REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
December 15, 2020

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, December 15, 2020. School Board members present were: Kyle Snider, President; Paul Cordova, Vice President; Shawn Hamilton, Secretary; Cindy Osburn, Member; and Terry Martin, 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 December Board meeting will be a virtual meeting. Agenda items requiring Board action will be voted on by roll call.

Join Zoom Meeting
https://us02web.zoom.us/j/86281499043?pwd=MUZLT3VxSlBzQUFNRjhRandEU1R0Zz09

Meeting ID: 862 8149 9043
Passcode: 394633
One tap mobile
+13462487799,,86281499043#,,,,,,0#,,394633# US (Houston)
+14086380968,,86281499043#,,,,,,0#,,394633# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
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+1 669 900 6833 US (San Jose)
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+1 646 876 9923 US (New York)
Meeting ID: 862 8149 9043
Passcode: 394633
Find your local number: https://us02web.zoom.us/u/kd6VjdgBa9

Speaking during the Open Forum or to a specific agenda item - Speaker's Registration Online Form must be submitted no later than 30 minutes prior to the start of the meeting by accessing the form at the following link: Speaker registration form

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

II. *CONSIDER APPROVAL OF MINUTES - November 17, 2020 & December 7, 2020 Meetings
Mr. Cordova made a motion to approve the November 17, 2020 & December 7, 2020 meeting minutes as presented. Mr. Martin seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, 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 Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

IV. OPEN FORUM
No speaker's registration cards were submitted for the Open Forum.

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

A. Consider Student Nutrition Report - November

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 Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

VI. SUPERINTENDENT'S REPORT – Renee Russ

A. Cannon Air Force Base Update – Sara Williams

A representative from Cannon AFB was unable to attend the meeting.

B. Recognize Students Selected for New Mexico Music Educators Association's 2021 All-State Ensemble - Brandon Boerio

Mr. Boerio recognized the students that were selected by the New Mexico Music Educators Association to perform with the 2021 All-State Ensemble. The students, following virtual auditions, were selected from the CHS Freshman Academy and Clovis High School.

Students performed prepared audition materials and sight-read in a recorded format that was submitted for adjudication. Due to state restrictions, most of the audition preparation was completed by students on their own, with some assistance from directors through virtual sessions. Selection was based on the student's overall score from those auditions.

The students would participate in the NMMEA All-State Conference and Concert on January 6 - 9, 2021 in an all-online, virtual format. Mr. Boerio commended the students and teachers and stated the District has very talented students. The Board congratulated the students on their accomplishments.

VII. ACADEMIC SERVICES - Mitzi Estes

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

Ms. Nigreville provided the Board with the following Clovis Leadership Initiative update. She stated, "Mrs. Estes and I attended the UVA Virtual Shepherd Summit over two days in early November which included districts from all over the country. There we attended very useful sessions focused on weekly site visits and aligning those with monthly meetings with our CLI principals. Our school teams and a

district team attended the Mid-Year retreat with Paul Bambrick-Santoyo last week. You may remember his name. He is the author of many of the leadership and data-driven instruction books that our district has utilized for several years. We spent our time focusing on the necessity of common assessments and of utilizing student work to plan reteaching of content that students aren't mastering. Teams then spent time reflecting on progress of 90-day plans during the fall semester and preparing new priorities for spring plans.

All in all, we have been very busy and people are ready for a break. But at the same time teams are energized about a clear path forward and I think they are looking forward to implementing much of what they learned last week. I appreciate the support of this board and CMS administration in the CLI Initiative, and I wish you all a Merry Christmas."

VIII. EMPLOYEE SERVICES - Joe Strickland

***A. Consider 2019 - 2020 Rural Low Income Schools (RLIS) Application & Assurances - Mandy Carpenter**

Ms. Carpenter presented the 2019 - 2020 RLIS Application and Assurances and indicated this is the application to spend the money for 2019-2020 fiscal grant, including the 2018-2019 carryover money and would be spent in many ways that will assist students.

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

IX. FINANCIAL MATTERS - Shawna Russell

***A. Cash Transfer Requests**

Ms. Russell presented two cash transfer requests for the Board's approval. The first request was for a permanent transfer of cash for the following reason: June 2020 reimbursement was submitted for $365.76 when the check was received, the amount was transposed to $356.75. Since the fiscal year has closed, the Federal Programs Department was unable to make the adjustment.

The second request for a permanent transfer of cash was for the following reason: June 2020 reimbursement to the University of New Mexico was submitted incorrectly. The reimbursement request was $.10 less than the actual expenditure. The cover letter was for $8,687.37; the expenditure report was for $8,687.37, however the invoice reimbursement voucher was for $8,687.27, which is what was paid.

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

***B. Consider Chief Procurement Officer Identification to State Purchasing Division**

Ms. Russell presented the Chief Procurement Officer (CPO) Designation Certification letter for the Board's approval. The District is required to submit certification to the State Purchasing Division identifying the current Chief Procurement Officer. The letter certifies Heather Nieto as the designated CPO for Clovis Municipal Schools and is a yearly requirement. Ms. Russell indicated Ms. Nieto has passed all licensure requirements.

Ms. Martin made a motion to approve Heather Nieto as the Chief Procurement Officer as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

***C. Consider Authorization of Bank Account/Transfer of Vehicles & Property Signatures**

Ms. Russell presented the Resolution authorizing bank account and transfer of vehicle and property signatures. She stated the change on the Resolution was the removal of Kenneth Lance Towle, Coordinator of Accounting Services. She stated a new name would be added in January once the individual completed their onboarding requirements. Renee Russ, Mitzi Estes, Joe Strickland, John King, and herself still remain on the list.

Mr. Cordova made a motion to approve the Authorization of Bank Account/Transfer of Vehicles & Property Signatures as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

D. Discussion of Membership 40-Day (910B5 & STARS)

Ms. Russell presented the 40-Day Membership Report for discussion. She indicated the information is not a funding report, but instead uses it as a guideline. She highlighted the following information: 220 students less, Training & Experience - decrease, Special Education units - increase, Fine Arts & Bilingual - decrease, Elementary PE was funded and then was pulled, 4 National Board Certified Teachers, At-Risk - anticipate increase, and a $3.6 million decrease if all things remain the same. She mentioned that if the student population drops, at that rate the District won't need that many teachers and would work with Employee Services. She stated the District has a cash balance of $11 million and we hope to get some students back in the classroom.

E. Discussion of Advertising Materials/Methods for Special All-Mail Ballot General Obligation Bond & Public School Capital Improvements Tax Election - John King

1. **Informational Campaign: 2021 GO Bond & SB-9 Special Election**
2. **2021 GO Bond & SB-9 Special Election Brochure**

Mr. King discussed the upcoming Special General Obligation Bond & Capital Improvements Tax All-Mail Ballot Election and the advertising materials and methods.

Mr. King highlighted some of the following information, which was provided to the Board as well as a copy of the election brochure:

Objective: The District has a timeline of approximately 2 months to convey as much information as possible to the 23,000 registered voters, according to the County Clerk's Office. This election will be decided by a higher than normal number of registered voters who will receive ballots by mail with addressed, postage-paid return envelopes. This could result in significantly more voter participation than standard elections.

Timeline: Information sharing with the public will begin following the December 15, 2020, Regular Meeting of the Board of Education and will continue through February 16, 2021.

Significant Dates:

- **December 13, 2020:** Curry County Clerk publishing Special Election Notice in Eastern New Mexico News Sunday Edition (legal requirement)
- **December 15, 2020:** Informational materials to be presented at the 5:30 p.m. Regular Meeting of the Board of Education
- **December 16, 2020:** The District's Information Campaign begins
- **December 20, 2020:** Curry County Clerk publishing second/final Special Election Notice in Eastern New Mexico News Sunday Edition (legal requirement)
- **January 19, 2021:** Last day to register to vote

- J**anuary 19, 2021:** Curry County Clerk can begin mailing ballots to voters
- **January 20 - February 16, 2021:** Voting takes place (Voters are actively receiving ballots in the mail and ballots are being returned by mail to Curry County Clerk)
- **Tuesday, February 16, 2021:** Ballots must be received by the election judges no later than 7:00 p.m. on the day of election, and ballots shall be counted at the Curry County Clerk's Office, 417 Gidding Street, Suite 130, Clovis NM 88101
- **Legal notices** – Published by the Curry County Clerk, online (Website of the Curry County Clerk) and in print (Eastern New Mexico News)
- **Video** 1 – General Obligation Bond
- **Video** 2 – Capital Improvements Tax (SB-9)
- **Brochure** – Color 3-fold brochure, digital & print versions. (Limited print run due to COVID)
- **Mailer** – Color, postcard print versions to be sent to registered voters
- **Webpage** – Prominently positioned on District website, this page will contain:
  - o Ballot questions (2)
  - o List of past bond allocations
  - o Proposed projects list
  - o Voting information (how to)
  - o Frequently Asked Questions (FAQs)
  - o Informational brochure
  - o Videos (2)
  - o Future materials relevant to the election
- **Media Interviews –** District officials and/or Board of Education members will participate in television/radio/newspaper interviews to provide information about past bond use and proposed bond projects.
- **Open Letters –** District officials will pen open letters about past bond use and proposed bond projects. These will be sent to local media for publication & broadcast.
- **Mailer (paid) –** Information will be mailed to registered voters in the form of a postcard with basic information about the General Obligation Bond & SB-9 Election.
- **Social Media (free) –** Information will be regularly posted on District social media. These posts will appear to social media users who follow District pages or who visit the District website or any school websites.
- **Social Media (paid) –** Informational posts will be "boosted" on Facebook and Instagram using paid services offered by Facebook. These posts will appear to social media users of all ages and genders in the Clovis area.
- **Radio Advertising –** Informational materials will be shared through paid services offered by local radio stations. Options exist for English and Spanish audiences both on air and online.
- **Newspaper Advertising –** Informational materials will be shared through paid services offered by the Eastern New Mexico News. Options exist for print and online.
- **Legal Notices** – Published by the Curry County Clerk, online (Website of the Curry County Clerk) and in print (Eastern New Mexico News)
- **School Signs** – Election announcements and information will be posted on school signs. This includes digital marques and static signs.
- **Email** – Periodic emails will be sent to families, staff, media and community partners. These emails will contain digital election informational materials.
- **Skyward/Blackboard** – Notifications will be shared with families and staff using the District's digital communication systems.
- **Speaking Engagements** – District officials will offer presentations at town hall, club/organizational meetings, staff and constituent gatherings.
- **Digital Signs –** The District will request our community partners (government/business/non-profit) consider placing election information on digital marques.
- **Brochure** – Color 3-fold brochure, digital versions will be provided to local businesses, government facilities and non-profit organizations.
- **Social Media** – Digital materials will be provided to community partners for the purpose of sharing and posting on social media platforms.
- **Emails** – Digital materials will be sent to community partners with a request to share them with those in their email distribution groups.

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 announcements and also mentioned there would be no in-person instruction for the first two weeks in January:

A. December 21 - Jan 8 Holiday Break - No School for Students
B. December 22 - Jan 1 Holiday Break - CMS Offices Closed
C. January 18 Holiday - No School for Students
D. January 26 Regular Board of Education Meeting - Virtual, 5:30 PM

XI. *ADJOURN

Mr. Martin made a motion to adjourn the meeting at 6:22 PM. Mr. Cordova seconded the motion. A roll call vote was taken as follows: Member Martin, yes; Member Osburn, yes; Secretary Hamilton, yes; Vice President Cordova, yes; President Snider, yes. The motion carried unanimously.

/s/ Shawn Hamilton — CLERK

/s/ Kyle Snider — PRESIDENT

DATE MINUTES TO BE APPROVED:
January 26, 2020