

CUBA INDEPENDENT SCHOOL DISTRICT

BOARD OF EDUCATION
CHRISTINE MONTROYA, President
PAMELA CAYADITTO, Vice President
VIVIAN KEETSO, Secretary
TAYLOR PINTO, Member
DIANNA MAESTAS, Member



ADMINISTRATION
KIRK HARTOM, Superintendent
RAMONA LYON, Federal Programs Director
RHANNON CHAVEZ, Finance Director
AL MADIERA, High School Principal
LYNN VASQUEZ, Mid School Principal
SHIRLEY HURFORD, Elementary Principal

Minutes of Regular School Board Meeting September 17, 2014

6:30 PM

Federal Programs Board Room

1. **Call to Order:** President Christine Montoya called the meeting to order at 6:30 pm.
2. **Pledge of Allegiance:** President Christine Montoya led the Pledge of Allegiance.
3. **Roll Call:** Mrs. Montoya asked Mrs. Vivian Keetso to take roll call. President Christine Montoya – Present. Vice President Pamela Cayaditto – Present. Secretary Vivian Keetso – Present. Member Taylor Pinto – Arrived at 6:31 pm. Member Dianna Maestas - Present.
4. **Recognition:**
 - 4.1 **Twenty year service awards for Mary Casaus, Corrine Jake, Leroy Sanchez, Valerie Montoya, Darregl Otero, Elaine Jacquez:** Superintendent Hartom recognized CISD Staff members present who have been with the district at least twenty years but less than twenty-five years. Those present to receive the 20-year pin were Valerie Montoya, High School Administrative Assistant, Leroy Sanchez, High School Custodian, Darregl Otero, Educational Assistant, and Elaine Jacquez, Special Education Teacher. Those not present, but receiving the 20-year pin were Mary Casaus, Administrative Assistant, and Corrine Jake, Administrative Assistant. Mr. Hartom informed the recipients that as dedicated employees, they are much appreciated.
 - 4.2 **SEPA Student Report:** Kathryn Peters, representing UNM Health Sciences, introduced the SEPA Program students from the Middle School Summer Science Camp. Student representatives spoke to the Board about their impressions of the camp and things they learned and enjoyed during time spent there.
5. **Consent Agenda:**
 - 5.1 ***Adoption of the Agenda**
 - 5.2 ***Approval of Minutes from August 20, 2014**
 - 5.3 ***Approval of Finance Items: BARs, Vouchers, Cash Transfers**

Mrs. Rhiannon Chavez presented the following BARs for approval:

Fund Code	Fund Name	BAR Number	Amount
28195	Natural Peer Helpers Program	062.000.1415.0002.IB	\$ 5,534.00
28145	DWI NM Local Grant Fund	062.000.1415.0003.IB	\$ 10,000.00
27181	STEM Teacher Initiative	062.000.1415.0004.IB	\$ 12,500.00

BUDGET IMPACT \$ 28,034.00

Mrs. Christine Montoya called for a motion to approve the Consent Agenda as presented. Mrs. Dianna Maestas requested an amendment to the minutes from August 20, 2014. Mrs. Montoya stated that the minutes would be pulled from the consent agenda and placed under Unfinished Business as item #8.4. She then called for a motion to approve the consent agenda as noted. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Dianna Maestas seconded the motion. The motion carried.

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6. Superintendent's Report:

6.1 Open House, September 24, 2014: Mr. Hartom informed the Board that CISD Open House is planned for Wednesday, October 24, 2014 from 3:30 pm–7:30 pm. Parents will be able to meet with teachers, review progress reports, and meet new principals. Each site will have their own scheduled activities. Mr. Hartom stated that flyers have been sent home with students and he will utilize School Reach message system to remind and inform parents. In addition, buses will be available for parents to come to the school for the event, leaving the Chapter Houses at 4:00 pm.

6.2 NMPED Priority Schools Bureau System of Support/Turnaround Leadership: Superintendent Hartom continued his report to the Board with an update on professional development via a Mentor Workshop, and a District Turnaround Leadership Meeting, taking place at the end of the month and to be attended by the superintendent and a school board member. Mr. Hartom also stated that an application has been submitted to the University of Virginia Turnaround Leadership program. If accepted, principals will learn turnaround techniques with training from PSB and traveling to UV for training sessions.

6.3 CISD Policy Approvals 13-14: Mr. Hartom submitted a list of 2013-2014 policy actions taken by the Board. The list included the *Conflict Resolution Policy & Procedures* and the 2014-2015 Budget.

6.4 Proposed Distance Learning Policy: Mr. Hartom presented a proposed Distance Learning Policy containing procedures and processes for credits and acceptable programs that work for the district.

6.5 Safety Committee: Mr. Hartom reported to the Board with the agenda of the first 2014-2015 CISD Safety Meeting, held on September 16th. In attendance at the meeting were several county agencies, PMS, and area law enforcement agencies. Time and effort is being devoted to lock down drills, safety plans, and efforts to keep staff and students healthy and safe.

6.6 Strategic Plan: Mr. Hartom told the Board that the CISD Teacher-Leader Committee has endorsed the CISD Five Year Strategic Plan, developed at the School Board/Administration Retreat which was conducted on September 5-6, 2014. The five priority areas on the plan were Globally Competitive Students, Distinguished Personnel, Safe and Nurturing Schools, and Dynamic Positive Culture.

6.7 Principal/Administrative Reports

a. Ms. Shirley Hurford – Elementary: Ms. Hurford reported that the Elementary is continuing with Bully Project mediation training with students and are tying it into Red Ribbon Week. They are also doing Class Goal Reward in order to emphasize positive behavior.

In anticipation of a possible calibration visit from NMPED, staff have volunteered to focus on areas of concern for the visit. On early-release Mondays, staff are working on the evaluation rubric and data sharing. A total of ten SAT meetings have been conducted since school began. Since the beginning of the school year, there has been a reduction of SAT Referrals by 25%. Ms. Hurford stated that she has been attending all Special Ed meetings.

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b. Ms. Lynn Vasquez – Middle School: Due to a family emergency, Ms. Vasquez was unable to attend the Board Meeting. In her absence Mr. Al Madera reported that three SATs have been conducted this week at the Middle School. Peer Mediation has begun. Ten students received eight hours of training on Saturday, September 13th. In addition, staff is working on close reading in content areas and the LINKs vocabulary strategy.

In coordination with SEPA and members of Step Into Cuba, the principal is planning the first *Saturday Hike with the Principal* on September 27th.

c. Mr. Al Madera – High School: Mr. Al Madera stated that Homecoming activities have past, along with the first ever football game under the lights. The game was very well attended. Testing is underway and forty-three students are taking parts of the HSGA. All students have been in attendance to complete these tests. MAPs testing begins next week for 9th and 10th grade students.

The Annual Career Fair, spearheaded by Vocational Rehab Counselor, Margenia Richardson, is scheduled for October 15th. Tse' Yi' Gai High School, Coronado High School, AMI Kids Sandoval, and the general public have been invited to attend. Mr. Madera reported that there is discussion of conducting a Science Fair if a convenient date can be found.

Mr. Madera stated that teaching staff are focusing on a potential instructional audit due to the fluctuating school grade. They are looking at all questions related to the EPSS Plan.

d. Ms. Laura Saucedo – Special Education: Laura Saucedo reported to the Board regarding Special Education. She informed the Board that staff have been working together on SATs. The district is at the same number of program students (84) as at the end of school year 13-14. However, the department is still expecting late registrations. To date, the program has 14 school-to-work students. Whenever possible, Margenia Richardson, Vocational Rehabilitation Counselor, interviews students for proper placement to align with chosen careers. Employees of school-to-work students will complete evaluation forms with students in order to identify weak areas.

7. Public Comment:

None

8. Unfinished Business:

8.1 *Approval of CISD Tuition Reimbursement Policy: Superintendent Hartom submitted proposed CISD Tuition Reimbursement Policy and procedures for Board approval. He stated that the reimbursement would apply only to in-state tuition and must be job related. Mrs. Christine Montoya noted a typo in paragraph 5 of the *CISD TUITION/BOOK REIMBURSEMENT POLICY*. The first sentence is to be corrected as follows: "CISD will not reimburse audit classes or those classes in which a grade of "C" or better is (not) earned."

Mrs. Christine Montoya called for a motion to approve the policy with stated correction. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Dianna Maestas seconded the motion. The motion carried.

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8.2 *Approval of Activity Sponsor Handbook: Mr. Hartom presented the *Cuba High School 2014-2015 Sponsor's Handbook* for approval. Mrs. Christine Montoya called for a motion to approve. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Vivian Keetso seconded the motion. The motion carried.

8.3 *Approval of PMS-CISD School Based Health Center Protocols: Mr. Hartom presented the *PMS-CISD School Based Health Center Protocols SY 2014-2015* for approval. Mr. Taylor Pinto asked for clarification regarding paragraph 3 of the document. His concern was that SPED students were denied behavioral health services. Mr. Hartom informed him that ancillary services are available to SPED students on a regular basis and when ancillary staff are not in the district, students are then referred to the SBHC on an emergency basis. Mrs. Christine Montoya stated that if students utilize SBHC they must have an assessment and service plan. She requested an amendment to paragraph three to allow for when ancillary staff are not available. She also requested a statement added on to paragraph seven, stating that if students wish to access services of the SBHC they must inform school personnel of their wish to go but not why they are going. Mrs. Montoya stated that approval of the protocol document will be tabled until the October 15, 2014 meeting.

8.4 *Approval of Minutes from August 20, 2014 - Regular Meeting: Mrs. Dianna Maestas requested that information reported by Federal Programs Director, Ramona Lyon at the August 20th meeting that forty-seven Cuba High School students must be retested on the HSGA, in order to graduate. The minutes will be placed on the October 15, 2014 Board agenda with changes as noted.

9. New Business

9.1 *Adoption of Bond Resolution: Superintendent Hartom introduced Mr. Erik Harrigan, representing RBC Capital Markets. Mr. Harrigan gave a summary of the Bond Sale approved by the NM Finance Authority. Mrs. Christine Montoya called for a motion to approve the Bond Resolution. Mrs. Dianna Maestas made a motion to approve the resolution and Mrs. Pamela Cayaditto seconded the motion. The motion carried.

9.2 NMSBA Policy Advisory No. 112 – Worker's Compensation, First Reading: Board members were presented with NMSBA Policy Advisory No. 112, regarding Worker's Compensation. It will be placed on the October 15, 2014 agenda.

9.3 *Approval of Facility Use Application – Matt Pribble, Benefit Tournament: Mr. Hartom submitted a Facility Use Application from Mr. Matt Pribble for use of the High School Gym for a fundraiser basketball tournament on September 20-21, 2014. Mr. Pribble submitted proof of liability insurance with the application. Mrs. Christine Montoya called for a motion to approve the request. Mrs. Dianna Maestas made a motion to approve the application and the motion was seconded by Mr. Taylor Pinto. The motion carried.

9.4 *Approval of FY15/FY16 Youth Conservation Corps Grant: Superintendent Hartom requested approval of the FY15/FY16 YCC Grant in the amount of \$78,600.00. He stated that the award will allow for more campus beautification. He also stated that the employment process will be transparent. Christine Montoya requested that the majority of the grant go to workers and not to administrative costs and that students hired should be currently enrolled at CISD.

Mrs. Montoya called for a motion to approve the grant. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Dianna Maestas seconded the motion. The motion carried.

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9.5 *Approval of a Resolution & Proclamation of Regular School District Election: Mrs. Christine Montoya called for a motion to approve the resolution and proclamation of a regular school district election to be held on February 3, 2015. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Dianna Maestas seconded the motion. The motion carried.

9.6 *Approval of a Resolution Authorizing & Directing Election Procedures: Mrs. Christine Montoya called for a motion to approve a resolution authorizing and directing election procedures for the February 3, 2015 Board election. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Dianna Maestas seconded the motion. The motion carried.

9.7 *Attachment A – Approval of Fundraiser Request: High School Senate, Elizabeth Tyler & Daniel Delgado: Halloween Festival, October 30 or 31, 2014: Mrs. Christine Montoya asked what time the fundraiser is planned for. High School Principal, Al Madera stated that will be conducted during the afternoon of school hours. Mrs. Montoya called for a motion to approve the fundraiser request. Mrs. Dianna Maestas made a motion to approve and Mr. Taylor Pinto seconded the motion. The motion carried.

10. Executive Session: Pursuant to Section 10-15-1 (H) (2) NMSA 1978, the Board reserves the right to go into executive session:

None

11. Closing

11.1 Next Regular Board Meeting, October 15, 2014, Ojo Encino Chapter House – 6:00 pm: Mrs. Christine Montoya reminded the Board of the next scheduled Regular Board Meeting October 15, 2014, 6:00 pm at the Ojo Encino Chapter House.

11.2 *Adjournment: Mrs. Christine Montoya called for a motion to adjourn the meeting Mrs. Dianna Maestas made a motion to adjourn and Mrs. Pamela Cayaditto seconded the motion. The motion carried. The meeting adjourned at 7:55 pm.

CUBA BOARD OF EDUCATION


Christine Montoya, President

11-19-14
Date

ATTEST



Vivian Keetso, Secretary

11/19/14
Date

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