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

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, April 28, 2020. School Board members present were: Cindy Osburn, President; Kyle Snider, Vice President; Paul Cordova, Secretary; Terry Martin, Member; and Shawn Hamilton, Member. 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 April Board meeting will be a virtual meeting. Agenda items will be kept to urgent business or those items needing approval to conduct District business.

Topic: Clovis Municipal Schools Board Meeting-April 28
Time: Apr 28, 2020 05:30 PM Mountain Time (US and Canada)

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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 - March 17, 2020 Meeting
Mr. Snider made a motion to approve the March 17, 2020 Board meeting minutes as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

III. *CONSIDER APPROVAL OF AGENDA
Mr. Cordova 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; Secretary Cordova, 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 ITBs/RFPs

1. ITB 17 112 Air Filters Renewal Year Two
A recommendation was made to renew the contract with AAF/Flanders as shown in the attachments provided to the Board.

2. RFP 17-205 Glass/Window/Door Final Renewal
A recommendation was made to renew the contract with Westbrook Glass, Inc. as shown in the attachments provided to the Board.

3. RFP 17-222 JOC-General Construction Renewal Year Two
A recommendation was made to renew the contract with Nick Griego & Sons Construction, Inc.; WWRC, Inc.; Facility Build, Inc.; and DAVTEK Corporation as shown in the attachments provided to the Board.

4. RFP 17-223 JOC-Roofing Renewal Year Two
A recommendation was made to renew the contract with WWRC, Inc. as shown in the attachments provided to the Board.

5. RFP 17-224 JOC-Mechanical/Plumbing Renewal Year Two
A recommendation was made to renew the contract with WWRC, Inc. and W.T. Denton Mech., Inc. as shown in the attachments provided to the Board.

6. RFP 1819-216 Annual Yearbook Services Renewal Year One
A recommendation was made to renew the contract with A Momentus Group: Intermountain Scholastic Services-San Juan Recognition, Inc. as shown in the attachments provided to the Board.

7. RFP 1819-218 Paraprofessional Behavior Assistant Services for Students Renewal Year One
A recommendation was made to renew the contract with ENMRSH, Inc. and Soliant Health, Inc. as shown in the attachments provided to the Board.

8. RFP 1819-219 Uniforms Renewal Year One
A recommendation was made to renew the contract with UniFirst corporation as shown in the attachments provided to the Board.

9. RFP 1920-205 Student Nutrition Grocery Products and Supplies for Pre-K –

12th Grades

A recommendation was made to award a contract to Labatt Food Service as shown in the attachments provided to the Board.

10. RFP 1920-209 Financial and Compliance Audit Services

A recommendation was made to award a contract to Carr, Riggs & Ingram, LLC as shown in the attachments provided to the Board.

11. ITB 1920-109 Student Nutrition Cafeteria Paper Products and Supplies

A recommendation was made to award a contract to Labatt Food Service as shown in the attachments provided to the Board.

B. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0060-T	PRE-K INITIATIVE	27149	
012-000-1920-0063-T	OPERATIONAL	11000	$-

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

VI. SUPERINTENDENT'S REPORT – Renee Russ

A. COVID-19 Update

Ms. Russ provided the following COVID-19 update for the Board and individuals joining the meeting virtually. "If you would indulge me with a little bit more time than I typically take on my section of the agenda. When we first entered the COVID closure, we were just at that point of beginning to put together our Continuous Learning Plan and there weren't a lot of details to share out and I feel like we've done a good job of communicating out as a District, but I don't think that you've heard from me, comprehensively, looking at the entire six weeks and I just think that it is important. For one thing, out of respect to all of our many staff members who have really just been setting the world on fire to answer to this crisis and also just to provide you with some of the pertinent facts and figures that are associated with managing this crisis.

So, I'm sure as I go through my update tonight that I will undoubtedly miss someone or something and I'm not doing that intentionally, but I do want to just take a little bit more time tonight to walk you through the accomplishments and the challenges that we've answered to in the last six weeks. I actually had to look at my calendar twice, but there's no way that it's been only six weeks. We have moved so many mountains and come together to solve so many different challenges, but it truly has been only the six weeks. So I want to start by really thanking our CMS employees and recognize all classes of employees from custodial maintenance all the way up to our Deputy Superintendents.

The spirit of cooperation and collaboration that they have shown – it's just been to a level that I've never seen before. We've had employees who have demonstrated incredible flexibility and just a willingness to step in stride with us at the district-level and take on whatever was needed to be taken on. So as I mentioned, our first big task was to answer to the requirements of creating our Continuous Learning Plan. As you know, the Public Education Department asked us to create a model of learning that would address the four content areas and that would primarily be providing social/emotional support to our families and providing a lot of feedback to our students for their engagement in our Continuous Learning Plan. So at that point, Deputy Superintendent Estes, along with Carrie Nigreville and Leigh Morris, spent hours, through the weekend, late at night, teaming with our some of our finest – our department chairs and teacher leaders, a group of 40 to 50 teachers, who began creating the first week worth of exemplar lessons and that has been placed on our website. We refer to that as our Continuous Learning Hub. We went beyond the core content area. If you have spent any time there, you see that we also have PE and Fine Arts and Music and lots of support for a child including social/emotional support. Our music teachers are even working right now to create a YouTube channel that's going to be filled with family activities. We know this has been a very stressful time for our families and sometimes parents can feel more successful helping their students with art projects or music activities. So they're going above and beyond as a team of teachers in the district to get that produced as well.

As you know, our high school students have been offered what they need in order to continue to earn their credits. Our advanced placement and dual credit students, the beat didn't change at all for them. However, our high school teachers who support that level of coursework did have to swiftly transition to the Canvas platform and they did that in a very timely manner and because of the changes to grading, our Skyward platform also had to be revised so that it would convert the numerical grades to the pass or incomplete, at the K-8 levels, and we will still be converting to letter grades at the high school level. So that was another significant change that had to happen in order to launch our Learning Hub and our Learning Plan. In addition to establishing a model for regular education to make sure that we still did provide free and appropriate public education for students with disabilities, our special education department also has transitioned and they have been meeting requirements of IEPs through the Google Classroom menu. Also some of our ancillary services have been provided through a teletherapy model. It's been very individualized, but they have come up with a method and model for continuing on with IEPs; handling those via Zoom or by phone because we did not want to get in a situation where we found ourselves needing to make up those services to a great extent over the summer months.

Also, we have approximately 1,000 English Learners in our district and those are students who are learning English as a second language. We provide specific scaffolds and supports to help them be more successful in acquisition of English and also in their content areas. So, a couple of years ago we had established a position of an English Learner Case Manager and those are available at every campus. That group of teachers has been offering support directly to the students and also to those providing the regular instruction so that we have support for that demographic as well.

As you also recall, when the closure was initiated we did not send home our Chromebooks with the K-8 population. We just felt at that point that it might be better, in terms of the devices being taken care of and so forth. When we learned that school would be closed in person for the remainder of the year, getting those Chromebooks reissued was no small feat. I have to really thank John King and the operations group, our custodians and maintenance, because they equipped each building with tables and cleaning supplies and then our principals and teacher teams built schedules. I drove around those couple of days that they were reissuing and we saw principals and teachers bundled up, in typical New Mexico Spring weather – miserable weather – and they were distributing those Chromebooks back to our kids.

Also, in that redistribution time, our technology department expanded Help Desk hours from 8 a.m. to 6 p.m. and of course they were working Help Desk requests far beyond the 6:00 p.m. timeline at night. They did get very backed up as you can imagine. We shifted some other positions to provide some phone help to kind of triage those technology support calls that are coming in from across the city so that our techs can actually go in and be working those Help Desk requests.

All across the state – all across the nation – internet access has been one of the greatest barriers and it was no different for our situation. Right at the beginning our partner Plateau stepped up to begin providing jetpacks for our families who were indicating that they did not have internet access. Along with that, we boosted our signal at all of our facilities so that families could come to our parking lots. Students could download the learning content, go home, work that and come back and submit what they needed to submit. In line with that, our City and County Government buildings extended the same opportunity to our community. However, we know that we still have about two hundred families who are without internet and I'm very excited about another initiative that should be handled this week. Eric Wimbish has partnered with Corey Adair, our bus contractor, and our buses are being equipped with routers and we'll be placing WiFi units in those buses. We have built a map where we have families who are missing internet and we're going to roll those buses out. Hopefully they won't have to leave their home and that they can access the internet from inside their home from the buses and perhaps school vehicles that are parked in neighborhoods. We see that as being something that maybe will persist indefinitely as kids are riding the bus home after school they can access the internet. When kids are traveling for extracurricular events, they could work on homework and so forth. So we're pretty excited to see how that will turn out.

This week we've collected some data regarding engagement of our students. Ms. Carpenter sent out a quick survey to teachers to kind of get a read of the regularity and the quantity of students who are engaging online and the learning platform. It looks like, based on the early information that has come in, we've got about a 92% participation rate. So that's pretty good considering this is our first go at this and all of the obstacles that we've had to overcome along the way.

In addition to that, at the end of last week the Public Education Department extended an invitation for us to submit names of students and counts for students who are not engaging at all; who either we'd not heard from even once, not been able to track down, or may have engaged sporadically. Annetta Hadley is heading that initiative up for us to connect those students with academic coaches that are being provided by the Public Education Department. That is underway as well.

Of course one of the greatest concerns came with ensuring that our seniors were able to meet the requirements for graduation. Six weeks ago when the high school staff began to access that, at that point we had approximately 70 seniors who were in jeopardy of not meeting the requirements in order to graduate. Since that time, through immense effort from the high school staff, from the modification to our alternative demonstration of competency while still maintaining our high standards for graduating, our last count we had accounted only 13. So we really want to compliment our high staff for the work they have been doing to support our seniors.

I received a data today and it looks as though we've had a loss of five families who have left the district and officially have applied for the homeschooling model through the Public Education Department. So all-in-all, I feel like that's pretty good; our withdrawal. We've had, I think it was 20 new students to the district and 30 departed and it looks like some of those are military. Looks like we had a handful that went to Fort Sumner – looks like a family that moved there. So we haven't had a mass exodus. I really want to compliment our teaching staff and support staff who are engaging kids and families for us to be enjoying a 92% participation right now. Now granted, that's at varying levels, but I was pleased to get that count.

Of course, our workforce was not entirely ready to make this transition. Immediately, the week before we left for spring break, Cindy Kleyn-Kennedy, who is our instructional technology coordinator, sent out a quick survey to all of our staff so that she could assess what learning needs were the greatest in order for them to be able to transition to this online model. Over spring break, she created a multitude of training opportunities and since that time for the last four weeks she has offered not only to our District, but to Grady, Red River, Clovis Christian trainings twice a day to increase proficiency of teaching staff in the Google Classroom model, Zoom, and some other online platforms. Her first week, with the dates she gave me, I think she had approximately 500 attendees in that week; dropped to about 160 in this past week. This week she has added family trainings that will help build that skill gap and Google Classroom familiarity and just managing a Chromebook as well. You know again, that's another situation where someone recognized the need and it was done immediately.

Along with training and support, I really want to thank Dr. Norris for the support that she's given to our cohort of six brand new principals. No new leader should have to deal with this situation in their first year and the program of support that she has offered this year, that group – they are just sailing. They have managed this beautifully. They're doing a wonderful job.

Because of the expectation from the Public Education Department that we productively engage all of our employees, we have certain categories of employees for example some of our educational assistants, our ISS monitors and so forth, that we essentially had to redefine their work, which meant their job descriptions had to be revised, expectations had to be clarified. Mr. Strickland has absolutely done a brilliant job from Employee Services side in managing all of these new processes and protocols and employee issues that we had to deal with never imagining that we needed a policy or a guideline to manage it. For example, we have some employees who work outside of the district, and evenings and weekends and they had been afforded the opportunity to work at that second job during the day and so we had to create a protocol for them to enter leave and get permission from their supervisor so that they could take on this outside employment; so that we wouldn't create a situation of double-dipping. It's just been one thing after another. As you can imagine when you formalize new processes like that, just that time and effort that it takes to get it right first of all, and then to communicate that out effectively and make that transition.

So, I just really want to compliment our Employee Services team as well for their work in managing these issues. Also, our principals and our district supervisors have really demonstrated high levels of positive leadership. We've had principals who have stepped into the Google Classroom learning so that they could perform, you know, on the spot observations. They are still hosting and attending PLCs with their staff, holding regular staff meetings, grade level meetings, and so they have done a really good job of lifting up their employees when this has been a difficult time just to be a human, much less to be a productive employee. So our principals and district administrators have done a phenomenal job in that area as well.

The weekend before we were officially launching our continuous learning plan, we suffered a Malware attack, which really caused our technology department, Eric Wimbish in particular, to go to great lengths to get us back online. Our payroll, all of our finance people pushed through that so that we would still make our payroll in that next week. So they've been soldiers as well because they are not necessarily set up to work from home as easily as the rest of us are, so we had to purchase new equipment and come up with new protocols so that we still adhere to all of our procurement guidelines and so forth. So that's been accomplished as well.

All the while we're coming into our end of year responsibilities in terms of beginning to build a budget for next year and the state has now required all districts to create a very comprehensive educational plan that we will be bringing to you at next month's meeting that demonstrates, with both narrative and spreadsheet, how each district is answering to new statutes as a result of this most recent legislative session. We're working very closely with Ms. Russell so that the budget side

that she builds reflects what's going into these narratives. It's a very complex undertaking, but we've got a team of probably 8 to 10 people who are working together on each of the different pieces of that.

I have to say that the CMS staff rally and pull together like no other group of people. It's been so amazing to see how our different campus staff, groups of teachers, come together to try to lift up students. You know we had our Friday Night Lights a couple Fridays ago where we tried to celebrate Wildcat spirit. We continued to keep that going with that through teacher parades. Our employees are just really going all out to try and keep our students encouraged and engaged and they're just a great group of people for that.

One of the most critical responsibilities that we've had in the last six weeks is keeping our staff and our community informed of these ever-changing dynamics. We have a very dynamic duo in Jelayne Curtis and Sharna Gardner. I can tell you that there was one day that by the end of our planning session the release had already been written and was ready to go and I think that that's been very pivotal in our success in making it through the six weeks. In fact, I considered it a great compliment last week when I was participating in Col Masaitis's weekly briefing, Curry County and Roosevelt County and city government officials and community leaders meet by phone every Thursday and he indicated that he was receiving very few questions that were related to school and he attributed that to the quality of the press releases that were getting out. We also have a student intern, student worker, who has been contributing to that as well – one of our seniors.

With regard to our meal service, those folks didn't even take a spring break. We have been averaging, the service of about 10,000 breakfasts and 10,000 lunches during the day, which represents roughly 25% of our student population. So again, that group of folks along with our custodial workers and our maintenance workers, they have been our essential staff and they have been showing up every day. Our custodians, if we've had to access the building, that team of folks, they go in and they disinfect again and they do it without complaint and are flexible and what they're providing is critical to everyone's safety right now. So we want to give them that credit as well.

As we look to next year, there are huge concerns with regard to the financial impact that we are going to experience. In conversations with representatives from the Public Education Department, fellow superintendents, it's being discussed now that it is likely the state will need to have a reduction of at least 25% in the overall budget. We are working again to put together a platform to be in conversation with our legislators; talking about those priorities. We suspect that there will be categorical clawbacks in terms of – we have additional dollars this year for 4% average raises, for elementary PE, Fine Arts, and Extended Learning. We are anticipating perhaps some hits there. We're hoping that there won't be too tremendous of a reduction in the unit value. I know that Ms. Russell, as she always does, is putting together several different versions; possibilities for a budget preparation for that. Specifically, in response to that concern with its financial impact, two weeks ago we submitted an application for five K-5+, no four, K-5+ Programs, and eight Extended Learning Programs for next academic year. Because of the rigidity and the requirements, specifically for K-5+ in that a certain number of attendance percentage is expected and students, at least 80% of them have to remain in the regular year with their cohort teacher, if not the district has to make up that. Because of that risk and that concern, we have withdrawn all of the K-5+ applications and five of the Extended Learning applications. We anticipate, probably pretty generous Cares Act funding and we expect that we'll be able to still provide some summer offerings, after-school offerings, in the next academic year because those funds for public schools can specifically be used for those type issues along with the technology investment that we've been making, the devices that we've had to add and replace. I don't have specifics yet on what we can expect from the Cares Act funding, but I do know that that's something that we should be getting information about soon. We're just hoping that that arrives in this fiscal year, so that we can put it towards some of the additional expense.

We've had extra expenses with overtime, personal protective equipment, cleaning supplies, and then mostly with the technology. I don't have those figures, but we can put that together and will be when we put together our application for the Cares Act funding. New Mexico is receiving roughly $109 million; 90% of that is to be distributed to school districts. We're hoping for a nice chunk of that.

Then looking towards the end of the year and on to next year, we are working to build protocols to go about allowing students and staff to retrieve the personal belongings from the building. Keeping in mind that we still have to, at this time, adhere to the public health orders. I can give you an example that Mr. King gave me this weekend in our conversation. As he's getting Mesa and Cameo ready for the summer work; what that takes in order to get that ready in terms of boxing up teacher materials and so forth. What is typically managed in a matter of days, he has scheduled out five weeks to accomplish that now because we are so limited in how many people can be in a space at a given time. So there's a lot, just a matrix that has to be worked out and it really slows down those types of processes.

We're looking at a multitude of ideas to celebrate seniors and I know the high school staff is working on ideas or at the very least a virtual graduation. I'm meeting with Mr. Brady and Ms. Hill later this week to put together some ideas there. Ms. Carpenter, and in full Ms. Carpenter form, has put together a great idea to engage the community without asking for any types of donations because we know that we have all taken a financial hit, but we are going to next week be celebrating our teachers and our staff. It's teacher appreciation week so be looking for that information to come out.

John King and our Director of Health Services, Carissa, will be working with us to develop our re-entry protocols. We are hoping to get guidance from the state with that as well. As you know President Osburn, this week we're engaging fully with our UVA partners as we launch our district readiness to involve four of our elementary schools in this initiative next year. I told Cabinet this morning that having the opportunity to engage in those conversations again yesterday was exactly what I needed because it really reminds us of what we're here for and it helps gets that enthusiasm back. It gets really old dealing with this coronavirus challenge, but we're getting it done.

I just want to wrap it up by saying, in any district what has had to be accomplished in the past few weeks is a significant undertaking, it's a pretty heavy lift, but in a District our size it has been a massive lift and I just continue to be very humbled and proud to be a part of this District. I know that you, as a Board, join me in thanking all of our employees. We also want to thank you because you have been so supportive, as a Board, and we just really want to convey how much we appreciate that you have entrusted us to manage and respond to this crisis. So thank you."

VII. EMPLOYEE SERVICES - Joe Strickland

***A. Consider Revisions to Board Policy G-6100/Discipline, Suspension, Termination and Discharge of Professional Staff Members**

Mr. Strickland presented Policy G-6100 for the Board's approval. He indicated the Policy was introduced last month and asked if the Board had any questions. The Policy pertains to the discipline, suspension, termination and discharge of professional staff members. The revisions were due to recommendations made from the District's Policy Services and to align with New Mexico Statutes. There were no questions from the Board.

Mr. Cordova made a motion to approve the revisions to Board Policy G-6100 as presented. Mr. Hamilton seconded the motion.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

B. Introduce Revisions to Board Policies

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

Mr. Strickland introduced Policy G-2550, which 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 introduced Policy G-3200, which 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

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

VIII. FINANCE DEPARTMENT - Shawna Russell

***A. Consider 2019 – 2020 Amended Fleet Service Contract with Adair, Inc.**

Ms. Russell presented the 2019 - 2020 amended Fleet Service Contract with Adair, Inc. and indicated the removal of the language in the contract that referenced if there was no school, the contract would be reduced. The removal of the language was due to COVID-19.

Mr. Cordova made a motion to approve the 2019 - 2020 amended 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; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes.

***B. Consider 2019 - 2020 Audit Contract with Carr, Riggs & Ingram, LLC**

Ms. Russell presented the 2019 - 2020 audit contract with Carr, Riggs & Ingram, LLC. She stated the contract was with a new auditing firm the District had not used before; however, they received good recommendations from other districts.

Mr. Snider made a motion to approve the 2019 - 2020 audit contract with Carr, Riggs & Ingram, LLC as presented. Mr. Hamilton seconded the motion.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes.

***C. Consider 2020 - 2021 Salary Schedules**

Ms. Russell presented the 2020 - 2021 salary schedules and indicated they reflected a 4% increase. She also mentioned that each salary schedule included the following statement: "Notwithstanding anything to the contrary set forth herein, if funding is withdrawn or reduced during the fiscal year due to insufficiency of appropriations, the Board or school district shall be entitled to reduce the salary and benefits in order to address the funding deficiency and avoid deficit spending."

Ms. Osburn stated it was inexcusable for the state to mandate an increase and then possibly reduce it. There were no questions from the Board regarding the schedules.

Mr. Hamilton made a motion to approve the 2020 - 2021 salary schedules as presented. Mr. Cordova seconded the motion.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes.

***D. Consider Federal Accounts - Control Procedures**

Ms. Russell presented the Federal Accounts - Control Procedures, which contained some language changes to allow for more flexibility. The procedures state that as a precondition to receive Federal funds, prospective recipients must have effective administrative and financial internal controls and school districts must have written procedures for certain components of grant administration. The Control Procedures itemizes the procedures for those components.

Mr. Snider made a motion to approve the Federal Accounts - Control Procedures as presented. Mr. Hamilton seconded the motion.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes.

***E. Consider Vehicle (Unit #201) for Future Auction & Removal from District Inventory**

Ms. Russell presented the inventory committee's recommendation to dispose, through auction, vehicle unit #201, 2012 Chevrolet Suburban 4x4, VIN#1GNSK5E71CR287250, license plate G85991, tag #72785 and remove from the District's inventory. The amount received from auction would go toward a future replacement vehicle. The vehicle would be held at the Clovis Schools Transportation facility until a future auction is held, by either Clovis Schools or another state agency.

***F. Consider Trade-In Value of Two Vehicles (Unit #203 & #227) Toward Purchase of Two New Suburbans & Removal from District Inventory**

Ms. Russell presented the inventory committee's recommendation to remove unit #203, 2016 Ford Expedition, VIN#1FMJU1GT9GEF32290, and unit #227, 2003 Chevrolet Suburban 4x4, VIN #3GNFK16Z13G285394 from the District's inventory and use the trade-in value toward the purchase of two new suburbans.

Mr. Hamilton made a motion to approve vehicle (Unit #201) for future auction and removal from the District's inventory and the trade-in value of two vehicles (Unit #203 & #227) toward the purchase of two new suburbans and removal from the District's inventory as presented.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes.

IX. 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.

X. ANNOUNCEMENTS

Ms. Russ made the following announcement and indicated the meeting may need to be held virtually due to the State's current health orders.

A. May 26 Regular Board of Education Meeting, 5:30 PM

XI. *ADJOURN

Mr. Snider made a motion to adjourn at 6:23 PM. Mr. Cordova seconded the motion.

A roll call vote was taken as follows: Member Hamilton, yes; Member Martin, yes; Secretary Cordova, yes, Vice President Snider, yes; and President Osburn, yes. The motion carried unanimously.

/s/ Paul Cordova **/s/ Cindy Osburn**

CLERK PRESIDENT

DATE MINUTES TO BE APPROVED:
May 26, 2020