

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

August 13, 2015

### **CALL TO ORDER**

President Evans called to order the regular meeting of the Churchill County School District Board of Trustees at 7:30 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

### **PLEDGE OF ALLEGIANCE**

Trustee Whitaker 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 Carmen Schank  
Trustee Rich Gent  
Trustee Kathryn Whitaker  
Trustee Greg Koenig  
Trustee Matt Hyde

#### **Others Present**

Dr. Sandra Sheldon  
Sharla Hales, Legal Counsel  
Phyllis Dowd, Director of Business Services  
Debra Shyne, Secretary  
(Interested Staff/Community Members per Attached List)

### **REVIEW AND ADOPTION OF AGENDA**

President Evans deleted 10C (Approval of June, 2015 Payroll) and pulled 10E (Approval of minutes). President Evans clarified an item in Upcoming Board Events that licensed staff will meet at 8:00 and classified staff will meet at 10:00 on August 14 for the Welcome Back Meetings.

### **PUBLIC COMMENT**

Jim Falk spoke regarding common core.

### **SUPERINTENDENT'S UPDATE**

**A. Mr. Paul Eskeldson will update the Board regarding Summer Bond Projects and Mr. Brian Byrd will update the Board regarding Summer Maintenance projects.**

Mr. Paul Eskeldson reported on summer construction projects (see memo in BoardBook).  
Mr. Brian Byrd reported on summer maintenance projects.

Trustee Gent thanked teachers and staff for their work. Trustee Schank commented that the facilities look good. President Evans stated that the addition of the sidewalk and grass at the Old High School look great.

**B. Update regarding District related matters.**

Dr. Sheldon reported that there was good attendance at the Schools' Open Houses.

Dr. Sheldon reported on the National School Safety Conference that she, John Johnson and Steve Russell attended the end of July where they learned about monitoring social media. There will be a training session in November, should board members be interested.

Dr. Sheldon attended the first Rule Setting session at the Department of Education where they reviewed four legislative issues, the first one being end-of-course examinations. End-of-course examinations will be required for the graduating class of 2019 where they have to pass two English language arts tests and two math tests. In 2020, they will consolidate English language arts into one test, have two math tests and add a science test.

Dr. Sheldon reported on changes to the Career and Technical Education program.

Dr. Sheldon stated that she would have a preliminary count of students on Monday with a more accurate count on Friday. Dr. Sheldon reported that there will no longer be a single count day, but the District will report the average daily enrollment on a quarterly basis and the process for reporting this has not yet been determined. There will only be a one-year look back if enrollment goes down more than 5%.

**BUSINESS SERVICES UPDATE**

**A. Update regarding general business items**

Ms. Phyllis Dowd stated that she does not want to work with two budgets at the same time again, as she missed one crucial step in the budget augmentation for 2015. The District needed a resolution to verify that the correct steps were followed. The Department of Taxation will not recognize the budget. Ms. Dowd spoke with auditors regarding the consequences and as far as the accounting rules go, the Board approved the budget to be followed. There will be a section in the financial statement indicating the District is not in compliance. Ms. Dowd apologized and stated that this is prominently in her notes for future years.

Ms. Dowd reported that the District will receive \$457,000 for full-day kindergarten program at Lahontan and still does not know the decrease to the class size reduction funds.

Ms. Dowd reported that the District reports average quarterly enrollment this year and hold harmless applies only if the District loses more than 5% of enrollment. The Department of Education had a Finance Meeting on July 29, which was well attended, where other districts voiced concern about average quarterly enrollment. NRS states for hold harmless that this quarter, July 1 to Sept 30, be compared to the same quarter of the previous year. There is some heartburn among colleagues, as Districts do not keep enrollment for each day. The idea is to do one 90-day period to make it easier on the District.

The State expects an average quarterly enrollment report from Infinite Campus within 90 days. Power School is not as interested in creating the report, as they are well aware that the State is pushing districts towards Infinite Campus.

Ms. Dowd reported the business office being fully staffed and preparing for the audit. Auditors will be in the office the end of September.

### **UPCOMING BOARD EVENTS**

- A. August 14, Friday, 8:00/10:00: Welcome Back All Staff Meeting
- B. August 17, Monday: First Day of School

### **CONSENT AGENDA**

- A. Approval of Recommended Personnel Action (Attachment A)
- B. Approval of Vouchers
- C. Approval of June, 2015 Payroll
- D. Approval of June 26, 2015, Regular Board Meeting Minutes
- E. Approval of July 9, 2015, Regular Board Meeting Minutes

Item C was deleted and Items A and E was pulled.

Trustee Gent made a motion, seconded by Trustee Koenig, **to approve consent agenda action items B and D as provided.** There were no public comments. The motion passed unanimously.

Trustee Schank requested clarification on Item #3 of the Recommended Personnel Action form asking if these resignations were due to the reduction in force. Dr. Sheldon indicated those staff members were reduced-in-force and that some were later offered positions within the District, but chose to resign. Trustee Schank asked in section IV where Instructional Assistants are assigned. Dr. Sheldon explained.

Becky Dodd brought to the Board's attention an oversight as Miguel Orduna was removed from a Recommended Personnel Action form as a soccer coach and never placed back on a form for approval.

Trustee Hyde stated that his name is listed under Item 6, Extra Curricular Activities Assistant JV Football Coach, which is a non-paid strictly volunteer position.

Trustee Hyde requested the July 9, 2015 minutes amended to indicate that he was present at the meeting.

Trustee Gent made a motion, seconded by Trustee Whitaker, **to approve A and E as discussed and provided.** There were no public comments. The motion passed unanimously.

### **POLICIES**

- A. **For Discussion and Possible Action: SECOND READING – Revisions to Policy 3301.0 – Contracting Authority.**

Trustee Gent made a motion, seconded by Trustee Schank, ***to approve revisions to policy 3301.0 Contracting Authority as provided and written.*** There were no public comments. The motion passed unanimously.

## **REPORTS BY BOARD MEMBERS**

Trustee Schank confirmed that board members received a binder containing legislative information.

## **NEW BUSINESS**

- A. For Discussion and Possible Action: to approve award of a contract with Q&D Construction of Reno, Nevada in the amount of \$4,452,784 for construction of the Churchill County High School Auxiliary Gymnasium.**

Trustee Koenig made a motion, seconded by Trustee Hyde, ***to approve and award a contract with Q&D in the amount of \$4,452,784, and stated that it's nice that we can include all of the options.*** There were no public comments. The motion passed unanimously.

- B. For Discussion and Possible Action: approval of A&K Earthmovers of Fallon, Nevada to proceed with construction of Alternate 1 in the Site Package for the Churchill County High School Auxiliary Gymnasium.**

Previously the Board approved the entire budget but withheld approval for Alternate #1 until bids were received. Mr. Eskeldson requested board approval for Alternate 1.

Trustee Schank made a motion, seconded by Trustee Hyde, ***to approve A&K Earthmovers of Fallon, Nevada to proceed with construction of Alternate 1 in the Site Package for the Churchill County High School Auxiliary Gymnasium.*** There were no public comments. The motion passed unanimously.

- C. For Discussion and Possible Action: to approve a change order to the contract with Parsons Environmental & Infrastructure Group in the amount of \$93,833 to extend services through completion of the Auxiliary Gymnasium.**

Dr. Sheldon referred to the memo in BoardBook and stated that the District needs Mr. Eskeldson on staff for the Auxiliary Gymnasium project.

Trustee Gent made a motion, seconded by Trustee Koenig, ***to approve change order to the contract with Parsons Environmental & Infrastructure Group in the amount of \$93,833 to extend services through completion of the Auxiliary Gymnasium.*** There were no public comments. The motion passed unanimously.

- D. For Discussion and Possible Action: regarding authority of board president to remove or add items on agendas after agenda setting as new information arises, including possible action to revise the following Board Policies and Administrative Regulation to reflect that authority: Policy 8200.3 Duties of Officers; Policy 8340.0 Meetings; and Administrative Regulation 8340.0 Meetings.**

Trustee Evans stated that Policy 8340.0, update provided at the meeting, states: “The Board President has the right to pull an item from the agenda if he or she determines that staff pertaining to the item will not be present or other circumstances deem it necessary.”

Trustee Koenig stated that there have been controversial topics in the past where the public has attended Board meetings when the Board could not act on the item. It’s only fair to the public that an agenda item be removed if the Board knows it cannot move forward with the item.

Trustee Schank stated that once the agenda is set that it should not be changed, as all board members should have the same rights, not one person given more power than others.

Sharla Hales, legal counsel, stated that the wording could be changed to: “The Board President has the right to pull an item from the agenda if he or she determines that staff critical to the item will not be present or new information arises making it impractical to hear the item. The board president will inform the trustee who requested the agenda item as soon as possible.”

Trustee Koenig made a motion, seconded by Trustee Hendrix, **to reflect changes identified by Sharla Hales**. Deby Smotherman commented that the agenda item also indicates adding items. Trustee Koenig stated that adding agenda items is not part of his motion. The motion passed 6:1; with Trustee Schank opposed.

**E. For Discussion and Possible Action: regarding the Curriculum Committee’s role in developing materials and resources for instruction (K-12).**

The Nevada Performance Plan Committee was created to review the data from the NCAT-D and create a District Performance Plan, which was reviewed by the Board and submitted to the Nevada Department of Education.

Trustee Schank presented a PowerPoint presentation supporting her desire to have a District Curriculum Committee. She expressed her belief that the board members need to sit on a District Curriculum Committee.

Trustee Schank made the following motion: ***“I have thought long and hard as to the need for a centralized curriculum committee for board oversight. I feel this will work well and therefore would like to make a motion to this effect.”*** Trustee Schank felt that the District needs a Curriculum Committee with subcommittees that reports to the Curriculum Committee. The District Performance Plan Committee could be renamed to the District Curriculum, Instruction and Assessment Committee.

Public Comment: Becky Dodd voiced concern regarding current curriculum issues. She stated that it is critical to have buy-in from teachers.

Trustee Schank stated that however the board votes, she will support the motion. The motion was restated: ***the motion is that the Nevada Performance Plan Committee which is already in place is still the central committee but we add to the title curriculum and assessment. So it actually adds the word curriculum which has not been on any of those and assessment. Becomes a central committee and that subcommittees, Sandra said she***

*didn't really know what they were called, and I would say subcommittees which are other entities out there, have one person report to that committee."*

There was not a second to Trustee Schank's motion, so the motion died.

Public Comment: Mr. Falk stated that if he understands what is going on, that he loves it as this provides local control of education.

- F. For Discussion and Possible Action: to change the board meeting date from November 19 as that is the same date as a Nevada Association of School Board meeting. Additionally, due to NRS changes regarding Budget Hearing dates, move the May 18 board meeting to May 26.**

Trustee Hendrix made a motion, seconded by Trustee Hyde, ***to move the November 19 meeting to November 18 and the May 18 meeting to May 26.*** There were no public comments. The motion passed unanimously.

- G. For Discussion Only: regarding how employee evaluations are completed and timeline for evaluations.**

Dr. Sheldon stated that staff has been working on flow charts, but they are not yet complete. She will forward those documents to Board members once received. Dr. Sheldon stated that her understanding is that Trustee Schank would like all employees evaluated at the same time. It was noted that Ms. Melendy and Mr. Jensen have to be notified earlier, in February, per their contracts. Licensed and classified evaluations are due in April or May. Evaluations for Dr. Sheldon, Mr. Jensen, and Ms. Melendy are completed in January or February.

Trustee Schank stated that teachers need to have time to find jobs and often contracts are before the Board before budgets are determined.

Trustee Koenig noted that Ms. Melendy and Mr. Jensen would have to have their contracts re-negotiated.

Trustee Whitaker commented that the Board ratifies the contracts, so the onus is on the Board if the Board gives raises without knowing the budget. Dr. Sheldon commented that contracts can be approved and raises can be given retroactively.

Trustee Hendrix reminded the Board that this has been addressed before. Directors wanted a "me-to" clause and we have addressed this issue before. Mr. Hendrix said that he does not know the last time a director has received a raise.

Becky Dodd clarified that teachers evaluations are due April 1 and intent to hire letters are due April 30. She contended that some directors did receive a raise because their contract days were extended to year around.

Trustee Koenig asked Trustee Schank her concerns and her proposal. Trustee Schank stated that evaluations and contracts are coming in before the approval of the budget and typically with added vacation days and increased money. Trustee Shank felt that evaluations should be done together.

**H. For Discussion Only: Organizational Flow Charts for directors' staff.**

Dr. Sheldon stated that Trustee Schank requested flow charts for directors, which are in BoardBook. Dr. Sheldon asked board members to contact her with questions.

**I. For Discussion and Possible Action: regarding sending automated calls two to three days before there is an agenda item regarding budgets.**

Trustee Schank stated that when there are budget issues it would be a courtesy to have an automated call sent to parents. This would be for budget meetings where there are crucial budget decisions.

After discussion, it was decided to work on the wording and that Ms. Dowd and Dr. Sheldon would identify when the budget items are on agenda that impact staffing.

**J. For Discussion and Possible Action: regarding approval of a .5 Career and Technical Education Director.**

Dr. Sheldon stated that in the Career and Technical Education (CTE) budget approved by the State the District will receive an additional \$70,000 to help with the CTE offerings and the CTE program within Churchill County High School and could extend to the middle school if the Board so chose. Dr. Sheldon stated that she meet with concerned individuals regarding the need for a director or coordinator of CTE. This coordinator would take on some of the responsibilities that have come along with funding. CTE has changed to a completer system where students enter as sophomores and over three years in that program, they take an assessment, which gives them certification in that program. CCHS has very few students take that assessment and even fewer that pass the assessment. The new law provides that we have to have someone in place that services our industry and works to place students in job shadowing apprenticeships and internships. At this time, the District does not have anyone available to do that. In discussions with Mr. Lords, Trustee Evans, Trustee Gent, and some CTE staff members, Dr. Sheldon is recommending that the Board take some of that money and create a half-time CTE coordinator position to improve the program and increase accountability for CTE.

Dr. Sheldon stated that the cost would be around \$40,000 to \$50,000, for a half time teacher, and the position would be put in place at semester. Mr. Lords may reassign current faculty or go out for a half-time teacher. We could pay a teacher for their prep period and add a period that way. There are some people in the community that might be interested in part time teaching positions. This coordinator would also work with Ms. Melendy and write grants, ensure that the Carl Perkins Grant money is distributed equitably, and be in charge of the CTE Advisory Committee.

President Evans commented that the District needs to be competitive, has ignored the program, lost teachers, and needs to improve the CTE program.

Trustee Hendrix made a motion ***to approve a half-time Career and Technical Education Director not to exceed the period of one year to provide those services at Churchill County High School.*** Trustee Koenig seconded the motion with the understanding that this does not come out of the General Fund.

Public Comments: Becky Dodd encouraged the Board to offer extended duty contracts so current employees has options, instead of a half-time position.

***Ms. Dowd asked Trustee Hendrix to modify his motion from a director to a coordinator. Trustee Hendrix and Trustee Koenig modified their motion. The motion passed unanimously.***

### **PUBLIC COMMENT**

There were no public comments.

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

Trustee Koenig requested Policy 8340 be returned for a second reading.

Trustee Schank requested the board discuss a list of priorities should money become available.

Trustee Schank commented that class sizes for 4<sup>th</sup> and 5<sup>th</sup> grade students are at 30 kids.

Trustee Schank would like a list of class sizes. Vice-President Hendrix commented that class sizes come before the board at almost every meeting. Dr. Sheldon stated that she would have estimated class sized by Friday and will be looking at staffing and adjusting classes as necessary.

Trustee Schank requested a report regarding whether flags are located in each classroom; discussion on the mural upstairs and where will it be located; and discussion on bus schedules and bus drivers getting overtime for extra work.

Trustee Whitaker requested the board start early providing direction to the budget committee. Budget Committee will meet for the fiscal year 2017 budget in January, but we will also meet again for the 2016 budget that needs to be provided in October or November.

Trustee Koenig made a motion, seconded by Trustee Gent, to go into closed session pursuant to NRS 288.220 at 9:48 p.m.

### **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.**

### **RECONVENE OPEN SESSION**

### **ADJOURNMENT**

Trustee Gent made a motion, seconded by Trustee Hyde, to adjourn the meeting at approximately 10:46 p.m. The motion passed unanimously.

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Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*