REGULAR MEETING OF THE BOARD OF EDUCATION
CLOVIS MUNICIPAL SCHOOLS
1009 Main Street
February 25, 2020

A regular meeting of the Board of Education was held on Tuesday, February 25, 2020, 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; Shawn Hamilton, Member; and Terry Martin, Member. Kyle Snider, Vice President; Paul Cordova, Secretary; 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; and Shawna Russell, Deputy Superintendent of Finance. John King, Deputy Director of Operations, was unable to attend. Additional individuals present were: Jelayne Curtis, Executive Administrative Assistant to the Superintendent; *Eastern New Mexico News* representative, Sara Williams, Cannon AFB representative; community members, 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
Ms. Osburn offered the invocation, and led those present in the pledge, and flag salute.

III. *CONSIDER APPROVAL OF MINUTES - January 28, 2020 Meeting
Mr. Martin made a motion to approve the January 28, 2020 Board meeting minutes as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

IV. *CONSIDER APPROVAL OF AGENDA
Prior to the consideration of the agenda, Ms. Russ asked if the Board could postpone the recognition of the CHS Marching Band until all the directors were in attendance at the meeting. Mr. Martin made a motion to approve the agenda with the amendment recommended by Ms. Russ. Mr. Hamilton seconded the motion. The motion carried unanimously.

V. OPEN FORUM
Two speaker registration cards were submitted to speak under the Open Forum section of the agenda. County Commissioners Chet Spear and Seth Martin expressed their appreciation to the Board because the 2020-2021 Instructional Calendar's school start date does not conflict with the start of the Curry County Fair, which is set for August 11 - 15. Mr. Spear indicated this would be the 100th County Fair and they are intending to make it really special. There was also discussion regarding the benefit to kids who raise animals for the fair and now won't have to balance the first week of school and participation in the fair.

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 - January
B. Consider Activity Report - January
C. Consider Student Nutrition Report - December & January
D. Consider Investment Report - January
E. Consider Budget & Expenditure Report - January
F. Consider Revenue Report - January
G. Consider Budget Adjustments

BAR Number	Fund Name	Fund #	Amount
012-000-1920-0053-IB	INSTRUCTIONAL MATERIALS	14000	$472,365.00
012-000-1920-0041-IB	SB-9 STATE MATCH - CASH	31703	$691,954.00
012-000-1920-0040-I	OPERATIONAL	11000	$532,110.00
012-000-1920-0054-I	PUPIL TRANSPORTATION	13000	$157.00
012-000-1920-0051-I	BOND BUILDING	31100	$1,019,759.00
012-000-1920-0050-I	CAPITAL IMPROVEMENTS SB-9 LOCAL	31701	$893,568.00
012-000-1920-0049-I	DEBT SERVICE	41000	$192,867.00
012-000-1920-0048-I	SPECIAL CAPITAL OUTLAY-LOCAL	31300	$72,788.00
012-000-1920-0047-I	CMS FOUNDATION	26184	$1,179.00
012-000-1920-0044-I	MEDICAID	25153	$26,648.00
012-000-1920-0043-I	ATHLETICS	22000	$16,341.00
012-000-1920-0052-I	FOOD SERVICE	21000	$1,098,505.00
012-000-1920-0055-i	OPERATIONAL	11000	$1,498,723.00
012-000-1920-0046-D	IMPACT AID	25145	$2,029.00
012-000-1920-0037-T		24106	
012-000-1920-0036-M		24153	
012-000-1920-0039-M		24106	

H. Consider ITB & RFP

1. RFP 1920-204 Internet Access Service
A recommendation was made to award a contract to Plateau as shown in the attachments provided to the Board.

2. RFP 17-220 Category One Broadband Connectivity Renewal Year Two
A recommendation was made to renew the contract with Plateau as shown in the attachments provided to the Board.

3. RFP 1819-209 Online Digital Learning System Renewals Year One
A recommendation was made to renew the contract with Edgenuity, Inc. and Apex Learning 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. Consider 2018 - 2019 Audit Report - Audrey Jaramillo, Jaramillo Accounting Group**

Audrey Jaramillo discussed the process and results of the 2018 - 2019 District audit. She indicated the audit was largely clean on a district with $107 million in expenditures. She highlighted the opinion statement in the Independent Auditor's Report, which stated, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2019." Ms. Jaramillo stated, "The District received an unmodified, or clean, opinion. This the best level of assurance and the highest opinion you can receive from an audit firm." She referred to the Management's Discussion and Analysis, which compares last year to this year. She continued highlighting areas of the audit such as the Statement of Net Position (page 14), Statement of Activities (page 15), Balance Sheet - Governmental Funds (page 16), Reconciliation of the Balance Sheet - Governmental Funds (page 19), Statement of Revenues, Expenditures, and Changes in Fund Balances (page 20), Reconciliation of Statement of Revenues, Expenditures, and Changes (page 23), General Operational, Transportation, Instructional Materials, Food Service, Title I, and Asset and Liabilities Funds (pages 24-29), Notes to Financial Statements, which go over policies and procedures (page 30 -), Payment in Lieu of Taxes (PILOT) to Clovis Schools Foundation ($100,000) & Clovis Municipal Schools ($108,000), Schedule of Changes in Fiduciary Assets and Liabilities - Agency Funds (page 91), and Combining Statement of Revenues and Expenditures - Fund 2300 Non-Instructional Funds, Activity Funds Only (page 92).

Ms. Jaramillo discussed the Independent Auditor's Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards (page 108) and for the major federal programs (page 110). She indicated on the federal programs, the District does receive an opinion which was that the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019. She pointed out the Schedule of Expenditures of Federal Awards, which reported a total federal financial assistance of expenditures of approximately $9.9 million.

Ms. Jaramillo also mentioned the Summary Schedule of Prior Audit Findings (page 115) to include two findings. Audit finding 2017-002 - IT Access - Segregation of Duties has been resolved; the other finding, 2017-004 - Activity Funds - Significant Deficiency has been modified and repeated. "On the Schedule of Findings and Questioned Costs, the identification of major programs was the Child Nutrition Cluster," according to Ms. Jaramillo.

Located on page 117 of the report, is the Financial Statement Findings for the audit ending June 30, 2019. Ms. Jaramillo stated, "The finding was on activity funds. For this one we just had two kids . . . everything has improved from the prior year so that is why we were able to revise it. We did have some recommendations on Yucca Middle School." She asked Ms. Russell to provide information to the Board on how the District has already addressed the finding. Ms. Russell stated, "On Yucca Middle School gate receipts for athletic events, the gate receipts are not enough money to pay both the ticket taker and the ticket seller. So we have revised the form to where there is just one person and where the form doesn't look like we are missing signatures. So, we will not be selling tickets and trying to monitor tickets there. It's just the costs outweigh the risk."

The second finding (page 119), 2019-002 was for over-expenditure of budget in the amount of $412. The cause was the Finance Department did not prepare a budget adjustment request to prevent the overage, due to the timing of the receipt of tax collection, which was greater than was initially budgeted for by the Public Education Department (PED). Management's corrective action response was the PED closes the creating of Budget Adjustment Requests at June 1, long before the final Property Tax Payment is mailed. For FY 2018-2019, the District received the check on Thursday, June 27. A review of the collection of property tax receipts for prior years was done and it did not appear the District would exceed those collections this year. June receipts were higher than expected and it was too late to complete a Budget Adjustment Request to avoid the over-expenditure of the function. Ms. Jaramillo said that even though the over-expenditure must be reported, it is not an uncommon incident due to budgeting being conducted in advance by the PED and County Assessor's Office.

The final finding (page 120), 2019-003 was in the area of Student Nutrition verification. During the audit testing of 17 applications selected for verification, the auditors noted calculations of gross income were done incorrectly on four applications, with three of those applications resulting in 6 students receiving free and reduced meals when they should not have. The verification letters sent to District families requested proof of one month of income, but only one bi-weekly stub was submitted in three cases. According to the audit, this does not allow for accurate regular pay to be determined or the determination of whether overtime is sporadic or regular. The District's differences in this area results from not following federal regulations over calculation of income for verifications and to verify questionable applications. Ms. Jaramillo indicated a lot of districts are having these issues and not sure if it's due to training, but the calculations have sometimes been incorrect. She said it is a federal regulation and districts must comply. Ms. Russell indicated the District has revised their processes for verification of eligibility.

The Board expressed their appreciation to Ms. Jaramillo for the relationship with the District and to Ms. Russell and her staff for their dedicated work toward a clean audit.

Mr. Martin made a motion to approve the 2018 - 2019 Audit as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

B. Cannon Air Force Base Update - Hawk Baker/Sara Williams

Ms. Williams updated the Board and mentioned the District Volunteer Trainings, which are being held at the base and the expansion of the test proctor trainings.

C. Recognize Clovis High School Marching Band - Brandon Boerio

Following item VII-F, Mr. Boerio introduced the Clovis High School Marching Band directors and spoke about the recent recognition at the Clovis/Curry County Legislative Appreciation Dinner, which was held in Santa Fe on February 3rd. The recognition, by the Legislature and Governor, included the declaration of the day in honor of the Clovis High School Marching Band as well as receipt of a state flag that flew over the Capitol during the session. The directors received several proclamations, which highlighted the Band's accomplishments.

The Board and those present at the meeting gave the directors a standing ovation for their dedication to students and the Clovis Schools music program.

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

1. Clovis High School Wind Symphony - Canyon, TX

Ms. Russ recommended approval for the Clovis High School Symphony to travel to West Texas A&M in Canyon, TX, on March 13 - 14, 2020. The Wind Symphony has the opportunity to record their Midwest clinic submission in the newly renovated Moody Hall on the campus of WTAMU.

Mr. Hamilton made a motion to approve the CHS Wind Symphony trip as presented. Mr. Martin seconded the motion. The motion carried unanimously.

2. CHS ROTC - Dallas, TX

Ms. Russ recommended approval for the Clovis High School ROTC to travel to Dallas, TX, on April 16 - 19, 2020, for the JROTC Curriculum in Action Trip.

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

***E. Consider Revisions to Board Policy B-0900/Board Organizational Meeting**

The Board briefly mentioned the discussions held last month regarding the reorganization. As a result of the discussions and the desire to align with the fiscal year, the Board indicated they would like to move the officer reorganization from March to June and the new positions would begin in July.

Mr. Martin made a motion to revise Board Policy B-0900 to reorganize in June. Mr. Hamilton seconded the motion. The motion carried unanimously.

***F. Consider NMSBA Student Achievement Award Recipient**

Upon a recommendation from Ms. Russ, the Board nominated Carrie Nigreville, Executive Director of Strategic Planning & School Support, to receive the New Mexico School Boards Association's Excellence in Student Achievement Award. The award would be presented to Ms. Nigreville at the May Board meeting.

VIII. ACADEMIC SERVICES & LEADERSHIP - Mitzi Estes

A. Clovis Middle School Initiative (CMSI) Update

Ms. Estes provided the Board with a CMSI update as follows:

January 12 - 15, 2020 UVA Winter Program

- Three middle school principals, 9 teachers, and three district administrators attended in Albuquerque
- Focus: People, Systems, and Structures
  - Case Studies - Transformative leadership practices
  - Difficult conversations
- Workshops
  - Reflection of practices to Keep, Lose, and Create
  - Next steps for the district and schools

Next training to be on March 31 with Lisa Lawrence, to include 22 district leaders, three principals, and 9 staff members. The topic would be Balancing Support and Accountability - Effective Coaching.

Next steps for Middle Schools to include two, two-hour site visits with each principal, monthly middle school principal meetings, and to revisit material from our time with UVA to move to new priorities.

The District is starting a new cohort – Cohort 17 that would include four schools, Arts Academy at Bella Vista, James Bickley, Cameo, and Parkview Elementary Schools; Carrie Nigreville would serve as the Shepherd.

Additional information included a Boot Camp on March 17 - 20, District Readiness Assessment by UVA staff at the end of April, and School Readiness Assessments by our staff prior to the end of the year.

IX. EMPLOYEE SERVICES - Joe Strickland

***A. Consider 2020 - 2021 Instructional Calendar**

Mr. Strickland presented the draft 2020 – 2021 Instructional Calendar. The noted changes on the calendar included:

- K-5+ and Extended Learning, which is two new programs the Public Education Department is offering to advance student learning. Seven of our elementary schools and all secondary schools signed up for Extended Learning. The program requires each participating site to add ten consecutive days to the beginning of the school calendar; days are in July and August. Four elementary schools signed up for K-5+ program; scheduled for July and early August and they are full days.
- No issue with the County Fair due to student start date of school on August 17.
- Late start for kindergarten for staff to assess students prior to the start of school; still meets the Public Education Department's requirement for hours.
- Early release Wednesdays once a month throughout the school year; not half days. Release time would be 1:00 PM, which qualifies as a full day and allows students to participate in a regular academic day and the lunch program. Early release for staff to have ongoing intervals of time to look at data and make adjustments, and plans for re-teaching to help student improvement. Participation in Extended Learning comes with a District commitment to provide eighty professional development hours during the school year for teachers.
- Justification for selection of Wednesday is due to the community's long tradition of not scheduling activities such as band, choir, athletics, on Wednesdays so people could participate in faith-based activities. Wednesdays are a day where the District can get all staff together for professional development. Did not consider placing the early release day next to a weekend due to some staff taking leave on these days in the past. Holding professional development on these days would also reduce the number of substitutes in the classrooms.

Ms. Osburn stated she had received positive comments regarding the calendar as did Mr. Martin and Mr. Hamilton.

Mr. Hamilton made a motion to approve the 2020 - 2021 Instructional Calendar as presented. Mr. Martin seconded the motion. The motion carried unanimously.

B. Discussion of Board Regulation K-2311/Distribution/Posting of Promotional Materials

Mr. Strickland indicated last month the Board approved revisions to the distribution policy and since the approval it has been noted that Regulation K-2311 conflicts with the policy and is repetitive. Therefore, Mr. Strickland recommended eliminating Regulation K-2311; however, stated the District would keep the disclaimer statement through the process. The Board agreed with Mr. Strickland and posed no questions.

X. FINANCE DEPARTMENT - Shawna Russell

A. Discussion of 2nd Quarter Cash Report

Ms. Russell indicated the quarterly cash report is sent to the Public Education Department and it explains and lists the District's revenues and expenditures down to the vendor. Ms. Russell briefly highlighted the quarterly cash report for December 31, 2019.

B. Discussion of Annual Bond Continuing Disclosure

Ms. Russell indicated the annual bond continuing disclosure is something we hire a firm to do for the District. She stated the report is a lot of information for the District to handle and could create

problems if we didn't do the proper reporting requirements, specifically the ability to sell bonds would be jeopardized. The report lists outstanding bonds and the description; some annually, weekly, or monthly. Ms. Russell reviewed some areas of the report such as the outstanding bonds, description of each bond, principle bond payments and maturity dates, disclosure reports and dates filed, and rating changes.

C. Discussion of 910B5 STARS 80-Day Estimate

Ms. Russell presented the 2020 - 2021 State Equalization Guarantee information, which is based on the 80th-120th day. She highlighted some areas on the reports such as: funding (decrease), units (decrease), T&E/TCI (lower), Special Education (lower), Fine Arts (lower), Bilingual Program (increase), National Board Certified Teachers (4 teachers), and At-Risk (increase, if legislation signed by Governor). She indicated overall the unit value would be approximately $700,000 lower than last year.

***D. Consider Disposal Technology Items & Removal from District Inventory**

The Inventory Committee recommended disposal of broken, worn, out, non-repairable, and obsolete items from Technology. The items would be picked up by STS Recycling who would remove and dispose of the items at no cost. A list of items to be removed was provided to the Board.

Mr. Martin made a motion to approve the disposal of technology items and removal from the District's inventory as presented. Mr. Hamilton seconded the motion. The motion carried unanimously.

XI. 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.

XII. ANNOUNCEMENTS

Ms. Russ made the following announcements:

A. March 17	**Regular Board of Education Meeting, Central Office Board Room, 1009 Main Street, 5:30 PM**
B. March 23 - 27	**Spring Break - No School for Students/Administrative Offices Closed**

XIII. *ADJOURN

Mr. Martin made a motion to adjourn at 6:31 PM. Mr. Hamilton seconded the motion. The motion carried unanimously.

/s/ Paul Cordova — CLERK

/s/ Cindy Osburn — PRESIDENT

DATE MINUTES TO BE APPROVED:
March 17, 2020