REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
May 26, 2020

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, May 26, 2020. School Board members present were: Cindy Osburn, President; Kyle Snider, Vice President; Terry Martin, Member; and Shawn Hamilton, Member. Paul Cordova, Secretary, 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 May Board meeting will be a virtual meeting. Agenda items will be kept to urgent business or those items needing approval to conduct District business.

Join Zoom Meeting -

https://us02web.zoom.us/j/88190441998?pwd=U1JVUE5IRTBWTkNUTlQxbXdrZkdGQT09

Meeting ID: 881 9044 1998
Password: 680288

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Find your local number: https://us02web.zoom.us/u/kuJCrzVBg

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

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

IV. 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 - March & April
B. Consider Activity Report - February, March, & April
C. Consider Student Nutrition Report - March & April
D. Consider Investment Report - March & April
E. Consider Budget & Expenditure Report - February, March, & April
F. Consider Revenue Report - February, March, & April
G. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0065-I	MIGRANT CHILDREN EDUCATION	24103	$ 17,371.00
012-000-1920-0071-I	CAPITAL IMPROVEMENTS SB-9	51320	$ 51,320.00
012-000-1920-0070-I	OPERATIONAL	14207	$ 14,207.00
012-000-1920-0074-I	WALTON FAMILY FOUNDATION	26148	$ 1,750.00
012-000-1920-0073-T	TEACHER/PRINCIPAL TRAINING	24154	
012-000-1920-0072-T	TEACHER/PRINCIPAL TRAINING	24154	
012-000-1920-0077-T	TITLE 1	24101	
012-000-1920-0068-M	TEACHER/PRINCIPAL TRAINING	24154	
012-000-1920-0080-M	OPERATIONAL	11000	

012-000-1920-0078-M	OPERATIONAL	11000	
012-000-1920-0075-M	ENGLISH LANGUAGE ACQUISITION	24153	
012-000-1920-0076-M	ENGLISH LANGUAGE ACQUISITION	24153	

H. Consider RFPs/ITB

1. RFP 17-209 Dry Cleaning & Garment Repair Final Renewal

A recommendation was made to renew the contract with Sparkle Cleaners, Inc. as shown in the attachments provided to the Board.

2. RFP 17-211 Behavior Services Final Renewal

A recommendation was made to renew the contract with CARE, LLC and EDU Healthcare as shown in the attachments provided to the Board.

3. ITB 17-114 Bread Second Renewal

A recommendation was made to renew the contract with Bimbo Bakeries ISA, Inc. as shown in the attachments provided to the Board.

4. RFP 17-230 Local Telephone Services Second Renewal

A recommendation was made to renew the contract with Plateau as shown in the attachments provided to the Board.

5. RFP 1819-223 Telephone Based Interpretation and Written Translation Services First Renewal

A recommendation was made to renew the contract with Linguistica International, Inc. as shown in the attachments provided to the Board.

6. RFP 1920-206 Student Nutrition Milk Products for PreK - 12th Grades

A recommendation was made to award the contract to Dean Dairy Holdings DBA Gandy's Dairy as shown in the attachments provided to the Board.

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

VI. SUPERINTENDENT'S REPORT – Renee Russ

***A. Consider 2020 - 2021 Open Meetings Act Resolution (Roll Call)**

Ms. Russ presented the 2020 - 2021 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.

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

***B. Consider 2020 - 2021 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. Martin made a motion to approve the Resolution as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

VII. ACADEMIC SERVICES - Mitzi Estes

A. Introduce Curricula

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

1. Math Curriculum

2. CTE Curriculum (Grades 6 - 12)

Ms. Estes introduced the Math and CTE curricula for the Board's review. She stated, "I'd like to introduce the curricula for the Math curriculum for K-12 and the CTE, 6-12. It's just an introduction at this time, so if you have a few minutes to review that before the next board meeting that would be awesome. Leigh Morris has done an extensive amount of work with the teachers in creating the curriculum and so she is here for questions if you have anything today."

Ms. Osburn indicated she didn't have anything today but maybe later as she got through it a little bit more. She appreciated the offer and thanked Ms. Estes and Ms. Morris.

***B. Consider 2020 - 2021 IDEA Application**

Ms. Estes presented the 2020 - 2021 IDEA Application prepared by Carlyn Hancock, Deputy Director of Student Support Services. Ms. Hancock was present and was prepared to answer questions. Ms. Hancock clarified this year the District received the application very late from the Public Education Department and was allowed to complete it in phases. She indicated the PED allowed the completion in the first phase of the basic and preschool budget portion. The remainder of the application to include the private and charter school, parent meeting, and the excess cost sections would be submitted on June 5th along with the signatures, according to Ms. Hancock.

Ms. Osburn stated she realized there were sections missing in the application and thanked Ms. Hancock for the explanation. She also mentioned Ms. Hancock was not at fault for the incomplete application and noted the interesting concept of the PED to submit in phases.

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

***C. Consider 2020 - 2021 State Bilingual Multicultural Education Program Funding Applications**

1. Clovis High School

2. CHS Freshman Academy

3. Marshall Middle School

4. La Casita Elementary School

5. Lockwood Elementary School

***D. Consider 2020 - 2021 Title I - ESEA Consolidated Application**

***E. Consider 2020 - 2021 Title III, Part A, ESEA Consolidated Application**

Ms. Estes presented the State Bilingual Multicultural Education Program Funding Applications and stated Ms. Adkins has worked very diligently and quickly to get the applications completed for the five schools listed, to also include the Title I and Title III applications. She turned the discussion to Ms. Adkins for comments or questions.

Ms. Osburn indicated she did not have any questions, but stated it looked like a lot of work and asked if this was the first year the Christian School has accepted their portion of the federal funding. Ms. Adkins responded, "The Christian School accepted Title II funding for professional development, but for Title I and Title III and the CARES Act, they are declining participation and the reason is because

there's quite an extensive process they have to go through to validate their numbers to receive an equitable share. We have gone through all of those options with the Superintendent of Clovis Christian School and he decided to forfeit that calculation because they really didn't think the amount would be worth all of the extra effort they would have to go through to receive the funds." Ms. Adkins yielded for further questions of the applications. There were no further questions from the Board.

At the request of the Board, the 2020 - 2021 applications (items C-E) were voted on together to include: State Bilingual Multicultural Education Program Funding Applications (items 1-5), Title I - ESEA Consolidated Application, and Title III, Part A, ESEA Consolidated Application.

Mr. Snider made a motion to approve the 2020 - 2021 State Bilingual Multicultural Education Program Funding Applications (items 1-5), Title I - ESEA Consolidated Application, and Title III, Part A, ESEA Consolidated Application as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

***F. Consider 2020 - 2021 Fine Arts Education Act - Elementary Arts Funding Application**

Ms. Estes presented the 2020 - 2021 Fine Arts Education Act - Elementary Arts (FAEA) Funding Application for the Board's approval. The FAEA provides funding to support the District to offer opportunities for elementary students to participate in arts education programs. She requested Mr. Boerio expand on the Fine Arts Grant Application.

Mr. Boerio stated, "Mr. Pickett was the Chair of the Grant Committee this year and Mr. Strickland, Dr. Norris, Sarah Hennessy from the Arts Academy, Sharna Gardner, and myself all sit on the Committee. It's called the Fine Arts Grant, but really it's just SEG funding, but we have to fill out the Fine Arts Application every year to explain how we are going to use those funds. This last year was kind of a continuation of what we've been doing. We are offering Music, K-5, with all certified teachers; we have three Visual Art teachers that rotate and try to teach Visual Arts to all of our elementary kids about once every three weeks, which is our goal right now. Also we have hosted the Missoula Children's Theater at six different school this past year as well as continued collaboration with Clovis Community College (CCC) to get elementary students out to see some of those concerts. We are going to continue that going into next year. We are going to continue to support the Visual Arts, K-6. We actually give the 6th grade Art teachers some money to support their efforts there at the middle schools as well as all the things we do for students musically. We are looking at ways to incorporate more dance into our offerings. Potentially help to train Music teachers to teach a little more dance in the classroom as well as having an actual dance teacher on staff that can rotate through elementary schools. Essentially, that is the gist of what we are doing with our funding."

Ms. Osburn said the kids really enjoy those types of activities and thanked the Committee for taking the time to complete the extensive application. Mr. Hamilton expressed his appreciation and said the dance sounded exciting.

Mr. Hamilton made a motion to approve the 2020 - 2021 Fine Arts Education Act - Elementary Arts Funding Application as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

VIII. EMPLOYEE SERVICES - Joe Strickland

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

1. Board Policy G-2550 Professional/Support Staff Sick Leave

Mr. Strickland presented Policy G-2550 for the Board's consideration. The Policy included increasing the number of unused sick leave from 120 to 173 days and annually, employees who have more than forty (40) sick days accumulated as of December 1, have the ability to apply for a cash payment in the amount of $100 per day for up to fifteen (15) days. Additionally, only days in excess of the required minimum of forty (40) sick days would be eligible for reimbursement.

2. Board Policy G-3200 Professional Staff Vacations & Holidays

Mr. Strickland presented Policy G-3200 for the Board's consideration. The Policy included increasing the number of vacation days a 12-month administrator may carry over into each fiscal year from twenty (20) to thirty (30) days. Additionally, any days accumulated in excess of the thirty (30) day maximum on June 30 of each contract year would be forfeited without compensation. The revised Policy also allows a 12-month administrator who leaves the District through retirement, resignation, or termination to be compensated for no more than thirty (30) days of vacation and any excess of the thirty (30) day maximum would be forfeited without compensation.

a. Board Regulation G-7511 Support Staff Vacations & Holidays

Regulation G-7511 included the same revisions for support staff as those outlined in Policy G-3200 for professional staff.

Mr. Snider made a motion to approve Board Policies G-2550 and G-3200 as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

B. Introduce Revisions to Board Policies

1. **Board Policy E-2300/Bus Drive Requirements, Training, & Responsibilities**
2. **Board Policy E-2350/Drug & Alcohol Testing of Transportation Employees**
   a. **Board Regulation E-2361/Drug & Alcohol Testing of Transportation Employees**
   b. **Board Exhibit E-2381/Drug & Alcohol Testing of Transportation Employees**

Mr. Strickland introduced the revisions to Board Policy E-2300, E-2350, and Regulation E-2361 and Exhibit E-2381 and indicated they all have to do with the new requirement of drug and alcohol testing for bus drivers and transportation people. He stated, "These are some of those clean-up items that I'm bringing to you in batches."

Mr. Strickland further explained stating, "Basically if a licensed driver has any kind of issue and a duty to report, then there is a process that we go through to make sure our kids are safe and protected from the people that are driving them around in vehicles from that point on."

Mr. Martin asked who is going to be responsible for doing the testing – is that going to be our contractor? Mr. Strickland said the actual testing is contracted with a couple of people in town and since we contract with Cory Adair for bus services, we have to coordinate together with him as well.

3. **Board Policy B-2650/Policy Revision & Review**
4. **Board Policy D-1350/Revenues from Investments**

Mr. Strickland presented Board Policies B-2650 and D-1350 and stated the revisions are suggestions from Ms. Russell in Finance. He said, "Basically what we are adding is in a pinch – that right now the Superintendent can take action if needed – this is allowing the Superintendent or his/her designee and of course right now that would be Ms. Russell for anything to do with financial. So in both of these that's the only change that is in the existing policy." He added, "This is to safeguard –

sometimes Ms. Russell is in a spot where she needs action to take place of a financial nature before the Board meeting and it just gives us a little more flexibility to take care of business."

5. Board Policy J-2550/Student Harassment/Bullying/Cyberbullying Prevention

a. Board Regulation J-2561/ Student Harassment / Bullying / Cyberbullying Prevention

b. Board Exhibit J-2581/Harassment, Intimidation & Bullying Complaint Reporting Bullying Form

Mr. Strickland presented the Policy, Regulation, and Exhibit for introduction to the Board. Mr. Strickland made the following statement of explanation, "This last group is one that should have gone through in January, unfortunately I missed this one and it is an update to our bullying policy and is driven by Statute. So there was so much change that instead of doing the strikethroughs and underlines in the existing policy, I just struck through the existing policy and, in presenting the suggestions by Dr. Williams, replaced with the revisions."

Mr. Hamilton asked, "So this is the old policy?"

Mr. Strickland replied, "The first couple of pages are the old policy. We struck out everything because there were so many changes that it gets confusing. So, the new policy is the underlined that follows it. There is one policy, a regulation, and an exhibit. They are all done that same way."

Mr. Hamilton asked what were the differences between the two. Mr. Strickland stated, "There's some new categories of people – it's making sure that all protected classes of individuals are represented in the policy. There was a little bit of a change in that area and being in the reporting piece. They are asking for immediate reporting by anybody – any staff member – that sees bullying going on and then they also give timelines for the investigator, usually the school administrator on duty, to look into it. That way you know the administrator has an ability to make a distinction if it's something that's critical that has to be done before the child goes home or it it's something they can look into. The other change is in the form that people fill out. We had created a lot of the information in our own form. The form that they suggest is a lot more generic and I prefer it because it doesn't lead anybody. We don't want people led into a statement. It's better that they come up with it on their own, so that we're just looking at their thoughts. So those are pretty much the major differences."

Mr. Martin indicated he was still stuck on the bus and wanted to know if bus drivers would be required to follow this policy on bullying. Mr. Strickland said, yes sir. Mr. Martin said, "So if something happens on the bus, it would be reported by the driver?" Mr. Strickland responded, "I'm sorry. You are talking about the bullying policy. That's an interesting question. I will have to look that up and I'm assuming yes, but if there is a difference I will let you know at the next meeting. They are contracted employees, but they work with our students and they fall under our guidelines in policy. So, I'm 99% certain, but there's that 1% chance because they're under a contract – that's a little different, but I'll let you know."

Mr. Martin stated, "One of the biggest complaints that I get is normally that the kids get bullied on the bus on the way home and to school." Mr. Strickland replied, "We have a person driving a several thousand-pound vehicle that we want to keep their hands on the wheel and eyes on the road and a room full of kids he can't look at, so yeah, that is definitely an issue. I know that in the past they have been really good to report it. It sometimes gets a little more difficult to investigate since there is one adult and 30 kids on the bus and then the administrator going to do the investigation. I remember my time at Marshall; that can be kind of challenging."

***C. Consider 2020-2021 Title II, Part A - ESSA Application**

Mr. Strickland presented the Title II Application and stated the application just recently moved over to Employee Services and Mandy Carpenter is very creative and good at this kind of thing. He indicated Ms. Carpenter was standing by for any questions the Board may have.

Ms. Carpenter prepared a slide pertaining to the Title II application and highlighted the Teacher and Principal Training and Recruiting Fund. According to the information provided to the Board, the purpose is to provide grants to State educational agencies in order to (1) increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools, and (2) hold local educational agencies and schools accountable for improvements in student academic achievement. The current programs noted in her presentation were the New Teacher Mentor Program, which is required by New Mexico law, CMS Teacher Leaders (28 total teachers; 2 per K-8 campus; added CHSFA & CHS Department Chairs; provided "teacher voice;" and Learning Lab for all CMS teachers); District-wide Professional Development (Orton Gillingham - Phonics; Kagan Classroom Management; Schaffer Writing Strategies; Data Driven Instruction); and TESOL/Recruitment/Summer Professional Development. The Program had 62 mentors this spring and requires coaching and participation. The information provided in regards to the Title II budget was a projected amount for 2020 - 2021 of $355,044; possible SEG (State Equalization Guarantee) of $251,553 (new line item); no carryover available from 2019 - 2020; used much of previous carryover to pay for recruitment stipends; stipends have been paid out except for $25,000; $9,747 will go to Clovis Christian School; and it was noted that if the District receives the SEG money, Colleague Coaches would be added to the stipend list ($225 for 5 hours of Professional Development; 16 sites get 5 stipends).

Mr. Hamilton made a motion to approve the 2020 - 2021 Title II, Part A - ESSA application as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

***D. Consider Revisions to 2020 - 2021 Instructional Calendar**

Mr. Strickland identified the following revisions to the 2020 - 2021 Instructional Calendar – removal of the additional days in July for the K-5+ and Extended Learning Programs. The programs were removed due to the Governor's current health orders and requirements, specifically for the K-5+ Program, from the Public Education Department.

Mr. Martin made a motion to approve the revisions to the 2020 - 2021 Instructional Calendar as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

IX. FINANCE DEPARTMENT - Shawna Russell

A. Discussion of State Equalization (SEG) Guarantee Based on STARS 80/120 Day

Ms. Russell discussed the State Equalization Guarantee with the Board. She stated, "This is a spreadsheet that I create off of the SEG spreadsheet, which the state gives us. I do this for every reporting period, 40th, 80th, and 120th day. The 40th day just kind of gives me a heads-up of where I think our budget is going to head and then the 80th and 120th days are actually funding days. So, when I plugged this in and get our numbers, then we do find out that we are thirty-seven kids short this year and our T&E Index was down because of the way they changed it. T&E used to be where we can include related service providers, teachers, anybody with a license. They changed it to the TCI model, Teacher Cost Index, which is based only on teachers. So the teachers seem to be more mobile than some of the other staff was, so that T&E Index has dropped. Our Special Education units have

also dropped by about 155 units and most of that is coming from the ancillary side. With us adding the social workers to the regular education kiddos, it changed our dynamics in our schools a little bit so that way we've got some space for those social workers to monitor, to visit, and to work with our regular education kiddos. Our Elementary Fine Arts Program units dropped slightly, only a little bit, 2.5 units. However, if you remember in years past, the T&E Index was down towards the bottom of the page where we got that multiplier for not only Special Education units, but Fine Arts units, and also Bilingual units. So, when Mr. Boerio was talking about the funding and what we could afford to do, this was really quite an impact on him. The District has chosen not to decrease his budget or decrease his staff, but to fully fund his Arts program; same thing with our Bilingual program. Our Bilingual program actually increased units by 1.67, which is a testament to the hard work our Title I Department is doing. I appreciate what Ms. Adkins is doing in her position there.

Some good news. We got for the first time since I've been here, in twelve years, Elementary PE units. So, we received 143.76 units for Elementary PE program. So, what that means is that we're going to add a couple of certified teachers in our elementary schools while retaining our EAs so that way the kiddos have service every day, but now we have a certified teacher that can help grow that program. So, we're excited about that. That's something Joe and I have discussed over the last several years – why can't we get that unit; we want that unit. So we're excited to get that. Our National Board Certified Teachers, we have four teachers this year, which was the same number that we had last year, which is kind of a funny thing because we lost a couple of those Board Certified Teachers, but through our program of mentoringship(*sp*), we gained a couple of new ones. So we are excited about that and those teachers do get a multiplier of the unit value, so they receive all that money – that's not money that goes directly to the District, it goes straight to those teachers. Then we also got a small school size adjustment unit. So when we started the iAcademy, I had questioned the PED to see if possibly we would get that small school size adjustment with them and was told no. Then we get our SEG and it's in there. So I called to make sure and we're excited to get that multiplier. We only get it for approximately three years. This year, FY 21-22 and FY 22-23, but at least it gets us up and going with that school. Our At-Risk units increased by a considerable amount, 359 units, so that's in relation to that Martinez-Yazzie lawsuit.

All in all, so that increases our units by 360 units, which is very much needed in our District. With the unit value at 4758.10 and then the program cost, we are about slightly over $70 million in budget. So we hope that we can keep the majority of that. I have plans for things in case they don't come through."

Ms. Osburn asked if they ever released how they figure the At-Risk units. Ms. Russell indicated they are calculated on mobility, free and reduced applications, and English Learners.

Mr. Hamilton clarified that even with the loss of thirty-seven students, it appeared with all the other stuff, that it made up for it. Ms. Russell said, yes, due to the increase in units and the At-Risk units, which were the major contributor.

***B. 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 adjustment requests to the Public Education Department as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

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

Ms. Russell presented the 2020 - 2021 Fleet Service Contract with Adair, Inc. for the Board's consideration. She stated, "The tentative allocation is a little over $1.8 million with rental fees of $187,000. Rental fees are for buses that the Public Education Department provides to us and they give us the rental for us to pay for those buses and we send that straight into Cory Adair. If he was to ever decide to not do the transportation for us, he would have to buy those buses back from us. So, that would be just something that he would have to do. We don't ever expect him to not provide services to us, but we appreciate everything that he does. So, we will pay for a couple of things out of that budget before we give him the remainder of it. Of course we pay for the insurance for the buses, the bus inspections – spring and fall bus inspections – and then also for our spare buses. So, the total expense is a little over $52,000 and the remainder of that $2 million going to him at $1.967 million. We pay him in nine installments; eight of those installments beginning in September and then one final installment processed on the final day of school in May of 2021."

Mr. Martin clarified that if Mr. Adair decided not to provide service to the District, he would have to buy the buses back from the District. Ms. Russell stated, "He has to buy the buses back from us. We actually own the buses."

Mr. Snider asked, "If things happen and we didn't start school and the Governor took some of the money away, so we are still liable for all this money?" Ms. Russell replied, "There is language in his contract that if the funding is cut, then his contract will be cut also. Trying to second-guess what the Governor may or may not do is difficult." Mr. Snider indicated that's what scares him and thus the clarification. "If we get paid for the (inaudible), we want it to go to him for sure," Mr. Snider stated.

Ms. Russell added, "Obviously we have not had school, but we've been utilizing the buses to help provide Internet to some of our housing areas that had a high need for Internet that didn't have their own personal Internet. So he has been great to offer those services to us."

Ms. Russell read an excerpt from the contract, page 3, which stated, "This contract may be further adjusted or payments withheld where audits or investigations by the Board or Public Education Department verify overpayments, underpayment, or expenditures in violation of state laws or regulations or the terms of this contract. The terms of this contract are contingent upon sufficient legislative appropriations for to-and-from transportation and authorization of the appropriation." She added, "If the Governor was to remove appropriations for transportation, then we would have to bring the contract back for amendment."

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

***D. Consider 2020 - 2021 Budget**

Ms. Russell presented the following 2020 - 2021 budget highlights: Total Program Units increased by 545.79 units; FY 20-221 units are 14,981.77 (increase from 14,435.979 in FY 19-20); Basic Program Units - Grades K-12 decreased by 36.99 units; Kindergarten Units increased by 28.80 units; Total Special Education Units - decreased by 154.45 units; Fine Arts Units decreased by 2.50 units; Bilingual Units increased by 1.67 units; T&E Units decreased by 56.18 units; At-Risk Units increased by 359.24; Partially funded for Elementary PE Program; Funded for Small School Size Adjustment for

iAcademy; Program Unit Value increased from final value of $4,602.27 to $4,758.10 - increase of $155.83 per unit or 3.39%; Mandated 4% average salary increase; Health Insurance rate increase (High Option/HMO Insurance - 8.7%; Low Option - 2.1%); FY 20-21 Begin Discipline Alternative Education Placement Program; Budget Cost Increases - Cost of Salary Increases ($1,977,780.57 + benefits $759,997.00), Extended Learning ($50,441.14), PE Teachers ($239,812.32), Instructional Materials ($686,054.00); Teacher Mentorship ($251,553.00); Total Budget Increase ($3,965,638.03), Increase in SEG ($4,854,149.00), Budget Surplus ($888,510.97); Transportation Budget decreased from $2,228.943 to $2,019,532; Instructional Materials Budget ($686,454.00); and Estimated Operational Cash Balance ($10,100,000).

Ms. Osburn asked if the state decides to sweep the cash balance, did Ms. Russell have a plan for that. Ms. Russell replied, "I have some alternative funding sources that I plan on using first. If they sweep cash balances, then the entire state is going to be in the same predicament that we are in. Like I said, it's hard to guess what is going to happen." Ms. Osburn stated, "Excellent – you are a good planner."

Ms. Osburn asked if the Impact Aid lawsuit that was settled going to help the District. Ms. Russell replied, "I don't anticipate it helping us because it's revenue that the state gets in and that they push out to all the districts, so I think that will end up hurting us. We will get to keep money, but in the long run it is going to affect the unit value and how much money the state has to distribute to the schools."

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, 2020 - 2021 State Equalization Guarantee Computation Revenue Estimate Worksheet, 2019 - 2020 Estimated SEG, Proposed Operating Budget Cash Balance for 2020 - 2021, NM State Department of Education Bonded Indebtedness Retirement Schedule, 2020 - 2021 School Calendar, 2020 - 2021 School Calendar Check, Article 10A & Article 8 Certification, Worksheet IV Personnel Other Than Classroom Teachers Average Salary Computation 2020 - 2021; Worksheet V teachers Average Salary Computation 2020 - 2021; Estimated Average Salary Increases Personnel Other Than Classroom Teachers 2020 - 2021; Estimated Average Salary Increase Certified Classroom Teachers Only; Operating Budget Summary Report, Revenue Expenditure Report, Operating Budget Expenditure, and Salary Schedules.

Ms. Russell highlighted the following changes to the Salary Schedules: Management & Administration (deletion of Director of Operations position), Technology & Information Systems Specialists (change Webmaster to Public Relations Specialist); and Stipend/Increment Schedule (included amount of $2,500 for Technology Team Leader).

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

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 announcement and indicated the meeting may need to be held virtually due to the State's health orders, but hoped we may be able to meet back in the Board Room.

A. June 23 Regular Board of Education Meeting, 5:30 PM

XII. *ADJOURN

Mr. Martin made a motion to adjourn at 6:58 PM. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

/s/ Paul Cordova — CLERK

/s/ Cindy Osburn — PRESIDENT

DATE MINUTES TO BE APPROVED:
June 23, 2020