

Board of Education  
Mr. Maury Castro  
Ms. Terrie Dallman  
Sta. Maria A. Flores  
Mr. Ed Frank  
Mr. Ray Jaramillo



Board of Education  
**AGENDA**

Dr. Gregory Ewing, Superintendent  
Las Cruces Public Schools  
505 S. Main, Suite 249  
Las Cruces, NM 88001  
575.527.5800  
lcps.k12.nm.us

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**SPECIAL MEETING (WORK SESSION)**  
**Tuesday, March 7, 2017 • 4:00 p.m.**  
**LCPS Administration Building, Board Room**

*“The Las Cruces Public Schools, in partnership with students, families, and the community, provide a student-centered learning environment that cultivates character, fosters academic excellence, and embraces diversity.”*

**I. Introduction – President Maria A. Flores**

- A. Call to Order
- B. Roll Call
- C. Welcome Student Advisor
- D. Approval of Agenda**
- E. Report on Closed Executive Session of March 7, 2017

**II. Superintendent’s Report – Superintendent Dr. Gregory Ewing**  
*(Board Goal No. 2: Communication, Trust & Human Relations)*

- A. Superintendent’s Update**
1. Announcements
  2. Budget Update
  3. NEA-LC/CSEC-LC Report

**III. Other Reports**

**A. Student Advisor Report**

1. Report on Visit to the New Mexico Legislative Session

**B. Human Resources Development – Associate Superintendent Dr. Elizabeth Marrufo**  
*(Board Goal No. 4: Human Resource Development)*

1. Human Resources Employment/Re-Employment Process

**C. Instruction – Associate Superintendent Erlinda Martinez**  
*(Board Goal No. 1: Student Success)*

1. None

**D. Finance – Chief Financial Officer Crystal Valdez**  
*(Board Goal No. 3: Budget and Facilities Management)*

1. None

**E. Operations- Associate Superintendent Gabe Jacquez**  
*(Board Goal No. 3: Budget and Facilities Management)*

1. None

#### **IV. Board Items – President Maria A. Flores**

##### **A. New Business**

1. **Reorganization of Las Cruces Public Schools Board of Education**
2. Appointment of Board Members to Committees by the Board President
3. First Reading of Policy EJA Acceptable Use of Technology Resources
4. Exploration of Possible Plastic or Paper Bag Fee in City of Las Cruces and Doña Ana County

##### **B. Old Business**

1. None

#### **V. Public Input**

#### **VI. Adjournment – President Maria A. Flores**

Any individual attending a board meeting may ask to speak on any item after the individual is recognized by the President of the Board and introduces himself/herself at the podium. It will be the practice of the Board of Education not to take action on any item presented under Public Input.

Individuals in need of a Spanish interpreter or those with a disability who are in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, may contact the superintendent at 575-527-5807 at least one week prior to the meeting or as soon as possible to arrange for accommodation.

Los hispanohablantes con necesidad de un intérprete, o individuos con una incapacidad que están necesitados de una antología, el amplificador, el intérprete capacitado de lenguaje por señas, o alguna otra forma de servicio o ayuda auxiliar para permitir asistencia y participación en la audición o reunión, pueden contactar al superintendente al 575-527-5807 por lo menos una semana antes de la reunión o tan pronto como sea posible para hacer los preparativos para acomodación.

# Las Cruces Public Schools Board of Education

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## ***AGENDA ITEM EXECUTIVE SUMMARY***

- I. Board Meeting Date:** March 7, 2017
- II. Item Title:** Employment/Re-employment Process
- III. Name of Presenter(s):** Dr. Elizabeth J. Marrufo
- IV. Proposed Motion  
(Action items only):** Information only
- V. Executive Summary:**

The process provides an overview of tasks involved in re-employing district employees. Beginning in January, the HR staff maintains close communication with school and district leaders in terms of staffing for the coming school year.

**Human Resources**  
Employment/Re-employment Process  
--2017—



Date	Task	Person(s) Responsible
<b>January 19, 2017</b>	Principals notified of staffing planning and preparation during principals' meeting	HR—Dr. Marrufo Instruction—Erlinda Finance--Crystal
<b>February, 2017</b>	Student teachers observed and provided with letters of intent ( <b>Note:</b> Currently have 7 student teachers via the MOU who if successful will be offered a letter of intent)	HR—Dr. Marrufo
<b>March 1, 2017</b>	NEW!---Notification of intent to retire for all LCPS staff	School Administrators HR—Dr. Marrufo
<b>March, 2017</b>	LCPS Job Fair--TBD PDC	HR—Dr. Marrufo
<b>March 17, 2017</b>	*Last day for hiring certified/classified (9 month) employees for current school year—LTS after this date	HR & School Principals
<b>2<sup>nd</sup> Week in April</b>	Rehire (yes/no) sessions with principals	HR & School Principals
<b>May 1, 2017</b>	Rehire letters ready for employee approval on Visions (Reference: NM School Personnel Act)	School Principals Edwanda Williams
<b>May 8-12, 2017</b>	Control Code Sessions PDC--Picacho Room	Principals, HR, T-1, Bilingual, SPED, Finance
<b>May 24, 2017</b>	LCPS employees approve their contracts online prior to summer departure	LCPS Employees
<b>June 7, 14, 21, 28</b> <b>July 5, 12, 19, 26</b> <b>August (2<sup>nd</sup> if needed)</b>	<b>Certified</b> —Onboarding Sessions for New Employees  <b>Wednesdays</b>	HR Specialists
<b>June 6, 13, 20, 27</b> <b>July 11, 18, 25</b> <b>August 1<sup>st</sup> (if needed)</b>	<b>Classified</b> —Onboarding Sessions for New Employees (Educational Assist, Clerical, Campus Security)  <b>Tuesdays</b>	HR Specialists
<b>June 1, 8, 15, 22, 29</b> <b>July 6, 13, 20, 27</b> <b>August 3<sup>rd</sup> (if needed)</b>	<b>Classified</b> —Onboarding Sessions for New Employees (Nutrition, Custodial, PPD)  <b>Thursdays</b>	HR Specialists

\*See explanation from Edwanda

- If someone starts at beginning of year (Level I, BA, step 0) their pay will be \$823.06 semi-monthly. Their last check would be \$3,002.09.
- If someone starts in March (Level I, BA, step 0), their pay will be \$360.69 semi-monthly. Their last check would be \$1,129.13. (basic insurance deducted)

# Las Cruces Public Schools Board of Education

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## AGENDA ITEM EXECUTIVE SUMMARY

1. **Board Meeting Date:** March 7, 2017
2. **Item Title:** 1<sup>st</sup> Reading of Policy EJA, Acceptable Use of Technology Resources
3. **Name of Presenter(s):** Matt Dawkins, LCPS IT Infrastructure Manager
4. **Proposed Motion (Action Items Only):** discussion only
5. **Executive Summary:**

The Board is presented with the first reading of Policy EJA, Acceptable Use of Technology Resources. The policy has not been updated since 2006. This policy has implications for virtually all students and staff – any person who uses technology in the district.

There are multiple changes in the draft revisions. The most important is the timely requirement for the district to ensure a policy is in place ensuring students and staff abide by federal Children’s Internet Protection Act. The district’s eRate funding is contingent on LCPS making specific updates to its policy.

In summary, the most significant changes to the Policy include:

**Purpose Section** – A revised purpose statement is suggested. The purpose of district technology is to enhance instruction, but the use of technology must be in accordance with law.

**Definitions Section** – The section has been added to define two phrases that are used in the Policy.

**Position Section E** –

*Statement B* was taken from Regulation. This is an over-arching statement that should be in the Policy.

*Statement C* is rewritten to make it clear that violations could have implications for students and for staff.

*Statement E* details what inappropriate actions should be prevented; E-5 cites the Children’s Internet Protection Act.

**Position Section F** – The language is necessary to maintain eligibility for eRate funding.

The draft policy will be distributed to multiple stakeholders in the district for review and is posted online for additional feedback.

# POLICY EJA

## Board of Education Las Cruces Public Schools

Related Entries: EJA-R, JICFB, JICFB-R

Responsible Office: ~~Chief Operations Officer~~ Chief Technology and Research Officer

### Acceptable Use of Technology Resources

#### I. PURPOSE

~~To ensure LCPS implements procedures that are consistent with federal and state laws on the use of technology such as; Internet, electronic email, hardware, software, and online resources for employee, student, contractors, volunteers and other district officials.~~

The purpose of Policy EJA is to ensure the use of technology within the district is to enhance instruction and provide resources for students and staff in compliance with state and federal laws.

#### II. BACKGROUND

- A. The use of Technology Resources ~~must~~ shall be in support of education and research and shall be consistent with the educational mission and goals and objectives of the Las Cruces Public Schools Board of Education.
- B. It is the belief of the Board of Education that technology, including but not limited to the Internet, electronic mail, hardware, software, and online resources, is a valuable tool that supports teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training and collaboration and dissemination of successful educational practices, methods and materials. Information technologies such as the Internet are an extension of school libraries and other media/resource centers provided with a goal of promoting promote resource sharing, research innovation, communication and opportunity for collaborative work within the educational setting.

#### III. DEFINITIONS

1. “Acceptable Use of Technology Resources” means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS mission and goals. [from Regulation]
2. “Technology Resources” means the Internet, the World Wide Web, electronic mail and passwords, hardware (including the district’s network, individual work stations, and servers), software, and online resources (including social media platforms and video/audio streaming).

#### IV. POSITION

- A. Transmission of any materials in violation of any federal or state law, code or regulation is prohibited.

- B. The use of any LCPS property, which includes technology resources by students, employees, contractors, volunteers and any other individual who is using district technology, is for LCPS business/educational purposes only. [from Regulation]
- C. All LCPS students, employees, contractors, volunteers and other district officials who use or have access to technology must sign and abide by the district's Acceptable Use Agreement(s) indicating their knowledge of and agreement to terms and conditions of use of district technology resources. ~~Failure to follow the acceptable use procedures will result in the loss of the privilege to use these tools and may result in disciplinary action, up to and including suspension, expulsion, and termination.~~
- Failure to follow this Policy, its Regulation (EJA-R) or the Acceptable Use Agreement could result in the loss of the privilege to use district tools and could result in:
1. Student disciplinary action, up to and including suspension or expulsion, pending due process;
  2. Staff employment action, up to and including reprimand and/or termination.
- D. Use of another organization's network or computing resources must comply with the rules appropriate to that network and LCPS Technology Resources User ~~Procedures~~ Regulations. Transmission of any material in violation of any federal or state regulation is prohibited.
- E. It is the policy of LCPS to:
1. prevent user access over the district's computer network to inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
  2. prevent transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
  3. prevent unauthorized access and other unlawful online activity;
  4. prevent unauthorized online disclosure, use, or dissemination of personal identification information of students or confidential information of staff;
  5. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- F. It is the responsibility of LCPS staff to educate students regarding the rules and regulations on the use of technology, and to supervise and monitor appropriate usage of the online computer network and individuals' access to the Internet in accordance with this policy.

## **V. REQUIREMENTS**

### **V. REVIEW PROCESS**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

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*Board of Education, President*

April 4, 2006

*Date*

**Legal Ref:** *Children's Internet Protection Act, [Pub.L.No.106-554 and 47 USC 254(h)]*

**History:** Previously Policy 355, Revised 04.04.06; draft revision 02.21.17