**REGULAR MEETING OF THE BOARD OF EDUCATION**
**CLOVIS MUNICIPAL SCHOOLS**
**1009 Main Street**
**August 25, 2020**

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, August 25, 2020. School Board members present were: Paul Cordova, Vice President; Shawn Hamilton, Secretary; Terry Martin, Member; and Cindy Osburn, Member. Kyle Snider, 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; *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 August 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/88929445908?pwd=SG85Rmoxcm5hdW1hRFNycjFIZ0ZsZz09**

**Meeting ID: 889 2944 5908**
**Passcode: 604018**
**One tap mobile**
**+12532158782,,88929445908#,,,,,,0#,,604018# US (Tacoma)**
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**Dial by your location**
**+1 253 215 8782 US (Tacoma)**
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**+1 312 626 6799 US (Chicago)**
**+1 646 876 9923 US (New York)**
**Meeting ID: 889 2944 5908**
**Passcode: 604018**
**Find your local number: https://us02web.zoom.us/u/kbM2ksa0nF**

**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. Cordova called the meeting to order at 5:30 PM. A quorum of the Board was present.

**II. *CONSIDER APPROVAL OF MINUTES - July 28, 2020 Meetings**
Mr. Martin made a motion to approve the July 28, 2020 Board meeting minutes as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Member Martin, yes; Secretary Hamilton, yes; and Vice President Cordova, yes. The motion carried unanimously.

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

**IV. OPEN FORUM**
No speaker registration cards were submitted to speak under the Open Forum section of the agenda.

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

| | | | |
|---|---|---|---|
| 012-000-2021-0004I | Student Support Academic | 24189 | $179,420.00 |
| 012-000-2021-0005-D | Pupil Transportation | 13000 | $ (95,890.00) |
| 012-000-2021-0008-D | NM Grown FVV | 27183 | $ (2,543.00) |

**H. Consider RFPs**
**1. RFP 1819-101 Bulk Fuel Renewal Year Two**
A recommendation was made to renew the contract with Charles Oil and Gas, Inc., dba Farwell Fuels, as shown in the attachments provided to the Board.

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

**VI. SUPERINTENDENT'S REPORT – Renee Russ**

**A. Cannon Air Force Base Update – Sara Williams**

Ms. Williams provided the Board with an update from Cannon AFB. She mentioned the CAFB Town Hall Zoom meeting on August 10 where ten Clovis Schools employees were involved. She said the CAFB leadership was very pleased with the meeting, which allowed parents to ask questions and received answers from Clovis Schools staff. Ms. Williams also indicated the meeting questions and answers were posted to the CAFB Wing page and expressed appreciation for the District's Frequently Asked Questions & Answers, which answered other questions from parents. She said the military families appreciate the time given to address their questions. Ms. Williams also gave a shout out to Jay Brady, Joe Strickland, and Lisa Lee for going the extra mile and their assistance with her daughter's driver's license. In closing, Ms. Williams highlighted the Red Nose Day Challenge, which was held prior to COVID and raised $1,500 for United Way. As part of the challenge, Board Secretary Shawn Hamilton and a goat danced to celebrate the amount of money raised. Ms. Williams shared pictures of Mr. Hamilton and the goat with the audience.

**VII. ACADEMIC SERVICES - Mitzi Estes**

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

Ms. Nigreville, CLI Shepherd, provided an update regarding the Clovis Leadership Initiative and gave the following presentation.

- As you know, we have begun a new cohort of schools participating in the UVA partnership at the elementary level
    - Arts Academy at Bella Vista
    - Cameo Elementary
    - James Bickley Elementary
    - Parkview Elementary
- These four principals, along with our district leadership team, participated in the UVA Summer Program in June, engaging with leaders from the University of Virginia and all over the country, for 7 days.
- Needless to say, we learned a lot. And during this time, one of the most powerful activities that took place was the finalization of our purpose statement which we began working on last March, so I'd like to start by sharing that with you. The purpose of our district leadership initiative is:

"To develop and empower leaders to: positively impact the trajectory of student outcomes; to invigorate and embrace each school community; and elevate the collective mindset of all stakeholders."

- During that week in June, each principal developed her own purpose statement, as well as writing her own story, which was a very powerful process that detailed the personal experience of each principal with her school.
- Since then, each school has completed a 90-day plan and we have also completed our district's implementation plan. All of those have been submitted to UVA.
    - There were some common themes in the 90-day plans that became evident, so our schools are focused on the use of High Quality Instructional Materials, language development for all students, and quality remote learning experiences for kids.
    - That last theme has really caused me to reflect over the past weeks on a quote by Claire Weekes who said:

"Strength is not born from strength. Strength can be born only from weakness. So, be glad of your weaknesses now. They are the beginnings of your strength."

And that really is the position that most of us find ourselves in now, the distance and the unknown and the virtual engagement sure feels like a weakness. But, I believe that Clovis teachers and leaders are already in the process of making this our strength. I think you'll see an entirely new and bold direction and opportunity coming from this before it's all over.

So, I invite you to partner with us as we seek to engage students and teachers and leaders as never before, I invite you to have high expectations for the work that we are doing, and I invite you to join us in seeking to connect with others as we never have before. I look forward to updating you on our progress throughout the year.

***B. Consider Request for Application for Comprehensive Support & Improvement Schools (CSI) Grant**

Ms. Estes presented the Comprehensive Support & Improvement Schools (CSI) Grant and stated the Clovis High School Freshman Academy qualified for the grant and it would be used for an Attendance Success Coach.

Mr. Hamilton made a motion to approve the Request for Application for the Comprehensive Support & Improvement Grant as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Member Martin, yes; Secretary Hamilton, yes; and Vice President Cordova, yes. The motion carried unanimously.

**VIII. EMPLOYEE SERVICES - Joe Strickland**

***A. Consider Revisions to Board Policies**

**1. Board Policy A-0250 - Non-Discrimination/Equal Opportunity**

**a. Board Regulation A-0261 - Non-Discrimination/Equal Opportunity**

**2. Board Policy A-300 - Sexual Harassment/Non-Discrimination on the Basis of Sex**

**a. Board Regulation A-0311 - Sexual Harassment/Non-Discrimination on the Basis of Sex**

**b. Board Regulation A-0312 - Non-Discrimination on the Basis of Sex**

**c. Board Exhibit A-0331 - Non-Discrimination on the Basis of Sex**

Mr. Strickland presented the revisions to the Non-Discrimination/Equal Opportunity Board Policies and indicated they were based on recommendations made by Policy Services and to align with the law. He said the Policies designate him as the Title IX Coordinator and the Superintendent as the Appeals Officer.

Mr. Hamilton made a motion to approve Board Policy A-0250 and Policy A-300 as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Member Martin, yes; Secretary Hamilton, yes; and Vice President Cordova, yes. The motion carried unanimously.

**IX. FINANCIAL MATTERS - Shawna Russell**

**A. Discussion of Finance Plan and Bond Sale Update – Regina Gaysina, RBC Capital Markets, LLC**

Prior to the consideration of the Notice of Sale of the Series 2020A General Obligation Bonds, Regina Gaysina from RBC Capital Markets conducted a virtual presentation to the Board, which included the District Finance Plan and Bond Sale Update. The presentation highlighted a history of the assessed

valuation, tax rate history, finance plan, Bond Sale Calendar, Weekly Municipal Market Update to include Economic Overview, Recent Performance of Major Asset Classes, Interest Rate Movements, and the Current Municipal Market Conditions: "AAA" MMD. There were no questions from the Board.

**B. Consideration of Notice of Sale of the Series 2020A General Obligation Bonds – Art Melendres, Modrall Sperling**

Mr. Melendres presented the Notice of Sale of the Series 2020A General Obligation Bonds, which included the Notice of Sale and Delegation of Authority Resolution. The Resolution stated, "The Board of Education of Clovis Municipal Schools has determined, and does hereby determine, that it is necessary and in the best interest of the District to issue its $5,000,000 General Obligation School Bonds, Series 2020A, . . " The Resolution, through the Board, authorized the President of the Board and the Superintendent to issue a Notice of Sale of General Obligation Bonds for a negotiated sale or competitively bid sale of the Series 2020A Bonds authorized at the February 7, 2017 election and determined that general obligation school building bonds authorized at the election be issued in accordance with the Notice of Sale and Delegation of Authority Resolution.

Mr. Melendres stated this agreement authorizes the Superintendent and/or Deputy Superintendent of Finance to enter into a bond purchasing agreement after the bond pricing has occurred. He stated, "Instead of doing a public sale, they are working with an underwriter and will result in a Preliminary Official Statement and ultimately a Final Official Statement being circulated to prospective purchasers and will be used to market the bonds." Mr. Melendres indicated the document provided to the Board was in conformity with New Mexico law and included the agreement to comply with Federal Internal Revenue Code requirements.

Ms. Osburn made a motion to approve the Notice of Sale and Delegation of Authority Resolution for the Series 2020A General Obligation Bonds as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Member Martin, yes; Secretary Hamilton, yes; and Vice President Cordova, yes. The motion carried unanimously.

***C. Consider Revised 2020 - 2021 Fleet Service Contract with Adair, Inc.**

Ms. Russell presented the revised 2020 - 2021 Fleet Service Contract with Adair, Inc. and explained there was a reduction in funding made during the Special Session of the State Legislature. She indicated the reduction in the contract was in the amount of $95,890.

Mr. Hamilton made a motion to approve the revised 2020 - 2021 Fleet Service Contract with Adair, Inc. as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Member Martin, yes; Secretary Hamilton, yes; and Vice President Cordova, yes. The motion carried unanimously.

**D. Discussion of 910B5 - State Equalization Guarantee Computation - Revenue Estimate Worksheet**

Ms. Russell explained the District was looking at approximately a $2.6 million decrease of the unit value that was provided to the District at the beginning of the year and that did not include the elimination of the K-5+ and Extended Learning the District was going to participate in. She indicated this also included the reduction in the Physical Education units given to the District, but took back.

Ms. Russell stated she anticipated the District would get further reductions and possibly to the unit value in January. Mr. Hamilton asked about student enrollment, but understood it would not affect the District this year. Ms. Estes indicated, as of today, the District's student enrollment was down 1,270 (out of approximately 7,800), but anticipated it would clean up after Labor Day, depending on the health order. She stated the District usually sees an increase after Labor Day. Ms. Estes explained the 1,270 students are enrolled and rolled over from last year, but we haven't seen them participating in instruction this year. She said there is a huge decrease in kindergarten students and felt as though we just needed to get the word out and get those students enrolled.

Mr. Hamilton asked if we had the number of students enrolled in Cohort C, fully online instruction. Ms. Estes indicated as of this morning, there were 1,913 students enrolled in Cohort C. She clarified that those students are included in the District count.

**E. Discussion of Bond Arbitrage Rebate Review Letter**

Ms. Russell presented the Bond Arbitrage Rebate Review letter. She explained that when the District sells a bond, the money is invested in a money market or savings account to ensure we don't receive more in interest rates on the money than what we are paying on the interest rate for the bond. She stated the BLX Compliance Group monitors to ensure we are within those limitations and they perform a few other calculations to ensure the bonds qualified for the small issuer exception to rebate. Therefore, the bonds did not incur an arbitrage rebate or yield restriction liability.

**F. Operations Update - John King**

Mr. King provided the Board with the following construction project update:

Highland ES received "Commercial Yard of the Month" from the City of Clovis. If you see any of these staff members, please thank them for their hard work, dedication and the roles they play in this District because without them, we would not have clean, safe ,and healthy facilities for our students to learn.

PROJECT UPDATE:

- **AABV Playground Upgrades** – Working with the contractor on the final revised scope of work/pricing. Work should begin within the next 30-45 days. Construction Cost - $240,000.00
- **La Casita Playground Upgrades** – Working with vendor to establish the final scope of work/pricing. Work is expected to begin late 2020 or early 2021. Estimated Construction Cost - $175,000.00
- **Central Office Roof/HVAC** – Construction is in progress, expect substantial completion by the end of September. Construction Cost - $850,000.00
- **Sandia, Zia, Yucca & CHS Buildings "D" & "F"** – Scope of work is to remove carpet/flooring and polish concrete. Havona Environmental is preparing cost estimates to provide ACM testing. Work is expected to take place during spring/summer 2021. Estimated Construction Cost - $1,350,000.00
- **Marshall, Yucca & Freshman** – Window and door replacement. Work is expected to begin early spring 2021. Estimated Construction Cost - $450,000.00
- **Barry, I-Academy, Mesa, Sandia, Zia, Marshall & Yucca** – Furniture. Currently performing evaluations to determine the scope. Furniture will be ordered before January 31, 2020 and installation will take place spring/summer 2021. Estimated Cost - $2,450,000.00
- **CHS Fencing** – Received PSCOC funding July 2019. Fencing and traffic gates to complete the perimeter security of this campus. Contractor is working on pricing. Work to begin October 2020. Estimated Construction Cost - $75,000.00
- **CHS Cameras** – Received PSCOC funding July 2019. Expand the camera system by 68 cameras and upgrade recorder/memory system. Working with PSFA to procure cameras and provide installation. Estimated Construction Cost - $115,000.00
- **CHS Windows & Doors** – Received PSCOC funding July 2019. The MOU was amended to include construction funding on April 13, 2020. Finalizing the scope of work to release for pricing. This work is scheduled to take place late 2020/early 2021. Estimated Construction Cost - $200,000.00
- **CHS Fire Alarm** – Received PSCOC funding July 2019. Construction is in progress about 80% complete. Scope of work consists of replacement of obsolete system including all devices,

panels and adding voice evacuation. Substantial completion is expected by September 8, 2020. Construction Cost - $402,000.00

- **CHS Building "G" Roofing & HVAC** – Received PSCOC award in August 2020. This roof has completely failed and we are working with PSFA to expedite the MOU process so construction can begin. We are hopeful that we can get this project underway sometime in October/November. Estimated Construction Cost - $1,200,000.00
- **Old Parkview Demolition** – Demolition is in progress. Expect substantial completion mid-September.
- Demolition Cost - $195,000.00 (abatement cost - $266,000.00)
- **Barry Classroom Addition/Roof/HVAC Renovations** – This project has received two PSCOC awards. The first award was for adding 2 Pre-K classrooms. The district proceeded with the design of a classroom addition to include 2 Pre-K classrooms (receiving PSCOC funding), 2 Kinder classrooms and 4 ancillary classrooms to eliminate the need for the 3 double portables. During this same time, design was underway to replace the existing roof and HVAC. The district advertised, received RFQ responses and issued a "Notice of Intent" for the roof/HVAC replacement. Only a few days after, it was discovered that Barry ES qualified in the ranking for a standards based award. As a result, the roof/HVAC replacement was placed on hold, and the district proceeded with the funding application process to include state funding for the 2 Kinder classrooms, the 4 ancillary classrooms, roof/HVAC replacement and design for complete interior renovations. The district received the award and proceeded with combining design documents for the classroom addition/roof/HVAC into one package that can be placed out for bid. This package is now complete and we are working through the PSFA/CID review/approval process. We expect state approvals and issuance of the RFQ in October/November. Once we have received the approvals for construction of Phase I, an RFP for design of the interior renovations will be issued so we can begin Phase I construction and Phase II design at the same time. Upon completion of Phase I construction, design for Phase II renovations will be complete and the district will request construction funding from the state (pending approval of the 2021-2025 bond by the community) and move immediately into Phase II construction to complete this project. Phase I is expected to take 9-10 months and Phase II is expected to take up to 12 months. Estimated Construction Cost - $8,530,000.00; Pre-K - $730,000.00; Kinder/Ancillary/Roof/HVAC - $3,700,000.00; Renovations - $4,100,000.00 (NOTE: current bond covers design only. Construction funding will be part of the 2021-2025 Bond Election)

**X. STAFF REPORTS**

**A. Employee Services Report**

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

**B. Purchase Order Change Orders**

There were no questions from the Board regarding the Purchase Order Change Orders.

**XI. ANNOUNCEMENTS**

Ms. Russ made the following announcements:

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| **A. September 7** | **Holiday - No School for Students/CMS Offices Closed** |
| **B. September 16** | **Parent/Teacher Conference Day** |
| **C. September 22** | **Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street or via Zoom (Public Health Order), 5:30 PM** |

**XII. *ADJOURN**

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

**/s/ Shawn Hamilton** — CLERK

**/s/ Kyle Snider** — PRESIDENT

DATE MINUTES TO BE APPROVED:
September 22, 2020