

# Four Corners

Regional Education Cooperative #1

*Working for the Future*

## MEETING MINUTES

AUGUST 19, 2022

- I. Welcome and Introductions – Meeting was in-person and virtual and was called to order at 2:00 pm.
- II. Roll Call and Determination of Quorum – Quorum was determined as follows:
  - Present:
    - Dr. Kimberly Mizell, Bloomfield Schools (Zoom)
    - Kevin Summers, Aztec Municipal Schools
    - Steve Carlson, Central Consolidated Schools (Zoom)
    - Jvanna Hanks, Gallup-McKinley County Schools (Zoom)
  - Absent:
    - Randy Stickney, Zuni Public Schools
    - Mike Hyatt, Gallup-McKinley County Schools
    - Cody Diehl, Farmington Municipal Schools
    - Dr. Toni Pendergrass, San Juan College
  - Also in Attendance:
    - David Bowman, Director
    - Denise Merilatt, Grant Secretary
    - Staci Babcock, Business Manager
- III. Approval of Meeting Agenda – Dr. Mizell presented the agenda for review and approval. No changes were noted. Mr. Summers moved to approve the meeting agenda and Mrs. Hanks seconded. The motion passed to approve the meeting agenda.
- IV. Approval of Previous Meeting Minutes – Dr. Mizell presented the previous meeting minutes for review and approval. Minutes were reviewed with no changes noted. Mr. Summers moved to approve the minutes and Mr. Carlson seconded. The motion passed to approve the previous meeting minutes.
  - a. April 13, 2022 – Regular Meeting
  - b. April 21, 2022 – Ad Hoc Meeting
  - c. May 24, 2022 – Ad Hoc Meeting

d. June 28, 2022 – Ad Hoc Meeting

- V. Approval of Quarterly Financial Budget Reporting and Resolution 22-23-01 Official Ratification of All Budget Adjustment Requests – Ms. Babcock presented the quarterly financial report, audit update, and a Resolution for the ratification of all budget adjustment requests. The finance report indicates expenditures for 2022 Qtr. 4 and the revenue and expense reports from April-June. The FY23 budget has been submitted with a total operating budget of \$345,126. Resolution 22-23-01 is for the ratification of all budget adjustments requests (BARs) in advance. This allows the finance department to keep business flowing and decrease the need for special meetings. All BAR requests will be reported during the following regularly scheduled meeting. The auditors are scheduled to be in the office the end of August to complete on-site work. There may be an audit finding for a negative balance shown in the operating budget in June. Looking at measures to take in FY23 to avoid this in the future. Mr. Summers moved to approve the quarterly financial budget report and resolution 22-23-01 official ratification of all budget adjustment requests and Mr. Carlson seconded. The motion passed to approve the quarterly financial budget report and resolution 22-23-01 official ratification of all budget adjustment requests

VI. Discussion, Updates, and Actions

- a. Action: PAF for Bowman, Babcock, Longacre, Gabehart re: Kellogg Grant – Mr. Bowman reported on the Kellogg grant being completed under budget with an extension being given to utilize remaining funds. An increase was requested for those who assisted in grant implementation that added tasks for REC employees. Kellogg agreed and now needing board approval. Mr. Summers moved to approve the PAFs for additional tasks for grant operations and Mr. Carlson seconded. The motion passed to approve the PAFs for additional tasks for grant operations.
- b. Action: Early Childhood, Dual Language Coordinators contracts re: Kellogg Grant – Mr. Bowman reported on additional staff being needed to complete the remainder of the Kellogg grant. Requesting approval of an Early Childhood Coordinator and Navajo Language Coordinator, draft contracts and resumes included. Mr. Summers moved to approve the contracts and hires for additional Kellogg grant staff and Mr. Carlson seconded. The motion passed to approve the contracts and hires for additional Kellogg grant staff.
- c. Action: Expense for RECA Executive Director, Bobbie Gutierrez – Mr. Bowman reminded the board of the previous approval of shared expenses for the RECA Director's salary. The Director was hired at a .50 FTE in the beginning. The needs for the Director has changed and the FTE will be a 1.0 which will increase the REC's portion of shared expenses. Mr. Carlson moved to approve the additional shared

expense for the RECA Director and Mr. Summers seconded. The motion passed to approve the additional shared expense for the RECA Director.


- d. Action: Credit card for REC-1 – Mr. Bowman asked the board to approve a credit card for the REC. Mr. Summers noted his concern of calling it a credit card and not a purchasing card. Ms. Babcock noted that it would be a purchasing card, same as the Bloomfield School District has. Mr. Bowman noted the change. He indicated that purchases would be much easier with a purchasing card and that the REC is now considered established. There are a few purchases that are currently being placed on Mr. Bowman's credit card and then reimbursed to him from the REC. Mrs. Hanks moved to approve the purchasing card (P-card) for the REC and Mr. Summers seconded. The motion passed to approve the purchasing card (P-card) for the REC.
- e. Discussion: Academic Competitions (through Tech IGA) – Mr. Bowman revealed his excitement for these competitions. Valuable to consider for the districts in the REC. The competition states that the call centers / help desks would operate during the school day and will be state-wide call centers. He then asked the members present if they feel the competitions would be beneficial to explore. Board members agreed with Mr. Bowman and encouraged him to explore the opportunity.
- f. Discussion: Future Structured Literacy Coaches – Mr. Bowman noted that the NMPED decided that 3 literacy coaches would be sufficient for this region. He then requested that if any board members know of good literacy coaches that may be interested, to please let him know. The REC can house the coaches at their facility in Farmington. Looking into LTRS training as well.
- g. Discussion: Upcoming PD options from REC-1 – Mr. Bowman noted the topic for the year as Literacy. Trainings will be held for literacy and early childhood including SWIDA for Dyslexia and Social Emotional Needs.
- h. Discussion: EEDW Updates – Mr. Bowman noted that the early college high schools (ECHS) are now allowed to use their current institutes of higher education (IHEs). The FY22-23 will be considered year 0. Finding a higher educational partner for the grant has been difficult, however Farmington has agreed to take it on. There is a video component with the RFP being opened on August 17<sup>th</sup> and will close on September 15<sup>th</sup>. There have been 2 proposals received thus far.
- i. Discussion: CLIA Waiver Updates – Mr. Bowman stated that the process has begun with the Site Visit Coordinator making contact with those in need. Sites have begun signing up with 7 sites enrolled.

j. Discussion: PED Support for REC budget request – Mr. Bowman relayed his efforts with the NMPED for further support of RECs. The NMPED has committed to \$350,000 per REC. Mr. Steinhouse will present to the LEFC.

VII. Superintendent discussions – No discussion held.

VIII. Next Board Meeting – Board members discussed schedules and have tentatively agreed to Wednesday, October 12, 2022 at 10:00 a.m.

IX. Action: Approval to Adjourn – Dr. Mizell noted that all items had been discussed. Mr. Summers moved to approve the adjournment of the meeting and Mrs. Hanks seconded. The motion passed to approve the adjournment of the meeting. Meeting was adjourned at 2:59 p.m.

  
Board Member Signature

SECRETARY  
Title

10/21/2022  
Date Approved