

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

March 12, 2015

CALL TO ORDER

President Evans called to order the regular meeting of the Churchill County School District Board of Trustees at 7:00 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE

President Evans requested a moment of silence in memory of Taylor Hutchings. President Evans led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

President Evans confirmed the posting of the agenda.

ROLL CALL

Trustees Present

President Ron Evans
Vice President Clay Hendrix
Trustee Matt Hyde
Trustee Rich Gent
Trustee Carmen Schank
Trustee Greg Koenig

Others Present

Dr. Sandra Sheldon
Phyllis Dowd, Director of Business Services
Sharla Hales, Legal Counsel

Debra Shyne, Secretary
(Interested Staff/Community Members per Attached List)

Trustees Absent

Trustee Steve Nunn

REVIEW AND ADOPTION OF AGENDA

Trustee Gent made a motion, seconded by Trustee Schank, to go into closed session to discuss negotiations and strategies regarding Churchill County Administrators Association, Churchill County Education Association, and the Nevada Classified School Employees Association pursuant to NRS 288.220. The motion passed unanimously.

Trustee Gent made a motion, seconded by Trustee Hyde, to return from closed session. The motion passed unanimously.

President Evans stated that he had a request to move item 11D to just before 11A.

PUBLIC COMMENT

Jim Falk commented regarding the Smarter Balance Consortium Test.

Tyson Sorenson, as a parent, voiced concern about increasing class sizes.

SUPERINTENDENT'S UPDATE

- A. Discussion regarding notification of parents of the Public Hearing regarding Reorganization of Schools on March 26, 2015.**
- B. Discussion regarding District-related matters.**

Dr. Sheldon reported that Amber Stein (high school librarian) and Kimi Melendy worked together on a "Read Across Nevada" challenge in the District. Every week students would read books and put a slip and comment about the books they read into a box. Each week twenty students were drawn and each student would receive a book. After six weeks, there was a challenge between elementary schools based on the percentage of books read. Lahontan Elementary School students read 3,679 books, won an assembly, had the high school drama students read to them, and each received an additional book.

Dr. Sheldon reported on attending the Senate Legislative Council on March 5th. Superintendents presented the Invest document, which is a roadmap for education.

Dr. Sheldon asked board members if they liked the new configuration of the boardroom. The consensus was that the setup was good if electrical outlet boxes could be installed. Dr. Sheldon stated that she would move forward with installing electrical outlet boxes.

Dr. Sheldon reported that Principals are continuing training with the Nevada Educator Performance Framework.

Dr. Sheldon stated that letters were sent to parents and staff two days after the last board meeting regarding the public hearing for school reorganization. Public notice was in the paper on March 11th. Feedback received has been emailed to board members. President Evans requested an automated phone call sent to parents two days prior to the public hearing.

UPCOMING BOARD EVENTS

- A. March 21-23, Sunday-Tuesday, National School Boards Association Annual Conference, Nashville, TN.
- B. March 26, Thursday, 6:30 p.m., Public Hearing regarding the Reorganization of Elementary Schools, Board of Trustees Meeting, District Office.
- C. April 10-11, Friday-Saturday, Nevada Association of School Boards School Board Member Orientation, Part II (location to be determined).
- D. May 21, Thursday, 7:00 p.m., Adult Education Graduation, Churchill County High School Auditorium.
- E. May 29, Friday, 7:00 p.m., High School Graduation, Ed Arcinega Stadium, Churchill County High School.

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A).
- B. Approval of Vouchers.
- C. Approval of February 2015, Payroll.
- D. Approval of February 5, 2015, Regular Board Meeting Minutes.
- E. Approval of February 17, 2015, Special Board Meeting Minutes.

F. Approval of February 19, 2015, Regular Board Meeting Minutes.

Trustee Hendrix made a motion, seconded by Trustee Gent, ***to approve Items A-F as provided.*** The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Shank reported on her attendance at the middle school's International Night. Thu Doan, a Vietnamese exchange student, spoke regarding education in Vietnam.

NEW BUSINESS

A. For Discussion and Possible Action: The Board will discuss all aspects of the 2015-2016 Budget and set budget priorities in an effort to provide direction to the Budget Committee and staff so that items to be reduced can be explored and quantified. Staff will provide information to the Board for review. Any and every line item in the budget may be discussed and acted on for possible reduction.

President Evans stated that the Board will review the list of proposed reductions and then will discuss the four-day work week.

Ms. Dowd reported that the Budget Committee met on March 3rd. Ms. Dowd explained the list of positions presented to the Budget Committee for reduction (a slightly revised and highlighted sheet was available at the meeting). Ms. Dowd stated that administration also identified a nursing position that could be eliminated if kindergarten moves out of Northside. The General Fund positions at Northside will need to revert to a five day week if the District stays at five days, at a cost of \$24,700. Ms. Dowd reported that Mr. Lords was concerned about the Dean's position if a counseling position was to be reduced. Additionally, the budget committee recommended that an additional twelve licensed positions be reduced. Dr. Sheldon stated that those twelve positions have been identified: one additional elementary counselor, technology specialist at elementary schools, six elementary teachers (one at each grade level K-5), two high school teachers, one middle school teacher and the assessment coordinator.

Trustee Schank asked how this reduction would affect class sizes. Dr. Sheldon stated that she was not prepared to bring this forward until the next Board meeting, but it would be two or three students per classroom. Classes K-3rd would be at 26 and 4th – 6th would be at 29 or 30. President Evans asked how this would affect the class size reduction funds. Dr. Sheldon stated that at the last superintendent's meeting the Nevada Department of Education spoke about class size reduction. There are two possible scenarios: one is that the legislature totally cuts class size reduction funds (\$1.2 million for Churchill) and puts those funds elsewhere. Two is that the District could apply for a variance and justify the reasons for asking for the variance, and the Department of Education would likely approve the variance.

Trustee Schank asked who would take over the assessment coordinator's duties. Dr. Sheldon stated that those duties would be distributed, but staff would probably not have enough time to go into as much depth. It's possible that a classified person could handle the scheduling of testing.

President Evans asked if any Board members had issues with the list of positions to be reduced.

After discussion, Trustee Hendrix made a motion, seconded by Trustee Koenig, **to NOT reduce the Athletic Trainer**. There was no public comment. The motion passed unanimously.

President Evans questioned the reduction of a warehouse worker and voiced concern for safety. Ms. Dowd explained that she met with both employees in the warehouse and went through their list of job duties to determine what duties could be eliminated or transitioned to the business office. The purchasing could be accomplished in the business office. Ms. Dowd stated that Lyon County has one warehouse worker who handles the mail, receiving, stocks, and makes deliveries. A sub can be scheduled for known days off.

Trustee Hendrix stated that he doesn't want to see any of these positions go. He's hoping that through negotiations or through other strategies that these positions could be maintained. Trustee Hendrix made a motion, seconded by Trustee Schank, **to send out reduction of force notices to everyone on the list except the Athletic Trainer**. There was no public comment. The motion passed unanimously.

Terri Pearson asked if this will be brought back for discussion at a future meeting. President Evans stated that it is a possibility. Ms. Sharla Hales, legal counsel, stated that the Board cannot send out reduction in force letters and say that they may be reducing – the Board has to say they are reducing. Everyone understands that they may be brought back, but it can't be a conditional reduction.

Trustee Gent made a motion, seconded by Trustee Schank, **to send out reduction in force notices to twelve positions as provided by the superintendent**. It was noted that Trustee Schank did not vote. The rest of the Board members voted in favor of the motion. A member of the public asked for clarification. Dr. Sheldon reiterated the twelve positions as: one additional elementary counselor, technology specialist at elementary schools, six elementary teachers (one at each grade level K-5), two high school teachers, one middle school teacher and the assessment coordinator.

After discussion, Ms. Hales stated that a person who voted in favor of the last motion can make a motion to reconsider the action just taken. Then, a different motion can be made.

Trustee Gent made a motion, seconded by Trustee Koenig, **to reconsider the wording of the motion**. There was no public comment. The motion passed unanimously.

Trustee Gent made a motion, seconded by Trustee Schank, **to approve the superintendent to research and define the twelve licensed positions and the possibility for reduction in force**. **Ms. Hales clarified with Trustee Gent that the Board is directing the superintendent to identify twelve positions, giving preliminary approval for twelve, but it was dependent on her coming back and specifying those positions.** There was no public comment. The motion passed unanimously.

Deby Smotherman, NCSEA President, commented that some of the warehouse duties will be handled in the business office and the business office has redistributed some of their duties to other classified employees. Ms. Dowd stated that when Ms. Tomb left the District

another staff member who was already creating purchase orders was asked to prepare additional purchase orders.

Trustee Hendrix made a motion, seconded by Trustee Gent, ***to rephrase the motion on the items listed in the reduction of positions in BoardBook.*** After additional discussion, the motion passed unanimously.

Trustee Hendrix reworded his motion ***to send out reduction in forces notices to the Inventory and Purchasing Clerk, the Account Technician, the Director of Federal Programs, the Director of Ed Services, a Teacher in Math, a Teacher in Math, a Teacher in Math, all at the high school, a teacher in science at the high school, a P.E. teacher at the high school, a teacher in English at the high school, a special education teacher at the high school, a counselor at the high school, a teacher at the 8th grade at the middle school, a teacher at 6th grade at the middle school, a teacher at 6th grade in the middle school, a bus driver in transportation, a bus driver in transportation and the Dean at the high school.***

Ms. Dowd pointed out that the intent is not to RIF the Educational Services Director, but rather part of her wages will be paid for out of grant funds. Trustee Hendrix affirmed that addition. Trustee Schank seconded the motion.

Trustee Gent commented that the position of Inventory and Purchasing Clerk is not in BoardBook. Ms. Hales, legal counsel, stated that she was confident that the Board was okay as the agenda item identifies any and every line item in the budget may be discussed and acted on for possible reduction. It is not limited to what is in BoardBook.

Public Comment:

Nona McFarlane stated that if the Board does not reduce the Director of Educational Services, what is her salary going to be? Dr. Sheldon stated that the salary of the Director of Educational Services will remain the same, but 40% of her salary will be paid for out of grant funds. The Director of Educational Services will pick up the administration and writing of federal grants. The rest of her time will be working with Educational Services.

Deby Smotherman voiced concern with the warehouse worker and purchasing clerk's positions because the District cannot do without the warehouse worker. The purchasing clerk gets all of the District's bids, and Ms. Smotherman understands that the bids will be passed down to the schools. To have a secretary call all of these companies to get a low price will be more cost to the district in the long run.

Trustee Schank stated that one of the workers attends meetings with other schools and gets bids together. Ms. Dowd stated that she is a member of the consortium and that the District has a really good working relationship with all of the other finance officers within Northern Nevada. In two weeks those individuals will be meeting in Churchill regarding software. The District will still have access to other contracts that other school districts have developed. Regarding the bids, it is not a bid if we call to get price quotes. The schools know what they want and they are qualified to call and get quotes.

Terri Pearson requested the board consider removing the Dean of Students from the reduction in force list and identified the importance of his position to the high school.

Trustee Koenig stated that if money becomes available, one of the first positions he would want to bring back is the Dean of Students.

The motion passed unanimously.

[The Board took a break 8:40 to 8:50.]

Ms. Dowd stated that the Budget Committee did not support the four-day workweek. The four-day workweek would only save the district money if all associations agreed to take reductions in salary. The Board discussed the four-day workweek.

Trustee Hendrix hopes that there is room in the negotiation process to facilitate the four-day week. Trustee Hendrix made a motion, seconded by Trustee Schank, ***to continue negotiations for the four day workweek with the three different associations and that we keep this matter on the agenda in our sights so that we do not let it fall by the wayside.*** Trustee Koenig stated that classified staff could potentially lose up to 20% of their salary where licensed would lose 2.6%. Trustee Koenig would like to see a creative solution for classified to be assigned other duties to not lose hours and, potentially, benefits.

President Evans stated that either the District needs to get additional funding or positions will have to be cut. Trustee Hyde commented that perhaps with maintenance and transportation it might be good if staff is gone on Fridays to accommodate big projects.

Public comment:

Kristina Moore, high school teacher, stated that she has researched the four-day school week in districts similar to Churchill and suggested breakfast programs for lunch ladies that are losing their Friday, and running double bus runs on the four days so there are after school programs, tutoring, and sports after school. Custodians and secretaries could work four ten-hour days. This would offer more, instead of fewer, services to students.

Tyson Sorenson stated that time is running short and by putting it off until the next meeting could mean running out of time to implement the four-day week.

Deby Smotherman, NCSEA President, stated that she spoke with special education teachers who commented that special education students need six days, not four, because of retention and for consistency.

Steve Russell, Director of Transportation, stated that the transportation department would pretty much dissolve with a four-day week.

Eric Sorenson, high school student, voiced support for the four-day week and that he was worried that AP classes might be cut with the budget cuts.

Don Mello stated that if a four-day workweek were approved, the District should take a look at employees with 260 days and 217 days as administrators. The pay cut should be across the board. President Evans confirmed that it would be across the board: teachers, classified, administrators and administration.

The motion passed unanimously.

B. For Discussion and Possible Action: Update regarding Early Retirement Incentive Program (Policy 4811) and review and possible approval of applications for early retirement.

Ms. Dowd updated the Board regarding the Early Retirement Incentive Program. Administration does not make the recommendation to go further. There were no questions from the Board.

C. For Discussion and Possible Action: Selection of recipients of surplus modulars located at E.C. Best Elementary School.

Ms. Dowd stated that the Paiute Shoshone Tribe withdrew their request for modulars.

Trustee Koenig made the motion, seconded by Trustee Hyde, ***to give two to Rock of Ages and two to Mineral County.***

Public Comment: The Deacon of Rock of Ages stated that they would take three.

Trustee Koenig amended his motion, seconded by Trustee Hyde, ***to give three to Rock of Ages and two to Mineral County.*** The motion passed unanimously.

D. For Discussion And Possible Action: Selection of a Broker to move forward with self-insurance.

Ms. Dowd voiced concern about E.H. Hursh's ability to represent the district in the self-insurance arena as they do not have the experience that Alpine Insurance Company has. Alpine Insurance Company understands the risks associated with self insurance. Representatives from Alpine Insurance and E.H. Hursh addressed the Board regarding self-insurance.

Trustee Schank made a motion ***to select Alpine Insurance as the broker to move forward with self insurance.*** There was no second, so the motion died.

After further discussion, Trustee Koenig made a motion, seconded by Trustee Hyde, ***to designate E.H. Hursh as the District's reinsurance broker.*** Trustee Koenig commented that the District has worked with E.H. Hursh and felt it important to keep business in town.

Public Comment: Nona McFarlane voiced concern about the District paying \$400,000 should an injury occur. She questioned whether the Board has looked at and understands the presentation by Ms. Dowd and the brokers and does the Board understand the liability. Trustee Koenig stated that the motion was to appoint a broker for reinsurance, not to go to self insurance.

The motion passed unanimously.

E. For Discussion and Possible Action: Regarding selling water rights to Truckee Carson Irrigation District (TCID).

Kristina Moore stated that water is estimated to be at 20% this year, so FFA would pay \$1,500 to transfer water to the Rio Vista property instead of selling the water rights to TCID.

Trustee Koenig made a motion, seconded by Trustee Hyde, ***to transfer water rights to FFA this year only for a fee.***

Sharla Hales, legal counsel, stated that the agenda item is selling water rights to Truckee Carson Irrigation District. This is an internal matter and the Board does not need to make a motion to transfer water to the Rio Vista property.

F. For Discussion and Possible Action: Approval of current period budget adjustments per NRS 354.598005.

Trustee Schank made a motion, seconded by Trustee Gent, ***to approve the current period budget adjustments per NRS 354.598005.*** The motion passed unanimously.

President Evans stated this item could be contained on the Consent Agenda in the future and if Board members have a problem with the item, they can pull the agenda item.

G. For Discussion and Possible Action: The Board will receive Steve Nunn’s formal resignation as School Board Trustee and may take action to accept his resignation.

Trustee Gent made a motion, *with a heavy heart, to accept Trustee Nunn’s resignation for school board.* Trustee Hyde seconded the motion. *The motion passed unanimously.*

H. For Discussion and Possible Action – VACANCY ON THE BOARD: Discussion and possible action on the process, timeline, application and related matters for the appointment to fill the vacancy on the Board of School Trustees.

The consensus of the Board was to accept the timeline in BoardBook with the exception that the Board Meeting starts at 6:30 instead of 7:00.

I. For Discussion and Possible Action: Approval of change order in the amount of \$43,796.47 to Ferguson Construction’s contract for the West End Facility Renovation Project for additional work required to replace water supply lines.

Mr. Byrd explained the change order.

Trustee Schank made a motion, seconded by Trustee Hendrix, *to approve the change order in the amount of \$43,796.47 to Ferguson Construction’s contract for the West End Facility Renovation Project for additional work required to replace water supply lines.* The motion passed unanimously.

PUBLIC COMMENT

Don Mello asked about the sharing of employee benefits with health insurance and the cost of PERS – does it include every single employee. Ms. Dowd stated that it does not, as not all employees are entitled to health insurance or PERS. The District is in negotiations with all three bargaining groups.

Nona McFarlane voiced concern regarding board policy and the budget. Does the board understand the overall picture of how many classrooms, what class size will be, and the cost of moving classrooms? Ms. McFarlane received a spreadsheet from Ms. Dowd and questioned the cost of insurance for employees who have two part-time jobs with the District. Ms. McFarlane asked the process for her to request an agenda item as a member of the public. Ms. Hales, legal counsel, stated that members of the public do not have a right to put an item on the agenda, only board members in cooperation with the superintendent puts items on the agenda, and board members know the process to put an agenda item on the board agenda. The information could be emailed or placed as a superintendent report.

Superintendent Sheldon asked board members to contact her or other directors and they would be happy to answer those questions.

DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE AGENDA ITEMS AS REQUESTED BY THE BOARD OF TRUSTEES AND CLARIFICATION OF REQUESTED AGENDA ITEMS

Trustee Gent requested a discussion item regarding the reorganization process: how many classrooms, what is the class size, and what is the cost of moving.

Trustee Schank requested discussion and possible motion of action to require new hires to pay a portion of their insurance and PERS and making this a policy. Ms. Sharla Hales indicated that this is a negotiated item.

Trustee Schank requested the ratification of employee contracts be at the same time and a report on the student behavior survey.

CLOSED SESSION

- A. Discussion of negotiations and strategies regarding Churchill County Administrators Association Churchill County Education Association, and the Nevada Classified School Employees Association pursuant to NRS 288.220.
- B. The Board will meet in closed session to negotiate revisions to the contract with Dr. Sheldon, Superintendent, pursuant to NRS 288.220.

Trustee Gent made a motion, seconded by Trustee Hendrix, to go into closed session to negotiate revisions to the contract with Dr. Sheldon, Superintendent, pursuant to NRS 288.220. The motion passed unanimously.

ADJOURNMENT

The Board reconvened open session and adjourned at approximately 9:50 p.m.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne