REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
October 27, 2020

A regular meeting of the Board of Education was held virtually, via Zoom, on Tuesday, October 27, 2020. School Board members present were: Kyle Snider, President; Shawn Hamilton, Secretary; and Cindy Osburn, Member. Paul Cordova, Vice President, and Terry Martin, Member, were 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 October 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/82815958618?pwd=MTFicHA0eFhlRXU4Z3BSK1FEOEFudz09

Meeting ID: 828 1595 8618
Passcode: 201564
One tap mobile
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+16699006833,,82815958618#,,,,,,0#,,201564# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
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+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
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Meeting ID: 828 1595 8618
Passcode: 201564
Find your local number: https://us02web.zoom.us/u/keERCZ4tvu

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 - September 22, 2020 Meetings
Ms. Osburn made a motion to approve the September 22, 2020 Board meeting minutes as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider abstained. The motion carried.

III. *CONSIDER APPROVAL OF AGENDA
Mr. Hamilton made a motion to approve the agenda as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and 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 Accounts Payable Check Listing/Voided Check Listing/Bank of America Purchasing Card Charges - September
B. Consider Activity Report - September
C. Consider Student Nutrition Report - September
D. Consider Investment Report - September
E. Consider Budget & Expenditure Report - September
F. Consider Revenue Report - September
G. Consider Budget Adjustments

012-000-2021-0018-I	BREAKFAST AFTER THE BELL	27155	$ 86,432.00
012-000-2021-0017-IB	CAREER TECHNICAL EDUCATION PROGRAM	27502	$ 23,996.00
0102-000-2021-0016-i	PRIVATE DIRECT GRANT	29102	$ 3,000.00

H. Consider RFP
1. RFP 1819-207 Electrical, Fire Alarm, Fire Suppression, Public Address System Installation and Repair Services Renewal Year Two
A recommendation was made to renew the contract with Snider Electric, Inc. as shown in the attachments provided to the Board.
2. RFP 1819-208 Carpet Cleaning and Restoration Services Renewal Year Two
A recommendation was made to renew the contract with A to Z Environmental Services as shown in the attachments provided to the Board.

Ms. Osburn made a motion to approve the Consent Agenda as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and

President Snider abstained. The motion carried.

VI. SUPERINTENDENT'S REPORT – Renee Russ

A. Cannon Air Force Base Update – Sara Williams

Ms. Williams indicated she did not have an update from Cannon, but shared a personal story regarding her daughter and the helpfulness of the staff at Clovis High School.

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, "Since I updated you in August, we have been busy. I have begun weekly visits to each of our partner schools for 2½ hours each an school is happening. Even with all of the current challenges that teachers are facing, I get to witness great instruction with in-person students as well as virtual instruction. Our principals have really committed to ensuring that quality instruction is a focus for our students. The University of Virginia (UVA) completed our first site visit – virtually of course – on September 24 and 25. We received great feedback from their report. They identified both promising practices and opportunities for next steps for both the district and each school. In addition to my weekly site visits, the principals and I meet altogether once a month, during which we are working through Brené Brown's recent book *Dare to Lead*. It is specific to education, and I highly recommend it to everyone that I come in contact with. Finally, Ms. Estes and I will be attending the UVA Virtual Shepherd Summit in November, and school teams will attend our Mid-Year retreat with Paul Bambrick-Santoyo at the beginning of December, so we have a lot to look forward to."

B. Early College High School (ECHS) Update - Melissa Winn & Jay Brady

Melissa Winn provided the Board with an update on the Early College High School program. Utilizing a PowerPoint presentation, Ms. Winn provided the following highlights:

- Year 1: 65 students; Year 2: 146 students
- Gender: 53 males; 93 females
- Ethnicity: 66 Hispanic; 73 White; 4 Black; 2 Asian; 1 Indian
- Year 2 Demographics
- 1st Generation College Students: 56 1st Generation; 146 Total
- New Students to the District: 14; 10 in Year 2
- Number of Classes for Fall 2020: 551
- Wraparound Services: Tutoring Center, Writing Center; Academic Coaching; Academic Advising, Financial Aid, and Health & Fitness Center
- Who we are at Clovis Community College (highlighting students): Fine Arts, Graphic Artists, Game Designers, Programmers, Nurses, Auto Mechanics and Internships, Enlist, Teachers & Super Computers, Ambassadors & Student Employment, Cultural Arts Series, Volunteers, Learners, Communicators
- Who we are at Clovis High School (highlighting students): Wildcats!
- Students in National Honor Society/Phi Beta Kappa: 33
- Who we want to be after graduation (highlighting students): Wildcats with two degrees!

***C. Consider 2020 - 2021 Health Services Handbook**

Ms. Estes presented the 2020 - 2021 Health Services Handbook for the Board's approval and indicated Carissa Caroland, Director of Health Services, was present for questions. Ms. Caroland included a cover memorandum highlighting the following changes to the Handbook:

- Title Page: Year changed to 2020 - 2021
- Page 6 - 7: COVID-19 section added; Face Masks, Coronavirus Hotlines; & Decision Trees
- Page 8: Symptoms marked with an asterisk (*) are also symptoms of COVID-19

There were no questions from the Board, but thanked Ms. Caroland for the outline of changes.

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

VIII. FINANCIAL MATTERS - Shawna Russell

A. Discussion of General Obligation Bond Sale Results - Regina Gaysina, RBC Capital Markets, LLC

Ms. Russell introduced Regina Gaysina from RBC Capital Markets to discuss the sale results of the $5,000,000 General Obligation School Bonds, Series 2020A. Ms. Gaysina highlighted some of the following information from the Bond Sale presentation:

- Transaction Summary: Issue - New Money; Security - Ad Valorem Taxes; Par - $5,000,000; Net Premium to the District - $475,510; Deposit to Project Fund - $5,000,000; Deposit to Debt Service Fund - $349,700; Underwriter's Discount - $23,560; Cost of Issuance - $102,250; TIC - 2.113%; All-in-TIC – 2.306%; Total Interest - $1,750,750; Total Debt Service - $6,750,750; Optional Redemption - August 1, 2028; First Interest Payment - February 1, 2021; Sale Date - September 23, 2020; Closing Date - October 7, 2020; Purchaser - Stifel
- Pricing Overview Series 2020 A
- Order Monitor
- Investor Overview
- History of TIC
- Debt Service Schedule Series 2020A
- Economic Overview
- Current Municipal Market Conditions: "AAA" MMD
- Municipal Bond Fund Flows

***B. Consider Audit Engagement Letter & Addendums - Carr, Riggs, & Ingram, LLC**

Ms. Russell presented the Audit Engagement Letter and the two addendums for the Board's consideration. She indicated the District engaged with Carr, Riggs, & Ingram, LLC in May and the letter outlines the management's and audit firm's responsibilities. She mentioned that since then, there was a typographical error noted in the original letter so a new letter and two addendums were being presented for the Board's approval. Ms. Russell stated the addendums were due to additional information that was included pertaining to the audit for federal funds.

Ms. Osburn made a motion to approve the Audit Engagement Letter and two addendums as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

C. Discussion of New Mexico Public Education Department New Program Membership - 2021 Certification

Ms. Russell presented the New Mexico Public Education Department's new program membership certification and explained the form to the Board. She indicated the District is currently not participating in the K-5+ program, but the intent is to start working on it for the 2021 - 2022 school year. She estimated approximately 3,500 students in the program if we can get the particulars and application completed. She also mentioned the intent to continue the Fine Arts and Bilingual Multicultural programs. Another program she highlighted that the District is interested in for the 2021 - 2022 school year is the Extended Learning Program.

D. Discussion of Membership Projections 2021 - 2022

Ms. Russell presented the membership projections for the 2021 - 2022 school year. She is working on the 2021 - 2022 budget so the Public Education Department can estimate what units they are going to be working with. She stated she decreased the membership this year even though she knows we are only down 35 students, but with COVID and not knowing where we are at, she noted a decrease in

students. With that decrease, she indicated it also decreased the Special Education A/B membership, but left the ancillary FTE the same as this year. There were no questions from the Board.

***E. Consider Fixed Asset Disposal & Removal from District Inventory**

1. Chromebook - Inventory Tag #TEK21193

2. Chromebook - Inventory Tag #TEK20309

Ms. Russell presented the fixed asset disposal and removal from the District's inventory for two Chromebooks. The Inventory Committee recommended disposal and removal of Chromebook #TEK21193 (Serial #5CD9211G0J) due to damage and Chromebook #TEK20309 (Serial #5CD8336YTH), which was stolen from an employee's vehicle on September 27, 2020.

Mr. Hamilton made a motion to approve the disposal of the items listed above and the removal from the District's inventory as presented. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

***F. Consider Inventory Completion for 2019 - 2020**

Ms. Russell presented the completion of the 2019 - 2020 inventory for the Board's approval. The information provided to the Board included a cover page sign-off, by site, of completion of the inventory. Ms. Russell stated the inventory should have been completed last March - May time period; however, with COVID and the closure of schools, it was not feasible. She said the auditors allowed the completion to occur this school year, which prevented an audit finding. She commended the principals for getting the inventory completed knowing the added responsibilities due to the pandemic.

Ms. Osburn made a motion to approve the Inventory Completion report for 2019 - 2020 as presented. Mr. Hamilton seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

IX. STAFF REPORTS

A. Employee Services Report

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

X. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. November 11	**Veterans Day - No School for Students/Administrative Offices Open**
B. November 17	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**
C. November 23 - 27	**Thanksgiving Holiday - No School for Students**
D. November 25 - 27	**Thanksgiving Holiday - Administrative Offices Closed**

XI. *ADJOURN

Mr. Hamilton made a motion to adjourn the meeting at 6:07 PM. Ms. Osburn seconded the motion. A roll call vote was taken as follows: Member Osburn, yes; Secretary Hamilton, yes; and President Snider, yes. The motion carried unanimously.

/s/ Shawn Hamilton — CLERK

/s/ Kyle Snider — PRESIDENT

DATE MINUTES TO BE APPROVED:
November 17, 2020