REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
December 17, 2019

A regular meeting of the Board of Education was held on Tuesday, December 17, 2019, at 5:30 p.m. at the Clovis Municipal Schools Administration Building, 1009 Main Street, Clovis, New Mexico. School Board members present were: Cindy Osburn, President; Kyle Snider, Vice President; Paul Cordova, Secretary; and Shawn Hamilton, Member. Terry Martin, Member, was unable to attend. School personnel present were Renee Russ, Superintendent; Mitzi Estes, Deputy Superintendent of Academic Services & Leadership; Joe Strickland, Deputy Superintendent of Employee Services; Shawna Russell, Deputy Superintendent of Finance; and John King, Deputy Director of Operations. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; *Eastern New Mexico News* representative, community members, and staff.

I. CALL TO ORDER/ROLL CALL
Ms. Osburn called the meeting to order at 5:30 PM. A quorum of the Board was present.

II. INVOCATION/PLEDGE AND SALUTE – Paul Cordova
Mr. Cordova offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - November 19, 2019 Meeting
Mr. Cordova made a motion to approve the November 19 Board meeting minutes as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA
Mr. Snider made a motion to approve the agenda as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

Prior to the open forum section of the agenda, Ms. Russ took a point of privilege to introduce the Clovis High School Choir who performed a few holiday songs for those present at the meeting.

V. ADMINISTER OATH OF OFFICE FOR NEWLY ELECTED BOARD OF EDUCATION MEMBERS
Jelayne Curtis, Notary Public, administered the Oath of Office to Paul Cordova and Shawn Hamilton. Mr. Cordova and Mr. Hamilton were re-elected to the Board of Education at the November election.

VI. OPEN FORUM
No speaker registration cards were submitted to speak under the Open Forum section of the agenda.

VII. *CONSENT AGENDA
Those items are placed on the agenda so that the Board, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If an item does not meet with the approval of all Board members, that item will be heard when reached under the regular agenda.

A. Consider Accounts Payable Check Listing/Voided Check Listing/Bank of America Purchasing Card Charges - November
B. Consider Activity Report - November
C. Consider Student Nutrition Report - October & November
D. Consider Investment Report - November
E. Consider Budget & Expenditure Report - November
F. Consider Revenue Report - November
G. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0030-IB	PRIVATE DIRECT GRANTS	29102	$5,000.00
012-000-1920-0031-I	CMS FOUNDATION	26184	$32,770.00
012-000-1920-0027-T	Operational	11000	
012-000-1920-0015-M	Entitlement IDEA-B	24106	
012-000-1920-0014-M	Entitlement IDEA-B	24106	
012-000-1920-0028-M	Operational	11000	

H. Consider ITB
1. ITB 1920-103 Copy Paper
A recommendation was made to award to Liberty Paper as shown in the attachments provided to the Board.

Mr. Hamilton made a motion to approve the Consent Agenda as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

VIII. SUPERINTENDENT'S REPORT – Renee Russ
A. Cannon Air Force Base Update - Hawk Baker/Sara Williams
In the absence of a Cannon AFB representative, Ms. Russ indicated Sara Williams requested she announce a total of 541 students would receive gifts on Friday at Lincoln-Jackson as part of the Children's Gift Giving campaign.

B. Recognize All-State Band & Choir Students - Brandon Boerio
Mr. Boerio recognized the students who qualified for All-State Band & Choir. He stated the District had 34 choir students, most in the State, and 22 band students qualify. Mr. Boerio also recognized the directors and all those individuals who helped the students be successful. He stated the students would go to Albuquerque after the holiday break and prepare for three days with clinicians and then perform at Pope Joy Hall with students from around the State.

***C. Consider Request for Permission to Travel (Board Policy I-6500/IJOA)**
1. Clovis High School Upward Bound - Senior Cultural Trip - Savannah, GA
Ms. Russ presented the request to travel from the Clovis High School Upward Bound. She indicated this is a cultural trip for students to Savannah, Georgia, from March 23 - 27, 2020. Kellyann Weber from Clovis Community College was present to address any questions. Ms. Russ recommended approval from the Board.

Mr. Snider made a motion to approve the request to travel as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

***D. Consider Local Labor Management Relations Board Representative (Superintendent Nominee) - Roll Call**
Ms. Russ presented her nomination to the Local Labor Management Relations Board. She provided some background information, stating, "In 2005, the Board approved a resolution to organize a local labor management board. The purpose was to create a neutral party in the event there was a dispute

among any group of employees in our District and the District itself." She continued, "We have been advised it is a really good practice to keep a local labor management relations board in place because that keeps those discussions here rather than deferring to the State level." Ms. Russ stated her recommendation was to place Joe Thomas on the Board to replace Dr. Ken Merritt who has moved out of the State. Mr. Thomas was present and addressed the Board providing some of his work history with the City of Clovis in various positions and having served on their contract negotiation team.

Mr. Hamilton made a motion to approve the nomination of Joe Thomas to the Local Labor Management Relations Board as presented. Mr. Snider seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Secretary Cordova, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

E. Teaching & Learning - John Howell

Ms. Russ provided some background information on the teaching and learning item. She stated, "Earlier this fall we asked teachers to collect exemplary student work connected to a writing standard that is articulated in grades K-12." Ms. Russ provided some additional information on how this reflects what is going on the classrooms. She said the teaching and learning highlights exemplary teacher teams and students. Ms. Russ introduced John Howell, Principal of the CHS Freshman Academy (CHSFA), who introduced his teacher team and student. Several staff members were present from the CHSFA. Kym Cordova spoke on behalf of the Language Arts team and student, Alyana Cordova, presented her writing sample.

IX. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

A. Clovis Middle School Initiative (CMSI) Update

Ms. Estes updated the Board on the UVA Retreat in January. She indicated 15 staff members would be attending the retreat. She stated the primary main focus of the meeting is sustainability of the processes that have been put in motion over the last couple years. Ms. Estes also mentioned the spring retreat to be held in March, which will focus on effective coaching practices. "We will be able to incorporate the middle school principals, teacher leaders, and District leaders, " she stated. She went on to say, "We continue progress with UVA to extend the initiative to four elementary schools (Cameo, Arts Academy at Bella Vista, James Bickley, Parkview). Also we are excited to have Carrie Nigreville serve as the Shepherd for the four elementary schools."

***B. Consider MS STEM 1 Curriculum**

Ms. Estes presented the MS STEM 1 curriculum for the Board's approval. There were no questions from the Board.

Mr. Cordova made a motion to approve the curriculum as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

X. EMPLOYEE SERVICES - Joe Strickland

A. Introduce Revisions to Board Policies

1. **Board Policy G-6800/Support Staff Contracts and Compensation**
2. **Board Policy G-9300/Discipline, Suspension, and Termination of Support Staff Members**
3. **Board Policy J-0500/Student Attendance**
4. **Board Policy J-5400/Medical Care Management (Diabetes Management)**
5. **Board Policy K-2300/Distribution/Posting of Promotional Materials (Limited Open Forum)**

Mr. Strickland introduced the policies for the Board's review. He indicated the policies were only for introduction. Mr. Strickland reviewed each policy highlighting the corrections/revisions. Many of the revisions were recommendations from our Policy Services and to align with State Statutes and/or new legislation.

B. Discussion of Board Regulation G-0761/Staff Conduct

Mr. Strickland presented the Board Regulation on staff conduct and stated, "We looked at the professional dress standard and highlighted the additional statement, 'Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school. '" He explained previously we had a policy that specifically addressed tattoos and piercings, but now at the end it stills says if a question arises, the building supervisor will make the final determination as to what is professional. He said we previously had very specific rules that changed with Superintendents instead of more general rules.

***C. Consider Revisions to Board Policy C-0600/Evaluation of Superintendent**

Mr. Strickland presented the revisions to the policy pertaining to the evaluation of the Superintendent. He stated the policy revisions were the recommendation of the Board and now aligns with the new election law.

Mr. Cordova made a motion to approve the revisions to Board Policy C-0600 as presented. Mr. Snider seconded the motion. The motion carried unanimously.

XI. FINANCE DEPARTMENT - Shawna Russell

***A. Consider Revisions to the 2019 - 2020 Management & Administrative Salary Schedule**

Ms. Russell presented the revisions to the 2019 - 2020 Management & Administrative Salary Schedule. She indicated the revisions were the addition of two positions, Coordinator of Student Nutrition and the Deputy Director of Student Nutrition & Well Being.

Mr. Snider commented that we lack in the area of food and need to get back to having students eating in the cafeteria. Mr. Cordova stated he supports the cafeteria getting back to serving good food. Ms. Osburn said she appreciated the District looking at the whole child.

Mr. Hamilton made a motion to approve the revisions to the 2019 - 2020 Management & Administrative Salary Schedule as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

***B. Consider Chief Procurement Officer Identification to State Purchasing Agent**

Ms. Russell stated New Mexico Statute requires the local public bodies to identify their Chief Procurement Officer and provide information as to the location of the Central Purchasing Office to the State Purchasing Agent on a yearly basis. Ms. Russell stated Heather Nieto is currently the Chief Procurement Office for the District and will continue in that position.

Mr. Snider made a motion to approve the Chief Procurement Officer, Heather Nieto, identification to the State Purchasing Agent. Mr. Cordova seconded the motion. The motion carried unanimously.

C. Discussion of 2020 - 2021 State Equalization Guarantee (SEG) Based on 2019 - 2020 STARS 40-Day Average

Ms. Russell presented the SEG report and stated, "The 40th-day is not a funding day; however, it is the day I start planning. We know our student count is down by 40 students. This affects our numbers in the area of Fine Arts, Special Education, and all other numbers. Our T & E decreased due to the Teacher Cost Index. Superintendent Russ and I were talking about where our employees are located at and really we don't get to our T & E Index of 1.059 or 1.056 until we have a Level II teacher for about six years. So we need our teachers to continue with their education and stick with us. A Bachelors Level teacher does not ever get us more than 1.0; a Level II teacher does after they have been here for sixteen years, but it's not to the 1.06 level."

Ms. Osburn asked, "Should we reconsider the Masters requirement? Ms. Russ responded, "I think we want to look at the compaction that's at the Level III and provide some incentive there. The conversation we had earlier this fall about providing an incentive for them to move to Level III and get that education and stay with us for a financial benefit for them as well."

Ms. Russell stated, "I don't want to lose more teachers because they don't have their Masters. I would rather take a hit on the T & E and have teachers in the classrooms rather than substitutes or nobody."

Ms. Russell reviewed the numbers on the report and indicated the information was if our unit value doesn't do anything.

D. Discussion of Bond Proceeds, Expenditures, and Compliance Review

Ms. Russell presented the bond proceeds, expenditures, and compliance review for discussion. She stated the information provided shows where we have spent bond money for the past year. Ms. Russell mentioned the District utilizes the BLX Group, Sandee Stallings, who completes a yearly Bond Arbitrage Rebate Review, we maintain a permanent copy of all bond documents for at least seven years, and we utilize all bond proceeds for the projects voted on by the registered voters for the City of Clovis and Curry County.

XII. STAFF REPORTS

A. Employee Services Report

There were no questions from the Board regarding the Employee Services Report.

XIII. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. December 23 - Jan 8	**Holiday Break - No School for Students**
B. December 23 - Jan 3	**Holiday Break - CMS Offices Closed**
C. January 20	**Holiday - No School for Students**
D. January 28	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**

XIV. *ADJOURN

Mr. Cordova made a motion to adjourn the meeting at 6:35 PM. Mr. Snider seconded the motion. The motion carried unanimously.

/s/ Paul Cordova CLERK

/s/ Cindy Osburn PRESIDENT

DATE MINUTES TO BE APPROVED:
January 28, 2020