

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

January 14, 2016

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 led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

President Evans confirmed the posting of the agenda.

ROLL CALL

Trustees Present

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

Others Present

Dr. Sandra Sheldon, Superintendent
Kimi Melendy, Director of Educational Services
Sharla Hales, Legal Counsel

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

ELECTION OF BOARD OFFICERS AND COMMITTEE APPOINTMENTS

President

Trustee Schank nominated Clay Hendrix, seconded by Trustee Gent. President Evans nominated Trustee Koenig, seconded by Trustee Hyde. Board members asked questions of nominees. Trustee Koenig commented that he would support Trustee Hendrix but it is important that the President attend every agenda setting. Trustee Schank made a motion ***to elect Clay Hendrix as the President of the Churchill County School Board***, seconded by Trustee Gent. There were no public comments. The motion passed unanimously.

President Hendrix presented Trustee Evans with a plaque commemorating his three years of service as Board President.

Vice President

Trustee Hyde nominated Trustee Koenig for Vice President, seconded by Trustee Schank. Trustee Evans made a motion ***to elect Dr. Greg Koenig as Vice President of the Board***, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

Clerk

Trustee Koenig nominated Trustee Schank, seconded by Trustee Hyde. Trustee Whitaker made a motion **to elect Trustee Schank as Clerk**, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

Acting Clerk

Trustee Gent nominated Trustee Hyde, seconded by Trustee Whitaker. Trustee Gent made a motion, seconded by Trustee Schank, **for Trustee Hyde to continue as Acting Clerk**. There were no public comments. The motion passed unanimously.

A discussion was held regarding each of the committee appointments and standing committees. Trustees agreed to serve as follows:

NASB Director	Schank
NASB Alternate Director	Whitaker
NASB Legislative Committee	Evans
	Gent
	Schank
Debt Management Commission	Hendrix
Parks/Recreation Committee	Gent
Budget Committee	Hendrix
	Koenig
	Whitaker
	Hyde (Alt)
Audit Committee	Hyde
	Koenig
NIAA	Koenig
Technology Committee	Hendrix
	Gent (Alt)
Discipline & Attendance Committee	Whitaker
Master Plan Task Force	Gent
	Evans
Scholarship Committee	Koenig
	Schank
	Hyde
Policy Committee	Schank
	Whitaker
Safety & Security Committee	Gent
	Evans
Negotiations - Licensed	Schank
Negotiations - Classified	Whitaker
Negotiations - Administrators	Gent

REVIEW AND ADOPTION OF AGENDA

Dr. Sheldon requested that New Business Item D be moved before New Business Item A, as the presenters of the Challenge Grant were in the audience.

Trustee Gent made a motion, seconded by Trustee Schank, ***to accept the agenda as provided with the change.*** There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT'S UPDATE

A. Update regarding district related matters.

Dr. Sheldon reported on the Board's request to contract food services. Ms. Dowd has prepared a Request for Proposal (RFP) and will bring responses to the RFP before the board to determine if it is feasible to contract food services.

The Board tentatively set the meeting with the high school staff on January 26 at 4:00. Dr. Sheldon reported that Mr. Lords will canvas staff and create the agenda based on feedback from staff. Board members can provide agenda items as well.

The next Budget Committee Meeting is scheduled for 4:00 p.m. on January 27.

Dr. Sheldon reported that every two years the school district has students complete a youth survey regarding risky behaviors and nutrition. A comprehensive letter will be mailed to parents. Parents can opt their child out of the survey. After discussion, it was determined that there would be an open house so that parents can review the survey prior to implementation.

Dr. Sheldon reported on the Jobs for American's Graduates (JAG) Nevada program, a mentor program to be placed in the high school at no cost to the school district. It is paid for with grant funds and puts an adult in a classroom and students can volunteer to be part of the program. This program works with students who tend to be more at risk in an effort to keep them focused and to help with homework, career readiness, job readiness, job shadowing, etc.

Dr. Sheldon reminded the Board that the NASB conference is January 22 and 23. Eric Jensen will be speaking regarding the impact of poverty on brain and social development. He highly promotes a pre-school program.

The District has started the transition to Infinite Campus with the data specialist and some principals meeting regarding the transition. Secretaries will be trained in early August. If possible, teachers will be trained two days before school returns. The Nevada Department of Education is paying \$60,000 this first year. By the end of next year, every district in the state with the exception of one will be using Infinite Campus.

B. Mr. Bryan Byrd, Director of Maintenance, will provide a report on the progress and status of winter projects.

Brian Byrd updated the Board regarding the status of winter projects completed by the Maintenance Department. While the weather has been cold, the District did not have problems with the lower temperatures because staff utilizes automated systems to heat facilities in the coldest parts of the evenings. Some items addressed over winter break were: a focus on exterior safety, concrete replacements, removal of high-risk playground equipment, and a focus on items identified at the Safety Committee meetings. Staff addressed quarterly items entering them into the work order system.

BUSINESS SERVICES UPDATE

- A. Update regarding general business items**
- B. Annual Investment Report (written report provided)**

Phyllis Dowd was absent. Dr. Sheldon requested the Board send questions to her so that Ms. Dowd could provide answers upon her return.

EDUCATIONAL SERVICES UPDATE

- A. School Performance Plans for each school (written report provided)**
- B. Average Daily Enrollment Report (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 December, 2015, Payroll**
- D. Approval of December 17, 2015, Regular Board Meeting Minutes**
- E. Approval of Student 16-01 to enter the General Education Development (GED) program**
- F. Approval to apply for state and federal compensatory and competitive grants**

Trustee Gent made a motion *to approve the consent agenda action items A-F, as provided*, seconded by Trustee Evans. Trustee Whitaker reported that the December 17 minutes stated that she visited the middle and high school, but it was Trustee Hyde who did that. Board members accepted the modification to the motion. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Schank reported that the Policy Committee has been functioning very well and the Nevada Performance Plan Committee has been meeting and moving along with their goals. Trustee Koenig spoke about Pat Hinckey being appointed to the State Board of Education. Trustee Evans reported that he received an invitation to the Annual ROTC Military Inspection on Friday, January 22, at 10:30, ending about 11:45. Trustee Evans reported on his visit to Numa

and E.C. Best. Trustee Evans also reported the ten year anniversary of Fallon Daily Bread is January 18 and will recognize the many volunteers who have helped with the program by serving them dinner that evening.

POLICIES

A. FIRST READING

1. **For Discussion Only: Modifications to Policy 5135.2 – Student Discipline (Students).**
The Board will consider changes to conform with recent legislation.

This policy will return for a second reading.

B. SECOND READING

1. **For Discussion and Possible Action: New Policy 3000.0 – Fiscal Code of Ethics (Business and Finance)**

- a. **For Review Only: Regulation 3000.0 – Fiscal Code of Ethics**

Sharla Hales, legal counsel, stated that the policy allows gift cards or money orders to be accepted as they can be traced. If a teacher is offered a cash gift, the teacher could explain to the person that they could not accept a cash gift, and direct them to the principal. The principal could accept it for items within the school.

Trustee Evans made a motion to ***accept new Policy 3000.0, seconded by Trustee Schank.*** There were no comments from the public. The motion passed unanimously.

2. **For Discussion and Possible Action: 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 Evans made a motion ***to accept new Policy 3400.0,*** seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

3. **For Discussion and Possible Action: 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 Gent made a motion, seconded by Trustee Schank, ***to approve modifications to Policy 3525.0, School and Department Grant Writing.*** Public Comment: Becky Dodd requested clarification asking if teachers who receive grants from associations have to get permission. Ms. Hales pointed out that grants that have strings attached or provisions that bind the district from a legal standpoint should be reviewed and authorized by the Board of Trustees.

The Board discussed the differences between grants and gifts. After discussion, the Board requested this policy revamped and returned for a third reading.

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

Trustee Evans made a motion *to accept new policy 3526.0*, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

5. For Discussion and Possible Action: 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

Trustee Evans made a motion *to accept modifications to policy 3527.0*, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

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

Trustee Evans made a motion *to accept New Policy 3600.0*, seconded by Trustee Gent. There were no public comments. The motion passed unanimously.

7. For Discussion and Possible Action: 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

Trustee Evans made a motion *to accept modifications to Policy 3630.0*, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously.

8. For Discussion and Possible Action: 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)

Trustee Schank stated that she updated the policy to address comments by Board members to establish an orderly, fair, and balanced protocol to conduct agenda setting meetings.

After a lengthy discussion, the Board requested a number assigned to the new policy and have it returned for a third reading.

OLD BUSINESS

A. For Discussion and Possible Action: SECOND READING: Modifications to Policy 5136.2 – Banned and Illicit Substance Testing of Students Participating in Athletics or Extra-Curricular Activities (Students). The Board will discuss and may take action to include extra-curricular students in illicit substance testing.

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

Trustee Gent recommended tabling this agenda item to get additional information regarding the healthy youth survey, information regard the extent of drug and alcohol problems in schools, and requesting the Juvenile Probation Office or Mr. Parsons identify what is going on at the high school and middle school in this regard.

Trustee Gent made a motion, seconded by Trustee Evans, **to table this agenda item.**

Becky Dodd stated that the District has limited funds and voiced concern about spending additional money on drug testing. Ms. Dodd stated that the District is here to educate children and did not want to see the drug testing program impact the education of children.

After a lengthy discussion, Ms. Hales stated that it was not necessary to table the agenda item. The consensus of the Board was to bring the policy back to the Board for a third reading to give time for administration to address board members' questions. President Hendrix requested the Board email concerns to Debra so questions can be addressed.

NEW BUSINESS

A. For Discussion Only: Review of the District Performance Plan.

[Agenda Item "D" was heard next. At 9:03 the Board took a recess. The meeting resumed at 9:14.]

Kimi Melendy presented the District Performance Plan and answered Board questions regarding the school performance plans and the district performance Plan.

B. For Discussion and Possible Action: Call for additional bids through oral bidding and opening of the bid proposals and possible action to accept bid for the sale of the Plummer Building located at 50 East Virginia Street.

Dr. Sheldon reported that there were no bids received for the Plummer Building, but will continue to advertise. It is listed with a broker at this time.

C. For Discussion and Possible Action: Approval of Employee Benefits Insurance Broker.

Dr. Sheldon reported meeting with representatives with associations to review the request for quotes for an Insurance Broker. Dr. Sheldon explained the process.

Trustee Evans made a motion **to accept the recommendation of Employee Benefits Insurance Broker LP Insurance**, seconded by Trustee Koenig. There were no public comments. The motion passed unanimously.

D. For Discussion and Possible Action: Approval of the District's participation in the Challenge Grant.

Dr. Sheldon reported that she forwarded the full text of grant to the Board. Carol Lloyd and Rachel Dahl were present to speak about the grant.

Rachel Dahl explained that Science, Technology, Engineering and Math (STEM) education creates programs for mid-skill level technical positions to meet the high demand in Nevada. The grant was submitted and results should be available in March. This is a partnership with Western Nevada Community College, Churchill Economic Development (CEDA), Oasis Academy, and the Churchill County School District. CEDA completed a survey of the business community and 74% surveyed said they need Information Technology (IT) staff. They would offer classes in CISCO networking, web design, and IT classes. After receiving certification, a student could earn a starting salary of \$45,000 in the IT field.

Dr. Sheldon stated that the District has been asked to provide two periods of instruction and there are several high school teachers interested in getting qualified to teach. They

would not be ready for summer, but would be ready in the fall. Ms. Dahl clarified that there is no financial commitment for the District at this time, but they might ask for assistance later. Dr. Sheldon stated that seniors are the most likely to be interested in taking these courses to obtain a certificate. There will be student tuition for these programs.

Trustee Evans made a motion, seconded by Trustee Schank, ***to approve the District's participation in the Challenge Grant.*** There were no public comments. Trustee Koenig voiced concern about approving this as there are still a lot of questions.

Dr. Sheldon stated that the commitment of the District is teacher time and the District is not committed to tuition or any other costs. If students attend those classes, the school board can decide whether or not they will pay tuition.

The motion passed with Trustee Schank, Gent and Koenig opposed.

Trustee Koenig made a motion, seconded by Trustee Schank, ***to approve the concept.*** There were no public comments. The motion passed; Trustees Hendrix, Evans and Hyde opposed.

E. For Discussion and Possible Action: The Board will discuss what they would like to do to thank staff during their recognition weeks.

Trustees Evans, Whitaker, and Schank will work together and make a recommendation of how to recognize staff at the next board meeting.

PUBLIC COMMENT

Becky Dodd inquired about service pins and retirements. Staff has not received service pins for last year. Ms. Dodd suggested that instead of giving service pins to staff after they return to school, that they be given at a reception to recognize staff with service pins and retirees at the end of the school year.

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

Trustee Schank requested an assessment report at the next meeting. Trustee Schank also requested adding the Reading Programs to the Eureka Math future agenda item.

Trustee Hyde requested future agenda item requests from 2014 be placed on the agenda soon.

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.

At approximately 10:58 p.m. Trustee Hyde made a motion to go into closed session pursuant to NRS 288.220 to discuss the superintendent's contract. Trustee Gent seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at approximately 11:22 p.m.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne