

CES Executive Committee

Meeting Minutes

June 1, 2023

Call to Order

The meeting was called to order at 2:10 pm by President Brian Snider. Notice of the meeting had been sent to all Executive Committee members 10 days prior along with the Agenda Packet, and the Minutes from the April 10, 2022, meeting. President Snider called for Roll Call.

Roll Call

The following members were present:

Brian Snider	President
Dwain Haynes	Past President
Kevin Summers	Aztec Municipal Schools
Johnna Bruhn	Mosquero Public Schools
Teresa Salazar- Moriarty	Region IV – Secretary
Thad Phipps	Artesia Public Schools
Tana Daugherty - Cloudcroft	Region VII
Erik Bose – ABQ Charter Academy	PCSNM

The following members were absent:

Elisa Begueria	President Elect
Felix Garcia- Jemez Mountain	Region II
Aaron McKinney – Tucumcari	Region V
Stan Rounds	NMCEL
Dr. Charlie Carroll	NMACC
Joe Guillen	NMSBA
TBD	PED
TBD	Higher Ed 2 Year

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Yvonne Tabet	CES Human Resources Specialist
Lianne Pierce	CES Current Director of Ancillary
Brad Schroeder	CES Technology Manager
Jim Barentine	CES Southern Services Director
Paul Benoit	CES Northern Services Manager
Gustavo Rossell	CES Procurement Manager
Joanna Calderon	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.

Oath of Office

Deferred to later date due to scheduling conflict with Dr. Cindy Sims

Approval of Agenda

A motion was made by Thad Phipps and seconded by Dwain Haynes to approve the agenda. The motion was

accepted and passed unanimously.

Approval of Minutes

A motion was made by Kevin Summers and seconded by Tana Daughertry to approve the minutes from April 10, 2022. The motion was accepted and passed unanimously.

Agency Communications

The following reports were presented:

Partnerships – Brian Snider

NMCCS- Erik Bose

Mr. Bose just conducted regional meetings, those worked out well. Statewide New Mexico Coalition for Charter Schools conference coming up in December, open to everyone, at Tamaya. Currently working on aggregating data from testing.

NMCEL – Stan Rounds

Stan Rounds unable to attend. No report was given.

NMPED – TBD

TBD – Secretary Romero will provide David Chavez with the person who will be attending CES Board meetings from PED.

NMSBA – Joe Guillen

Joe Guillen unable to attend. No report was given.

Higher Ed (4 yr.) – TBD

Dr. Dirksen retired. Per David Chavez we will need to find a new representative for Higher Ed 4 yr.

Higher Ed (2 yr.) – Dr. Charley Carroll

Dr. Charley Carroll was unable to attend. No report was given.

Finance- Elisa Bequeria

Deferred to 2023-2024 Budget Review discussion later in agenda.

Scholarship – Tana Daughertry

CBA Scholarship goes to instructional assistant in the home district of the President. Once Brian determines who those recipients are, he will let Tana know. David Chavez stated he is still waiting for the Attorney General to render an opinion allowing CES to award Regional Scholarships.

Nominating – Brian Snider

Tana's Region (Region 7) is up for nomination. Tana would like to stay. Mr. Snider announced that the new COO (Chief Operating Officer) for CES is Teresa Salazar.

Policy- Brian Snider

Mr. Chavez stated we have met with the policy subcommittee to go through recommendations. The subcommittee agreed with the changes. Reviewed changes with Executive Committee, changes are as follows:

1. The job vacancy will be posted for a minimum of 10 calendar days or until the vacancy is filled.
2. Monthly Accounts Receivable Statements will be provided to all Members, Participating Entities and vendors with outstanding balances.

3. CES will maintain a fragrance-free workplace. CES employees that work at CES' main office should not use or wear fragranced products such as, but not limited to, perfumes, colognes, or scented lotions.
4. The Executive Director shall develop and implement regulations that provide for the safety and well-being of staff, as well as visitors and the facility itself. The regulations shall include protocols for managing critical emergent incidents.
5. Environmental – Refer to fragrance free workplace. No air fresheners, plug ins, candles, Scentsy.
6. Regular office hours are observed Monday through Friday from 8:00 a.m. to 5:00 p.m. The normal workday is eight hours long and the normal work week is forty hours, with the office being closed Saturdays, Sundays, and designated holidays. Staff shall be allocated at least one- half hour mandatory lunch. Deviations to regular office hours may on occasion be implemented by supervisors for the benefit of CES, or, with prior supervisory approval, at the request of the employee.
7. Only employees working a 0.8 FTE or greater are eligible to accrue prorated PTO.
8. Annual Staff Vacations and Holidays
 - a. Year-round employees are allowed the following as paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday (p.m. only), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve, and Christmas Day.
9. Community Service Leave
 - a. CES supports its office staff employees who wish to devote time to charitable organizations, or for the benefits of the public or its institutions. To that end, CES will provide compensated release time from work for this purpose, not to exceed four (4) hours per month per employee, for an aggregate total of not more than forty (40) hours per fiscal year per employee.
10. Telework
 - a. CES will determine when telework, from another location meets its business needs. Telework allows employees to work at another location, that is not a CES work site, for a part of their workweek. CES considers a telework schedule to be a viable, flexible work option when the job classification lends itself to such an arrangement. The telework schedule may be appropriate for some employees and jobs but not for others. The telework schedule is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment at CES.

Permission to send out to all Superintendents so that we can get full board approval in October- A motion was made by Thad Phipps and seconded by Kevin Summers. The motion was accepted and passed unanimously.

Program Overview and Reports

6 Year Study (David Chavez) – agreement reviewed (included in packet) Legal Counsel drafted the agreement. This agreement would be between the participating Boards of Education and CES. Discussed possible qualifiers for Districts. CES needs to develop the criteria for the districts to qualify and vet Districts, make sure we are inclusive. The goal is to start with audits/plans by the beginning of this school year with implementation by 2024-2025.

Reporting on Regional meetings that CES held; 8 Regions with over 200 attendees. The cities/counties were very appreciative of the information they received from the Business Office, how Purchase Orders are processed etc. Shared with attendees that the Executive Committee approved 200K to be distributed in Service Credits to Participating Entities. The member credits will be distributed in the August/September time frame and the business office will disseminate the member credits.

The Facility Managers Workshop conference is scheduled in October, David will reach out to individuals to serve as presenters for the breakout sessions. Dr. Ruby Payne is coming in for a full day of the Leadership conference (10/17). 2nd day Jim Marshall author of the "Marshal Memo" will be present on day two of the conference. Breakout sessions will be based on best practices from different New Mexico districts.

Administrative Reports

Finance – Report was given during the Strategic Planning meeting that occurred before the Executive Committee meeting. Robin reported on the current year’s finances. As of the end of May CES has 420 million in revenue, still have the month of June which, historically, generates the most revenue of any other month. CES could possibly generate half a billion dollars in revenue this year. We have enough money in our reserves to pay for our current building. David Chavez suggests that we do not do this because we are drawing more on interest by investing the revenue than we are paying out in interest, David suggested that we continue with investments of those monies, however that money is liquid and would remain earmarked to pay off the mortgage of our building. Mr. Chavez stated that we need to have at least 4M in reserves to 1. keep our business operations in place 2. If we were to have a situation where CES fell on bad times we would have at least 2 years to phase out programs and get back to stability.

Ancillary - Report already given at Strategic Planning meeting that occurred before the meeting. Nothing additional to add outside of the report.

Procurement - Report already given at Strategic Planning meeting that occurred before the meeting. A few additional highlights are Superintendents – Meeting with a representative from APPLE has their own financing department instead of using your own funding you can contact them to get an arrangement with them. On June 6, CES will be at the premier of the showcase of technology with AT&T as they announce our partnership to the State of NM and the unveiling of the first net school safety bundle. It will be unveiled Nationally June 8th. This is only available through the CES contract.

Technology - Report already given at Strategic Planning meeting that occurred before the meeting. Nothing additional to add outside of the report.

Southern Services - Report already given at Strategic Planning meeting that occurred before the meeting. A few additional highlights are: We did over 5 times as many “impressions/reaches” with Facebook this year than we did last year.

Human Resources - Report already given at Strategic Planning meeting that occurred before the meeting. Nothing additional to add outside of the report.

Northern Services/REAP - Report already given at Strategic Planning meeting that occurred before the meeting. Nothing additional to add outside of the report.

Executive Director reports

1. CES 2023-2024 Budget

An overview of the budget included in the agenda packet was provided by Mr. Strauser. Some of the highlights of this report were:

- 19.5% increase over last year’s budget
- 400 thousand Member credits
- Giving Future Teachers of America \$25,000.00 every year for at least the last 8 years
- Insurance generates \$25,000.00.
- Professional Services generating \$71,000.00.
- REAP is generating \$32,000.00.
- Third Party Medicaid Billing generating \$120,000.
- Increased Professional Services budget by \$175,000.
- Increased REAP budget by \$3,400.00.
- Increased Medicaid Billing budget by \$25,000
- Per diem went up to \$130/day
- EANS ends this June.
- Last year for TQP (Teacher Quality Program) Grant
- Entered a repurchase account agreement with Bank of ABQ where they invest our funds overnight, \$15,000,000, we will make conservatively \$220,000.00 in interest.

- The hiring of the Executive Director of Non-Profit will be an additional expense added to the budget of about \$155,000.00 with benefits.
- Bought 2 new cars, depreciation expense will go up because of that.
- \$408,000.00 Emergency Reserve
- \$500,000.00 in Revenue from Sandia Synergy Center (SSC) make profit of \$133,000.00.
- The draft budget was presented to the finance Sub Committee on May 11th. That Committee did not make any changes to the budget as presented, but there are a couple of minor adjustments that will need to be made because of adding a new staff position. The final draft budget will be presented for approval at this meeting.

Thad Phipps made a motion and was seconded by Johnna Bruhn. The motion passed unanimously. (Unclear, was the motion to approve the budget as presented?)

Robin added a recommendation that anytime CES Staff travel they should be reimbursed for actual expenses. Kevin Summer made a motion and was seconded by Dwaine Hayes to approve the recommendation. The motion passed unanimously.

2. Facility Use Agreement Fee Schedule

David Chavez – Applicable to any entity that is not a member or Participating Entity. Use agreements will be approved by David Chavez. Kevin Summers made a motion and was seconded by Thad Phipps to approve the recommendation. The motion passed unanimously.

2. Bank of Albuquerque Credit Card – Authorization for David J Chavez and/or Robin Strauser to sign on behalf of CES.

David Chavez asked Bank of Albuquerque to issue Department Credit Cards to allow an easier way to process our expenses. Permission for David and/or Robin to sign off on getting the credit cards. CES will create and incorporate a credit card policy. The motion was made by Kevin Summers and was seconded by Thad Phipps to approve the recommendation. The motion passed unanimously.

Personnel Report

Included in packet just for reporting purposes. Stood for questions. No questions.

Consent Agenda

Teresa Salazar made the motion to accept the consent agenda. It was seconded by Kevin Summers and passed unanimously.

Setting Next Meeting Dates

Tuesday July 18, 2023, at 3:00 p.m. at CES in conjunction with the NMCEL Summer Conference

Monday October 16, 2022, at 5:00 p.m. at CES in conjunction with the CES Leadership Academy

February (date to be determined), 2023, in conjunction with the NMSBA Board Member Institute (Date not announced yet, TBD)

Adjourn

President Snider called for a motion to adjourn. The motion was made by Kevin Summers and was seconded by Thad Phipps; it passed unanimously.

Respectfully Submitted,

Teresa Salazar, Secretary

Attested by:

Brian Snider, President