Dr. Johnna Bruhn Superintendent
Lisa Davis, Business Manger
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
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
October 12, 2026 @ 6:00 PM
Superintendent's Office

Zoom link:

https://mosquero-net.zoom.us/j/95771097122?pwd=QiKth7wgDQ33RRAXKVkhRgFs5kiJXl.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 Meal Rate Increase**
    b. **Approve Mileage Rate**
    c. **Approve Anaphylaxis Policy**
    d. **Approve CHRI Policy**
7. **Discussion:**
    a. **Policy Service Advisory #279-281**
8. **Executive Session:**
    a. **Legal**
9. **Adjournment**

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Regular Board Meeting
October 12, 2026 @ 6:00 PM
Superintendent's Office

Members Present:
Victor R. Vigil
James Ray
Jacob Green
William Lewis

Others Present:
Johnna Bruhn (Zoom)
Lisa Davis (Zoom)
Margaret Green
Hilary Hawks
Bobby Kandel

Quorum was established by President Vigil.

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

   Meeting was called to order at 6:06 PM. The group said the Pledge of Allegiance and President Vigil led the invocation.

2. **Approve Current Agenda**

   029-2627 **James Ray 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**

   030-2627 **William Lewis moved to approve the minutes from the September 14, 2026 regular meeting as presented. Motion was seconded by James Ray. All were in favor. Motion carried.**

4. **Visitors –none**

5. **Superintendent's Report:**
   a. **Budget Adjustments**

   031-2627 **Jacob Green moved to approve BAR #028-000-2627-0028-IB in the amount of $31,045.00, BAR #028-000-2627-0030-IB in the amount of $15,000.00, and BAR #028-000-2627-0031-I in the amount of**

$2,535.50. Motion was seconded by James Ray. All were in favor. Motion carried.

b. Accounts Payable Vouchers

032-2627 **Jacob Green moved to approve Voucher #2613 in the amount of $5,37303, Voucher #2614 in the amount of $19,496.69, Voucher #2615 in the amount of $94,047.45, Voucher #2616 in the amount of $16,978.67, and Voucher #2617 in the amount of $479,265.32. Motion was seconded by William Lewis. All were in favor. Motion carried.**

c. Report and Construction Update

Superintendent Bruhn informed the group that the new gym project was approved on October 8. She has meetings pertaining to the project this week. Discussion followed about pens and show barn at the arena. Leaks in new building will be fixed. Large propane tank will need to be replaced because of a leaky valve.

6. Action Items:

a. Approve Meal Rate Increase
b. Approve Mileage Rate

033-2627 **William Lewis moved to approve the meal rate of $18/meal $70/day and the mileage rate of $.70/mile (policy attached to original minutes). Motion was seconded by James Ray. All were in favor. Motion carried.**

c. Approve Anaphylaxis Policy

034-2627 **Jacob Green moved to approve the Anaphylaxis Policy as presented. Motion was seconded by James Ray. All were in favor. Motion carried.**

d. Approve CHRI Policy

035-2627 **Jacob Green moved to approve the CHRI policy as presented. Motion was seconded by William Lewis. All were in favor. Motion carried.**

7. Discussion:

a. Policy Service Advisory #279-281
The group discussed the policies; no action was taken.

8. Executive Session:

a. Legal
No need to executive session at the time.

9. Adjournment

036-2627 **James Ray moved to adjourn at 6:33 PM. Motion was seconded by Jacob Green. All were in favor. Motion carried.**

PRESIDENT **SECRETARY**

MOSQUERO MUNICIPAL SCHOOLS

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October 12, 2026

Mosquero Schools Travel Guidelines

Guidelines for meals:

Paragraph (2) of Subsection K of Section 10-8-4 NMSA 1978 states: *reimbursement for actual expenses for meals and incidentals not to exceed the maximum amounts for in-state and out-of-state travel established by the department of finance and administration for the fiscal year in which the travel occurs; provided that the department of finance and administration shall establish the maximum rates for the reimbursement of actual expenses for meals and incidentals as described in Subsections B and C of this section*

The Department of Finance & Administration (DFA) has published Fiscal Year 27 per diem rates as required by § 10-8-4 (B) & (C), NMSA 1978. The calculation of the updated rates has taken into consideration the standard rates established by the United States general services administration. These rates go into effect July 1, 2026. The rate chart can be found on the DFA website by following the link below.

State of New Mexico Per Diem Rates

As Published by DFA on May 1, 2026. FY27 rates are effective July 1, 2026.

Per Diem Rate for Overnight Travel	FY22	FY23	FY24	FY25	FY26	FY27
In-State	151.00	155.00	157.00	166.00	180.00	180.00
In-State - County of Santa Fe (Special Area)	194.00	202.00	210.00	231.00	249.00	249.00
Out-of-State	151.00	155.00	157.00	166.00	180.00	180.00
International Travel (In US Dollars)	-	-	-	280.00	298.00	325.00

International Travel must be approved by oversight governing body

Meal Rates for Actual Reimbursements	FY22	FY23	FY24	FY25	FY26	FY27
In-State	55.00	59.00	59.00	59.00	70.00	70.00
Out-of-State	55.00	59.00	59.00	59.00	70.00	70.00
International Travel (In US Dollars)	-	-	-	103.00	104.00	113.00

Note: Meal rates in FY27 are a flat allotment per overnight period when traveling on actuals.
Note 2: Overnight lodging is limited to $350 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency Head or Chairperson of the Governing Board.
Note 3: International travel must be approved by the oversight governing body.

Return from Travel/Same Day	FY22	FY23	FY24	FY25	FY26	FY27
less than 2 hours	-	-	-	-	-	-
2 hours but less than 6	18.00	20.00	20.00	20.00	25.00	25.00
6 hours but less than 12	40.00	42.00	42.00	42.00	50.00	50.00
12 hours but less then 24	55.00	59.00	59.00	59.00	70.00	70.00

The Travel & Per Diem Act allows for actual reimbursement when per diem rates are insufficient.

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Mosquero Schools will continue to base meal allocation on **actual expenses** based on the following guidelines:

1. Staff traveling with students, and the students are allowed up to $18/meal unless preapproved by the Superintendent. Receipts must be submitted to the business office.

2. Staff traveling are allowed to be reimbursed up to $70 per day for meals for overnight travel. Receipts must be submitted to the business office.

3. Staff traveling and returning the same day are allowed to be reimbursed based on the "Same Day" section in the chart. Receipts must be submitted to the business office.

Guidelines for hotels:

Hotel expenditures must be pre-authorized by the Superintendent.

Guidelines for mileage:

Mileage rates will be updated annually to reflect the allowable mileage according to the New Mexico Mileage and Per Diem Act as established by the New Mexico Department of Finance and Administration.

Section 2.42.2.11 Mileage-Private Conveyance

Electronic mileage calculator (Google Maps) https://www.google.com/maps

Executive Agencies

	2026 - 100% of IRS Mileage previous year
January 1, 2023 through December 31, 2023	0.47
January 1, 2024 through January 15, 2024	0.52
January 16, 2024 through December 31, 2024 *New Rule on Rate (100% of IRS Mileage previous year)*	0.66
January 1, 2025 through December 31, 2025	0.67
January 1, 2026 through December 31, 2026	0.70

Travel guidelines to include hotel and meals should be reviewed and updated annually in May to reflect new legislative changes beginning July 1. Mileage rates may be approved to reflect the "current" mileage rate for the state of New Mexico which mirrors the Federal rate from the previous calendar year. Updated rates will go into effect every January 1.

BOARD OF EDUCATION

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William Lewis, Member
Member

Mosquero Municipal Schools
Anaphylaxis Policy

It is the policy of the Mosquero Municipal Schools to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'stock epinephrine') at our school, to be administered by or school nurse or employee of our school who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

Policy Limitations

The supply of emergency epinephrine allowed under this law is not intended to replace epinephrine prescribed to students with known allergies. Physicians should still prescribe epinephrine as appropriate and encourage parents whose children are suffering from a severe allergy to put in place an Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan with their child's school. This policy extends to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Overview

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, latex, insect venom, medications, and foods. The eight most common food allergies are to these foods:

- Peanuts
- Fish
- Milk
- Tree nuts
- Eggs
- Wheat
- Soy
- Shellfish

A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen It is important to recognize common symptoms and act quickly.

Symptoms of Anaphylaxis

- Shortness of breath or tightness of chest; difficulty in, or absence of breathing
- Sneezing, wheezing or coughing
- Difficulty swallowing
- Swelling of lips, eyes, face, tongue, throat or elsewhere
- Low blood pressure, dizziness and/or fainting
- Heart beat complaints: rapid or decreased
- Blueness around lips, inside lips, eyelids
- Sweating and anxiety
- Itching, with or without hives; raised red rash in any area of the body
- Skin flushing or color becomes pale
- Hoarseness
- Sense of impending disaster or approaching death
- Loss of bowel or bladder control
- Nausea, abdominal pain, vomiting and diarrhea
- Burning sensation, especially face or chest
- Loss of consciousness

Although anaphylactic reactions typically result in multiple symptoms, reactions may vary. A single symptom may indicate anaphylaxis. **Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment of anaphylaxis.**

Training

Our superintendent has requested that most of our staff receive training from our school nurse in the administration of epinephrine by auto-injector. Only trained personnel will administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with the most current edition of the New Mexico Department of Health's **Rules and Recommendations to School Districts for Stock Emergency Medications in Schools.** Training shall be conducted annually or more often as needed.

Standing Orders

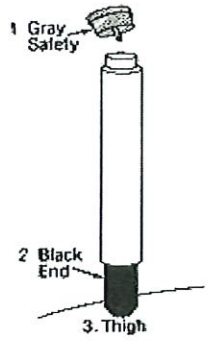
Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Mosquero Municipal Schools shall follow the procedure in the New Mexico Department of Health's **Rules and Recommendations to School Districts for Stock Emergency Medications in Schools** and obtain a standing order from a DOH authorized physician.

Responding to Anaphylaxis

If student-specific orders are on file they should be followed for students with known life threatening allergies and/or anaphylaxis.

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment. **This is a life and death decision.**
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and tat epinephrine has been given.
5. Stay with the person until emergency medical services (EMS) arrives.
6. Monitor their airway and breathing.
7. Reassure and calm person as needed.
8. Call School Nurse/Front Office school personnel and advise of situation.
9. Direct someone to call parent/guardian.
10. If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine 5 to 15 minutes after the initial injection. Note the time.
11. Administer CPR if needed.
12. EMS to transport individual to the emergency room. Document individual's name, date, and time the epinephrine was administered on the used epinephrine auto-injector and give to EMS to accompany individual to the emergency room.
13. Even if symptoms subside, 911 must still respond and individual must be evaluated by a physician. A delayed or secondary reaction may occur.
14. Document the incident and complete the incident report.
15. Replace epinephrine stock medication as appropriate.

Remove gray safety cap. **Place black end against outer thigh and push hard until the injector functions.** **Hold firmly in place for ten seconds, then remove. Massage the area of injection.** **Dispose of properly. Push ejected needle through a pocket flap (or other thick and conspicuous part of outer clothing). Bend needle into a hook.**	

This Photo by Unknown Author is licensed under CC BY-SA

Post Event Actions

- Once epinephrine is administered, local Emergency Medical Services (911) shall be activated and the student transported to the emergency room for follow up care. In some reactions, the symptoms go away, only to return one to three hours later. This is called a "biphasic reaction." Often these second-phase symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow up care with a health care provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.
- Document the event.
- Complete an incident report and submit per the usual procedure.
- Replace epinephrine stock medication as soon as possible.

Storage, Access and Maintenance

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 68 to 77 degrees F). Epinephrine should **not** be maintained in a locked cabinet or behind locked doors. Staff will know where that the epinephrine will be stored in the nurse's room in the office. It will be protected from exposure to heat, cold or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of the epinephrine will be periodically checked; and will be replaced when the expiration date is approaching. The contents of the pen will be periodically inspected through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, replace the unit.

Our school nurse will maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability.

Our school shall procure extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded. Expired auto-injectors or those with discolored solution or solid particles should not be used. Discard them per the disposal process for expired medications. Storage at the proper temperature will be maintained during summer months.

Created on September 15, 2026

Presented to the board on _____

Approved by the board on _____

<Agency>

POLICY GOVERNING FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for <update with your agency's purpose for receiving CHRI (ex. licensing/employment> purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and the New Mexico Department of Public Safety (NM DPS), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the NM DPS and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

III. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at <Agency> will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

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