REGULAR MEETING OF THE BOARD OF EDUCATION - HYBRID MODE
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
June 28, 2022

A regular meeting of the Board of Education was held in hybrid mode (in-person & via Zoom) on Tuesday, June 28, 2022. School Board members present (in-person) were: Paul Cordova, President; Shawn Hamilton, Vice President; Terry Martin, Secretary; Cindy Osburn, Member; Sharon Epps, Member. School personnel present were Renee Russ, Superintendent; Mitzi Estes, Deputy Superintendent of Academic Services & Leadership; Jay Brady, Incoming Deputy Superintendent of Operations, Technology, and Athletics. Joe Strickland, Deputy Superintendent of Employee Services was unable to attend. Additional individuals present (in-person) were: Jelayne Curtis, Executive Legal Administrative Assistant to the Superintendent; Tammy Lewis, Executive Administrative Assistant to the Superintendent, staff, *Eastern New Mexico News* representative, and members of the public.

If attending virtually, participants are required to display their screen name and start the video for the Zoom meeting.

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Opportunities to speak during the Open Forum or to a specific agenda item will be made available to individuals attending in-person and online. Speaker's Registration Cards will be available at the G.C Ross Administration Building prior to the meeting. For online speakers, Registration Forms 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. Cordova called the meeting to order at 5:30 PM. A quorum of the Board was present.

II. PLEDGE AND SALUTE – Paul Cordova

Mr. Cordova led those present in the pledge and flag salute.

III. *CONSIDER APPROVAL OF MINUTES – May 24, 2022 Meeting

Mr. Hamilton made a motion to approve the May 24, 2022 meeting minutes as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; and President Cordova, yes. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA

Ms. Russ recommended the removal of consideration item 10.B.1 and all of the regulations / exhibits related to this. We are currently awaiting language clarification from Policy Services and we would like to consider this at a later date.

Ms. Osburn made a motion to approve the amendment to the agenda as recommended by Ms. Russ, item 10.B.1 and all of the regulations and exhibits related to it. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; and President Cordova, yes. The motion carried unanimously.

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

V. *CONSIDER REORGANIZATION OF THE BOARD OF EDUCATION MEMBERS

Mr. Martin made a motion to elect Shawn Hamilton as President of the Board and Mr. Martin as Vice President of the Board, and Cindy Osburn as Secretary of the Board. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; and President Cordova, yes. The motion carried unanimously. These positions will be effective July 1.

VI. ADMINISTER OATH OF OFFICE FOR NEW BOARD OF EDUCATION OFFICERS

Jelayne Curtis, Notary and Clerk of the Board, administered the oath to the New Board of Education Officers.

VII. *CONSENT AGENDA

Items are placed on the agenda so the Board, by unanimous consent, can designate those routine agenda items they wish to be approved or acknowledged by one motion. If any 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 - May
B. Consider Activity Report – May
C. Consider Student Nutrition Report – May
D. Consider Investment Report – May
E. Consider Budget & Expenditure Report – May
F. Consider Budget & Revenue Report - May
G. Consider RFPs
1. RFP 2122-203 Architectural and/or Engineering Services for Student Support Center Renovations
2. RFP 1819-223 Telephone Based Interpretation and Written Translation Services
3. RFP 1819-224 Data Warehouse
4. RFP 1920-210 Chemicals for Hobart Dishwashers and Chemical Usage for Training for the Student Nutrition Department

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

VIII. SUPERINTENDENT'S REPORT – Renee Russ

A. **Cannon Air Force Base Update** – Sara Williams
A Cannon AFB representative was unable to attend the meeting.

B. **Update on Summer Wildcat Camp** - Julie Howell
Ms. Russ thanked Julie Howell and John Howell for their work on the Wildcat Camp and invited Ms. Howell to report on the progress thus far. Ms. Howell reported the first three weeks of Wildcat Camp has been an amazing experience. There were 800 student slots available, 1300 student applications submitted, and 289 applications from teachers, EA's, and student interns (ages 15-18) for 35 teachers, 35 Educational Assistants, and 35 Student Interns per week. There four strands available for social/emotional learning, Physical Education (PE)/Athletics, Fine Arts, and STEM (Science, Technology, Engineering, and Mathematics). Additionally, parents had the option of choosing to substitute tutoring for one of these strands. Daniel Gleaton, Alan Isaacs, Vicki Guiffre, and Ana Devenport gave reports of their successes. Mr. Gleaton reported the highlights of their presentations in the Social/Emotional Learning strand including building community relationships (Cannon AFB, Clovis Police and Fire Departments, and the Game and Fish Department), food and culture, and taking care of their mind and body. Ms. Guiffre reported that staff and interns are digging deeper and getting to know students on a personal basis. Students were able to see tutoring in a different way and the interns were able to build personal relationships with the participants during breakfast and throughout the day. One of the unique opportunities provided by PE/Athletics is the opportunity to connect with students from other school zones and have fun. Drill team, basketball, soccer, and wrestling options were available to try activities they have not experienced before. Mr. Issacs reported the Visual Arts strand painted with shaving cream, participated in dance classes, and performed in the well-known Missoula Theater. Students worked hard with early starts and late nights to learn their parts in one week with confidence. Ms. Howell reported that the STEM students learned about pollination leading up to hydroponic gardens, rockets and things that fly, and Chromebook programmed robots. Ms. Devenport reported about how the camp impacted her student and prompted some thinking about his future educational career. The COVID shutdown had impacted him and this gave him an opportunity to reconnect in ways he would not have been able to do without Wildcat Camp.

In summary, 60 hours, 12 days, and exhausted kids having a ton of fun. Wildcat Camp has been successful. Ms. Howell reported they have a 2-week break. Leadership is really looking good for Clovis.

Mr. Martin commended the staff and interns, the team effort to make it work. He inquired about the number of students actually participating. Ms. Howell indicated that during the break, they will contact some of the students who did not initially get accepted due to enrollment limits and try to fill the slots for those students who did not participate as expected. Ms. Epps inquired more about how the Missoula Theater works and commended the team on phenomenal work. Mr. Martin stated he had heard all good compliments except for those disappointed students who were unable to get in due to space limitations. Ms. Russ pointed out that we are using our CARES Act funding for this, they receive meals and transportation and we hope that we will weave this into our Extended Stay Wednesdays (ESW) using those federal dollars to increase those levels of engagement to develop a sense of "being a Wildcat" and getting kids back on the right track. Mrs. Epps stated that although she does not know who all was on the team, "wow", lots of good things going on. Ms. Howell invited the Board out to experience Wildcat Camp in person in July. Mr. Cordova asked that some of the students and workers come and speak to the Board in July. Ms. Russ said we will be tracking this group with attendance indicators and watching their performance in reading and math to see if a program like this is making a long-term impact. Ms. Howell indicated the tutoring strand seems to be the one that has had the most impact. Mr. Hamilton reported

he has heard positive input in the community and thanked the team for providing something this community has needed for a long time.

***C. Consider Request for Permission to Travel (Board Policy I-6500/IJOA)**

1. Clovis High School Band - Flagstaff, AZ

Mr. Boerio discussed the available information for the band trip and the desire to get our students back in the circuit to participate in a regional competition. The band needs permission to get started on fundraising. The details of the trip will be provided at a later meeting as that information becomes available. Mr. Cordova stated it is important to start getting our students back out again. Mr. Hamilton noted that he is anxious to see how we do. Mr. Martin indicated he would like to see them "bring back the gold". Mr. Martin made a motion to approve the trip request as presented. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

***D. Consider Resolutions Regarding Board Member Participation in Procurement of Services**

1. Paul Cordova

2. Shawn Hamilton

Ms. Russ explained the purpose of resolutions for procurement. Any time a Board Member offers a service through a private business that Clovis Schools may procure, we must have an approved Resolution in place. Tonight, we have those Procurement Agreements to consider.

For procurement item number one (Paul Cordova), Mr. Martin made a motion to approve the 2022-2023 Board Procurement Resolution as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes. The motion carried with Mr. Cordova abstaining.

For procurement item number two (Shawn Hamilton), Mr. Martin made a motion to approve the 2022-2023 Board Procurement Resolution as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; President Cordova, yes. The motion carried with Mr. Hamilton abstaining.

IX. INSTRUCTIONAL MATTERS – Mitzi Estes/Carrie Nigreville

Ms. Estes thanked Julie Howell and John Howell for their coordination of our summer Wildcat Camp.

***A. Consider 2022 - 2023 SSAE Title IV Application - Petie Davis**

Petie Davis was present to answer any questions. Mr. Hamilton made a motion to approve the 2022-2023 SSAE Title IV Application as presented. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; Mr. Cordova, yes. The motion carried unanimously.

B. Introduce Elementary Grades K-5 English Language Arts (ELA) Curriculum

Ms. Estes noted this is an introduction item only with all of the credit for this hard work going to Leigh Morris. Ms. Epps indicated that as a former educator and administrator, she is aware of the hard work that goes into curriculum development and making it all fit together. She commended Ms. Morris. Ms. Estes indicated that Ms. Morris does a phenomenal job working with teachers and is second to no one in the state.

C. Discussion of 2020 - 2021 & 2021 - 2022 Attendance Highlights - Debbie Westbrook

D. Discussion of Wellness Plan & Implementation Guide - Debbie Westbrook

E. Discussion of Press Release Regarding Districtwide Free Meals - Debbie Westbrook

Ms. Westbrook shared the attendance highlights and noted that we have had a decrease in chronic attendance, in unprecedented times. The Attendance Highlights were reviewed with how we are actively working to review attendance daily with the diligence and support of Administrative Assistants, Attendance Coaches, Safe and Healthy School Coordinators, and School Administrators. Mr. Hamilton commended the efforts and noted that the numbers speak for themselves.

Ms. Westbrook shared the Student Wellness Plan. The team continues to meet twice per year. Changes noted were the use of any staff to provide training for the Physical Educational Assistants and the number of recesses. Ms. Osburn thanked Ms. Westbrook for presenting a comprehensive plan.

Ms. Westbrook shared the Press Release noting that all CMS students will be receiving free breakfasts and lunches for the 2022-2023 school year. The benefits of access to food with regard to learning cannot be understated. Ms. Westbrook will continue to meet with the Deputy Director of Finance quarterly to be sure we stay on track financially. Ms. Epps noted that it is a proven fact that students cannot learn if they are hungry.

Ms. Estes offered a heartfelt thank you for the opportunity to serve at Clovis Schools. She noted that she had the opportunity to work with the best team, and an outstanding group of leaders. She thanked everyone for the constant commitment to students.

X. EMPLOYEE SERVICES - Joe Strickland

***A. Consider 2022 - 2023 Title II Budget - Mandy Carpenter**

Mandy Carpenter presented the 2022-2023 Title II Budget. This budget contains a new $500.00 per year addition for each credit course taught in a math or science course that will count towards graduation at the high school level due to the difficulty finding teachers in these fields. Employee Services hopes this will garner excitement and be beneficial in drawing new teachers in.

Ms. Epps made a motion to approve the 2022-2023 Title II Budget as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

***B. Consider Revisions to Board Policies/Regulations/Exhibits**

1. **Board Policy J-1650 – Truancy/Chronic Absences**
    a. **Board Regulation J-1661 – Truancy/Chronic Absences**
    b. **Board Exhibit J-1681 – Truancy/Chronic Absences**
    c. **Board Exhibit J-1682 – Truancy Action Plan for Students with Attendance Problems**
    d. **Board Exhibit J-1683 – Truancy/Chronic Absences - Developing School & Attendance Improvement Plan**
    e. **Board Exhibit J-1684 – Truancy/Chronic Absence Action Plan for Students**
2. **Board Regulations J-0511 – Student Attendance**
3. **Board Policy J-0550 – Compulsory Attendance Ages**
4. **Board Policy J-0600 – Entrance Age Requirements**
5. **Board Policy J-0750 – Admission of Resident Students**
6. **Board Policy J-0800 – Tuition/Admission of Nonresident Students**
7. **Board Policy J-1300 – Student Withdrawal from School/Dropouts**
8. **Board Policy J-1550 – Student Absences and Excuses**
    a. **Board Regulation J-1561 – Student Absences and Excuses**

In Mr. Strickland's absence, Ms. Carpenter presented the Revisions to Board Policies/ Regulations/Exhibits.

Mr. Martin made a motion to approve Board Regulation and Policies #2 – 8 as introduced at the May 24, 2022 Board Meeting. These changes were due to the Attendance for Success Act. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

XI. FINANCIAL MATTERS - Shawna Stowe

***A. Consider 2022 - 2023 Audit Contract with Carr, Riggs, & Ingram, LLC**

The contract brought for consideration at the May 28th meeting in error was for the prior year. The amount of the contract for consideration is $57,907.30.

Mr. Hamilton made a motion to approve the 2022-2023 Audit Contract with Carr, Riggs, & Ingram. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously

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

Ms. Stowe presented a process change for Submitting Budget Adjustment Requests to the Public Education Department prior to the Board Approval for the 2022-2023 school year. This process change is necessary due to the fact that some Budget Adjustment Requests require submission prior to Board approval due to the very short turnaround time. Ms. Stowe is recommending that this process be changed with the understanding they will be presented to the Board after those circumstances requiring advance submission and can be reversed if the Board does not approve them.

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

***C. Consider Revisions to 2022 - 2023 Increment Salary Schedule**

Ms. Stowe presented a revised 2022-2023 Increment Salary Schedule to add the SAT Chair (Levels 1-3).

Mr. Hamilton made a motion to approve the revised 2022-2023 Increment Salary Schedule as presented. Mr. Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

***D. Consider Disposal of Fixed Asset from the District's Inventory**

1. Countertops

The Inventory Committee recommended the disposal of Countertops from the Language, Culture, At-Risk Services Department.

Mr. Martin made a motion to approve the removal of the countertops from the District Inventory as presented. Ms. Epps seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

***E. Consider 2021 -2022 Inventory Completion**

Ms. Stowe presented the Inventory Committee's Recommendation to approve the 2021-2022 Completion report as shown in the attachments provided to the Board.

Ms. Epps made a motion to approve the 2021-2022 Inventory Completion report as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

XII. STAFF REPORTS

A. Employee Services Report - May & June

In Mr. Strickland's absence, Ms. Carpenter presented the staff reports. Mr. Cordova noted that we have a lot of folks retiring.

Ms. Carpenter explained the various openings in the District as evidenced on her report on the right. We have not started interviewing for the Educational Assistant's, Pre-K, and Special Education positions. We have learned to wait until July when the Principals return because the new hire does not always need a job if too much time has elapsed. Elementary numbers are skewed, there are not really as many openings as it appears. A lot are filled with student teachers or staff from the CAFB SkillBridge program, that person is going to school to be a teacher; they can now be the teacher of record and be a long-term sub and do their internships simultaneously. Their teacher mentors no longer have to be in the classroom, they can be next door, for instance. We hope to be able to hire them in the Spring. Support Educational Assistant Ed Fellows are now going to become educators and we can pay them for 37.5 hours a week, even though they may be in college some of that time. We have made good use of the CARES money for this purpose. We are still experiencing shortages for teachers in math and science at the middle school and high school level. The Board did not have any questions**.**

XIII. OPEN FORUM

Personal attacks upon Board members, staff, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. (Per Board Policy B-2150/Public Participation at Board Meetings)

No speaker registration cards were submitted for the Open Forum.

XIV. ANNOUNCEMENTS

Ms. Russ recognized Ms. Jelayne Curtis for her 27 years of Service to the District. She has served with 8 Superintendents and 22 Board Members. She was presented with gardening gifts from throughout the District. Mr. Cordova thanked her for time and helping the Board follow proper procedures and for her service. All agreed that she was greatly appreciated and will be missed. Ms. Curtis noted she has met a lot of great people, done a lot of great things, got close to some and thanked everyone for allowing her to be here at the last meeting.

Ms. Russ also made the following announcements:

A. July 4 Holiday - Administrative Offices Closed
B. July 14-16 NMSBA Leadership Retreat, Taos, New Mexico
C. July 26 Regular Board of Education Meeting, 1009 Main Street, 5:30 PM

XV. *ADJOURN

Mr. Hamilton made a motion to adjourn the meeting at 6:35 pm. Mr. Martin seconded the motion and a roll call vote was taken as follows: Member Epps, yes; Member Osburn, yes; Secretary Martin, yes; Vice President Hamilton, yes; President Cordova, yes. The motion carried unanimously.

/s/ Terry Martin _____ /s/ Paul Cordova _____

CLERK PRESIDENT

DATES MINUTES TO BE APPROVED:
July 26, 2022