



Four Corners

Regional Education Cooperative #1
Working for the Future

MEETING MINUTES

February 21, 2024

- I. Welcome and Introductions – The meeting was held in person and by Zoom, being called to order at 10:03 a.m.
- II. Roll Call and Determination of Quorum – A quorum was determined as follows:
 - Present:
 - Dr. Kimberly Mizell – Bloomfield Schools
 - Kevin Summers, Aztec Municipal Schools
 - Mike Hyatt, Gallup-McKinley County Schools
 - Cody Diehl, Farmington Municipal Schools (Zoom)
 - Steve Carlson, Central Consolidated Schools (Zoom at 10:07 a.m.)
 - Absent:
 - Randy Stickney, Zuni Pueblo Schools
 - Dr. Toni Pendergrass, San Juan College
 - Also in Attendance:
 - David Bowman, Director
 - Staci Babcock, Business Manager
 - Scott Eliason, Jaramillo Accounting Group
- III. Action: Approval of Meeting Agenda – The agenda was presented and reviewed. Mr. Summers moved to approve the meeting agenda and Dr. Mizell seconded. The motion passed to approve the meeting agenda.
- IV. Action: Previous Meeting Minutes Review and Approval – The November 8, 2023, regular board meeting minutes and the November 16, 2023, Ad Hoc meeting minutes were presented and reviewed. Mr. Summers moved to approve the meeting minutes and Mr. Diehl seconded. The motion passed to approve the previous meeting minutes
- V. Quarterly Financial Budget Reporting – Ms. Babcock reviewed the business consent agenda with the quarterly budgeted amount. The revenue, expense, and check listing reports were also included.

VI. Discussion, Updates, and Actions

- a. Action: Ratification of Financial Budget Report – Dr. Mizell moved to approve the Financial Budget Report and Mr. Summers seconded. The motion passed to approve the Financial Budget Report.
- b. Discussion: Audit Report Review – Mr. Eliason, with Jaramillo Accounting Group, reported on the financial audit. The audit was due to the state auditor by September 30, 2023, and was submitted on the 29th. With a federal grant, there was a requirement for a federal award audit as well. There was one minor audit finding of a purchase order after purchase; however, adequate accounting policies are in place to prevent future findings of this nature. There were no findings of fraud or risk factors and no misstatements.
- c. Action: Audit closing and approval of Audit Report – Mr. Summers moved to approve the Financial Audit Report and Mr. Diehl seconded. The motion passed to approve the Financial Audit Report.
- d. Action: Strategic Plan approval – Mr. Bowman presented the Strategic Plan for review and approval. He noted that several Board Members were instrumental in the outcome. Reviewing the Strategic Plan, the Board determined that the Vision and Mission statements were well written, but the guiding principles may need to be reworded, for example, the second bullet point of ‘We commit to doing our work well’. The goals are obtainable and the critical actions are well worded; however, it is lacking targets and measurability. For efficacy, need to have a matrix or target timeline. Quantitative data could include surveys to monitor effectiveness. The Board agreed that the plan required additional information and the approval needed to be tabled. Dr. Mizell made the motion to TABLE the approval of the Strategic Plan and Mr. Summers seconded. The motion passed to TABLE the approval of the Strategic Plan.
- e. Action: REC-1 Mileage Rate Increase – Mr. Bowman presented the new state mileage rate of \$0.66 per mile. Last year the Board approved the increase to the state rate, requesting approval again this year. Dr. Mizell motioned to approve the Mileage Rate Increase and Mr. Summers seconded. The motion passed to Increase the Mileage Rate.
- f. Discussion: Kellogg Dual Language Leadership – Mr. Bowman reported on the dual language leadership working lunches, which are activities of the grant. He proposed the working lunch for March 21st or 22nd. The Board determined that March meetings with budget meetings and Spring Break are unlikely. Mr. Bowman will review two dates in April and inform the Board.
- g. Discussion: EEDW Updates – Mr. Bowman noted that he had recently returned from the federal programs officer meeting in D.C. The meeting went well with the program

officer being pleased with the results. There was mention of an additional year, resulting in a fifth year of grant implementation. While we are only in the second year of implementation, there will be funding to support a fifth year. The EEDW Gathering will be taking place next week, just before the NMHEAR Conference, with an estimated 45 participants.

- h. Discussion: Other Updates and Information – Mr. Bowman reported on three upcoming listening sessions for dual language. The first will be held at Pancake Alley in Farmington on February 22nd, the second on February 29th at the Gallup Community Center, and the third on March 14th at the Shiprock Chapter House. The goal is to hear from the community regarding dual language programs, and an aggregate data report will be sent to the Board.


Mr. Bowman invited the Board to stop by the new location in Farmington and mentioned hosting a meeting in the conference room. Additionally, there may be a need for IA trainings and workshops. Teachers may be unaware of the possibilities. Dr. Mizell noted that the workshops need to be hands-on, allowing participants to ‘create’. Mr. Bowman also noted the possibilities of a reading grant and math intervention grant due in June.

- i. Discussion: REC-1 Policies and Procedures Updates – Mr. Bowman mentioned the previous discussion of cleaning up the language in the Policies and Procedures for the organization. Dr. Mizell noted that she and Mr. Hyatt will review the manual and send changes to Mr. Bowman.

VII. Superintendent Discussions – The academic calendars were discussed, addressing the holiday break in December and Spring Break dates. Early release options and late start options were also discussed, to meet the State’s 180-day rule while maintaining the professional development hours required.

VIII. Next Board Meeting: May 8, 2024 at 10:00 a.m.

IX. Action: Approval to Adjourn – Mr. Summers made a motion to adjourn the meeting and Dr. Mizell seconded. The motion passed to adjourn the meeting. The meeting was adjourned at 11:27 a.m.

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|  | <i>President Rec 1</i> 5-8-24 | 5-8-24 |
| Board Member Signature | Title | Date Approved |