Note: The Board of Education held an Executive Session, Tuesday, October 22, 2019 at the Clovis Municipal Schools' Administrative Building, 1009 Main Street, in accordance with NMSA 10-15-1-H(2) for limited personnel matters to conduct an informal mid-year evaluation of the Superintendent. This meeting was closed to the public pursuant to NMSA 10-15-1-H(2). Only the item announced was discussed in the Executive Session.

REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
November 19, 2019

A regular meeting of the Board of Education was held on Tuesday, November 19, 2019, at 5:30 p.m. at the Clovis Municipal Schools Administration Building, 1009 Main Street, Clovis, New Mexico. School Board members present were: Kyle Snider, Vice President; Paul Cordova, Secretary; Shawn Hamilton, Member; and Terry Martin, Member. Cindy Osburn, 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 were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; *Eastern New Mexico News* representative; Cannon AFB representative, Sara Williams, and staff.

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

III. *CONSIDER APPROVAL OF MINUTES - October 22, 2019 Meeting
Mr. Martin made a motion to approve the October 22 Board meeting minutes as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA
Mr. Martin made a motion to approve the agenda as presented. Mr. Hamilton 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 - October
B. Consider Activity Report - October
C. Consider Student Nutrition Report - September
D. Consider Investment Report - October
E. Consider Budget & Expenditure Report - October
F. Consider Revenue Report - October
G. Consider Budget Adjustments

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

VII. SUPERINTENDENT'S REPORT – Renee Russ

A. Cannon Air Force Base Update - Hawk Baker/Sara Williams

Sara Williams from Cannon AFB provided the following update for the Board. She mentioned the upcoming Christmas Parade on December 4 to include bands from both Clovis and Portales Schools, Wildcadettes, cheerleaders, Zia and Barry Elementary students to sing at tree lighting, and the New Mexico State Fair Queen will be part of the parade. Ms. Williams also highlighted the Student to Student groups at the CHS Freshman Academy and their community service projects. She mentioned the service project in October was the Red Ribbon Campaign, in November the students would be serving Thanksgiving at the Lighthouse Mission from 10:00 - 2:00, would be going to an assisted living facility to sing Christmas carols, and on December 7 they would be ringing bells for the Salvation Army. Additionally, Ms. Williams touched upon the Children's Gift Giving, which would provide gifts for 200 families (600 kids), a free petting zoo for the Children's Hope Home, and the Christmas card and cookies project for airman at Cannon.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

A. Introduce MS STEM 1 Curriculum

Ms. Estes introduced the MS STEM 1 curriculum and stated the class was for one semester and would be divided into seven units. She also mentioned they anticipate adding at least one more to the middle schools – a STEM 2 class.

IX. FINANCE DEPARTMENT - Shawna Russell

Prior to presentation of her items, Ms. Russell provided the Board with an update on the Toyota Tacoma raffle ticket sales. She indicated 4,815 tickets have currently been sold for a total of $24,000+; another 5,450 tickets are out being sold, which would bring in an additional $27,000. She said we still have five more months of sales remaining.

A. Discussion of Membership Projections 2020 - 2021

Ms. Russell stated, "We continue to see declines in our student enrollment. We are anticipating a total membership of 7,913 at the time the report was completed; 40th-day this year was 7,828, which was a little down from projections; 40th-day last year was 7,924." Ms. Russell then reviewed projections for the additional programs for 2020 - 2021.

B. Discussion of Per Pupil Expenditure Report

Ms. Russell presented the Per Pupil Expenditure Report stating, "This is the first year completing this report and they have us reporting every expenditure in the District – operational, Food Service, Federal, activities, athletics. Every dime that comes in and out of the District has been reported. So, most of our expenditures we got a good process for allocating those to the schools, so when we spend that money it is allocated to the schools and coded to the schools. There are still quite a few expenditures that are coded to the District activities such as Skyward and insurance." Ms. Russell then explained the report in more detail to the Board. She indicated this information would be published in the District Report Card.

C. Discussion of Quarterly Cash Report 2019 - 2020

Ms. Russell presented the Quarterly Cash Report for 2019 - 2020 stating, "This report is filled out once a quarter. You take the ending balance from June of the previous year, add in revenue for the quarter, subtract expenditures, and come up with a total cash as of the end of the quarter."

D. Discussion of Training & Experience (T&E)/Teacher Cost Index (TCI) Reports

Ms. Russell presented the Training & Experience (T&E) and Teacher Cost Index (TCI) reports stating, "As you know, they have made some changes to the T&E. This year it is going to be half and half; half of the factor is going to be from the T&E report and the other half from the TCI. So, the T&E report, we ended up with an index of 1.065 and the TCI a factor of 1.053. Which means we have decreased our T&E this year and that is because of the TCI. Our actual T&E report went up very slightly, but because it is only counted 50%, the TCI is taking up the other 50%, then our factor did go down. So our funding, all things equal, will decrease because of that by about $220,000. We anticipate the state will have money this year. So we anticipate that they will increase our unit value, which will help offset some of this."

E. Discussion of National Board for Professional Teaching Standards (NBPTS) Letter

Ms. Russell presented the National Board for Professional Teaching Standards (NBPTS) letter, which references the requirement to submit a list of teachers who have obtained an NMPTS certificate on or before the 40th-day of the current school year. The letter submitted to the Public Education Department listed four teachers – Kalynn Baldock, Annetta Hadley, Melinda Isaacs, and Silvia Miranda.

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. November 27 - 29	**Thanksgiving Holiday - No School for Students / Administrative Office Closed**
B. December 6 - 7	**NM School Boards Association Annual Convention, Embassy Suites, ABQ**
C. December 17	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**

XII. *ADJOURN

Mr. Martin made a motion to adjourn the meeting at 5:50 PM. Mr. Hamilton seconded the motion. The motion carried unanimously.

/s/ Paul Cordova — CLERK

/s/ Cindy Osburn — PRESIDENT

DATE MINUTES TO BE APPROVED:
December 17, 2019