



The following are minutes for the meeting of the **Las Cruces Partnership for Community Schools Board meeting** held at 1:30 p.m. on April 11, 2019 in the Conference Room 2007C, second floor of City Hall, 700 N. Main, Las Cruces, NM.

**MEMBERS PRESENT:**

- Chairman Greg Smith, Councilor District 2
- Councilor Kasandra Gandara, District 1
- Councilor Yvonne Flores, District 6
- Wendi Miller-Tomlinson, Vice-Chair & LCPS Associate Superintendent for Curriculum
- Terrie Dallman, LCPS Board Vice President
- Maria Flores, LCPS Board

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

- Jill Rockhill, QoL Senior Office Manager - Recording Secretary
- Lynn Gallagher, QoL Director
- David Dollahon, Assistant City Manager - Operations
- David Greenberg, LCPS Community Schools
- Mary Parr Sanchez, LCPS
- Amanda Barela, NEA Las Cruces
- Stacy Gherardi, NMSU
- Denise Sheehan, LCPS – President, NEA Las Cruces
- Ashley Echavarria, CEO Boys and Girls Club Las Cruces
- Brian Kavanaugh, CEO FYI
- Angie Carreon, Executive Assistant to Mr. Kavanaugh
- Susan Brown, Interim Dean of College of Education NMSU

**I. CALL TO ORDER (1:30 PM):** Chairman Smith called the meeting to order. A quorum was established.

**II. APPROVAL OF MINUTES 3-14-19**

The minutes of the 3-14-19 meeting were reviewed by members. Board Member Dallman moved to accept the minutes as presented. Seconded by Board Member Gandara. All approved

**III. ACTION ITEMS**

- a. Approval of Additional Party Board Members**

1 Chairman Smith introduced Mr. Greenberg to open the discussion on the  
2 topic. Mr. Greenberg summarized the discussion and actions the Board  
3 took at the last meeting i.e. approving a letter that was an invitation to six  
4 addition voting board members. The Joint Powers Agreement allows for six  
5 additional voting members from three different entities: NMSU, Non-Profit  
6 Community, and NEA-Las Cruces. All the individuals invited have accepted  
7 the invitation and were present at the meeting. The invitation requested a  
8 resume and any potential conflicts of interest. Two disclosures (Boys and  
9 Girls Club, and Families and Youth) were received regarding ongoing work  
10 with Lynn Middle School, the first community school in Las Cruces.  
11 Chairman Smith asked for a motion to accept the whole slate of nominees  
12 or move through the nominees one by one. Board Member Miller-  
13 Tomlinson moved to accept the whole slate. Second by Board Member Ms.  
14 Flores. All approved.

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16 **b. Approval of By-Laws**

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18 Chairman Smith introduced the Draft Operating Procedures, Las Cruces  
19 Partnership for Community Schools, and asked Mr. Greenberg for  
20 introductory comments. Mr. Greenberg reported that staff took feedback  
21 from the Board and made those edits --- adding the vision state, in addition  
22 to the mission statement. The by-laws were sent out to the new board  
23 members for their review. Ms. Gallagher noted that one of the discussions  
24 from the last meeting was regarding the appointment of members – under  
25 the “Officers” section a recording secretary was to be added. It was  
26 determined that because the Board has the authority already – rather than  
27 identifying in By-Laws a specific position as a Recording Secretary. Mr.  
28 Kavanaugh inquired if proxies was address in the by-laws. Ms. Parr  
29 Sanchez supported having proxies. Chairman Smith recommended  
30 approving the By-Laws and then as there is a better sense of amendments  
31 are necessary, they be addressed as they arise. Councilor Gandara moved  
32 to table the approval of the By-Laws to the next meeting. Second by  
33 Councilor Flores.

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35 **c. Appointment of Staff**

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37 Chairman Smith introduced Mr. Greenberg, who deferred to Ms. Gallagher.  
38 Ms. Gallagher noted that the Joint Powers Agreement (JPA) and draft By-  
39 Laws allow for the Board to select certain staff members to performs certain  
40 duties and functions for the Board. There are some functions that Mr.  
41 Greenberg and Ms. Rockhill perform that are important to delineate. The  
42 meeting packet contained a sheet with the two items:

- 43 1. LCPCS Coordinator David Greenberg duties and  
44 assignments;
- 45 2. Jill Rockhill Staff Recording Secretary duties and  
46 assignments;

1  
2 Chairman Smith asked for a motion to approved the appointment of staff as  
3 delineated on the Appointed Staff Duties. Moved by Board Member  
4 Councilor Flores and seconded by Board Member Councilor Gandara. All  
5 approved.  
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7 **IV. DISCUSSION ITEMS:**  
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9 **a. Committee Formation**

10 Chairman Smith introduced Ms. Parr Sanchez to discuss. Mr. Greenberg  
11 presented the "Las Cruces Partnership of Community School Committees"  
12 document. Mr. Greenberg requested that after discussion of the document  
13 at this meeting he requested the document be an action item to appointment  
14 members to committees at the May meeting. There will be four different  
15 committees: Policy and Practice; Finance and Resource Development;  
16 Communication and Community Engagement; and Evaluation.

17 The current by-laws state that the Chair shall appoint the members and  
18 chairs of committees, subject to the approval of the Board. The Chair of  
19 each committee must be a voting board member. Chairman Smith asked  
20 for expression of interest and background from the board members of  
21 committees they wished to be of service. The Board discussed the various  
22 committees. Chairman Smith requested all the Board Members review the  
23 Committees and the functions before the next meeting and communicate  
24 with Chairman Smith any interest of serving on certain committees.  
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27 **b. Next Steps for Interested Community Schools**

28 A list of 13 schools interested in becoming community schools was  
29 distributed in the packed. Chairman Smith stated that all the schools listed  
30 already expressed an interest. Chairman Smith introduced Mr. Greenberg  
31 for additional comments from those interested and the next actions. Mr.  
32 Greenberg reported that the Community Schools Act was signed by the  
33 New Mexico Governor in early April and thanked everyone for their support.  
34 Request for Proposals will come out within the next few months. Mr.  
35 Greenberg recommended begin the process of narrowing down on behalf  
36 of which schools the RFPs would be submitted. There will be another  
37 discussion on sources of funding available now. The Board discussed the  
38 criteria schools need to show readiness and other information needed for  
39 preparing for responding to the RFP. Chairman Smith recommended the  
40 schools be placed in a matrix with more school specific data. Board  
41 Member Gandara recommended some strategic planning – objectives and  
42 strategies. Board Member Gandara also recommended that school  
43 selection criteria be developed. The Board discussed further.  
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45 **c. Potential Sources of Funding for Additional Community Schools**

1 Ms. Gallagher stated she believed this is work that needs to be vetted  
2 through the Finance Committee. One items – a proposal for the City of Las  
3 Cruces to fund the Partnership. In order to do that, a signed letter is needed  
4 (formal request from the LCPCS Board) from the Chairman to be submitted  
5 to go before City Council. That letter will need to be voted on at the next  
6 meeting. Chairman Smith directed that to be an action item for the next  
7 meeting.  
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9 **V. Set Next Meeting Date – May 9, 2019, 1:30 p.m. in Conference Room 2007A.**

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11 **VI. ADJOURN**

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17 Chairperson

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21 Approved