

COOPERATIVE EDUCATIONAL SERVICES
EXECUTIVE COMMITTEE MEETING
MINUTES
March 29, 2016

The Executive Committee meeting of the Cooperative Educational Services (CES) was held March 29, 2016 at Hotel Albuquerque.

Call to Order

The regular meeting was called to order at 4:35 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
Marc Space – Grants-Cibola	Region IV
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
John Madden – NMSU-Roswell	Ex-Officio Member
Gloria Rendon – NMCEL	Ex-Officio Member
Joe Guillen – NMSBA	Ex-Officio Member
Paul Aguilar – NMPED	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
Penny Garcia – EUNM	Region VI

The following non-members were present:

David Chavez	CES Executive Director
Jim Barentine	CES Director for Southern Services
Paul Benoit	CES Manager for Northern Services
Linda Sink	CES Director of Ancillary Services
Dotty McKinney	CES Procurement Manager
Brad Schroeder	CES Technology Manager
Lori O'Rourke	CES Business Services Coordinator
Joan Hickman	CES Executive Administrative Assistant
Steve Kraemer	Realtor, Maestas and Ward

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

Lori O'Rourke, from CES, swore in Kim Mizell to represent Region I.

Approval of Agenda

A motion was made by Marc Space and seconded by Dwain Haynes to approve the agenda. The motion was accepted and passed unanimously.

Approval of Minutes

A motion was made by Efren Yturralde and seconded by Brenda Vigil to approve the minutes of October 26, 2015. The motion passed unanimously.

Agency Communications

The following reports were made:

Partnerships

Kirk Carpenter reported that at the Legislative Session, it was apparent it would be a tough year for charter schools.

NMCCS

Greta Roskom was unable to attend the meeting. Kirk Carpenter reported.

NMCEL

Gloria Rendon reported funding situation is dire. PED held back a portion of funding with that in mind. She discussed SB 41, which included the funding formula, T & E, Cost Index, funding for charter schools. The bill needed to do more. Superintendents and school officials do not want to see changes mid-year.

NMCEL is preparing for their Summer Conference in July at Embassy Suites.

Jo-Lyn Gallegos has been hired to fill the position vacated by Carol Wood.

NMPED

Paul Aguilar reported the PED would be setting unit values soon and there will be a very slight increase. There will be no new awards by PSFA. Due to the state of the budget, the K-3 program will not be expanded to K-5, as other programs would be cut in order to fund it. Transportation was grossly underfunded. As a result, bus safety inspections have been taking place after hours. Schools will move from contracting with individual providers to contracting with DPS.

NMSBA

Joe Guillen reported NMSBA is in the middle of their Spring Regional meetings and they are going well. The School Law Conference is June 3-4, 2016. The Leadership Retreat will be held in Taos July 22-23, 2016. The National School Board Conference will be held the first week in April, in Boston. 100 people from New Mexico plan to attend.

Regarding the Legislative Session, there were 196 bills relating to education, and only 7 were signed.

Higher Ed (4 yr)

An overview of Penny Garcia's report was presented by Kirk Carpenter. The NMDDE (New Mexico Deans and Directors of Education) is now functioning under a new title, NMACTE (New Mexico Association of Colleges for Teacher Education). Membership parameters have not changed. NMACTE meets monthly at CNM Workforce Training Center. NMPED and NMACTE has finalized a MOU which will enable colleges and departments of teacher educators access to data that will allow for the tracking of graduates, their districts of appointment as teachers, their longevity in the field, as well as student data. Using shared data will also give NMPED the opportunity to develop a Teacher Education Program Report Card, which is still in the works.

The Educators Rising student conference was held on February 28-March 1 at NMSU. Over 150 high school students from across the state attended. Breakout sessions included Hands on STEM Learning, Methods in Kinesthetic Learning, Applying for Scholarships, Gaming to Learn, and the Hook: Teach Like a Pirate. Feedback was great.

Higher Ed (2 yr)

John Madden stated .6% is coming out of this year's budget and 2.4% will be cut from the upcoming budget. 1.22% of additional cuts are pending. Higher Education generally received 50% of requested capital expenditure requests. This year, it was 10%

Currently, there are 3 separate acts for 2 year colleges. An attempt is being made to blend them into one.

Lottery ticket sales were higher than anticipated.

Finance Committee

TJ Parks deferred and no report was given. David Chavez will discuss budget preparation timelines as part of the Directors' Reports. However, the Budget Timeline was discussed and voted on.

A motion was made by Efren Yturralde and seconded by Steve Barron approve the budget timeline. The motion passed unanimously.

Scholarship Committee

Brenda Vigil mentioned the scholarship will be awarded in October, 2016. The recipient generally resides in the Executive Committee President's district. The recipient has traditionally been a practicing IA pursuing a teacher's license. She will provide more information at the next meeting.

Nominating Committee

TJ Parks brought to the Executive Committees' attention that the following members' terms would be expiring: Richard Perea, Darlene Ulibarri, and Efren Yturralde. They need to express their interest to their region's superintendent if they wish to continue serving.

Policy

Kirk Carpenter, along with CES staff and superintendents, reviewed the CES Board Policy manual. Proposed changes deal mostly with semantics. They are also working on alignment of policy and contracts. While there are still items to finalize, the process was a good collaborative effort.

Program Overview/Reports

Technical Assistance Program (TAP)

David Chavez reported that over 30 districts are taking advantage of the program. Pojoaque gave a great testimonial as to how they avoided potential litigation due to TAP training.

Woodrow Wilson Foundation

Leeann Buntrock gave an overview of the program. It was suggested CES bring in a professor from Darden School of Business to train superintendents in the UVA model. It was then suggested the training be in conjunction with the School Law Conference this summer.

\$27,000.00 will be needed to cover the cost.

TJ Parks stated the Woodrow Wilson Foundation approach has been successful in Hobbs.

A motion was made by Richard Perea and seconded by Dwain Haynes to grant David Chavez the authority to negotiate a fee, up to \$27,000.00 for training through the Woodrow Wilson Foundation.

Purchase of Real Estate to replace our current facility

David Chavez has engaged a Real Estate Agency to assist by providing their best estimate as to the value of our current CES property, along with their best estimate as to the price for a larger property to better meet our needs. Steve Kraemer addressed the Executive Committee. He explained the market is tight for buildings that would suit the needs of CES. Ten buildings are listed, and there are four additional buildings he is aware of.

Executive Session-Discuss Executive Director's Evaluation

A motion was made to move in to Executive Session to discuss Executive Director, David Chavez's evaluation. A roll call vote was conducted with all members in favor.

After a brief, and favorable discussion by the Executive Committee, meeting attendees returned to the meeting.

A roll call vote was then called to return to Regular Session. All members were in favor.

Regional Meetings

No report was given.

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director, was not present, but provided a written report and David Chavez provided a verbal summary. There was no discussion on this report. However, there was a brief discussion regarding financing a new building for CES. There is \$4 million in reserves, but it could be possible to acquire a loan through NMFA, under Professional Services Reporting. It was also noted that there may be a need for licensed business office staff for charter schools.

Linda Sink, Director of Ancillary Services, provided a written report and verbal summary. There was no discussion on this report.

Dotty McKinney, Procurement Manager, provided a written report and verbal summary. There was no discussion on this report. However, there was discussion regarding JOC. It was suggested presentations be made to districts, so the districts know what questions to ask contactors. It would reach a larger audience if sessions were to be linked to events such as Spring Budget Workshop, rather than holding stand-alone sessions.

Ruben Mirabal, Director of NMREAP, was not present, but provided a written report and David Chavez provided a verbal summary. There was no further discussion on this report.

Brad Schroeder, Technology Manager, provided a written report and verbal summary. There was no discussion on this report. However, a concern regarding offsite storage and being FERPA compliant was addressed. The system is FERPA compliant. Storage is via Office 365.

Jim Barentine, Director of Southern Services, provided a written report and verbal summary. There was no further discussion on this report.

Paul Benoit, Manager of Northern Services, was present and provided a written report and verbal summary. There was no further discussion on this report.

Lori O'Rourke, Business Services Coordinator, was present and provided a written report and verbal summary. There was no further discussion on this report.

Executive Director – David Chavez

Setting Ancillary Rate Schedule

It does not appear that there will be sufficient funding to allow districts to increase compensation for school employees. As such, David recommended the Ancillary Rate Schedule remain at the same level as the current 2015-2016 academic year.

A motion was made by Marc Space and seconded by Steve Barron to approve keeping the Ancillary Rate Schedule at the current level. The motion passed unanimously.

CES Budget

David Chavez made the following recommendations in preparation of the 2016-2017 CES Budget:

Recommend the Executive Committee allow for a 3% employer retirement contribution for non-exempt staff making less than \$45,000.00 and 1% for employees making more than \$45,000.00 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. Total Budget would be \$23,700.00.

Recommend a 2% increase in compensation for all employees. This would require a budget increase of \$28,000.00.

Budget increases in medical will be 8.3 % and Risk at 16%.

A motion was made by Vernon Jaramillo and seconded by Richard Perea to approve budget recommendations made by David Chavez. The motion passed. Twelve in Favor. One opposed.

SITE

David requested the Executive Committee continue support the School Improvement Technical Expertise (S.I.T.E.) program. Linda Sink oversees and manages the program which is modeled after the TAP program.

A motion was made by Dwain Haynes and seconded by Kirk Carpenter to budget for the School Improvement Technical Expertise Program (SITE). The motion passed unanimously.

Christopher Productions

David Chavez recommend continued support for Christopher Productions at the same level of \$10,000.00. This fee provides CES with marketing of CES in print and TV media, 300+ DVD's for educational institutions. The topic for this year's production is Understanding the New Trends in Marijuana and Their Effects on Youth.

A motion was made by Steve Barron and seconded by Mark Space to approve continued support of Christopher Productions. The motion passed unanimously.

TAP Contract

David Chavez recommend the Executive Committee allow the Executive Director to accept a \$200,000.00 grant from NMPSIA to continue with the Technical Assistance Program (TAP).

A motion was made by Dwain Haynes and seconded by Brenda Vigil to accept the grant, if approved by NMPSIA, and continue the Technical Assistance Program (TAP). The motion passed unanimously.

E-Procurement

CES is seeking to develop our own software program that would provide our Purchasing Department with a unified purchasing program. It is anticipated that the cost to develop this software program will be approximately \$149,000.00. CES would own the program, once it's developed, and not have an annual licensing fee.

A motion was made by Marc Space and seconded by Richard Perea to proceed with developing a unified software program. The motion passed unanimously

New Facility Finance Options

David Chavez requested permission to enter into a Real Estate Agreement with Maestas and Ward to assist in selling the current CES facility and assisting CES in securing another facility to meet future needs. CES is seeking a 20,000 to 30,000 square foot facility to accommodate future needs. David Chavez and Executive Committee members plan to visit facilities in Oregon, Texas, and Kansas prior to making decisions on a new facility for CES.

A motion was made by Dwain Haynes and seconded by Marc Space to proceed with the Real Estate Agreement with Maestas and Ward. The motion passed unanimously.

Setting 2016-2017 Member Service Credit

David Chavez recommended, that if budget allows, CES Executive Committee allocate \$200,000.00 for Member Service Credit.

A motion was made by Kim Mizell and seconded by Vernon Jaramillo to fund Member Service Credits for the upcoming year. The motion passed unanimously.

Personnel

The Personnel Report was presented in the packet. There was no discussion of the report. It will be included as part of the agenda for the next Executive Committee meeting.

Consent Agenda

A motion was made by Paul Aguilar and seconded by Dwain Haynes to accept the Consent Agenda (Approval of Checks, Profit and Loss and Balance Sheets and RFB and RFP Awards) as presented. The motion passed unanimously.

Setting Next Meeting Date

The next Executive Committee Meeting will be held on June 2, 2016, beginning at 3:00 p.m., at Hotel Albuquerque, in conjunction with the School Law Conference.

Adjourn

A motion was made by Dwain Haynes and seconded by Steve Barron to adjourn the meeting at 7:50 p.m. The motion passed unanimously.
Respectfully Submitted,

Steve Barron, Secretary

Attest:

T.J. Parks, President