The Executive Committee meeting of the Cooperative Educational Services (CES) was held October 26, 2015 at Embassy Suites, Albuquerque.

**Call to Order**

The regular meeting was called to order at 3:02 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>T.J. Parks</td>
<td>President</td>
</tr>
<tr>
<td>Kirk Carpenter</td>
<td>Region I</td>
</tr>
<tr>
<td>Darlene Ulibarri</td>
<td>Region II</td>
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<tr>
<td>Richard Perea</td>
<td>Region III</td>
</tr>
<tr>
<td>Marc Space</td>
<td>Region IV</td>
</tr>
<tr>
<td>Steve Barron</td>
<td>Region V, Secretary</td>
</tr>
<tr>
<td>Dwain Haynes</td>
<td>Region VI</td>
</tr>
<tr>
<td>Brenda Vigil</td>
<td>Region VII, Treasurer</td>
</tr>
<tr>
<td>Efren Yturralde</td>
<td>Region VIII</td>
</tr>
<tr>
<td>Dr. Gloria Rendon</td>
<td>Ex-Officio Member</td>
</tr>
<tr>
<td>Joe Guillen</td>
<td>Ex-Officio Member</td>
</tr>
<tr>
<td>Greta Roskom</td>
<td>Ex-Officio Member</td>
</tr>
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The following members were absent:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Vernon Jaramillo</td>
<td>Past President</td>
</tr>
<tr>
<td>Stan Rounds</td>
<td>Past President</td>
</tr>
<tr>
<td>Dr. John Madden</td>
<td>Ex-Officio Member</td>
</tr>
<tr>
<td>Paul Aguilar</td>
<td>Ex-Officio Member</td>
</tr>
</tbody>
</table>

The following non-members were present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>David Chavez</td>
<td>CES Executive Director</td>
</tr>
<tr>
<td>Robin Strauser</td>
<td>CES Deputy Executive Director</td>
</tr>
<tr>
<td>Ruben Mirabal</td>
<td>CES Director of NMREAP</td>
</tr>
<tr>
<td>Jim Barentine</td>
<td>CES Director for Southern Services</td>
</tr>
<tr>
<td>Paul Benoit</td>
<td>CES Manager for Northern Services</td>
</tr>
</tbody>
</table>
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Executive Committee Meeting Minutes
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Linda Sink  
CES Director of Ancillary Services
Dotty McKinney  
CES Procurement Manager
Brad Schroeder  
CES Technology Manager
Lori O’Rourke  
CES Business Services Coordinator
Swashant’e Dillon  
CES Executive Administrative Assistant
Kathy Lane  
Auditor
Kelly Callahan  
NMCCS Representative

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.

Approval of Agenda

A motion was made by Dwain Haynes and seconded by Kirk Carpenter to accept the agenda as is. The motion was accepted and passed unanimously.

Swearing in of New Members

Lori O’Rourke, from CES, swore in Dr. Marc Space (Grants-Cibola Schools) to represent Region IV and Greta Roskom (NMCCS) to represent Charter Schools.

Approval of Minutes

A motion was made by Brenda Vigil and seconded by Efren Yturralde to approve the minutes of July 21, 2015. The motion passed unanimously.

Audit Review

Kathy Lane, Auditor for CES, provided a review of CES’ 2014-2015 fiscal audit findings. The audit was approved by the state auditor. The opinion on the audit was unmodified, which means there were no material adjustments needed on the audit. The challenge this year was having to do the schedule of vendors which added 45 pages to the audit. CES increased their revenue by $49,000,000.00 over last year and had a net profit of $304,000,000. There were new expenditures this year due to the large profit made. These expenditures included Early Literacy, Future Educators, Aspiring Principals’ Academy, and Capturing Kids Hearts. CES gave about $508,000.00 back to members and increased Member Service Credits from $100,000.00 to $200,000.00. There were some fixed assets improvements including a new roof upgrade for about $58,000.00, purchased new software for ancillary that will allow for a more streamlined approach for submitting and auditing timesheets. There was one minor finding with Workforce Solutions that has been resolved.
Mr. Yturralde congratulated CES on having an audit with no findings.

A motion was made by Dwain Haynes and seconded by Kirk Carpenter to approve the 2014-2015 audit. The motion passed unanimously.

**Agency Communications**

The following reports were made:

**Partnerships**
T.J. Parks was present; no report was given.

**NMCCS**
Ms. Greta Roskom informed the Executive Committee that the Charter School Conference is near and runs through Saturday, October 31, 2015. There will be good presenters and entertainment provided at the conference. Kelly Callahan thanked the Committee for allowing NMCCS to be part of the Executive Committee to have a voice for Charter Schools.

**NMCEL**
Dr. Rendon reported on the Educational Symposiums’ progress noting that there were over 70 registrants to attend the event. Dr. Rendon informed the group that Discovery Education will present on digital learning which seems to be a topic of interest. Dr. Rendon also informed the group about the Superintendents Annual Retreat that will take place on Wednesday, October 28, 2015 followed by the Superintendents Business meeting in the afternoon. The business meeting will focus on the legislative platform.

NMCEL had their board meeting the previous week and they approved the legislative platform in draft form. There is still more work to be done.

Dr. Rendon announced Carol Wood, NMCEL Office Manager, retirement. Dr. Rendon advertised the position on Craigslist and Indeed and received a large response from interested candidates.

Dr. Rendon also informed the Committee that NMCEL completed their audit and received a clear audit.

**NMPED**
Paul Aguilar was not present; no report was given.

**NMSBA**
Joe Guillen reported on finishing their regional meetings with one remaining. Mr. Guillen thanked their educational partners for participating during the regional meetings. These
partners include: Gloria Rendon, representing Superintendents and NMCEL; David Chavez, representing CES; New Mexico Activities Association; and New Mexico School Budget Officials.

Mr. Guillen informed the Executive Committee that training on legislative advocacy and review of legislative priorities with members has been provided at the regional meetings. About 28 resolutions were received in terms of legislative priorities this year and will be adopted at NMSBA’s annual convention in December, 2015. The resolutions are centered on local control, local decision making funding and financial issues, teacher evaluation and retention, testing, school board election issues, and miscellaneous resolutions. Most of NMSBA’s efforts will focus on financial issues.

The next conference will take place on December 4 and 5, 2015 at Embassy Suites, Albuquerque, NM.

Higher Ed (4 yr)
President Parks announced that Dr. Penny Garcia will represent Higher Education on the Executive Committee. Dr. Garcia is from Eastern New Mexico University. Dr. Garcia was not present; no report was given.

Higher Ed (2 yr)
Dr. John Madden was not present; no report was given.

Finance Committee
No report was given.

Scholarship Committee
No report was given.

Nominating Committee
The Nomination Committee recommended that the name of Mr. Kirk Carpenter be submitted as their recommendation to the Full Board as President Elect.

Policy
No report was given.

Program Overview/Reports

The following report was made:

Technical Assistance Program (TAP)
David reported that the TAP are off to a slow start. Five regional trainings took place in June with fair attendance. The low attendance rate was contributed to conflicting trainings. There were 50
attendees at the Albuquerque training, 25-30 attendees in Las Cruces, and 12 in Roswell. The TAP hotline has received a lot of calls due to Ms. Loretta Garcia attending CES regional meetings. Several trainings will be provided through the TAP.

**Professional Development**
David stated that Linda Sink has been working with two potential providers in the area of professional development in curriculum instruction, Sheryl White and Lynn Vasquez. Linda will provide more information during her report.

**Regional Meetings**
David announced that CES regional meetings have been completed. The past two years have experienced the best attendance due to the Superintendent’s involvement of spreading the word and inviting neighboring districts.

**Administrative Reports**

**Directors**

*Robin Strauser*, Deputy Executive Director, provided a written report and verbal summary. There was no discussion on this report.

*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.

*Ruben Mirabal*, Director of NMREAP, provided a written report and verbal summary. There was an extensive amount of dialogue regarding New Mexico’s teacher vacancy status, however there were no action items resulting from this dialogue. 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.

*Jim Barentine*, Director of Southern Services, provided a written report and verbal summary. President Parks asked who manages the LinkedIn site. Jim responded, “Myself and Jennifer.” 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

Recommendation on Professional Development – S.I.T.E.

David requested the Executive Committee to approve the School Improvement Technical Expertise (S.I.T.E.) program. Linda Sink would oversee and manage the program which is modeled after the TAP. The program would include a team of experts to assist public schools and charter schools with professional development needs they feel are important to their school. CES would provide the consultants but would not be able to pay stipends to teachers who attend training events. This would be the responsibility of the participating district. The program would continue as long as CES has continued financial success. David would like to continue developing the model and present this at the March 29, 2016 Executive Committee meeting.

A motion was made by Dr. Marc Space and seconded by Kirk Carpenter to approve the continued development of the School Improvement Technical Expertise program as presented. The motion passed unanimously.

Policy Review

David informed the group that no recommendations were received from the Full Board. David suggested that the proposed changes move forward for approval at the Full Board meeting. No action was taken.

Executive Director’s Goal Setting Evaluation

David requested the Executive Committee to consider having his goals align with the strategic plan goals for the 2015-2016 year.

A motion was made by Joe Guillen and seconded by Dr. Marc Space to use the strategic plan as the goal setting model for the Executive Director’s evaluation. The motion passed unanimously.

David also recommended an additional day be allotted to staff during the winter holiday due to leap year. The additional day would be taken off in January 2016.

A motion was made by Dr. Marc Space and seconded by Richard Perea to allow an additional day off during the winter holiday due to leap year, with a stipulation of the day being taken off in January 2016. The motion passed unanimously.
Personnel
A motion was made by Steve Barron and seconded by Dwain Haynes to accept the Personnel Report (Staff Contracts and Resignations) as presented. The motion passed unanimously.

Consent Agenda
A motion was made by Dr. Marc Space and seconded by Steve Barron 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 Tuesday, March 29, 2016 at 3:00 p.m., Albuquerque (location TBD; in conjunction with New Mexico ASBO Spring Budget Workshop).

Adjourn
A motion was made by Dwain Haynes and seconded by Steve Barron to adjourn the meeting at 4:51 p.m. The motion passed unanimously.

Respectfully Submitted,

Steve Barron, Secretary

Attest:

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T.J. Parks, President