

**LOS LUNAS SCHOOLS BOARD OF EDUCATION
REGULAR MEETING
JANUARY 23, 2018**

1. CALL TO ORDER

Board President Bryan Smith called the Board Meeting to order at 6:00 pm. He thanked everyone for coming and reminded the audience to silence their cell phones and/or other electronic devices during the meeting. He then announced that Mr. Castillo was unable to attend the meeting.

Board Members Present: Bryan C. Smith, President
Georgia Otero-Kirkham, Vice President
Sonya C'Moya, Secretary
Frank A. Otero, Member

Board Member Absent: Art Castillo, Member

Administrators Present: Dana Sanders, Superintendent
Claire Cieremans, Chief Finance Officer
Brian Baca, Assistant Superintendent
Juliette R. Benavidez, Assistant Superintendent
Susan Chavez, Assistant Superintendent
Erica Hidalgo, Dir. of Elementary Programs
Wilson Holland, Dir. of Athletics
Darian Jaramillo, Dir. of Instructional Support
Mary McGowan, Dir. of Compliance and Accountability
Cynthia Philips, Dir. of Special Education
Michelle Romero, Dir. of Purchasing
Andrew Saiz, Dir. of Personnel/Leadership Development
Elena Trodden, Dir. of Assessment/Data
Cathy Chavez, Coordinator of Federal Programs
Melissa Contreras, Principal, Ann Parish Elementary
Robert Alexander, Asst. Principal, Ann Parish Elementary

Others Present: Penny Valdez, NEA-Los Lunas
Forty (40) Additional Community Members, Staff, & Students

2. ANNOUNCEMENT OF MEETING

Superintendent Dana Sanders reported the meeting had been announced in accordance with the Open Meetings Resolution, and was a legally constituted meeting of the Los Lunas Schools Board of Education.

3. PLEDGE OF ALLEGIANCE

Juan Vargas-Najera, a sixth grader, at Ann Parish Elementary, led the Pledge.

4. APPROVAL OF AGENDA

Mr. Smith asked if there were any changes or deletions to the agenda. There being none, Mr. Smith called for a motion.

Ms. Kirkham moved, and Mr. Otero seconded, to approve the agenda as submitted by Ms. Sanders and her staff. There being no discussion, Mr. Smith called for a roll call vote with the following results: Art Castillo - absent; Sonya C'Moya – yes; Frank A. Otero – yes; Georgia Otero-Kirkham – yes; and Bryan C. Smith – yes. Motion passed.

5. PUBLIC COMMENT

There were no requests to address the Board.

6. APPROVAL OF CONSENT ITEMS

Ms. C'Moya moved to consent all of the items on the action agenda by consent with the exception of Item 8. APPROVAL OF 2016-17 AUDIT. Ms. Kirkham seconded the motion.

Mr. Smith announced for the benefit of the audience, that consent items were the action items on the agenda presented by the Superintendent and her staff for approval. The action items had been reviewed by the board members individually. If no discussion had been

asked regarding the items by any of the board members, the items were submitted for approval with one motion/vote.

There being no further discussion, Mr. Smith called for a roll call vote with the following results: Art Castillo - absent; Sonya C'Moya – yes; Frank A. Otero – yes; Georgia Otero-Kirkham – yes; and Bryan C. Smith – yes. Motion passed.

**7. APPROVAL OF MINUTES: December 12, 2017 Regular Meeting
(Approved by Consent)**

8. PRESENTATION AND APPROVAL OF 2016 – 17 AUDIT

Chief Finance Officer, Claire Cieremans, stated that the District hired an independent contractor to perform a school audit of the District's budget annually, and that this was the first year for Cordova CPA. She then introduced Bobby Cordova, to present information regarding the audit report that had been released from the State of NM Office of the State Auditor for LLS 2016-17FY.

Mr. Cordova thanked the Board for allowing him to address them. He explained that the auditor's responsibility under auditing standards federally accepted in the United States of America, was to provide reasonable assurance that the financial statements were fairly presented. He discussed the process and timeline for the audit, which started in July with the entrance meeting on July 25, 2017, during which they discussed the process that would be followed. The fieldwork was then performed, with the assistance of Ms. Cieremans, Ms. Traczyk, and their staff. The exit meeting was held on November 7, 2017. Mr. Cordova added that the audit was then turned into the state, well in advance of the deadline.

Mr. Cordova gave a comprehensive overview summary of the audit, including their opinions, internal controls, as well as some recommendations to improve the controls. The District was commended on its management of the 200 million dollar budget, the

completed construction project, and the decrease in bonds by nearly four million dollars.

The Independent Auditor's Report – determination if the financials were fairly presented and standard of highest level of assurance, the single audit report on compliance, and the single audit report on Internal Control and Compliance, all received an unmodified opinion (formally called a clean opinion), which was the highest the District could receive.

8. PRESENTATION AND APPROVAL OF 2016 – 17 AUDIT (Continued)

Mr. Cordova commended Ms. Cieremans, Ms. Traczyk, and their staff for their professionalism and management of the budget, and for being such good stewards of the community's funds.

Ms. Kirkham thanked Mr. Cordova, for his professionalism during audit committee meetings; especially for making everyone feel comfortable and making the results very clear.

Ms. Sanders and Ms. Cieremans, along with their staff, were commended for the clean audit.

Ms. C'Moya moved, and Mr. Otero seconded, to approve the 2016 – 17 independent audit as submitted. There being no discussion, Mr. Smith called for a roll call vote with the following results: Art Castillo - absent; Sonya C'Moya – yes; Frank A. Otero – yes; Georgia Otero-Kirkham – yes; and Bryan C. Smith – yes. Motion passed.

9. SUPERINTENDENT'S REPORT

A. Student Representative Report: Aerial Valenzuela, Senior, Century High School

Aerial thanked the Board and Ms. Sanders for allowing her to speak to them about Century High School. She reported that CHS had grown so much from what it used to be. Their current crop of students reflected the dramatic culture shift their

school had taken in the last four years. Aerial said they currently had the second largest student count with 166 students enrolled, and they were still receiving phone calls from interested families. Their class sizes had grown so much.

9. SUPERINTENDENT'S REPORT (Continued)

A. Student Representative Report: Aerial Valenzuela, Senior, Century High School (Continued)

In December, they had an awards ceremony where 20 students received an award, and Performance Computers picked someone out of all the high schools in the district to have a brand-new computer. Aerial stated that she was lucky enough to be the one who was awarded the laptop and an academic award.

On another note, parent teacher conferences were last week and many students received great reports and were on track to finish their classes, and there were at least three students graduating a whole year early! She said that the staff at Century High were so involved with their students and Mr. Aguirre cared so much about every student and staff member! She said they all made sure every student had the needed resources available at all times. The CHS staff were always pushing the students to do their best and encouraged them to go to college or CNM.

They were also getting the students involved in caring for their community. Aerial said that Mrs. Romero and Mr. Dapo would soon be taking 15 students to volunteer at Joy Junction in Albuquerque. Aerial said that CHS had their very own GRADS program. Ms. Dutchover was the GRADS, AVID, and Child Development teacher. Aerial said Ms. Dutchover was very understanding of the different students' situations and encouraged the young moms and dads to get an education. Their precious babies were cared for in the CHS daycare, so the young parents had one less thing to worry about while they were in class. They were building a better future for themselves and their babies! Ms. Dutchover was even taking students to the Capital in Santa Fe to see the legislators in action, explore the Roundhouse, take in local culture, and become engaged citizens.

9. SUPERINTENDENT'S REPORT (Continued)

A. Student Representative Report: Aerial Valenzuela, Senior, Century High School (Continued)

Aerial said that this year they also had a fun new class called Introduction to Craft Skills class taught by Mr. Cole, and they also had their first ever AP History class taught by Ms. Johnson. In Craft Skills, students learned about tools, tool safety, and how to properly construct different projects. They learned about construction and manufacturing for plumbing, construction, and electrical. The students constructed projects involving pipes, wood, electrical, and other materials. They learned how to plan different projects and see how long it would take each project to finish. Students worked as a team and learned how to take that to their advantage to complete projects in their planned-out time!

Aerial said that Century High School could be summed up as a place where the amazing staff cared about students. She said CHS really did mean a lot to her and she would not be where she was today if it was not for the caring environment that the Century High Staff provided. They would continue to help each student to become their best and they always made time for all students. The school would always be her favorite because of the way they taught and got involved with the students. They helped her by really pushing her to get her classes completed and become what she had always wanted to be. They made her believe that she could actually accomplish anything she wanted to do! Aerial said she was more motivated and happier than ever to graduate and to make a great future for herself thanks to Century High School!

Ms. Sanders thanked Aerial for her report, and added that Aerial's passion and pride was very evident in her report, and was one of the best reports she had heard. Aerial was commended for her hard work and wished the best in her future endeavors.

9. SUPERINTENDENT'S REPORT (Continued)

B. School Presentation: Melissa Contreras, Principal, Ann Parish Elementary

Ann Parish Elementary Principal, Melissa Contreras, thanked the Board and Ms. Sanders for the opportunity to speak to them about her school. She introduced Robert Alexander, her assistant principal, recognized her staff in attendance, and thanked her advocate, Juliette Romero Benavidez, for her support.

Ms. Contreras stated that their 55 staff, twenty-three of whom were teachers, served their 428 students in grades K – 6. She added that the teacher retention was at 87%, and that they currently had one special education position that was open in the CEL classroom.

Ms. Contreras and Mr. Alexander then gave a comprehensive overview of the three-year trend of PARCC ELA for third through sixth grade levels in comparison with the state and district, and the APE L! Live Benchmark Data.

Ms. Contreras stated they planned to address Student Reading Achievement Results as follows:

- Majority of teachers are CORE trained
- Using the CORE Phonics Survey to address foundational skills
- CFA's designed to address student needs; skill by skill
- On going support from Apple Professional Learning Specialist
- Teacher attendance at monthly Literacy Cadre
- On going support from district reading specialists

Ms. Contreras and Mr. Alexander gave an overview of the results of Ann Parish's PARCC math tests for third through sixth grade, benchmark data, three-year comparison data, APE Vmath Benchmark Data, as well as, the TransMath Benchmark Data.

9. SUPERINTENDENT’S REPORT (Continued)

B. School Presentation: Melissa Contreras, Principal, Ann Parish Elementary

Ms. Contreras then discussed their plan to address the math achievement results, which included:

- Ongoing professional development with Dr. Luis Cruz
- Sending 4 staff and assistant principal to PLC Summit in February
- Teacher attendance at monthly math lead meeting
- Restructure of grade level collaboration
- CFA’s designed to address student needs; skill by skill

Ms. Contreras and Mr. Alexander reported that some of the challenges that APE faced included:

- New Administrative Team
- Drop in PARCC proficiency
- Implementation of enVisions Math
- Learning & implementing structures to elevate grade level collaboration

Some of the victories Ms. Contrera spoke about from Ann Parish Elementary included:

- HRS Level 1 and 2 Certification
- 1 year with 1:1 Apple ConnectEd Grant
- Fifth and Sixth Grade AVID Elementary implementation
- Trend of steady growth on PARCC proficiency in ELA
- .36 points away from earning a B Grade
- Staff Professional Development day with Dr. Cruz on their campus

9. SUPERINTENDENT’S REPORT (Continued)

B. School Presentation: Melissa Contreras, Principal, Ann Parish Elementary (Continued)

Some of the areas Ms. Contreras and Mr. Alexander chose to showcase from Ann Parish Elementary included:

- Student learning fundamental purposed learning for all adult learning along with student learning ape a professional learning community

Discussion ensued regarding the mobility rate, the challenges faced by some of the students, the struggles many students districtwide had in the math scores, tutoring opportunities that might be beneficial, the difference having great, full time teachers made, as well as, the efforts of the hard-working staff at APE. Ms. Contreras and her staff were commended for their commitment and efforts.

Ms. Contreras spoke about the expectations and achievement levels of the students at her school. The staff realized that they had to understand where their students came from, in order to help them. She used the baseball analogy of running bases they had learned about during their extensive work with Dr. Cruz. Kids who had strong home support might find running the bases easy, while kids who had a lot of challenges may have trouble even getting out of the dugout, let alone getting to first base. While their backgrounds might differ, what every student had in common was that **All** students could learn, and that students with more challenging backgrounds shouldn't be counted out. She and her staff worked diligently to understand which base their students were on and used their interventions to help them improve.

Ms. Sanders thanked the board members for approving the professional development with Dr. Cruz, which allowed him to come to the schools and work with each staff. Dr. Cruz worked with each school individually, and Ms. Sanders felt the knowledge the staff gleaned would catapult the students forward.

10. PRESENTATION OF BOARD POLICIES - First Reading

A. Section 3

i. 3.0 Finance District Goal

ii. 3.1 Division of Finance and Operations

- iii. 3.2 Consultants
- iv. 3.3 Fiscal Management
- v. 3.4 Annual Budget
- vi. 3.5 Budget Preparation Procedures
- vii. 3.6 Budget Preparation Standards
- viii. 3.7 Budget implementation-Monitoring
- ix. 3.8 Taxing and Borrowing
- x. 3.9 Revenue
- xi. 3.10 Banking Services
- xii. 3.11 Fiscal Accounting and Reporting
- xiii. 3.12 Audit
- xiv. 3.13 Payment Procedures
- xv. 3.14 Cash in Buildings
- xvi. 3.15 Purchasing
- xvii. 3.16 Inventory and Property Management
- xviii. 3.17 Gifts and Donations Policy

**10. PRESENTATION OF BOARD POLICIES - First Reading
(Continued)**

- B. Section 4**
 - i. 4.1 Operation of Plant
 - ii. 4.2 Use of School Facilities by Non-School Groups
 - iii. 4.3 Application for Use of School Facilities/Grounds
 - iv. 4.4 Buildings, Grounds and Property Management
 - v. 4.5 Security
 - vi. 4.6 Traffic and Parking Controls
 - vii. 4.7 Energy Conservation

- viii. 4.8 Materials and Equipment
- ix. 4.9 Telephone Services
- x. 4.10 Facilities Renovations/Improvements
- xi. 4.11 Naming Facilities
- xii. 4.12 Staff Orientation of New Facilities
- xiii. 4.13 Public Dedication of New Facilities
- xiv. 4.14 Facilities Planning
- xv. 4.15 Closing Schools
- xvi. 4.16 Safety Procedures
- xvii. 4.17 Reporting of Hazards/Warning Systems
- xviii. 4.18 Hazardous Materials
- xix. 4.19 Emergencies
- xx. 4.20 Student Safety
- xxi. 4.21 Mail and Delivery Services
- xxii. 4.22 Custodial Services
- xxiii. 4.23 Waste Management and Recycling

**10. PRESENTATION OF BOARD POLICIES - First Reading
(Continued)**

Ms. Sanders announced that the Board had held a work session with board counsel, during which they thoroughly went over each of aforementioned policies in great detail. The policies were straightforward, as they focused on the procedures, regulations, and laws governing public funds.

Mr. Smith reiterated that they had looked at the policies very closely during the work session, and asked if the board members had any questions or comments. There being none, he stated that the policies had been submitted for the first of three readings. Because they were submitted as presentation; no action was needed or warranted at this time.

**11. APPROVAL OF STUDENT PE WAIVER (Approved by
Consent)**

12. FINANCE COMMITTEE RECOMMENDATIONS (Meeting held Jan. 16, 2018)

- A. Approval of Reports for December 2017**
 - i. Schedule of Checks Written (Approved by Consent)**
 - ii. Cash on Hand (Approved by Consent)**
 - iii. Investments on Hand (Approved by Consent)**
 - iv. Monthly Budget Reports (Approved by Consent)**
 - v. Revenue (Approved by Consent)**

- B. Approval of Budget Adjustment Requests (BARs)**
 - i. Bond Building – 31100 – Transfer (Approved by Consent)**
 - ii. NM Autism Project – 24108 – Initial Budget (Approved by Consent)**
 - iii. Carl Perkins – 24174 – Decrease (Approved by Consent)**
 - iv. Student Support & Academic Enrichment Prog – 24189 – Initial Budget (Approved by Consent)**

**12. FINANCE COMMITTEE RECOMMENDATIONS (Meeting held Jan. 16, 2018)
(Continued)**

- B. Approval of Budget Adjustment Requests (BARs) (Continued)**
 - v. Gear Up – 25205 – Increase (Approved by Consent)**
 - vi. Title III – 24153 – Transfer (Approved by Consent)**
 - vii. Title I – 24101 – Transfer (Approved by Consent)**

- C. Approval of Budget Adjustment Requests (BARs) {Not Requiring Public Education Department (PED) Approval}**
 - i. Safety & Security – Operational – 11000 – Other Contract Services – Supplies & Materials (Approved by Consent)**
 - ii. CIA – Gear Up – 25205 - 1000 – Benefits – Salaries/Benefits/Other Contract Services/Supplies & Materials (Approved by Consent)**

- iii. **CIA – Gear Up – 25205-2200/2400 – Salaries/Benefits – Additional Compensation/Benefits (Approved by Consent)**

D. Approval of Purchases

- i. **PowerSchool Annual Renewal for Support/Subscription/Hosting Services 31600 - Technology 3 Mill (Approved by Consent)**
- ii. **Cruz and Associates for Professional Development for LLHS and VHS 24101 - Title I; 24106 - Idea B; 27149 - PreK Initiative; 24109 - Preschool; 25145- Impact Aid Special Ed; and 25147- Impact Aid Indian Ed (Approved by Consent)**
- iii. **Solution Tree c/o Allied States Cooperative for Onsite Professional Development for Various School Sites – Federal Programs (Approved by Consent)**

E. Approval of Construction Contract: LLMS Gym RFP Award Recommendation (Approved by Consent)

**12. FINANCE COMMITTEE RECOMMENDATIONS (Meeting held Jan. 16, 2018)
(Continued)**

F. Approval of Out-of-State Travel Requests

- i. **Out-of-State Travel Request for J. Smith – Curriculum, R. Abney – LLHS, and L. Sosa – LLMS to Attend the 2018 NCCEP/Gear Up Workshop in Las Vegas, NV February 3 –5, 2018 25205 – Gear Up (Approved by Consent)**
- ii. **Out-of-State Travel Request for S. Chavez, C. Philips, M. McGowan and C. Chavez – Special Services, to Attend the ISTE 2018 Conference in Chicago, IL June 24 – 27, 2018 24106 - IDEA B and 25145 - Impact Aid Special Ed (Approved by Consent)**

G. Approval to Proceed with Asphalt Cooperative RFP with Valencia County (Approved by Consent)

H. Approval of Deletion of Fixed Assets (Approved by Consent)

I. Approval of MOU Between LLS and Catholic Charities (Approved by Consent)

J. Approval of IGA Between LLS and NM PED for Acoma Field Trip (Approved by Consent)

13. ANNOUNCEMENT OF MEETINGS

Mr. Smith announced that this brought them to the announcement of meetings. As allowed by the New Mexico Open Meetings Act and District's Open Meetings Resolution, on occasion a quorum of board members attended the same function, including those held at school sites, at the district level, as well as sports functions, conferences, workshops, and trainings. Members agreed to refrain from discussing and/or acting upon, board issues in those settings. In addition, only official meetings were published, and, if other meetings were scheduled, they would be announced in accordance with the NM Open Meetings Act.

13. ANNOUNCEMENT OF MEETINGS (Continued)

Mr. Smith then announced the following meetings:

- Feb. 8-10, 2018
New Mexico School Boards Association (NMSBA) Institute
Eldorado Hotel located at 309 W San Francisco St. Santa Fe, NM 87501
- Feb. 8, 2018
Closed Executive Session; Eldorado Hotel at 7:00 pm
309 W San Francisco St. Santa Fe, NM 87501
Closed Executive Session Regarding Limited Personnel Matters: Specifically, Review of Superintendent's Performance, Contract Extension, and Salary *{Pursuant to 10-15-1 H (2) NMSA 1978} (Quorum in Attendance)*
- Feb. 13, 2018
Regular Board Meeting; Central Office Board Room at 6:00 pm
- Feb. 20, 2018
Finance Committee Meeting; Central Office Conference Room at 4:30 pm
- Feb. 27, 2018
Regular Board Meeting; Central Office Board Room at 6:00 pm

14. ADJOURNMENT

Ms. Kirkham moved, and Ms. C'Moya seconded, to adjourn the meeting. There being no further discussion, Mr. Smith called for a roll call vote with the following results: Art Castillo – absent; Sonya C'Moya – yes; Frank A. Otero – yes; Georgia

Otero-Kirkham – yes; and Bryan C. Smith – yes. Motion passed.

The meeting was adjourned at 6:43 pm.

Approved this 13th day of February 2018.

Brian C. Smith, Board President

Sonya C'Moya, Board Secretary

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