REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
October 22, 2019

A regular meeting of the Board of Education was held on Tuesday, October 22, 2019, at 5:30 p.m. at the Clovis Municipal Schools Administration Building, 1009 Main Street, Clovis, New Mexico. School Board members present were: Cindy Osburn, President; Kyle Snider, Vice President; Paul Cordova, Secretary; Shawn Hamilton, Member; and Terry Martin, Member. School personnel present were Renee Russ, Superintendent; Mitzi Estes, Deputy Superintendent of Academic Services & Leadership; and Joe Strickland, Deputy Superintendent of Employee Services. Shawna Russell, Deputy Superintendent of Finance; and John King, Deputy Director of Operations were unable to attend. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; *Eastern New Mexico News* representative; and staff.

I. CALL TO ORDER/ROLL CALL
Ms. Osburn called the meeting to order at 5:30 PM. A quorum of the Board was present.

II. INVOCATION/PLEDGE AND SALUTE – Shawn Hamilton
Mr. Hamilton offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - September 24, 2019 Meeting
Mr. Cordova made a motion to approve the September 24 Board meeting minutes as presented. Mr. Martin seconded the motion. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA
Mr. Martin made a motion to approve the agenda as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

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

VI. *CONSENT AGENDA
Those items are placed on the agenda so that the Board, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If an item does not meet with the approval of all Board members, that item will be heard when reached under the regular agenda.

A. Consider Accounts Payable Check Listing/Voided Check Listing/Bank of America Purchasing Card Charges - September
B. Consider Activity Report - September
C. Consider Student Nutrition Report - August
D. Consider Investment Report - September
E. Consider Budget & Expenditure Report - September
F. Consider Revenue Report - September
G. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0020-IB	DUAL CREDIT INSTRUCTIONAL MATERIALS	27103	$36,318.00
012-000-1920-0024-IB	GOLDEN APPLE FOUNDATION	26163	$1,001.00
012-000-1920-0018-I	FOOD SERVICE	21000	$5,000.00
012-000-1920-0017-I	CMS FOUNDATION	26184	$1,800.00
012-000-1920-0022-T	STUDENT SUPPORT & ACADEMIC ACHIEVE	24189	
012-000-1920-0021-M	STUDENT SUPPORT & ACADEMIC ACHIEVE	24189	
012-000-1920-0019-M	STUDENT SUPPORT & ACADEMIC ACHIEVE	24189	

Mr. Martin made a motion to approve items "A - G" of the Consent Agenda as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

H. Consider RFPs & ITB

1. RFP 1819-207 Electrical, Fire Alarm, Fire Suppression, Public Address System Installation and Repair Services
A recommendation was made for a first annual renewal with Snider Electric, Inc. as shown in the attachments provided to the Board.

2. RFP 1819-208 Carpet Cleaning and Restoration Services
A recommendation was made for a first annual renewal with A to Z Environmental Services as shown in the attachments provided to the Board.

3. ITB 1920-101 Purchase of Two 2019 Full Size Pick Up Trucks with Snow Plows
A recommendation was made to award to Phil Long Ford of Raton, LLC as shown in the attachments provided to the Board.

Mr. Martin made a motion to approve Consent Agenda item "H" as presented. Mr. Hamilton seconded the motion. The motion carried with Mr. Snider abstaining.

VII. SUPERINTENDENT'S REPORT – Renee Russ

A. Cannon Air Force Base Update - Hawk Baker/Sara Williams
Representatives from Cannon AFB were not in attendance at the meeting.

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

1. CHS Choir - Dallas, TX
Mr. Boerio presented and reviewed the CHS Choir trip request to Dallas, TX, to compete in the "Music in the Parks" regional contest. He indicated in addition to the competition, the students would attend a professional orchestra concert. The Choir would depart at 6:00 AM on May 1, and return at 11:30 PM, May 3, 2020.

Ms. Russ stated she had reviewed and approved the trip request pending Board approval. She also mentioned the approval was with the expectation students would be at school on Monday, May 4.

Mr. Snider made a motion to approve the request to travel from the CHS Choir as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

2. CHS Wildcadettes - San Antonio, TX
Wildcadette sponsor, Kym Cordova, presented and reviewed the CHS Wildcadette trip request to San Antonio, TX, to compete in the American Dance/Drill Team Alamo Classic. The Wildcadettes would depart at 6:00 AM on March 5, and return at 4:00 PM, March 8, 2020.

Mr. Martin made a motion to approve the request to travel from the CHS Wildcadettes as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

C. Teaching & Learning - Laura Adkins

Ms. Adkins reviewed the PowerPoint presentation regarding the Family Engagement Assessment (FEA). She highlighted the areas of the FEA components such as site visit, technology/website/social media review, shopper phone call, stakeholder surveys, document review, and data analysis and FEA report. She Adkins discussed the benefits to the school to complete the assessment, four goal areas (welcoming, communication, information, & participation), survey results/highlights (1410 family responses), survey participation/results at secondary level (1053 family responses), elementary school results for each of the four goals, survey scores at secondary level, site visit highlights to include ample parking near entrances, friendly staff in front office and throughout the school, clean, well-kept buildings and hallways, website school calendar provides current and future events, much of signage and documents, including classroom newsletters, are printed in both English and Spanish, data boards of student achievement at secondary level, family survey highlights to include school staff are friendly, comfortable communicating with child's teacher and about child's learning, feel good about their school, information provided by the school about their child's learning is understandable, well-informed about policies and procedures, well-informed about child's performance (grades and behavior), families report there is someone at the school available in their preferred language most of the time, growth opportunities at elementary to include creating welcome packets for new students' families, incorporate items that personalize your school on the website, check after-hour voicemails, protocols for returning calls, scripts for quality service, frequently share student grade-level learning goals in variety of modalities, engage families in knowing how to use data and information placed in parent portal, engage families in learning how to support student learning at home, and secondary growth opportunities levels including family comments reflect concerns with inconsistency with communication systems, more two-way communication is needed - access, frequency, and focused on student learning, provide information about current student learning, help families use data in portal, and help families know how to support learning at home, engage families in activities where they get to learn and meet/connect with one another, reviewed results of the Information Goal #3, and finished the presentation mentioning the plan next steps.

Prior to item VIII, the Board President asked for a brief recess for students attending the meeting to leave the Board room.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

A. Clovis Middle School Initiative (CMSI) Update

Ms. Estes provided the Board with a copy of the site visit report from the UVA's team visit on September 12 & 13. She indicated, "You may have noticed a little bit different tone in this report as compared to the ones we received last year. They are all about supporting our schools, principals, but also accountability. A very positive, but forthright tone." She mentioned that throughout the document, the Design for Excellence is referenced. "This document is driving our work and the principals are very appreciative that we have goals and a clear vision and we are tying everything we are doing to the Design for Excellence," Ms. Estes stated. This is a 3 to 5-year plan and the District is moving forward. She clarified this is for our principals throughout the District, not just the three middle schools.

Ms. Osburn read aloud the first paragraph of the report, which stated, "Based on our recent observations and interviews, it is evident that the new district leadership team has sharpened the commitment to schools through the broader CMSI team, a reoriented Employee Services department, and a deliberate, strategic emphasis on enhancing the instructional infrastructure of the district." Ms. Osburn expressed her appreciation for their work.

IX. EMPLOYEE SERVICES - Joe Strickland

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

1. **Board Policy G-0750/Staff Conduct**
2. **Board Policy G-2050/Professional Staff Positions**
3. **Board Policy G-2150/Professional Staff Contract-Compensation**
4. **Board Policy G-3050/Sabbatical Leave**
5. **Board Policy G-3450/Professional Staff Hiring**
6. **Board Policy G-3550/Professional Staff Certification**
7. **Board Policy G-5150/Professional Staff Duties**
8. **Board Policy G-5750/Professional Staff Termination**
9. **Board Policy G-5900/Resignation of Professional Staff**
10. **Board Policy G-7650/Support Staff Hiring**
11. **Board Policy G-7700/Support Staff Certification & Credentialing**
12. **Board Policy I-2550/Programs for Pregnant/Parenting Students**
    a. **Board Regulation I-2561/Programs for Pregnant/Parenting Students**
13. **Board Policy I-6600/School Volunteers**
14. **Board Policy I7250/Make Up Opportunities**
    a. **Board Regulation I-7261/Make Up Opportunities**

Mr. Strickland presented the Board Policies and indicated they were discussed at the meeting last month and he requested the Board's approval. There were no questions from the Board.

Mr. Hamilton made a motion to approve Board Policy items 1 - 14 as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

B. Discussion of Board Regulation G-5361/Evaluation of Professional Staff

Mr. Strickland presented Board Regulation G-5361 for discussion. He indicated there are revisions to the Regulation, which do not require Board approval, but wanted to make the Board aware of the frequency of written evaluations for teachers. He highlighted the following revision:

Evaluations for Level I teachers shall be made at least two (2) times per year during the first two years, and at least once per year for years three through five. Evaluations for Level II and III teachers shall be made at least once per year.

X. STAFF REPORTS

A. Employee Services Report

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

XI. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. November 11	**Veterans Day - No School for Students/Administrative Offices Open**
B. November 19	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**
C. November 27 - 29	**Thanksgiving Holiday - No School for Students/Administrative Offices Closed**

XII. *ADJOURN & RECESS INTO EXECUTIVE SESSION PURSUANT TO NMSA 10-15-1-H(2) SUBJECT TO LIMITED PERSONNEL MATTERS FOR AN INFORMAL MID-YEAR SUPERINTENDENT'S EVALUATION (Roll Call)

Mr. Cordova made a motion to adjourn and recess into Executive Session pursuant to NMSA 10-15-1-H(2) subject to limited personnel matters for an informal mid-year Superintendent's evaluation.

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

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

CLERK PRESIDENT

DATE MINUTES TO BE APPROVED:
November 19, 2019