REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
August 27, 2019

A regular meeting of the Board of Education was held on Tuesday, August 27, 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; and John King, Deputy Director of Operations. Shawna Russell, Deputy Superintendent of Finance, was unable to attend. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; Sara Williams and Tanya Kelley from Cannon AFB; *Eastern New Mexico News* representative; 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 – Cindy Osburn
Ms. Osburn offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - July 30, 2019 Meeting
Mr. Hamilton made a motion to approve the July 30 Board meeting minutes as presented. Mr. Cordova seconded the motion. The motion carried with Mr. Snider abstaining.

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

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

VI. *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 - July
B. Consider Activity Report - July
C. Consider Student Nutrition Report - July
D. Consider Investment Report - July
E. Consider Budget & Expenditure Report - July
F. Consider Revenue Report - July
G. Consider Budget Adjustments

012-000-1920-0007-IB	INSTRUCTIONAL MATERIALS	27109	$525,510.00
012-000-19-20-0009-IB	FEMINIE HYGIENE PRODUCTS	27130	$2,877.00
012-000-1920-0011-I	WALTON FAMILY FOUNDATION	26148	$3,000.00
012-000-1920-0008-IB	BREAKFAST FOR ELEMENTARY STUDENTS	27155	$94,796.00
012-000-1920-0010-M	MIGRANT REGIONAL RECRUITING	24187	

H. Consider RFPs
1. RFP 1819-204 Tee Shirts
A recommendation was made for a first renewal with The Design Shop; Sir Logo/IPROMOTEU; and BSN Sports, LLC as shown in the attachments provided to the Board.
2. RFP 1920-201 Band Travel Services
A recommendation was made to award Southern Star Tour & Travel as shown in the attachments provided to the Board.

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

VII. SUPERINTENDENT'S REPORT – Renee Russ
A. Cannon Air Force Base Update - Hawk Baker/Sara Williams
Ms. Williams reminded the Board of the upcoming TUDOS training and mentioned the resignation of the military & family life counselor at Clovis High School. Ms. Williams introduced Tanya Kelly from the Force Support Squadron at Cannon AFB.
***B. Consider Request for Permission to Travel (Board Policy I-6500/IJOA)**
1. Clovis FFA Dairy Team
Ms. Baldock introduced FFA student Robert Gage Myers who presented the request to travel. The Clovis FFA Dairy Team requested to travel to Indianapolis, IN, October 27 - November 3, 2019 to compete in the National FFA Contest and Convention. Ms. Russ supported the waiver request to allow the State winning Clovis FFA Dairy Team to travel to Indiana as presented.

Mr. Snider made a motion to approve the waiver request to travel as presented. Mr. Cordova seconded the motion. The motion carried unanimously.
***C. Consider Notice of Sale and Delegation of Authority Resolution (Roll Call)**
Ms. Russ introduced Erik Harrigan from RBC Capital Markets to present the Finance Plan Update. Mr. Harrigan reviewed the History of Assessed Valuation, Tax Rate History, Finance Plan to include Election Timing, Bond election every four years, Debt Capacity, Bond Maturity Schedule, Tax Rates, Bond Sale Calendar, Long-Term Market Overview, Municipal Market Fund Flows, Current Municipal Market Conditions: "AAA" MMD, and the Overview of Municipal Supply.

Art Melendres from Modrall Sperling presented the Notice of Sale and Delegation of Authority Resolution for the Board's approval. The Resolution authorizes the District to issue its $3,000,000 General Obligation School Building Bonds, Series 2019 as provided, however, that a satisfactory price is obtained. On February 7, 2017, the electors of the District authorized the Board, to contract bonded indebtedness on behalf of the District and upon the credit thereof by issuing Bonds to secure funds for erecting, remodeling, making additions to and furnishing school buildings; purchasing or improving school grounds; purchasing computer software and hardware for student use in public schools; providing matching funds for capital outlay projects funded pursuant to the Public School Capital Outlay Act; making payments pursuant to a financing agreement entered into by the school district or a charter school located in the school district for the leasing of a building or other real property with

an option to purchase for a price that is reduced according to payments made; or any combination of these purposes.

The School District would receive and publicly open bids at RBC Capital Markets, LLC, at 10:00 AM (MST) on September 17, 2019 for the purchase of $3,000,000 General Obligation School Building Bonds, Series 2019.

Mr. Cordova made a motion to approve the Notice of Sale and Delegation of Authority Resolution as presented. Mr. Hamilton 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.

***D. Consider Board Members to Serve on CMS Education Foundation**

Mr. Snider made a motion to appoint Shawn Hamilton and Cindy Osburn to serve on the CMS Education Foundation Board. Mr. Cordova seconded the motion. The motion carried unanimously.

Mr. Hamilton and Ms. Osburn indicated they were excited to be part of the Foundation.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

A. School Nurse Presentation

Carissa Caroland shared a PowerPoint presentation with the Board highlighting what school nurses do, most common diagnoses and medications administered to students, medical conditions in Clovis Schools, emergency medications, number of visits by students to the nurse, screenings (vision, hearing, SPED/SAT), staff visits, home visits, IHPs/Health Plans, IEP meetings, and the recent recognition of Sharon Ray (CHS Nurse) and Jennifer Martin (Parkview Nurse) as recipients of the 2019 Merit Award. In response to a question from the Board, Ms. Caroland indicated at some sites nurses are shared, which affects four elementary schools.

B. Clovis Middle School Initiative (CMSI) Update

Ms. Estes updated the Board on the 6th Grade Transition Camp, which was attended by 69% of the District's 6th graders and the upcoming site visit from the University of Virginia (UVA) on September 12 & 13. She indicated the UVA coaches would be in the District participating in the site visits. Ms. Estes also clarified she would continue to serve as the District Shepherd.

C. Discussion of 2019 - 2020 District Enrollment Data

Ms. Estes discussed the enrollment data from the 10th day, which reflected a decrease of 83 students from the last day of the 2018 - 2019 school year.

IX. EMPLOYEE SERVICES - Joe Strickland

***A. Consider Revisions to Board Policies**

1. **Board Policy J-5350/Administering Medicines to Students**
    a. **Board Regulation J-5361/Administering Medicines to Students**
    b. **Board Exhibit J-5381/Administering Medicines to Students**
2. **Board Policy E-0550/Emergencies**
    a. **Board Regulation E-0561/Emergencies**
3. **Board Policy I-7350/Graduation Requirements**

Mr. Strickland presented items 1 - 3, revisions to the Board Policies to also include the Regulations, and Exhibit, for the Board's approval. He indicated the information was introduced at the July Board meeting.

Mr. Hamilton made a motion to approve Board Policy J-5350, Regulation J-5361, Exhibit J-5381, Board Policy E-0550, Regulation E-0561, and Board Policy I-7350 as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

4. **Board Policy I-6500/School-Sponsored Trips**

Mr. Strickland presented Board Policy I-6500 for the Board's approval. He indicated the revision to the policy was the deletion of the statement, "more than once every three (3) years," and added the following language: ". . . unless an exception is granted from the Superintendent. Exceptions can be granted when status of an organization is dependent on national competitions, organizations advance through local, state, and regional competitions, or when adequate local, state, and regional options are not available."

Mr. Cordova made a motion to approve Board Policy I-6500 as presented. Mr. Snider seconded the motion. The motion carried unanimously.

B. Discussion of Staff Retention

Mr. Strickland provided the Board with a copy of Board Policy G-3600 - Master's Degree Requirement, Exit Survey Highlights (as of 7/26/19), and the 2019 - 2020 Instructional Salary Schedule. He indicated all employees complete an exit survey as they leave the District. The Exit Survey summarized the results of the surveys. Mr. Strickland highlighted the number of employees leaving after less than one year (78), 1-3 years (144), 4-10 years (81), 10-20 years (41), and 20+ years (30). He also reviewed the top areas rated as a #1 or #2 reason for leaving as follows: personal reasons (164), moving (144), retirement (89), wages (88), lack of support (79), work load (75) type of work (73), lack of recognition (68), benefits (67), and skills not used (66).

Mr. Strickland stated, "Some areas need some dollars, but the other areas need more consistent support from us at Central Office. We are working diligently on that. The other category rates us from poor to excellent." He reviewed the poor rated areas as follows: wages (88), consistency of policy (74), communication (65), opportunity for advancement (51), distribution of work (49), and appropriate recognition (40).

Mr. Strickland looked deeper at the area of wages and identified the type of employee giving a poor rating. He said the majority were Level I teachers. He was hopeful the new beginning salary for teachers, mandated by the Legislature, helps in this area. He said, "The remainder of the poor rated areas are places we need to do better."

Ms. Osburn asked, "In the area of appropriate recognition, did you receive a feel for what they were expecting?" Mr. Strickland replied, "No. We have sent a survey asking as to the type of recognition an employee prefers and some indicated a certificate, some just want to be told, pat on the back, or a small token. Hard to know exactly what 'appropriate recognition' means, but we are looking at it through other surveys." Ms. Osburn said, "It seems to me the 'type of work' areas to be more support staff. Would you agree?" Mr. Strickland responded, "I think a lot comes from our support staff, but then a lot of people have an idea of what teaching might be like until they actually get in the classroom. So this may come up as a teacher concern as well." He continued, "Moving toward the 20+ year that Mr. Cordova has expressed a concern about, I'd like you to look at the highlighted part of the Instructional Salary Schedule." Mr. Strickland spoke specifically about the MA-Level III column and the advancement yearly of only $100 to step 16. He said, "If we are asking someone to move from Level II to Level III, which requires getting a Masters and investing a lot of their own personal money, and they look to see what's going to happen over time, this is not a motivating salary schedule. Superintendent Russ researched area districts and found we are considerably less in our range of what we do to incentivize our Level III people who have been with us for a while. So this is definitely an area to focus on and targeting some money. Especially if we left Level I & II alone and made Level III more motivating and significant."

Mr. Cordova expressed his appreciation for the administration looking at the salary schedule. Mr. Strickland stated, "Some of the surrounding area districts go up to Step 30 and this may be something we want to discuss with Shawna Russell and see about targeting maybe our Level III and look at possibly extending that beyond the 16 steps. Most go to at least 20 and that makes a difference as to staying or going somewhere else. That would be a really great area to focus on."

Mr. Hamilton asked how far we were off from other districts. Mr. Strickland stated, "Thanks to Ms. Russ, we have that information. Hobbs starts their Level III Masters at $63,755 - $65,000 with year 30 at $68,000; Roswell at $60,500 - $62,400 with year 30 at $70,000; Portales at $60,000 - $62,000 with year 20 at $62,800. We are more competitive with Portales." Ms. Russ stated, "We need to put together counts and as we prepare the budget next spring, consider the impact and long-term commitment. We also have to consider the value those experienced teachers bring to the classroom; that stability."

Mr. Strickland presented Board Policy G-3600 - Master's Degree Requirements. He said, "It seems counterproductive to me in a time when we have 20 openings and we are restricting some really good teachers from staying with us because of the policy. The T&E is a large piece of why we originally did it; we are moving to another model. The model supports Level II & III teachers." Mr. Strickland raised the concern about the policy and asked if the Board would like to discuss or review the policy further.

Ms. Osburn stated, "The motivation to get your Masters is built into the Level III, so why have a policy that excludes them? I think we have heard that conversation from this group before, so if you brought us a policy that does not include that or just abandon that policy, I think that is fine."

Mr. Snider and Mr. Hamilton indicated over the summer they had received phone calls regarding this same situation. Mr. Hamilton said, "If we fix the Level III pay and the policy, that would be the best of both worlds." Mr. Strickland recommended we discontinue the policy and reconsider it at a time when we are fully staffed.

X. FINANCE DEPARTMENT - Shawna Russell

***A. Consider Cash Transfer Requests**

In Ms. Russell's absence, Mr. Strickland presented the cash transfer request to transfer from fund/subfund 23263 to 23310 in the amount of $1,335.97 to correct original cash transfer request of 91219 to 23263, which should have been from 91219 to 23310.

In Ms. Russell's absence, Mr. Strickland presented the cash transfer request to transfer from fund/subfund 23195 to 23196 in the amount of $3,408.55 to correct original cash transfer request of 91171 to 23195, which should have been 91171 to 23196.

Mr. Cordova made a motion to approve the cash transfer requests as presented. Mr. Snider seconded the motion. The motion carried unanimously.

XI. STAFF REPORTS

A. Employee Services Report

B. Purchase Order Change Orders

There were no questions from the Board regarding the Employee Services Report or Purchase Order Change Orders.

XII. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. September 2	**Holiday - No School for Students/CMS Offices Closed**
B. September 11	**Parent/Teacher Conference Day**
C. September 24	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**

XIII. *ADJOURN

Mr. Snider made a motion to adjourn the meeting. Mr. Cordova seconded the motion. The motion carried unanimously.

/s/ Paul Cordova — CLERK

/s/ Cindy Osburn — PRESIDENT

DATE MINUTES TO BE APPROVED:
September 24, 2019