



Four Corners

Regional Education Cooperative #1

MEETING MINUTES AUGUST 1, 2019

- I. Welcome and Introductions – the meeting was called to order at 1:50 p.m.
- II. Roll Call and Determination of Quorum – a quorum was determined as follows:
 - Present:
 - Dr. Kimberly Mizell, Bloomfield Schools
 - Dr. Eugene Schmidt, Farmington Municipal Schools
 - Dr. Toni Hopper Pendergrass, San Juan College
 - Terrian Benn, Central Consolidated Schools
 - Mike Hyatt, Gallup-McKinley County Schools
 - Daniel Benavidez, Zuni Public Schools
 - Absent:
 - Kirk Carpenter, Aztec Municipal Schools
 - Also in Attendance:
 - Jodie Maestas, Bloomfield Schools
- III. Agenda Review and Approval – the agenda was reviewed with no changes noted. Dr. Schmidt moved to approve the meeting agenda and Mr. Benavidez seconded. The motion passed to approve the meeting agenda.
- IV. Previous Meeting Minutes – the minutes were reviewed with no changes noted. Dr. Pendergrass moved to approve the minutes and Ms. Benn seconded. The motion passed to approve the previous meeting minutes.
- V. Bank Account Signer Authorization – Mrs. Maestas, Business Manager, requested approval to be added as a signer to the bank account for purposes of accessing the account, not to write checks. The request was reviewed with no questions or concerns. Dr. Schmidt moved to approve the bank account signer authorization for Mrs. Jodie Maestas and Mr. Benavidez seconded. The motion passed to approve the bank account signer authorization for Mrs. Jodie Maestas.

- VI. Blanket Approval for All BAR s – Mrs. Maestas requested blanket approval for all BARs. This allows her to keep business flowing, decreasing the need for ‘special meetings’ and continue to serve the cooperation in a timely manner. Mr. Benavidez moved to approve the blanket request for all BARs with the request to send the financials to each entity prior to the next meeting and Dr. Pendergrass seconded. The motion passed to approve the request for blanket approval of all BARs.
- VII. Cooperative Non-Profit Review and Approval – the non-profit application was submitted after the approval on April 10th, however it was returned as it was not the correct application. The Secretary of State requires form DCOOP to be used for Cooperative Associations. This form requires an additional fee, a minimum of five incorporators and a minimum of five directors. Dr. Schmidt moved to approve form DCOOP for Cooperative Associations with the additional filing fee and Ms. Benn seconded. The motion passed to approve the submittal of the new form and filing fees.
- VIII. Discussion and Possible Action
- a. Director Applications – the members were given the applications received for the Half-Time REC Director. After a brief review the members decided to go into executive session to discuss the applications received.
 - b. CTE Grant Opportunity – the grant opportunity is due August 11th. The proposal is 80% course code and 20% soft skills for all Districts. SJC has a program that they currently utilize. Perhaps there are common programs within the Districts that can be written in to the proposal.
 - c. Plan of Action – Professional development to be prioritized and deployed to each District. Topics discussed were social emotional needs, student safety, cultural relevance, special education, and etc. It was mentioned that CES provides excellent training opportunities as well.
- IX. Financial Budget Reporting – Mrs. Maestas reviewed the budget including the software addition to the Bloomfield Schools software system to incorporate the REC. This will allow for W2s, checks, and 1099s to be ran as well as better accommodate the yearly audit. For the last year a write-off will be asked for since there were no expenditures. The bank account has been opened and the startup funds deposited.

X. Questions or Requests

- a. The members chose to go into executive session to review the Director applications received. Mr. Benavidez made a motion to go into executive session and Dr. Pendergrass seconded. The motion passed to go into executive session at 2:48 p.m.
- b. The members returned from executive session. Mr. Benavidez made a motion to return to open session and Mr. Hyatt seconded. The motion passed to return to open session at 3:05 p.m. The only matters discussed in executive session were the Director applications received. No action was requested from executive session.

XI. Next Board Meeting – the discussion of the next meeting took place. The members agreed on September 25, 2019 at 10:00 a.m. Dr. Mizell requested that each District send their professional development calendars prior to the meeting.

XII. Adjournment Approval – with all business matters discussed, Dr. Pendergrass moved to adjourn the meeting and Mr. Benavidez seconded. The motion passed to adjourn the meeting at 3:13 p.m.

Board Member Signature	Title	October 16, 2019 Date Approved
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