



MINUTES

Las Cruces Public Schools Board of Education Board Retreat

Friday, October 24, 2014 • 9:00 a.m.
Professional Development Center

In attendance: Dr. Bonnie Votaw, President
Mrs. Barbara Hall, Vice President
Mr. Chuck Davis, Secretary
Dr. Connie Phillips, Member
Sra. Maria Flores, Member

Superintendent Stan Rounds was also in attendance.

The meeting began at 9:03 a.m. with Ms. Andrea Fletcher, Associate Superintendent of Turnaround Initiatives, facilitating the meeting.

The outcomes identified for the retreat are to establish NEA membership on budget or finance committees, discuss expanding public input on board meeting agendas and to continue effective communication between administration and board members.

Purpose of Retreat: To establish purpose, direction and focus on student success and establish budget priorities.

I. Board Governance Guidelines

Work towards singleness, opportunity and direction. Listen and respect different points of views. Focus on student success and deliberate on policy-level actions. Establish budget priorities to guide financial decisions.

II. Board Discussion and Direction

A. Budget Committee

President Dr. Votaw stated she was asked by NEA-LC to have a representative on the LCPS finance committee.

A discussion ensued with regard to establishing a budget committee separate from the finance committee or adding seats to the finance committee to allow for representation from both NEA and CSEC. There was a concern by Mr. Terry Dean, Associate Superintendent of Finance & Technology, that adding representatives to the finance committee would be a problem to some in that there is discussion amongst committee members that would be inappropriate for union representatives because of the negotiations process between the unions and LCPS. Superintendent Rounds stated that through the bargaining agreements with NEA and CSEC, union representatives meet with him monthly to discuss pending items of concern. This would include questions with regard to finance or budget. Two board members shared their views in agreement with adding union representatives to the finance committee. Remaining board members shared their opposition. Superintendent Rounds will ask NEA representatives for clarification on what it is they plan to accomplish by having representation on the finance

committee in their next monthly meeting; to assist in determining a correct course of action in complying with their request.

B. Board Agenda

1. Public Input

There was a discussion regarding adding agenda topics to the board's agenda template to include student input or NEA input and the removal of topics if there is no presentation. There is a policy currently in place which sets the template for the board agenda. There were questions in regards to getting students to attend/speak at board meetings. LCPS administrators would like to hear from students at board meetings as well. Sra. Maria Flores offered to schedule a group of students to speak at work sessions. The current board policy setting the board's agenda will remain in place.

2. Consider County/City Process

There was no discussion. Current LCPS policy regarding the agenda template for board meetings remains in place.

C. District Memberships in Community Organizations

Leslie Cervantes, Chief of Staff, provided a short presentation on the costs to the District for memberships with the Las Cruces Greater Chamber of Commerce, \$10,000; Mesilla Valley Economic Development Association, \$10,000; and the Hispano Chamber of Commerce, \$500. The presentation also included a comparison of costs that other professional groups such as NMSU and DACC are paying for memberships with the same entities and the benefits associated with those memberships.

There was a discussion amongst board members regarding the costs of the memberships and the benefits received from them. Sra. Flores suggested to keep the memberships; but at a lesser cost. Ms. Cervantes will check on the different types of memberships with each entity and what those memberships would offer for a lesser cost. An opportunity for LCPS to contribute to the Armijo House project was also discussed. Board members did not have an interest in contributing.

D. Electronic Report Cards

Dr. Steven Sanchez, Deputy Superintendent shared with the Board an update on the status of the District's use electronic report cards and how this information is getting projected to parents. Dr. Sanchez stated that as part of the student registration process, parents will be asked if they would prefer to receive report cards electronically. Board members requested a report on how many parents elected to receive report cards electronically.

E. Quarterly Report

Board members received a report with regard to grievances. Superintendent Rounds explained the steps of the grievance process (Levels I, II, III and IV) to the Board. Grievances will be reported to the Board through the weekly with limited information such as the title of the grievance and the general category of the grievance.

F. School Staffing

There was an in-depth discussion with regard to staffing at schools and the Board's role in staffing. Superintendent Rounds shared that there is a three year budget plan implemented for staffing and stated that when the 120 day count becomes available, the District may be 100% in compliance for staffing. Kindergarten and first grades are the highest priority. A report will be provided to the Board when the 120 day count is released. Dr. Elizabeth Marrufo shared the process in which she follows with regard to class sizes prior to the 120 Day count. She stated that she watches class sizes from day 5 and day 8. At day 10, she is already moving staff around to suit the needs of the school/classroom. Dr. Marrufo stated that Kindergarten is always an issue as the District cannot foresee enrollment. A school staffing report will be provided at the November 4, 2014 work session. There was further discussion with regard to the tools used by LCPS in determining adequate staffing at schools/classrooms. Dr. Marrufo will provide to the Board the chart and formula she uses at a work session in 2015.

III. Board Training

A. Actionable Feedback/Coaching

Mrs. Andrea Fletcher, Associate Superintendent of Turnaround Initiatives, shared with the Board a presentation on observation and feedback. It can be used in all aspects of life, personal and professional. The presentation discussed the 6 steps of effective feedback, types of feedback, and its effectiveness.

B. Andy Sanchez – FMLA (FMLA)

The Board went into closed session at 11:04 a.m. to 12:04 p.m. to discuss the Family Medical Leave Act and legal matters with their attorney, Andy Sanchez, Esq., of the Cuddy & McCarthy law firm. No other items were discussed and no action was taken.

IV. BOARD UPDATES

A. Booster Club Guidelines

Mrs. Andrea Fletcher and Mr. Terry Dean updated the Board on booster clubs and other organizations that are fundraising and the liability in acting as agents of the District in handling funds. The District is looking at providing adequate training and providing support to the organizations. A discussion ensued regarding creating a board policy on governing booster clubs and working collaboratively with them. Through December 2014, Ms. Fletcher and Mr. Dean are working on identifying all booster clubs and obtaining feedback from them on how the District can work collaboratively with them in supporting their efforts. It is anticipated the Ms. Fletcher and Mr. Dean will have information available and will present it to the Board after the first of the year (2015.)

B. Smart Goals for the Superintendent's Evaluation

There was a brief discussion regarding a change in the form for the evaluation. Dr. Steven Sanchez is working on a draft, and will provide it to the Board within the next few months.

C. November 6 DACC Meeting

President Dr. Votaw stated a quorum of the LCPS Board of Education is required for the November 6, 2014 DACC meeting regarding DACC's bond issue resolution where DACC is asking for a split in funds to have more money in their operational account. Mrs. Hall, Mr. Davis and Dr. Phillips will attend. There was a discussion as to whether the Board wants

DACC’s bond item on the LCPS School Board Election ballot. Mrs. Leslie Cervantes, Chief of Staff, will obtain more information from DACC with regard to their November 6th meeting and whether DACC is requesting to share a ballot with LCPS for the school board election. The meeting will begin at 5:30 p.m. and will be held at the DACC East Campus.

D. Agenda – Joint City Work Session October 30, 2014

President Dr. Votaw shared with the Board the agenda for the work session scheduled with the City of Las Cruces on October 30, 2014. Mr. Davis suggested requesting the City to extend Tashiro Blvd. to allow better traffic flow and less congestion by the Field of Dreams. Mr. Davis will suggest the extension of Tashiro Blvd. at the work session held jointly with the City of Las Cruces on October 30, 2014.

The following is a list of action items derived from the Board’s retreat:

<u>Action</u>	<u>Date</u>	<u>Person(s) of Responsibility</u>
School Staffing Report	Nov Work Session	L. Marrufo
Update on Booster Club Guidelines	Jan/Feb 2015	T. Dean; A. Fletcher
Report electronic report cards		Dr. Sanchez
Smart Goals Eval draft	Dec 2014	Dr. Sanchez
District memberships		L. Cervantes
LCPS Chart & Formula for Staffing	Work Session 2015	L. Marrufo

The Retreat adjourned at 1:49 p.m.

Board President

Board Secretary

Minutes taken by Tina Gonzalez.