



Las Cruces Public Schools Board of Education
Retreat
Friday, March 3, 2017 • 9:00 a.m.
Professional Development Center, Organ Mountain Room

The meeting began at 9:05 a.m. Those present were:

- Sra. Maria A. Flores, President
- Mr. Maury Castro, Member
- Ms. Terrie Dallman, Member
- Mr. Ed Frank, Member
- Mr. Ray Jaramillo, Member

Dr. Gregory Ewing, Superintendent, was also in attendance.

I. CALL TO ORDER

Dr. Ewing welcomed board members as well as administrators and staff from Central Office to the retreat.

II. INTRODUCTORY COMMENTS & DISCUSSION

Sra. Flores offered congratulations to the newly elected board members on their recent appointments. She praised what an honor and privilege it is to serve in an elected capacity and represent the community. She continued to explain the role of the Board of Education is to hire or terminate a Superintendent contract, develop and manage district policy, sign bonds, be stewards of school district property, and to hear the concerns and desires of the community that elected them. Sra. Flores closed by outlining the various board roles as President, Vice-President, and Secretary.

III. BOARD/SUPERINTENDENT RELATIONSHIPS, COMMUNICATIONS, & NMSBA TRAINING RESOURCES FOR BOARD MEMBERS

Dr. Hugh Prather presented to Board of Education and attendees via video-conference. Items included Tuckman's Stages of Group Development, Superintendent relationships, communication covenants, and New Mexico School Board Association (NMSBA) training resources available to board members.

IV. BOARD RESPONSIBILITIES, OPEN MEETINGS ACT, POLICIES, & OTHER LEGAL MATTERS

School Board attorney, Elena Gallegos of Walsh Gallegos, provided training to attendees on the Board of Education's responsibilities, the New Mexico Opens Meeting Act, the Board's role in policy development, and other legal matters.

V. LCPS DEPARTMENT INFORMATION

A. Superintendent/Communications

Dr. Ewing advised attendees of the best contact methods to reach him as well as the current communication guidelines and procedures employed during a crisis. He invited Ms. Jo Galvan, Chief Communication Officer, to speak. Ms. Galvan shared the roles of the Communications department, to include: maintaining and updating the District website, communicating with media sources, marketing, policies, event

broadcasting, support of school media programs, and organization during Bond and Mill Levy elections.

B. Operations

Mr. Gabriel Jacquez, Associate Superintendent of Operations, advised that the division of Operations entails elementary and middle school principal administration; construction projects, Health Services, Nutritional Services, Safety and Security, Physical Plant, and Transportation.

C. Human Resources

Dr. Elizabeth Marrufo, Associate Superintendent of Human Resources Development, explained that the department has three main focuses: talent acquisition and retention, talent management, and general human resources. She explained that talent acquisition and retention entail all forms of recruitment and job fairs, initial orientation and trainings for new employees, and working to remain in compliance with all federal regulations. Talent management consists of providing opportunities for professional growth for staff within the district.

D. Instruction

Ms. Erlinda Martinez, Associate Superintendent of Instruction, stated that the instruction of students is truly the heart of a district. She explained the breakdown in the Directors of Instruction to cover all age bands; i.e., elementary (PK-5), middle school (6-8), and high school (9-12). She continued that Instruction also encompasses Special Education, Virtual Academy, Dual Language/Migrant Education Program, Federal Programs, Head Start Program, Professional Development Center, Student Support Services, HEAL/PE Grant, Spaceport Grant, Carl Perkins Grant, and art and music programs within the district.

E. Finance

Ms. Crystal Valdez, Chief Financial Officer, came forward to discuss the several functioning pieces within the Finance department. Finance accounts for much of the monies incoming to the District, processes the payroll and W-2 processing for all employees, houses Benefits Specialists who aid in additional employee benefits and health/retirement coverage, the overseeing of 35 varying grants, as well as overseeing the Materials Management, Print Shop, and Purchasing departments.

F. Technology & Research

Mr. Albert Vega, Chief Technology and Research Officer, prepared a presentation for the Board on the breakdown of coverage in Technology and Research, to include the: Technology Support Services, Information Operations, and Analysis and Research departments. He explained that Technology Support Services encompasses the physical technology and the support of that technology in the district. Information Operations manages the inputting of data into varying systems while Analysis and Research processes all outgoing data reports to guide district decisions.

VI. BOARD COMMITTEE ASSIGNMENTS, BOARD REORGANIZATION

Sra. Flores advised members of the Board of Education currently participate in the Dona Ana Community College Advisory Committee, Finance Committee, Finance Audit Committee, Finance Budget Committee, Las Cruces Public Schools Foundation, and the New Mexico School Boards Association. She encourages all members to investigate,

weigh their options, and thoroughly consider which committee(s) they would prefer to participate in for discussion at the March 7, 2017 Special Meeting (Work Session).

VII. QUESTIONS AND GENERAL DISCUSSION

There were no questions by board members. Mr. Jaramillo did express his appreciation for the information shared during the retreat as it will enable the Board of Education to be more equipped for their responsibilities.

VIII. ADJOURNMENT

The meeting ended at 2:43 p.m.

Board President

Board Secretary

Minutes taken by Rebecca Archuleta