

COOPERATIVE EDUCATIONAL SERVICES
EXECUTIVE COMMITTEE MEETING
MINUTES
July 20, 2016

The Executive Committee meeting of Cooperative Educational Services (CES) was held July 20, 2016 at Embassy Suites.

Call to Order

The regular meeting was called to order at 3:00 p.m. by President T.J. Parks. Notice of the meeting had been sent to all Executive Committee members 10 days previously.

Roll Call

The following members were present:

T.J. Parks – Hobbs	President
Kirk Carpenter – Aztec	Region I
Richard Perea – Santa Rosa	Region III
Steve Barron - Dora	Region V, Secretary
Brenda Vigil – Tularosa	Region VII, Treasurer
Efren Yturralde – Gadsden	Region VIII
Kim Mizell – Bloomfield	Region I
Greta Roskom – NMCCS	Ex-Officio Member
Stan Rounds – NMCEL	Ex-Officio Member
Marc Space – Grants-Cibola	Region IV
Penny Garcia – ENMU	Region VI

The following members were absent:

Vernon Jaramillo – Cariño de los Niños	Past President
Darlene Ulibarri – Peñasco	Region II
Dwain Haynes - Eunice	Region VI
Gloria Rendon – NMCEL	Ex-Officio Member
John Madden – NMSU-Roswell	Ex-Officio Member
Joe Guillen – NMSBA	Ex-Officio Member
Paul Aguilar – NMPED	Ex-Officio Member

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Jim Barentine	CES Director for Southern Services
Paul Benoit	CES Manager for Northern Services
Ruben Mirabal	CES Director NMREAP
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.

Swearing in of New Members

Dr. Penny Garcia took the oath of office.

Approval of Agenda

A motion was made by Steve Barron and seconded by Efen Yturalde to approve the agenda, with the addition of items F-Quality New Mexico Excel and G-Early Literacy, under Program Overview/Reports; the motion was accepted and passed unanimously.

Approval of Minutes

A motion was made by Brenda Vigil and seconded by Kim Mizell to approve the minutes of June 2, 2016. The motion was accepted and passed unanimously.

Agency Communications

The following reports were made:

Partnerships

Kirk Carpenter recognized the following individuals for their reports:

NMCCS

Greta Roskom reported that membership is at 80%. The education action team is working with the LESC and PED on bill suggestions for funding, facilities, and accountability. They plan to have bills prepared for the Legislature by October 1, 2016. She also noted there is more unity among organizations (NMCCS and NMCEL).

NMCEL

Stan Rounds will be replacing Gloria Rendon, who is retiring. He will take the helm August 1, 2016. One of their goals is to build administrator capacity statewide.

NMPED

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

NMSBA

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

Higher Ed (4 yr)

Penny Garcia expressed concerns regarding recruitment and retention of teachers. Her sentiments were echoed by the Executive Committee. She also stated education is dealing with deficits on two fronts- enrollment and funding. They are also awaiting (report card) data from PED. PED is now requiring NM Teach trained staff for College of Education. They are also working on decreasing educational requirements.

Higher Ed (2 yr)

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

Finance Committee

TJ Parks deferred to David Chavez. David informed the Committee that not only did CES reach their goal of a 5% increase in revenue, they exceeded it by an additional 2%. After issuing the bonuses, CES retained \$120,000 additional revenue. He recommended the granting one-time staff revenue goal bonuses be continued next year. David will present an action item to the Executive Committee at their next meeting to include the staff revenue goal bonus in next year's budget. Staffing was also briefly discussed. Additional assistance is needed in the area of AR and AP. CES anticipates hiring an additional staff member.

Scholarship Committee

Brenda Vigil stated they are in the processes of selecting a recipient. The decision will be made prior to the October Executive Committee meeting.

Nominating Committee

There was no report at this time. However, Dwain Haynes, Richard Perea, Darlene Ulibarri, and Efren Yturrale have terms that expire in 2016. Regions and superintendents are responsible for selecting their representative.

Policy

Kirk Carpenter had no report at this time.

Program Overview/Reports

Woodrow Wilson Foundation

Approximately 40 superintendents attended. While it was well received, there are other, local training options available. Options include NM Excel and QNM.

Real Estate Update

David Chavez reported that 3-4 properties have been viewed, none of which may suit the future needs of CES. Locating property, and building to suit appears to be the best option. There is a 4.7-acre parcel of property in the Paseo del Norte area, advertised at \$1.3 million, that may be viable. David and Stan Rounds will discuss financing options to include Certificates of Participation or lease options. Financing may be obtained through the NM Finance Authority and will be investigated before the Legislative session. CES property is now on the market.

Grants

The Thornburg Foundation is interested in engaging with CES with the potential of offering a grant to the SITE program. However, they want to sit in on a SITE presentation prior to committing funds.

CES Policy Discussion

One individual, who is not a superintendent, reviewed CES policy and requested items for consideration. However, the suggestions had no merit as they were addressed by the policy sub-committee in CES Board Policy and are compliant.

Five Year Strategic Plan

CES staff will be meeting with Michele Lis on July 27, 2016 to finalize the strategic plan dashboard. The 5-year plan will also be addressed and will include additional programs suggested by the Executive Committee.

Quality New Mexico

While the Strengthening Quality in Schools (SQS) dissolved, several school districts continue the initiative, and many others are interested. Districts find SQS to be a great resource for schools. While the Baldrige Model was not well received, many tools and aspects such as Root Cause Analysis and Data Analysis are of value. Streamlining, while retaining and increasing quality is an important piece, as well. Quality New Mexico and CES may partner to provide low cost training to school districts, as well as businesses state-wide. CES and QNM will meet to discuss details.

Early Literacy Grant

Jim Barentine provided data rich reports from Regions 1 and 2. While each Executive Committee member received a summary report from Regions 1 and 2, the full reports that include appendices and attachments are available through T.J. Parks and David Chavez. Region 3 did not participate, but allowed their funding to support the pilot of the SITE program.

Maria Jaramillo reported on the impact the grant had on Region 2. RECs 5 & 6, with a total of 21 school districts, as well as districts from other regions, and charter schools participated. 32% of districts were represented. The intention of the grant was to provide support to teachers and administrators, provide on-site mentoring, and is to be sustainable and capacity building. While focusing on early literacy, continued support of secondary literacy is needed. The program was similar to one in Nebraska. Success was great, with significant learning occurring through follow-up sessions. Maria complimented CES on their partnering with RECs on this initiative.

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director, provided a written report and verbal summary. Kim Mizell inquired as to why June was the best month in CES' history. It was due to many factors, including the hard work and diligence of CES staff, increase in Professional Services revenue, and continued marketing, as well as year-end spending by entities.

Linda Sink, Director of Ancillary Services, was unable to attend but provided a written report. There were no questions or discussions on this report.

Dotty McKinney, Procurement Manager provided a written report and verbal summary. There were no questions or discussions on this report. Kim Mizell had questions regarding procurement changes by the State that caused audit exceptions. Dotty McKinney stated CES will include “procurement tips” in its monthly newsletter.

Ruben Mirabal, Director of NMREAP, provided a written report and a verbal summary. There were no questions or discussions on this report. Various Committee members commented on the lack of special education, science, and math teachers in New Mexico, and across the country.

Brad Schroeder, Technology Manager, was unable to attend, but provided a written report. There were no questions or discussions on this report.

Jim Barentine, Director of Southern Services, provided a written report and verbal summary. There were no questions or discussions on this report. However, there was a brief discussion regarding using Professional Services to fill Special Education staff vacancies. The Executive Committee expressed appreciation of Jim’s efforts.

Paul Benoit, Manager of Northern Services provided a written report and verbal summary. There were no questions or discussions on this report. The Executive Committee expressed appreciation of Paul’s efforts.

Lori O’Rourke, Business Services Coordinator, provided a written report and a verbal summary. There were no questions or discussions on this report. Lori also reported that the Food Services contract went out to bid, but there is a protest. Upon resolution, a contract will be awarded.

Executive Director – David Chavez

Strategic Plan - Final 3 Year

The Strategic Plan was presented for review. The dashboard will be worked on next week and will be in place by the next Executive Committee meeting in October.

A motion was made by Kirk Carpenter and seconded by Richard Perea to approve the strategic plan. The motion was accepted and passed unanimously.

Designation of Signature Authority

David, as the CPO desires to continue the practice of delegating authority to select members of the Business Office. David Chavez requested the Executive Committee authorize the CES President to sign the memorandum authorizing the Delegation of Signature Authority for Purchase Orders. This will ensure continued service to members and participating entities. The action is required to comply with procedures associated with the Chief Procurement Officer requirements as they related to the delegation of authority.

A motion was made by Marc Space and seconded by Efren Yturralde to approve the designation of signature authority. The motion was accepted and passed unanimously.

Personnel

The Personnel Report was presented. There was no discussion of the report.

Consent Agenda

A motion was made by Steve Barron and seconded by Brenda Vigil to accept the Consent Agenda (Approval of Checks, Profit and Loss, Balance Sheets, and RFB and RFP Awards) as presented. The motion was accepted and passed unanimously.

Setting Next Meeting Date

The next Executive Committee Meeting will be held on October 17, 2016 beginning at 3:00 p.m., at Embassy Suites.

Adjourn

A motion was made by Marc Space and seconded by Kirk Carpenter to adjourn the meeting at 4:50 p.m. The motion was accepted and passed unanimously.

Respectfully Submitted,

Steve Barron, Secretary

Attest:

T.J. Parks, President