



**NEW MEXICO SCHOOL BOARDS ASSOCIATION  
2018 BOARD MEMBER INSTITUTE**

**February 8-10, 2018**

**Eldorado Hotel**

**309 W San Francisco Street, Santa Fe, NM**

***1 am...New Mexico Public Schools!***

**Thursday, February 8, 2018.....Eldorado Hotel/State Capitol**

7:00 AM Registration.....*Hotel Concourse*

7:00-8:30 AM Advocacy Breakfast.....*Eldorado Ballroom*  
*Sponsor: Cuddy & McCarthy Law Firm*

8:30-9:00 AM Overview of Day's Activities/Attendee Briefing.....*Eldorado Ballroom*

8:30-9:00 AM Buses run from Eldorado Hotel to State Capitol

9:00-10:00 AM Visits with Individual Legislators..... **State Capitol**

10:00-11:00 AM "I am New Mexico Public Schools Day"..... **State Capitol Rotunda**

- Press Conference – Ramon Montañó, President, New Mexico School Boards Association  
Speakers/Dignitaries Invited
  - Tom Gentzel, Executive Director, National School Boards Association
  - Secretary Christopher Ruskowski, NM Public Education Department
  - Senator Bill Soules, Chair, Senate Education Committee & Members
  - Rep. Stephanie Garcia Richard, Chair, House Education Committee & Members
  - New Mexico Education Partners
    - NM Superintendents Association
    - NEA New Mexico
    - AFT New Mexico/Albuquerque
    - NM Parent Teacher Association

11:00-1:00 PM Senate and House Floor Sessions.....**Senate & House Chambers**

- *Introduction of NMSBA Officers and School Board Members*

2:00-4:00 PM Visits with Individual Legislators.....**State Capitol**

3:00-4:00 PM Buses run from Capitol to Eldorado Hotel/Others

5:00 PM DINNER ON YOUR OWN

**NMSBA Committee Meetings..... Eldorado Hotel**

2:00 PM NMSBA Executive Board Meeting.....*Turquoise Room*

3:00 PM NMSBA Board of Directors Meeting.....*Anasazi South*



# NEW MEXICO SCHOOL BOARDS ASSOCIATION 2018 BOARD MEMBER INSTITUTE

<b>Friday, February 9, 2018</b>		<b>Eldorado Hotel</b>
7:00 AM	REGISTRATION & EXHIBITORS OPENING.....	<i>Hotel Concourse</i>
7:00 AM	LEGISLATIVE APPRECIATION BREAKFAST..... Senate and House Education Committee Members Invited <i>Sponsor: CES - Cooperative Education Services</i>	<i>Anasazi Ballroom</i>
8:00 AM	OPENING GENERAL SESSION..... Call to Order and Welcome..... Ramon Montano, NMSBA President Presentation of Colors.....Santa Fe High School NJROTC Pledge of Allegiance..... Pauline Jaramillo, NMSBA President-Elect Salute to the New Mexico Flag.....Arlan Ponder, NMSBA Vice President	<i>Grand Ballroom</i>
8:15 AM	2018 Legislative Session Update.....Sen. Bill Soules, Chair, Senate Education Committee Rep. Stephanie Garcia Richard, Chair, House Education Committee Senator Pete Campos, Member, Senate Finance Committee	
9:15 AM	Student Entertainment.....	<i>Artesia High School Choir</i>
9:30 AM	Education Panel Discussion.....NMSBA Executive Board & Christopher Ruskowski Secretary Designate, Public Education Department	
10:15 AM	BREAK..... <i>Sponsor: Ortiz &amp; Zamora Law Firm</i>	<i>Hotel Concourse</i>
10:30 AM	GENERAL SESSION II..... Greetings and Federal Update.....Thomas J. Gentzel, Executive Director National School Boards Association	<i>Grand Ballroom</i>
11:15 AM	Legislative Finance Committee Update.....Charles Sallee, Deputy Director Legislative Finance Committee	
12:00 AM	LUNCH BUFFET..... <i>Sponsor: George K. Baum &amp; Company</i>	<i>Anasazi Ballroom</i>
1:30-2:30 PM	CONCURRENT BREAKOUT SESSIONS (3).....	<i>See Breakout Grid</i>
2:30 PM	BREAK..... <i>Sponsors: Ortiz &amp; Zamora Law Firm</i>	<i>Hotel Concourse</i>
2:45-3:45 PM	CONCURRENT BREAKOUT SESSIONS (3).....	<i>See Breakout Grid</i>
4:00-5:00 PM	CONCURRENT BREAKOUT SESSIONS (3) .....	<i>See Breakout Grid</i>
5:00 PM	DINNER ON YOUR OWN	



# NEW MEXICO SCHOOL BOARDS ASSOCIATION 2018 BOARD MEMBER INSTITUTE

<b>Saturday, February 10, 2018</b> .....		<b>Eldorado Hotel</b>
7:30 AM	REGISTRATION.....	<i>Hotel Concourse</i>
	BREAKFAST BUFFET.....	<i>Anasazi Ballroom</i>
	<i>Sponsors: Walsh, Gallegos, Trevino, Russo &amp; Kyle</i>	
8:30–9:30 AM	CONCURRENT BREAKOUT SESSIONS (5).....	<i>See Breakout Grid</i>
9:30–9:45 AM	BREAK.....	<i>Pre-Function Lobby</i>
	<i>Sponsors: Ortiz &amp; Zamora Law Firm</i>	
9:45–10:45 AM	CONCURRENT BREAKOUT SESSIONS (6).....	<i>See Breakout Grid</i>
11:00–12:00	CONCURRENT BREAKOUT SESSIONS (6).....	<i>See Breakout Grid</i>
12:00 Noon	ADJOURN – Please Drive Home Safely!	

## BOARD INSTITUTE BREAKOUT SESSION GRID FRIDAY, FEBRUARY 9, 2018

ROOM	1:30 – 2:30 PM	2:45 – 3:45 PM	4:00 – 5:00 PM
<b>Grand Ballroom A</b> Theater 150	<b>Future-Proofing Students for the Digital and Innovation Economy</b> B. Peterson, Apple <b>Student Achievement &amp; Technology</b> <b>B/A</b>	<b>Rookie Mistakes: Common Errors by New Board Members</b> T. Ortiz Ortiz & Zamora LLC <b>Administration, Boardmanship and Legal Issues</b> <b>B</b>	<b>Competent and Professional Board Meetings</b> T. Ortiz Ortiz & Zamora LLC <b>Boardmanship, Community Relationships &amp; Legal Issues</b> <b>B/A</b>
<b>Grand Ballroom B</b> Theater 150	<b>Board Empowerment: What the Board can do under its authorities</b> A. Sanchez and J. Kennedy Cuddy & McCarthy, LLP <b>Boardmanship &amp; Legal Issues</b> <b>B/A</b>	<b>State and Federal Policy Update, Including the Effects of the New Federal Tax Law</b> L. Sanchez-Rivet and D. Castille Cuddy & McCarthy, LLP <b>Legislative Issues</b> <b>B/A</b>	<b>Board Member Ethics &amp; Governmental Conduct Act</b> D. Castille and A. Salazar Cuddy & McCarthy, LLP <b>Boardmanship, Community Relations and Legal Issues</b> <b>B/A</b>
<b>Zia</b> Theater 100	<b>NM Economic Outlook and Its Implications for State and School Finances</b> Dr. J. Mitchell UNM BBER <b>Finance and Legislative Issues</b> <b>B/A</b>	<b>Criminal Minds: Managing Law Enforcement and School District Relationships</b> E. Gallegos and B. Berenberg Walsh Gallegos Trevino Russo & Kyle, PC <b>Community Relations, Legal Issues, Personnel and Safety &amp; Wellness</b> <b>B/A</b>	<b>Inspiring Leaders, Teachers, and Students to Achieve their Full Potential – How School Boards Can Cast a Vision for Change</b> D. Rael and E. Peterson Public Education Department <b>Boardmanship and Student Achievement</b> <b>B/A</b>

**Level: Basic and/or Advanced**

## BOARD INSTITUTE BREAKOUT SESSION GRID SATURDAY, FEBRUARY 10, 2018

ROOM	8:30 – 9:30 AM	9:45 – 10:45 AM	11:00 AM – 12 Noon
<b>Grand Ballroom A</b> Theater 150	<b>Fraud Case Studies: Prevent Financial &amp; Reputation Loss in Your District</b> A. Jaramillo and S. Eliason Jaramillo Accounting Group LLC <b>Boardmanship, Finance, &amp; Legal Issues</b> B/A	<b>Preventing and Clearing Audit Findings</b> A. Jaramillo and S. Eliason Jaramillo Accounting Group LLC <b>Boardmanship, Finance, &amp; Legal Issues</b> B/A	<b>Active Shooter Procedures – Preparing for the Unthinkable</b> P. Timm Facility Engineering Associates <b>Safety &amp; Wellness</b> B
<b>Grand Ballroom B</b> Theater 150	<b>Managing Superintendent Evaluations &amp; Contracts</b> D. Castille and A. Sanchez Cuddy & McCarthy, LLP <b>Boardmanship &amp; Legal Issues</b> B/A	<b>HAZING: A Practical Approach to an Ongoing Problem</b> D. Castille and K. Kilgore, Cuddy & McCarthy, LLP <b>Administration, Boardmanship, Community Relations, Legal Issues, Safety &amp; Wellness and Student Achievement</b> B	<b>Sexual Harassment in the Advent of the #Me Too Generation</b> C. Helms and K. Kilgore Cuddy & McCarthy, LLP <b>Administration, Legal Issues, Personnel and Safety &amp; Wellness</b> B/A
<b>Zia A</b> Theater 60	<b>You Have the Capacity to Sue and be Sued. Now What?</b> B. Berenberg and E. Gallegos Walsh Gallegos Trevino Russo & Kyle <b>Administration, Boardmanship &amp; Legal Issues</b> B/A	<b>Navigating Immigration Laws in an Increasingly Global Community</b> R. Gabaldon and L. Churan Walsh Gallegos Trevino Russo & Kyle <b>Community Relations, Legal Issues, Legislative Issues &amp; Personnel</b> B/A	<b>Religious Expression in Public Schools</b> L. Churan and R. Gabaldon Walsh Gallegos Trevino Russo & Kyle <b>Legal Issues</b> B/A
<b>Zia B &amp; C</b> Theater 80	<b>Guns on Campus? Managing Staff and Student Safety</b> G. Zamora, Ortiz & Zamora J. Vautier, Poms and Associates <b>Boardmanship, Community Relations, Legal Issues and Safety &amp; Wellness</b> A	<b>Understanding Ethics &amp; Transparency Obligations</b> G. Zamora Ortiz & Zamora, LLC <b>Boardmanship, Community Relations, Legal Issues and Legislative Issues</b> B/A	<b>Community Campaigns: Building Support for Big Initiatives in Your District</b> G. Zamora Ortiz & Zamora, LLC <b>Boardmanship, Community Relations, Finance &amp; Legal Issues</b> A
<b>DeVargas</b> Theater 50	<b>Benefits of Early Planning and Facility Maintenance</b> M. Casias and L. Tillotson Public School Facilities Authority <b>Facilities Management</b> B/A	<b>Public School Capital Outlay Council Applications &amp; Funding Programs</b> C. Cano and O. Viorica Public School Facilities Authority <b>Facilities Management Technology</b> B/A	<b>“Breaking the Silence” New Mexico</b> P. Manuelito, MBM Candidate J. Henio, Thoreau Community Center <b>Safety and Wellness</b> B
<b>Anasazi South</b> Rounds 60	(Room not available)	<b>A Well-Defined Process for Replacing a Board Member by the Local Board</b> D. Peercy and B. Yager Albuquerque Public Schools <b>Boardmanship, Community Relations and Legal Issues</b> A	<b>What School Boards and schools must do to Ensure Educational Stability for Children in Foster Care</b> Dr. K. Meurer, APS <b>Legal Issues, Legislative Issues and Safety Wellness</b> B

Level: Basic and/or Advanced



# BOARD INSTITUTE BREAKOUT SESSION DESCRIPTIONS

February 9-10, 2018  
(Alphabetical Listing)

## 1. A Well-Defined Process for Replacing a Board Member by the Local Board

A board may need to replace a board member prior to the completion of the elected board member's term due to resignation, recall, or even death. The board legally must act within 45 days to make a selection or the NMPED has the authority to make the selection. This session provides a well-defined process for accomplishing the replacement.

**Dr. David Peercy and Brenda Yager, APS**

Topic Strand: Boardsmanship/Community Relations/Legal Issues                      Level: Advanced

## 2. Active Shooter Procedures – Preparing for the Unthinkable

Shots fired! We all hope to never hear that phrase at school. This session will help attendees with prevention strategies and effective emergency planning. Learn how to improve the security awareness of your teachers and staff. Learn how to protect students during both the school day and extracurricular events. Learn how to access helpful planning resources.

**Paul Timm, VP, Facility Engineering Associates**

Topic Strand: Safety and Wellness    Level: Basic

## 3. Benefits of Early Planning and Facility Maintenance

This session will cover the importance of a Facilities Master Plan as well as the information that contributes to the creation of the plan. In addition, this session will cover the importance of good maintenance and the impact it can have in the life of a facility. Participants in this session will leave with the information and tools needed to plan and care for their facilities.

**Martica Casias and Larry Tillotson, Public School Facilities Authority**

Topic Strand: Facilities Management    Level: Basic/Advanced

## 4. Board Empowerment: What the Board Can Do Under Its Authorities

What power and authority do school boards really have? This session will help board members to learn about the various statutes that establish the scope of powers and authority of the school board to oversee the operations of the School District.

**Andrew Sanchez and John F. Kennedy, Cuddy & McCarthy, LLP**

Topic Strand: Boardsmanship/Legal Issues    Level: Basic/Advanced

## 5. Board Member Ethics and the Governmental Conduct Act

This session will address how good faith compliance with the nepotism laws, Board Member's Code of Conduct, the Governmental Conduct Act, and the conflict of interest provisions of the Public School Code and Procurement Code will assist the Board in promoting transparency and public confidence in the conduct of District business.

**Daniel Castille and Andrea Salazar, Cuddy & McCarthy, LLP**

Topic Strand: Boardsmanship/Community Relations/Legal Issues                      Level: Basic/Advanced

## 6. "Breaking the Silence" New Mexico

An interactive stigma-busting curriculum for middle and high school students focused on replacing stereotypes with facts about mental illness so that youth are not ashamed to seek and get treatment for themselves or support a friend or family member. Education about mental illness is as important as academic achievement or any topic that impacts success in life.

**Priscilla Manuelito, MBM Candidate and Jasmine Henio, Thoreau Community Center**

Topic Strand: Safety and Wellness    Level: Basic

## 7. Community Campaigns: Building Support for Big Initiatives in Your District

Participants in the presentation will learn the purpose of community campaigns for building support for big initiatives that will modernize and improve your educational facilities and programs and for building positive perceptions of your school districts. The presentation will identify opportunities for community partnerships to build support for initiatives as well as discuss the usefulness of polling, advertising, earned media, radio and video for understanding and communicating effectively with the public.

**Geno Zamora, Ortiz and Zamora, LLC**

Topic Strand: Boardsmanship/Community Relations/Finance/  
Legal Issues    Level: Advanced

## 8. Competent and Professional Board Meetings

Come participate in a lively discussion of how to run a competent meeting, from agendas to public comment and everything in between. Learn how to avoid the common conflicts that board members experience in getting their work done.

**Tony F. Ortiz, Ortiz & Zamora**

Topic Strand: Boardsmanship/Community Relationships/  
Legal Issues

Level: Basic/Advanced

## 9. Criminal Minds: Managing Law Enforcement and School District Relationships

Whether it's a district school resource officer (SRO) or contracted law enforcement services, it can be a legal challenge for school officials (and their lawyers) to manage overlapping issues related to searches, questioning students, and investigations. Experienced school attorneys will discuss these matters, as well as, the nuts and bolts of formalizing these relationships in Board policy and through memoranda understanding.

**Elena Gallegos and Barry Berenberg, Walsh, Gallegos, Trevino, Russo & Kyle, PC**

Topic Strand: Community Relations/Legal Issues/  
Personnel/Safety & Wellness

Level: Basic/Advanced

## 10. Fraud Case Studies: Prevent Financial & Reputation Loss in Your District

Did you know the typical governmental organization loses 5% of their annual revenues due to fraud? Median loss is over \$150,000 and over 24% of cases are over \$1m in losses. Don't let this happen to your students, parents, staff, and community. Come learn from past mistakes in Districts and tips for how to prevent fraud, waste, and abuse.

**Audrey Jaramillo and Scott Eliason, Jaramillo Accounting Group, LLC**

Topic Strand: Boardsmanship/Finance/Legal Issues

Level: Basic/Advanced

## 11. Future-Proofing Students for the Digital and Innovation Economy

The 21st Century workplace is a rapidly changing environment. Apple believes all students must learn coding as a new basic skill regardless of the student's zip code. This interactive session will introduce school board members to Apple's new *Everyone Can Code Curriculum*. In this hands-on session, participants will learn about coding and experiment with coding themselves. No prior experience needed.

**Brian Peterson, Apple**

Topic Strand: Student Achievement/Technology

Level: Basic/Advanced

## 12. Guns on Campus? Managing Staff and Student Safety

This presentation is designed to address the Board and Administration questions and concerns about the safety and security of their students and staff to prevent or defend against an active shooter on campus. In light of recent local tragedies involving active shooters, many boards and administrators have raised the question of whether there should be an armed presence on campus, particularly on remote campuses. This presentation is intended to not only present applicable policies and laws, but to also foster a discussion among participants to identify best practices for each of their districts.

**Geno Zamora, Ortiz & Zamora, LLC and James Vautier, POMS & Associates**

Topic Strand: Boardsmanship/Community Relations/  
Legal Issues/Safety & Wellness

Level: Advanced

## 13. HAZING: A Practical Approach to an Ongoing Problem

Participants in this session will review 2017 cases of hazing in N.M. and nationally. Model policies, procedures, and best practices for educating staff and students about hazing in order to prevent the conduct will be explored. This is a legal issue in every school district. Do not let the next high profile hazing case happen on your watch.

**Daniel Castille and Karen Kilgore, Cuddy & McCarthy, LLP**

Topic Strand: Administration/Boardsmanship/Community Relation/  
Legal Issues/Safety & Wellness/Student Achievement

Level: Basic

## 14. Inspiring Leaders, Teachers, and students to achieve their Full Potential ... How School Boards Can Cast a Vision for Change

This session will provide participants an opportunity to gain a better understanding of strategies to turnaround low-performing schools and support continuous improvement efforts in all schools, and expand understanding of potential local school boards to drive, enable and sustain turnaround efforts.

**Debbie Rael and Elisabeth Peterson, Public Education Department**

Topic Strand: Boardsmanship/Student Achievement

Level: Basic/Advanced

### **15. Managing Superintendent Evaluations and Contracts**

This session will assist local school boards in completing an evaluation of the local superintendent and issuance of a growth plan, if needed. We will also review the creation of an initial or renewal of the employment contract for the local superintendent.

**Daniel Castille and Andrew Sanchez, Cuddy & McCarthy, LLP**

Topic Strand: Boardsmanship/Legal Issues

Level: Basic/Advanced

### **16. Navigating Immigration Laws in an Increasingly Global Community**

School Boards and Superintendents are required to ensure legal compliance with immigration laws pertaining to students and employees. There is national debate regarding relevant laws such as Deferred Action for Childhood Arrivals (DACA) for students, I-9 Immigration compliance for employees, and applicable employment visas.

Participants in this presentation will learn to navigate these complex laws.

**Rodney Gabaldon and Leland Churan, Walsh, Gallegos, Trevino, Russo & Kyle, PC**

Topic Strand: Community Relations/Legal Issues/Legislative Issues/  
Personnel

Level: Basic/Advanced

### **17. NM Economic Outlook and Its Implications for State and School Finances**

The Bureau of Business and Economic Research produces a forecast for the state of New Mexico's economy each quarter. This session will provide attendees with an understanding of the current state of the NM economy and how it applies to state and school budgets moving forward. Attendees will have an opportunity to ask a seasoned economist hard hitting questions in regards to the future of New Mexico's economy.

**Dr. Jeff Mitchell, UNM, BBER**

Topic Strand: Finance/Legislative Issues

Level: Basic/Advanced

### **18. Preventing and Clearing Audit Findings**

"Findings" in your annual audit report are a signal to the Board and Administration to take corrective action in some area of your District. These are generally related to internal control deficiencies or non-compliance with policies, procedures, regulations, and laws, but can also be recommendations. Learn how to prevent audit findings and how to ensure corrective action is taken to clear them timely.

**Audrey Jaramillo and Scott Eliason, Jaramillo Accounting Group, LLC**

Topic Strand: Boardsmanship/Finance/Legal Issues

Level: Basic/Advanced

### **19. Public School Capital Outlay Council Applications and Funding Programs**

In this presentation, participants will learn about some of the funding opportunities schools can apply for through the Public School Capital Outlay Council, such as the Standards-based and Systems-based programs as well as the Broadband Deficiencies Correction Program (BDCP). The BDCP portion of the session will review how school districts can access matching funds from the federal e-Rate program.

**Casandra Cano and Ovidiu Viorica, Public School Facilities Authority**

Topic Strand: Facilities Management/Technology

Level: Basic/Advanced

### **20. Religious Expression in Public Schools**

Whether it is student prayer, the distribution of religious literature, grooming and dress code issues, religious expression at athletic events and board meetings, or maybe just a yoga class, the issue of religion comes up often in the public school setting. Be sure your district understands its obligations under the United States Constitution.

**Leland Churan and Rodney Gabaldon, Walsh, Gallegos, Trevino, Russo & Kyle**

Topic Strand: Legal Issues

Level: Basic/Advanced

### **21. Rookie Mistakes: Common Errors by New Board Members**

Participate in this lively discussion of board member common pitfalls. Learn how to avoid mistakes!

**Tony Ortiz, Ortiz & Zamora**

Topic Strand: Administration/Boardsmanship/Legal Issues

Level: Basic

### **22. Sexual Harassment in the Advent of the #ME Too Generation**

To assist your District in minimizing exposure to legal liability associated with allegations of sexual harassment, this session addresses required and recommended policies and procedures, the establishment and maintenance of a confidential reporting system, conducting and documenting a thorough investigation, and implementing prompt corrective actions... and the cost of failing to do so!

**Carol S. Helms and Karen Kilgore, Cuddy & McCarthy, LLP**

Topic Strand: Administration/Legal Issues/Personnel/  
Safety & Wellness

Level: Basic/Advanced

**23. State and Federal Policy Update, Including the Effects of the New Federal Tax Law**

Participants will be briefed on current education-funding issues being considered by the State Legislature. Since this is a finance and budget session, the Governor's office has indicated she will propose a 4% rise in spending, including a 2% increase in teacher pay for early intervention in reading, and a limit on administrative spending. These issues and any other bills will be reviewed in detail to provide Board members with the pros and cons, as well as the status of the bills. Changes in Federal legislation, regulations and recent litigation that affect schools will also be reviewed.

**Laura Sanchez-Rivet and Daniel Castille, Cuddy & McCarthy, LLP**

Topic Strand: Legislative Issues

Level: Basic/Advanced

**24. Understanding Ethics and Transparency Obligations**

Do you want to avoid violating the law as a school board member or administrator? This session provides new and experienced members and administrators with an in-depth review of the Open Meetings Act, Inspection of Public Records Act, School Board ethics laws, and the Governmental Conduct Act. We've seen the mistakes and will help you avoid them.

**Geno Zamora, Ortiz and Zamora**

Topic Strand: Boardsmanship/Community Relations/  
Legal Issues/Legislative Issues

Level: Basic/Advanced

**25. You Have the Capacity to Sue and Be Sued. Now What?**

Boards can sue and be sued, but what does that mean in practice? Participants will learn what districts can and cannot be sued for, the risks of suing on behalf of the district, what the attorney-client privilege is and how to preserve it, how to discuss lawsuits while complying with the Open Meetings Act, and other issues that commonly arise.

**Barry Berenberg and Elena M. Gallegos, Walsh, Gallegos, Trevino, Russo & Kyle**

Topic Strand: Administration/Boardsmanship/Legal Issues

Level: Basic/Advanced

**26. What School Boards and Schools Must do to Ensure Educational Stability for Children in Foster Care**

Federal and state laws require that a foster student remains in the school of origin (school they are currently in) unless it is determined that it is not in the best interest of the child. This presentation will identify the responsibility of school boards in ensuring the requirement of the Every Student Succeeds Act and two recently passed state laws pertaining to foster students.

**Dr. Kristine M. Meurer, Albuquerque Public Schools**

Topic Strand: Legal Issues/Legislative Issues/Safety & Wellness

Level: Basic