

COOPERATIVE EDUCATIONAL SERVICES  
EXECUTIVE COMMITTEE MEETING  
MINUTES  
June 2, 2016

The Executive Committee meeting of Cooperative Educational Services (CES) was held June 2, 2016 at Hotel Albuquerque.

**Call to Order**

The regular meeting was called to order at 3:05 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
Darlene Ulibarri – Peñasco	Region II
Richard Perea – Santa Rosa	Region III
Kelly Callahan – NMCCS	Ex-Officio Member
Steve Barron - Dora	Region V, Secretary
Vernon Jaramillo – Cariño de los Niños	Past President
Dwain Haynes - Eunice	Region VI
Brenda Vigil – Tularosa	Region VII, Treasurer
Efren Yturralde – Gadsden	Region VIII
Gloria Rendon – NMCEL	Ex-Officio Member
Kim Mizell – Bloomfield	Region I

The following members were absent:

Greta Roskom – NMCCS	Ex-Officio Member
Stan Rounds – Las Cruces	Past President
Marc Space – Grants-Cibola	Region IV
Penny Garcia – EUNM	Region VI
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
Linda Sink	CES Director of Ancillary Services
Brad Schroeder	CES Technology Manager
Joan Hickman	CES Executive Administrative Assistant
Michele Lis	ML Consulting

### **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 may be sworn in at the next Executive Committee meeting.

### **Approval of Agenda**

A motion was made by Dwain Haynes and seconded by Steve Barron to approve the agenda, with the correction of the date of the minutes; the motion was accepted and passed unanimously.

### **Approval of Minutes**

A motion was made by Steve Barron and seconded by Brenda Vigil to approve the minutes of March 29, 2016. The motion was accepted and passed unanimously.

### **Agency Communications**

The following reports were made:

#### **Partnerships**

Kirk Carpenter had no report at this time.

#### **NMCCS**

Kelly Callahan reported that membership is at 81%. A Federal grant was submitted on June 1, 2016, and if received, would provide funds for healthy and expanding charter schools. An education action team has been formed. They are working with the LESC and PED on bill suggestions for funding, facilities, and accountability. School Board member training has been ongoing and is about to wrap up. Hours have been tracked and will be submitted to PED by June 30, 2016. The organizations fall conference is scheduled for October 26, 27, and 28, 2016.

#### **NMCEL**

Gloria Rendon stated the coalition's summer retreat will be in Taos June 6-7, 2016. The budget and strategic plan will be reviewed. Bi-weekly meetings with the Secretary and superintendents have been very beneficial in providing all with timely, pertinent information. A big concern to be addressed later this summer is SSA in New Mexico. NMCEL is looking forward to the Educational Symposium in October. The speaker's topic will be Working with Administrators on Meeting the Needs of ELL. The Aspiring Principals Academy was successful. Many of the applicants to the program became administrators prior to the training session. New administrators benefited from the information presented, as did all attendees. While the program was slated for only one year, Gloria Rendon and David Chavez are going to look into ways to continue next year.

**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 was unable to attend. No report was given.

**Higher Ed (2 yr)**

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

**Finance Committee**

TJ Parks deferred to David Chavez. David will discuss the budget as part of the Executive Directors' Report.

**Scholarship Committee**

Brenda Vigil will be working with TJ Parks in deciding upon a recipient for the scholarship to be awarded in October, 2016. The recipient generally resides in the President's district. She will provide an update at the next meeting.

**Nominating Committee**

There was no report at this time. However, the Executive Committee was reminded that the following members' terms would be expiring: Richard Perea, Darlene Ulibarri, and Efren Yturalde. They need to express their interest to their region's superintendent if they wish to continue serving.

**Policy**

Kirk Carpenter had no report at this time. However, after receiving feedback from Committee members will report at the next Executive Committee meeting.

**Program Overview/Reports**

**CES Staff Recognition Dinner**

As a result of the current Strategic Plan and CAT meetings, it was determined a good way to recognize CES staff for tenure, accomplishments, etc., would be to hold a staff recognition dinner in conjunction with the July executive Committee meeting. Acknowledging staff should build morale.

**Woodrow Wilson Foundation**

Superintendents will meet at CES June 3, 2016, for a presentation by Dr. Centini regarding Root Cause Analysis.

Building Leadership in various superintendents' organizations is vital in improving education in New Mexico. Leaders need to be trained in order to observe, monitor, and supervise effectively.

### **Real Estate Update**

David Chavez stated CES has not been aggressive seeking a new building, pending the Executive Committee's decision on new programs they envision CES providing schools. He suggested the Executive Committee review programs offered by Regional Service Agency 16, in Amarillo, decide on programs they would like CES to offer, and prioritize them. Feedback will be discussed at the July meeting. It may be more practical to build a new facility based upon future programs and services.

### **NMHU-Rio Rancho Partnership**

There is no office space available at CES. Therefore, CES has entered into an agreement with NMHU-Rio Rancho campus to provide office for CES staff, Kim Sandoval. This will be free of charge with the exception of office supplies.

### **Grants**

Linda Sink and David Chavez will meet with representatives of the Thornburg Foundation, of Santa Fe, regarding a grant, which would allow the foundation to partner with the SITE program. CES would not be competing with Districts for the grant. The grant would enhance what CES offers Districts. David asked if the Executive Committee would accept the grant should it be offered.

A motion was made by Steve Barron and seconded by Kirk Carpenter to accept the grant, if offered. The motion was accepted and passed unanimously.

### **Administrative Reports**

#### **Directors**

*Robin Strauser*, Deputy Executive Director, provided a verbal summary. He pointed out that since CES is funding programs, the Emergency Reserve line item is in the red. By regulation, it must be shown as an expense. There was no discussion on this report.

*Linda Sink*, Director of Ancillary Services, provided a written report and verbal summary. There were no questions or discussions on this report.

*Dotty McKinney*, Procurement Manager, was not present, but provided a written report. David Chavez stood for questions. There were no questions or discussions on this report.

*Ruben Mirabal*, Director of NMREAP, provided a written report and a verbal summary. There were no questions or discussions on this report.

*Brad Schroeder*, Technology Manager, provided a written report and verbal summary. There were no questions or discussions on this report. However, Brenda Vigil suggested a "search" option with the Blue Book would be helpful. Brad Schroeder mentioned that it is in the works; however, it entails bringing information from several different areas together.

*Jim Barentine*, Director of Southern Services, provided a written report and verbal summary. There were no questions or discussions on this report.

*Paul Benoit*, Manager of Northern Services provided a written report and verbal summary. There were no questions or discussions on this report.

*Lori O'Rourke*, Business Services Coordinator, was not present, but provided a written report. David Chavez stood for questions. There were no questions or discussions on this report.

### **Executive Director – David Chavez**

#### **CES Budget**

David Chavez reviewed the proposed 2016-2017 CES budget. As previously recommended by the Executive Committee, CES will allow for a 3% employer retirement contribution for non-exempt staff making less than \$50,000.00 and 1% for employees making more than \$50,000.00 into a 403B or 457 retirement plan. The cost to fund at the recommended levels would be approximately \$14,200 for non-exempt staff and \$9,500.00 for exempt staff. Also, a 2% increase in compensation for all employees which requires a budget increase of \$28,000.00 has been included. Increases in medical will be 8.3 % and Risk at 16%, and have been budgeted for accordingly.

As Linda Sink has taken on additional responsibilities with SITE and Curriculum Companion, she will receive a stipend, which has been included in the budget.

A motion was made by Brenda Vigil and seconded by Vernon Jaramillo to approve the budget. The motion was accepted and passed unanimously.

#### **Strategic Plan**

The Strategic Plan was presented by Michele Lis, of ML Consulting

The Mission Statement is more specific. Verbiage has been added to be more inclusive of cities and counties. Market expansion and instructional excellence will be part of the revised strategic plan. Procurement and JOC may fall under this focus.

The following points and suggestions relating to future growth were discussed. 1) There is a current need that will only grow, with the number of Business Office Managers retiring. CES in partnership with RECs, would/should assist in filling the void. This can be done via "Rent a Business Office Manager" or providing one person to provide services to more than one District. 2) Increasing financial volume may have plateaued. This is in part due to the economy and city/county tax bases, and tighter school district budgets. It was suggested CES become more innovative by offering new programs and expand services offered (Value Added Service). Adding vendors could aid in financial growth, as well.

It was determined Executive Committee members will meet with Superintendents for suggestions regarding school districts short and long term plans, as well as future programs, and then prioritize them. The data will

then be presented at the July meeting. Once that has been done, CES and the Executive Committee can better determine the type of facility CES will require.

**Executive Director's Contract/Salary for 2016-2017**

While David Chavez requested no increase in salary, he is required by CES policy to receive the same salary increase as CES staff.

A motion was made by Efren Yturralde and seconded by Brenda Vigil to increase David Chavez's salary by 2%. 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 Kirk Carpenter and seconded by Kelly Callahan to accept the Consent Agenda (Approval of Checks, Profit and Loss, Balance Sheets, and RFB and RFP Awards) as presented. The motion was accepted passed unanimously.

**Setting Next Meeting Date**

The next Executive Committee Meeting will be held on July 20, 2016, beginning at 3:00 p.m., at Embassy Suites.

**Adjourn**

A motion was made by Dwain Haynes and seconded by Steve Barron to adjourn the meeting at 5:35 p.m. The motion was accepted and passed unanimously.

Respectfully Submitted,

---

Steve Barron, Secretary

Attest:

---

T.J. Parks, President