

CES Executive Committee  
Meeting Minutes  
July 16, 2024

Call to Order:

The meeting was called to order at approximately 3:22pm by Secretary Kevin Summers. The meeting notice, agenda, and accompanying documents were disseminated to attendees 10 days prior to meeting via email and CES' website.

Roll Call:

Members Present:

Kevin Summers	Region I – Secretary
Felix Garcia – Jemez Mountains	Region II
Johnna Bruhn – Mosquero	Region III
Dr. Cindy Sims – Estancia	Region IV
Cody Patterson	Carrizozo VII
Stan Rounds	NMCEL
Dr. Candice Castillo	NMPED
Dr. Charley Carroll	Higher Ed 2 Year
Dr. Sandra Rodriguez	Higher ED 4 Year

Members Absent:

Brian Snider	President
Elisa Begueria – Lake Arthur	President Elect
Tandee Delk – Elida	Region V
Dr. Gerry Washburn – Carlsbad	Region VI
Travis Dempsey – Gadsen	Region VIII
Erik Bose – ABQ Charter Academy	NMCCS
Joe Guillen	NMSBA

Non-Members Present:

David Chavez	CES Executive Director
Robin Strauser	CES Chief Financial Officer
Lianne Pierce	CES Director of Ancillary
Gustavo Rossell	CES Director of Procurement
Brad Schroeder	CES Director of Technology
Jim Barentine	CES Southern Services Director
Yvonne Tabet	CES Human Resource Specialist

Quorum

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

Oath of Office

Kevin Summers, Felix Garcia, Johnna Bruhn, Cody Patterson were sworn in as Cooperative Educational Services Committee Members.

### Approval of Minutes

A motion was made by Felix Garcia and seconded by Candice Castillo to approve the meeting minutes from May 30, 2024. Motion passed unanimously.

### Approval of Agenda

David Chavez, Executive Director, indicated an amendment to the meeting agenda to include the election of a Secretary and Treasurer to the CES Executive Board, with the election occurring after the approval of the July 16th Meeting Agenda. A motion was made by Felix Garcia and seconded by Cody Patterson to accept the amendment to the July 16<sup>th</sup> meeting agenda. Motion passed unanimously.

A motion was made by Johnna Bruhn and seconded by Felix Garcia to nominate Kevin Summers to the position of Secretary. As there were no additional nominations from the floor a motion of acclimation was made by Johnna Bruhn seconded by Felix Garcia. Motion passed unanimously.

A motion was made by Kevin Summers and seconded by Cody Patterson to nominate Johnna Bruhn as Treasurer. As there were no additional nominations from the floor a motion of acclimation was made by Dr. Charley Carrol and seconded by Dr. Cindy Rodriquez. Motion passed unanimously.

### Agency Communications

The following reports were presented

#### Partnerships – Elisa Begueria

Not present. No report given.

#### NMCCS – Erik Bose

Not present. No report given.

#### NMCEL – Stan Rounds

The 2024 NMCEL Summer Leadership Conference is going well. Participation is up this year NMCEL is here to serve your needs and the conference is developed for you. Please provide feedback for what you would like to see presented in the future. Continued work is occurring on lawsuit; we have 53 districts & charter schools involved. We successfully blocked the 180-day rule for the upcoming fiscal year.

#### NMPED – Dr. Castillo

Spending the Summer working on internal systems automating and streamlining processes. Launched the Summer Reading Program to empower 10,000 students from kindergartener to eighth grades with focused reading instruction. 142 sites throughout the state provided the free program and we have received positive feedback from families with a 75% satisfactory survey response. Continuing with the second phase of the attendance campaign. It is important to make a consorted effort to ensure that children are in the classroom and understand what chronic absenteeism looks like. There will be an Attendance Conference October 28<sup>th</sup>

#### NMSBA – Joe Guillen

Not present. No report given.

#### Higher Education (4yr) – Dr. Sandra Rodriquez

Summer is our down time with most faculty off contract. Working on 4-year leadership and residency training in the college of education. The residency program for students has grown and is an intensive program for EPPs. There is a big movement with early childhood programs within the state 7-9 EPPs are going through naeyc accreditation.

### Higher Education (2yr) – Dr. Charley Carroll

2yr colleges are really coming back after COVID with a 10% increase in student enrollment.

Where is CES at increasing amounts on procurement? CES has had meetings with state purchasing & Senator Gallegos getting the procurement levels raised, 7 million at the lower threshold and 20 million at the upper level for this upcoming session. Wanted to go higher, but state procurement felt that was the threshold limit.

### Finance – Elisa Begueria

Not present. No report

### Scholarship – Cody Patterson

David provided an update. The CBA organization provides an annual scholarship for \$2000 to the district where the president lives. The scholarship usually goes to an Instructional Assistant pursuing a teaching degree. Lea County District has a relationship with the University of Southwest, Lea County uses investments and scholarship funds to support multiple candidates going through teacher education at the University of Southwest.

NMCEL receives a Sivic Solutions Scholarship that recognizes a graduating senior.

Discussions have occurred with the Lieutenant Governor and Senator Gallegos to find out if CES could provide scholarships to the 8 region representatives on the CES' Executive Committee. CES is awaiting decision of approval.

### Policy – Brian Snider

David provided an update. The CES Policy has been sent to all superintendents. To date we have not received any comments/changes. The policy will be presented at the October Full Board meeting for approval.

### Program Overview and Reports

#### a. Six Year Study Update

Audits have been completed for all districts. 17 districts began the study, with 3 dropping out, with one of the districts counseled out, with the change in superintendency, a request for reinstatement occurred by their Board of Education.

There will be an Advisory Committee Meeting on August 19<sup>th</sup>. The goal is to have all strategic and action plans completed prior to the meeting.

#### Mathematics AAIS Initiative

The two sessions were well received, it was suggested that the fall session focus on content as the summer sessions focused on strategy. CES had four team members attend, we now have four subject matter experts who can support the districts as they implement mathematic strategies and ensure that strategies align with PED standards.

#### b. Regional Meeting updates/Schedules

The meetings are scheduled, notifications have been sent out to the districts. In conjunction CES is reaching out to cities and counties. Morning meetings will be held with the districts and the afternoon will be meeting with cities, counties, and higher ed. Feedback on improving and adding services to our customers will be appreciated.

#### c. Facility Managers Conference /Leadership Conference

Schedule October 15-16<sup>th</sup>, 2024 at Embassy Suites. The conference begins with the Facility Managers and Superintendents meeting. The Leadership conference will include the following sessions:

- i. Day One Dr. Phil Warrick - Teacher Evaluation  
The session will focus on the New Mexico evaluation system.
  - ii. Day Two Jan Hoegh – Standards Based Instruction  
Leadership is encouraged to attend both sessions. CES has contracted with both presenters to provide virtual sessions in January and April as follow-up sessions.
- d. NMSBA/CES Board Member Training  
The current training has remained the same for the last 4 years. These sessions are good training for new board members, the sessions include Roles and Responsibilities, Budget, Board and Superintendent Relationships, and Strategic Planning. Feedback has been received requesting new curriculum for veteran board members.

David Chavez stood for questions. No questions.

### Administrative Reports

Finance – Robin Strauser highlighted a few items, a full report included in the packet.

Finance is closing out the fiscal year. Revenue is up 6.4% from last year. CES has done 369 million dollars the direct purchase where we receive an admin fee has done 184 million dollars and we are standing at 553 million dollars.

Ancillary – Lianne Pierce highlighted a few items, a full report was included in the packet.

212 staff increased to 235 staff, 16 have retired/resigned. Ancillary will begin training 11 new hires, 6 will be remote on Wednesday. End of year outstanding \$32,000 and invoicing over 1 million a month.

Procurement – Gustavo Rossell highlighted a few items, a full report was included in the packet.

The procurement department continues to work on securing solicitations & contracts saving members money.

Northern Services/REAP – Paul Benoit, full report was included in packet.

Southern Services – Jim Barentine highlighted a few items, a full report included in the packet.

It has been fairly slow with site visits. A lot of work has been done with rebranding, letting every member and vendor contact know of change; received a lot of email bounces as there has been staff turnover. Focusing on site visits in region 7 & 8.

Technology – Brad Schroeder highlighted a few items, a full report was included in the packet.

Upgrading our eProcurement system working with a new software company. Sagecor's product Tetricor and RSM's Dynamics 365 Business these changes in technology are extremely exciting, bringing CES to a new level.

Human Resources – Yvonne Tabet highlighted a few items, a full report was included in the packet.

For the last 6 weeks we have been concentrating on getting out contracts to secure Ancillary staff and Professional Service contracts.

John King was hired to do work with the school districts on construction/procurement and Thad Phipps has been hired to do the same in the Southern part of the state.

### Executive Director Report

- i. Request approval to allow the Executive Director to sign off on PE agreements & PE IGA's when signature is needed very quickly. A motion was made by Dr. Charley Carroll, seconded by Stan Rounds. Motion passed unanimously.
- ii. Review and make final budget recommendation and changes (if necessary)  
Did not have additional recommendations on budget for 2024-2025, in discussions with Robin,

finance is still adjusting general entries, reconciling accruals for Ancillary, and the yearly audit. All these items will have implications for the budget recommendation. David will provide recommendations at the October meeting.

Personnel Report – David Chavez stands for questions. No questions.

Consent Agenda

A motion was made by Stan Rounds, seconded by Felix Garcia to accept the consent agenda as presented. Motion passes unanimously.

Setting Next Meeting Dates

- a. Monday October 14<sup>th</sup>, 3:00PM in conjunction with the Facility Managers Workshop. Details will be provided closer to the meeting date.
- b. February 2025 exact date TBD in conjunction with the NMSBA Board Member Institute

Meeting adjourned.