

# CUBA INDEPENDENT SCHOOL DISTRICT

**BOARD OF EDUCATION**  
DIANNA MAESTAS, President  
PAMELA CAYADITTO, Vice President  
VIVIAN KEETSO, Secretary  
TAYLOR PINTO, Member  
CARL STERN, Member



**ADMINISTRATION**  
KIRK HARTOM, Superintendent  
VACANT, Federal Programs Director  
RHIANNON CHAVEZ, Finance Director  
ARSENIO JACQUEZ, High School Principal  
LYNN VASQUEZ, Mid School Principal  
SHIRLEY HURFORD, Elementary Principal

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## Minutes of Regular School Board Meeting June 17, 2015

5:30 PM

CISD Board Room

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### I. Introduction

1.1 **Call to Order:** President, Dianna Maestas called the meeting to order at 5:35 pm.

1.2 **Pledge of Allegiance:** Dianna Maestas led the Pledge of Allegiance.

1.3 **Roll Call:** Board Secretary Vivian Keetso took a roll call. Dianna Maestas – Present. Pamela Cayaditto – Present. Vivian Keetso – Present. Taylor Pinto – Present. Carl Stern – Present.

1.4 **\*Approval of Agenda:** Dianna Maestas called for a motion to approve the agenda as posted. Carl Stern made a motion to approve the agenda and Pamela Cayaditto seconded the motion. All aye, the motion carried.

1.5 **\*Approval of Minutes from Regular Board Meeting on May 20, 2015:** Dianna Maestas asked if there were any questions or comments regarding the minutes from the regular Board meeting on May 20<sup>th</sup>. Taylor Pinto requested that more detail of concerns or comments regarding Finance Items be documented in the minutes. Dianna Maestas instructed the secretary to make this addition in future minutes. She then called for a motion to approve minutes from the regular board meeting on May 20, 2015. Taylor Pinto made a motion to approve and Carl Stern seconded the motion. All aye, the motion carried.

### II. Recognition

None

### III. Public Comment None

### IV. Superintendent's Report

4.1 **Summer School, SEPA & YCC Update:** Mr. Hartom informed the Board that Summer School has 33 HS Students, 15 MS Students and 40 at the Elementary. SEPA Science Camp includes Cuba, Jemez Mountain & Lybrook students. Camp activities are taking place at the Cuba Middle School and Cuba area June 15<sup>th</sup> -19<sup>th</sup>. The summer YCC program has 31 workers, 30 hours per week. The group will be working on campus beautification and area trail maintenance.

4.2 **Principals Pursuing Excellence:** Mr. Hartom stated that both Lynn Vasquez and Shirley Hurford have been accepted into Cohort #3 of the NMPED PSB Principals Pursuing Excellence Program which is also sponsored by the University of Virginia. Mr. Hartom will remain as a PPE Mentor for SY 2015-2016 for Northern New Mexico. The first convening of Cohort #3 is taking place in Santa Fe on June 17-19, 2015.

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**4.3 Facility Update:** Swimming Pool renovations continue and opening date has been delayed because boiler parts had to be replaced. The pool is scheduled to open sometime the week of June 22<sup>nd</sup>.

The concession stand at the football field is almost complete. The facility will have a full kitchen, restrooms and athletic storage area. It is slated to be completed by mid-July.

The next item on the Facility Master Plan is an Administration Building. We are in the process of selecting an architect for the project.

New signage for district facilities has been ordered and expected to arrive within a week or so.

**4.4 Continuity of Care (NY Trip):** Mr. Hartom reported to the Board on the Geneseo, NY trip which took place on May 26<sup>th</sup> -31<sup>st</sup>. Seven staff members attended the event and took part in meetings with Geneseo professors, collaborated on SATs & PBIS challenges at the schools. They also visited Honeoye and Lima to expand on Expeditionary and outdoor classrooms and reading intervention by using educational assistants. Participants began working on a comprehensive "Continuity of Care" initiative that will involve students in mediating difficulties through a self-process of SBAR which stands for *Situation, Background, Assessment, and Recommendation*. This process will also be vetted with our employees to solve problems before resorting to the *Grievance/Conflict Resolution* process.

**4.5 Dr. Carl Stern – Indian Education Summit:** Board member, Dr. Carl Stern shared information from his attendance to the Indian Education Summit. He gave a power point presentation on a concept called *Culturally and Linguistically Responsive Instruction (CLR)*. The main themes of the concept are, the need to challenge deficit thinking, commitment of NM PED to RESULTS FOR ALL, and success for ALL students from all economic backgrounds and cultures.

#### 4.6 Administrator Reports:

a. **Elementary School, Shirley Hurford:** Ms. Hurford was unable to attend the meeting but submitted a written report which Mr. Hartom presented to the Board. She reported that at Elementary Summer School, they are focusing on interdisciplinary study of the oceans, culminating with a field trip to the aquarium and botanical gardens in Albuquerque.

For SY 15-16, a new fulltime PE teacher has been hired. District librarian, Elisabeth Tyler will offer music classes once a week to all elementary grade levels in addition to literacy skills for using the library. She also reported that both math and ELA PLC leaders will be attending a PLC training in Tampa, Florida, in July. Diana Suazo will be attending a LindaMood Bell Visualizing and Verbalizing training in Ft. Collins, Colorado. In addition, there will be an introductory meeting at the Elementary library on June 30<sup>th</sup> from the Family Development Program in partnership with the Office of Childhood Development. This is the beginning of a 4-part series of workshops on Child Development and community leadership training.

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b. **Middle School, Lynn Vasquez:** Ms. Lynn Vasquez was also at training and unable to attend the meeting. She submitted a written report to the Board. She reported that time is being spent on organizing staff for the coming school year, in order to identify staff roles and responsibilities. The middle school building is being prepared by custodial staff by painting, waxing floors, and moving classrooms. Summer school is in process with social studies, math and language arts being offered. New staff member, Scottie Fox is teaching language arts in summer school. Ms. Vasquez also reported on SEPA Science Camp.

c. **High School, Arsenio Jacquez:** Newly hired High School Principal, Mr. Arsenio Jacquez was away at training and unable to attend the Board meeting.

d. **Special Education, Laura Saucedo:** Ms. Saucedo was also unable to attend the meeting so Mr. Hartom reported to the Board that SPED has received ESY Surveys and will be distributing them. In addition, during the past school year, Recreational Therapy services were not available at times so the district is offering the service to eligible students during summer school.

### V. New Business Approvals:

5.1 \* **Approval of McKinney Vento Policy – 2<sup>nd</sup> Reading:** Ms. Dianna Maestas asked Mr. Hartom to explain how students will be identified. Mr. Hartom stated that qualified students will be identified by site Counselors and Principals. Vivian Keetso stated that the policy is being utilized in Jemez Mountain District. They receive funds for student needs such as supplies and materials and it helps identify students. Taylor Pinto expressed concern that the program would target homeless students in a negative way. Carl Stern asked Mr. Hartom to acquire more specific details regarding the policy. Ms. Maestas asked Superintendent Hartom to report on this at the next regular meeting. The item was tabled and will be placed on the July 15<sup>th</sup> agenda.

5.2 \* **Parent/Student Handbooks – 1<sup>st</sup> Reading:** Board members expressed concerns regarding the amount of time required to review the handbooks. Dr. Stern stated that principals should work collaboratively on basic information in the handbooks then add site specific details. He commended Lynn Vasquez on the portion in the Middle School Handbook that addressed “volunteerism.” He remarked that it helps to make the handbooks more user friendly. Mr. Hartom stated that we have been focusing on “customer service” within the district. Dianna Maestas then noted that this is the “1<sup>st</sup> reading” and approval of the handbooks will be tabled and placed on July 15<sup>th</sup> agenda.

#### 5.3 \* **Approval of Finance Items:**

a. **BARs:** There were no BARs submitted for approval this meeting

b. **Cash Transfers:** There were no cash transfers submitted for this meeting

c. **Vouchers:** As presented

d. **Fixed Assets:** Rhiannon Chavez submitted the list of CISD Fixed Asset for approval.

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Taylor Pinto requested that, in the future, concerns and questions expressed by the Board regarding finance items be noted in the minutes. Dianna Maestas called for a motion to approve finance items as presented. Pamela Cayaditto made a motion to approve and Carl Stern seconded the motion. All aye, the motion carried.

### VI. Unfinished Business

6.1 \* Leave Donation Proposal: Mr. Hartom stated that we are still waiting on formal written policy advisory from NMSBA advisor Donn Williams.

### VII. Executive Session: Pursuant to Section 10-15-1 (H)(2) NMSA 1978, the Board will meet in executive session for: Limited Personnel Matters, and Superintendent's Goals

Superintendent's Goals – President Dianna Maestas called for a motion to go into executive session to discuss limited personnel issues, specifically the superintendent's goals. Pamela Cayaditto made a motion to go into executive session and the motion was seconded by Carl Stern. The motion carried. Roll call: President Dianna Maestas – present; Vice President Pamela Cayaditto – Present; Secretary Vivian Keetso – Present; Member Taylor Pinto – Present; Member Carl Stern – Present. Executive session began at 7:05 pm.

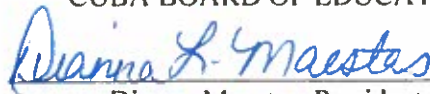
The Board returned from executive session at 8:46 pm. Ms. Maestas stated that only limited personnel matters had been discussed in executive session. She then called for a motion to return to regular session. Carl Stern made a motion and Pamela Cayaditto seconded the motion. The motion carried. Roll call was taken. President Dianna Maestas – present; Vice President Pamela Cayaditto – Present; Secretary Vivian Keetso – Present; Member Taylor Pinto – Present; Member Carl Stern – Present.

### VIII. Closing

8.1 Next Regular Board Meeting – July 15, 2015, Ojo Encino Chapter House: Ms. Maestas reminded the Board of the next regular board meeting on July 15, 2015. It will take place at the Ojo Encino Chapter House.

8.2 \* Adjournment: Dianna Maestas called for a motion to adjourn the meeting. Pamela Cayaditto made a motion to adjourn and Carl Stern seconded the motion. The motion carried. The meeting was adjourned at 8:53 pm.

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Dianna Maestas, President

ATTEST

  
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Vivian Keetso, Secretary

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