

LOS LUNAS SCHOOLS BOARD OF EDUCATION
REGULAR MEETING
JULY 23, 2024

A. CALL TO ORDER

Dr. Osowski called the Los Lunas Schools Board of Education meeting to order at 6:02 pm and welcomed those who were participating in the board meeting in person and those who were watching the board meeting via livestreaming on YouTube. She asked that anyone addressing the Board use the microphone at the podium and to be sure to identify themselves for the record. Dr. Osowski added that, as a reminder, the link to the meeting was on the District's webpage, under the Board of Education page. She stated that the streaming would run through the end of the meeting. In the event there was a disruption in the audio portion, she would pause the meeting until it was reestablished.

LLS Board Members Present: Dr. Michelle Osowski, President
Monica Otero, Vice President
Justin Talley, Secretary
Bruce Bennett, Member
P. David Vickers, Member

Administrators Present: Jessica Montaña, Acting Superintendent
Brian G. Baca, Deputy Superintendent
Susan Chavez, Asst. Superintendent of Academics
Andrew Saiz, Asst. Superintendent of Culture and Communications
Sandy Traczyk, Chief Finance Officer
Miranda Baca, Dir. of Finance
Suzy Chavez, Dir. of Professional Learning
Karla Dow, Dir. of Assessment and Accountability
Mary McGowan, Dir. of Special Education
Monica Rivera, Dir. of Elementary Programs
Michelle Romero, Dir. of Purchasing
Chelsea Servantes, Dir. of Secondary Programs
Venessa Tregembo, Dir. of Support Services
Carlos Castillo, Supervisor, Business Office
Lisa Begay, Principal, Ann Parish Elementary
Regina Lucero, Principal, Katherine Gallegos Elementary
Mathew Pendrak, Principal, Los Lunas Elementary
Jennifer Gaerlan, Principal, Sundance Elementary
Amy Viramontes, Asst. Principal, Los Lunas High School

Jennifer Otero, Asst. Principal, Valencia High School

A. CALL TO ORDER (Continued)

Others Present:

Felina Martinez, Valencia County News Bulletin
Mary Ann Chavez, NEA-Los Lunas
Laura Castille, Esq. Cuddy McCarthy Law Firm
Approximately Ten (10) additional individuals were in attendance.
A range of 40 – 57 individuals watched via live streaming.

1. PLEDGE OF ALLEGIANCE

Board Vice President, Monica Otero led the audience in the Pledge.

2. ASCERTAIN QUORUM

- **Dr. Michelle Osowski, Board President**
- **Monica Otero, Board Vice President**
- **Justin Talley, Board Secretary**
- **P. David Vickers, Board Member**
- **Bruce Bennett, Board Member**

Dr. Osowski had the Executive Assistant call for a roll call of the board members. It was noted that all board members were in attendance.

B. ANNOUNCEMENT OF MEETING

Dr. Osowski asked Acting Superintendent Ms. Montaña to announce the meeting.

Ms. Montaña reported the meeting had been announced in accordance with the NM Open Meetings Act and LLS Open Meetings Resolution, and was a legally constituted meeting of the Los Lunas Schools Board of Education.

- C. REPORT ON CLOSED SESSION: 1. Attorney/Client Privilege Regarding updates pertaining to threatened and/or pending litigation: specifically, discussion with legal counsel regarding the status of pending or threatened litigation involving students, staff, and OCR complaints. [Pursuant to Section 10-15-1(H)(7) of the NM Open Meetings Act] (Quorum in Attendance) Discussion only; no action will be taken; and 2. Discussion of Limited Personnel Matters; specifically (a) Discussion of appointment of Acting Superintendent, and (b) Investigation into Board concerns and discussion of additional concerns brought to the attention of the Board {Pursuant to Section 10-15-1(H)(2) of the NM Open Meetings Act (Quorum in Attendance) Discussion only; no action will be taken.**

Dr. Osowski reported that, as announced, all of the members of the Los Lunas Schools Board of Education participated in a Closed Executive Session prior to the board meeting. The original meeting notice of the Closed Executive Session was modified and properly noticed.

The revised notice regarding the Closed Executive Session was noticed as follows: Discussion of Limited Personnel Matters; specifically, (a) Discussion of appointment of Acting Superintendent, and (b) Investigation into Board concerns and discussion of additional concerns brought to the attention of the Board {Pursuant to Section 10-15-1(H)(2) of the NM Open Meetings Act (Quorum in Attendance) Discussion only; no action will be taken.

Dr. Osowski stated that no other items were discussed and no action had been taken while in Closed Executive Session.

D. EXECUTIVE: APPROVAL OF PRIORITIZED AGENDA

1. Dr. Osowski announced that took them to Item #D. EXECUTIVE: APPROVAL OF PRIORITIZED AGENDA. She asked Ms. Montañó if there were any changes or deletions to the agenda.

Ms. Montañó stated that she had two changes. She asked for the removal of two items from the agenda. Those being: Item K. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH CUDDY LAW FIRM and Item L. 3. c. FINANCE COMMITTEE ITEMS (Meeting Held July 16, 2024) Approval of Purchases - Chalmers Ford, Vehicle for Safety & Security 31200 HB 505(S)-086

D. EXECUTIVE: APPROVAL OF PRIORITIZED AGENDA (Continued)

Mr. Vickers moved to approve the agenda as submitted.

Dr. Osowski asked for clarification from Mr. Vickers. Did he mean to say to approve the agenda as ‘submitted’ or ‘amended’.

Mr. Vickers moved to approve the agenda as amended. Mr. Bennett seconded the motion.

Dr. Osowski asked if there was any discussion.

Mr. Talley said that, for everyone understanding, he wanted to know why those two items were being deleted.

Dr. Osowski turned it over to Ms. Montaña.

Ms. Montaña stated that for Item L 3 c, they would like to gather a little bit more information to present to them (the Board) so they were more informed on that decision. As far as Item K, Ms. Montaña stated that it was within the Acting Superintendent’s authority to approve contracts under \$60,000. In order to preserve the integrity of the District, and to avoid any further procurement code violations, she had approved the contract.

There being no further discussion, Dr. Osowski called for a vote with the following results: Mr. Vickers - yes; Ms. Otero – yes; Mr. Talley – yes; Mr. Bennett - yes; and Dr. Osowski - yes. The motion to approve the prioritized agenda, as amended, passed: 5/0.

E. ACTION AS NEEDED REGARDING CLOSED EXECUTIVE SESSION

Dr. Osowski stated that she would stand for a motion or motions regarding Item E.

Mr. Vickers moved to appoint Susan Chavez as Acting Superintendent starting the next day, July 24, 2024. Mr. Bennett seconded the motion. Dr. Osowski stated that Mr. Vickers had moved and Mr. Bennett had seconded, to appoint Ms. Susan Chavez as the Acting

Superintendent beginning Wednesday, July 24, 2024. She asked if there was any discussion.

E. ACTION AS NEEDED REGARDING CLOSED EXECUTIVE SESSION (Continued)

There being none, Dr. Osowski called for a vote with the following results: Mr. Vickers - yes; Ms. Otero – yes; Mr. Talley – yes; Mr. Bennett - yes; and Dr. Osowski – yes. The motion to appoint Ms. Susan Chavez as the Acting Superintendent passed: 5/0.

Ms. Montaña stated that she was honored that they'd had the confidence in her over the past week. Their decision to place Susan Chavez in that role was the best decision that the Board could have made. Mrs. Chavez was a Los Lunas High School graduate and a lifelong community member. She had served the Los Lunas Schools for 23 years – nine of those years had been on Cabinet. Her entire career had been dedicated to this community.

Ms. Montaña stated that Ms. Susan Chavez had the respect of her peers and she was always making decisions to put students first. She wanted to thank them (the Board) that evening for doing the same. Mrs. Susan Chavez becoming acting superintendent was a vote to put students first, and she thanked them.

Ms. Montaña told Ms. Chavez to let her be the first to congratulate her.

F. ACTING SUPERINTENDENT OF SCHOOLS' REPORTS
(Discussion/Informational)

1. Budget/Finance Report: Sandy Traczyk, Chief Finance Officer

Ms. Traczyk gave a presentation on the finance report that included details for the end-of-the-year of the 2023-24 FY. It included information regarding revenue, YTD budgeted and actual expenses. She noted that in the past she had shown them expenses plus encumbrances of what could possibly happen. Now they could see a more clear picture. In the operational account, they could see that what they'd spent was less than they had allotted in the budget so there would be a cash carryover. Financially speaking, they had done well.

F. ACTING SUPERINTENDENT OF SCHOOLS' REPORTS
(Discussion/Informational)

(Continued)

1. Budget/Finance Report: Sandy Traczyk, Chief Finance Officer (Continued)

Ms. Traczyk then discussed the information shown on the spreadsheet of all of the funds that they had budget authority from the PED to be able to spend. She noted that the amount previously in the negative had been cleared out and moved into the operational expense since they could not go over the budget by funds. She reminded them that transportation was always in the red, and by keeping it listed throughout the year, it gave them a better idea how much transportation truly cost them, at the end of the year, and how much it would possibly cost in the future. She reiterated that it was almost always been in the negative, and they had finished in the black on all funds.

Ms. Traczyk stated that was all she had on the finance portion and asked if the board members had any questions. In answer to their questions, Ms. Traczyk provided information on the following:

- Jump in revenue in May and June – they also had quarterly, indirect costs that hit our revenue and operations. It was also when a lot of property taxes were paid, and that kind of bumped in right at the end.
- Cash carryover, the remaining 23%. They run their funds within the state on a per cash basis, the money and revenue that came in and the expenses that went out – that was cash basis. In the real world they considered when people worked and were going to get paid until the end of July. There were end of year audited cash numbers. There were still items coming in that had to be taken cash of such purchased late in the year and not invoiced until later in the next fiscal year, and payroll taxes on employees.

- There was a unit value increase. There will be a BAR for the upcoming FY. It did not affect last year's budget. The amount was \$1.7 million. It would be used to offset the amount that was budgeted which dipped into the reserves.

F. ACTING SUPERINTENDENT OF SCHOOLS' REPORTS

(Discussion/Informational)

(Continued)

1. Budget/Finance Report: Sandy Traczyk, Chief Finance Officer (Continued)

- They would be looking at everything that processed up until the end of September and anything that might have been paid in the new fiscal year that was actually related to the old fiscal year, and they would then do adjustments. They could not see the true amount yet. Those numbers were going to be adjusted so it will be a true audited cash number when they were looking at what they budgeted with.

2. Audit Committee Report: Sandy Traczyk, Chief Finance Officer

Ms. Traczyk stated that they had an audit meeting last week. They had provided them with a lot of information, and they were reviewing that now. They were told more about information they would need, as well as, the funds they had randomly chosen to specifically focus on. Those funds included Comprehensive Literacy and Esser funds. The auditors had not found any issues to date, but they were very early in the process.

3. Three Mill Election

Ms. Chavez thanked the board members for the opportunity to speak about the three-mill election. They had come together as a team and really put the best foot forward for our district, staff, and they were ready for our students. She thanked the board members for having the confidence in her to lead the district and to start the new year.

Ms. Chavez provided information regarding the preparations for the three-mill election. They had done a commercial and had three representatives from the district. She thought they had done a great job. They'd sent out postcards, and because they had to pay for each one, had sent just one to each household instead of to each voter. The mail-in ballots had been sent out to the registered voters, and they needed to be postmarked by August

13th in order to be counted. There had been signs put up, and they would be putting the information on all the marquees. Further, they would be seeing a lot of parents in the next few weeks and would be ramping up their efforts.

F. ACTING SUPERINTENDENT OF SCHOOLS' REPORTS
(Discussion/Informational)

(Continued)

3. Three Mill Election (Continued)

Per Mr. Talley's request, Ms. Chavez spoke about what the funds would be used for that included infrastructure, devices, service providers, and some for the salaries of those people who were responsible for those things. She added that, as they noticed last week when there was a global network malfunction, technology comes in play really quickly when things go down so they wanted to continue our firewalls, our servers, and our infrastructures.

Ms. Chavez stated that unfortunately, the District had been hit with many phishing emails and some accounts had been compromised because of that. They wanted to support infrastructure to prevent that from happening.

Mr. Talley led discussion regarding the three-mill question on the ballot including the wording, as well as, who wrote the question that was posed and stressed the need for clarity. It was explained that the wording came from the attorneys, and was taken from State Statute. For our purposes, it would be used for technology, including infrastructure. Mr. Talley read the question as it was written on the ballot and expressed his concern that people might not understand what it was going for and / or the importance and impact it not passing would have on current and future students and staff. Mr. Talley also noted that there was a place in the back where the individual had to sign and put in the last four numbers of their social security number before sealing it.

4. Other Comments

Ms. Montañó stated that they had spent last Thursday and Friday with all of the administrators preparing for this upcoming school year. It was a very successful learning opportunity, and they were ready to welcome students and staff back. Teachers returned on

Friday and they would be holding the yearly District Convocation on Tuesday, July 30th. She noted that this year it would held at Los Lunas High School.

F. ACTING SUPERINTENDENT OF SCHOOLS' REPORTS
(Discussion/Informational)

(Continued)

4. Other Comments

Elementary Open Houses were scheduled for the next week. They were holding a Jumpstart Day for our seventh and ninth graders on July 31st. It was actually a very short day, just a couple of hours, but it would give those students an opportunity to get into the building and get acclimated.

The District had purchased all of our school supplies, and almost everything was in. A few items would be coming in later that week but they were ready for that as well and excited to start the 24/25 school year!

Ms. Montaña was thanked for her report.

Dr. Osowski stated that she knew that one concern that had been raised from the public a little bit had been the distribution of schedules and asked if that glitch had been fixed. Ms. Montaña stated that she'd been at the high schools and they were doing registration right now and the students were getting their schedules at registration.

The board members individually thanked Ms. Montaña for her efforts. Dr. Osowski stated that she wanted to add the Cabinet, and the district administrators in appreciated for all their hard work. She added that the excitement for this year left her very hopeful, and thanked Ms. Montaña again for her work. She knew that she'd had to bear the storm several times, and sincerely thanked her for her seaworthiness.

Dr. Osowski announced that the Items on the Superintendent's Report were for information purposes only; no action was needed or warranted at that time.

G. COMMENDATIONS

Dr. Osowski stated that she understood that they had a coach from Los Lunas High School who had been recognized by his peers. They seemed to have some really nice things coming out of Los Lunas Schools and they had some fabulous people on board in Los Lunas.

H. PUBLIC COMMENT *(In Accordance with Board Policy B-2150 Public Address to the Board)*

Dr. Osowski asked if they had any persons who would like to address the Board. She was told that no one had asked to address the Board.

I. APPROVAL OF CONSENT ITEMS

(Discussion/Action)

(Indicates Items for Consideration by Consent. There will be no discussion of these items unless a board member so requests, in which event the item may be placed on the regular agenda.)*

Dr. Osowski stated that the next item was Item I. APPROVAL OF CONSENT ITEMS and called for a motion.

Mr. Talley moved, and Mr. Bennett seconded, to approve all of the action items listed on the Consent Sheet. It was noted that Item K and Item L. 3. c. had been previously removed from the agenda.

Dr. Osowski stated, for the benefit of the audience, that approval of consent items were the action items on the agenda. All items had been reviewed by the board members individually. If no discussion had been asked regarding those action items, the action items may be submitted for approval with one motion or vote. The action items that were not consented would be discussed prior to action being taken. She noted that they had none of those that night.

There being no discussion, Dr. Osowski called for a vote regarding the consent items with the following results: Mr. Vickers - yes; Ms. Otero – yes; Mr. Talley – yes; Mr. Bennett - yes ; and Dr, Osowski – yes. Motion regarding the consent items passed 5:0.

J. APPROVAL OF MINUTES*

- 1. June 18, 2024 Regular Meeting (Approved by Consent)**
- 2. July 16, 2024 Special Meeting (Approved by Consent)**

K. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH CUDDY LAW FIRM*

(This item was removed from the agenda under Item D. EXECUTIVE: APPROVAL OF PRIORITIZED AGENDA - kw.)

L. FINANCE COMMITTEE ITEMS (Meeting Held July 16, 2024) *

- 1. Approval of Reports for June 2024**
 - a. Monthly Check Summary (Approved by Consent)**
 - b. Cash on Hand (Approved by Consent)**
 - c. Investments on Hand (Approved by Consent)**
 - d. Monthly Budget Reports (Approved by Consent)**
 - e. Revenue (Approved by Consent)**

- 2. Approval of Budget Adjustment Requests (BARs)**
 - a. 24106 IDEA B Initial Budget (Approved by Consent)**
 - b. 24106 IDEA B Increase (Carryover) (Approved by Consent)**
 - c. 24109 IDEA B Preschool Initial Budget (Approved by Consent)**
 - d. 24109 IDEA B Preschool Increase (Carryover) (Approved by Consent)**
 - e. 11000 Operational Increase Per Final Unit Value (Approved by Consent)**

- 3. Approval of Purchases**
 - a. Dell Marketing LP, Computers for PLTW at CHS, LLHS, VHS & LLMS 31600 3 Mill (Approved by Consent)**
 - b. Wagner CAT, Heavy Equipment for Maintenance & Construction Dept. 31200 HB 505(C)-086 (Approved by Consent)**
 - c. Chalmers Ford, Vehicle for Safety & Security 31200 HB 505(S)-086**

(This item was removed from the agenda under Item L. 3. c. EXECUTIVE: APPROVAL OF PRIORITIZED AGENDA - kw.)

- d. Approval of Purchase Exceeding 60K for FY25: Hodges Oil Bulk Fuel & Diesel for Transportation & District Fleet (Approved by Consent)**

L. FINANCE COMMITTEE ITEMS (Meeting Held July 16, 2024) * (Continued)

- 4. Approval of Professional Development Co-teaching & Inclusive Practices for Dr. Cassandra Cole, Dr. James Robinson, Dr. Hardy Murphy 25153 Medicaid (Approved by Consent)**
- 5. Approval of General Contracts (Approved by Consent)**
 - a. Approval of Awards- IFB-2024-007-HR Photography Services- On-Call**
 - 1. Bellaments Photography**
 - 2. Campos Creative School Portraits**
 - 3. Kenneth Brown Photography**
 - 4. MJ Thomas Photography**
- 6. Approval of Construction Contracts**
 - a. J-3 Construction, CHS Roof Repair 31100 Bond (Approved by Consent)**
 - b. J-3 Construction, District Service Center Roof Repair & Maintenance 31100 Bond (Approved by Consent)**
 - c. 3B Builders Inc., Eastside Transportation Canopy & Improvements 31100 Bond (Approved by Consent)**
 - d. Nieto Custom Builders, Westside Transportation Canopy & Improvements 31100 Bond (Approved by Consent)**
- 7. Approval of Deletion of Fixed Assets (Approved by Consent)**
- 8. Approval of MOU for SY 2024-25 Statewide Dual Credit Master Agreement Between UNM-Valencia & Los Lunas Schools for NM Secondary & Postsecondary Dual Credit Program (Approved by Consent)**
- 9. Approval of MOU Between LLS and DINE College for 2024-2028 (Approved by Consent)**
- 10. Approval of Agreement Between LLS and UNM-Valencia Campus to Provide Certificate in Automotive Technology at Valencia High School -SY 2024-25 (Approved by Consent)**

- 11. Approval of Agreement between LLS and UNM – Valencia Campus to Provide Certificate in Personal Care Attendant & Nursing Assistant SY 2024-25
(Approved by Consent)**

L. FINANCE COMMITTEE ITEMS (Meeting Held July 16, 2024) * (Continued)

- 12. Approval of Agreement Between LLS and UNM–Valencia Campus to Provide Certificate in Welding Technology SY 2024-25
(Approved by Consent)**
- 13. Approval of LLS Resolution #24-007, R. Hicks, Rachel Hicks for Embroidery Services
(Approved by Consent)**
- 14. Approval of MOU Renewal between LLS and Valencia County for Subcontracted Continuum Coordinator per CYFD Agreement #21-690-3200-20821
(Approved by Consent)**
- 15. Approval of MOUs Between LLS and H2 Academic Solutions for Reception Assessment Center and Botvin LifeSkills provided in Accordance with Valencia County Continuum MOU
(Approved by Consent)**

M. NEW BUSINESS: Board Member Requests for Topics for Upcoming Board Work Sessions and/or Board Meetings

Dr. Osowski noted that this item was for items board members would like to see on upcoming meetings and or work sessions. She asked the board members if they had anything they'd like to be added.

Mr. Bennett stated that he would like to have a work session regarding the District's safety and security policies including campus security in the district.

Dr. Osowski stated that she would provide Ms. Chavez with policy work they had postponed. They would have a work session on the policies that were presented for consideration by our policy provider, the NMSBA. She invited the board members to continue reviewing their policy sections to see if they should be starting to update or have discussion about them. They would talk about them in work sessions and would schedule those as well.

Dr. Osowski announced that the item was for informational purposes only; no action was needed or warranted.

Mr. Talley asked if he'd missed the approval of the minutes? A brief discussion ensued, during which Dr. Osowski stated that the minutes had been consented.

N. ANNOUNCEMENT OF MEETINGS

Dr. Osowski stated that took them to Item N. ANNOUNCEMENT OF MEETINGS. She added that, as allowed by the NM Open Meetings Act and the District's Open Meetings Resolution, on occasion, a quorum of the board members attended the same function, including those held at school sites, sports functions, as well as, community events and possible open houses. The board members agreed they would not discuss school business while at those functions.

The following dates were announced:

- July 30, 2024 LLS District Convocation 8:00 am
Los Lunas High School
1776 Emilio Lopez Rd. Los Lunas, NM 87031
(District Function – Quorum may be in Attendance)
- August 13, 2024 Finance Committee Meeting 3:00 pm
CO Board Room
- August 13, 2024 Audit Committee Meeting 4:00 pm
CO Conference Room
(Attendance by Audit Committee Members only)
- August 20, 2024 Regular Board Meeting 6:00 pm
CO Board Room

O. ADJOURNMENT

Dr. Osowski stated that before she called for a motion to adjourn, she would ask the board members to remain seated for a few moments after the meeting as they had signatures that the staff needed to obtain.

Mr. Bennett moved, and Mr. Vickers seconded, to adjourn the meeting. Dr. Osowski called for a vote with the following results: Mr. Vickers -yes; Ms. Otero – yes; Mr. Talley – yes; Mr. Bennett - yes; and Dr. Osowski- yes. Motion to adjourn the meeting passed:

Dr. Osowski stated that the meeting was adjourned at 6:38 pm. She added that it was the fastest board meeting they'd ever had.

Approved this 20th day of August 2024.

Dr. Michelle Osowski, Board President

Justin Tally, Board Secretary

ksw