

**Cooperative Educational Services (CES)
Executive Committee Meeting
April 10, 2017**

The Executive Committee meeting of Cooperative Educational Services (CES) was held April 10, 2017 at Hotel Albuquerque, Albuquerque, New Mexico.

Call to Order

The meeting was called to order at 3:10 p.m. by President TJ Parks. Notice of the meeting had been sent to all Executive Committee members 10 days previously.

Roll Call

The following members were present:

Brenda Vigil – Tularosa	Region VII, Treasurer
Efren Yturalde – Gadsden	Region VIII
Dwain Haynes - Eunice	Region VI
Greta Roskom – NMCCS	Ex-Officio Member
Steve Barron - Dora	Region V, Secretary
T.J. Parks – Hobbs	President
Kim Mizell – Bloomfield	Region I
Kirk Carpenter – Aztec	Region I
Richard Perea – Santa Rosa	Region III
Stan Rounds – NMCEL	Ex-Officio Member

The following members were absent:

Paul Aguilar – NMPED	Ex-Officio Member
John Madden – NMSU-Roswell	Ex-Officio Member
Joe Guillen – NMSBA	Ex-Officio Member
Marc Space – Grants-Cibola	Region IV
Penny Garcia – ENMU	Region VI
Vernon Jaramillo – Cariño de los Niños	Past President
Valerie Trujillo – Questa	Region II

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Anne Tafoya	CES Director Ancillary Services
Dotty McKinney	CES Procurement Manager
Brad Schroeder	CES Technology Manager
Jim Barentine	CES Southern Services Director
Lori O’Rourke	CES Business Services Coordinator
Joan Hickman	CES Executive Administrative Assistant

Quorum

CES Board Policy states that attendance by one third of the Executive Committee members constitutes a quorum. This was, therefore, a duly convened meeting of the CES Executive Committee.

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Approval of Agenda

David Chavez requested a substitution to the agenda to replace Item B-Federal Grant Associate with SB 339. A motion was made by Kirk Carpenter and seconded by Steve Barron to approve the modified agenda. The motion was accepted and passed unanimously.

Approval of Minutes

A motion was made by Brenda Vigil and seconded by Stan Rounds to approve the minutes of February 22, 2017. The motion was accepted and passed unanimously.

Agency Communications

The following reports were presented:

Partnerships

NMCCS – Greta Roskom

Greta Roskom feels the collaboration between agencies has been very good. She also mentioned that Charter Schools were not targeted in the legislative session. NMCCS, along with APS will present a best practices workshop at PAPA on May 30 and 31. The focus will be on instruction. Details will be emailed to Superintendents.

NMCEL – Stan Rounds

NMCEL has relocated their offices to the second floor of the NMAA building. Stan expressed his appreciation to those who attended sessions of the Legislative Finance Committee, as well as those who spoke with Legislators during the session. He suggested all continue to communicate with Legislators to affect positive change. The NMCEL Annual Conference is scheduled for July 19-21, 2017 at Hotel Albuquerque

NMPED – Paul Aguilar

Paul Aguilar was unable to attend the meeting. No report was given.

NMSBA – Joe Guillen

Joe Guillen was unable to attend the meeting. No report was given.

Higher Ed (4 yr.) – Dr. Penny Garcia

Penny Garcia was unable to attend the meeting, but provided a written report. In summary, vetoes within HB2 have left IHEs with no budgets for the next fiscal year. Institutions are formulating contingency plans for anticipated budget reductions of 2% to 6%. Tuition increases of 6% are planned. NMPED is revising the education program report card and anticipate having it completed by September 2017. All five 4-year higher education institutions are collaborating on a federal grant for Hispanic Serving Institutions that will focus on Hispanic students wishing to become bilingual teachers at the high school through college level.

Higher Ed (2 yr.) – Dr. John Madden

John Madden was unable to attend the meeting. No report was given.

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April 10, 2017**

Finance Committee

TJ Parks deferred and no report was given at this time. Robin Strauser will address finances in his report.

Scholarship Committee

Brenda Vigil had no report this afternoon.

Nominating Committee

TJ Parks noted the following terms expire in June, 2017; Region II, Region III, Region IV, and Region VII.

Policy Committee

Kirk Carpenter had no report this afternoon.

Program Overview/Reports

Vera Health Program Presentation

Ryan Smith, of Vera Health, gave a brief presentation. Prior to the Executive Committee meeting, representatives of Vera Health, CBA, CES Executive Committee, and CES leadership met and discussed the program and its benefit to public employees. The goal of the health care program is improved health and reduced costs. Health services will be free of charge to patients, reduce referrals, and capture 80%-90% of the care people need, at reduced costs. Patients and care providers spend 30-60 minutes together and can address root causes of medical issues. A delegation will visit clinics in Seattle early this summer.

SB 339

Senate Bill 339 was sponsored by William Payne. It was hoped the Governor would line item veto, or change the verbiage in the bill to remove "Local Public Bodies". As that did not happen during the regular session, efforts will be made for this to happen during the upcoming special session. The Bill, as was signed, would allow State Agencies and Local Public Bodies to use indefinite quantity contracts up to a maximum of ten million dollars over a three-year period, and a single purchase order cannot exceed one million dollars.

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Administrative Overview

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director, provided a written report and verbal summary. There were no questions or discussion regarding his report. Revenue is up 15% and Purchase Orders are up 28% over last year. Robin informed the Executive Committee that CES closed on the purchase of the building on Innovation Parkway and that there is an offer to buy the current CES facility. He also pointed out this will be Kathy Lane's last year as CES' auditor. It will be her 6th audit, the maximum number of consecutive years allowed. Kelly Services no longer holds a contract with CES for staffing services. Equal Level will have a booth at NMASBO's Spring Budget Workshop. Robin suggested Executive Committee members check it out.

Anne Tafoya, Director of Ancillary Services, provided a written report and verbal summary. It has been a busy time. While more ancillary staff has been hired, staff are working fewer days. There is a shortage of PTs, OTs, and SLPs. There was discussion regarding other agencies providing ancillary services to schools. They compete with CES and offer higher salaries. Anne will investigate salaries being paid by competing agencies. Future salaries of Physical Therapists is also a concern.

Dotty McKinney, Procurement Manager, provided a written report and verbal summary. There were no questions or comments regarding her report. The Procurement Department has been extremely busy the past 3 months as many Mojave and CES contracts expire on April 12, 2017. The department will be considering offering more products and services to members. Testing e-procurement software (RTS) continues, with the expectation of going live July 1, 2017. Dotty also thanked John Tortelli, Joe Valencia, and Rebecca Simenson for their hard work.

Ruben Mirabal, Director of NM REAP, was unable to attend the meeting. A written report was provided. There were no comments or questions.

Brad Schroeder, Technology Manager, provided a written report and verbal summary. There were no questions or comments regarding his report. The direct purchase from vendors' program roll out will occur during regional meetings. The CES bluebook will be searchable.

Jim Barentine, Director of Southern Services, provided a written report and a verbal summary. There were no comments or questions pertaining to his report. He reminded the Committee of the need to register, or re-register their CPOs with the State Purchasing Office every January. Executive Committee members expressed their appreciation of Jim and his efforts. Adjustments to the Curriculum Companion program are planned. The program will be modeled after SITE.

Paul Benoit, Manager of Northern Services, was unable to attend. He provided a written report. There were no questions or comments.

Lori O'Rourke, Business Services Coordinator, provided a written report and verbal summary. There were no comments or questions. She added that currently there are 31 users, down from 48 last year. However, non-participating Districts have expressed interest.

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Executive Director

Setting Ancillary Rate Schedule

To remain competitive, CES would like to increase pay for ancillary staff, but will be unable to do so.

A motion was made by Efren Yturralde and seconded by Brenda Vigil to keep ancillary pay at current rates. The motion was accepted and passed unanimously.

Recommend Retaining Educators Rising Budget at \$25,000

This item was tabled at the February 22, 2017 Executive Committee meeting pending budget review.

A motion was made by Kim Mizell and seconded by Steve Barron to approve \$25,000 for FY 2017-18 for Educators' Rising. The motion was accepted and passed unanimously.

Aspiring Principals' Academy

The purpose of the program is to provide professional development in instructional and management leadership for future principals. Districts would basically "grow their own" principals by having Level 3 teachers complete 18 hours of course work. David Chavez will meet with Matt Montano on a model that would be similar to the model used by Carlsbad.

A motion was made by Richard Perea and seconded by Stan Rounds to provide financial support of \$50,000 to the Aspiring Principals' Academy. The motion was accepted and passed unanimously.

Final CES Strategic Plan

There were two proposed program changes to the Strategic Plan: Finance Managers and IT Services.

A motion was made by Steve Barron and seconded by Brenda Vigil to approve CES's Strategic Plan. The motion was accepted and passed unanimously.

Executive Session – Discuss Executive Director's Evaluation & Contract

The Executive Committee held a closed Executive Session to discuss David Chavez's contract. A motion to hold the closed session at 4:40 p.m. was made by Steve Barron and seconded by Brenda Vigil. After the roll call vote, which was unanimous, the closed session was held. The meeting reconvened at 5:00 p.m. after a motion to do so was made by Steve Barron and seconded by Stan Rounds. The roll call vote to reconvene was unanimous. There was no action taken during the closed session.

A motion was made by Stan Rounds and seconded by Steve Barron to extend David Chavez's contract through 2017-2018 FY and increase the Executive Director's salary by \$4,000.00. The motion was accepted and passed unanimously.

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Personnel Report

The Staff Contracts and Resignations report was provided. There was no discussion regarding the report.

Consent Agenda

A motion was made by Stan Rounds and seconded by Richard Perea to accept the Consent Agenda (Approval of Checks, Profit and Loss and Balance Sheets, and RFB and RFP Awards). The motion was accepted and passed unanimously.

Setting Next Meeting Dates

Executive Committee Meeting, Thursday, June 1, 2017 at 5:00 p.m., Hotel Albuquerque (in conjunction with NMSBA School Law Conference)

Executive Committee Meeting, Tuesday, July 18, at 3:00 p.m., Hotel Albuquerque (in conjunction with NMCEL Annual Conference)

Adjourn

A motion was made by Dwain Haynes and seconded by Richard Perea to adjourn the meeting at 5:05 p.m. The motion was accepted and passed unanimously.

Respectfully Submitted,

Steve Barron, Secretary

Attest:

T.J. Parks, President