

PEÑASCO SCHOOL BOARD OF EDUCATION
REGULAR BOARD MEETING
Veterans Memorial Administration Building
Tuesday, December 17, 2019
6:00 P.M.

1. Call Meeting to Order/Welcome/Moment of Silence/Salute to Flags

The Regular Board Meeting of Tuesday, December 17, 2019 was called to order at 6:07 p.m. by Mrs. Mary Trujillo Mascareñas, Board President. Mrs. Trujillo Mascareñas welcomed everyone present and called for a moment of silence.

The Pledge of Allegiance to the United States Flag
Salute to the New Mexico Flag

2. Roll Call

Board members present were Mrs. Mary Trujillo Mascareñas, Ms. Amanda Bissell, Mrs. Dorthy Lopez-Sherman, Ms. Sherry Archuleta, and Mr. Leroy Lopez.

Ms. Lisa Hamilton, Superintendent was also present.

3. Approval of Agenda Contents

Ms. Lisa Hamilton recommended approval of the December 17, 2019 Regular Board Meeting Agenda.

A motion to approve the recommendation was made by Mr. Leroy Lopez and seconded by Ms. Sherry Archuleta.

Mrs. Mary Trujillo Mascareñas called for the vote. The majority voted in the affirmative. Motion carried.

4. Approval of Board Minutes

Ms. Lisa Hamilton recommended approval of the November 19, 2019 Regular Board Meeting Agenda.

A motion to approve the recommendation was made by Ms. Amanda Bissell and seconded by Mrs. Dorthy Lopez-Sherman.

Mrs. Mary Trujillo Mascareñas called for the vote. Voting in the affirmative were Mr. Leroy Lopez, Mrs. Mary Trujillo Mascareñas, Ms. Amanda Bissell, and Mrs. Dorthy Lopez-Sherman. Ms. Sherry Archuleta abstained due to absence from this meeting. Motion carried.

5. Public Comment

None

6. Presentation of plaque to Mr. Leroy Lopez, Outgoing Board Member - Members of the Board presented a plaque of appreciation for 8.75 years of service and leadership to the district as a member of the Peñasco School Board of Education. All the members of the Board shared some

words of thanks and appreciation for Mr. Lopez.

7. **Winter Potluck** - the Board took a short break at 6:23 pm to participate in the annual winter potluck.

8. **Superintendent's Report, L. Hamilton**

a. Finance Committee Report

- **BARS** - there were several maintenance BARs presented.
- **Bank Reconciliation** - the reconciliations did balance against the bank except for Operational because of re-issued checks.
- **Athletic Budget** is complete - all areas will now have an identifying code that will make equity reporting more accurate. Coaches will now know how much is in their specific budget.
- The **new buses** will be delivered by next month.

b. Maintenance Update

- Entry into the Elementary is no longer allowed through the nurse's office due to problems with ice.
- Mrs. Mascareñas asked which buses would be replaced by the two new ones. Ms. Hamilton will get her an answer.
- A new substitute custodian has been identified for the Middle/High School.

c. Cafeteria Update

- Mrs. Mary Trujillo Mascareñas was happy about the students being served lunch during the winter break.
- Mr. Leroy Lopez asked if the snack being served at the Middle/High School has interfered with the educational process. Mrs. Marina Lopez stated that there has not been any interference.

d. Special Education Update

- Mrs. Mary Trujillo Mascareñas thanked Mr. Mitchell for giving some attention to the deaf and hard of hearing.
- Mrs. Dorthy Lopez-Sherman inquired about IEPs where the student can now be involved. She also inquired about the Behavioral Intervention Plans and Indicator 13 mentioned in Mr. Mitchell's board report.

e. Elementary Update

- Mrs. Mary Trujillo Mascareñas thanked Mrs. Dorthy Lopez-Sherman for her attendance at the recent PTO Meeting. Mr. Aaron Mitchell gave special thanks to Ms. Hamilton for leading the meeting. He was unable to attend due to illness.
- Fourth grade is now up to 28 students. Ms. Amanda Romero is the Educational Assistant in that class.
- Review of Istation data.

f. PMS/PHS Update

- Mrs. Dorthy Lopez-Sherman inquired about Edgenuity. Mrs. Lopez stated that there has been an extension. Approximately 50% of the students have finished and 50% haven't. There are four students that will not be able to finish. Seniors are being tracked closely and two seniors have left the district.
- Mrs. Dorthy Lopez-Sherman asked if evaluations are complete and if Ms. Woody will be helping this year. Since most of the work was done during the first semester, Ms. Woody's assistance will not be needed.
- Student attendance - not good. Discussion regarding lack of parental support, habitual absences, teen court - program working with families, number of referrals, juvenile probation.
- Homecoming - Ms. Sandoval and the student council are preparing. There isn't enough time for floats. Non-district games for homecoming.

g. IT & DATA Update

- Technical Advisory Group (TAG) has scheduled its first meeting for Tuesday, December 17th at 4:00 pm at the high school library regarding Cyberbullying. Other discussion surrounding cyber security issues, FERPA, and COPPA compliance.
- North Central Consortium - the evaluation committee, after careful consideration, voted to not award a contract to either of the two vendors that responded to the RFP. The decision was presented to the full Consortium and it was recommended that the RFP be re-issued. They are working on getting everything up and running by July 2020.
- Mrs. Mary Trujillo Mascarenas asked if the online bullying poster has been posted all over? Discussion followed regarding the national online safety. Awareness in the school buildings, a poster just for parents. The Attorney General's Office will come out if invited.
- Mrs. Dorthy Lopez-Sherman inquired about attendance at the Elementary and the MS/HS by period. Ms. Lopez-Sherman asked if compliance by the staff has improved? Ms. Hamilton mentioned that cyberbullying, attendance and data were discussed at DLT.

h. Assistant Business Manager Update

- **GASB-84, Implementation**
- All Student Accounts should be moved from 9XXX funds to 23000 funds.
 - A draft budget for each fund
 - Generate Perm Cash Transfer from 90000 to 23000
 - Obtain Board Approval
 - record journal entry
 - Create/Obtain Approval on BARs

i. Transportation Update

- Activity trips are going well. Each Activity Driver has had a chance to drive activity trips. Ms. Hamilton stated that Nicole is on top of following rules.
- Mr. Leroy Lopez asked about the bus driver that is out for the rest of the year. Ms. Hamilton stated that there is another driver who has stepped up doing extra duties.
- Mrs. Mary Trujillo Mascarenas gave kudos to Nicole for closing out purchase orders. Ms. Hamilton acknowledged that Nicole communicates with staff very well.

j. Assistant to Superintendent - Governor Quanchello has called the BIA and sent photos regarding the Nailor property. The Nailor property is still listed as BIA land. Mr. Nailor has been leasing it for many years to the school. Need to go to Taos County and investigate whether the property may be listed as fee land. Ms. Hamilton stated that it is up to Mr. Nailor to prove this. Governor Quanchello offered to lease the property for 99 years with automatic renewal.

k. Payroll & Benefits Update - Ms. Bissell opened discussion regarding teacher retention and ways to be more supportive, ways that don't cost money but are meaningful. One incentive that was mentioned was the time off (2 to 3 hour early) if staff members attended graduation. AB teacher retention - be more supportive - board policy - ways that don't cost \$ meaningful.

9. Discussion Items

a. Ben E. Keith Food Service Purchase Order - this purchase order exceeds \$5,000. It is a blanket purchase order which makes ordering much easier than having to submit a request each time Mrs. Rodriguez wants to order. The amount of the P.O. is \$10,354.00.

b. GASB 84 Cash Transfer from Fund 90000 to 23000 - required to code the 90000 funds differently. The funds will now be coded as 23000.

c. Security Grant/Safety Update - Because of Homeland Security Ms. Hamilton is unable to fully disclose details about the district's security/safety plan. Work will be scheduled for the Elementary/Middle School/High School ingress which will help to secure access to these buildings. Darren Griego will be working on obtaining three different quotes once the scope of work is developed. Discussion followed regarding training for and practicing lockdowns, evacuations, shelter in place. Ms. Amanda Bissell reminded Ms. Hamilton and the Board that the Los Alamos Police Department can train our staff for free. They may be able to come in January. Mrs. Marina Lopez likes the idea of preparing the staff because the students look to the staff for guidance.

d. Teacher Licensure Plans - presentation of information regarding plans and support for teachers that need to work on dossiers, alternative licensure, leveling up, testing support.

e. Other Pay Salary Schedule - request to increase the pay for Ticket Sales from \$9.00 per hour to \$10.00 per hour. Discussion followed regarding the possibility of increasing the hourly rate for some of the other substitute positions. One position in particular is that of Long-term Sub because of the responsibility level.

f. Overnight Travel to Santa Fe - discussion followed regarding overnight stay due to bad weather conditions. Currently, the district does not pay for overnight stay if the meeting is in Santa Fe, Taos, and other areas close to the district. An individual would probably have to call the NMDOT for road conditions. What is the current policy?

g. Policy

- **Advisories 198-202 - 2nd Reading** - no input.
- **Advisories 203 - 1st Reading** - would this be a policy that the district would want to approve?

10. Approval of

- a. Ms. Lisa Hamilton, Superintendent recommended approval of Ben E. Keith Food Service Purchase Order in the amount of \$10,354.00.**

A motion to approve the recommendation was made by Ms. Amanda Bissell and seconded by Ms. Sherry Archuleta.

Mrs. Mary Trujillo Mascareñas called for the vote. Mrs. Mary Trujillo Mascareñas, Ms. Amanda Bissell, Mrs. Dorothy Lopez-Sherman, Mr. Leroy Lopez and Ms. Sherry Archuleta voted in the affirmative. Motion carried.

- b. Ms. Lisa Hamilton, Superintendent recommended approval of GASB 84 Cash Transfer from Fund 90000 to 23000 as per changes to GASB 84.**

A motion to approve the recommendation was made by Mr. Leroy Lopez and seconded by Mrs. Dorothy Lopez-Sherman.

Mrs. Mary Trujillo Mascareñas called for the vote. Mrs. Mary Trujillo Mascareñas, Ms. Amanda Bissell, Mrs. Dorothy Lopez-Sherman, Mr. Leroy Lopez and Ms. Sherry Archuleta. Motion Carried.

- c. Ms. Lisa Hamilton, Superintendent recommended approval of Other Pay Salary Schedule to reflect an increase to \$10.00/hr for Ticket Sales.**

A motion to approve the recommendation was made by Mrs. Dorothy Lopez-Sherman and seconded by Ms. Amanda Bissell.

Mrs. Mary Trujillo Mascareñas called for the vote. Mrs. Mary Trujillo Mascareñas, Mr. Leroy Lopez, Mrs. Dorothy Lopez-Sherman, Ms. Amanda Bissell and Ms. Sherry Archuleta voted in the affirmative. Motion Carried.

11. Consent Agenda Items

Ms. Lisa Hamilton recommended approval of Consent Agenda Items:

Payroll Vouchers \$343,409.95 (11-1-2019 to 11-30-2019)

Payables \$195,710.56

BARs

1920 - 0030 - I	27126 - Community Schools Planning	Initial Budget	\$ 50,000.00
1920 - 0031 - I	13000 - Transportation	Carry Over	\$ 1,155.00
1920 - 0032 - M	11000 - Operational	Maintenance	\$ -
1920 - 0033 - T	11000 - Operational	Transfer	\$ -
1920 - 0034 - M	11000 - Operational	Maintenance	\$ -
1920 - 0035 - M	22000 - Athletics	Maintenance	\$ -
1920 - 0037 - M	14000 - Total Instruction. Mat	Maintenance	\$ -

1920 - 0038 - M	24106 - IDEA-B Entitlement	Maintenance	\$ -
1920 - 0041 - M	31701 - Capital Improvements Local	Maintenance	\$ -
1920 - 0042 - M	31100 - Bond Building	Maintenance	\$ -
1920 - 0044 - M	31100 - Bond Building	Maintenance	\$ -
1920 - 0045 - M	27149 - Pre-K Initiative	Maintenance	\$ -

A motion to approve the recommendation was made by Ms. Amanda Bissell and seconded by Mrs. Dorthy Lopez-Sherman..

Mrs. Mary Trujillo Mascareñas called for the vote. The majority voted in the affirmative. Motion Carried.

12. Items Suggested for Future Meetings

- Cell Phone Committee - meeting scheduled for January 7, 2020 at 6:00 pm during PTO meeting.
- Overview of Exit Interviews - Summary in Executive Session.
- Equity Council report - Ms. Hamilton
- Board Reorganization
- Board Norms
- Staff Survey - district level questions
- Summarization of one-to-one meetings with teaching staff - Ms. Hamilton
- 360 Evaluation of the Superintendent - policy, information, data, staff, parents, community, presentation by Ms. Bissell.

13. Adjournment

A motion to adjourn the **December 17, 2019 Regular Board Meeting** was made by Ms. Amanda Bissell and seconded by Mrs. Dorthy Lopez-Sherman.

Mrs. Mary Trujillo Mascareñas called for a vote. The majority voted in the affirmative. Motion carried.

Mrs. Mary Trujillo Mascareñas, Board President adjourned the meeting at 10:08 p.m.

FOR THE BOARD OF EDUCATION

ATTEST: *Amanda Bissell* *Shirley Onchule*
President Secretary

DATE: 11/21/2020 01/21/2020