The Executive Committee meeting of Cooperative Educational Services (CES) was held as a Virtual Meeting from CES Zia Room, 4216 Balloon Park Rd in Albuquerque at 10:00 a.m. on Thursday May 28, 2020.

Call to Order
The meeting was called to order at 10:05 a.m. by President Dwain Haynes. Notice of the meeting had been sent to all Executive Committee members 10 days prior along with the GoToMeeting information and the Agenda Packet. President Haynes reviewed the Guidance to Public Entities Regarding Open Meetings Act before calling for the Roll Call.

Roll Call
The following members were present:

Aaron McKinney – Tucumcari Region V
Dwain Haynes - Eunice President
Daniel Benavidez-Zuni Region I
LeAnne Gandy - Lovington President Elect
Andy Ortiz – Raton Region III
Dr. Lillian Torrez-Taos Region II
Teresa Salazar-Moriarty Region IV Secretary
Brenda Vigil – Tularosa Region VII, Treasurer
Loren Cushman – Animas Region VIII
Penny Garcia – ENMU Higher Ed 4 Year
Brian Snider – Jal Region VI
Erik Bose – Alb Charter School NMCCS
Edward Desplas Higher Ed 2 Year

The following members were absent:

Kirk Carpenter- Aztec Past President
Joe Guillen NMSBA
Adan Delgado PED
Stan Rounds NMCEL

The following non-members were present:

David Chavez CES Executive Director
Robin Strauser CES Deputy Executive Director
Teri Thelemaque CES Human Resources Specialist
Lisa Chacon-Kedge CES Director Ancillary Services
Brad Schroeder CES Technology Manager
Jim Barentine CES Southern Services Director
Paul Benoit CES Northern Services Manager
Gustavo Rossell CES Procurement Manager
Lori O’Rourke CES Business Services Coordinator
Pamela Reed CES Executive Administrative Assist.
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 Loren Cushman and seconded by Daniel Benavidez to approve the agenda for May 28, 2020. The motion was accepted and passed unanimously.

Approval of Minutes

A motion was made by Loren Cushman and seconded by Daniel Benavidez to approve the minutes of March 31, 2020. The motion was accepted and passed unanimously.

AGENCY COMMUNICATIONS

The following reports were presented:

Partnerships – LeAnn Gandy

*NMCCS – Erick Bose:* Working on ways to support Membership and keeping everyone informed due to on-going changes concerning COVID-19.

*NMCCL – Stan Rounds*
Stan Rounds unable to attend. No report was given.

*NMPED – Adan Delgado*
Adan Delgado unable to attend. No report was given.

*NMSBA – Joe Guillen*
Joe Guillen was unable to attend. No report was given.

*Higher Ed (4 yr) – Penny Garcia*
Penny Garcia reported that Higher Education was making plans to open in the fall but also working on backup plans if needed. Waiting on Special Session to meet. ENMU enrollment is holding steady except for the Freshman Class concerned with COVID-19 outcomes.

*Higher Ed (2 yr) – Edward Desplas*
Edward Desplas reported that the 2 year Community Colleges would be in the same place as the 4 year institutions; Preparing for hardships due to cuts and furloughing of teachers because of enrollment loss and financial losses; Moving to online teaching for the fall semester; On site courses such as Shop and Lab are in the process of how to maintain the social distancing and disinfecting per CDC guidelines.
Finance - Dwain Haynes

Dwain Haynes referenced the Budget review that is slated for later in the meeting. Reported that CES is in good financial condition in spite this time of COVID-19.

Scholarship - Brenda Vigil

Brenda Vigil informed the Executive Committee that she would have a report on recipients as we get closer to the October Full Board meeting. That recipient would come from the Eunice Public School District.

Nominating – Andy Ortiz

Andy Ortiz will be retiring. Kamau Turner has been nominated to become the new Representative for Region III. David Chavez stated that he will be sworn in at the next face-to-face meeting.

Policy - LeAnn Gandy

LeAnne Gandy reported that the Policy Sub-Committee has reviewed the current Policy; all corrections and additions have been made and that document will be sent out to all the Superintendents for their review. If any other suggestions or recommendations are proposed David Chavez will contact LeAnne to reconvene the Sub-Committee to address those recommendations. If there are no proposed changes then the document will be sent to the Full Board for approval.

PROGRAM OVERVIEW/REPORTS- David Chavez

Real Estate Update/ Site Visit if possible

David Chavez reported on the new CES building that exterior and interior walls have gone up. Significant progress has been made. The last construction meeting was held this week and the information received from that meeting was that the project is on schedule, meaning a October/November time frame. Pictures from the site will be forwarded to Committee Members as they are received.

LEAP Update/SEED Grant

David Chavez reported that this is an action item that will be addressed later in the meeting.

Superintendent Academy

David Chavez has been in contact with Stan Rounds as well as Gloria Rendon and Evan Grasser to identify a work group that will provide guidance to CES as to what types of Professional Development we should put in place for site level administrators as well as central office superintendent leadership. One thing discussed last week is the uncertainty of being able to meet in October and David recommended that we continue with the Facility Managers Training and the Superintendent’s Academy but doing it as an online delivery. That decision needs to be made soon so as not to incur charges from the Hotel. The question was raised by Daniel Benavidez as to what date the decision to cancel the Hotel needs to be made. Ninety days is the timeline so that date, for notifying the Hotel, would be Mid July. Mr. Cushman asked
that the Facility Managers Workshop meet virtually, and David Chavez let him know that the
decision has already been made to do that per Grant Banash.

**School Boards Leadership**

David Chavez commented that the New Board Member Institute has had two sessions, Board
Roles and Responsibilities and Board Superintendent Relations; the next training will be on
School Budget and conducted in a virtual format with Hugh Prather and Gloria Rendon
presenting. A subsequent training on Operations will be held to complete the 4 modules. The
feedback has been very positive and shown the training to be beneficial. The Board Training will
continue into next year and is reflected in the budget.

**Administrative Reports**

**Directors**

*Robin Strauser, Deputy Executive Director,* stated his report was provided in the agenda packet.
President Haynes called for any questions; there were none.

*Lisa Chacon-Kedge, Director of Ancillary Services,* reported that her report was provided in the
agenda packet. President Haynes called for any questions; there were none.

*Gustavo Rossell, Procurement Manager,* reported the Procurement Department report was in
the packet. David Chavez stated that the PED (Adan Delgado) asked if CES could do a
solicitation for Hot Spots. Proposals from 2 carriers have been received to-date. Information
about Chromebooks and similar devices will be made available as well. PPE equipment was
asked about and David Chavez let the Committee know that vendors that carry PPE products
have been asked to submit information to CES. Once the information is collected a pamphlet
with that information will be made available to the CES Membership. President Haynes called
for any other questions; there were none.

*Paul Benoit, Manager of Northern Services/REAP,* reported his report was provided in the
agenda packet. No questions were posed. Brenda Vigil commented that she did report the
status of a new hire through NMREAP.

*Brad Schroeder, Technology Manager,* reported that his report was provided in the agenda
packet. He commented that he hopes each district is watching out for scams and phishing
issues. President Haynes called for any questions; there were none.

*Jim Barentine, Director of Southern Services,* reported that his report was provided in the
agenda packet. President Haynes called for any questions; there were none.

*Lori O’Rourke, Business Services Coordinator,* reported by Robin Strauser that the Food
Report was provided in the agenda packet. President Haynes called for any questions; there
were none.

*Teri Thelemaque, Director of Human Resources,* reported her report was included in the
agenda packet as well. President Haynes called for any questions; there were none.
Executive Director

David Chavez provided the following reports:

a. CES Budget: Budget and Financial Assumptions- David discussed the Assumptions per the report in the Agenda Packet.

There were no questions on the assumptions. David turned it over to Robin Strauser to provide a summary of the Budget.

Robin presented an overview of the CES budget and asked for questions about the Budget; there were none Lillian Torrez commented that the Insurance rates will go up over the next 3 years and encouraged advanced planning.

A motion was made by Brian Snider and seconded by Erik Bose to approve the Budget. The motion was accepted and passed unanimously.

David Chavez requested permission to approve CES travel expense for the core staff at actual expense.

Brenda Vigil made the motion to approve CES travel expense at actual expense and it was seconded by Dr. Lillian Torrez. The motion was accepted and passed unanimously.

b. David requested approval to Submit for a USDOE SEED Grant- David discussed the Supporting Effective Education Development (SEED) Grant as outlined on pages 32-33. He asked for permission for CES to be able pay for someone to write the grant as well as permission to submit the grant.

A motion was made by Brenda Vigil and seconded by Edward Desplas to approve the submittal for the SEED Grant. The motion was accepted and passed unanimously with the exception of 1 abstention.

A motion was made by Aaron McKinney and seconded by Brenda Vigil to hire a grant writer. The motion was accepted and passed unanimously.

c. Insurance- Domestic Partner Resolution – David discussed the form that needs to be approved by the Executive Committee in order for CES to offer benefits to individuals that are in a Domestic Partner Relationship. David requested permission from the Executive Committee to approve the petition to offer CES staff insurance coverage.

A motion was made by Edward Desplas and seconded by Andy Ortiz to approve the petition for CES to offer insurance coverage to Domestic Partners. The motion was accepted and passed unanimously with one abstention.

d. David Chavez requested permission for the CES Executive Director to find Lessee’s for any future vacancies at the Sandia Synergy Center located at 1451 Innovation Parkway.

A motion was made by Brian Snider and seconded by Daniel Benavidez giving permission to the Executive Director to advertise and negotiate future leases for any vacancies that might
become available. The question was asked by Loren Cushman about the CES building at 4216 Balloon Park Rd. Mr. Chavez responded that he is in discussion with the REC 5 Executive Director as they have expressed an interest in purchasing the building. Roll was called and the motion passed unanimously.

e. CARES Act Paycheck Protection Program (PPP) – David discussed the CARES Act and CES did receive funding. At the time the application was made it was uncertain as to whether the Ancillary staff would continue to be paid as contractors with school districts; David asked for the board to approve the acceptance of these funds.

A motion was made by Aaron McKinney and seconded by Brenda Vigil to approve the acceptance of the CARES Act Paycheck Protection Program (PPP). After Roll call the motion passed unanimously.

Personnel Report – Staff Contracts and Resignations
David Chavez stood for questions concerning staffing. The staff contracts and resignations were provided in the Executive Committee packet.

Consent Agenda

A motion was made by Aaron McKinney and seconded by Dr. Lillian Torrez to accept the Consent Agenda with the Approval of Checks, Profit and Loss and Balance Sheets. The motion was accepted and passed unanimously.

Setting Next Meeting Dates

The next Executive Committee Meeting will be on July 21st at 3:00 p.m. TBD either electronically or at the Embassy Suites in conjunction with NMCEL Annual Conference.

Adjourn

A motion was made by Daniel Benavidez and seconded by Brenda Vigil to adjourn the meeting. The meeting was adjourned by Dwain Haynes at 12:02 pm.

Respectfully Submitted,

Teresa Salazar, Secretary

Attest:

Dwain Haynes, President