

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

December 17, 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

### VERIFICATION OF POSTING OF AGENDA

President Evans confirmed the posting of the agenda pursuant to NRS 241.

### ROLL CALL

#### Trustees Present

Trustee Ron Evans, President  
Trustee Clay Hendrix, Vice President  
Trustee Greg Koenig  
Trustee Matt Hyde, Acting Clerk  
Trustee Rich Gent  
Trustee Carmen Schank, Clerk  
Trustee Kathryn Whitaker

#### Others Present

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

### REVIEW AND ADOPTION OF AGENDA

President Evans moved public comment to after Superintendent's Update.

### PUBLIC COMMENT

Whisper Brown commented on the vacant counseling position at the high school and stated that Robin Wood, counselor, left the Tuesday before Thanksgiving. As part of the Jump Start program, Whisper needs extra help. Her mother used to be a counselor at the high school and Whisper stated that her mother interviewed for the job and that she should have received it.

### RECOGNITION

- A. The Board of Trustees recognized the Churchill County High School Greenwave Football Team – Division 1A State Champions.

### SUPERINTENDENT'S UPDATE

- A. Update regarding the high school parking lot access (written report provided)
- B. Update regarding District related matters

Dr. Sheldon introduced David Carter, Candidate for State Board of Education, who spoke regarding his experience in seeking a position on the state board.

Dr. Sheldon reported on her attendance at the State Board of Education where she testified about the successes occurring in Churchill County.

Dr. Sheldon updated the Board regarding filling the high school counseling position stating that there was one in-house person interviewed. The interview committee decided to repost the position announcement and look outside of the District as well. The District is also looking at the possibility of a long-term substitute for the semester and/or perhaps hiring several interns for the semester.

Dr. Sheldon reported on her attendance at the UNLV College Summit on Education, recently held in Las Vegas. Its focus was on technology, personalized blended learning, and getting students engaged in their own learning.

Dr. Sheldon explained the State's Prepaid Tuition program and reported that a pamphlet was sent home with every kindergarten student.

### **BUSINESS SERVICES UPDATE**

- A. Budget to Actual Report (written report provided)**
- B. Update regarding general business items**

There were no further updates.

### **EDUCATIONAL SERVICES UPDATE**

- A. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided).**

### **UPCOMING BOARD EVENTS**

- A. April 9-11, 2016, National School Board Association, Boston**

### **CONSENT AGENDA**

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of November, 2015, Payroll**
- D. Approval of November 18, 2015, Regular Board Meeting Minutes**
- E. Approval of Student 15-20 to enter the General Education Development (GED) program**
- F. Review of Regulation 6163.1 – Procedures for Implementation of Title VII – American Indian Policies**

President Evans commented that a revised recommended personnel action sheet was distributed at the meeting. Trustee Gent made a motion ***to approve A-F as provided***, seconded by Trustee Hyde. Trustee Whitaker identified a correction to the November 18 minutes, which showed Ms. Hales as substitute counsel. President Evans clarified that the revised personnel action form is part of the motion for the consent agenda. The motion passed unanimously.

## **REPORTS BY BOARD MEMBERS**

Trustee Gent reported on a two-day grant writing course that he attended in Reno. Trustee Schank reported on her visit to Northside. Trustee Whitaker reported on her attendance at the dress rehearsal for Numa's NUMAseum. Trustee Whitaker and Trustee Hyde reported on their tour of the Auxiliary Gym. Trustee Hyde reported on his visit to the middle and high school. President Evans reported on his visit to Lahontan.

## **POLICIES**

### **A. For Discussion and Possible Action: Deletion of Policy 5109.0 – Student Representative to Churchill County Board of School Trustees (Students)**

The Board discussed this policy. Trustee Koenig made a motion, seconded by Trustee Gent, *to delete 5109.0. The motion was amended adding that the Policy Committee will create a new policy that meets the current needs of the Board and District.* Public Comment: Danielle Guazzini commented that it was a good opportunity for a student. The motion passed unanimously.

### **B. SECOND READING**

1. **For Discussion and Possible Action: Modifications to Policy 6200.0 – English Learner (Instruction)**
2. **For Discussion and Possible Action: Modifications to Policy 7130 – Wellness and Healthy School Environment (Personnel/Students)**

Trustee Whitaker made a motion *to accept modifications to Policy 6200.0 and modifications to Policy 7130.0*, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

### **C. FIRST READING**

1. **For Discussion Only: New Policy 3000.0 – Fiscal Code of Ethics (Business and Finance)**
  - a. **For Review Only: Regulation 3000.0 – Fiscal Code of Ethics**

The Board discussed the difference between accepting cash and accepting gift cards. Becky Dodd commented that sometimes parents give teachers money for supplies and sometimes it is cash. Deby Smotherman, middle school office manager, commented that money received by the teacher could be given to the office manager and placed in student activity funds for later use. Lori Kaiser stated that the teacher's association gives gifts to retiring teachers and last year Sandy Grainger asked that the money she would have received be given to the middle school's library. After a lengthy conversation, it was determined that Sharla Hales would rework the policy and it will return for another reading.

2. **For Discussion Only: New Policy 3400.0 – Payroll Policy (Business and Finance)**
  - a. **For Review Only: Regulation 3400.0 – Payroll Authorization**
  - b. **For Review Only: Regulation 3400.1 (Renamed from Regulation 3412.0) – Payroll Deduction**

- c. **For Review Only: Regulation 3400.2 (Renamed from Regulation 3411.0) – Substitute Teachers**
- d. **For Review Only: Regulation 3400.3 (Renamed from 4145.1) – Industrial Compensation for Employees**

Trustee Schank asked for clarifications as to how the new policy and regulation works where an employee might be injured. Phyllys Dowd explained that if an injury occurred while at work the cost would be covered through the District's workers' compensation fund. Dr. Sheldon stated that the District has a reinsurance policy, which would cover amounts above \$400,000. There were no suggested changes to the policy or regulation.

**3. For Discussion Only: Modifications to Policy 3525.0 – School and Department Grant Writing (Business and Finance)**

- a. **For Review Only: Regulation 3525.0 – Procedures for Developing Grant Applications – Plan for Development**
- b. **For Review Only: Regulation 3525.1 – Administration of Grants**

Trustee Schank provided additional verbiage (handout provided at meeting) for this policy to request that a report be provided to the Board containing a list of current grants and amounts associated with those grants. If there is fiscal impact to the District, the grants must first be approved by the Board.

Dr. Sheldon clarified that the Policy Committee discussed that if a grant required any kind of match or fiscal addition that it would go before the Board. These are grants that are generally applied for by classroom teachers and are usually small amounts of \$500, \$1,000, or \$2,500. If there was no requirement from the grantee to provide matching dollars and there is no fiscal impact, then the superintendent would review and could approve the grant.

Trustee Gent suggested adding a timeline to those requesting grant funds to provide the superintendent and staff enough time to review the grant.

**4. For Discussion Only: New Policy 3526.0 – Personnel Activity Reports (Business and Finance)**

There were no recommended changes.

**5. For Discussion Only: Modifications to Policy 3527.0 – Complaint and Appeal Procedures for Federal and State Grants (Business and Finance)**

- a. **For Review Only: Regulation 3527.0 – Complaint and Appeal Procedures for Federal and State Grants**

There were no recommended changes.

**6. For Discussion Only: New Policy 3600.0 – Record Retention (Business and Finance)**

There were no recommended changes.

**7. For Discussion Only: Modifications to Policy 3630.0 (Renamed from 4630.0) – Travel for School District Employees (Business and Finance)**

- a. **For Review Only: Regulation 3630.0 (Renamed from 4630.0) – Travel for District**

## Employees

There were no recommended changes.

### **8. For Discussion Only: Modifications to Regulation 8340.0 (Make regulation a policy) – Agenda Setting Meeting (Internal Board Operations)**

#### **a. For Review Only: Policy/Regulation 8340.0 – Agenda Setting (Internal Board Operations)**

After a lengthy discussion, the Board decided that board members would review the policy and provide Debra with changes prior to the next board meeting.

## **OLD BUSINESS**

### **A. For Discussion and Possible Action: The Board will discuss their purpose for attending a meeting with high school staff. The Board may schedule a date and time for this meeting to occur.**

Trustee Whitaker stated that the Policy Committee discussed the purpose of this meeting. There was some debate about time, some concern about meeting after school hours as there would be fewer faculty and staff attendance; others were concerned that it would limit the number of board members who could attend because they have jobs. Mr. Lords took a poll about those who would attend at 4:00 p.m., and some staff members would attend. The determination was to hold a meeting in January and to look at creating an agenda to provide a purpose to the meeting, so that it is not a meeting for complaints, but rather have high school staff inform the Board of the great things going on at their school.

The Board agreed that the time should be 4:00 p.m., and that the agenda be posted as a study session to seek input from the high school about their programs. Sharla Hales, legal counsel, stated that if the information discussed could come back to the Board for action later, then the agenda should be specific to what will be discussed at the meeting.

The consensus was that Principal Lords would ask teachers about what they wanted to discuss, which would help with the creation of an agenda for the meeting. The meeting will be scheduled for mid to late January.

## **NEW BUSINESS**

### **A. For Discussion and Possible Action: Approve the scope of work and budget for remodeling the existing CCHS Music Room into Theater set construction and storage areas, and construction of a new Music Room.**

Paul Eskeldson updated the Board regarding this agenda item.

Trustee Gent made a motion, seconded by Trustee Schank, *to approve the scope of work and budget for remodeling the existing CCHS Music Room into Theater set construction and storage areas, and construction of a new Music Room.* There were no public comments. The motion passed unanimously.

### **B. For Discussion and Possible Action: Approve a contract in the amount of \$75,920.00 with Van Woert Bigotti Architects of Reno, Nevada for design of the CCHS Theater Remodel and Music Room Addition project.**

Trustee Schank made a motion, seconded by Trustee Gent, **to approve a contract in the amount of \$75,920 with Van Woert Bigotti Architects of Reno, Nevada, for design of the CCHS Theater Remodel and Music Room Addition project.** There were no public comments. The motion passed unanimously.

**C. For Discussion and Possible Action: Call for oral bids, written bid opening, and possible action to accept bid for the Grazing Lease for the Rio Vista Property.**

Phyllis Dowd stated that she received one written bid and opened the bid. The bid was received from Fred Buckmaster in the amount of \$1,675. Ms. Dowd called for oral bids, which must be five percent higher than the written bid. Danielle Guazzini bid five percent higher, which Ms. Dowd calculated to be \$1,759.

Trustee Koenig made a motion, seconded by Trustee Hyde, **to approve the Guazzini bid for \$1,759.** There were no public comments. The motion passed unanimously.

**D. For Discussion and Possible Action: Presentation, Discussion and Possible Action to approve the FY 2015-16 Amended Budget.**

Phyllis Dowd stated that there was an error in the budget document so she printed out a correction, provided at the meeting. The error involved benefits out of the top category for student support, which was moved into instruction staff support salary. The amended budget changes were outlined in a memo in BoardBook. The Budget Committee reviewed most of the changes in the budget with the exception of the charter school allocation of local support and the department of education allocation.

Trustee Schank made a motion, seconded by Trustee Whitaker, **to approve the 2015-16 amended budget.** There were no public comments. The motion passed unanimously.

**E. For Discussion and Possible Action: Approval of Corrective Action Plan for the 2015 Financial Report.**

Phyllis Dowd reported that there is an NRS regarding criteria for expenditures, and that the District missed three this year (see memo in BoardBook).

Trustee Schank made a motion, seconded by Trustee Hendrix, **to approve the Corrective Action Plan for the 2015 Financial Report.** There were no public comments. The motion passed unanimously.

**F. For Discussion and Possible Action: Regarding Employee Benefit Insurance Broker Contract Renewal.**

Phyllis Dowd stated that the District currently contracts with Wells Fargo Insurance Services for employee benefits package for all employees who work twenty hours or more per week. This is a professional service and does not require the District go through the Request for Proposal (RFP) process. Ms. Dowd would like to ask for quotes from providers interested in doing business with the District and then present those quotes to the Insurance Committee. The Insurance Committee would select the top two or three candidates, which would then be presented to the Board, who will make the final determination. Ms. Dowd stated that there has been a very slow response time for requests for information and assistance with staff from our current provider. Ms. Dowd reported that there was probably not enough man power and time to go through an RFP process, so that is why she suggested obtaining

quotes.

It was the consensus of the Board to move forward with the process for request for quotes.

**G. For Discussion and Possible Action: FIRST READING - Modifications to Policy 5136.2 – Banned and Illicit Substance Testing of Students Participating in Athletics or Extra-Curricular Activities (Students).**

**1. For Review Only: Regulation 5136.2 – Banned and Illicit Substance Testing of Students Participating in Athletics or Extra-Curricular Activities.**

Trustee Gent voiced concern about unintended consequences regarding this policy.

Trustee Hyde stated that he spoke with Brad Daum who said that it is a big advantage when a student athlete has an excuse why they cannot participate in destructive activities and this would provide more kids with the ability to use this excuse.

Trustee Gent stated that this covers the entire District, which includes elementary schools, so that needs clarification. Athletes have the NIAA behind testing. Trustee Gent voiced concern about the other types of activities. Additionally, it was noted that drug dogs that go to schools have not found drugs in lockers. Sharla Hales, legal counsel, stated that this policy covers after hours and off premises as well.

Ms. Hales stated that this is the Board's opportunity to give staff direction to know how to revise this policy and regulation. There are programs that include a grade for extracurricular activities, such as band performances after hours, where participation can be counted as a grade in the class. If a student tests positive and if the student is precluded from after-hours events, the teacher can provide alternative assignments so they can still get the grade, even though they might not be allowed to attend an after-hours performance or competition.

The Board discussed what extracurricular activities would be included. Dr. Sheldon stated that we have to be careful and specific because consequences are attached to positive tests. With athletics, it is black and white, but other extracurricular activities are gray.

Ms. Hales stated that this is not appropriate for elementary and the policy and regulation needs to be very clear regarding extracurricular activities so students know if their activity is part of the policy and the policy needs more specific definitions. Edits will be made to the policy and regulation, which will be returned to the Board for review.

Principal Lords stated that he was in favor of drug testing all kids, but that is not an option. He stated that currently, 20% of athletics are tested at a cost of approximately \$4.50 per test. If this policy adds many more students, then the cost of the tests will rise substantially. Three quarters of the students participate in some type of extracurricular activity at some point in the year. It was noted that district policy could be changed to test less than 20 percent.

**H. For Discussion and Possible Action: The Board will discuss budget priorities and provide direction to the Budget Committee. The Board will discuss when budget committee meetings will be held.**

Each board member was asked to provide their priorities, to be tabulated and provided to the Budget Committee. Staff will cost out the priorities so that the Board can later narrow down their priorities.

President Evans stated that it has been nine years since there has been a raise in the base salary, so he would like to see a minimum of two percent across the board. President Evans would also like to look at increasing the wage for bus drivers, and increasing the wage for substitute teachers back up to \$100 or \$105.

Trustee Hyde stated that his main concern was maintaining or decreasing class size, even if it means decreasing administration; he would like to see something done with the grounds by the bus sheds; and he would like playground equipment evaluated and replaced, if necessary.

Trustee Gent would like to reduce class sizes and to offer courses to improve the vocational programs, to enhance the district's competitive edge.

Trustee Schank would like class sizes reduced to stay competitive and does not want to cut programs. Trustee Schank stated that she was not in favor of increasing salaries.

Trustee Whitaker voiced concern about class sizes at the elementary schools and the middle and high school. Another way the District competes is with extracurricular programs and other programs that the District provides that other entities do not provide, so priority needs to be placed on extracurricular and programs that provide opportunities for students outside of the core classes.

Trustee Koenig stated that he would like to see elementary music and art specials reinstated.

Trustee Hendrix would like to see the District retain students and work towards being competitive. If the District is at the point of closing a school, then work towards that should occur now. Trustee Hendrix stated that he would like to see the morale of employees addressed.

Phyllis Dowd stated that the Budget Committee met in November and their next meeting will be January 27, at 4:00 p.m. Ms. Dowd expects a report from the State of Nevada regarding preliminary revenue projections on February 15 and final projections on March 25. These revenues are taxes, such as property tax, sales tax, and government vehicle taxes, etc.

Ms. Dowd reported that the District lost 6.5 percent of the student body this year. Hold harmless kept the district's budget whole this year, but the Board needs to reduce the budget by 1.5 million dollars for next year.

**I. For Discussion Only: Report regarding the District's recycling program.**

The Board discussed the recycling program (see BoardBook and handout provided at the meeting).

**J. For Discussion and Possible Action: District activities and initiatives to provide excellent student learning experiences and achievements.**

Dr. Sheldon stated that a community member who is very interested in what is going on in the District asked about technology and the budget. Dr. Sheldon took him for a tour of a couple of schools in the District for four hours. It was good to see the programs through the eyes of a community member. They completed a walk-through at the pre-school. Early on Mr. Jensen realized that under the guidelines of the grant they could initially only admit



students who come from families with a narrow income criteria. The District had 80 openings, but now has 140 students at the preschool. Best practice indicates that students with deficits in their development should be around students who have developed normally. Mr. Jensen went to the State with a proposal that instead of 80 students the District would like 140 students, and include some normally developed students. Northside preschool is now a pilot program for the state and for the federal government to determine if this model should be replicated across the country.

For kindergarten and grade 1, the District is seeing incredible growth results with the Read Well program. The Read Well program will be used in the second and third grade for interventions starting next semester.

Numa has Science, Technology, Engineering, Mathematics (STEM) project-based learning, has continued training teachers to work with students on projects with chrome books and continues to provide training teachers to embed technology within curriculum to develop individual and blended learning styles.

Middle school teachers are taking part in technology, learning how to direct instruction in a different mode to allow students to be responsible for instructional practices.

Dr. Sheldon took this community member on an hour and half walkthrough at the high school with Mr. Lords. They viewed the Career and Technical Education (CTE) programs and some traditional classes. It is incredible the things that students are doing and the District need to get this information out to the community and to the state. Dr. Sheldon would like to put a presentation together to present to Rotary, the Naval base, parents, churches and even schools, as many of the District's teachers are not aware of what is happening at other schools.

The District needs to form partnerships with Western Nevada College, with the Naval base, and other resources. Education is not sitting in a classroom five days a week for an hour a day getting instruction from each teacher. It is about the facilitation of learning which includes students being involved with internships and engaged in the community.

The District needs to ensure that the high school involves students more with online learning. When students go to college, they will be using online learning when interacting with teachers through a learning platform. They do not sit in a classroom and turn in papers. They post on a daily basis, upload assignments, and work through technology to interact with their teachers. We are doing them a disservice at the high school by not providing them with that opportunity.

## **PUBLIC COMMENT**

Deby Smotherman, Classified President, stated that the Calendar Committee provided two-year calendars and voiced concern that they offered three 4-day calendars and three 5-day calendars for staff to vote on. She asked who authorized a 4-day calendar, as it was not discussed at the Budget Committee. Ms. Smotherman stated that it has created animosity and a hostile work environment. The Calendar Committee is one-sided with eight licensed members, one classified member, and one member representing administration. Ms. Smotherman stated that there should be accountability at each site because she has heard that some are stacking the votes in favor of a 4-day week.

Kristina Moore, CTE teacher at the high school, stated that the governor tripled the CTE budget to ten million dollars and it is guaranteed for twelve million next year. To be competitive, the District needs to use the resources it has. The District has the most massive vocational CTE program in the state, only second to Las Vegas programs. The high school has empty shops and classrooms and unfilled positions in the CTE program.

Ms. Moore stated that she is a member of the Calendar Committee and the committee has presented both 4-Day and 5-Day calendar, so that the Board has choices. There was no intention to create animosity.

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

Trustee Hyde requested a report (via email) of the gallons of gasoline used by the Transportation Department as of December 1 last year compared to December 1 this year.

Trustee Whitaker stated that at the NASB Conference they talked about the importance of discussion regarding morale and what the Board could do to thank staff, especially during teacher appreciation week.

Trustee Evans stated that the President just signed a change to the No Child Left Behind act, which is supposed to move some things to the local level. He would like information about that. Dr. Sheldon stated that it is a huge document and after reviewing the information she will bring it to the Board.

Trustee Hendrix would like a report on which areas of vocational education that could be expanded.

### **CLOSED SESSION**

#### **A. The Board will meet in closed session to negotiate revisions to the contract for Dr. Sheldon, Superintendent, pursuant to NRS 288.220.**

Trustee Hyde made a motion to go into closed session pursuant to NRS 288.220 to discuss the superintendent's contract at 9:53 p.m. The motion passed.

The Board met in negotiation and litigation session until 10:20. Trustee Gent made the motion to go into open session, seconded by Trustee Koenig. The motion passed unanimously.

### **ADJOURNMENT**

Trustee Koenig made a motion, seconded by Trustee Gent, to adjourn the meeting at approximately 10:20 p.m. The motion passed unanimously.

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Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*