MINUTES
WEST LAS VEGAS BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 18, 2020

A. CALL TO ORDER

Official minutes of the regular meeting of the West Las Vegas Board of Education, held March 18, 2020, at the Board Room of the Donald A. Martinez Administration Building, 179 Bridge Street, Las Vegas, New Mexico. President Patrick Marquez called the meeting to order at 6:00 p.m.

B. ESTABLISH QUORUM

Board members were present as follows: Board Member Rolando Medrano Jr., Board Secretary Manuel Lucero, Board Member Linda Montoya, Board Vice-President Christine Ludi, and Board President Patrick Marquez, with Student School Board Member Savannah Gallegos absent. Superintendent Christopher Gutierrez was also present. President Marquez noted that a quorum was present and proceeded with the meeting.

C. PLEDGE OF ALLEGIANCE

President Marquez led the Board and audience in reciting the Pledge of Allegiance and saluting the New Mexico Flag.

D. APPROVAL OF AGENDA

Ms. Ludi moved, and Ms. Montoya seconded, to approve the agenda, with the removal of Items G.1., G.2, H., and I.5. The motion carried unanimously.

E. APPROVAL OF MINUTES – REGULAR BOARD MEETING, FEBRUARY 13, 2020; AND SPECIAL BOARD MEETING, MARCH 3, 2020

Mr. Medrano Jr. moved, and Mr. Lucero seconded, to approve the minutes of the regular board meeting, held February 13, 2020; and the special board meeting, held March 3, 2020. The motion carried unanimously.

F. PUBLIC COMMENT (LIMITED PUBLIC FORUM; RESTRICTED TO AGENDA ITEMS ONLY)

No questions, comments, or concerns were expressed during this item of the agenda.

G. PRESENTATIONS
1. STUDENT REPORT – STUDENT SCHOOL BOARD MEMBER SAVANNAH GALLEGOS
2. WEST LAS VEGAS HIGH SCHOOL SCIENCE AND ART COLLABORATION ON RIVER RESTORATION AND ACUThERAPY CLINIC – MS. ERIKA GUABA, MS. MCKAILA WELDON, AND MS. MELISSA LOPEZ
3. FACILITIES UPDATE – MR. JERRY MAESTAS
4. OTHER

1. Student Report. This item of the agenda was removed as per Item D.
2. **West Las Vegas High School Science and Art Collaboration on River Restoration and Acuotherapy Clinic.** This item of the agenda was removed as per item D.

3. **Facilities Update.** On behalf of Mr. Jerry Maestas, Facilities Manager, Superintendent Gutierrez presented the following facilities update: a) Wrought Iron Fencing – phase 3 has been completed, with phase 4 forthcoming upon finalization of site preparation and demolition work on the district’s Independence St. property; b) WLV High School Rest room Stalls – purchase order in place for the fabrication of stalls and doors, with steel pricing being examined and project anticipated to take place in the summer; c) Valley Wrought Iron Fencing and Gates – fabrication has started with the existing material left over from the district’s in-town phase 3 wrought iron fencing, with price quotes received for the additional material needed to complete the project; d) Baseball/Softball Complex – bids for site cleanup/preparation and demo work at the district’s Independence St. property will be due March 23, with the project to be completed within 30 days from the acceptance of an approved bid; e) WLVMiddle School Renovation – HVAC system work being undertaken, with bleeder valves installed by mechanical contractor and awaiting direction from new mechanical engineer to complete the project (whole system inspected prior to Spring Break, with many of the issues that had been in existence the past two years being resolved in three hours); and f) Don Cecilio Martinez Elementary Security Project – awaiting updated CES quotes, as previous bids were over 90 days old, with project to be started as soon as possible.

4. **Other.** Superintendent Gutierrez provided an update on the measures being undertaken at the district during the imposed three-week school closures in light of the COVID-19 pandemic. During the three weeks, districts must continue to: a) feed students (food service staff must report to work to prepare and distribute grab-and-go meals); b) operate its school-based health centers (currently in operation Mondays, Wednesdays, and Fridays as normal and working on agreement to provide services to both students and parents to ease the burden of patients being treated at El Centro and Alta Vista Regional Hospital, with plans in progress to provide a health center at Valley Elementary/Middle School hopefully by the start of next school year); and c) pay staff as normal (Central Office staff are staggering their on-site work to limit the number of individuals present at the same time; custodians and maintenance are not currently reporting as deep cleaning took place prior to Spring Break, with these staff members expected to be report during emergencies and the week prior to school starting to sanitize sites again. President Marquez suggested alternating maintenance and staff workers to clean and sanitize exterior grounds, to which Superintendent Gutierrez concurred, including playgrounds. Superintendent Gutierrez is unsure of what will transpire should the school closures be extended, however, seniors who are participating in Edgenuity credit recovery opportunities have been provided a Chromebook to continue their programs at home. Ms. Montoya stressed the importance of reviewing the status of all seniors and checking scholarship deadlines, with Superintendent Gutierrez to assign this task to counselors. Mr. Lucero pointed out the role of the seniors in initially falling behind, with Ms. Montoya noting that their individual circumstances that led to them falling behind are unknown and the district must do all it can to ensure they graduate. Superintendent Gutierrez also noted that free online resources are being shared with principals and teachers for distribution to students; however, if the school closures are extended, Google Classroom will be utilized as distance learning, and training is currently being offered to teachers on the platform. Of concern is students who do not have internet access at home, to which Superintendent Gutierrez noting that he is working with Mr. Dennis Marquez, IT Coordinator, to conduct a meeting with local internet providers in hopes of addressing the matter, particularly in rural areas via satellite service. Ms. Ludi noted that the New Mexico School Boards Association is soliciting district participation in supporting its efforts to solicit the E-rate CEO to increase internet accessibility and funding long-term. At the inquiry of Mr. Lucero, Superintendent Gutierrez noted that all standardized testing has been cancelled for this year. Furthermore, a hotline for community informational purposes is being established, with callers having the option to hear a recording of updates or have their questions answered live by Superintendent Gutierrez. Ms. Ludi stressed the importance of checking on the status of district students who are also enrolled in classes at Luna Community College and New Mexico Highlands University. Superintendent Gutierrez also noted that the Head Start cafeteria is also operable in order to avoid having to reimburse funds, with meals and
care packages (diapers, baby food, gallons of milk, tissue, wipes, etc.) being sent home. Grab-and-go breakfast and lunch are being provided from 8:30 a.m. to 9:30 a.m., and 11:30 a.m. to 12:30 p.m., respectively, at West Las Vegas High School, West Las Vegas Middle School, Valley Elementary/Middle School, and Tony Sema Jr. Elementary, with buses being utilized to also deliver both meals at the same time through the bus routes, starting at 10:00 a.m. Meal counts are reported on a daily basis, with the official counts sent in on Fridays and students expressing their happiness over receiving the meals.

Before proceeding with Item L, President Marquez noted that he agrees with the sentiments of both Mr. Lucero and Ms. Montoya regarding meeting graduation requirements; however, every employee and board member in the district plays a role and should do everything in his/her power to address student needs and assist them in being successful. Ms. Montoya noted that during her tenure at WLV High School, each student who received a diploma or certificate earned it.

H. REQUEST FOR OUT-OF-STATE TRAVEL AND FINANCIAL ASSISTANCE BY WEST LAS VEGAS HIGH SCHOOL MESA STUDENTS TO PARTICIPATE IN MESA SENIOR INCENTIVE FIELD TRIP, APRIL 7-10, 2020, AT MIAMI, FLORIDA

This item of the agenda was removed as per Item D.

I. HEAD START AND EARLY HEAD START REPORTS/UPDATES (INCLUDING INTERIM DIRECTOR PROGRAM INFORMATION REPORT AND FACILITIES) AND FORMAL ACTION ON HEAD START AND EARLY HEAD START MATTERS – MS. MARIA MARTINEZ

1. HEAD START AND EARLY HEAD START USDA MEAL COUNT REPORTS (FEBRUARY, 2020)
2. HEAD START AND EARLY HEAD START ENROLLMENT REPORT (FEBRUARY, 2020)
3. HEAD START AND EARLY HEAD START NON-FEDERAL SHARE (IN-KIND) REPORT (FEBRUARY, 2020)
4. ACCEPTANCE OF STAFF MEMBER LETTER OF RESIGNATION
5. REQUEST FOR OUT-OF-STATE TRAVEL BY MS. PRESCILLA SAIZ TO ATTEND FROG STREET EARLY CHILDHOOD CONFERENCE AT KISSIMMEE, FLORIDA, APRIL 2-4, 2020
6. 2020-21 SUBMISSION AND APPROVAL OF 5-YEAR NONCOMPETITIVE REFUNDING APPLICATION

- APPLICATION AND BUDGET JUSTIFICATION NARRATIVE
- NON-FEDERAL SHARE NARRATIVE
- RESULTS OF SELF-ASSESSMENT & IMPROVEMENT PLAN
- GOVERNING BODY AND POLICY COUNCIL DECISIONS
- SELECTION CRITERIA
- COST ALLOCATION PLAN
- TRAINING & TECHNICAL ASSISTANCE PLAN
- ANNUAL REPORT
- PROGRAM GOALS
- INDIRECT COST RATE AGREEMENT
- OTHER SUPPORTING DOCUMENTATION
- JOB DESCRIPTIONS
- SALARY SCHEDULES
- SCHOOL READINESS GOALS
- STRATEGIC PLAN
- ORGANIZATIONAL CHART

Ms. Maria Martinez, Interim Head Start Director, presented an update on the Head Start and Early Head Start programs, petitioning the Board for approval of the items as listed on the agenda, with all items covered in detail, with the exception of Item I.5., which was removed from the agenda as per Item D. Mr. Lucero voiced a concern over the hierarchy of the Head Start/Early Head Start Organizational Chart, noting that the Board of Education oversees the Head Start/Early Head Start Director, with President Marquez concurring with Mr. Lucero. Superintendent Gutierrez noted that the Organizational Chart can be modified to reflect that
both the Board of Education (Governing Body) and Executive Director oversee the Head Start/Early Head Start Director. Upon the recommendation of Superintendent Gutierrez, Ms. Ludi moved, and Mr. Medrano Jr. seconded, to approve the following Head Start and Early Head Start matters as presented by Ms. Martinez (with assistance, at times, from Ms. Annette Maestas and Ms. Annette Garza, Head Start Specialists): 1) Head Start and Early Head Start USDA Meal Count Reports for the month of February, 2020; 2) Head Start and Early Head Start Enrollment Report for the month of February, 2020; 3) Head Start and Early Head Start Non-Federal Share (In-Kind) Report for the month of February, 2020; 4) acceptance of letter of resignation by Ms. Kimberly Baros, Head Start Co-Teacher; and 6) 2020-21 Submission and Approval of 5-Year Noncompetitive Refunding Application [Application and Budget Justification Narrative; Non-federal Share Narrative; Results of Self-Assessment & Improvement Plan; Governing Body and Policy Council Decisions; Selection Criteria; Cost Allocation Plan; Training & Technical Assistance Plan; Annual Report; Program Goals; Indirect Cost Rate Agreement; Other Supporting Documentation (SF-424 & SF-424B); Job Descriptions; Salary Schedules; School Readiness Goals; Strategic Plan; and Organizational Chart (as amended to reflect that the Head Start/Early Head Start Director is overseen by both the Board of Education (Governing Body) and Executive Director]. The motion carried unanimously.

J. REVIEW OF POLICY ADVISORIES
1. NO. 204 – EEA – BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES
2. NO. 205 – EEAE/EEAE-A/EEAE-E – DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES

Superintendent Gutierrez presented the Board with the following policy advisories for review, with formal Board action to be sought at the Board's next regular meeting: 1) No. 204 – EEA – Bus Driver Requirements, Training, and Responsibilities; and 2) No. 205 – EEAE/EEAE-A/EEAE-E – Drug and Alcohol Testing of Transportation Employees.

K. FORMAL ACTION ON NMSBA 2020 EXCELLENCE IN STUDENT ACHIEVEMENT AWARD

Ms. Ludi moved, and Mr. Lucero seconded, to accept the Board nominations of Mr. Morgan Montaño and Ms. Veronica Ulibarri for the NMSBA 2020 Excellence in Student Achievement Award. The motion carried unanimously.

L. DISCUSSION ON ROLES AND RESPONSIBILITIES OF SCHOOL BOARD MEMBERS

Mr. Lucero remarked to the Board that the public must be properly informed that as per House Bill 212, enacted in 2002, the roles and responsibilities of the Board are budget; policy; and hiring/firing of the superintendent (and Head Start director in our district’s instance). Mr. Lucero noted that he continuously receives concerns from constituents that can only be addressed by Superintendent Gutierrez, as the Board must abide by its roles and responsibilities. Ms. Montoya and Ms. Ludi noted that the proper chain of command must be followed and the public must be properly informed of procedures for addressing concerns, with President Marquez noting that the Board must listen to the public; however, Superintendent Gutierrez must address the concerns in his role.

M. ACCEPTANCE OF ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2019 – MS. DINAH MAYNES

Upon the recommendation of Superintendent Gutierrez, and as presented by Ms. Dinah Maynes, Business Manager/Chief Procurement Officer and Superintendent Gutierrez, Ms. Montoya moved, and Mr. Lucero seconded, to accept the Annual Financial Report for Fiscal Year Ended June 30, 2019. The motion carried unanimously, with Superintendent Gutierrez providing assurances that measures have been/will be put in place to address the findings and some of the repeated findings will be resolved by the next audit.
N. FINANCE COMMITTEE REPORT AND FORMAL ACTION ON BUDGETARY MATTERS
1. GENERAL FUND AND STUDENT ACTIVITY ACCOUNT EXPENDITURES (FEBRUARY, 2020)
2. HEAD START EXPENDITURES (FEBRUARY, 2020)
3. BUDGET JOURNAL ENTRIES
4. BUDGET ADJUSTMENT REQUESTS

Ms. Montoya provided an update on the 3-17-20 Finance Committee meeting, whereby all general fund and student activity account expenditures, Head Start financial transactions, budget journal entries, and budget adjustment requests were reviewed by the Finance Committee and recommended for Board approval, with all areas of concern addressed during the Finance Committee meeting. The Budget Balances and School Board Student Incentive Fund reports were provided to the Board for informational purposes. Upon the recommendation of Superintendent Gutierrez, and as reviewed by the Finance Committee during its 3-17-20 Finance Committee meeting, Ms. Ludi moved, and Mr. Medrano Jr. seconded, to approve the following budgetary matters: 1) General Fund and Student Activity Account expenditures (February, 2020); 2) Head Start expenditures (February, 2020); 3) Budget Journal Entries (86-94, 965-966, 970, 999, and 1004); and 4) Budget Adjustment Requests (068-000-1920-...): a) 0025-I, 31700 Capital Improvements SB-9, increase of $899 (to enter budget for balance of last year appropriation); b) 0026-M, 24106 Entitlement IDEA-B, maintenance BAR of $3,700 (budget entry for support staff to meet budget expenditure alignment); c) 0027-I, 24183 USDA 2010 Equipment Assistance Program, initial budget of $24,076 (Food Service program equipment grant); d) 0028-I, 21000 Food Services, increase of $60,278 (to reconcile audit balance at fiscal year-end); e) 0029-I, 31701 Capital Improvements SB-9 Local, increase of $86,674 (to reconcile cash with audit 2019); f) 0030-I, 25153 Title XIX Medicaid 3/21 Years, increase of $10,227 (to reconcile cash from audit 2019); g) 0031-I, 24153 English Language Acquisition, maintenance BAR of $9,133 (to expend Title III funds); h) 0032-M, 24101 Title I – ESEA, maintenance BAR of $2,333; i) 0033-M, 24101 Title I – ESEA, maintenance BAR of $204,012 (for 1000 function); and j) 0034-M, 24154 Teacher/Principal Training & Recruiting, maintenance BAR of $41,448. The motion carried unanimously.

O. ITEMS FOR INCLUSION AT NEXT MEETING

President Marquez encouraged the Board to suggest items for inclusion on the agenda for the Board’s next regular meeting, scheduled for April 9, depending on the status of the Coronavirus pandemic.

P. ADJOURNMENT

With no other business to come before the Board of Education, Ms. Ludi moved, and Mr. Lucero seconded, to adjourn the meeting. The meeting adjourned at 7:47 p.m.

Patrick Marquez, Board President

Manuel Lucero, Board Secretary

(SEAL)