

# CENTRAL REGION EDUCATIONAL COOPERATIVE



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Executive Director  
**Maria L. Jaramillo**

## **CREC Coordinating Council**

**August 15<sup>th</sup>, 2019**

**9:00 am**

### **Voting Members Present**

Mr. Jeremy Abshire (Vice Chair)  
Mr. David Lackey  
Dr. Glenn Haven  
Mr. Jack Props (Chair)  
Dr. Cindy Sims  
Mr. Brian Clark  
Dr. Susan Passell  
Ms. Dawn Apodaca

### **Representing**

UNMH, CPC  
Quemado Independent Schools  
Magdalena Municipal Schools  
Vaughn Municipal Schools  
Estancia Municipal Schools  
NMCD  
Jemez Valley Public Schools  
Mountainair Public Schools

### **Non-Voting Members Present**

Ms. Maria Jaramillo  
Ms. Jessica Orona  
Ms. Nichole Pebley  
Ms. Mandy Thrasher  
Ms. Vicky Fuessel  
Ms. Laura Gilge  
Ms. Joyce Gormley

### **Representing**

CREC, Executive Director  
CREC, Business Manager  
CREC, Office Clerk  
CREC, Program and RS Coord.  
CREC, Program and RS Coord.  
CREC, Lead VTC  
CYFD - JJS, Asst Superintendent

**I. CALL TO ORDER**

The council was called to order by Mr. Jack Props at 9:46am.

**II. DETERMINATION OF QUORUM**

A determination of quorum was made by Mr. Jack Props at 9:46am.

**III. APPROVAL OF AGENDA**

At 9:48am, Mr. Jack Props entertained a motion to approve the agenda. Mr. David Lackey made the motion and Mr. Jeremy Abshire gave the second. The Council unanimously approved the agenda.

**IV. APPROVAL OF MINUTES**

At 9:48am, Mr. Jack Props entertained a motion to approve the previous Council Meeting minutes from 5/30/2019. Ms. Dawn Apodaca made the motion and a second was made by Mr. David Lackey. The Council unanimously approved the minutes.

**V. Director's Report (provided by Ms. Maria Jaramillo)**

**A. CREC Updates**

The REC District Agreements were emailed out for review – signed originals will be collected today. Ms. Jessica Orona is working on the 3-way IGAs with the State Supported Ed Program.

New Mexico has a new Secretary of Education-Ryan Stewart. The REC Directors are engaging with Dr. Hand who is doing the scheduling for the new Secretary of Education. The Directors would like to hear of what the new Secretary's initiatives for New Mexico will be and how the RECs will be utilized.

**Presentation-** (a potential grant provided to Districts thru the CREC)

Tips by Text provided by Rebecca Kilburn

This program is a 32 to 40-hour texting curriculum sent to parents of prekindergartners. The types of texts include: Facts, Tips and Growth. Rebecca will send the Power Point to Ms. Maria Jaramillo and Ms. Maria Jaramillo will send this out to the district superintendents, who then if they are interested, can reach out to Rebecca Kilburn.

**Potential move to the new building** – CES is having city ordinance issues with the proposed parking spaces. Breaking ground for the new CES building is pushed back until October 2019.

**Audit Field Work** – The auditors were here a few weeks ago and now CREC is waiting to do the Exit with Accounting Solutions. This will be the last year (SY18-19) CREC will be using Accounting Solutions.

**New Literacy IGA** with the Literacy Bureau which is approximately \$1 million. The CREC will be housing the preschool instructional coaches. CREC is looking at hiring 8 coaches for this year and possibly 20 for the following year (\$2m). In current business is the salary schedule that CREC is asking the Council to adopt for the instructional coaches.

**UNMH Mimbres School** is looking to do an expansion of education services - with Child Life, increasing the population served at Mimbres School. Exploring an online curriculum for children who are in and out of the hospital. With CREC being the fiscal management and the program support for UNMH Psych, we will look into seeing how we can assist with finding increased funding (legislatively, etc).

**State Leaders Retreat** – Ms. Maria Jaramillo will be flying out to Memphis Tennessee to attend the Aspen Institute due to a request from the prior Secretary of Education, Dr. Trujillo. She will be there from August 18<sup>th</sup> thru August 20<sup>th</sup> as part of the NM Education Leadership Team.

## **B. Policy and Procedures review**

Recommended changes for the CREC. Representative Linda Trujillo who is also a lawyer for Walsh/Gallegos, has provided guidance to all the RECs in the state.

The RECs are to follow the School Personnel Act, which means that we need to be in line with House Bill 212, delegated hiring authority will be given to Executive Director, including employee evaluation framework.

Recognize all protected classes in NM-It is the policy of the Region Education Cooperative Coordinating Council to provide equal opportunities without regard to race, color, national origin, ancestry, sex, religion, age, disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status or spousal affiliation in its educational program and activities. This includes, but it not limited to, educational services and aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Change in Caregivers Leave Act-An employee may use accrued leave to care for their family members in accordance with the same terms and procedures that the REC imposes for any other use of sick leave by eligible employees. Family member includes an individual who is the spouse or domestic partner of or is by blood, marriage or legal adoption a parent, grandparent, great-grandparent, child, foster child, grandchild, great grandchild, brother, sister, niece, nephew, aunt or uncle of an eligible employee.

Leave of Absence-after fourth consecutive year, an employee may request a leave of absence for academic or community service (approved by Council at discretion of Executive Director).

The balance of leave must be sufficient to cover any requested leave on the date it is taken. If there is not sufficient leave, then pay will be docked accordingly. Unapproved leave policy-3 times will result in termination.

All CREC reimbursement requests (from employees) must be submitted within 30 days of reimbursement event-no exceptions. If submittal is over 30 days, employee will be required to meet with the Director to justify delay. Reimbursement for approval may or may not occur at that time.

According to the revised statute, a "local school board or governing authority of a state agency may terminate a nonlicensed school employee or a licensed educational assistant with the less than one year of employment for any reason it deems sufficient." After that time, a public school district may not terminate "a nonlicensed school employee or licensed educational assistant who has been employed by a school district or state agency for more than one year without just cause."

Drug Free Policy revision-handouts were disseminated and discussed.

## **VI. Coordinator Reports**

- A. Program and Related Services and Child Find-Events-provided by Mandy Thrasher (see attached)**
- B. Vocational Transition Services-provided by Laura Gilge (see attached)**



## **VII. Financial Report (provided by Ms. Jessica Orona)**

### **A. Statements (emailed each month)**

The May & June reports were e-mailed out on 7/23/19.

#### **1. Bank Statement**

### **B. Fund Cash Balances**-Our cash balance as of 6/30/2019 is at \$96,538.40-

The beginning of June 2019, CREC cut a \$412,000 check for a PED IGA through Deputy Secretary Dr. Tim Hand for the educational dashboard system.

### **C. Budget/Expenditures Reports**- \$7.3 million expended.

### **D. Accounts Receivable**-Our revenue for FY 18-19 was at \$7.6 million.

\*All our RFRs from PED have been paid.

\*Mileage Issues-Ancillary Staff-Submit for reimbursement as early as possible to see if PED is going to continue to reject the reimbursement of ancillary mileage thru IDEA B and Pre-School. PED is not liking the idea that we pay our staff to commute from their home to the district where they provide services.

\*WCC Update-Working with PFSA to amend agreement and the application process is being reviewed by E-Rate.

\*Instructional Materials-Legislature did not appropriate funding for SSEPs – only through State Equalization Generation formula (LEAs). Ms. Jessica Orona will follow up with Mr. Anthony Burns who is the Bureau Chief, who was supposed to follow up with Deputy Secretary Delgado.

\*SafeSchools online subscription is getting ready to renew for the year; therefore, user counts were finalized for Magdalena, Quemado and Jemez Valley School Districts.

\*Annual Conflict of Interest-to be filled out by Council Members.

### **Executive Session-Director's Evaluation**

At 11:35am, Mr. Jack Props entertained a motion to be made to go into Executive Session. Dr. Cindy Sims made the motion and Mr. Brian Clark gave the second. All in Favor.

At 11:50am, the meeting was called back to order by Mr. Jack Props. The decision was made by the Council to extend Ms. Maria Jaramillo's contract as Executive Director to 3 years.

## **VIII. Current Business**

### **A. Preschool-Instructional Coaches-salary schedule**

At 11:57am Mr. Jack Props entertained a motion to approve the salary schedule. Mr. Glenn Haven made the motion and Ms. Dawn Apodaca gave the second. The council unanimously approved.

**B. CREC Policy and Procedures revisions (including delegated hiring authority given to Executive Director, including employee evaluation framework)**

At 11:59am, Mr. Jack Props entertained a motion to be made. Dr. Cindy Sims made the motion and a second was given by Mr. David Lackey. The council unanimously approved.

**C. Warrants and Vouchers**

Total of \$2.3 million in checks written from 5/2/19 thru 8/15/19.

At 12:01pm, Mr. Jack Props entertained a motion to approve warrants & vouchers. Mr. Jeremy Abshire mad the motion and a second was given by Mr. Brian Clark. All were in favor.

**D. BARS**

Via E-mail (5/31/19-7/26/19)-total of 7 BARS

12 new BARS (see attached)-IDEA B, Title 1, DVR Work Study IGA, DVR Activities Budget, Commission for the Blind IGA, Commission for the Blind Activities, Operational Budget, and SDAA Activities Budget.

At 12:07pm, Mr. Jack Props entertained for a motion to approve the BARS. Ms. Dawn Apodaca made the motion and a second was given by Mr. Jeremy Abshire. The council unanimously approved.

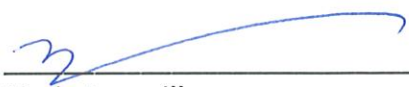
**IX. Next Agenda Items**

CREC update on district mileage issue.

**Adjournment**

Mr. Jack Props asked for a motion to adjourn the meeting at 12:08pm. Ms. Dawn Apodaca made the motion and Mr. Jeremy Abshire gave the second; motion passed.

**APPROVED BY:**

  
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Maria Jaramillo  
Executive Director

  
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Jack Props  
Council Chairman