

CES Executive Committee Meeting Minutes
October 17, 2021

Call to Order

The meeting was called to order at 5:10 pm by President Dwain Haynes. 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 July 20, 2021, meeting. President Haynes called for Roll Call.

Roll Call

The following members were present:

Dwain Haynes - Eunice	President
Daniel Benavidez- Central	Region I
LeAnne Gandy - Lovington	President Elect
Kamau Turner – Roy	Region III
Teresa Salazar- Moriarty	Region IV – Secretary
Aaron McKinney – Tukumcari	Region V
Brian Snider – Jal	Region VI
Tana Daugherty - Cloudcroft	Region VII
Loren Cushman – Animas	Region VIII
Dr. Debra Dirksen - WNMU	Higher Ed 4 Year
Erik Bose – ABQ Charter Academy	PCSNM

The following members were absent:

Joe Guillen	NMSBA
Stan Rounds	NMCEL
Edward Desplas	Higher Ed 2 Year
Gwen Warniment	PED
Kirk Carpenter – Aztec	Past President
Felix Garcia – Jemez Mountain	Region II

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Yvonne Tabet	CES Human Resources Specialist
Lisa Chacon-Kedge	CES Past Director Ancillary Serv.
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
Pamela Reed	CES Executive Admin 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 Brian Snider to approve the agenda for October 17, 2021. The motion passed unanimously.

Approval of Minutes

A motion was made by Loren Cushman and seconded by Teresa Salazar to approve the minutes from July 20, 2021. The motion was accepted and passed unanimously.

Induction of New Board Member

Dr. Gwen Perea Warniment was not present; we will move the induction to the next meeting.

AGENCY COMMUNICATIONS

The following reports were presented:

Partnerships – LeAnn Gandy

PCSNM – Erik Bose

Erik stated that he has been meeting with Gloria Rendon and Evan Grasser about getting Charters more involved with CES in using the Leadership Programs available.

NMCEL – Stan Rounds

Stan Rounds unable to attend. No report was given.

NMPED – Dr. Gwen Warniment

Dr. Warniment was unable to attend. No report was given.

NMSBA – Joe Guillen

Joe Guillen was unable to attend. No report was given.

Higher Ed (4 yr) – Dr. Dirksen

Dr. Dirksen began her report by discussing mentoring of Alt Licensure teachers, dual enrollment with a goal of students flowing right into Higher Ed as juniors.

Higher Ed (2 yr) – Edward Desplas

Edward Desplas was unable to attend; no report was given.

Finance- Dwain Haynes

Mr. Chavez asked Robin Strauser to discuss the annual audit. Robin reported that the Jaramillo Accounting group performed the audit electronically and it was submitted to the Office of the State Auditor September 30, 2021. There were no findings in our reporting but they did come up with Significant Deficiencies; one being our payroll system. They said that we need to automate our system. There needs to be more distribution of duties. Teresa Salazar stated that CES needs more internal controls and suggested more help be hired. The audit will be available to the Executive Committee once it becomes public. David Chavez stated that Anthony Montano has been hired to work with Robin to provide more separation of power. His title is Finance Manager.

Introductions of new staff were made by Robin Strauser and David Chavez.

Scholarship

The position that Brenda Vigil held is vacant at this time. David Chavez reported that the CBA Scholarship will go to Eunice Schools.

Nominating – Dwain Haynes

Nominations will need to be made for President Elect position.

Policy- LeAnn Gandy

LeAnne Gandy reported that after the review there are minimal changes to the policy and the final draft of the Board Policy will be voted on at the Full Board Meeting.

PROGRAM OVERVIEW/REPORTS- David Chavez

Regional Meetings

David Chavez reported that 7 meetings were scheduled and were fairly well attended. They were held virtually and next year David discussed the possibility of combining several regions together. POM's, PSFA, and CES's reporting were well received. We are considering having Cities, Counties and PE's meetings being held in the Spring.

Update Leadership Development

David Chavez discussed Leadership Academy, NM School Board Leadership Development. He turned it over to Kim Lanoy-Sandoval to discuss LEAP. She reported on the LEAP goals: Recruit to diversity the teacher pipeline; Prepare teachers to meet the needs of diverse learners; Retain diversified teachers in the profession. She gave the statistics of the LEAP impact. She thanked Jim Barentine and Paul Benoit for their help.

Executive Director's Evaluation

The evaluation is provided through the Strategic Plan goals and updates.

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director - Robin Strauser discussed the success of the Direct Purchase system. It is a work in progress and enhancements are in the works. He shared that the Business Office is currently fully staffed and CES is still in need of a finance Assistant to focus on the EANS program. The audit highlights were given earlier in the meeting. He discussed the revenue being up from last year. Technology was the top commodity. No questions were asked.

Lisa Chacon-Kedge, Director of Ancillary Services - Lisa Chacon-Kedge reported that the CES Ancillary Office staff continue to review applications for prospective ancillary staff seeking to fill vacancies throughout New Mexico. As of this date, CES is working to identify staff who can fill 87 vacancies throughout New Mexico. CES Leadership may wish to consider recommendation outlined in letter from NM DPS dated 03/29/2021. Employees / prospective employees can submit a request directly to the FBI with fingerprints to conduct a background check. This would include process of signing a third-party waiver allowing the FBI to release results of background check directly to the employer (CES). No questions were asked.

Gustavo Rossell, Procurement Manager -The CES Procurement Department continues with its mission to issue the solicitations, and resulting contract vehicles for our members to use, saving them time and hundreds of thousands of dollars. Since the last report , the most salient points in the Procurement Department were: The **eProcurement** software system, consisting of Cost, Contracts Modules, Notification + integration with the digital BlueBook. The new **digital BlueBook** Module, which is CES` electronic vendor listing with purchasing capabilities, was launched on April 5, 2021. CES Members have been able to login securely and access, 24/7, vendor contracts, pricing pages, vendor contact information, and submit purchase orders through the new online portal. There were no questions.

Paul Benoit, Manager of Northern Services/NMREAP - Paul Benoit reported that he and Jim have been able to begin travel again through their district assignments. They continue to work with members on activating, re-setting, and working within their Direct Purchase Accounts. They have set up a series of Q and A sessions for members to join in to get refresher on DP, updates on coming changes, and just discuss any challenges they may be having. NMREAP is currently serving 95 Active Subscriptions (Districts and Charters). No questions were asked.

Brad Schroeder, Technology Manager- Regarding Direct Purchase, since July 1, we have 1114 approved POs for \$40,402,071.08. We are making several improvements to the purchasing process to include the rollout of Traditional and Vendor Portal purchases, as well as an abbreviated/printable BlueBook .We are also working with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. As we have turnover in staff in key positions: HR, Ancillary, and Payroll; now is an opportune time to re-evaluate our systems (or lack thereof) in each department. Other items include the systematic processing of PTO, Expense Reports, Timesheets, Travel Logs, et al. No questions were asked.

Jim Barentine, Director of Southern Services - Mr. Barentine started his report by stating his full report was in the agenda; he highlighted the Social Media aspect, adding that Aaron Gonzales has joined the CES staff. They are working on video productions that explain the Direct Purchase process, as well as other areas. No questions were asked.

Yvonne Tabet, Director of Human Resources – Yvonne Tabet Introduced herself as the new Director of Human Resources and thanked Teri Thelemaque for preparing her report that was included in the agenda. Yvonne discussed background checks and House Bill 128.

Executive Director:

- a. Request permission to apply and if awarded accept the Education Innovation and Research Grant

David Chavez asked the Board to give him permission to accept an Education Innovation and Research Grant, if awarded in November. The primary focus of the grant would be LEAP related, providing a residency program for recent graduates. It will be one million dollars over a 5-year period. Brian Snider made a motion to accept the grant if offered; it was seconded by Aaron Mckinney and passed unanimously.

- b. Request approval to provide a retention and sign on incentive for our CES Core staff.

Mr. Chavez asked approval to provide a one-time retention bonus for those individuals that have been with CES through the pandemic period, March 2020 up to the present in the amount of \$1250.00 as well as a sign on incentive of \$1000.00 for new employees hired after March 2020. He asked for a prorated tiered approach and would be available to the current CES core staff on November 15 for those who have been employed at least 4 weeks. Brian Snider asked how Mr. Chavez arrived at the amounts proposed and if it could be adjusted by the Board. Mr. Snider made a motion to increase the amount for employees hired prior to March 2020 to \$2500.00 and the incentive to \$2000.00 for employees hired after April 2020. It was seconded by Erik Bose. After the discussion Mr. Haynes called for a vote on the motion; Kamau Turner asked that the motion be amended to include Mr. Chavez as part of the incentive bonus plan; it was seconded by Erik Bose and passed unanimously.

Personnel Report – Staff Contracts and Resignations

David Chavez stated the Personnel Report with new staff and resignations was included in the agenda packet; he stood for questions or comments. There were none.

Consent Agenda

Teresa Salazar made the motion to accept the consent agenda presented in the agenda packet. It was seconded by Aaron McKinney and passed unanimously.

Setting Next Meeting Dates - Executive Committee Meeting, Wednesday February 2, 2022, Eldorado Hotel, Santa Fe, NM, Spring Budget Conference, Wednesday, April 6, 2022, Hotel Albuquerque, School Law Conference, Wednesday, June 1st, 2022, Embassy Suites

CES Open House- December 17, 2021

Adjourn

President Dwain Haynes thanked all present for his time as president of CES; He then called for a motion to adjourn. The motion came from Aaron McKinney and was seconded by Daniel Benevidez; it passed unanimously.

Respectfully Submitted,

Teresa Salazar, Secretary

Attested by:

Dwain Haynes, President