

**December 16, 2015**  
**237 Service Road**  
**Ruidoso NM 88345**  
**REC 9 Offices**  
**Coordinating Council Meeting Minutes**

**Council Members Present:**

Travis Dempsey  
Shirley Crawford  
Brenda Vigil  
Travis Lightfoot  
Rick Espinoza  
George Bickert  
Marvin Martin

**Others Present:**

Bryan Dooley  
Sean Wootton  
Fred Romero  
Gina Corliss  
Carmen Spann  
Brenda Motley-Lopez  
Melvina Torres OvRick  
John Devine  
Carla Spaniel  
Doris Fernandez  
Dominic Fierro

**Absent**

**1. Call to Order**

Vigil called to order at 9:05 am

**2. Pledge/Moment of Silence**

**3. Ascertain a Quorum**

Quorum of 7

**4. Approval of Previous Meeting Minutes**

Discussion: none

Crawford moved to approve the previous meeting minutes

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Espinoza, Martin, Bickert

Opposed: none

## 5. Approval of Previous Month's Checks

Discussion: none

Espinoza moved to approve the previous meeting minutes

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Espinoza, Martin, Bickert

Opposed: none

## 6. Approval of Order and Content of Agenda

Discussion: none

Bickert moved to approve agenda with the ability to float items as necessary or needed

Vigil 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

## 7. Discussion Items-Reports

### a. **John Devine- Professional Document Systems**

Presentation of a his company PDS offer with document scanning, storage and retrieval of student and personnel files.

### b. **Carla Spaniel-Cooperative Educational Services/CCSS presentation**

Presentation on Curriculum Companion tools to assist teacher on the Common Core State Standards by using Standard insight web-based software applications.

### c. **Executive Director's Report**

Leadership News- The Leadership met and discussed that we will adjust both the number of pay periods and dates for the 16-17 year. To follow the recommendations by our auditors, we will adjust our pay period to twenty four (24) pay periods on the fifth and twentieth of every month beginning July 1, 2016. We will work with all staff during this time to ensure a smooth transition. The Leadership has also discussed building options and the needs of Region 9.

SBHC possible changes- There is direction that SBHC will need to begin to work with a sponsor agency or medical facility. There is current direction, that within in three years, all SBHC will be required to have a sponsoring medical facility. I will keep you posted as I learn more from Brenda and her team.

Early Head Start- Early Head Start is altering their original request from "Partnership Funding" to "Expansion Funding. Expansion funding will allow Early Head Start more flexibility and the ability to service more children in our area.

Educational Services- For the month of November, we provided professional development to over 109 attendees. Dahn and her team have continued to provide needed services to the students of our area. Dahn is continuing to make adjustments, revision and insight into the NM TEAM manual. Dahn has also arranged the opportunity for Special Education Directors to meet with Michael Lovato of SEB.

Technology- For the month of November, there were over 240 work tickets submitted and completed by the Tech team. Bryan Dooley has been working in the field and also in the office as we prepare to complete to projects by SEB.

RECA News- REC directors met Monday December 14, 2015 in Albuquerque to discuss the ability as REC's to provide partnership opportunities to the PED. RECA is working at creating professional development and training for rural schools for teacher effectiveness and leadership.

NM Equity Plan- On November 3, 2015 the PED announced a new direction and set of goals based primarily on NMTeach data. The state has a strategy to improve teacher preparation, recruiting and retaining quality teachers, cultural awareness and ongoing professional development. I have included the document and will keep you updated on the steps of this new plan. This plan is aimed at rural districts within our state.

Region 9 website- We would like you to email pictures of staff, and students that we might utilize for the website. We are working to provide insight and a better picture of who we serve and the students within our region.

Christmas Schedule- We will be closed at the Region 9 offices from Monday December 21, 2015 and reopen on January 4, 2016. If you have any questions or need anything, please do not hesitate to contact me.

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**d. Leadership Team Reports**

Educational

Professional Development November provided by Region IX

Professional Development

Beginning Teacher- 11/3/2015, 1 participant, Beginning Teacher (Individual) 11/2 & 11/3, WME, Ellen.

Hondo 7 & 8 Grade-11/5/2015, 24 participants, Google Docs/Writing/Editing, Hondo, Ellen

Beginning Teacher, 11/6/2015, 13 participants, Beginning Teacher (Regional), REC 9, Ellen/Dahn

Hondo 6th Grade, 11/9/2015, 14 participants, Internet Safety, Hondo, Ellen

Ruidoso Schools, 11/9/2015, 2 participants, Evidence Binders/Questioning, WME, Ellen

Ruidoso Schools, 11/11/2015, 1 participant, Evidence Binders, SVP, Ellen

Ruidoso Schools, 11/11/2015, 1 participant, Mentor Training (PM Session), SVP, Ellen

Carrizozo Schools 11/12/2015, 1 participant, SEAS Clean Up, Carrizozo, Dahn

Related Service, 11/13/2015, 8 participants, Best Practices in Multicultural Assessment, REC 9, Mariana Ulibarri

Carrizozo Schools, 11/13/2015, 5 participants, Close reading PD, Carrizozo Elem. , Andrea Pacheco

Ruidoso Schools, 11/16/2015, 22 participants, Internet Safety, WME, Ellen

Ruidoso Schools, 11/17/2015, 7 participants, Beginning Teacher (RMS & WME), REC 9, Ellen

TES SAT, 11/17/2015, 4 participants, Section 504, TES, Dahn

Cloudcroft Elem., 11/18/2015, 1 participant, Modeling of Rdg Test strategies/lesson plan Cloudcroft Elem., Andrea Pacheco

Hondo Elem., 11/20/2015, 4 participants, Data review, lesson plans, rdg, strategies, Hondo Elem., Andrea Pacheco

Upcoming Professional Development

1/04 Data Training - Capitan, Carrizozo, Hondo (Rtl/SAT and Data); 1/6 Meeting with Michael Lovato-

Regional Special Education Directors; 1/8 SAT Tularosa; 01/21 and 1/22 STAR Autism Curriculum

01/22 Links Curriculum; 1/11 and 1/12 CPI Initial (pending cancellation)

01/29 CPI Refresher; 2/1 and 2/2 CPI Initial; 2/4 Special Education Coordinator Meeting; 2/5 Mentor

Training; 2/18 STARS Coordinators; 2/19 Elena Gallegos FERPA/ Section 504; 2/26 CPI Refresher Autism

Pending Professional Development

TESOL Trainers SIOP training

Feedback on training options

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**SBHC**

Attachments: SHBC Policy and Procedures

Activities for the Month November: SBHC is now gathering data on the number of crisis referrals we receive; this will better assist SBHC providers in meeting district student's needs and trends to

monitor our effectiveness in crisis interventions. Data collected for the month of November was Physical Health Services. The physical health had 38 visits for the month of November. Low number is due to provider out to for family emergency. Our physical health provider retired, her last day was 11-30-15. We are in the process of looking for a new physical provider. Attached is the updated version of the SBHC pharmacy policy and procedures to be approved by and signed by coordinating council. Behavioral Health staff saw 209 students for the month of October. Referrals by district for October: Cloudcroft- 0; Corona- 0; Behavioral Health Services- Capitan-0; Carrizozo-0; Hondo-1; Ruidoso-8; Tularosa- 2; Behavioral health saw 130 students for the month of November. Behavioral health providers presented to parents information meeting on December 3, 2015. The topic was Depression/Self Harm and Suicide. We will be presenting two more health topics Healthy Relationships and Parenting skills over the next two quarters.

Youth Engagement and Prevention GRADS at this time are receiving Circle of Security to better aid in parenting skills. SBHC staff attended Natural Helper Meeting in Hondo to introduce students and staff to Behavioral Health provider that provided services to the Hondo district. Youth Advisory Health Council is working on promotion posters to provide all member districts of SBHC services and programs. YACH is also looking how to incorporate an activity that will promote health issues and awareness to their peers.

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#### **Head Start/Early Head Start**

The following is the Policy Council Agenda for December 14, 2015.

1. Call to Order; 2. Roll Call; 3. Determination of Quorum; 4. Review & Approval of Agenda (Action Item); 5. Review & Approve November 17, 2015 Minutes (Action Item); 6. Personnel (Action Item); 7. New Business: (Action Items); 8. Reports & Informational Items; 9. Next Meeting: - To be Determined; 10. Training for new Policy Council; 11. Adjourn

#### **Early Head Start/Child Care Partnership Updates**

Schedule meeting with Regional Office December 16, 2015 regarding change of scope from partnership to expansion.

**Head Start Updates-** Winter Workshop in Hondo we had 3 families attending, in Capitan 2 families, and Ruidoso 12 families.

**Enrollment-** As of December 7, 2015 the program reported to the Office of Head Start an enrollment of 115 children. We are at full enrollment. Capitan has 17 children enrolled, Hondo has 12, and Ruidoso has 86 children.

**Professional Development-** Zynda Patton, Grantee Specialist, from Region VI Head Start TTA Network scheduled training for Policy Council and Coordinator Council for February 11 or 12, 2016 regarding governance.

PLC: Conscious Discipline. Trainer: Patsy Nelly

**Meals and ADA-** During the following months, approximately these amounts of meals (breakfast and lunch) have been served; August- 358; September- 3,28; October- 3,026; November- 2,636; December- 1,320 (Up to 12/10/15).

This is the ADA for the following months: August- 94.71; September- 90.46%; October- 85.10%; November- 84.13%.

**Action Item-** Approval of Early Head Start balance of funds; Hire: Paula Sanchez, Head Start Assistant, Ruidoso; Joanie Bingerman, Head Start Lead Teacher, Capitan; Budget Report; Early Head Start Balance of Funds application approval  
Program Summary Report; Coordinating Council Report

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#### **Developmental Services**

Developmental Services provides early intervention services to families, infants, and toddlers up to

age 3 who have a 25% or less developmental delay, have an established condition, or who are biological, medical or environmental at risk and live in Lincoln County.

Program General Goals: 1. Outreach and recruitment, 2. Maintain highest level of staff development – new initiatives and trends, 3. Collaboration among all early childhood providers

Updates: The Lincoln County Transition Team held the 2nd meeting for the year on December 3rd.

The MOU format has been changed to align with format in the New Mexico Guidance: Children Transition from IDEA Part C to B.. Content was revised based on the input from the team.

Signatures and the final MOU will be distributed to team members before the Christmas break.

· Alto Café has donated diapers to every child in the Developmental Services Program that needs them. This is an annual event and is greatly appreciated by the families in the program. The Episcopal Church sponsored a toy drive will benefit many children in the community including the infants and toddlers served by Developmental Services.

· Three more children participated in the Child Find screening process from Imagination Station. Of the 33 children screened, 10 were identified to be below the cutoff score for their age. All parents received a referral to the program. To date, one parent has contacted the program and has scheduled an evaluation. The DS staff has started the process of review and revising policies and procedures for the following year. One policy is being reviewed a week.

Professional Development: Iva Gutierrez and Melina Romero completed a mandatory Service Coordination training on line followed by a 1-day workshop in Albuquerque on December 4, 2015.

Enrollment: · Currently, there are 45 infants and toddlers enrolled in the program. We have received 7 referrals within the month with 4 families pending intake and/or evaluation and 3 declined services.

Report Status: Monthly Billing was submitted on December 9, 2015

This Month's Top Priority Areas: 1. Meet program timelines (i.e. intake, evaluation, IFSP, service delivery, semiannual, annual, and transition deadlines). 2. Send final MOU with signatures to Lincoln County Transition team members by December 18, 2015. 3. Identify strengths and challenge for the program and develop goals for the year through the Self-Assessment process.

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### **Technology**

Attachments: Letter of Agency for E-Rate Consortium Application - Sign @ CC Meeting

December Items: E-Rate Consortium Application, Need your participation to continue using ITV

Need your Letter of Agency signed EOC setup being supported January 14th Becca Ferguson & Robert Miller attending to provide support for districts Your district test coordinator needs to attend All R9 techs attended E-Rate Workshop held at Region 9 on 12/8/15 hosted by e-rate central - Caroline Wolf.

E-Waste from Region 9 is ready to dispose of & Dr. Miller has made arrangements to allow us a special drop - E-Waste is up for your approval today and then ready to send to state auditor

Support in partnership with WIOA program to implement staff wide at Region 9 a new Time Study "Time Tag" program on January 5th 2016.

Ticket System for November 2015: Corona-36, Carrizozo-30, Capitan-71, Cloudcroft-31, Hondo-34, Region IX-34, Moodle training-2, Powerschool/Testing, R9 Innovations-2.

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### **Special Projects**

Topic: Special Projects/Events Activity- October 2015: # of New IGAs-0, \$ of New IGAs-0, # of Amended IGAs-1, \$ of Amended IGAs-\$64,787, # of Contracts Executed-9, # of Events Supported-24, # of On-Site Training Days-28, # of Attendees at R9 Supported Events-743

Prepping for Full Participation Institute 12/15 - 12/16 - 500 participants. Due to overwhelming demand there has been another AP Symposium added: 1/19 - 1/20.

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e. **Executive Directors- revision of current evaluation Google Doc**

Evaluation will be done in January 2016 CC meeting.

f. **2014-2015 Auditor's Report**

Mr. Fierro reviewed the state audit report for REC 9 for FY2015. Reviewed ERB liability reported on the audit as required to report by GASBI and audit findings.

Discussion: Lightfoot asked Sean to move this item as an action item at next CC meeting in January 2016.

**8. Budget Adjustments(BAR)**

Discussion: none

Vigil moved to approve budget adjustments as presented

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

**9. Approval of unusable technology items-**

Discussion: Hard drives have been pulled and destroyed. A list will be sent to state auditors for approval.

Bickert moved to approve dispose of unusable technology equipment

Martin 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

**10. Approval of Request for Proposal- Network service for ITV**

Discussion: ITV RFP Band Bridge to be posted as a consortium. Ruidoso Schools would not participate.

Would like to use equipment for PLC.

Crawford moved to approve to post RFP for ITV Network services for participating REC 9 schools

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin. Bickert (abstained)

Opposed: none

**11. Approval of SBHC Pharmacy Policy and Procedures (google doc)**

Discussion: Pharmacy person to be change. No change to policy or procedures.

Bickert moved to approve pharmacy policy and procedure as presented

Espinoza 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

**12. Human Resources-**

Discussion: none

Bickert moved to accept resignation of the individual as presented

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

Discussion: none

Dempsey moved to approve the previous meeting minutes

Vigil 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Opposed: none

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**Resignations:**

Catherine Cory - Head Start Teacher Assistant

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**New Hires:**

Natasha Ryen - Head Start Food Transportation/Custodian/Bus Monitor- Capitan Site

Joanie Bingerman - Head Start Teacher- Capitan Site

Paula Sanchez - Head Start Teacher Assistant- Ruidoso Site

**13. Consider Executive Session pursuant to NMSA 10-5-1 Subsection H (7), Threatened or Pending Litigation**

Bickert motioned to go into executive session pursuant to NMSA 10-5-1 subsection H(7) to discuss threatened or pending litigation. No action will be taken in executive session, any action will be taken when the Coordinating Council convenes in open session.

Martin 2<sup>nd</sup>

Role Call - Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

**14. Return from Executive Session pursuant to NMSA 10-5-1 Subsection H (7), Threatened or Pending Litigation**

Bickert move to convene to open session

Crawford 2<sup>nd</sup>

Roll Call - Dempsey, Crawford, Vigil, Espinoza, Martin, Bickert

Note- Espinoza was unable to attend Executive Session due to an obligation that came up at his school.

**15. Adjournment**

Discussion: none

Vigil moved to adjourn

Dempsey 2nd

Voting-

All in favor: Dempsey, Crawford, Vigil, Martin, Bickert

Opposed: none

**Individuals in need of special accommodations, please contact Sean M. Wootton at 575.257.2368**