

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

April 18, 2016

CALL TO ORDER

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 7:01 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE

President Hendrix led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

ROLL CALL

Trustees Present

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

Trustee Schank made a motion to adopt the agenda as presented, seconded by Trustee Gent. The motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT'S UPDATE

A. Update regarding district-related matters

Dr. Sheldon thanked the Board for allowing her time off the previous week to care for her mother who was ill and is now on the road to recovery. Dr. Sheldon reflected on the loss of Ed Arciniega and reported that the lights will be on at the football field each night through his funeral on Saturday in honor of his memory. Dr. Sheldon reported that she will email the board a map/agenda from Jim Souba that draws out what the proposed development was for the Lahontan Elementary School area.

UPCOMING BOARD EVENTS

- A. May 19, Thursday, Adult Ed Graduation, 7:00, CCHS Auditorium**
- B. May 27, Friday, 7:00 p.m., High School Graduation, Ed Arciniega Stadium, Churchill County High School**

Dr. Sheldon reported that Western Nevada College will hold graduation in Carson City on May 23 at 10:00 a.m. CCSD has three high school students who will get their associates degree before getting their high school diplomas. The Board is welcome to attend.

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of March, 2016, Payroll**
- D. Approval of March 24, 2016, Regular Board Meeting Minutes**
- E. Approval of Memorandum of Understanding, Multi-Year Dropout Prevention Program, with Jobs for Nevada's Graduates, Inc.**
- F. Approval of Transportation Lease Agreement with Parks & Recreation for the 2016 SumFun Program**

Trustee Gent made a ***motion to approve consent agenda action items A-F, including the amended A***, seconded by Trustee Evans. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Hyde and Trustee Koenig reported on their recent attendance at the National School Board Convention in Boston. Trustee Hyde suggested that the entire board go to the convention in Denver next year.

Trustee Evans reported that he ran the cabinet making contest for Skills USA and commented about the lack of Churchill County students participating in Skills USA. Trustee Evans discussed the shortage of plumbers and electricians and stated that he would like the District's vocational programs enhanced. Trustee Evans requested Dan Combo share his thoughts about a grant that he is hoping to get for students.

Dan Combo reported that staff has been working with the community college regarding helping students prepare for employability. Mr. Combo recently attended the National Business Association Conference and was able to share and network with colleagues from across the country. Their goal is to help students become more financially literate and prepare students for employment. One program would create a stock market or stock exchange in the classroom, web-based hook-up to the internet, with a stock ticker feed and two big screen televisions that provide students with financial information on investments. There is a program that teaches students what it means to invest in stocks, have equity, etc., and students could participate with stocks all year long. There are competitions that students can do locally, statewide, or nationally. Mr. Combo is trying to get the high school caught up with technology and get students excited about curriculum so enrollment will go up. He would like to certify students in a finance lab/certification program where students can be taught basic office skills like Excel,

Microsoft Office, Database, PowerPoint, etc., where students can get marketable and certified skills through Microsoft and Adobe, as well as other certificates in Informational Technology. Mr. Combo requested funding in the grant to finance that program.

Sharla Hales, legal counsel, stated that if this is something the Board is interested in then it should be placed on a future agenda.

Trustee Whitaker reported that all of the schools have been visited with cake. There were some positive thing and some learning experiences of what we could do better. Trustee Whitaker stated that the Board will continually think of ways to express appreciation to all staff.

Trustee Evans reported that he and Steve Russell will schedule a date in May to provide breakfast for transportation, maintenance, food services, and district office personnel.

OLD BUSINESS

A. 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.

There were no written or oral bids.

NEW BUSINESS

A. For Discussion and Possible Action: Selection of a Vendor to provide Food Services to Churchill County School District for the 2016-2017 school year.

Phyllis Dowd reported on the process of recommending a Food Services Vendor to the Board. Chartwells and Aramark made presentations to the Review Committee and Chartwells scored higher by four percent. The Committee recommended contracting with Chartwells for next year's food services, continuing with a five year period with annual renewals.

Trustee Evans asked how this affects current employees. Dr. Sheldon stated that the District will negotiate with the company, but the District has conveyed to employees that those who are investing in PERS would stay with the District and those who are in Social Security would go to the vendor. Ms. Dowd stated that all new hires would go to the vendor as well.

Dr. Sheldon stated that the District has asked the vendors to take employees at their current hourly rate, but is not sure if the number of hours will remain the same. Ms. Dowd commented that the vendor would provide insurance to some employees, depending on the number of hours the employee works. Employees who work less than 20 hours in the district do not qualify for insurance.

Trustee Gent asked about the chain of command. Dr. Sheldon explained that the vendor takes responsibility for food services and the District would work with them as the owners of the property. The vendor would take over services such as purchasing food, developing menus, serving students, and processing applications for free and reduced lunch. At the end of the first year, the District would evaluate the program. The District would not run the program or supervise their staff. The vendor will have oversight and would respond to the

District as a contracted service. Ms. Dowd will have oversight over purchasing. At the end of the fiscal year the District can decide to renew or not renew the contract.

Trustee Evans asked if the Food Services Director would be part of the vendor's staff. Dr. Sheldon reported that it would depend on the vendor selected. One vendor keeps that position and the other one does not as they supervise their program differently.

President Hendrix asked about the cost benefit analysis. Ms. Dowd stated that with the recommended vendor the District has a guarantee on the food service program. The District subsidizes \$350,000, so the District loses money on the program. That will not go away for a few years until there is a shift in staffing levels. The vendor guarantees that the District will not lose more than \$125,000. The meal rate quoted was \$2.17 and our current meal rate is \$4.02, which is a substantial difference and the District has a good chance of realizing the difference. President Hendrix also voiced concern that the quality and taste of the food be good as food is one of the most wasted items in the school district. The District needs to provide healthy lunches and ones that the students will eat.

Trustee Koenig stated that while in Boston he spoke with trustees from the three districts in Nevada using Chartwells and they had nothing but positive feedback. Their lunch rates have increased 10% or more since starting, they had positive feedback, and are happy with the quality of food and the service they are getting.

Trustee Koenig made a ***motion to accept administration's recommendation to select Chartwells as our food vendor provider on a one year renewable contract***, seconded by Trustee Hyde. There were no public comments.

Trustee Schank asked if Robert Schrenk could talk about the salad bar at the elementary schools. Robert Schrenk, Chartwells, stated that all schools will have a self-serve salad bar for the students, and that he has used the same implementation program at all three districts in Nevada. Mr. Schrenk reported increased participation in the programs and savings information for Humboldt, White Pine, and Elko Counties. Mr. Schrenk stated that he is highly confident in the submitted proposal and reported that he has added the salad bars and an increase in the number of food choices for students.

Trustee Hyde commented that when he talked to trustees from Elko and White Pine Counties they reported meeting or be ahead of schedule in projected savings.

The motion passed unanimously.

B. For Discussion and Possible Action: Acceptance of renewal proposal from LP Insurance Services for UnitedHealthCare (medical coverage), VSP (vision coverage), and Guardian (dental and life coverage) for July 2016 through June 2017.

Phyllis Dowd and Tim Holland (LP Insurance Services) addressed the Board regarding insurance. Ms. Dowd reported that she is grateful for the new team working on the insurance renewal package which has provided substantial rate declines this year. Ms. Dowd reported a slight error on page 70 in BoardBook. The form has been revised and was provided at the meeting. Mr. Holland explained the various insurance options identified in BoardBook.

Ms. Dowd reported that the Insurance Committee met several times with representatives from all three bargaining units and discussed the pros and cons of changing health insurance companies. The committee unanimously voted to recommend UnitedHealthCare and to remain with the current providers for vision, dental and life.

President Hendrix inquired if there will be a sufficient number of providers and hospitals with UnitedHealthCare to meet the District's needs so that employees are not stuck with excessive bills in emergency rooms. Mr. Holland reported that there will be little or no disruption in providers or hospitals. Hometown Health has a very robust local network. UnitedHealthCare has its own national network, which is the largest in the United States. President Hendrix asked if doctors who practice in Churchill County will be part of the UnitedHealthCare services, which Mr. Holland confirmed.

Trustee Schank made a motion, seconded by Trustee Whitaker, ***to go with the recommendation of the committee with UnitedHealthCare, VSP for vision, and Guardian for dental and life insurance.***

Public Comment: Ron Parsons, Hometown Health Senior Executive, explained the differences in Hometown Health's initial rate, subsequent rate, and third end rate. He explained that as the incumbent carrier they are looking for the overall health of the plan and sustainability going forward. Mr. Parsons explained that the District could end up with an unsustainable decrease, possibly decreases in benefits, or have additional costs for members. Hometown Health has a healthy plan with 85% paid claims and is a sustainable breakeven. For the past 36 months with increases, Hometown Health has done a very good job, between 83.2% three years ago to 88.7% most recently. At the meeting Mr. Parsons provided a second year guarantee that will cap next year at 9.5% on the existing plan. Mr. Parsons further explained the differences in the rates that Hometown Health provided.

Trustee Evans stated that he would have liked to have seen a lower deductible.

President Hendrix called for more public comments; there were none. The motion passed unanimously.

- C. For Discussion and Possible Action: Change the board meeting location for April 28, 2016, to be in the Wrestling Room at the Auxiliary Gym. A Ribbon Cutting Ceremony would precede at 6:30 p.m. followed by the Board Meeting at 7:30 p.m.**

The Board consented to moving the next meeting to the Auxiliary Gym on April 28. Dr. Sheldon reported that a list of dignitaries have been invited to the ribbon cutting.

- D. For Discussion and Possible Action: The Board will discuss all aspects of the 2016-2017 Budget, including Churchill County High School funding procedures. Any and every line item in the budget may be discussed and acted on, including taking action for reduction in force.**

Phyllis Dowd explained the handout provided at the meeting. Ms. Dowd further explained that because the board meeting scheduled for last week was changed, Ms. Dowd submitted the tentative budget to the State on Friday, as it was due on Friday. The tentative budget did not require Board approval, but the Board does need to approve the final budget next month. There are some slight differences. The budget now contains some increases for

public relations and recruiting staff. The Budget did not include the student activity funds from the high school. Ms. Dowd and Mr. Lords have not progressed very far on that discussion yet. Ms. Dowd explained that the high school will be kept whole and funds designated as district funds will be recouped in their discretionary budget, but the process has not been documented yet and is still a work in progress.

President Hendrix asked when this process would be documented as it is a hot topic. Dr. Sheldon stated that she had a conversation with Mr. Lords that day and that they will schedule a meeting and move forward. The funds that would come through district accounts would be funds related to class fees. If the fee is for science, then the money will be allocated to the building budget used to pay for science expenditures. This adds another accounting level of control to ensure the money is spent on what it was allocated for. The District is not confiscating money nor taking money away from the high school. This just provides more oversight. Funds received by fees should not be in student account funds. Those funds should be used for the purpose that they were received. Mr. Lords and Dr. Sheldon discussed what would happen if there were extra money in the fund. Dr. Sheldon stated it would roll over to the next year. If there is an excess in the accounts, then the high school might want to cut those fees.

President Hendrix asked that this be an agenda item on April 28.

Trustee Evans stated that if we have another level of control does that indicate the current level of control has faults and these funds are not being tracked. Dr. Sheldon stated no, not at this time, but if funds are designated for classroom use they should come out of the general fund not student funds. Student funds are not an appropriate place for classroom support funds to be placed.

Trustee Evans asked if this was a recommendation from the audit report. Dr. Sheldon stated no, that this is just better fiscal oversight for public money. Trustee Evans voiced concern about directing how the high school should spend their money. Dr. Sheldon stated that the District is not directing the school where to spend their money. The District is just making sure that if there is \$5,000 for art that the money be spent on the art program.

Trustee Hyde asked if the high school would have easy access to the funds as added steps are not necessary. Dr. Sheldon stated that instead of placing a purchase order against student funds it would be placed against the general fund; there are no additional steps.

Ms. Dowd stated that her office runs checks every Friday so if there is an immediate need to purchase something her office can create the check for the high school.

President Hendrix would also like to hear about the auditing of the student activity funds and what the last audit showed so that he can know if there is an existing problem.

Ms. Dowd reported that Lyon County was reimbursed \$85,000 of net proceeds for mining for a company that is on the Churchill/Lyon border. Lyon County will pay that money back to the state and the state will reissue the \$85,000 to Churchill County School District. Ms. Dowd reported a slight increase in kindergarten funding and suggested the Board place this in a contingency fund. If the additional funding is not needed next year it could go into the fund balance.

POLICIES

A. For Review Only – First Reading: Modifications to Policy 5100.0 (Changed from Regulation 5100.0) – New Student Enrollment (Students).

Trustee Whitaker requested the second bullet be rephrased to “receive from the school individually.”

B. For Review Only – First Reading: Proposed Deletion of Regulation 5101.0 – Elementary School Student Transfer (Students)

Dr. Sheldon stated that the recommendation is to delete this regulation as students no longer transfer between schools because the District now has grade-level schools.

Deby Smotherman commented that this year special education students were transferred to Numa. Dr. Sheldon explained those transfers were part of an Individual Education Plan (IEP) and an adjustment to a program. This policy allowed parents to ask to have their student moved from one K-5 school to another K-5 school.

C. For Review Only – First Reading: Regulation 5135.3 – Searching Students and/or Lockers/Backpacks (Students)

D. For Review Only – First Reading: Revisions to Policy 5135.10 – Student Dress and Grooming (Students)

1. For Review Only: Modifications to Regulation 5135.10 – Student Dress Code – Students (Students)

E. For Review Only – First Reading: Modifications to Policy 5137.0 – Possession and Use of Skateboards, In-Line Skates “Scooters” and Wheeled Shoes on School District Property (Students)

Trustee Whitaker commented that the quotations could be removed from “scooters” as the dictionary identifies it as a general term.

F. For Review Only – First Reading: Modifications to Policy 5700.0 – Parent conferences and Academic Plan (Students)

G. For Review Only – First Reading: Policy 5800.0 – Service Animals in Schools (Students)

Dr. Sheldon explained that this policy was reviewed last year. There are no changes to this policy; just a review.

CLOSED SESSION

A. The Board will meet in a closed session pursuant to NRS 241.030(1) to consider a Level III grievance brought on behalf of Shelby Brown by Churchill County Education Association regarding her request for transfer. The closed session will include consideration of the character, alleged misconduct, or professional competence of Ms. Brown related to the denial of her request for transfer.

Trustee Gent made a motion to go into closed session pursuant to NRS 241.030(1) to consider a Level III grievance brought on behalf of Shelby Brown by Churchill County Education Association regarding her request for transfer. The motion was seconded by Trustee Koenig, there were no public comments, and the motion passed unanimously.

[The Board took a five minute break at 8:28 p.m., held a closed session, and reconvened at 10:00 p.m.]

RECONVENE OPEN SESSION

Trustee Evans made a motion, seconded by Trustee Schank, to reconvene open session. There were no public comments. The motion passed unanimously.

ADDITIONAL NEW BUSINESS

A. For Discussion and Possible Action: The Board will deliberate and take action on the Level III Grievance brought by Churchill County Education Association on Behalf of Shelby Brown.

Trustee Whitaker commented that there appeared to be two different arguments. Board policy intent is that transfers be made if they best serve the needs of the educational programs and also the students. Through the interview process the interview team determined those needs were not being met. The association is asking for consistency. There was a previous arbitration with Northside which determined that a transfer request is not an automatic hiring for a position.

Trustee Hyde agreed with Trustee Whitaker's statements and further stated that he did not find where the job would be guaranteed. Trustee Hyde agreed that the transfer wording could be interpreted either way, but agreed with Trustee Whitaker regarding the Northside decision.

Trustee Schank stated that the teacher is not guaranteed a transfer, in line with the Northside decision. The decision was to support the administrators' need to have the ability to choose their staff. The transfer language states that applications from currently employees licensed personnel will be accepted and given equal consideration; it does not say they will be guaranteed the position. The transfer language also states that all in-district applicants will be afforded the opportunity to interview, and that did occur.

Trustee Evans stated that the transfer must best serve the educational program. The hiring committee made the decision in the best interest of the school, so therefore Trustee Evans supported the hiring committee's decision.

President Hendrix adopted everyone's comments and stated that he did not see the specific evidence in support of the association's position.

Trustee Gent feels that the "new employee" in the transfer language is a district employee, but he referred back to policy 4120 where the District has the right to select the right employee for the right job.

Trustee Koenig commented that this is the same issue as previously heard. Trustee Koenig made a motion, seconded by Trustee Schank, ***to deny the grievance***. There were no public comments. 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 Schank asked if the Girls' Basketball Team could be recognized for winning 26 games in a row and requested this brought forward at the next meeting. President Hendrix stated that it was brought up at agenda setting and based upon precedence and history that this item not be placed on the agenda.

Trustee Schank requested a discussion regarding a priority list of programs to return if the District has money next year, including contingency.

Trustee Schank requested a discussion to have principals report to the Board twice each year to report about their school and programs.

Trustee Evans requested a discussion regarding the grant writer having too much work and looking at alternatives to assign the grant writer help with grants.

SET DATE AND TIME FOR NEXT BOARD "AGENDA SETTING" MEETING

Agenda setting will be President Hendrix, Vice-President Koenig, and Trustee Hyde on Wednesday, 04/20, at 4:15 p.m.

ADJOURNMENT

Trustee Gent made a motion, seconded by Trustee Hyde, to adjourn the meeting at approximately 10:18 p.m. The motion passed unanimously.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne