Note: The Board of Education held an Executive Session, Tuesday, June 25, 2019 at the Clovis Municipal Schools' Administrative Building, 1009 Main Street, in accordance with NMSA 10-15-1-H(7) pertaining to threatened or pending litigation to discuss case NO. D-905-CV-2018-00823. This meeting was closed to the public pursuant to NMSA 10-15-1-H(7). Only the item announced was discussed in the Executive Session.

REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
July 30, 2019

A regular meeting of the Board of Education was held on Tuesday, July 30, 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; Paul Cordova, Secretary; Shawn Hamilton, Member; and Terry Martin, Member. Kyle Snider, Vice President, was unable to attend. School personnel present were Renee Russ, Superintendent; Joe Strickland, Deputy Superintendent of Employee Services; and Shawna Russell, Deputy Superintendent of Finance. Mitzi Estes, Deputy Superintendent of Academic Services & Leadership, was unable to attend. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; Hawk Baker and Sara Williams from Cannon AFB; *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 – Paul Cordova
Mr. Cordova offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - June 25, 2019 Meeting
Mr. Martin made a motion to approve the June 25 Board meeting minutes as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA
Mr. Cordova made a motion to approve the agenda as presented. Mr. Martin 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 - June
B. Consider Activity Report - June
C. Consider Student Nutrition Report - June
D. Consider Investment Report - June
E. Consider Budget & Expenditure Report - June
F. Consider Revenue Report - June
G. Consider Budget Adjustments

BAR Number	Date to PED	Fund Name	Fund #	Amount
012-000-1819-0183-IB	6/28/19	INCENTIVES FOR SCHOOL IMPROVEMENT	27138	$60,000.00
012-000-1920-0001-IB	7/05/19	TITLE I -CSI	24190	$97,391.00
012-000-1819-0182-I	6/24/19	TEACHER/PRINCIPAL TRAINING	24154	$73,072.00
012-000-1920-0002-I		CARL PERKINS SECONDARY	24176	$1,074.00
0012-000-1920-0004-IB		IDEA B RISK POOL	24120	$19,110.00
012-000-1920-0005-I		IDEA B	24106	$199,331.00
012-000-1920-0006-I		IDEA B PRESCHOOL	24109	$51,353.00

H. Consider RFPs/ITBs

1. RFP 17-228 Architectural/Engineering On-Call Services Renewal
A recommendation was made for a first renewal with Lydick Engineers & Surveyors; Sites Southwest; Huitt-Zollars, Inc. and McClain + Yu Architecture & Design as shown in the attachments provided to the Board.

2. RFP 17-232 Construction Material Testing Services Renewal
A recommendation was made for a first renewal with Lydick Engineers & Surveyors as shown in the attachments provided to the Board.

3. ITB 1819-101 Bulk Fuel
A recommendation was made for a first renewal with Charles Oil and Gas, Inc. Farwell Fuels as shown in the attachments provided to the Board.

4. RFP 1819-203 Legal Services Renewal
A recommendation was made for a first renewal with Cuddy & McCarthy; Modrall, Sperling, Roehl, Harris & Sisk, P.A.; and Walsh Gallegos Trevino Russ & Kyle P.C. as shown in the attachments provided to the Board.

5. RFP 1819-204 Tee Shirts
A recommendation was made for a first renewal with EEVOLVE Enterprises as shown in the attachments provided to the Board.

6. ITB 1819-111 Purchase of Stock Trailer
A recommendation was made to award the bid to Stillwater Trailer Sales.

7. RFP 1819-225 Student Activity Bus Transportation Services
A recommendation was made to award the RFP to Adair, Inc. as shown in the attachments provided to the Board.

Mr. Martin made a motion to approve the Consent Agenda as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

VII. SUPERINTENDENT'S REPORT – Renee Russ
A. Cannon Air Force Base Update - Hawk Baker/Sara Williams

Ms. Williams discussed the Back-to-School event on Friday, August 2 at Cannon, Military & Family Life Counseling program and having all five in place; Teachers Understanding Deployment Operations (TUDOS) on September 14 and hoping for 100 teachers to participate; and the Military Child Education Coalition award to be presented to the District at the Convocation on August 9.

B. Introduce Revisions to Board Policy I-6500/School-Sponsored Trips

Ms. Russ introduced the revision to Board Policy I-6500 for school-sponsored trips. The revision was the additional language in the fifth paragraph as follows: "...unless an exception is granted from the Superintendent. Exceptions can be granted when status of an organization is dependent on national competitions, organizations advance through local, state, and regional competitions, or when adequate local, state, and regional options are not available."

Brandon Boerio and Kalynn Baldock explained and gave examples of opportunities for students to compete at different levels and the need to have an exception in the policy, which would allow travel of more than 600 miles, one way, more than once every three years. They indicated students should be able to compete at State, Regionals, and then to the National level to allow growth of our programs. There are extensive benefits to our students to compete at various levels.

Ms. Osburn agreed. She stated they can't go five days early to do extra things, but understand there may be opportunities for students to see important things, e.g. the arch in St. Louis. There was further discussion regarding a change to the policy to allow for a travel exception that would be granted by the Superintendent. Mr. Hamilton added, "Having a policy restricting travel to every three years doesn't make any sense. The Superintendent and Board truly have the student's in mind when making a decision." Mr. Cordova stated, "Students should have a chance to enjoy themselves when traveling."

In review of the policy, the Board requested Ms. Russ strike the three-year statement from the policy. The Board suggested the fifth paragraph to read, "No group sponsored by the School District and with a school employee on duty will take a trip of more than six hundred (600) miles, one (1) way, unless an exception is granted from the Superintendent."

The policy would be presented to the Board for consideration at the August meeting.

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

1. Clovis High School Band - St. George, UT

Ms. Russ introduced Brandon Boerio, Music Director, to present his waiver request for the Clovis High School Marching Band to travel to St. George, UT in November 2019 for the "Bands of America Utah Regional" contest. Mr. Boerio discussed the reasons for the waiver request such as contests that are less than 600 miles only exist in Texas where it would be very difficult to be competitive against larger, more seasoned programs. In the letter he provided to the Board he stated, "If we are going to make the effort to have students raise money and work toward being competitive, I feel we owe them a chance to go somewhere where they have an opportunity to compete and earn a good name for themselves." He also mentioned the band's success last year at the Super Regional and the opportunity to place high in St. George and laying the groundwork to attend the "Grand Nationals" contest and do well.

In addition to competing in St. George, the students would take a guided tour of the Hoover Dam and attend a performance of the Blue Man Group. "The Blue Man Group utilizes many of the same design elements we ask our students to use during of their shows," Mr. Boerio's letter indicated.

Mr. Boerio included a sample copy of the band's itinerary and requested the Board's approval.

Mr. Martin made a motion to approve the waiver request for permission to travel by the Clovis High School Marching Band as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

***A. Consider Advanced Animal 3-Vet Science Curriculum**

In Ms. Estes' absence, Mr. Strickland presented the curriculum for the Board's approval. He introduced Kalynn Baldock to explain the vet classes in place where students earn college credit. Ms. Baldock stated at the CHS Freshman Academy, students can select Introduction to AG; Clovis High School they get to pick (Animal Science 1, Advance Animal Science 2, or Advance Animal 3-Vet Science).

Mr. Cordova made a motion to approve the Advanced Animal 3-Vet Science curriculum as presented. Mr. Martin seconded the motion. The motion carried unanimously.

***B. Consider Comprehensive Support & Improvement Application**

Mr. Strickland presented the Comprehensive Support & Improvement application for the Board's approval. He said the CHS Freshman Academy was on some comprehensive support, which entitles them to some extra money from the State. The application outlines how they can utilize the funds.

Mr. Martin made a motion to approve the application as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

***C. Consider 2019 - 2020 Health Services Handbook**

Mr. Strickland introduced Carissa Caroland, Director of Health Services, who presented the 2019 - 2020 Health Services Handbook for the Board's approval. Ms. Caroland stated changes were made to update graphics and web links, and additional content was added, removed, or updated. She highlighted the following changes to the handbook:

- All links had to be updated to ensure functionality
- New graphics replaced previously existing graphics
- Vaccination requirement changes
  - Differentiation of Preschool and Kindergarten requirements
  - Updated requirements by the state
  - Terms 'in process' and 'non-compliant' were added, as well as details regarding disenrollment for students still 'non-compliant after 30 days'
- Medication Administration changes
  - 7th right added: "Expiration date"
  - "A trained designee as delegated by the school nurse" replaced "a trained designee shall act in his/her stead"
  - Over the Counter Medications: we will no longer administer any over the counter medication without proper forms, such as the Medication Authorization Form, signed by the provider.
  - Medical Cannabis: This section is contingent upon the approval of proposed Board Policies J-5350 and J5361
- Vision and Hearing:
  - Vision and hearing sections separated and more detail added. Included hearing screenings for 8th grade.
  - Included that Lion's Club participates in vision screenings
  - Included that is parents do not wish for students to participate, they must notify the nurse to "opt-out"
- Mental Health Services section added

Mr. Martin made a motion to approve the 2019 - 2020 Health Services Handbook as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

IX. EMPLOYEE SERVICES - Joe Strickland

A. Introduce Revisions to Board Policies

1. Board Policy J-5350/Administering Medicines to Students

Mr. Strickland introduced Board Policy J-5350 for the Board's review. Ms. Osburn asked for clarification as to the administration of medical cannabis and if an employee is uncomfortable, they could opt-out. Mr. Strickland verified that was correct and if we are unable to find someone to participate, then we can contract with someone from outside to come administer the cannabis.

Ms. Caroland, Director of Health Services, added, "There will be a requirement to have a written treatment plan, similar to a 504 where it would, if we didn't have someone to administer, designate a time and location and process on how the parent can come in and administer the treatment."

a. Board Regulation J-5361/Administering Medicines to Students

b. Board Exhibit J-5381/Administering Medicines to Students

Mr. Strickland indicated the Regulation and Exhibit go into more detail regarding the administration of medicines to students.

2. Board Policy E-0550/Emergencies

Mr. Strickland stated there was a slight change to Board Policy E-0550 to add active shooter and when to have drills.

a. Board Regulation E-0561/Emergencies

3. Board Policy I-7350/Graduation Requirements

Mr. Strickland indicated the revision to Board Policy I-7350 was on page two, "A department-approved work-based training or career and technical education course that meets state academic content and performance standards in English, mathematics, or science shall qualify as one of the requirements needed for graduation in each of these areas." The areas are noted in the policy with three (3) asterisks.

B. Discussion of Staff Retention

Mr. Strickland asked Mr. Cordova to lead the discussion. Mr. Cordova began stating, "The District is doing a great job to get teachers here and I know it's working because, what I understand after I spoke with you last week, we've had teachers that have left the District and come back. So I know there's a lot of good things happening. Just want to make sure we explore all avenues we can to ensure retention." He would like the District to reach out to staff who have been here awhile and make them feel welcome. Mr. Martin said, "We do things to bring teachers, but we also need to something to keep them here. Experience is hard to beat." They suggested incentives for them to stay with the District.

Mr. Strickland indicated he would like to come back to the Board with a presentation on retention. He believes retention is the main focus of his job and we have retention issues at various levels. He mentioned as part of his presentation, he would have exit and entrance survey data. Mr. Cordova understood that money is restricted through Federal guidelines. Mr. Strickland said there are restrictions with operational and Federal funds. He said there is room for the District to improve retention.

X. FINANCE DEPARTMENT - Shawna Russell

***A. Consider Cash Transfer Requests**

Ms. Russell presented the cash transfer requests to transfer activity funds from 9xxxx to 23xxx account for the following schools: Clovis High School, Clovis High School Freshman Academy, Lockwood, La Casita, James Bickley, Highland, Cameo, Zia, Arts Academy at Bella Vista, Sandia, Barry, Mesa, and Parkview Elementary Schools, Los Niños Early Intervention Center, Marshall, Gattis, and Yucca Middle Schools, Student Support Center, and the Central Office.

Mr. Cordova made a motion to approve the cash transfer requests as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

B. Discussion of Bond Arbitrage Review

Ms. Russell briefly discussed the bond arbitrage review letter with the Board. The letter indicated review of the closing documents, and investment information relating to the bonds and determined there is no rebate or yield restriction liability due with respect to the bonds for the period of April 30, 2014 through April 30, 2019 (the first installment computation date of the bonds).

There were no questions from the Board regarding the review letter.

***C. Consider Disposal of Goats Through Auction & Removal from District Inventory**

The inventory committee recommended disposal, through auction, and the inventory removal of asset tag #73086, a registered breeding goat, and asset tag #73141, a billy goat. The goats have gotten older and are becoming more aggressive and the District would like to avoid injuries at the AG farm.

The goats are being held at the Clovis School AG farm and the District would like to enter them into the Muleshoe Livestock Auction.

***D. Consider Sealed Bids of Color Guard Costumes & Flags & Removal from District Inventory**

The inventory committee recommended going out for sealed bids for old Color Guard costumes and flags. Since their performance last year, the costumes and flags are not being used by the Clovis Schools Color Guard.

Mr. Martin made a motion to approve the disposal of goats through auction and sealed bids of Color Guard costumes and flags and the removal from the District's inventory (items C & D) as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

***E. Consider Relocation of Debt Service Investment from Western Bank to Bank of Clovis**

Ms. Russell requested the Board's approval to move the debt service investment account from Western Bank of Clovis to The Bank of Clovis. Western Bank is unable to collateralize the amount of money held in the debt service account. The Bank of Clovis has assured the District they would be able to fully collateralize the account.

Mr. Martin made a motion to approve the relocation of the debt service investment account as presented. Mr. Cordova seconded the motion. The motion carried unanimously.

XI. STAFF REPORTS

A. Employee Services Report

B. Purchase Order Change Orders

There were no questions from the Board regarding the Human Resources Report or Purchase Order Change Orders.

XII. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. August 8 **Highland Elementary School Ribbon Cutting Ceremony, 9:00 AM**

B. August 9 **Superintendent's Convocation, Marshall Middle School Auditorium, 8:00 AM**

C. August 12 **Classes Resume for 2019 - 2020 School Year**

D. August 19 **Pre-School Classes Resume for 2019 - 2020 School Year**

E. August 27 **Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**

XIII. *ADJOURN

Mr. Martin made a motion to adjourn the meeting. Mr. Cordova seconded the motion. The motion carried unanimously.

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

CLERK PRESIDENT

DATE MINUTES TO BE APPROVED:
August 27, 2019