REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
May 25, 2021

A regular meeting of the Board of Education was held in hybrid mode (in-person & via Zoom), on Tuesday, May 25, 2021. School Board members present (in-person) were: Kyle Snider, President; Shawn Hamilton, Secretary; and Cindy Osburn, Member. Paul Cordova, Vice President, and Terry Martin, Member, were unable to attend. School personnel present (in-person) 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 (in-person) were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent, and staff.

In light of the Public Health Order due to the COVID-19 virus, Clovis Schools is taking extra precautions with Board of Education meetings. Effective April 27, 2021, Board of Education members and Clovis Schools personnel will participate in the meetings in person. All other meeting participants including presenters, media, public forum speakers, and the public will continue to attend meetings virtually. Agenda items requiring Board action will be voted on by roll call.

Join Zoom Meeting
https://us02web.zoom.us/j/87983165853?pwd=dmhITUVIMkhidTVaa2l4dXY5K1NOQT09

Meeting ID: 879 8316 5853
Passcode: 369873

One tap mobile
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Passcode: 369873
Find your local number: https://us02web.zoom.us/u/kdI3gtjHBT

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. PLEDGE AND SALUTE – Kyle Snider
Mr. Snider led those present in the pledge and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - April 27, 2021 Meeting
Mr. Hamilton made a motion to approve the April 27, 2021 meeting minutes as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

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

V. OPEN FORUM
One speaker's registration card was submitted for the Open Forum. Josh Parkin requested to address the Board. Mr. Parkin had a couple of concerns. His first concern was regarding masks and wanted to know if they were going to continue into next year. Mr. Parkin's second concern was wanting to know the Board's thoughts and opinions on the Critical Race Theory and the 1619 Project. He believed masks aren't helping our kids and aren't doing anything. He indicated his daughter comes home complaining of breathing problems and having panic attacks when participating in track. He wanted to know where we draw the line regarding whether the masks are causing more harm than good.

Ms. Russ stated she understood Mr. Parkin's position and concerns, however, the District is obligated to follow the New Mexico Public Education guidelines. She also mentioned there has not yet been specific information provided to Districts for next school year. Ms. Russ said, "We have been informed that there will not be any re-entrance guidance for next year; that is not under creation right now. Last year at this time they were already putting together the re-entrance guidance for this current school year. So, I take that as an optimistic sign that these restrictions and requirements will be lessening, but at this time we don't have that specific information. I can also tell you that the administration and the Board throughout this whole pandemic have always taken a position to not be more restrictive than the Public Education Department. We have to stay within those guidelines in order to continue to be able to offer schooling through Clovis Municipal Schools and not face penalties and fines. I would encourage you to work with your legislators and reach out to other government officials and share your concerns up the chain in that manner as well."

Mr. Parkin asked when the District would be talking about the Critical Race Theory and the 1619 Project. Ms. Russ stated she did not have an answer to his question this evening.

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 - April

B. Consider Accounts Payable Check Listing/Voided Check Listing/Bank of America Purchasing Card Charges - April

B. Consider Activity Report - April

C. Consider Student Nutrition Report - April

D. Consider Investment Report - April

E. Consider Budget & Expenditure Report - April

F. Consider Revenue Report - April

G. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-2021-0119-I	CMS FOUNDATION	26184	$ 49,061.00
012-000-2021-0123-I	CAPITAL IMPROVEMENTS SB-9 LOCAL	31701	$ 18,000.00
012-000-2021-0133-I	OPERATIONAL	11000	$ 4,000.00
012-000-2021-0121-I	DEBT SERVICE	41000	$ 274,000.00
012-000-2021-0131-T	TITLE 1 - CSI	24190	$ -
012-000-2021-0130-T	ENLACE	26103	$ -
12-000-2021-0126-M	BOND BUILDING	31100	
012-000-2021-0132-M	MIGRANT REGIONAL RECRUITING	24187	
012-000-2021-0129-M	CAREER TECHNICAL EDUCATION PROGRAM	27502	
012-000-2021-0128-M	PRIVATE DIRECT GRANTS	29102	
012-000-2021-0125-M	CAPITAL IMPROVEMENTS SB-9	31700	
012-000-2021-0122-M	SB-9 STATE MATCH CASH	31703	
012-000-2021-0120-M	DEBT SERVICE	41000	
012-000-2021-0134-M	OPERATIONAL	11000	
012-000-2021-0137-M	OPERATIONAL	11000	
012-000-2021-0136-M	OPERATIONAL	11000	
012-000-2021-0135-M	OPERATIONAL	11000	
012-000-2021-0127-M	PRIVATE DIRECT GRANTS	29102	

H. Consider RFPs

1. RFP 2021 - 2013 Marching Band Uniform Design and Production

A recommendation was made to award to Fred J. Miller as shown in the attachments provided to the Board.

2. RFP 1920 - 206 Student Nutrition Milk Products

A recommendation was made to renew the contract with Dean Dairy Holdings, dba Gandy's Dairy, as shown in the attachments provided to the Board.

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

VII. SUPERINTENDENT'S REPORT – Renee Russ

A. Recognition of NMSBA Excellence in Student Achievement Award Recipient – Cindy Kleyn-Kennedy

Ms. Russ recognized Cindy Kleyn-Kennedy as the Excellence in Student Achievement award recipient. She stated, "I just wanted to give you some background about Cindy. She is an amazing individual, multilingual, published author, writes articles about the District in the *Eastern New Mexico News*, has presented at multiple conferences, been with the District since 2000, and has been involved in all phases and aspects of the evolution of instructional technology in our District; never more important than over the last sixteen months. Without her knowledge, grit, and attitude, I don't know that we could've gotten our teachers to the point they were to be able to answer to this pandemic."

Ms. Russ presented Ms. Kleyn-Kennedy with a plaque honoring her as the NMSBA Excellence in Student Achievement award recipient.

B. Cannon Air Force Base Update – Sara Williams

Ms. Williams provided an update to the Board and stated there would be a STEM Camp in June, Back to School Event upcoming for the new school year, TUDOS and dates would be forthcoming, and a Change of Command ceremony in June for the new Wing Commander.

***C. Consider 2021 - 2022 Open Meetings Act Resolution (Roll Call)**

Ms. Russ presented the 2021 - 2022 Open Meetings Act Resolution for the Board's approval. The Resolution declares public meetings, subject to the Open Meetings Act, to be held by the Clovis Schools Board of Education for the upcoming school year. She indicated the Resolution is presented to the Board annually. There were no questions from the Board.

Ms. Osburn made a motion to approve the Open Meetings Act Resolution as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***D. Consider 2021 - 2022 Resolution Authorizing Use of Conference Telephone / Communication Equipment for Board Members at Board Meetings (Roll Call)**

Ms. Russ presented the 2020 - 2021 Resolution authorizing Board members the use of a conference telephone or other communication equipment for Board meetings. There were no questions from the Board.

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

VIII. ACADEMIC SERVICES - Mitzi Estes

A. Introduce Curricula:

https://drive.google.com/drive/folders/1UThhAgg52q9irDURwS68eedf6JnRU2Ol?usp=sharing

1. High School Spanish 1, 2, & 3

2. **High School French 1, 2, & 3**
3. **High School Piano Lab 2 & 3**
4. **High School Nutrition**
5. **High School English 1, 2, 3, & 4**
6. **High School Advanced Placement (AP) Environmental Science**

Ms. Estes presented the curricula, which included six subject areas, for introduction to the Board. The curricula would be presented in June for the Board's consideration. She indicated Leigh Morris was present at the meeting in case the Board had questions. There were no questions from the Board at this time.

***B. Consider 2021 - 2022 Title III, Part A, ESEA Consolidated Application - Laura Adkins**

***C. Consider 2021 - 2022 Title I, ESEA Consolidated Application - Laura Adkins**

***D. Consider 2021 - 2022 Title I, Part C, Education of Migratory Children Application - Laura Adkins**

https://drive.google.com/file/d/1n4xSa0HrFdpI11lQ4KdxWaw5ZjqE43DS/view?usp=sharing

Ms. Estes presented items B, C, and D for the Board's consideration of the 2021 - 2022 Title I, Title Part C, and Title III applications. Ms. Adkins was present for questions. There were no questions from the Board. The Board was complimentary of the time and effort put forth completing the applications.

Ms. Osburn made a motion to approve the applications listed in items B, C, and D as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***E. Consider 2021 - 2022 IDEA Application - Carlyn Hancock**

Ms. Estes presented the 2021 - 2022 IDEA Application for the Board's consideration. Ms. Hancock was present for questions, but the Board had done. Ms. Osburn was complimentary of Ms. Hancock's quick completion of the application since the Public Education Department did not provide the data in a timely manner.

Mr. Hamilton made a motion to approve the 2021 - 2022 IDEA Application as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

IX. FINANCIAL MATTERS - Shawna Russell

A. Discussion of Public Education Department Cash Report for 2020 - 2021 (2nd Quarter)

B. Discussion of Public Education Department Cash Report for 2020 - 2021 (3rd Quarter)

Ms. Russell presented the 2nd and 3rd quarter cash reports. She indicated the reports are provided every quarter and lists our beginning balance, all revenues and expenditures received in their respective funds, transfers, and balances to the bank statement, as well as permanent cash transfers. There were no questions from the Board regarding the reports.

***C. Consider Chief Procurement Officer Identification to State Purchasing Division**

Ms. Russell presented the Chief Procurement Officer Identification to the State Purchasing Division for the Board's approval. She stated there has been some movement in her department and Carlos Molina is the new Chief Procurement Officer for the District.

Ms. Osburn made a motion to approve the Chief Procurement Officer Identification as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***D. Consider Process for Submission of Budget Adjustments to Public Education Department**

Ms. Russell submitted the letter requesting the Board's authorization to submit budget adjustment requests to the Public Education Department (PED) prior to Board approval. In the letter, Ms. Russell indicated the request for authorization was due to the process of how budget adjustment requests are submitted to the PED and the strict deadlines imposed. Ms. Russell would submit approved budget adjustment requests at the next regularly scheduled meeting for the Board's final approval.

Mr. Hamilton made a motion to approve the process for submission of budget adjustments as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***E. Consider 2020 - 2021 Audit Contract with Carr, Riggs, & Ingram, LLC**

Ms. Russell presented the audit contract with Carr, Riggs, & Ingram for the Board's approval. She indicated this is the second year with this group, audit compensation would be $56,291, and the audit would be complete and submitted to the State Auditor's Office by November 15, 2021.

Ms. Osburn made a motion to approve the 2020 - 2021 Audit Contract as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***F. Consider 2021 - 2022 Fleet Service Contract with Adair, Inc.**

Ms. Russell presented the 2021 - 2022 Fleet Service Contract with Adair, Inc. for the Board's consideration. She stated the total contract amount is $1.799 million and we have to take out a few expenses for insurance and bus inspections and he receives the remainder of the contract. Ms. Russell also said the contract will be paid beginning in September, in equal payments, with the final payment in May.

Mr. Hamilton made a motion to approve the 2021 - 2022 Fleet Service Contract as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***G. Consider 2021 - 2022 Activity Transportation Agreement with Adair, Inc.**

Ms. Russell presented the 2021 - 2022 Activity Transportation Agreement with Adaid, Inc. for the Board's consideration. She stated we do purchase the activity busses and contract with Adair to drive them. She said we pay them $.80/mile and $13.56/hour and they do pay for the cost of liability insurance and bus inspections out their proceeds. She indicated the hourly rate had a slight increase over last year.

Mr. Hamilton made a motion to approve the 2021 - 2022 Activity Transportation Agreement as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***H. Consider Disposal and/or Removal of Fixed Asset Items from the District's Inventory**

1. **Epson Projectors**
2. **Sennheiser Microphones**
3. **iPad Air (TEK8025)**

Ms. Russell indicated the Inventory Committee recommended the removal of some Epson projectors due to them being inoperable and they were sent back to Epson for replacement, disposal of Sennheiser microphones that are over 15 years old and non-repairable, and the removal of an iPad Air, TEK8025, which was stolen from Barry Elementary School.

Ms. Osburn made a motion to approve the removal or disposal of fixed asset items as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***I. Consider 2021 - 2022 Budget**

Ms. Russell presented the following 2021 - 2022 budget highlights: Total Program Units decreased by 988.23 units; FY 21-22 units are 13,993.54 (increase from 14,981.77 in FY 20-21); Basic Program Units - Grades K-12 decreased by 200.02 units; Kindergarten Units increased by 214.20 units; Total Special Education Units - increased by 83.90 units; Fine Arts Units decreased by 16.7 units; Bilingual Units increased by 8.75 units; T&E Units decreased by 89.49 units; At-Risk Units decreased by 131.81; Funded for Small School Size Adjustment for iAcademy (funded at 60% in FY 21-22); Program Unit Value at beginning of FY 20-21 was $4,758.10; decreased to $4,531.74 (due to declining revenue related to COVID); Final Unit Value for FY 20-21 set at $4,536.75; Initial Unit Value for FY 21-22 was set at $4,770.70 - increase of $102.09 from Initial Unit Value or 2.1%; Mandated 1.5% minimum salary increase (Some groups of employees such as Educational Assistants, Administrative Assistants, Support Staff, Maintenance & Custodial Staff received an increase ranging from 1.5% to 9.5% to offset moving tiers on ERB and Healthcare. Employees making more than $24,000 pay the higher 10.7% ERB rate, compared with a 7.9% rate for employees making less than $24,000. Health insurance rates increase at the $15,000, $20,000, and $25,000 salary levels; where the employee pays 30%, 35%, and 40% of the insurance premiums on those salary tiers.); Health Insurance rate increase (High Option/HMO Insurance - 6.0%; Low Option - 3.6%); Cost of Salary Increases ($1,051,556.08 + benefits $265,042.69), ERB 1% increase - $427,607.63; Risk Premium increase - $109,571.00; add Executive Assistant to Superintendent - $64,519.67; add iAcademy Attendance Secretary - $36,023.64; add Technology Specialist - $59,036.84; Total Budget Increase ($2,013,357.55), Increase in SEG ($991,175.51), Budget Deficit ($1,022,182.04); Transportation Budget decreased from $2,019,532 to $1,779,268; and Estimated Operational Cash Balance ($14,000,000).

Ms. Russell provided the Board with the following information/documents: Program Unit History, Risk Insurance Premium Increase, Analysis of Utility Costs; Health & Medical Cost Increases, History of the Unit Value, 2021 - 2022 State Equalization Guarantee Tool, 2020 - 2021 Estimated SEG, Operating Budget Cash Balance for 2021 - 2022, NM State Department of Education Bonded Indebtedness Retirement Schedule, Account Distributions; 2021 - 2022 School Calendars, 2021 - 2022 School Calendar Check, Article 10A Certification, Operating Budget - Revenue, Operating Budget - Expenditure, and Salary Schedules.

Ms. Russell mentioned a couple of title changes to the Salary Schedules since the Board's approval last month. Ms. Osburn commented that we are creeping back up with more salary schedules again, but this time it was with support staff. She said, "At some point can we look to see if we can compress some of those like we did with instruction?" Ms. Russell asked, compress them? Ms. Osburn replied, "Could we put more of the support on a single salary schedule? I'm sure there is a good reason why #9 and #10 are not on the same one. At one point that was a goal to have less salary schedules." Ms. Russell, replied that she was not aware of that, but would see what they can do for next year. Ms. Osburn stated, "I appreciate the work that has been done to optimize every single opportunity that we have to get the funding working on behalf of our kids and also time in schools. I know that you guys are looking at things in ways that shows to our community that we really are going above and beyond even though we aren't doing it the way PED would like us to do it, but we are doing it the way our community needs us to. So thank you for all those things you guys have done." Ms. Russell responded, "It is definitely a team effort."

Ms. Russell stated the worksheets following the salary schedules include every employee returning to next year so the PED can make sure every employee received at least a 1.5% raise and that it calculates correctly. She also highlighted the listing of average salaries, which lists salaries by job classification so we can see what our average salaries are. Ms. Russell stated, "Lists what the estimated average salary increase is for classroom teacher, which is 1.6%. Average salary for 2020 - 2021 for a teacher was $55,486; 2021 - 2022 is $56,409. It also lists average years of experience and teachers have an average of almost 11 years working in public schools.

Ms. Russ wanted to draw attention to the information items folder that was sent to the Board. She indicated many individuals put together the narrative educational plan that is the narrative description of the numerical portion of the budget, which was a new requirement last year. "There is a good deal of coordination between federal funds and operational dollars and a lot of thought that went into the budget presented tonight," Ms. Russ mentioned. It was noted that Ms. Nigreville was instrumental in putting the document together.

Ms. Osburn made a motion to approve the 2021 - 2022 budget as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

X. STAFF REPORTS

A. Employee Services Report

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

XI. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. June 4 - 5 NMSBA Virtual School Law Conference
B. June 22 Regular Board of Education Meeting – Hybrid, 5:30 PM

XII. *ADJOURN & RECESS INTO EXECUTIVE SESSION PURSUANT TO NMSA 10-15-1-H(8) FOR THE DISCUSSION OF THE PURCHASE, ACQUISITION OR DISPOSAL OF REAL PROPERTY & NMSA 10-15-1-H(7) PERTAINING TO THREATENED OR PENDING LITIGATION TO DISCUSS CASE NO. D-905-CV-2020-00458

Ms. Osburn made a motion at 6:21 PM to adjourn and recess into Executive Session pursuant to NMSA 10-15-1-H(8) for the discussion of the purchase, acquisition, or disposal of real property where Superintendent Russ, Mitzi Estes, Joe Strickland, Shawna Russell, and John King would be joining & NMSA 10-15-1-H(7) pertaining to threatened or pending litigation to discuss case number D-905-CV-2020-00458 where Superintendent Russ would be joining. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: 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:
June 22, 2021