella Talamante presented the Work-Based Learning Program. Dr. Talamante further explained the program and its purpose of educating current partners such as the Jicarilla Apache Nation or the Bureau of Indian Affairs. Also, the Work-Based Learning Program will be internships for students for next semester.

Board President, Phillip Salazar questioned how many students the program will allow. Dr. Talamante explained the program will begin with 10 students, this is to ensure policies and operations are working efficiently before more students can be accepted into the program.

Board President, Phillip Salazar also questioned how students will be selected for the program. Dr. Talamante explained the main focus for selection will be based off academic performance, students must be academically sound to be considered. After this semester, the program can be expanded into the next school years.

Interim Superintendent, Ina Montoya made the recommendation to approve the Work-Based Learning Program as presented. Motion made by Frankie Ortiz; seconded by Claudine George. Motion carried.

3. Discussion and action on school lease matters

Interim Superintendent, Ina Montoya presented the DISD Lease Agreement to the Board. She explained the information provided to the Board is the old lease the DISD has with the Jicarilla Apache Nation (JAN) with the expiration date of January 2022. Business Manager, Carole Gomez explained the DISD did not have a copy of the current lease, it was provided to the District by JAN, the District had a different copy of file. Mrs. Montoya explained the previous meeting held with JAN in August 2022, with details on the survey process for negotiating a new lease. Further discussion continued on the survey process for current acreage of the land the District is on. Mrs. Montoya explained the JAN requested the lease term remain at 25 years with an option to renew. The Board suggested to have three different options of lease terms and percentage increases to present to the Jicarilla Apache Nation Leadership. No further discussion continued on the matter.

X. EXECUTIVE SESSION (I)

The Board may elect to go into Executive Session for reasons permitted in the New Mexico Open Meetings Act.

1. Notice is hereby given that the Board of Education of Dulce Independent Schools will meet in a closed Executive Session pursuant to NMSA 1978, Section 10-15-1(H)(2) of the New Mexico Open Meetings Act, limited personnel matters; specifically to discuss the hiring of a new Superintendent including discussion and negotiation of contract terms.

The Board began Executive Session at 6:09 p.m. The meeting was reconvened at 8:04 p.m.

XI. REPORT ON EXECUTIVE SESSION; BOARD VICE-PRESIDENT (I)

Board President, Phillip Salazar read the report on Executive Session: *“The Board met in Closed Executive Session from 6:09 p.m. to 8:04 p.m. to discuss limited personnel matters as permitted under Section 10-15-1(H)(2) of the New Mexico Open Meetings Act; specifically to discuss the hiring of a new Superintendent including discussion and negotiation of contract terms. I affirm that the matters discussed in closed executive session were limited to those as state in the agenda and motion to close.”* All Board Members voted in agreement.

XII. CONSIDER TAKING ACTION ON EXECUTIVE SESSION TOPICS (A)

A. Approval or disapproval of action to address payment for services as Acting Superintendent

Board Vice-President, Frankie Ortiz made the motion for Interim Superintendent, Ina Montoya to repay her overpayment in the amount of \$20,000 by June 30, 2023. Motion seconded by Claudine George. All Board Members voted in agreement; motion carried.

B. Approval or Disapproval of Selection of Superintendent

Board Vice-President, Frankie Ortiz made the motion to approve the selection of Ina Montoya as the Superintendent for Dulce Independent Schools. Motion seconded by Claudine George. Board Members voted nay: Annette TeCube and Diana Vigil. Motion carried.

C. Approval of Disapproval of Superintendent Contract including Terms

Board Vice-President, Frankie Ortiz made the motion to approve the Superintendent contract terms for Mrs. Ina Montoya of two years beginning on January 1, 2023 to June 30, 2025 with a starting salary of \$130,000. Motion seconded by Claudine George. Board Members voted nay: Annette TeCube and Diana Vigil. Motion carried.

Board Vice-President, Frankie Ortiz made the recommendation to have Mrs. Montoya’s picture taken and submitted to the Jicarilla Chieftain to inform the community of the selection of the DISD Superintendent.

XIII. ANNOUNCEMENTS (I)

Board President, Phillip Salazar made the announcement of the next regular board meetings to be held back at the old DISD Administration Board Meeting Room. He mentioned the importance of having the Board Members in camera view so the public can view Board Members and be informed of decisions being made.

Superintendent, Ina Montoya informed the Board of upcoming trainings she will be attending in January 2023.

Board Vice-President, Frankie Ortiz made the recommendation to have more student involvement at the Board Meetings. In terms of having students present what they are working on for more Student/Board interactions.

XIV. ADJOURNMENT (A)

Interim Superintendent, Ina Montoya made the recommendation to adjourn the meeting. Motion made by Frankie Ortiz; seconded by Claudine George. Motion carried. Meeting adjourned at 8:13 p.m.



Phillip Salazar, Board President



Annette TeCube, Board Secretary