

CES Executive Committee

Meeting Minutes

June 1, 2022

Call to Order

The meeting was called to order at 2:10 pm by President LeAnne Gandy. 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 6, 2022, meeting. President Gandy called for Roll Call.

Roll Call

The following members were present:

LeAnne Gandy	President
Brian Snider	President Elect
Felix Garcia- Jemez Mountain	Region II
Aaron McKinney – Tucumcari	Region V
Elisa Begueria – Lake Arthur	Region VI
Tana Daugherty - Cloudcroft	Region VII
Loren Cushman – Animas	Region VIII
Joe Guillen	NMSBA
Stan Rounds	NMCEL
Dr. Debra Dirksen - WNMU	Higher Ed 4 Year

The following members were absent:

Erik Bose – ABQ Charter Academy	PCSNM
Teresa Salazar- Moriarty	Region IV – Secretary
Dwain Haynes	Past President
Kamau Turner – Roy	Region III
Gwen Warniment	PED
Edward DesPlas	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
Amanda Hall	CES Executive Administrative Assistant
Joana Broom	Region III

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

LeAnne Gandy added action items V. Audit review A motion was made by Felix Garcia and seconded by Elisa Begueria to approve the amended for June 1, 2022. The motion passed unanimously.

Approval of Minutes

A motion was made by Loren Cushman and seconded by Stan Rounds to approve the minutes from April 6, 2022. The motion was accepted and passed unanimously.

Audit Review

It is required to report on the audit once it is released. This was the first audit of CES audited back in August 2021 and submitted to the State Auditor in September. The report was submitted on time. The CES has significant deficiency reported in our audit, cited by the auditor as something worth bringing to the board's attention. The deficiency was in the area of segregation of duties within accounting, and payroll processes. Robin Strauser is the "super user" on the accounting front, and it is recommended CES implement more checks and balances within our accounting procedures. CES received an "unmodified" opinion. It was also recommended that CES implement a disaster recovery plan. Lastly, payroll processes were a bit cumbersome with manual data entry, there was no issue with the data, however manual data entry creates more room for error. CES has already started enhancing our systems by moving to an automated system.

Agency Communications

The following reports were presented:

Partnerships – Brian Snider

NMCCS- Erik Bose

Mr. Bose was unable to attend. No report was given.

NMCEL – Stan Rounds

The NMCEL Summer Conference is scheduled on July 11-15, 2022, at the Embassy Suites. The core conference will be Wednesday-Thursday and the golf tournament will be held Monday instead of Tuesday. More information will be sent out regarding the schedule of events. Apple coming to conference with a menu of Apple professional support services for superintendents and others, targeted to smaller districts.

NMSSA Legislative proposal development will begin on Friday, June 3rd. for the upcoming 60-day session. Some of the topics may include comparable pay, extra days/ hours. The only thing in statute is hours which may change.

NMPED – Dr. Gwen Warniment

Dr. Warniment was unable to attend. No report was given. Matt Goodlaw will be Dr. Warniment's successor for NMPED

NMSBA – Joe Guillen

School law conference opening tomorrow with over 650 registered attendees, last year it was hosted remotely. Fall regional meetings will be in person. The Leadership Retreat is scheduled for July 14-16, 2022, in Taos, NM. Mr. Guillen gave a special thank you to CES for our Board member training.

Higher Ed (4 yr.) – Dr. Debra Dirksen

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

Higher Ed (2 yr.) – Edward DesPlas

Edward DesPlas was unable to attend. No report was given.

Finance- LeAnne Gandy

No items to report. Deferred to David Chavez's budget report.

Scholarship

TBD- not appointed. Two-thousand-dollar scholarship to be awarded to a district employee within the current

President's district.

Policy- Brian Snider

Mr. Snider informed the Executive Committee that the sub-committee was recommending the addition of a Telework Policy for consideration and approval by the full Board. Voting on the Policy will take place in October by the full Board.

The sub-committee also reviewed and is recommending that the holidays offered to employees during the winter holidays be extended to all CES employees regardless of their start date. If approved, employees would no longer need to be employed for a full year; they would be eligible upon hire.

All changes to the policy will be sent out to the full Board for review and any changes will be presented at the July meeting.

Program Overview and Reports

Cognia is Providing the opportunity to engage in leadership circle to address concerns, topics of interest posted nationally to superintendents. The goal is to bring together leaders in the field for leader chat and solution circles as a part of their offerings. CES will pay half the registration fee for up to 20 superintendents for the pilot program with Cognia.

CES will be bringing on a new Leadership Manager Dr. Gloria Rendon and Ms. Evan Grasser are retiring, and LeAnne Gandy will be the new manager starting Aug 1, 2022.

Executive Director reports

1. CES 2022-2023 Budget

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

- TAP budgeted for \$300k- schools request additional services beyond the complimentary offerings.
- Leadership budgeted for \$94K – the training includes school boards, principals, and administration training and support
- LEAP budgeted for \$24k - to keep fees low for potential teachers
- A 5% increase was budgeted for staff and CES will be adding positions that include:
 - An Administrative Assistant for business office, leadership/ Site/ TAP, and an Associate Director- all included in the budget
- It was purposed that Business travel be reimbursed/budgeted at actual expense and to be reimbursed at the State milage reimbursement rate of \$.43 per mile an increase of \$.07 per mile. Mr. Rounds moved to approve the budget with the two additions- mileage reimbursement to match state rate of \$.43 per mile and actual cost of travel- Aaron McKinney seconded the motion and it passed unanimously.

2. Approve LEAP Indian Education RFA submittal and acceptance

The Indian Education RFA was submitted prior to the CES Executive Committee meeting to meet deadlines. The RFA will allow LEAP to recruit Native American teachers seeking alternative licensing. CES is asking for permission to accept the grant, if awarded. Brian Snider made a motion seconded by Aaron McKinney to accept the allocation. The motion passed unanimously.

3. Re-institute CES Member Service Credits

Member Service Credits were discontinued when we purchased the new building to make sure we would be able to make payment The current administrative fee of 1.25% generates sufficient revenue to make the mortgage payment. Mr. Chavez requested that we budget \$200k to support the Member Service Credit. The Member Service Credit will be distributed by pro-rating the Members usage of CES during the 2021-2022 fiscal year. Aaron Mckinney made a motion to accept the proposal, the motion was seconded by Loren Cushman and passed unanimously

4. 501 (c) 3 Hire ½ time Manager

CES proposes hiring a part time contract employee to oversee the This person will pursue grants in education and leadership. The proposed salary for this position is \$50k per year. A motion was made by Loren Cushman and seconded by Stan Rounds to hire the ½ time Manager. The motion passed unanimously

Consent Agenda

Stan Rounds made the motion to accept the consent agenda. It was seconded by Aaron McKinney and passed unanimously.

Setting Next Meeting Dates

Monday July 11, 2022, at 3:00 p.m. in conjunction with the NMCEL Summer Conference

Monday October 17, 2022, in conjunction with the CES Leadership Academy

Thursday, December 1, 2022, in conjunction with the NMSBA Winter Conference

February 8, 2023, in conjunction with the NMSBA Board Member Institute

Adjourn

President Gandy called for a motion to adjourn. The motion was made by Aaron McKinney and was seconded by Stan Rounds; it passed unanimously.

Respectfully Submitted,

Teresa Salazar, Secretary

Attested by:

LeAnne Gandy, President