

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
James Ray, Vice-President
Jacob Green, Secretary
William Lewis, Member
Open Position, 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 June 15, 2026 @ 6:00 PM Superintendent's Office

Zoom link:

<https://mosquero-net.zoom.us/j/95771097122?pwd=QiKth7wgDQ3RRAXKVkhRgFs5kiJXl.1>

Meeting ID: 957 7109 7122

Passcode: 192580

- 1. Call to Order, Invocation, and Pledge of Allegiance**
- 2. Approve Current Agenda**
- 3. Approve Previous Meeting(s) Minutes**
- 4. Visitors**
- 5. Superintendent's Report:**
 - a. Budget Adjustments**
 - b. Accounts Payable Vouchers**
 - c. Report and Construction Update**
- 6. Action Items:**
 - a. Approve Nutrition and Wellness Policy**
 - b. Approve Policy Service Advisory #273 and #274**
 - c. Approve New Signer on Bank Account**
 - d. Approve Audit Contract**
- 7. Executive Session:**
 - a. Legal**
- 8. Adjournment**

Johnna Bruhn Superintendent
Lisa Davis, Business Manager
Margaret Green, Secretary

District No. 5
Mosquero Municipal Schools

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**Regular Board Meeting
June 15, 2026 @ 6:00 PM
Superintendent's Office**

Members Present:

James Ray (via Zoom)
Jacob Green
William Lewis

Others Present:

Johnna Bruhn (via Zoom)
Bobby Kandle (via Zoom)
Margaret Green
Lisa Davis (via Zoom)

Members Absent:

Victor R. Vigil

Quorum was established by Vice President Ray.

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

Meeting was called to order at 6:03 PM. The group said the Pledge of Allegiance and Vice President Ray led the invocation.

2. Approve Current Agenda

107-2526 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

108-2526 Jacob Green moved to approve the minutes from the May 11, 2026 regular meeting. Motion was seconded by William Lewis. All were in favor. Motion carried.

4. Visitors

Superintendent Bruhn introduced Mr. Bobby Kandle. He will be the new business teacher, as well as Dean of Student Success.

5. Superintendent's Report:

a. Budget Adjustments

109-2526 William Lewis moved to approve BAR #028-000-2526-0073-I in the amount of \$761.37, BAR #028-000-2526-0074-I in the amount of \$3,620.52, and BAR #028-000-2526-0077-T in the amount of \$0.

Regular Meeting
June 15, 2026

Motion was seconded by Jacob Green. All were in favor. Motion carried.

b. Accounts Payable Vouchers

110-2526 Jacob Green moved to approve Voucher #2549 in the amount of \$54,089.10, Voucher #2550 in the amount of \$18,751.27, Voucher #2551 in the amount of \$223,474.47, and Voucher #2552 in the amount of \$18,125.69. Motion was seconded by William Lewis. All were in favor. Motion carried.

c. Report and Construction Update

Superintendent Bruhn reported she attended a meeting with PSFA about the space we are losing since the old gym building was officially condemned.

6. Action Items:

a. Approve Nutrition and Wellness Policy

111-2526 William Lewis moved to approve the Nutrition and Wellness Policy as presented. Motion was seconded by Jacob Green. All were in favor. Motion carried.

b. Approve Policy Service Advisory #273 and #274

112-2526 Jacob Green moved to approve Policy Service Advisory #273 and #274 as presented. Motion was seconded by William Lewis. All were in favor. Motion carried.

c. Approve New Signer on Bank Account

113-2526 Jacob Green moved to add James Ray as a signer on the bank account. Motion was seconded by William Lewis. All were in favor. Motion carried.

d. Approve Audit Contract

114-256 William Lewis moved to approve the contract with Beasley, Mitchell & Co. Motion was seconded by Jacob Green. All were in favor. Motion carried.

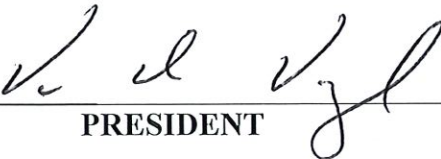
7. Executive Session:

a. Legal

No need for executive session at the time.

8. Adjournment

115-2526 Jacob Green moved to adjourn at 6:21 PM. Motion was seconded by William Lewis. All were in favor. Motion carried.



PRESIDENT



SECRETARY



Nutrition And Wellness

Mosquero Municipal Schools

43 McNeil Avenue

P.O. Box 258

Mosquero, New
Mexico 87733

(575) 673-2271

www.mosquero.net

Adopted: January 17, 2007

Revised: August 4, 2014

January 17, 2018

November 20, 2019

January 16, 2024

NUTRITION & WELLNESS POLICY

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Introduction

Our students are the number one priority for our schools' existence. Their success in life is dependent upon the educational foundation which our staff provides. Proper nutrition and positive physical activity will support this foundation and assist our students as they develop healthy attitudes and life-skills.

The Mosquero Municipal Schools have developed and maintained a Nutrition/Wellness Policy which meets the Public Education Department (PED) Wellness Policy rule 6.12.6 NMAC. This policy when approved by PED will also meet the requirements of section 204 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296.

Our school district wellness policy provides the following:

- Three people within our school district have the operational responsibility for ensuring the fulfillment of our wellness policy (School Nurse, Cook and Food Service Director)
- We have established a school health advisory council which will meet twice a year to assess the need for policy revision, implementation & evaluation of the wellness policy & present recommendations to the superintendent who can then present to our school board. Staff will be advised of contents during in-service training. A triennial assessment will be completed by our School Nurse using the Wellness School Assessment Tool-Practice (WellSAT Practice) or the School Health Index
- We have developed goals for each of the following areas:
 1. Nutrition and nutrition education
 2. Physical activity
 3. Physical education
 4. Health education
 5. Social and Emotional Well-Being
 6. Health services
 7. Behavioral health
 8. School Safety
 9. Staff Wellness
 10. Healthy and Safe Environment
 11. Other School-Based Activities
 12. Other Wellness Policy Components
- We have an evaluation plan for each component of our wellness policy

Our school district posts a copy of the district wellness policy on our web site and a paper copy is available in the administration building. Documentation of our efforts to review and update the wellness policy will be under the direction of our school health advisory council. A sign-in sheet will be used as participation by stakeholders. Parents will be invited to participate through a factsheet sent home with students on a yearly basis.

LEGAL REF.: 42 U.S.C. 1751 *et seq.* The National School Lunch Act
 42 U.S.C. 1771 *et seq.* The Child Nutrition Act as amended
 6.12.5.8 NMAC New Mexico Requirements for Competitive Foods Sold to Students
 6.12.6.8 NMAC Wellness Requirements
 6.30.2.19 NMAC Health Education
 6.30.2.20 NMAC Physical Education

CROSS REF.: ABA-Community Involvement in Education
 ABAA-Parental Involvement
 BBA-Board Powers and Responsibilities
 EF-Food Services
 EFE-Competitive Food Sales/Vending Machines
 IHA-Basic Instructional Programs

Nutrition Guidelines and Food Services Operations

The District has procedures that address all foods (including competitive food sales) available to students throughout the school day in the following areas:

National School Lunch Program and Child Nutrition Act: Meals will be prepared according to the Dietary Guidelines for Americans and USDA regulation. Breakfast & lunch meals will comply with the USDA & state policies for nutrient levels & calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable.

Our breakfasts & lunches are prepared on site every day (4-day school week). Foods from each of the required food groups (Dairy, Meat/meat substitute, Vegetables, Fruits, Grains) are offered daily. Due to our ruralness & difficulties with fresh food delivery, most of our fruits, meats and vegetables are either canned or frozen. Most foods made with grain are prepared from scratch.

Our menus are printed and given to all teachers. Elementary teachers send one home with each of their students. The menus are also posted on the school website and copies are made available upon request in the administration office. The daily menu is posted at the beginning of the cafeteria serving line.

Our school nurse prepares a food variety survey on a yearly basis to all on-campus students. The results are tallied and additions to our menu are made if needed.

Our students are encouraged to eat their breakfasts & lunches and visit with their neighbors. They are allowed at least 20 minutes for this activity. Our elementary students have a recess prior to lunch and again after lunch. They also have PE with a certified PE teacher throughout the week.

A la carte offerings in the food service program are not offered at our school.

We do not participate with afterschool meals or snacks or summer food service because of the very ruralness of our district.

Vending machines and school stores: There are no vending machines in the elementary or junior/high buildings or in the cafeteria. Beverage items offered at the high school building may include water, 100% fruit juice with no added sweeteners, sports drinks, and no more than 125 calories per container. The size of drinks will be 20 ounce servings or less. There are no food vending machines at the Mosquero Municipal Schools.

Classroom parties, celebrations, fund-raisers, rewards and school events: There will be no bake sales on the school's campus. Snacks offered for sale through the high school media may include nuts, seeds, and cheese. All other items shall contain no more than 400 calories per container, 16 grams of fat and 2 grams or less of saturated and Trans-fats combined. See Guidelines for a la carte offerings: Subsection B of 6.12.5.8 NMAC

Water & disposable drinking cups are available to all staff, students and visitors during cafeteria serving times. The school also has drinking fountains available & operating in each school building on campus. The water containers in the cafeteria and all fountains are cleaned on a daily basis.

Food allergies are an important medical condition which our staff considers when planning, preparing & serving meal items and classroom snacks. Every effort is utilized to obtain allergy information from parents.

This information guides our food purchasing & preparation. We also provide anaphylaxis education to staff and include emergency services' contact telephone information. No part of a reimbursable meal will be withheld or denied as a disciplinary action. In fact, students being disciplined are not separated from their peers during mealtimes.

Our staff is provided information and encouragement to utilize non-food items as rewards for behavior or academic success.

Our school food service personnel receive required food safety training every school year as specified by their position.

In keeping with the District's nutrition program goals, only food prepared or obtained or approved by the District's food services program should be served in classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events outside the school day. Approval is required to ensure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the District's students). Smart Snacks in School guidelines will be followed for all foods & beverages provided on our school campus during the school day.

If our staff &/or school sponsored organizations (FFA, sports, etc) wish to host a fundraiser that involves food, they will have to request permission from our superintendent. This will be limited to no more than two occasions per semester and will not be conducted during meal service or in the food service area. (6.12.5.8 NMAC)

The District provides evaluation of the Nutrition Guidelines by the following methods:

Our school is open for review by the Student Nutrition Department, Public Education Department and the New Mexico Environment Department. We also welcome the advice and assistance from the New Mexico Department of Health staff.

The refrigeration survey done by our cafeteria staff and included in the commodities agreement includes perpetual inventory and daily temperature logs.

Facility safety checks will be completed at least yearly by our school staff.

Nutrition Education

The District provides comprehensive nutrition education which is based on theories and methods proven effective by research and consistent with state and local District health education standards that align with the NM Health Education Content Standards with Benchmarks and Performance Standards as set forth in 6.29.6 NMAC. Nutrition education at all levels of the curriculum shall include, but not be limited to, the following essential components designed to help students learn:

Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;

Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising;

How to assess one's personal eating habits, set goals for improvement and and achieve those goals.

Our school district has utilized the CATCH program, Organ Wise Guys & Fuel Up to Play 60 for several years in the elementary grades. Our 7th & 8th grade students receive some nutrition education through their science and FFA classes. We are currently using the Glencoe Health curriculum copyrighted 2018 and approved by NMPED.

In order to reinforce and support nutrition education efforts, the guidelines will ensure that:

Nutrition instruction provides sequential, comprehensive health education in accordance with the New Mexico Public Education Department curriculum regulations and academic standards;

Cooperation with agencies and community organizations is encouraged to provide opportunities for appropriate student projects related to nutrition;

Consistent nutrition messages are disseminated from the District, throughout the school, community, homes and media; and

Nutrition education is extended beyond the school environment by engaging and involving families and community. We also have nutrition and health posters placed in the cafeteria, gym and hallways.

Physical Activity

Our District shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students (6.12.6.8.D.3 NMAC) All students arriving prior to the 1st bell will be encouraged to utilize the playground &/or track for unstructured physical activity monitored by staff. This same scenario will apply to any students on campus after school.

Comprehensive physical activity is provided to all students K through 6th grade (2 recesses and 1 PE) and as a required credit (physical education for 9th through 12th grade students) with a licensed physical education teacher. Sanctioned sports (Volleyball, Football, Basketball and Track) are offered and students are encouraged to participate with them. Physical activity is included as a health education topic in the required health education classes. (6.29.9 NMAC)

Our school has 2 gyms available for our students utilization especially when we have inclement weather. Materials and equipment for both indoor and outdoor use is provided by our school district. (6.29.9 NMAC)

Administrators, teachers and other support staff are encouraged to not use physical activity as a reward or punishment.

Elementary students will be provided daily allotted time for physical activity for 40 minutes per school day. They will also be encouraged to participate with daily recess activities. If we have students with any mental/motor/physical delay issues then appropriate adaptations will be purchased & provided under certified staff supervision.

All staff are encouraged to maintain physical activity on a daily basis. Our District does provide an equipment exercise room for staff utilization.

Our administration has always encouraged the use of school facilities outside of school hours because they value the family and community support. Access is granted when proper requests have been approved by administration staff. Our campus is open and community members have access to our track for their outdoor physical activities. Our school hosts events in the fall and spring which are utilized to keep students and families engaged in physical activity. We mail invitations/permission slips to students' parents/guardians concerning our scheduled events. They are also posted on our website and on the marquis. These events include: Fun For All in the fall and Elementary Field Day in the Spring.

Our pre-K through 12th school district is maintained on one continuous campus. Traffic issues are seldom a problem. Approximately 3% of our students live within the village limits. These students are allowed & encouraged to walk, bike or skate to and from school if permitted by their parents/guardians.

The District provides evaluation of physical activities by the following methods:

The elementary students participate in an end-of-year field day and all elementary students are required to participate unless there is a documented medical reason for being excused.

Physical assessments of height and weight are completed with all students on a yearly basis by the school nurse or through sports physicals. Other assessments will be monitored as indicated.

Students will be evaluated upon their mastery of physical activity components by a certified teacher, i.e. jumping a rope, moving a ball...

Health Education

Our District provides comprehensive health education to students K-12th by elementary teachers, science and vocational agricultural teachers. The curriculum focuses upon physical, mental, emotional and social dimensions of health as set forth in NMAC 6.12.6.

Health lessons will be taught in a manner that is culturally sensitive.

Health lessons are taught using a variety of instructional strategies (verbal and written projects, media literacy, hands-on application, etc).

Health education is integrated into the core curriculum.

The health education curriculum is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC and per the graduation requirements NMSA 22-13-1.1 which specifies that 0.5 credit of Health Education is offered in either middle or high school.

Health education courses shall include:

1. Age-appropriate sexual abuse & assault awareness and prevention training
2. Lifesaving skills training that follows nationally recognized guidelines for hands-on psychomotor skills cardiopulmonary resuscitation training. Students shall be trained to recognize the signs of a heart attack, use an automated external defibrillator and perform the Heimlich maneuver for choking victims. This training will be provided by our school nurse who is certified through the American Heart Association to provide Hands Only CPR as well as the 8 hour First Aid/CPR/AED training.

Our staff provides activities in comprehensive health education that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC and per the

graduation requirement NMSA 22-13-1.1 which species that 0.5 credit of Health Education is offered in either middle or high school.

Parents maintain their right to request that their child be exempted from the parts of the health education curriculum that addresses the sexuality performance standards. Notification of health curriculum will be available to parents prior to classroom presentations. Lesson plans will be available if need be. NMAC 6.29.6.11 Sexuality Performance Standards Exemption will be utilized in this policy's implementation. Parents will be asked to return written statements to the school secretary indicating their decision to exempt their child from any portion of the health education.

Staff provides instruction about HIV and related issues in the curriculum of the required health education content area to all students in the elementary grades, middle school grades and in the high school grades as set forth in 6.12.2.10.C NMAC.

Teachers, staff and administrators are encouraged to attend coordinated school health professional development opportunities (School Health Institute, Head to Toe, NM Association for Health, Physical Education, Recreation and Dance).

Behavioral Health

Our school behavioral health program is integrated into our learning curriculum and supports our students' progress to become fully functioning and happy adults. (6.12.6.8.D.6 NMAC) Our program is specified in our Safe Schools Plan. It emphasizes the following:

- A learning atmosphere which supports positive psychological, social and emotional student success
- Provides structure and support for individual student growth to guide in living a socially and emotionally fulfilling life
- Decreases the stigma around behavioral and mental health issues
- Links systems to improve advocacy, assessment, support and available resources
- Supports local strategies that create healthy schools
- Promotes behavioral health in order to break down barriers to students' learning

Our staff is instrumental in evaluating changes in student behavior(s). Recommendations for intervention will be conducted verbally or in writing. Access to counseling is delineated in our Safe Schools Plan.

Our licensed school employees have completed the required training to detect and report of child abuse and neglect which includes sexual abuse, assault and substance abuse. (Section 22-10A-32 NMSA)

School Safety

A school safety plan has been created for each school building. It includes a floor plan with exits noted and routes for preferred evacuations specified. An emergency procedure and crisis plan has also been completed. Both of these plans are located in specific building areas. Staff receives training with these plans at the beginning of each school year.

Our staff performs 12 emergency drills per school year. These drills involve 9 fire drills, 2 shelter in place drills and one evacuation drill at the intervals set forth in subsection M of 6.30.2.10 NMAC.

Our staff collaborates with one another to maintain current safety standards for buildings, grounds, structures, buses and equipment. Staff and students are encouraged to assist with the maintenance of clean, safe and inviting premises.

Our school district is tobacco, alcohol and drug-free..

Physical Education

The District provides a comprehensive physical education curriculum to students K-12th. This curriculum provides students with optimal opportunities to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity. If we have students with any mental/motor/physical delay issues then appropriate adaptations will be purchased & provided under certified staff supervision.

The physical education curriculum is aligned to the physical education content standards with benchmarks and performance standards as per 6.29.1 NMAC Primary and Secondary education standards for Excellence General Provision and the graduation requirements NMSA 22-13-1.1 which specifies that 1 unit of PE or allowable alternative is provided. Every effort is undertaken to have certified physical educators teach physical education and plan additional opportunities for physical activity.

Physical education class size is structured to accommodate other subject areas &/or self-contained classes. Our daily elementary schedule delineates 30 minute slots for structured physical activity with our PE teacher to work with each combination class.

Class sizes are multi-grade, probably K-1st, 2nd-3rd, 4th-6th, 7th-8th, 9th-12th depending upon the enrollment numbers.

Physical educators are encouraged to attend professional development opportunities such as workshops and conventions. Collaboration with other professionals is supported to ensure implementation of current information, innovations and ideas into the physical education classes.

Other School-Based Activities

The goal for other school-based activities is to ensure whole-school integration with the wellness program. Our District will achieve this goal by addressing elements that include, but are not limited to, school meal times, dining environment, food as an incentive, marketing and advertising, staff wellness, and staff development and training.

Social and Emotional Well-Being

A student assistance team (SAT) coordinates individual student needs related to mental, emotional, behavioral, social and academic needs. Our team has a written, delivered and assessed program for Pre-K-12 grades. We provide licensed staff to develop and supervise this program and it is a part of the educational plan for student success (EPSS) process (6.29.1.8 NMAC). Referrals to the superintendent, counselor, nurse or other medical providers are an integral part of their functions.

The superintendent, counselors and school nurse are available to students, staff, parents and community. All of our staff are committed to providing an environment in which students are able to request assistance when needed.

Collaboration of our staff with medical clinicians and other entities (MD, PA, FNP, OT, PT, speech, psychologist, Public Health, DWI, TUPAC, etc.) is encouraged due to our rural geographical area.

Our school staff are trained in child abuse and neglect detection including sexual abuse and assault and substance abuse and reporting on a yearly basis per Section 22-10A-32 NMSA 1978. Our staff recognizes that they have a duty to report child abuse and child neglect; responsibility to investigate child abuse or neglect; penalty per Section 32A-4-3 NMSA 1978. Our staff also recognizes the need to be vigilant to the possibility of substance abuse among students and acknowledges their responsibility to report suspicious actions per Section 22-5-4, 4 NMSA 1978.

Health Services

Any student with healthcare needs that may affect their school attendance and/or performance will have individualized Health Plans (IHP) (NASN Position Statement; Individualized Healthcare Plan) which are separated from Individualized Education Program (IEP) but attached to the IEP of 504 plan based on a student's need (Section V: Individualized Healthcare Plans). School staff, school nurse, student(s) and parent(s) or guardian(s) will be involved in creating this IHP with notification/approval requested from a primary care provider.

The school nurse coordinates and collaborates with administration, special education director, counselor and all other staff in order to provide preventive and emergency care for students, staff and visitors.

The school nurse performs vision, hearing, height and weight assessments on every student attending our school district at least once a school year. More assessments may be performed if needed for special education services or major student health changes occur.

All elementary teachers have access to first aid kits and basic sanitary items at their disposal. The middle and high school teachers also have the same amenities. First aid supplies are also located in the buses, in the secretary's office and in the cafeteria.

Health needs of students which require specialized or more extensive attention are referred to their primary health care personnel, local health clinic, county health services (Public Health Department) &/or emergency health care services (EMT or area hospitals).

Collaboration of school staff, public and private medical entities, parents and students is maintained to ensure student access to preventive services, behavioral health services, screenings and referrals, evaluations and assessments, first aid and emergency care, follow-up care, school safety, health education and ancillary services (OT, PT, speech therapy).

School staff is encouraged to attend workshops, conferences and seminars. Collaboration with peers is supported to ensure implementation of current information, innovations and ideas into the health care delivery to students.

Any student(s) attending our school with a diagnosis of HIV/AIDS will receive education regarding their access to care and have a personal education plan. This diagnosis will be kept confidential as set in 6.12.2.10 NMAC Human Immunodeficiency Virus (HIV).

Health care staff will maintain accurate student records, abide by HIPPA regulations and maintain student confidentiality except as required by specific state statutes (Child abuse reporting, etc.). State mandated public education reports will be completed and submitted as required also.

Any student attending our school will provide proof of immunization or have an immunization exemption form on file 7.5.3 NMAC. The only exception to this requirement will be for students who are identified as homeless. As they cannot be prevented from entering schools based on inability to produce records normally required for enrollment, as per the McKinney-Vento Homeless Assistance Act.

Any student identified with healthcare needs that may affect their school attendance and/or performance will have Individualized Health Plans (IHP) created with the assistance of the school nurse, relevant teachers, aides and special education director. This plan will be reviewed on a yearly basis and attached to the student's Individualized Education Program (IEP) plan or the 504 plan based on a student's needs.

Students enrolled in our school who might have a diagnosis of HIV/AIDS will receive the same education as all other students. All students are encouraged to attend to their own cuts or other issues where their blood is present. Our school nurse provides education in all elementary classrooms pertaining to handwashing, germs and proper first aid. First aid kits are available to all staff and their training is provided every other year utilizing the American Heart Association First Aid/CPR/AED course. Compliance with 6.12.2.10 NMAC is enforced.

Parents/Guardians are required to provide documentation of the student's immunization status. The school nurse will research the state web-site and/or request any further immunization documentation if needed. She will notify parents/guardians of any required & recommended immunizations needed to ensure compliance with statute 6.12.2.8 NMAC. No student identified as homeless will be prevented from entering our school district based on the inability to produce records normally required for enrollment, as per the McKinney-Vento Homeless Assistant Act. Upon enrolling into our school district, the school nurse will research for any immunization records and assist students with obtaining any required immunizations as the need arises.

Our school nurse advocates for students pre-K through 12th grade to have asthma treatment medications and anaphylaxis emergency treatment medications (properly labeled and stored) to be kept and/or carried throughout the school year. All staff are trained to also notify parents/guardians about breathing or anaphylaxis issues as indicated on the student registration papers. Any student who can demonstrate proper technique while self-administering rescue medication will be allowed to self-manage asthma and/or diabetes throughout the school year. This follows 6.12.2.9; 6.12.8 NMAC

Other Wellness Policy Components

This component is addressed in the prior section of Health Services.

Staff Wellness

All staff records are confidential. If any staff has a medical issue i.e.: HIV or any other medically identified problem that information is confidential and all staff having access to it have been instructed to maintain that confidentiality

A staff wellness plan is established within our physical school location to provide an equitable work environment and meet the American with Disabilities Act, Title III (6.12.6.8.D.9 NMAC).

The school nurse encourages moderation of nutritional intake tempered with adequate physical activity for all staff. An exercise room has been created and school staff is encouraged to utilize this facility. Administrative staff collaborates with the school nurse and other health officials to provide written materials addressing exercise, stress management and nutrition issues.

All school staff are encouraged and welcomed to participate on the district's SHAC, per 6.12.6.8 NMAC Section E.

EVALUATION OF THE WELLNESS PLAN

Health Education

Documentation of classroom curriculum presented by the assigned teachers will stand as proof that health education has been provided per state school district wellness policy rule 6.12.6.6 NMAC.

Students enrolled in health education classes are also instructed in a complete American Heart Association approved first aid/CPR/AED class. When necessary this class is repeated every 2 years while the students are enrolled in our

school district. Students shall be trained to recognize the signs of a heart attack, use an automated external defibrillator and perform the Heimlich maneuver for choking victims. This education & practicum is included in order to meet the graduation requirement addressing lifesaving skills per graduation requirements NMSA 22-13-1.1

Physical Education

Documentation of classroom curriculum presented by the assigned teachers will stand as proof that the physical education has been provided per state school district wellness policy rule 6.12.6.6 NMAC and as specified in graduation requirements NMSA 22-13-1.1

Healthy and Safe Environment

Written school emergency plan, building blueprints, incident reports, repair requests and verbal collaboration between janitors, cafeteria employees, support staff, teachers and administration will provide the evaluation of this plan.

Social and Emotional Well-Being

Documentation by the student assistance team (SAT) and collaboration of school staff for assessment, referral and follow-up will be assessed by administration and will provide the evaluation of this plan.

Health Services

The yearly school nurse report, daily log record, collaboration with other medical personnel, students and staff will monitor the implementation of this plan.

Staff Wellness

Evaluation of this plan will be accomplished through staff utilization of equipment.

Designated Evaluator

The Superintendent will compile the documentation supporting each component of this Wellness Plan. The results will be presented to the School Health Advisory Council (SHAC) for review. The Superintendent and the SHAC will collaborate upon the results and recommendations for improvement will be composed and presented to the Mosquero School Board Members on a yearly basis. Notification for parental assistance will be retained with our wellness policy. The triennial assessment will be posted on our website. Our SHAC shall conduct a quantitative assessment of this policy implementation every three years using the Wellness School Assessment Tool-Practice (WellSAT Practice) or the School Health Index. Every three years, our SHAC will review the latest national recommendations pertaining to school health and will update the wellness plan accordingly. Tre triennial progress report will be posted on our district website. The report will include an assessment on compliance, the extent to which our wellness policy compares to model wellness policies, and progress made in achieving goals.

Adopted: January 17, 2007

Adopted: December 10, 2019

Revised: August 4, 2014

January 17, 2018

November 20, 2019

January 16, 2024

POLICY SERVICES

ADVISORY

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Policy Advisory No. 273 – GBGC – Employee Assistance. NMSBA model policy G-1350 GBGC, Employee Assistance, is modified to replace the existing opening paragraph which addresses situations in which the District may require an employee to complete a medical examination. The language in the current policy is too broad in that it requires a medical examination when warranted “in the opinion of the immediate supervisor and/or the Superintendent.” The Americans with Disabilities Act (42 U.S.C. § 12112(d)), its implementing regulations (29 C.F.R. § 1630.14), and guidance issued by the Equal Employment Opportunity Commission (EEOC) require more stringent criteria before an employee may be required by an employer to undergo a medical examination. Those criteria are now addressed in the amended policy, which also expands the type of medical provider who may conduct the examination from “licensed physician” to “a licensed health care provider.”

Any situation in which a district requires a medical examination is fraught with legal risk and districts are urged to seek legal advice in such situations.

Policy Advisory No. 274 – KDB (K-1000) Publics right to Know. K-1000 KDB Public’s Right to Know/Freedom of Information and the accompanying request form exhibit (K-1031 KDB-E) are amended to more closely align with the language in New Mexico’s Inspection of Public Records Act (“IPRA”) and to change some potentially misleading language. Most of the changes should speak for themselves.

It should be noted, however, that **the notice required by IPRA to be posted by the records custodian to notify the public of its rights to request records must be posted on the district’s website**, in addition to at its administrative offices. Among the things required in the notice is the cost to the requestor for making copies. IPRA allows a public body to charge a reasonable fee, not to exceed \$1.00/page for most copies. According to the N.M Department of Justice (previously known as the Office of the Attorney General), a reasonable fee is only intended to cover the

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actual cost incurred by the public body to make copies (not including the cost of staff time) and a reasonable fee should not routinely be the maximum allowable fee. This policy modification puts the responsibility on the records custodian to determine a reasonable charge/page for copying and to include that in the public notice.

The IPRA compliance guide by the Dept. of Justice is an indispensable resource for records custodians in their effort to comply with IPRA and it is located here: <https://nm DOJ.gov/wp-content/uploads/NMDOJ-IPRA-Guide-Ninth-Edition-25.03.21.pdf>. That guide includes a template Notice of Right to Inspect Public Records, on page 76, that the records custodian may use to craft the District's notice.

Districts are also advised to see legal advice for any questions related to the Inspection of Public Records Act.

If you have any questions or requests call Policy Services at (505) 469-0193 or email Dan Castille, Policy Services Director at rdcpolicyservices@outlook.com.

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ADVISORY 273

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EMPLOYEE ASSISTANCE

~~When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District. When the District has a reasonable belief, based on objective evidence, that an employee may be unable to perform essential job functions or may pose a direct threat to the health or safety of the employee or others, the District may require the employee to undergo a medical examination, at District expense, by a licensed health care provider qualified to evaluate the condition at issue. Any such examination shall be job-related and consistent with business necessity and appropriately tailored to assess the employee's fitness for duty, including, where relevant, mental or behavioral health and any risk of harm to the employee or others. All medical information obtained pursuant to this policy shall be maintained as confidential, kept in files separate from personnel records, and disclosed only as permitted by law, and shall be used solely to evaluate the employee's ability to perform essential job functions and/or to assess workplace safety.~~

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccines to employees exposed to Hepatitis B virus.

All employees who as a result of their employment have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow postexposure evaluation and follow-up activities in accordance with New Mexico and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Employee Assistance Program

Employees may be referred to an Employee Assistance Program when the employee's job performance or attendance is unsatisfactory, and the employee is unable or unwilling to correct the situation, regardless of paid leave time available to the employee. The employee has the responsibility to perform job duties and to have regular dependable attendance. Employees who have drug or alcohol abuse problems are encouraged to voluntarily seek assistance.

The Employee Assistance Program will consist of referrals to Board approved community or other area counseling and rehabilitation programs through the personnel office.

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Failure to exhibit continuous and ongoing improvement of the unsatisfactory work performance after assistance has been offered and/or accepted will result in termination or non-renewal of the employee, according to prescribed School District policy, administrative regulations, local, state and federal laws.

Any employee who voluntarily seeks support and assistance from the District for a drug or alcohol problem before it becomes an employment issue will be granted unpaid leave, sick leave, or a combination of both to secure treatment/counseling for their problem.

The District employer reserves the right to request a second medical opinion, if the employer questions the employee returning to work in a timely manner.

Adopted: date of manual adoption

LEGAL REF.:

29 U.S.C. 653

42 U.S.C. § 12112(d)

29 C.F.R. § 1630.14

CROSS REF.:

EBBB - Accident Reports

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ADVISORY 274

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PUBLICS RIGHT TO KNOW / FREEDOM OF INFORMATION

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. The Superintendent is appointed the custodian of public records and may delegate this duty as necessary. The custodian of records shall follow the directives of 14-2-7 NMSA (1978) in providing access to public records including the posting in a conspicuous place at the administrative office of the District , and on the District's website, the proper notice of a person's rights and the procedures.

~~The office of the Superintendent will be open to~~ custodian of records will receive requests for records inspection or copying during normal school business hours ~~from Monday through Friday.~~

Requests for access to records shall be made in writing (which may include electronic communication such as e-mail or facsimile) directed to the ~~office of the Superintendent~~ designated records custodian. ~~Any written communication should contain~~ The request shall provide the name, address and telephone number of the requestor and ~~should state the record required~~ identify the records sought with reasonable particularity. In the event that a written request is not made to the records custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the records custodian of the requested public records, if known, and notify the requester.

~~The Superintendent may permit access to, or provide for the copying of, the records requested within a reasonable period of time following receipt of the written request (fifteen [15] days) or will provide an explanation of a cause for delay if the records are not available and will give notification of the time the records will be available, or, may deny access if there is no record to match the request. If the inspection of the requested records is not permitted within three (3) days, the Superintendent will explain in writing when the records will be available for inspection or when the Board will respond to the request~~ A records custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen (15) days after receiving a written request. If the inspection is not permitted within three (3) business days, the custodian shall explain in writing when the records will be available for inspection or when the custodian will respond to the request. The three (3)-day period shall not begin until the written request is delivered to the office of the custodian. If the custodian determines that a written request is excessively burdensome or broad, an additional reasonable period of time shall be allowed to comply with the request. The records custodian shall provide written notification to the requester within fifteen (15) days of receipt of the request that additional time will be needed to respond to the written request. If a written request is denied, the records custodian shall provide the requester with a written explanation of the denial in the manner provided by law.

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Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent custodian of records if ~~(1) the record is made confidential by statute, or (2) the record involves the privacy interests of persons based on exceptions provided by law.~~ If a public record contains material that is not subject to disclosure, the District will delete, if required by law, redact or separate such material and make available to the requester such material in the record as is subject to disclosure.

~~Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs~~ The records custodian shall provide a copy of a public record in electronic format if the public record is available in electronic format and an electronic copy is specifically requested. However, the records custodian is only required to provide the electronic record in the file format in which it exists at the time of the request.

~~Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Board.~~

~~A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material.~~

~~The fees will be based upon the following:~~

- ~~• Ten cents (10¢) per page for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.~~
- ~~• Thirty five cents (35¢) per copy for materials not listed above that require additional clerical and/or professional staff time to make available.~~
- ~~• Actual cost, if available, will be assessed.~~
- ~~• Free copies shall be furnished if they are to be used in claims against the United States.~~

The custodian of records:

- may charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law. The custodian shall periodically determine the reasonable fee based on the costs incurred by the District to make copies (not including the cost of staff time) and the amount of the copying fee shall be included in the public notice required by 14-2-7 NMSA (1978). The copying fee shall not exceed one dollar (\$1.00) per printed page for documents eleven inches by seventeen inches (17" x 11") in size or smaller;

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- may charge the actual costs associated with downloading copies of public records to a computer disk or storage device, including the actual cost of the computer disk or storage device, but not including the cost of staff time;
- may charge the actual costs associated with transmitting copies of public records by mail, electronic mail or facsimile (not including the cost of staff time);
- may require advance payment of the fees before making copies of public records for a requestor;
- shall not charge a fee for the cost of determining whether any public record is subject to disclosure; and
- shall provide a receipt, upon request.

Adopted: date of manual adoption

LEGAL REF.:

14-2-1 to 14-2-12 NMSA (1978)

~~14-3-1 to 14-3-24 NMSA (1978)~~

EXHIBIT**EXHIBIT****PUBLIC'S RIGHT TO KNOW /
FREEDOM OF INFORMATION****REQUEST FOR PUBLIC RECORDS OF THE SCHOOL DISTRICT**

Name _____ Date _____

Address _____

Street

City

State

Zip

Phone: Home _____ Work _____

E-mail address _____

Nature of request:

- ☐ Opportunity to review records (no original record may leave the custodian's office)
- ☐ Copies of records via U.S. Mail to the address above.
- ☐ Electronic copies to be emailed to the email address above or, if too voluminous, a mailed storage device to the address above.

Notice: A fee will be charged for copying based upon actual cost ~~for providing the information~~ of making copies for a requestor as allowed by law and District policy.

Records requested (please be as explicit as possible as to the records you desire):

Date_____
Signature

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