

# CUBA INDEPENDENT SCHOOL DISTRICT

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



**ADMINISTRATION**  
TONY ARCHULETA, Superintendent  
JAIME TAMEZ, Grants Coordinator  
RHIANNON CHAVEZ, Finance Director  
ARSENIO JACQUEZ, High School Principal  
SHIRLEY HURFORD, Mid School Principal  
SHIRLEY HURFORD, Elementary Principal

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## Minutes of Regular School Board Meeting November 16, 2016

6:00 PM

CISD Boardroom

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### I. Introduction

- 1.1 **Call to Order:** President, Dianna Maestas called the meeting to order at 6:00 pm.
- 1.2 **Pledge of Allegiance:** Dianna Maestas led the Pledge of Allegiance.
- 1.3 **Roll Call:** Board Secretary Vivian Keetso took 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. Pamela Cayaditto made a motion to approve and Carl Stern seconded the motion. All aye, the agenda was approved.
- 1.5 **\*Approval of Minutes from Regular Board Meeting on October 19, 2016:** Dianna Maestas asked if there were any questions regarding meeting minutes from October 19<sup>th</sup> meeting. There were no questions so Ms. Maestas called for a motion to approve the minutes as presented. Vivian Keetso made a motion to approve and Pamela Cayaditto seconded the motion. All aye – the motion carried.

### II. Superintendent's Report:

- 2.1 **Administrator Reports:** There were no administrator reports but Mr. Archuleta introduced Ms. Renee Rubio who teaches art classes at the Elementary and Middle School. Ms. Rubio had an art exhibit set up in the boardroom from both sites. Middle School student, Adrianna Casaus, spoke to the Board to request that art classes continue in the district in future years.
- 2.2 **Navigator Program – Mario Atencio:** Mr. Mario Atencio who has been hired by the NWREC as advisor of the Navigator program in the Cuba and Chama Districts presented a synopsis of duties and responsibilities. For the three-year program, he informed the Board, the first year is paid for by NMPED. The second year the two districts will pay half and NMPED will pay the additional half. For the third year, the two districts must support it.
- 2.3 **Federal Program – Jaime Tamez:** Federal Programs Director, Jaime Tamez submitted a summary chart to Board members, of federal programs managed by the office. The chart reflected the name of the program, a summarized description of the program, the allocation amount, the purpose of the fund, and number of CISD students served by the specific fund. Mr. Tamez explained the importance of using the funds for supplementing programs rather than supplanting. He also explained the value of unified programs rather than parallel programs - which are a waste of the funds. Carl Stern expressed concern that the district utilize funds where possible in areas of parental participation. Mr. Tamez stated that it is legislated for a percentage of Title I funds be applied for this purpose.

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At this time in the Superintendent's Report, Mr. Archuleta asked Carl Stern to report on his impressions subsequent to his attendance at the recent La Cosecha Conference in Santa Fe. Dr. Stern spoke of the new inclusion and emphasis on dual language programs for Indigenous languages & communities. There was an emphasis at the conference on STEM education in other languages. Dr. Stern also proposed – as an experiment, to conduct board meetings for the next three months, rotating Navajo, Spanish, and English, with the use of a translator to support non-speakers.

**2.4 Fundraising Procedures:** Student fundraising activities were discussed at length. At the October meeting it was unclear as to whether board approval was actually required for fundraisers. After the meeting, business manager, Rhiannon Chavez located the policy (J-4040, JJE). There was some confusion as a result of the title spelling of the policy. Board members expressed concerns regarding fairness of the fundraising procedures. All agreed that procedures should be established to ensure that low income parents do not feel pressured if they are unable to participate financially in the activities. In addition, procedures should be enforced to ensure timeliness of deposits to the funds.

Mr. Archuleta also reported on progress of the district goal to AdvancEd Accreditation. The district has been accepted for candidacy after a three-hour review by Dr. Susanna Murphy with Mr. Archuleta and the two principals. Dr. Murphy expressed satisfaction with the responses provided in the application process. The process established areas of proficiency and systems needing improvement. Mr. Archuleta emphasized that the accreditation is not a requirement of the state but will enhance all systems for a more efficient educational process.

With the assistance of state, county, and local law enforcement officials, a mock lockdown was conducted districtwide on November 9<sup>th</sup>. A de-briefing took place after the event. There will be another meeting in the first weeks of December to plan corrective procedures. Mr. Archuleta will report progress on this to the Board at the regular December meeting.

CISD Staff attended La Cosecha annual conference in Santa Fe. Reports on this conference will be given by attendees, at the December meeting.

The administration has been interviewing candidates for staff vacancies at the middle and high school, specifically a bilingual staff position. Also, interviews were conducted for a technology assistant position with the district.

Open house activities were held the evening of the Board meeting, featuring renovations to the Federal Programs building. Mrs. Isabel Jacquez provided musical entertainment with beautiful guitar music.

Mr. Archuleta also reported that Maintenance staff are addressing facility issues in preparation for the winter season.

### III. New Business Approvals:

#### 3.1 Policy Advisory #94, Programs for At-Risk Disadvantaged Students (SAT) – 1<sup>st</sup> Reading:

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### **Policy Advisory #113, Competitive Food Sales/Vending Machines – 1<sup>st</sup> Reading**

### **Policy Advisory #116, Professional Staff Certification & Credentialing Requirements – 1<sup>st</sup> Reading**

### **Policy Advisory #117, Support Staff Certification & Credentialing Requirements – 1<sup>st</sup> Reading**

Board clerk, Donna Lovato submitted the following policy advisories - 94, 113, 116, and 117 for 1<sup>st</sup> Reading. Mrs. Lovato stated that the advisories were issued previously but had not been placed on the agenda for approval. She stated that the advisories will be placed on the December agenda for second reading.

**3.2 \* Approval of Policy Revision on J-1011, JFABD-R, Admission of Homeless Students, Page 3 - Change District Contact Name to Staff Position:** This policy was discussed and it was apparent that on page 3, where policy reads *A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at:* the contact person should be listed as *Federal Programs Administrative Assistant* rather than a specific person's name. Dianna Maestas called for a motion to approve the change. Pamela Cayaditto made a motion to approve and Vivian Keetso seconded the motion. All aye – the motion carried.

**3.3 \* Consideration and/or Approval of Policy Change to G-7300, Support Staff Conferences/Visitations/Workshops (see G-3000, GCCE for Professional Staff) – Add wording to include Out of State Travel Must be Approved by the Superintendent:** Mr. Archuleta and Board discussed policy of support staff attendance to conferences/visitation/workshops. As currently written, employees must obtain approval from the administration. However, it was agreed that the approval process should include the superintendent. Policy G-3000, GCCE, addressing professional staff travel states only that the travel must be approved by the superintendent. Having the two policies (G-3000, GCCE and G-7300, GDCE) with the same approval process would prevent confusion and enhance procedures. In addition, the Board should be informed of all in state and out of state travel to conferences/visitation/workshops. Carl Stern expressed concern that wording in the policy requiring 2 weeks or 10 working days' notice to administration, prior the conference/workshop is, on occasion an unreasonable amount of time.

Dianna Maestas called for a motion to change policy G-7300, GDCE to include the following wording: *All in state and out of state travel must be approved by the superintendent and a report of such travel will be submitted to the Board by the superintendent at each board meeting.* Pamela Cayaditto made a motion to approve the change and Taylor Pinto seconded the motion. Dianna Maestas, Pamela Cayaditto, Vivian Keetso, and Taylor Pinto aye, Carl Stern – nay. The motion carried.

**3.4 \* Discussion of Policy G-3000, GCCE Professional Staff Conferences/Visitations/Workshops – To remain as written or add wording – Must be approved by the Superintendent and the Board of Education:** As discussed in agenda item 3.3, policy G-3000, GCCE will be changed to add the following wording: *In state and out of state travel must be approved by the administration and the superintendent and a report of such travel will be submitted to the Board by the superintendent at each board meeting.*

Ms. Maestas called for a motion to approve changes in policy G-3000, GCCE as stated above. Pamela Cayaditto made a motion to approve the change and Taylor Pinto seconded the motion. Dianna Maestas, Pamela Cayaditto, Vivian Keetso, and Taylor Pinto aye, Carl Stern – nay. The motion carried.

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**3.5 \* Consideration and/or Approval of Policy Change to J-4050, JJE, Student Fund – Raising Activities – Change wording from approved by Principal and the Board of Education to approved by Principal/Supervisor and the Superintendent. Change policy title to Student Fundraising Activities:** Policy J-4050, JJE was discussed by Mr. Archuleta and Board members. It was noted that the title of the policy *Student Fund – Raising Activities* would be more easily found in a search if spelling were changed to *Student Fundraising Activities*. Taylor Pinto asked if procedures were in place in order maintain proper control of the funds and assure fairness of the fund raising activities. Carl Stern asked why fundraising must take place and could these activities be better supplemented with other funds. Mr. Pinto also expressed concern that parents/guardians from low income families feel pressured when their child/student comes home with items to sell but cannot afford to support the activity. Mr. Archuleta stated that he would work with the administrators to have procedures for more structured fundraising approvals. Carl Stern requested that two issues be considered - 1. Approvals and 2. Equity of the fundraising system.

Dianna Maestas called for a motion to approve policy changes to J-4050, JJE to the following: Change wording from *approved by Principal and the Board of Education to approved by Principal/Supervisor and the Superintendent. A report of all fundraising activities will be submitted to the Board by the superintendent at each board meeting.* Change policy title to *Student Fundraising Activities*. Carl Stern made a motion to approve as noted, and Vivian Keetso seconded the motion. All aye – the motion carried.

**3.6 Discussion of Policy I-6500, Field Trips:** During policy searches in preparation to propose policy changes and in searching for fundraising policy, Business Manager, Rhiannon Chavez encountered policy I-6500, regarding student field trips. In the second paragraph of the policy it states that *Longer trips or overnight trips must have Board approval*. Mrs. Chavez stated that student field trips are thoroughly scrutinized because of the additional expense and supervisory responsibilities of staff. In addition, she stated that on occasion a sports team may be required to spend the night on the road for a number of reasons, including tournament participation and inclement weather. It was agreed that the policy should be studied in preparation for additional discussion and possible action at the next board meeting, Dianna Maestas instructed the board clerk to place the item on the December regular meeting agenda.

**3.7 \* Approval for Board Members, Superintendent, Board Clerk to attend National School Board Conference in Denver, Colorado on March 25-27, 2017:** Information materials and agenda for the conference had been distributed at the previous meeting. Dianna Maestas called for a motion to approve attendance of all board members. Superintendent, Tony Archuleta, and board clerk, Donna Lovato to attend the NSB Conference in Denver, Colorado on March 25-27, 2017. Pamela Cayaditto made a motion to approve and Taylor Pinto seconded the motion. All aye – the motion carried.

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3.8 \* **Approval of Finance Items:** Business Manager, Rhiannon Chavez submitted the following finance items for approval.

a. Vouchers:

b. Cash Transfer - The following cash transfer was submitted for approval:

From Fund 27193 to 11000	\$	0.25
From Fund 28178 to 11000	\$	0.40
From Fund 28195 to 11000	\$	2,695.65
From Fund 31500 to 11000	\$	1.36

The cash transfer was to close inactive funds with positive balances as per auditor request.

Dianna Maestas asked if there were any questions regarding the finance items submitted for approval. There were none so Ms. Maestas called for a motion to approve the finance items as presented. Pamela Cayaditto made a motion to approve and Vivian Keetso seconded the motion. All Aye – the motion carried.

3.9 \* **Approval of Fundraisers:**

- a. Car Wash/Bake Sale, Senior Class – A. Brown & M. Pribble
- b. Book Fair, Elementary & Middle School Libraries – S. Eichwald & J. Costillo
- c. Food & Product Sales, HS STEAM/College Activity Trip 2016 – D. Delgado & T. Linney
- d T-Shirt Sale, FFA – M. Johnson
- e. Bake Sale, FFA – M. Johnson
- f. Auction of Donated Items, Student Senate – E. Tyler

Dianna Maestas asked if there were any questions regarding student fundraiser requests. There were no questions so she called for a motion to approve requests a-f. Pamela Cayaditto made a motion to approve and Taylor Pinto seconded the motion. All aye – the motion carried.

IV. **Executive Session:** Pursuant to Section 10-15-1 (H)(2) NMSA 1978, the Board will meet in executive session for:  
None

V. **Public Comment:** It was noted that one person had signed up for public comment but did not wish to wait until close to the end of the meeting agenda where the item had been placed. Ms. Maestas requested the *Public Comment* portion be moved on the agenda to immediately following the superintendent's report, at December's meeting.

VI. **Closing**

6.1 **NMSBA 2016 Annual Convention, Embassy Suites, Albuquerque – December 2-3:** Ms. Maestas reminded the Board of the NMSBA 2016 Annual Convention

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6.2 **National School Board Association Conference, Denver, CO. – March 25-27, 2017:** Preparation for the conference attendees will begin immediately.

6.3 **Next Regular Board Meeting: December 21, 2016, 6:00 pm (Canteen serving dinner)**

6.4 \* **Adjournment:** Dianna Maestas called for a motion to adjourn the meeting. Pamela Cayaditto made a motion to adjourn and Vivian Keetso seconded the motion. All aye - the motion carried. The meeting was adjourned at 8:21 pm.

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Dianna Maestas, President

ATTEST

Vivian Keetso, Secretary

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