

**NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED
BOARD OF REGENTS REGULAR MEETING**

**April 23rd, 2015
Albuquerque, NM**

These minutes reflect the actual order of business, not necessarily the order of the agenda.

DRAFT – subject to approval by the NMSBVI Board of Regents

I. Call to Order: 9:00am, Thursday, April 23, 2015.

The regular meeting was called to order by President Christine Hall at 9:00, a.m., Thursday, April 23, 2015. Board members present: Christine Hall, Alicia McAninch, Alfred Sena, and Cathy Gray. Staff present: Superintendent Linda Lyle; Veronica Hernandez - Human Resources Director; Sylvia Hartley - Business and Finance Director; Danette Fuller – Director of Student Services; Margie Macias -Director of Institutional Support Services; Brenda Holmes- Director of the Residential Program in Alamogordo; Patty Beecher- Early Childhood Program Coordinator in Albuquerque and Herb Wright -Director of NMSBVI Foundation. John Williams – Executive Assistant to the Superintendent and Kimber Kniffin- Administrative Assistant were recorders.

II. Pledge of Allegiance.

The Pledge of Allegiance was led by Regent Sena

III. Introduction of Guests.

Superintendent Linda Lyle announced that Wayne West the new database developer was in attendance to present the new database to the board during the Major Focus; Item IX. of the agenda.

Kimber Kniffin was also in attendance as the new administrative assistant to Superintendent, Linda Lyle and the Board of Regents. She will be doing the minutes after this meeting with the help of John Williams. She will be keeping her current duties as Outreach Administrative Assistant as well.

IV. Announcements – Board Comments.

Alicia McAninch –Wished everyone a good morning and welcomed Regent Gray to the Board. She stated that the meeting last night with the Foundation Board was a very meaningful and successful meeting. She congratulated all of our retirees and sincerely thanked them for all they had done. She also said they are very valued employees and she wished them all the best in whatever endeavors they will be moving on to. She wished them blessings and thanked them.

Alfred Sena- wished everyone good morning and stated that he would like to echo Regent McAninch's comments; the combined Foundation and Regent meeting will help the school's programs move forward. He also congratulated and welcomed Kimber Kniffin and applauded the excellent job that John Williams has done for them. He welcomed Regent Gray and congratulated her for being a part of this wonderful group.

Cathy Gray- Wished everyone a good morning and stated how excited she was to be a part of this board. She also extended thanks to John Williams who kept contacting the people in Santa Fe to complete the necessary steps to allow her to begin work with the board and, also to Kimber who has been very helpful. She hopes that her expertise as an educator will be helpful to the Board and the school.

Christine Hall – Wished everyone a good morning, welcomed Regent Gray and stated that she is so happy that Regent Gray is here. She added that Regent Gray's expertise in education will be very helpful to the board. The Board lost the Regent who had that background. She then thanked the people retiring; John Williams and Danette Fuller. She said she is sad to see them go but is happy for them. She wished them fun and happiness. She mentioned that the National Federation of the Blind (NFB) of NM Convention was held a couple of weeks ago and it was the biggest to date. They had 228 people registered and 249 people at the banquet. Superintendent Lyle spoke at the banquet and was well received, as always. Regent Hall mentioned that the meeting last night was very beneficial not only for us but for the foundation.

V. Input.

A. Public Input.

There was no one present for public input.

B. Parent Input.

There was no one present for parent input.

VI. Board Activities

A. Agenda.

Superintendent Linda Lyle proposed the following changes based on Regent Sena's need to leave early today. The lobbyists are coming at 10:30; she proposed that, following her report, the Board move immediately into Executive Session and that after the executive session move to item XI.D. the proposed budget for FY 2016 so that Regent Sena can attend and participate.

UPON A MOTION by Regent McAninch, seconded by Regent Gray, the Board moved to approve the agenda for April 23, 2015 as revised. (Carried unanimously)

B. Minutes, Special Meeting of March 26, 2015.

President Hall asked if there were any corrections to the presented minutes. There were no corrections.

UPON A MOTION by Regent McAninch, seconded by Regent Sena, the Board moved to approve the minutes of the Special Meeting of March 26, 2015 as presented. (Carried unanimously)

C. Superintendent's Report.

Superintendent Lyle stated that she has nothing to add to the presented report. She asked if there were any questions. There were no questions. **President Hall** thanked Superintendent Lyle for her report. **Superintendent Lyle** pointed out that she did put the State transition plan in for the Unified English Braille (UEB). The state has chosen to be a NEMETH State, however, like a lot of other states New Mexico will produce a math book in UEB if that is the preference of the instructor, based on the needs of the student. There is a lot of concern nationally because of the cost of having to produce math in two translations. The STEM groups who work in the field of blindness called for continuation of NEMETH. **Regent McAninch** mentioned that she saw a flyer on the door stating that NMSBVI is having UEB training on the 24th of April and asked who will be involved. **Superintendent Lyle** answered that 31 educators from all over the State are coming in to learn UEB. Cece Quintana is the instructor. NM AER and NMSBVI are sponsoring the training. Dr. Loana Mason will teach another class in the fall. NMSBVI has also been encouraging everyone to sign up for the Hadley course through our list serve. **President Hall** asked who will teach at the Prison. **Superintendent Lyle** stated that we don't know yet. Cheryl Petree who runs the IRC is going to head up the program and she will do some of the teaching. **Superintendent Lyle** said she

has an email from the Warden who indicates that he is ready to start. **President Hall** stated that as long as their interest is peaked let's keep it going.

VIII. Executive Session.

9:17am to 11:40am, April 23, 2015

UPON A MOTION by Regent McAninch, seconded by Regent Sena, the Board moved to go into executive session at 9:17 am, Thursday, April 23, 2015 in accordance with Section 10-15-1 of the New Mexico Open Meetings Act to discuss: Limited Personnel Issues; Confidential Student Information; Hiring of New Certified Staff; Legal Issues; Superintendent's Evaluation Preliminary. Participating will be Regents McAninch, Sena, Gray and Hall, and Linda Lyle, Superintendent. Roll call vote: Regent McAninch – aye, Regent Sena – aye Regent Gray– aye, Regent Hall - aye.

UPON A MOTION by Regent McAninch, seconded by Regent Gray, the Board moved to come out of Executive Session at 10:40am Thursday, April 23, 2015, in accordance with Section 10-15-1 of the New Mexico Open Meetings Act where the only items discussed were: Limited Personnel Issues; Confidential Student Information; 9 month employee contracts; Legal Issues; Superintendent's Evaluation Preliminary. Roll call vote: Regent McAninch – aye, Regent Sena – aye; Regent Gray – aye; Regent Hall – aye.

UPON A MOTION by Regent McAninch and seconded by Regent Gray, at 10:42am on Thursday April 23, 2015 the Board moved to approve the 9 month employee contract renewals as amended. (Carried unanimously)

XI. Other Items:

G. Legislative/ Lobbyist Update.

President Hall welcomed Jeremy Rutherford and Deborah Torza, The Rutherford Group, Legislative Lobbyists for NMSBVI. **Superintendent Lyle** introduced them to our new Regent Cathy Gray and Regent Al Sena. **Jeremy Rutherford** stated that Tom Rutherford has retired and so there is just he and Deborah Torza. He reported that the Albuquerque Campus has two new state representatives; Representative Jim Dines and Representative Andres Romero. **Jeremy Rutherford** stated that Representative Dines is very excited to be engaged with the school. He wants to come for a visit before the graduation and has committed to coming to the graduation. **Jeremy Rutherford** stated that they want to encourage NMSBVI to invite any legislator to come and visit the school during a school day so they can see it in action. **President Hall** asked if we still have the Representative for Alamogordo; Yvette Herrell. **Superintendent Lyle** stated, yes we do. **Superintendent Lyle** explained that each year we produce the agenda for one of the full sessions in Braille and it gives the legislators the opportunity to talk about the School for the Blind on the floor so the House and the Senate can talk about our work. **Jeremy Rutherford** stated that they have a daily agenda in which they do a facsimile of the first page in Braille. **Jeremy Rutherford** announced that there was another attempt this year to pass legislation to use Land Grant permanent fund money to fund early childhood education. This year, there was an amendment to make Charter Schools eligible to receive that money. That was a really big issue with Senator Rodriguez, one of the legislators who supports the NM School for the Deaf. The lobbyists helped her find support to stop the bill. **Deborah Torza** stated that they worked to amend a bill that would expand the role of Occupational Therapists. The original bill was written in a way that might make it possible for school districts to utilize an Occupational Therapist in the role of a Teacher of the Visually Impaired (TVI). The amended bill was pocket vetoed by the Governor. **Jeremy Rutherford** stated that they are also working on getting a group of legislators together to find ways to increase revenue. Representative Jimmy Hall and Senator Burt will head up this effort. **Superintendent Lyle** stated that another challenge is that we know we will have decreased distribution in FY17 as a result of the sunset of the bill. Because the permanent fund has done well, our distributions continue to rise. **Superintendent Lyle** stated that increased funding will have to be related to program development **Deborah Torza** stated that

they were please to meet the new Land Commissioner, Aubrey Dunn. They would like to get him to the ECP for a tour as well as graduation. The Governor has come to visit the ECP. **Patty Beecher** pointed out that the Governor also spent time with our students to do the ad campaign for the Governor's Ball. **Regent McAninch** thanked Jeremy Rutherford and Deborah Torza for all of their work and added that we look forward to the continued partnership with them. **Deborah Torza** stated that this school has an incredibly good reputation and is highly thought of at the Capital. Legislators love the school and Superintendent Lyle does a good job at presenting in Santa Fe. It is great to work for a school that has such a great reputation. She stated that she is very proud. **Herb Wright** shared that Workplace Dynamics recently voted us one of the best workplaces in New Mexico. **Deborah Torza** stated that she and Jeremy Rutherford will do whatever they can to help the school. **Superintendent Lyle** thanked them for being so responsive to NMSBVI and the Board of Regents.

D. FY16 Budget Proposal.

Superintendent Lyle presented the FY16 Budget Proposal for the Board's review and approval. She thanked Veronica Hernandez and Sylvia Hartley for the many hours of work that went into the development of this budget.

She presented the following chart which summarizes the FY16 Operating Budget with a comparison to last year.

	FY15 Revenue	FY16 Revenue	Increase/(Decrease)
Unrestricted	\$13,236,898	\$14,443,950	\$1,291,052
Restricted	\$772,994	\$841,550.94	\$68,557
Capital Outlay	\$6,609,543	\$84,000	(\$6,609,543)
Total Revenue	\$20,619,435	\$15,369,501	(\$5,249,934)
	FY15 Expense	FY16 Expense	Increase/(Decrease)
Unrestricted	\$14,784,483	\$15,301,580	\$517,097
Restricted	\$772,994	\$841,551	\$68,557
Capital Outlay	\$6,909,543	\$384,000	(6,525,543)
Total Expense	\$22,467,020	\$16,527,131	(\$5,939,889)
Variance-Quasi Endowment	(\$1,847,585)	(\$1,157,630)	689,955

Following her review of the total revenues and expenditures budgeted for FY16 **Superintendent Lyle** stated that the proposed budget figures reflect a 3.0% pay increase for staff. Due to the increased difficulty in finding highly qualified staff for our school, and the importance of our ability to retain highly qualified staff, she would like to recommend that the Board of Regents approve a 4.5% salary increase for staff. This additional 1.5% will communicate to our staff how important to NMSBVI they are, and will allow us to be much more competitive in our efforts to attract highly qualified staff, which is critical to the continued growth of services and programs. The total cost for this additional 1.5% salary increase is approximately \$140,000.00.

Veronica Hernandez stated that if the proposed additional salary increase is approved by the Board she will prepare a document that reflects the adjusted budget figures for the Board's signature.

The Board supported the presented FY16 budget proposal and the recommended 4.5% salary increase versus a 3.0% salary increase.

UPON A MOTION by Regent Sena, seconded by Regent McAninch, the Board moved to approve the FY16 Budget Proposal with a 4.5% salary increase versus the 3.0% reflected in the budget . (Carried unanimously)

Regent Sena stated that over the past few years we've been unable to do anything toward salaries. He stated that this is one way that we can help demonstrate to our staff the value they represent to our organization and most importantly to our children. It's a difficult thing to maintain such a high level of performance with such demands and little monetary rewards.

Superintendent Lyle stated that our staff will be so thankful. She also shared that she did an interview for the workplace article that they are doing and the gentleman who did the interview said he found it fascinating that not one of our employees mentioned compensation. They talked about mission, teamwork, collaboration. She feels being able to say thank you to them with an increase is fantastic.

VII. Business and Finance.

A. thru D. January & February 2015 Financial Reports.

Sylvia Hartley presented the Financial Reports for January and February 2015, including:
Investment Report
Statement of Net Assets
Statement of Cash Flows
Board Chart

Sylvia Hartley reviewed the contents of all of the presented reports. She stated that she would be happy to answer any questions that the Board may have. There were no questions.

UPON A MOTION by Regent McAninch, seconded by Regent Sena, the Board moved to approve the January and February 2015 financial reports as presented. (Carried unanimously)

E. SIC Investment Withdrawal Request.

Sylvia Hartley presented a rebalance and funds withdrawal request from our State Investment Council (SIC) portfolio. She reviewed the details of the rebalance, and stated that the total amount request for withdrawal is \$500,000.00. Following her review she stated that she would be happy to answer any questions that the board may have. There were no questions.

UPON A MOTION by Regent Sena, seconded by Regent Gray the Board moved to approve the request to rebalance and withdraw funds from our State Investment Counsel Portfolio, as presented. (Carried unanimously)

Regent Sena addressed President Hall and the Board to announce that at this time he must depart the meeting to attend to other business. (11:42am)

F. Foundation Report.

Regent McAninch reviewed the foundation report . The school has not heard about the proceeds from the Governor's Ball. These funds will be used to resurface the ECP

playground. The school contributed several items for the silent auction at the Governor's Ball and filled four tables.

IX. Major Focus: Demonstration of the Seeker Database- Wayne West, IS&T

Superintendent Lyle introduced Wayne West, NMSBVI Database Developer whose office is at the Alamogordo Campus. **Wayne West** briefed the Board on the new, comprehensive Database he is developing for the state. Following his presentation the Board thanked Wayne West for his hard work and dedication to this project.

X. Policies & Procedures.

A. Review of NMSBVI Policy 025, Evaluation of the Superintendent

Superintendent Lyle presented Policy 025 for the Board's review and approval. She stated that there are no recommended revisions. This policy is presented to the board as part of the annual review.

UPON A MOTION by Regent McAninch, seconded by Regent Gray, The Board moved to approve NMSBVI Policy 025 Evaluation of the Superintendent, with no recommended revisions, as presented. (Carried unanimously)

XI. Other Items.

A. Personnel Report.

Veronica Hernandez, stated that she had a revision to the Personnel Report . Natalie Yannarely, Elementary Instructor at the Alamogordo Campus has resigned. **Veronica Hernandez** also requested adding Chuck Warner to the retirement list.

B. Program Updates/ Quarterly Reports.

Brenda Holmes, Director of Residential Programs asked if there were any questions regarding the quarterly report for student enrollment. She reviewed the report. 27 Students enrolled with 3 students receiving direct itinerant VI services, 9 students receiving the consult service which brings the total to 39 students. Dr. Randall Martin our Physical Therapist, wanted to give them a wrap up of the adaptive ski program. He reports that 13 students participated and it went extremely well. They worked on building student relationships, independence and balance. He felt that every year that it takes place they reach a higher quality program for our students. Michaela Wadley, the transitions counselor, for the seniors, reports that one senior applied at UNM to do music and she hopes to one day own her own ranch. Two seniors have received acceptance letters from NMSU and one is going for early childhood because her major goal is to work at the Anchor Center for Blind Children in Denver, Colorado. The other senior is going to be pursuing Psychology. She is already a strong advocate for individual's rights so she wants to pursue that. The fourth senior is going to return to participate in the post-secondary program. A professor from New Mexico State University – Alamogordo recently contacted the school regarding a senior who is taking Advanced Ceramics. The professor stated that if the state funds do not come through to support this student, he will make sure that the student is accepted and supported with his advanced art classes. There will be 6 camps this summer. **Regent Gray** asked how many students attend each camp. **Brenda Holmes** stated that the number of camp participants will vary. At the present time it appears that one camp will have 5 students, and another will have 7.

Danette Fuller stated that we currently have five new students scheduled to start school on the residential campus in the fall with the possibility of four additional students starting the year as well. Danette Fuller and Julie Johnson attended the Council of Schools for the Blind (COSB) Outreach Forum in Indianapolis last week. They toured the Indiana School for the

Blind and Jim Durst; their Superintendent said something that stuck with her. He said, "It's not the number of students that we have enrolled, but it's the number of students that we serve." When she came back she made a list and found that, in addition to the students we serve on campus and the students we serve through our Mentor Program, there are 12 more school districts in which staff from the Alamogordo Campus have gone to work with teachers and students. We are getting our hands on students around the State. She reported that they have done interviews for the Personnel Prep Program. They will have done 25 interviews by next week. She had phone calls from 3 different districts asking how they can get someone in the program, so they made an exception to allow them to get in. It will stretch Outreach in order to mentor these new people in addition to the 9 who are still second year cohort. They are spread out throughout the State. Julie Johnson has been traveling with her and spending time with her on campus to learn the job she will be taking over after Danette Fuller has retired. The Regents thanked Danette Fuller for her report and extended thanks for her job and that they will miss her. **Regent McAninch** also thanked Danette Fuller for sharing the quote from Jim Durst about the fact that it is the number of students we serve that is important. We need to inform people of the many students we serve and the many ways we do that. **Superintendent Lyle** advised we do not have any other program coordinators in attendance and asked if there were any other questions. **Regent McAninch** asked how many graduates are coming out of the ECP this year. **Superintendent Lyle** answered that she thought it was about 20.

C. FY15 Final Budget Adjustments.

Sylvia Hartley presented the FY15 Final Budget Adjustment Request for the Board's review and approval. She reviewed the contents of the request. Following her review she stated that she would be happy to answer any questions that the board may have. There were no questions.

UPON A MOTION by Regent McAninch, seconded by Regent Gray the Board moved to approve the FY2015 Final Budget Adjustment request, as presented. (Carried unanimously)

E. 2015-2016 Residential and ECP School Calendars.

Superintendent Lyle presented the 2015-2016 Residential Campus School Calendar for the Board's review and approval. **Veronica Hernandez** stated that 12 Month staff works 260 days. This year we will have 262 days. Two additional holidays are built into the calendar. They called them Regents days. **Superintendent Lyle** then presented the 2015-2016 ECP School Calendar stating that it was built with the same components as the Residential Campus except the Spring Break dates which were set to coincide with Albuquerque Public Schools Scheduled Spring Break. They also start school a week earlier.

UPON A MOTION by Regent McAninch, seconded by Regent Gray the Board moved to approve the 2015-2016 Residential and Early Childhood Program Calendars, as presented. (Carried unanimously)

F. 2015-2016 Board of Regents Meeting Calendar.

Superintendent Lyle presented the 2015-2016 Board of Regents Calendar to the Board with no recommended changes from the previous year. Meetings remain scheduled on Thursdays. All of the Regents agreed to the proposed meeting dates.

UPON A MOTION by Regent Gray, seconded by Regent McAninch, the Board moved to approve the 2015-2016 Board of Regents Calendar as presented. (Carried unanimously)

H. Capital Projects Update

Margie Macias apologized for not attending last night's Foundation Board and Board of Regents Meeting. She was very ill after her drive up from Alamogordo and was not able to attend. **Margie Macias** stated that the RFP for the Health Services and Jack Hall Building

renovation was advertised this last week and a pre-proposal meeting is scheduled for next Tuesday. A contractor should be on site by the end of June or first part of July. This is contingent on approval from PSFA. During April 2015 Special Meeting the Board approved proceeding with the re-surfacing of the playground at the ECP for \$67,000.00. The school has continued to negotiate with both ExerPlay and the soft tile manufacturer. They have agreed to drop the cost to \$43,000. It is scheduled to start on Tuesday May 26th, the day after Memorial Day. The playground will be completed early in the summer and ready when the students return. **Regent McAninch** asked about the environmental report for Ditzler and for the Old WEC buildings. **Margie Macias** stated that since we do not have complete drawings we feel like we need to have more things surveyed. She advised that soon they should be able to put out an RFP for abatement. She explained that they are being very conscientious about how they go about this project because extent of the of the asbestos. She wants to make sure that asbestos issues are uncovered and resolved prior to the start of construction.

XII. Information to the Board.

A. Board Meeting Schedule.

The next Regular Meeting of the Board of Regents will be held on Wednesday, May 20th at the ECP. The Board is invited to attend the ECP Graduation on Thursday, May 21st and to the Residential Campus Graduation on Friday, May 22nd.

B. Report of Revenues and Expenditures-January & February 2015

C. Correspondence/ Newspaper Articles

D. Supplementary Packet

1. Activity Fund Checklist-February and March 2015
2. General Fund checklist-February & March 2015

XIII. Meeting Adjourned at 1:28 p.m., Thursday, April 23, 2015.

_____(Approved 5/20/15)_____
Christine Hall, President
NMSBVI Board of Regents

_____(Approved 5.20/15)_____
Linda M. Lyle, Superintendent