The following are minutes for the meeting of the Las Cruces Partnership for Community Schools Board meeting held at 1:30 p.m. on August 8, 2019 in the Conference Room 2007 A, second floor of City Hall, 700 N. Main, Las Cruces, NM.

MEMBERS PRESENT:
Chairman Greg Smith, Councilor District 2
Vice-Chair Wendi Miller-Tomlinson, LCPS Associate Superintendent for Curriculum
Brian Kavanaugh, CEO FYI
Susan Wightman Brown, Interim Dean of College of Education NMSU
Amanda Barela, LCPS
Ashley Echavarria, CEO Boys and Girls Club Las Cruces
Councilor Kasandra Gandara, District 1
Denise Sheehan, LCPS – President, NEA Las Cruces
Councilor Yvonne Flores, District 6

MEMBERS ABSENT:
Stacy Gherardi, NMSU
Terrie Dallman, LCPS Board Vice President
Maria Flores, LCPS Board

OTHERS PRESENT:
Lynn Gallagher, QoL Director
Angie Carreon, Exec. Assistant to Brian Kavanaugh
Jill Rockhill, QoL Senior Office Manager - Recording Secretary
Julianne Lackey, Applicant for Non-Voting Board Membership
David Greenberg, LCPS Community Schools
Gregory Shervanick, Resident

I. CALL TO ORDER (1:30 PM): Chairman Smith called the meeting to order. A quorum was present. Introductions were made.

II. APPROVAL OF MINUTES 7-15-19: The minutes of the 7-15-19 meeting were reviewed by members. Board Member Kavanaugh moved to accept the minutes as presented. Seconded by Board Member Councilor Gandara. All approved.

III. ACTION ITEMS

   a. Approval of up to $92,000.00 from City of Las Cruces to fund salary and benefits of Community School Coordinator: Chairman Smith introduced the action item and asked Mr. Greenberg to provide more
information. Mr. Greenberg reported that the Las Cruces City Council unanimously passed a $100,000 budget adjustment request for LCPCS. This funding is for an additional community school. The JPA specifies that funding needs to be approved by the LCPCS Board before it's allocated. Policy and Practice Committee recommended that two Community Schools be launched this year, one at Dona Ana and one at Booker T. A third one at McArthur may launch pending State approval of funding. Chairman Smith asked for a motion to approve the $92,000 to fund salary and benefits. Motion made by Board Member Sheehan and seconded by Board Member Councilor Flores. All approved.

b. Approval of up to $2,000.00 for graphic design services, including a logo and newsletter development: Chairman Smith introduced the action item and asked Mr. Greenberg to provide more information. Mr. Greenberg stated these funds would include the newsletter production service (~$100.00/month). This would also include logo development and any other graphic design services. Chairman Smith asked for a motion to approve the $2,000 to fund graphic design services. Motion made by Board Member Councilor Flores and seconded by Board Member Brown. All approved.

c. Approval of a process for disbursement of funds: Community School funds appropriated by the City of Las Cruces, will be expended by the Las Cruces Public Schools and billed to the City of Las Cruces on a monthly basis. Mr. Greenberg advised that this request for approval was from the LCPS. The Board discussed what was being requested. Ms. Gallagher reported that the LCPS is the fiscal agent under the JPA. The JPA creates the fiduciary link. The bylaws state that the LCPCS Board determines disbursements of funds. The Board discussed criteria and guidelines for the expenditure and tracking of funds. Ms. Gallagher reminded the board that the approved letter from this board to request City Council approve the budget adjustment for the $100,000, contained a detailed budget that outlined how all these funds would be utilized. Board Member Kavanaugh advised that a monitoring tool would need to be built to specifically see what it cost to run a community school and to allow oversight for the board. Ms. Gallagher clarified that the bylaws allow the flexibility to set up the parameters by which this board allocates or disburses funds. Chairman Smith asked for a motion to approve the process for disbursement of funds with the added requirement of documentation detailing the expenditure requested, as well as a quarterly report of expenditures after this Board creates a budget for the community schools. This includes monthly disbursement and invoicing, a system from the finance committee that lays out the way the board wants to see reporting and accountability over funds from LCPS, and a process for requesting funds from the board at future meetings. The purpose of this action item is to inform LCPS that there is funding so they can initiate the process of posting the Coordinator position.
Motion made by Board Member Councilor Flores and seconded by Board Member Councilor Gandara. All approved.

d. Selection of Non-Voting Members: Chairman Smith asked Mr. Greenberg to give more information. Mr. Greenberg introduced Julianne Lackey, one of the candidates for the Non-Voting Member applicants. The other applicant, Margaret Mendoza, was not present for the meeting. Mr. Greenberg gave the members some background on the applicants. Chairman Smith invited Ms. Lackey to address the Board. Ms. Lackey provided information about why she wanted to be involved with this board and what she felt her role would be as a non-voting member. Chairman Smith asked for a motion to accept Ms. Lackey as a non-voting ex-officio member of the board. Motion made by Board Member Councilor Gandara and seconded by Board Member Brown. All approved.

There were comments presented concerning Ms. Mendoza as an applicant, as she is running for a position on the LCPS Board. Chairman Smith asked for a motion to table the action on Ms. Mendoza’s application until after the November 5 election. Motion to table made by Board Member Councilor Flores. Second by Board Member Echavarria. All approved. Chairman Smith asked Mr. Greenberg to relay this information to Ms. Mendoza.

IV. DISCUSSION ITEMS:

a. Status Update: Public Education Department (PED) Request for Proposal. Mr. Greenberg reported that the PED grant application has been released and the deadline to submit is August 30. Mr. Greenberg handed out a draft of the grant applications – a planning grant, an implementation grant, and rubric about the responses the PED is looking for from the application questions. Mr. Greenberg recommended various sections of the applications be disseminated to the committees to review and evaluate.

b. Committee Breakout Sessions. Mr. Greenberg explained the information provided for the committees for discussion in a breakout group.

c. Committee Reports: The Board reconvened and each committee reported on immediate procedural tasks, substantive tasks, and next steps for their committee as follows:

- Results and Assessment Committee: The committee provided some feedback regarding cultural and linguistic relevancy being highlight in applications. The committee also mentioned the importance of the tense that the application is written in to show the actions that are already taking place to better indicate what this funding will be used for.

- Communications and Stakeholder Engagement Committee: Board Member Councilor Flores reported that they will be following up on the
coordination with City’s PIO, Udell Vigil. Additionally, there is an idea to have a contest to have children create the logo with the presentation and announcement of the winner at a City Council meeting. A prize for the winner was also discussed. The committee decided to go with Rachel Courtney to provide the graphics services. The committee would like the newsletter to be a bi-lingual publication. The logistics of translation services were discussed. The availability of the newsletter was also discussed.

- **Policy and Practice Committee**: The Committee also discussed attendance and what’s consistent with State law with chronic absenteeism; and offered Mr. Greenberg to run that data. The committee discussed the needs assessment and the importance of having accurate and representative data. The importance of integrating more culturally appropriate information, in terms of outreach in the needs assessment to expand from homelessness to include undocumented parents and parents with disabilities; make it a more comprehensive list of issues faced by parents.

- **Finance and Resource Development Committee**: Mr. Kavanaugh reported that the Finance Committee would be meeting the following week and review the latest draft proposal at that time.

V. Agenda Items Requested

VI. Next Meeting Date – September 12, 2019, 1:30 p.m. same location.

VI. ADJOURN- Meeting was adjourned at 3:11 p.m.

Chairperson

Approved