

Hilary Hawks, Interim Superintendent  
Pat Copeland, Business Manager  
Margaret Green, Secretary

District No. 5

# Mosquero Municipal Schools

P.O. Box 258 \* 43 McNeil Ave.

Mosquero, N.M. 87733

Phone 575-338-4653 \* Fax 575-673-2305

## Board of Education

Victor R. Vigil, President  
Amanda Culbertson, Vice-President  
Jacob Green, Secretary  
William Lewis, Member  
James Ray, Member

This meeting will be held in compliance with the New Mexico "Open Meetings Act," NMSA 1978, Section 10-15-1 to 10-15-4. The following agenda sets forth subjects of the meeting. The order in which the Agenda is followed is subject to change by the Board, if a topic on the agenda is permitted by law to be discussed in closed session, the board may or may not, at that time, close the meeting as to such topic. An agenda may be obtained at the main office of the Mosquero Schools, twenty-four (24) hours prior to the meeting. All action items on the agenda are marked with an asterisk (\*) and may be first studied, reviewed and discussed by committee. The meeting is also being conducted in accordance with the Americans With Disabilities Act (42 U.S.D.12101 1991). The facility where the meeting is to be held is wheel chair accessible and handicapped parking is available. Requests for sign interpretive services are available. Requests should be received at least 48 hours prior to the meeting. To arrange for those or other handicapped services, please call the number above.

## **Regular Board Meeting July 14, 2025 @ 6:00 PM Superintendent's Office**

### **Zoom link:**

<https://mosquero-net.zoom.us/j/95076481269?pwd=mlkPUPgbs78znRCq3ZOWPA0i9xDLjk.1>

Meeting ID: 950 7648 1269 Passcode: 2271

- 1. Call to Order, Invocation, and Pledge of Allegiance**
- 2. Approve Current Agenda**
- 3. Approve Previous Meeting(s) Minutes**
- 4. Visitors**
- 5. Interim Superintendent's Report:**
  - a. Budget Adjustments**
  - b. Accounts Payable Vouchers**
  - c. Report and Construction Update**
- 6. Action:**
  - a. Approve Resolution authorizing the voting on a capital improvements tax question and a general obligation school bond question to be included on the November 4, 2025 election ballot**
  - b. Certify Fixed Assets**
  - c. Approve NMSBA Policy Service Advisories 263-264**
  - d. Approve Authorization to Conduct Intra-Fund Transfers**
  - e. Approve Ratification of Budget Adjustment Requests**
  - f. Approve Alternate Waiver for Deposits**
- 7. Discussion:**
  - a. NMSBA Policy Advisories 265-269**
- 8. Executive Session**
  - a. Personnel**
- 9. Adjournment**

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### Board of Education

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Jacob Green, Secretary  
William Lewis, Member  
James Ray, Member

### **Regular Board Meeting July 14, 2025 @ 6:00 PM Superintendent's Office**

#### **Members Present:**

Victor R. Vigil  
Jacob Green  
William Lewis  
James Ray

#### **Others Present:**

Hilary Hawks  
Margaret Green  
Lisa Davis  
Linda Melendres

#### **Member Absent:**

Amanda Culbertson

**Quorum was established by President Vigil.**

#### **1. Call to Order, Invocation, and Pledge of Allegiance**

Meeting was called to order at 6:01 PM. The group said the Pledge of Allegiance and President Vigil led the invocation.

#### **2. Approve Current Agenda**

001-2526 Jacob Green moved to approve the agenda as presented. Motion was seconded by William Lewis. All were in favor. Motion carried.

#### **3. Approve Previous Meeting(s) Minutes**

002-2526 William Lewis moved to approve the June 9, 2025 regular meeting minutes. Motion was seconded by James Ray. All were in favor. Motion carried.

#### **4. Visitors –none**

#### **5. Interim Superintendent's Report:**

- a. Budget Adjustments –none
- b. Accounts Payable Vouchers

003-2526 Jacob Green moved to approve Voucher #2443 in the amount of \$64,854.74, Voucher #2444 in the amount of \$58,799.30, Voucher

Regular Meeting  
July 14, 2025

#2445 in the amount of \$18,211.05, Voucher #2446 in the amount of \$141,528.25, Voucher #2447 in the amount of \$36,856.82, and Voucher #2448 in the amount of \$35,271.87. Motion was seconded by William Lewis. All were in favor. Motion carried.

**c. Report and Construction Update**

Interim Superintendent Hawks gave the group an update on construction (main building and teacherages). She also updated the group on new hires for the coming school year. Meredith Smith has been hired for high school science. Joanie Vance has been hired for junior high volleyball coach. Josh Ward has been hired for junior high basketball coach and Miranda Kite will be his assistant.

**6. Action:**

- a. Approve Resolution authorizing the voting on a capital improvements tax question and a general obligation school bond question to be included on the November 4, 2025 election ballot**

Linda Melendres spoke to the group about the resolution authorizing the voting on capital improvements and GO bond questions for the November 2025 election ballot.

**004-2526 Jacob Green moved to approve the resolution authorizing the voting on a capital improvements tax question and a general obligation school bond question to be included on the November 4, 2025 election ballot. Motion was seconded by James Ray. All were in favor. Motion carried.**

**b. Certify Fixed Assets**

Lisa Davis, Business Manager, presented the fixed asset list.

**005-2526 Jacob Green moved to certify the fixed assets. Motion was seconded by William Lewis. All were in favor. Motion carried.**

**c. Approve NMSBA Policy Service Advisories 263-264**

**006-2526 William Lewis moved to approve NMSBA Policy Service Advisories 263-264 as presented. Motion was seconded by James Ray. All were in favor. Motion carried.**

**d. Approve Authorization to Conduct Intra-Fund Transfers**

**007-2526 James Ray moved to approve the authorization to conduct intra-fund transfers. Motion was seconded by Jacob Green. All were in favor. Motion carried.**



**e. Approve Ratification of Budget Adjustment Requests**

008-2526 Jacob Green moved to approve the ratification for budget adjustment requests. Motion was seconded by William Lewis. All were in favor. Motion carried.

**f. Approve Alternate Waiver for Deposits**

009-2526 James Ray moved to approve the alternate waiver for deposits. Motion was seconded by Jacob Green. All were in favor. Motion carried.

**7. Discussion:**

**a. NMSBA Policy Advisories 265-269**

The group discussed the advisories. No action was taken.

**8. Executive Session**

**a. Personnel**

010-2526 At 7:00 PM, James Ray moved to recess the meeting into closed session in compliance with the New Mexico "Open Meetings Act," Section 10-15-1 paragraph (H)(2) for the purpose of discussing personnel matters. Motion was seconded by William Lewis.


Roll Call Vote: Victor R. Vigil, aye; Jacob Green, aye; William Lewis, aye; and James Ray, aye. The motion carried unanimously.

Board members and Interim Superintendent Hilary Hawks remained in the room; everyone else exited.

At 7:16 PM, President Vigil stated that the Board met in closed session in compliance with the New Mexico "Open Meetings Act" to discuss personnel matters. President Vigil stated no action was taken.

**9. Adjournment**

011-256 James Ray moved to adjourn at 7:18 PM. Motion was seconded by William Lewis. All were in favor. Motion carried.

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY

## EXECUTIVE SESSION

During the Mosquero Municipal School Board Meeting on 07/14/25 (date), a motion was made to enter "CLOSED or EXECUTIVE SESSION" at \_\_\_\_\_ (time).

During the CLOSED SESSION, only the following topics were discussed:

☐ Legal

☒ Personnel

No other items were discussed and no motion was made or vote taken in the "CLOSED SESSION".

### SIGNATURES:

President:

[Signature]

Vice President:

ABSENT

Member:

Cody Smith

Member:

[Signature]

School Board Secretary:

Jaacob Green

Date: 07/14/25

School Board Secretary shall assure that the drafting of the Board Minutes contains the required language in the draft minutes reflecting the above Open Meetings Act Amendment – 1993 – was followed.

# MOSQUERO MUNICIPAL SCHOOLS

*"Students are our Number 1 Priority!"*

P.O. Box 258 • 43 McNeil Ave.

Mosquero, New Mexico 87733

Telephone: (575) 673-2271 Fax: (575) 673-2305

Hilary Hawks, Interim Superintendent

Pat Copeland, Business Manager

Margaret Green, Secretary

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## MEMORANDUM

**TO:** Mosquero Board of Education

**FROM:** Hilary Hawks, Interim Superintendent

**DATE:** July 14, 2025

**RE:** Authorization to Conduct Intra-Fund Transfers

I recommend that the Mosquero Board of Education authorize the superintendent and the business manager to process intra-fund transfers during Fiscal Year 2026.

This authority has traditionally been granted annually to alleviate the need for the board to take action to reconcile budgeted line items within specific funds.

However, all transfers between funds (via BAR) will still require the approval of both board and the NM Public Education Department.

Thank you.

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**Authority is hereby granted, pursuant to board action on July 14, 2025:**

  
\_\_\_\_\_  
**Victor R. Vigil, Board President**

  
\_\_\_\_\_  
**Jacob Green, Board Secretary**



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## MOSQUERO MUNICIPAL SCHOOLS

### RESOLUTION

#### A RESOLUTION PERTAINING TO SUBMITTAL AND FORMAL RATIFICATION OF BUDGET ADJUSTMENT REQUESTS

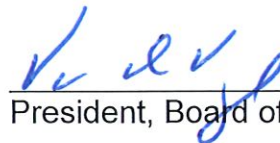
**Whereas,** The Mosquero Municipal Schools Board of Education meets monthly on the second Monday of each month; and

**Whereas,** Carryover letters, budget increases, and budget decreases are received throughout the month; and

**Whereas,** It is beneficial for the Business Manager to submit these Budget Adjustment Requests (BARs) to the Public Education Department immediately upon receipt so that funds can be expended prior to the end of the fiscal year on June 30, 2026.

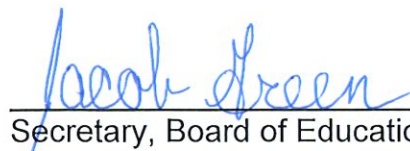
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION** that such Budget Adjustment Requests (including maintenance and transfer BARs) be submitted to the Public Education Department as they are received and approved by the Superintendent with official ratification by the Board of Education at their regularly scheduled monthly meetings until July 2026.

**PASSED, APPROVED, AND ADOPTED** by the Board of Education July 14, 2025



\_\_\_\_\_  
President, Board of Education

(SEAL)  
ATTEST:



\_\_\_\_\_  
Secretary, Board of Education

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Sara Cordova, Director  
School Budget Bureau  
New Mexico Public Education Department  
300 Don Gaspar, Room #227  
Santa Fe, NM 87501

July 14, 2025

Dear Director Cordova:

Mosquero Municipal Schools respectfully requests a waiver of the 24-hour deposit rule.

The district banks with Busey Bank. The closest branch is in Roy, which is 20 miles away. This branch is only open on Tuesdays from 10:00 AM-3:00 PM. Additionally, this is the only bank in the county.

The district collects an average of \$3,000 per week, which consists of cash and checks. During the time between deposits, money is kept in a fireproof locked filing cabinet that only the superintendent and secretary have access to.

Should this waiver not be approved, this will create a hardship on the district as we would have to travel approximately 180 miles round trip daily to the next closest branch.

If you need any further information, please do not hesitate to contact me.

Thank you,

Hilary Hawks  
Interim Superintendent  
Mosquero Municipal Schools

## BOARD OF EDUCATION

Victor R. Vigil  
President

Amanda Culbertson  
Vice- President

Jacob Green  
Secretary

William Lewis  
Member

Member



# 24-25 School Year Fixed Assets

PONumber	Account	Amount	PODate	OrderName	PaidAmt	Encumbrance	POStatus	IsVoid	Budget	AcctDescription
5344	1100026005733100000280000000	\$66,048.98	1/15/2025	COOPERATIVE ED. SERVICES	\$0.00	0	2	FALSE	66715	FIXED ASSETS (\$5,000 & OVER)
5573	1100026005733100000280000000	\$1,595.29	5/22/2025	ALUMINUM ARENA BLEACHERS 172 SEATING JIS STORAGE CONTAINERS, LLC	\$1,595.29	0	2	FALSE	66715	FIXED ASSETS (\$5,000 & OVER)
5573	2417410005733110100280000000	\$12,755.00	5/22/2025	STORAGE CONTAINERS TO HOUSE WOOD AND METALS FOR STUDENT CTE PROJECTS JIS STORAGE CONTAINERS, LLC	\$12,755.00	0	2	FALSE	12755	FIXED ASSETS (MORE THAN \$5,000)
5412	2750210005733110100280000000	\$43,000.00	2/13/2025	STORAGE CONTAINERS TO HOUSE WOOD AND METALS FOR STUDENT CTE PROJECTS B & J WELDING SUPPLY	\$41,754.00	0	2	FALSE	41754	FIXED ASSETS (MORE THAN \$5,000)
5549	3120040005733100000280000000	\$37,548.79	5/5/2025	SPITFIRE 4X8 PLASMA TABLE FOR THE NEW CTE SPACE BRADBURY STAMM CONSTRUCTION	\$37,548.79	0	2	FALSE	75000	FIXED ASSETS (\$5,000 & OVER)
5570	3120040005733100000280000000	\$10,140.00	5/20/2025	SECURITY EQUIPMENT PER PSFA WITH BRADBURY STAMM BIG ASS FANS	\$10,140.00	0	2	FALSE	75000	FIXED ASSETS (\$5,000 & OVER)
5581	3120040005733100000280000000	\$6,000.00	5/28/2025	COOL SPACE 500 EVAPORATIVE COOLER FOR THE ARENA HOTSY EQUIPMENT COMPANY	\$5,938.50	0	2	FALSE	75000	FIXED ASSETS (\$5,000 & OVER)
5584	3120040005733100000280000000	\$16,159.15	5/29/2025	HOTSY PRESSURE WASHER A.K. SALES AND CONSULTING, INC.	\$16,159.15	0	2	FALSE	75000	FIXED ASSETS (\$5,000 & OVER)
5203	3190040005733100000280000000	\$24,000.00	10/9/2024	ROLLUP DOORS WITH INSTALLATION FOR THE ARENA PER 31200 GRANT ELITE CUSTOMER CENTERED SOLUTIONS OF NV	\$23,912.50	0	2	FALSE	200000	FIXED ASSETS (MORE THAN \$5,000)
5429	1100040005731100000280000000	\$42,000.00	2/21/2025	SCHOOL SIGN RETRO-FIT, NEW SCREENS AND SOFTWARE AUTONATION CHEVROLET	\$42,000.00	0	2	FALSE	178963	VEHICLES GENERAL
5509	1100040005731100000280000000	\$64,257.00	3/19/2025	2025 CHEVY SILVERADO SINGLE CAB WORK TRUCK TILERY CHEVROLET	\$64,257.00	0	2	FALSE	178963	VEHICLES GENERAL
5510	1100040005731100000280000000	\$69,006.10	3/19/2025	NEW 2025 TO AND FROM ROUTE VEHICLE ZIEMS FORD CORNERS	\$69,006.10	0	2	FALSE	178963	VEHICLES GENERAL
5585	1100040005731100000280000000	\$71,602.00	5/29/2025	NEW 2024 FORD EXPEDITION TILERY CHEVROLET NEW ACTIVITY VEHICLE - 2025 GMC YUCON	\$71,602.00	0	2	FALSE	178963	VEHICLES GENERAL
				CES CONTRACT 23-C116-ALL						

approved on  
July 14, 2025  
sent to NMSBA on  
07/15/25 MG

# POLICY SERVICES ADVISORY

Volume 24, Number 4

May 2025

## CONTENTS

Policy Advisory No. 263..... IKFB – Graduation Exercises

Policy Advisory No. 264..... JK – Student Discipline

### Policy Advisory Discussion

This year the New Mexico Legislature unanimously passed and the Governor signed Senate Bill 163 which addressed Tribal Regalia at School Events, and which specifically prohibits school districts from prohibiting “a student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown or wearing tribally significant footwear or other items of apparel under a gown at graduation ceremonies or public school events.”

The law defines “tribal regalia” to mean “a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading and feathers.”

The new law amends NMSA 1978, § 22-5-4.3 which is the primary statute addressing student discipline in the Public School Code. The change necessitates an amendment to I-7450 IKFB, and J-4600 JK, Student Discipline, Graduation Exercises as shown in the Policy Advisories below.

The Legislature deemed the new law an emergency and it went into effect immediately upon the Governor’s signature without the usual waiting period. The new law is in effect for this graduation season. Even if Boards are unable to change policy before graduation this year, school officials need to know that eligible students may not be prohibited from wearing tribal regalia at graduation this year.

The amendment to the Graduation Exercises policy states that the Superintendent shall implement procedures to enforce the policy. Policy Services anticipates that each district or school will need some mechanism for students to demonstrate, before future graduation ceremonies, that they are enrolled or “eligible for enrollment” in a tribe, nation, or pueblo. As a reminder, the Introduction to your policy manual states that the term “Superintendent” in the manual shall be interpreted to mean “Superintendent or a person designated by the Superintendent.”

If you have any questions, or requests call Policy Services at (505) 469-0193 or e-mail Dan Castille, Policy Services Director at [rdcpolicyservices@outlook.com](mailto:rdcpolicyservices@outlook.com).

**This Material is written for information only and is not intended as legal advice. Please consult your attorney for further explanation.**

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# Advisory 263

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## GRADUATION EXERCISES

Graduation exercises will be held for students who have met state and local requirements for graduation from high school.

Participation in high school commencement exercises is encouraged but is not compulsory. However, since these exercises require planning and rehearsals, the following rules shall apply:

- Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
- Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation and paid all fees, fines, and charges due.

### Tribal Regalia

No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers. The Superintendent shall develop procedures to implement this tribal regalia requirement.

*Adopted:*    date of manual adoption

LEGAL REF.:        22-5-4.3 NMSA (1978)

# Advisory 264

## STUDENT DISCIPLINE

A minimum of Parents, school personnel and students shall be involved in the development of policies, and public hearings before the Board shall be held during the formulation of these policies in the high school attendance areas within each district or on a district-wide basis for those districts that have no high school. The Superintendent shall prepare and recommend the final format of discipline policies and develop procedures for the discipline of students that comply with state laws and regulations. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

~~However, no local school board~~ Neither the District nor any school or individual shall impose ~~shall allow for the imposition of~~ discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers.

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a state-wide hotline for reporting such incidents is provided on the District Website located at (fill in web address for School District).

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

*Adopted:* date of manual adoption

LEGAL REF.: 22-5-4.3 NMSA (1978)  
22-35-3 NMSA (1978)  
6.11.2.7 NMAC  
6.11.2.8 NMAC  
6.11.2.9 NMAC  
6.11.2.10 NMAC  
6.11.2.11 NMAC  
6.11.2.12 NMAC

CROSS REF.: JIC - Student Conduct  
JICA - Student Dress  
JKA - Corporal Punishment  
JKD - Student Suspension/Expulsion  
JR - Student Records

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



## Relevant Statutes and Citations

New Mexico Legislature unanimously passed and the Governor signed Senate Bill 163 which addressed Tribal Regalia at School Events.

The new law amends NMSA 1978, § 22-5-4.3 which is the primary statute addressing student discipline in the Public School Code.