

CUBA INDEPENDENT SCHOOL DISTRICT

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



ADMINISTRATION
KIRK HARTOM, Superintendent
RHIANNON CHAVEZ, Finance Director
AL MADERA, High School Principal
ED PAINTER, Mid School Principal
PADDY DOMIER Ph.D., Elementary Principal

Minutes of Regular School Board Meeting
August 21, 2013

5:30 PM

Board Room

1. **Call to Order:** Vice President, Christine Montoya called the meeting to order at 5:30 pm.
2. **Pledge of Allegiance:** Vice President Christine Montoya led the Pledge of Allegiance.
3. **Roll Call:** Mrs. Montoya asked Mrs. Keetso to take roll call. Vice President Christine Montoya – Present. Secretary Vivian Keetso – Present. Member Pamela Cayaditto - Present. Member Taylor Pinto – Present, Member Dianna Maestas - Present.
4. **Consent Agenda:**
 - 4.1 ***Adoption of the Agenda:**
 - 4.2 ***Approval of Minutes from:** July 17, 2013 Regular Meeting
August 01, 2013 Special Meeting

4.3 ***Approval of BARs, Vouchers, & Cash Transfers:** Mrs. Rhiannon Chavez presented the following BARs for approval:

Fund Code	Fund Name	BAR #	Amount
27178	2013 School Bus	062.000.1314.0006.IB	\$ 345,338.00
31500	Special Capital Outlay-Federal	062.000.1314.0007.I	\$ 671.00
26113	LANL Foundation	062.000.1314.0008.IB	\$ 914.00
29107	City/County Grants	062.000.1314.0009.IB	\$ 24,705.00
Budget Impact			\$371,628.00

Mrs. Christine Montoya called for a motion to approve the consent agenda as presented. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Vivian Keetso seconded the motion. The motion carried.

5. **Public Comment:**
None
6. **Superintendent's Report:**
 - 6.1 **Construction Update – Swimming Pool, Bus Barn, Mid School Patio, High School Shop Ventilation, Elementary Canopy:** Superintendent Hartom updated the board on construction projects around the district.

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- 6.2 Teacher Evaluation:** Mr. Hartom informed the Board that the District has been approved to proceed with the new teacher evaluation system. He gave a brief summary of the percentage impact of graded areas.
- 6.3 Student Transportation Update:** Mr. Hartom told the Board that all contractor buses are now returned to the district. The District will receive four new buses and any buses over 12 years old cannot be used for student transportation.
- 6.4 EPSS Plan/Instructional Audit:** Mr. Hartom stated that the District EPSS Plan has been reviewed by all staff. He also said that we have not been informed if any of the district schools will receive an instructional audit this school year.
- 6.5 Foreign Teachers:** Superintendent Hartom informed the Board that the district is currently sponsoring three foreign teachers and considering a fourth one. Mrs. Maestas asked whether there is a cost to the District for sponsorship. Mr. Hartom stated that the only cost to the district is salary.
- 6.6 Federal Program Director Position (Executive Session):** Mr. Hartom stated that the position of Federal Programs Director will be discussed later, during executive session.
- 6.7 STEM Math & Science Teacher Grant:** Mr. Hartom informed the Board that the District has applied for a STEM Teacher Grant with NMPED. The grant is used to recruit highly qualified math and science teachers. If the \$5,000.00 grant is awarded to the District, we could offer \$2,500.00 to two teachers to teach here in the schools.
- 6.8 Special Education Consolidation:** Mr. Hartom stated that we are currently consolidating the Special Education Program. The result will be clearly defined caseloads and moving IEP meetings to home school location. Ancillary staff cost-effectiveness is an area that is being reviewed.
- 6.9 Emergency/Safety Plan:** Mr. Hartom informed the Board that a Safety Committee is being formed in the district. Monthly meetings will be held to review, update, and carry out key safety policies & procedures at district schools. CIS continues to work with the Sandoval County Sheriff Department and Cuba Police Department to implement trainings.
- 6.10 Travel Meal Increase:** Regarding the request for information on possible increase from \$7.00 per student for travel meals, Mr. Hartom stated that Cuba ISD is consistent with other area schools. Only one small district provides \$8.00 per meal. Business Manager, Rhiannon Chavez submitted reports to the Board showing the amount of impact to the budget if an increase is implemented.

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7. New Business:

7.1 *Board Reorganization: Mrs. Christine Montoya called for nominations for office of Board President. Mrs. Pamela Cayaditto nominated Christine Montoya. Ms. Dianna Maestas seconded the nomination. No other nominations were made. Mrs. Montoya won the position by acclamation.

Mrs. Montoya called for nomination for the office of Board Vice President. Mrs. Dianna Maestas nominated Mrs. Pamela Cayaditto. Mr. Taylor Pinto seconded the motion. No other nominations were made. Mrs. Cayaditto won the position by acclamation.

Mrs. Christine Montoya called for nominations for office of Board Secretary. Mrs. Pamela Cayaditto nominated Mrs. Vivian Keetso. The nomination was seconded by Mrs. Dianna Maestas. No other nominations were made. Mrs. Keetso retained the position of Board Secretary.

Judge Jim Eaton performed the swearing in ceremony for Mrs. Dianna Maestas who was appointed to the Board at the special board meeting on August 1, 2013.

7.2 *Approval of GO Bond Election – February 2014: Mr. Jeremy Landrum, representing RBC Capital Markets gave an overview of the CISD Debt Management Plan and February 2014 Bond Election. Mrs. Christine Montoya called for a motion to approve the plan and upcoming election. Mrs. Pamela Cayaditto made a motion to approve and Mrs. Vivian Keetso seconded the motion. The motion carried.

7.3 *Approval of Sabbatical Leave - Administration: Superintendent Kirk Hartom presented documents of request for sabbatical leave for Mr. Archie Jacquez. Mr. Jacquez' Vocational Education classes will be covered by a long term substitute during the sabbatical period. Mr. Hartom stated that the position has been posted for hire. Mrs. Christine Montoya called for a motion to approve the sabbatical leave. Mrs. Dianna Maestas made a motion to approve the resolution and Mrs. Vivian Keetso seconded the motion. The motion carried.

**7.4 *NMSBA Policy Revisions: Advisory No. 101: School Board Meetings
Advisory No. 102: Notification of Board Meetings
Advisory No. 103: Agenda Preparation & Dissemination
Advisory No. 104: Harassment/Bullying/Cyberbullying Prevention**

Superintendent Kirk Hartom informed the Board that this is the first submission of the policy revisions. Ms. Maestas requested information on versions of Harassment/Bullying/Cyberbullying Prevention policy from surrounding schools. Mr. Hartom agreed to obtain that information for the Board's information. Christine Montoya stated the policy revisions would be placed on the agenda of the next regular school board meeting on September 18, 2013 for the second reading as an action item.

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7.5 *Approval of Weighted Grading System: Mr. Hartom reviewed and summarized information on the proposed Weighted Grading System for the high school – to take effect beginning this school year. Mr. Hartom explained Dual Credit courses, Honors Courses, Advance Placement classes; and a 4.0 grading scale on other courses. After discussion it was decided that the following sentence on the proposed changes would be excluded: “No “Fluff” courses will be allowed to be taken their last semester, in order to keep their GPA, but rather these student should take advantage of the Dual Enrollment courses and college preparation courses of an Honored Student.”

Mrs. Christine Montoya called for a motion to approve the weighted graded system as discussed and include it in the current school year student handbook. Mrs. Vivian Keetso made a motion to approve and Mr. Taylor Pinto seconded the motion. The motion carried.

7.6 * Review Proposed Conflict Resolution/Grievance Policy Procedures (Parent-to-Employee & Employee-to-Employee): Mr. Hartom reviewed and summarized the proposed *Conflict Resolution/Grievance Policy Procedures* – first presented at the Board Retreat on Saturday, August 17, 2013. It was expressed that there should be parent and staff input on the policy prior to approval/implementation. Mrs. Christine Montoya called for a motion to table the proposed policy until the next regular board meeting. Ms. Dianna Maestas made a motion to table the item and Mrs. Pamela Cayaditto seconded the motion. The motion carried.

7.7 *Approval of Athletic & School Student Handbooks: Proposed handbook changes/revisions were presented by Principals for the schools and Mr. Hartom reviewed changes for the Athletic Handbook. Concerns were expressed by Board members, parents, and staff, regarding the changes. It was decided that parent meetings should be conducted before approval can take place. The handbooks will be placed on the agenda at the next regular board meeting. Mrs. Christine Montoya called for a motion to table the proposed handbook changes/revisions until the next regular board meeting. Ms. Dianna Maestas made a motion to table the item and Mr. Taylor Pinto seconded the motion. The motion carried.

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

President Christine Montoya called for a motion to go into executive session for discussion of the Federal Programs Director Position. A roll call vote was taken. Christine Montoya – yes, Pamela Cayaditto – yes, Vivian Keetso – yes, Taylor Pinto – yes, Dianna Maestas – yes. Time 7:15 p.m.

Mrs. Montoya called for a motion to reconvene the meeting from executive session. Mrs. Pamela Cayaditto made a motion and Mrs. Vivian Keetso seconded the motion. The meeting reconvened at 7:30 p.m. Mrs. Montoya certified that only the Federal Programs Director position was discussed in executive session.

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9. **Closing:**

9.1 **Next Regular Board Meeting - Wednesday, September 18, 2013 at 5:30 pm:** Mrs. Christine Montoya reminded the Board of the next regular board meeting on Wednesday, September 18, 2013 at 5:30 p.m. in the board room at the Federal Programs building.

9.2 ***Adjournment:** Mrs. Christine Montoya called for a motion to adjourn the meeting. Ms. Dianna Maestas made a motion to adjourn and Mrs. Pamela Cayaditto seconded the motion. The meeting was adjourned at 7:36 p.m.

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ATTEST

Christine Montoya, Vice President

Vivian Keetso, Secretary

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