

MINUTES
BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION
BOARD WORKSHOP
Tuesday, August 14, 2018 (5:00 PM)

ROLL CALL

BOARD MEMBERS PRESENT: Bruce Armenta
Dale Maes
Elizabeth Gomez

BOARD MEMBERS ABSENT: Tony DeHerrera
Veronica Tso

SUPERINTENDENT: Dr. Kimberly Mizell

ALSO IN ATTENDANCE: See Sign-In Sheet

1.0 ROLL CALL

1.1 Roll Call for Board Workshop

The Bloomfield School District Board of Education met for a board workshop on Tuesday, August 14, 2018 at 5:00 p.m. at the Administration Building Conference Room, 325 N Bergin Lane, Bloomfield, NM 87413. The meeting was called to order at 5:07 p.m.

2.0 BRIEFING and DISCUSSION ITEMS

2.1 Review Meeting Agenda - Dr. Mizell

The meeting agenda was reviewed with changes noted to sections 8.1 and 9.1. The agenda states that a confidential memorandum from the Board's legal counsel will be discussed. In the absence of a memo from legal counsel, the Board will call legal counsel during closed session, therefore having legal counsel join the closed session telephonically for a brief discussion.

2.2 Review Previous Meeting Minutes - Dr. Mizell

Minutes from the July 10, 2018 Board Meeting were reviewed with no changes noted.

2.3 Travel Requests for Actual Expenses - Dr. Mizell

Travel Requests were reviewed as follows:

- *Medicaid School-Based Services Fall Training
- *NM DOH Health Assistant Training
- *New Mexico Association of School Business Officials Fall Conference
- *Association of School Business Officials 2018 Annual Meeting
- *New Mexico Technology in Education Conference
- *PED Back to School Meeting
- *Athletic Director, Trainer, and Head Coaches - 2018-2019 Athletic Travel

Upon review of the travel requests, it was determined that the Athletic Trainer may not need travel reimbursement. Therefore, more clarification is needed from the Athletic Director.

2.4 Finance Committee Briefing - Mrs. Maestas

Briefing to include the Business Consent Agenda with July Revenue and Expenditure Reports, the request to approve the Creamland Dairy bid for milk, the request to approve the meal price increase, the business office

manual of procedures revisions, the fourth quarter cash report, and the hiring of an additional school resource officer at .5 FTE.

The Creamland Dairy bid for milk was approved through the NM School Nutrition Cooperative for three years, with the 2018-2019 being the third year of the agreement.

The increase in breakfast and lunch prices is necessary due to the increased costs of food, milk, and non-food necessary to provide the meals. There has not been an increase in five years. Currently all students are receiving free lunch and breakfast through the Community Eligibility Provision, however there may be a time when the district no longer qualifies. The new pricing will be as follows:

<u>Grade</u>	<u>Breakfast</u>	<u>Lunch</u>
Pre-K – 6 th	\$1.60	\$2.25
7 th – 12 th	\$2.00	\$2.50
Adults	\$2.25	\$3.50

The Business Office Manual of Procedures is provided to review the necessary changes. Updating was needed due to office reorganization and the new software conversion that took place last year. There were some position changes which includes change in contact information, changes in the purchase order process, the addition of a few frequently traveled locations which were added to the district mileage sheet, and the increase of small purchases from \$3,500 to \$5,000. Some processes will now be completed online, such as requesting time off and vehicle use. There will also be a fee charged for W2 reprints.

The required fourth quarter cash report is ready for approval in order to send to the state to close the books. The third page of the report has an explanation and bank statements.

The District currently has 1.5 FTE approved for a School Resource Officers; we are requesting an additional .5 FTE in order to have 2 resource officers. The MOU will be with the City of Bloomfield and will include some in-kind and the District donating the Ford Explorer to the Department. The City will take ownership of the vehicle including liability and future maintenance. The District feels it's best to work with the City for the resource officers due to liability concerns, as there is a great liability risk to the district if we were to hire security officers outright.

2.5 Activity Requests - Dr. Mizell

Activity Requests were reviewed as follows:

- *BHS Seniors - San Juan College, College and Career Fair
- *BHS FFA - New Mexico State Fair
- *BHS FFA - New Mexico Leadership Conference
- *BHS FFA - State Career Development Event
- *BHS FFA - State Convention

2.6 Fundraiser Requests - Dr. Mizell

Fundraiser Requests were reviewed as follows:

- Bloomfield Early Childhood Center
 - *Office - Box Tops for Education
 - *Office - Popcorn & Pickle Sales
- Blanco Elementary
 - *Office - Popcorn, Pickle, Water & T-shirt Sales
- Charlie Y Brown
 - *Office - Water and Nutritional Snack Sales
- Bloomfield High School
 - *Football Booster - Navajo Taco Dinner
 - *Cross Country - Williams Donation, Sale of Sunglasses, Run-a-thon, and 50/50
 - *Athletic Department - Sports Calendar
 - *FFA - Snack Sales, Country Meats, DJ's Meats, and River Star Fruit Sales
 - *Music (BHS & MAJH) - Bingo Card Donations

2.7 Review Policy Revisions for K-1000 Public's Right to Know / IPRA / Freedom of Information - Mrs. Hernandez

The current policy was updated at the December 2017 board meeting to reflect an increase in pricing for requested information; however the verbiage was not changed to reflect other changes. The Superintendent has appointed the Human Resources Director as the Custodian of Records, therefore the wording needs changed for Custodian of Records. The wording for electronic disclosure was also added. Also the notation that payment for both paper copies and electronic disclosures will be required prior to the copies or downloads is made.

The Board, upon review, noted that the \$1.00 per page should also apply to the electronic disclosure and that it isn't clear as worded. With that the electronic disclosure wording needs to include the price per page as well as the cost of the device.

2.8 Approval of 7 District-Wide Positions for Striving Readers Comprehensive Literacy (SRCL) Grant

The District was awarded the SRCL Grant which will require the hiring of support staff to include: a Coordinator, 2 - Interventionists, 2 - Language Pathologists, a Literacy Home Specialist and a Literacy Coach. These positions will not be filled until the funding is received, however they are already posted. We are looking at possibly hiring retired teachers that are willing to commit to two years for the grant positions.

2.9 Reschedule September 11, 2018 Board Meeting to September 18, 2018 - Dr. Mizell

The September 11, 2018 meeting conflicts with Administrators travel and therefore we are requesting to move it to the following week.

2.10 Report & Discussion of District Activities - Dr. Mizell

Dr. Mizell distributed a typed report during the work session indicating the maintenance projects, athletics report and the personnel report of vacancies and new hires. The maintenance department report indicates works in progress for the improvement of facilities, safety and security measures, and the custodial staff projects that have been completed and are ongoing. Most of the schools now have a stop-gap to keep the community from being able to access the students.

The athletics are just getting underway with fall sports. There have been camps, practices, and parent meetings taking place to prepare for the new school year. There are currently 59 students on the football roster which will make it difficult for having 3 teams. There are 16 athletes in cross country, 40 for girls soccer and 28 for boys soccer. There are currently 42 on the roster for volleyball with first cuts being announced on Thursday morning. There are 21 cheerleaders to date.

The personnel report shows current vacancies as well as new hires for the District. Sixth grade at Naaba Ani is a concern as there are three teaching positions posted. We are doing all we can to recruit highly qualified teachers, but until then we must rely on long term substitutes to fill the positions.

3.0 ADJOURNMENT

3.1 Adjourn Board Workshop

Meeting was adjourned at 5:57 p.m