REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
February 23, 2021

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, February 23, 2021. School Board members present were: Kyle Snider, President; Shawn Hamilton, Secretary; Cindy Osburn, Member; and Terry Martin, Member. Paul Cordova, Vice President, 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 virtually were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; Sara Williams, representing Cannon AFB; *Eastern New Mexico News* representative, staff, and the public.

In light of the public health emergency due to the COVID-19 virus, Clovis Schools is taking extra precautions with Board of Education meetings. The February Board meeting will be a virtual meeting. Agenda items requiring Board action will be voted on by roll call.

Join Zoom Meeting
https://us02web.zoom.us/j/82483366315?pwd=ajF1aXpva2RzRG9vLzgyRzQ0MWZOQT09

Meeting ID: 824 8336 6315
Passcode: 053450
One tap mobile
+13462487799,,82483366315#,,,,*053450# US (Houston)
+14086380968,,82483366315#,,,,*053450# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 824 8336 6315
Passcode: 053450
Find your local number: https://us02web.zoom.us/u/kXtRQQ5qr

Speaking during the Open Forum or to a specific agenda item - Speaker's Registration Online Form must be submitted no later than 30 minutes prior to the start of the meeting by accessing the form at the following link: Speaker registration form

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

II. *CONSIDER APPROVAL OF MINUTES - January 26, 2021 Meeting
Mr. Martin made a motion to approve the January 26, 2021 meeting minutes as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

III. *CONSIDER APPROVAL OF AGENDA
Ms. Osburn made a motion to approve the agenda as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

IV. OPEN FORUM
No speaker's registration cards were submitted for the Open Forum.

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

January Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-2021-0060-I	English Language Acquisition	24153	$ 32,677.00
012-000-2021-0061-I	Private Direct Grants	29102	$ 17,000.00
012-000-2021-0062-D	IDEAB	24106	$ (836,478.00)
012-000-2021-0063-D	Preschool IDEA-B	24109	$ (73,955.00)

February Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-2021-0066-I	MIGRANT REGIONAL RECRUITING	24187	$ 2,971.00
012-000-2021-0085-I	OPERATIONAL	11000	$ 73,254.00

012-000-2021-007-I	TRANSPORTATION	13000	$ 6,018.00
012-000-2021-0074-T	TITLE IV - STUDENT SUPPORT & AC ACH	24189	
012-000-2021-0064-M	OPERATIONAL	11000	$ -
012-000-2021-0067-M	IMPACT AID	25145	
012-000-2021-0068-M	IDEA -B	24106	
012-000-2021-0069-M	OPERATIONAL	11000	
012-000-2021-0070-M	OPERATIONAL	11000	
012-000-2021-0071-M	PUPIL TRANSPORTATION	13000	
012-000-2021-0072-M	FOOD SERVICE	21000	
012-000-2021-0073-M	ATHLETICS	22000	
012-000-2021-0075-M	TITLE IV STUDENT SUPPORT & AC ACH	24189	
012-000-2021-0076-M	IMPACT AID	25145	
012-000-2021-0079-M	PRESCHOOL IDEA B	24109	
012-000-2021-0078-M	IDEA-B	24106	
012-000-2021-0083-M	MIGRANT REGIONAL RECRUITING	24187	
012-000-2021-0082-M	ENGLISH LANGUAGE ACQUISITION	24153	
012-000-2021-0081-M	ENGLISH LANGUAGE ACQUISITION	24153	
012-000-2021-0080-M	TEACHER/PRINCIPAL TRAINING	24154	
012-000-2021-0084-M	TITLE I	24101	
012-000-2021-0086-M	TITLE I	24101	

H. Consider RFPs

1. RFP 1819-207 Online Digital Learning Systems - Renewal Year Two

A recommendation was made to renew the contract with Edgenuity, Inc. and Apex Learning for year two as shown in the attachments provided to the Board.

Ms. Osburn made a motion to approve the Consent Agenda as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

VI. SUPERINTENDENT'S REPORT – Renee Russ

A. Cannon Air Force Base Update – Sara Williams

Sara Williams indicated she didn't have an official update, but commended the administration for the wonderful communication with the District and expressed her appreciation. Ms. Williams also mentioned that April is the Month of the Military Child and she would be sharing information in the near future about the theme and the celebration of all children.

***B. Consider NMSBA Student Achievement Award Recipient**

Ms. Russ explained the NMSBA Excellence in Student Achievement Award program seeks to promote student achievement in districts and assist local school boards in recognizing school leaders, staff, and other individuals who have played an important role in improving student achievement at the local level.

The award is sponsored by the New Mexico School Boards Association and presented on behalf of NMSBA by each local school Board and the selection is at the discretion of the local Board of Education.

Ms. Russ stated the Cabinet members were recommending Cindy Kleyn-Kennedy receive the recognition to be awarded in April or May. She stated, "When we transitioned overnight into the remote learning mode, there was a lot of training and reassurance that needed to happen in a hurry and Cindy scheduled almost around the clock training, PowerPoints, a wide variety, not just for teachers, but for administrators and even went on to provide some training for parents. She continues to seek out resources to help us improve our delivery of the remote learning model and she's really helped us to evolve. We are very much in agreement that it would've been a lot tougher ride, even harder than it was, had it not been for Cindy KK's contributions. We would just like to make that recommendation."

Ms. Osburn stated, "I can't imagine anybody who's made a greater contribution right now. She's so very professional, capable, kind, and encouraging. She never judges you for what you don't know. Well-deserved!" Mr. Hamilton and Mr. Snider agreed and stated Cindy always has a smile and has assisted the Board as well.

Ms. Osburn made a motion to accept the recommendation from the Cabinet to recognize Cindy Kleyn-Kennedy as the NMSBA Student Achievement Award recipient. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

VII. ACADEMIC SERVICES - Mitzi Estes

A. Clovis Leadership Initiative (CLI) Update – Carrie Nigreville

Ms. Nigreville provided the following CLI update stating, " The last time I provided an update in December, our CLI and school teams had just completed the Mid-Year Retreat where we spent time with Paul Bambrick-Santoyo improving our weekly data meeting practices. Since that time, three of our schools have incorporated weekly data meetings into their 90-day plans, and all of them have revived the practice that had started a year ago before the district went fully remote. In the last six weeks, I've had the opportunity to join our CLI principals as they facilitate these weekly meetings with their grade level teams. The work they are doing is impressive, and their teachers and students are benefiting immensely from this work.

We were joined last week and this week by the UVA PLE team for our spring site visit. Their team meet individually with each principal and with the group of principals together. The district team had an opportunity to meet with them as well to discuss the work happening at the district level. Specifically, we have been working on a document to identify the elements of instruction, which the district holds really 'tightly,' meaning they are a requirement, and those that are 'loose' for which schools and teachers have some autonomy. The UVA team is preparing their report, and we'll be meeting with them again later this week for a debrief, and then we expect the report from the visit to be available to us in the coming weeks."

B. Discussion of 2022 Impact Aid Application

Ms. Estes presented the 2022 Impact Aid Application and stated Carlyn Hancock, Executive Director of Student Support Services, was in attendance if the Board had any questions. The Board did not have questions, but commended Ms. Hancock for her work on the application.

VIII. FINANCIAL MATTERS - Shawna Russell

***A. Consider 2019 - 2020 Audit Report – A.J. Bowers, Jr. - Carr, Riggs, & Ingram**

Ms. Russell introduced A.J. Bowers from Carr, Riggs, & Ingram. Mr. Bowers presented the 2019 - 2020 audit report for the Board's consideration, which included the audit timeline, reports, financial statement highlights, single audit highlights, new and upcoming standards, value-added suggestions, and other matters. The timeline of the audit began with the Engagement Letter on May 18, 2020 and included planning in June and July, fieldwork July 27 - August 31, delivery of financial statement draft and findings on October 16, exit conference presentation October 26, Independent Auditor's Report November 13, and submission to the State Auditor on November 16. The Auditor's Report reflected an unmodified opinion, which is the best opinion available. The report indicated the Financial Statements are presented fairly in accordance with accounting principles generally accepted in the United States and no audit areas where an opinion could not be rendered. The Other Auditor's Report was the GAGAS Report on Internal Control Over Financial Reporting and on Compliance and Other Matters where there were six findings (2 Material Weaknesses, 1 Significant Deficiency, 3 NMSA). The Report on compliance with Requirements that could have a Direct and Material effect on Each Major Federal Program and on Internal control over Compliance in Accordance with OMB Uniform Grant Guidance resulted in an unmodified opinion and one finding (Significant Deficiency).

Mr. Bower also reviewed the Statement of Net Position - District Balance Sheet, which included assets, liabilities, and new position. The asset 5-year trend reflected a steady increase with an increase of $8.7 million related to cash and investments; liability 5-year trend showed an increase in 2018 due to the GASB 75 implementation for OPEB Liability and then a decrease in 2020 of $76.4 million largely related to pension and OPEB liabilities; net position 5-year trend reflected a decrease in 2018 due to the GASB 75 implementation for OPEB Liability and an increase in 2020 due to decreases in NPL and OPEB liabilities; revenues 5-year trend shows constancy up to 2020 which increase $7.4 million largely due to SEG; expenses for the same period reflected a total decrease in expenses from prior year of $67 million is largely related to pension and OPEB expense which was a "benefit" in the current year and total expenses increased from 2017 - 2019 due to Pension and OPEB expense; revenue 5-year trend shows constancy with an increase of $7.1 million from 2019 to 2020 due to SEG; expenditures an increase of $9.4 million from 2019 to 2020 due to salaries and COVID-19 related expenditures such as Chromebooks & WiFi hotspots for virtual learning; cash an increase of $4.7 million from 2019 to 2020 due to recording of held checks and budget expenditures versus actual expenditures.

The audit findings were listed as follows and recommendations were made by the audit firm:

2020-001: Material Weakness, Financial Statement - Capital assets were understated at June 30, 2019 resulting in a restatement in the amount of $2,867,350; fiduciary net position was report as a liability "deposits held in trust for others" at June 30, 2019 resulting in a restatement in the amount of $401,599

2020-002 Material Weakness, Financial Statement - District did not include $294,254 for the Impact Aid General Fund on the final SEFA submitted to the auditors; District did not include $12,082 for the IDEA-B Risk Pool on the final SEFA submitted to the auditors

2020-003 Significant Deficiency, Financial Statement - District improperly did not accrue 3 invoices totaling $331,053 as a liability at year-end; District did not include 12 held checks (accrued payroll) at year-end for a total of $1,841,598 missing; District improperly accrued 12 request for reimbursements as accounts receivable at year-end for a total of $1,446,449

2020-004 Significant Deficiency Over Compliance, Federal Award - District was not obtaining proper written documentation (signed withdrawal form by school official) to substantiate the correct student withdrawal code for 3 of 60 students tested

2020-005 (*Budgetary Conditions - Previously Reported at 2019-002*) Other Non-Compliance, Section 12-6-5 NMSA - District has over expended its budget in the following fund functions: Capital Improvements SB-9 Capital Projects - 31701 - Support Services - $328; CO Staff Activity Special Revenue - 23083 - Support Services - $89

2020-006 Other Non-Compliance, Section 12-6-5 NMSA - District had 8 outstanding checks written from their bank accounts that were over one year old on their bank reconciliation at June 30, 2020 totaling $687 (District has not cancelled these items)

2020-007 Other Non-Compliance, Section 12-6-5 NMSA - In a sample of 15 manual journal entries posted, it was found that 1 of them was posted to the general ledger and approved by the Coordinator of Accounting

Three prior year findings were included in the report and the status of each was noted; two have been resolved and one was repeated and modified as 2020-004. In other matters, the auditor also made a couple of improvement points to include the consideration of tracking conflict of interest and related parties. The GASB Statement No.95 was discussed as well as new upcoming standards, GASB Statement No. 87, 89, 92, and 96.

The auditors complimented Ms. Russell and her team for their assistance during their first audit with the District.

Mr. Hamilton made a motion to approve the 2019 - 2020 Audit Report as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

***B. Consider Easement for Telecommunications Facilities - Plateau Telecommunications, Inc.**

Ms. Russell presented the Easement request from Plateau Telecommunications and stated this was a 20-foot wide corridor on the north property line and indicated Mr. King was present for questions. Mr. King stated, "Plateau is trying to get as much fiber out throughout the city as possible. Over on the west side, they needed to have access on the north side of our property. The easement is actually outside of the fence line at the Arts Academy at Bella Vista. There are other utilities within that same easement area. So this is a formality for them to get in writing that they have the right to install, work on, remove, and repair their infrastructure that they put in place."

There were no questions from the Board. Mr. Martin made a motion to approve the Easement request from Plateau Telecommunications, Inc. as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

IX. STAFF REPORTS

A. Employee Services Report

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

X. ANNOUNCEMENTS

Ms. Russ made the following announcements and also expressed appreciation and celebration for the recent passage of the General Obligation Bond and Capital Improvements Tax Election.

A. March 16 **Regular Board of Education Meeting, 5:30 PM**

B. March 22 - 26 **Spring Break - No School for Students/Administrative Offices Closed**

XI. *RECESS INTO EXECUTIVE SESSION PURSUANT TO NMSA 10-15-1-H(2) SUBJECT TO LIMITED PERSONNEL MATTERS TO DISCUSS THE SUPERINTENDENT'S SUMMATIVE EVALUATION & CONTRACT (Roll Call)

Ms. Osburn made a motion to recess into Executive Session at 6:11 PM pursuant to NMSA 10-15-1-H(2) subject to limited personnel matters to discuss the Superintendent's summative evaluation and contract. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

XII. *RECONVENE FROM EXECUTIVE SESSION (Roll Call)

Mr. Hamilton made a motion to reconvene from Executive Session at 7:38 PM, where only the items previously announced were discussed. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

XIII. *CONSIDER SUPERINTENDENT'S CONTRACT (Roll Call)

Ms. Osburn made a motion to extend the Superintendent's contract by one year "taking us to summer 2023"; continuing the current salary with the option for the same increase other employees receive; and allow the carryover of thirty (days) of leave putting her commensurate with other 12-month employees. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

XIV. *ADJOURN

Mr. Martin made a motion to adjourn the meeting at 7:40 PM. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

/s/ Shawn Hamilton
CLERK

/s/ Kyle Snider
PRESIDENT

DATE MINUTES TO BE APPROVED:
March 16, 2021