REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
January 28, 2020

A regular meeting of the Board of Education was held on Tuesday, January 28, 2020, 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; Shawn Hamilton, Member; and Terry Martin, Member. School personnel present were Renee Russ, Superintendent; Joe Strickland, Deputy Superintendent of Employee Services; Shawna Russell, Deputy Superintendent of Finance; and John King, Deputy Director of Operations. Mitzi Estes, Deputy Superintendent of Academic Services & Leadership, was unable to attend. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; *Eastern New Mexico News* representative, Sara Williams, Cannon AFB 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 – Cindy Osburn

Ms. Osburn offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - December 17, 2019 Meeting

Mr. Cordova made a motion to approve the December 17, 2019 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. Martin 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 - December
B. Consider Activity Report - December
C. Consider Investment Report - December
D. Consider Budget & Expenditure Report - December
E. Consider Revenue Report - December
F. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0032-I	CARL D PERKINS SECONDARY	24174	$1,921.00
012-000-1920-0033-I	ROTC	25200	$1,800.00
012-000-1920-0034-I	STUDENT TRANSPORTATION	13000	$46,806.00

G. Consider ITB & RFP

1. ITB 1920-106 Purchase of a 2019-2020 ½ ton Commercial Cargo Van with Swivel Ramp

A recommendation was made to award the bid to Phil Long Ford of Raton, LLC as shown in the attachments provided to the Board.

2. RFP 1920-203 District Wide Notification System

A recommendation was made to award the RFP to BlackBoard as shown in the attachments provided to the Board.

Mr. Martin 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

Sara Williams stated, "We have been busy between the schools and the base. There are so many opportunities coming up." She highlighted several of those opportunities to include the base hooking up with the schools and the iAcademy to teach the students about drones and how to get certified; CHS Freshman Academy – troops to speak to students about their pathway in life and success; Driver's Education – partnership with the schools to get airman licensed to drive; MED Group/Dental Health Month – going into the schools with oral hygiene presentations and provide toothbrushes, toothpaste, etc. to students; ROC Man – doing leadership program at middle schools and a presentation at the base on February 7 to speak to airman about going into the schools and being leaders; Volunteer Training – February 7 at the base – holding monthly trainings so volunteers can get into the schools to help; Airman Leadership School – part of their class is community service work and would like to help the schools with beautification projects such as painting, etc.; and Public Affairs Office – looking at the programs and partnerships with the schools and would like to highlight them on the Cannon AFB page.

The Board thanked Ms. Williams for her informative update.

B. Discussion/Introduction of Board Policy B-0900/Board Organizational Meeting

Ms. Russ presented the discussion of Board Policy B-0900 and stated, "With the change in the election cycle, we had a recommended change from Policy Services to potentially shift from March to January. However, I have had conversations with Dr. Williams and people around the state and there is really no consistency. It is different across the state depending on Boards and districts and what they elect to do. With the last sentence in the policy, you have the ability to reorganize anytime that you were to see fit. With my Cabinet, we have had some conversation about some of the benefits of aligning that reorganization with our fiscal contract and academic year; just having that consistency, but this is at your discretion. The only stipulation is that at the time you would reorganize, that we would have that as an agenda item."

Mr. Martin stated, "One says January, but what you are saying is the fiscal year, which would be June or May?"

Ms. Russ replied, "June to go into affect July 1. But again, that's at your discretion. There has been some discussion about not reorganizing until we have made it through this academic year. The recommendation came on the heels of the shift in the election month and that moved to November."

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Mr. Snider said, "My concerns and there is good things out of it – I know if we do reorganize at the end of the fiscal year, they don't have to change the letterhead. The things I brought up when I came and talked to you (Russ) was if we have the election and someone comes in – for instance if me and Cindy ran this term and we got beat, it would be president and vice president coming in. I want to make sure we can reorganize the new people that they are not the president and vice president. If they come in and beat us, they would be the president and vice president."

Ms. Osburn added, "The current policy says the meeting shall be called to order by the president of the Board of the presiding year, if that person is not a member of the Board, a temporary president could be elected. The meeting would be called to order by the temporary president."

Mr. Snider clarified, "I just want everybody to understand that. The other thing is that I think if we reorganize at the end of the fiscal year, the signature on the diploma will be the president of the current Board. I'm okay with either one."

Ms. Osburn stated, "I asked to have this as an agenda item because I didn't get much feedback, so I wanted to discuss it. It really doesn't matter to me."

Mr. Snider asked for input from the Superintendent's Cabinet members and all were in agreement that reorganizing at the beginning of the fiscal year works best.

Mr. Hamilton stated, "With the flexibility, it makes most sense to do it in June."

The item is only for discussion and would be brought to the Board next month for consideration.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

***A. Consider Impact Aid Application**

In Ms. Estes's absence, Mr. Strickland presented the Impact Aid application for the Board's approval. Mr. Strickland stated Carlyn Hancock, Executive Director of Student Support Services, who completed the application, was present to answer questions. There were no questions from the Board.

Mr. Martin made a motion to approve the Impact Aid application as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

IX. EMPLOYEE SERVICES - Joe Strickland

***A. Consider 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 presented the policies for the Board's consideration. He indicated the policies were introduced to the Board last month. The Board members said their questions were answered last month; therefore, they did not have additional questions.

Mr. Martin made a motion to approve the revisions to the policies as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

B. Introduce 2020 - 2021 Instructional Calendar

Mr. Strickland presented the draft 2020 – 2021 Instructional Calendar and walked the Board through their thought process. He noted the calendar included:

- K-5+ and Extended Learning, which is two new programs the Public Education Department is offering to advance student learning. Seven of our elementary schools and all secondary schools signed up for Extended Learning. The program requires each participating site to add ten consecutive days to the beginning of the school calendar; days are in July and August. Four elementary schools signed up for K-5+ program; scheduled for July and early August and they are full days.
- No issue with the County Fair due to student start date of school on August 17.
- Late start for kindergarten for staff to assess students prior to the start of school; still meets the Public Education Department's requirement for hours.
- Early release Wednesdays once a month throughout the school year; not half days. Release time would be 1:00 PM, which qualifies as a full day and allows students to participate in a regular academic day and the lunch program. Early release for staff to have ongoing intervals of time to look at data and make adjustments, and plans for re-teaching to help student improvement. Participation in Extended Learning comes with a District commitment to provide eighty professional development hours during the school year for teachers.
- Justification for selection of Wednesday is due to the community's long tradition of not scheduling activities such as band, choir, athletics, on Wednesdays so people could participate in faith-based activities. Wednesdays are a day where the District can get all staff together for professional development. Did not consider placing the early release day next to a weekend due to some staff taking leave on these days in the past. Holding professional development on these days would also reduce the number of substitutes in the classrooms.

Mr. Strickland pointed out the District had early release days previously from 2005(ish) to 2014. "The days allowed for the faith-based community and daycare providers to start doing activities on those times and gave students a place to go and even provided transportation possibilities." He indicated the District wants to get this proposal out in time for community groups to start making plans.

Mr. Snider stated, "We are talking about the teachers and the data. I'm all about that – I get that. I'm about the kids too. We want to make sure that parents don't have to take off of work. I want to make sure – that was a big thing back when I was getting a lot of calls about it. I want us to be really prepared for that; to make sure the parents don't – it's not a burden on them."

Ms. Osburn added, "I think we find ourselves in a place where the demands as professional educators are coming at us at such a rapid fire pace that it is unrealistic to expect our teachers to do all of this on their own time or as you say, with substitutes. It is pretty often, so I don't know the solution, but I certainly understand the need for it. So I believe our community would step up."

Mr. Snider stated, "Maybe have you looked at Mondays? I get it. Maybe you have half days on Mondays. Is that something you looked at as well?"

Mr. Strickland replied, "It is and the times we have done that in the past on a Monday or Friday, that's where it turned into a long weekend; a 3-day weekend. Again, we also don't have the full student participation or full staff participation. There are conflicting pieces on Mondays for athletics. That's

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why Monday, Tuesday, Thursday, and Friday are very difficult days to get all our staff in town and available.

Ms. Russ said, "I believe we have two Wednesdays a month previously as well. This is eight, total, early releases for two hours."

Mr. Martin asked, "Didn't we have some after-school programs for students that didn't have some place to go?"

Mr. Strickland replied, "I know some of our churches offered those in town and the Child Development Center at the base offered a program on those days for parents who needed a place for their child to hang out. I don't remember us having school-sponsored coverage."

Mr. Martin commented, "So basically we are only talking about two hours?" Mr. Strickland replied, yes.

Mr. Martin asked, "What would it cost the District to look at those that don't have nowhere to go to be safe on campus?"

Mr. Strickland said, "We talked about that too that the other group we have available are our educational assistants, but again we don't have time to give them the training. That is also the time we can use to help them improve their skills as well. It's a give and take balance. It's very difficult to get every need met for every group, from both sides."

Mr. Snider stated, "I just recall a lot of phone calls and a lot of people were happy when we changed it back. I hate to change it back and us not be prepared."

Mr. Cordova said, "If you have multiple kids, you are looking at daycare and transportation. Like you said, that may impact . . . (inaudible). I understand what you guys are trying to do."

Mr. Strickland also highlighted the full week of closure for the Thanksgiving break on the proposed calendar. Ms. Osburn commented, "It really is a nice calendar."

Mr. Strickland highlighted Christmas break, spring break, and graduation date. He indicated the calendar was shared with the District Advisory Council and was emailed to all staff allowing for comments. He said the majority of feedback was positive.

Mr. Martin added, "The only thing I want to say is that our faith-based churches/daycares are – got plenty of heads-up before next year starts."

Mr. Hamilton shared, "The good thing is it is only one day a month as opposed to every other week. I think you answered my question. I got an email from a teacher requesting the half days be around weeks that had holidays in them. That was the whole reason we don't have them because we want them to be here instead of taking off." Mr. Strickland added, "Students and staff."

X. FINANCE DEPARTMENT - Shawna Russell

***A. Consider Revised 2019 - 2020 Fleet Service Contract with Adair, Inc.**

Ms. Russell presented the revision to the 2019 - 2020 Fleet Service Contract with Adair, Inc. She indicated the District has been allocated two new school busses and the State would give the rental fees for the remainder of the school year.

Mr. Snider made a motion to approve the revision to the contract with Adair, Inc. as presented. Mr. Martin seconded the motion. The motion carried unanimously.

XI. STAFF REPORTS

A. Employee Services Report

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

XII. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. February 17	**Holiday - No School for Students/Administrative Offices Closed**
B. February 25	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**

XIII. *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)

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

XIV. *RECONVENE FROM EXECUTIVE SESSION (Roll Call)

Mr. Cordova made a motion to reconvene from Executive Session into open session pursuant to NMSA 10-15-1-H(2) where only the items announced were discussed. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Hamilton, yes; Secretary Cordova, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

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

Mr. Cordova made a motion to extend Ms. Russ's contract through 2022 school year and her salary will remain the same; however, when the budget is determined and if a salary increase for instructional staff is mandated by the New Mexico State Legislature, the Board authorizes Ms. Russ to receive the same percentage increase. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Hamilton, yes; Secretary Cordova, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

XVI. *ADJOURN

Mr. Martin made a motion to adjourn at 7:11 PM. Mr. Hamilton seconded the motion. The motion carried unanimously.

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CLERK PRESIDENT

DATE MINUTES TO BE APPROVED:
February 25, 2020

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