

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

April 28, 2016

### RIBBON CUTTING – 6:30 p.m.

#### CHURCHILL COUNTY HIGH SCHOOL AUXILIARY GYM

The Board celebrated the completion of the new auxiliary gym. There was no discussion or action taken.

### CALL TO ORDER – 7:30 p.m.

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 7:30 p.m. at the Churchill County High School, Auxiliary Gym, 1222 S. Taylor Street, Fallon, Nevada.

### PLEDGE OF ALLEGIANCE

Steve Ranson 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 Kathryn Whitaker  
Trustee Rich Gent

#### Trustees Absent

Trustee Matt Hyde, Acting Clerk

#### Others Present

Dr. Sandra Sheldon, Superintendent  
Phyllis Dowd, Director of Business Services  
Jim Hales, Substitute Legal Counsel  
Kimi Melendy, Director of Educational Services

Debra Shyne, Secretary

*(Interested Staff/Community Members per Attached List)*

### REVIEW AND ADOPTION OF AGENDA

Trustee Gent made a motion to adopt the agenda, seconded by Trustee Schank. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

### PUBLIC COMMENT

Brian Byrd thanked CCHS staff, Jane Moon, Brad Daum, Mayor Tedford, student athletes, and JROTC for the special celebration of life for Senor Arciniega.

### SUPERINTENDENT'S UPDATE

- A. Update regarding the Music Room Addition and Close Out Process for the Auxiliary Gym (written report provided)

## **B. Update regarding district-related matters**

Dr. Sheldon thanked the community for coming to the Auxiliary Gym. She reported that the high school video class put together a video, currently located on the high school and district websites, which shows photos of how the Auxiliary Gym progressed through construction.

Dr. Sheldon provided information to the Board regarding open enrollment for the new insurance program. Board members, even those declining insurance, need to log into the website.

Dr. Sheldon introduced and welcomed Michelle Taylor, the new School Military Liaison for Naval Air Station, Fallon. Ms. Taylor will attend board meetings and Dr. Sheldon is working with her to set up meetings with command staff on base.

## **BUSINESS SERVICES UPDATE**

- A. Budget to Actual Report (written report provided)**
- B. Quarterly Board Budget, Bond, and Travel Reports (written reports provided)**
- C. Quarterly Workers Compensation Report (written report provided)**
- D. Quarterly Student Funds Report (written report provided)**

There were no questions.

## **EDUCATIONAL SERVICES UPDATE**

- A. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)**
- B. January, February, March, 2016, Violent Acts Report (written report provided)**

Trustee Gent asked why the middle school incidents were up, questioning if it was due to the fact that it is spring and there are more fights. Ms. Melendy indicated that would likely be the reason.

Trustee Schank asked if Board members could have more information about the violent acts. Kimi Melendy voiced concern about releasing that information due to student confidentiality.

## **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**

Trustee Whitaker stated that the Scholarship Awards Ceremony will be held on May 17 at 6:00 p.m.

## **CONSENT AGENDA**

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of April 18, 2016, Regular Board Meeting Minutes**

- D. **Approval to send reduction-in-force notices to classified staff**
- E. **Approval of Projected Class Size Reduction Report for the 2016-2017 School Year**
- F. **Approval of Quarter 3 – Class Size Reduction Report**
- G. **Approval of 2016-2017 District Calendar Application for State**
- H. **Approval to Raise the Lunch Price for the 2016-2017 School Year by \$0.25 per meal**
- I. **Approval of Memorandum of Agreement between Churchill County School District and DLA Disposition Services**

Trustee Koenig questioned Item D. Dr. Sheldon reported that the reduction in force would be two Instructional Assistants within the Early Childhood Grant and a reduction of hours from some of the classified staff.

Trustee Schank requested Item “H” pulled.

Trustee Gent made a motion, seconded by Trustee Whitaker, **to approve Consent Agenda Items A-G and I, as provided.** There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

Trustee Schank questioned why the District would charge more for meals when the vendor recently hired is supposed to save the District money. Phyllys Dowd explained that the USDA has a standard price that the District can increase prices to match the cost of meals. Ms. Whitten had been planning this price increase all along and it was part of the Food Service Vendor Request for Proposals as well. Ms. Dowd reported that the District loses money with the food service program.

Trustee Schank made a motion **to approve item H Approval to Raise the Lunch Price for the 2016-2017 School Year by \$0.25 per meal,** seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

## **REPORTS BY BOARD MEMBERS**

Trustee Evans stated that he has worked with Mr. Russell to schedule the breakfast for transportation, maintenance, and the district office staff on May 11, 9:00 a.m. at the Methodist Church, Wolfe Hall. Trustee Evans stated that they expect 50 to 60 employees. Trustee Evans invited board members to stop by and help serve.

## **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: Review of Churchill County School District’s Informational Technology Assessment Review Document and potential action regarding 2016-2017 school year Technology Services.**

Dr. Sheldon informed the Board in the spring that she met with John Endter, Director of Technology for Douglas County School District, to see if he would be available to perform a

technology assessment of the District to assess District needs, especially due to the fact that the District will be bringing in 1700 one-to-one devices next year. Mr. Endter was present to review the technology assessment and to answer Board member questions.

Mr. Endter touched on the high-level points of his report. Mr. Endter spent a day in April, went through several schools, met with Michelle Richardson and a staff member from Oasis Online, and created a list of questions based on what he would want to know if he were coming into an environment. During that assessment Mr. Endter found five key items.

One item was the lack of a high-level Director who has district oversight of technology. Somebody has to have direct interaction in support of the Superintendent's vision for the schools and has to know what is going on in the classrooms at the schools.

Mr. Endter discovered that a teacher set up a Google infrastructure for students and staff so students and staff have two separate email accounts. The District is headed toward one-to-one devices and the email is a critical piece to how that infrastructure will work. Teachers have to be able to efficiently email students utilizing Chromebooks.

Another issue is the user authentication architecture. Right now the District is using the Novell Platform, but a lot of the newer technologies do not integrate with Novell Platform. Mr. Endter recommended the District move towards Active Directory which will interface with Google infrastructure. If someone leaves you need to be able to disable an account within minutes. With Active Directory the user is disabled with one click.

The physical server structure is another issue. There are a lot of servers which could be consolidated and different roles for servers could be combined, which would save a ton of power and be a lot more efficient.

The last thing is the educational pedagogy. How the teachers are using technology in the classroom. Mr. Endter reported seeing great things in the classrooms. Mr. Endter stated that the best thing about his job is going into classrooms watching kids use technology that he helped make possible. The fifth graders were elated to show what they could do with technology.

Mr. Endter commended everyone involved with technology as the District is in a good place. Board members asked questions of Mr. Endter.

Mr. Endter addressed looking at Microsoft for staff for email. With adopting the one-to-one program with Google Chrome and Google Apps for Education, Mr. Endter highly recommends that all student email be in Google and highly recommend that the District go with Google for staff email. The cost is significantly reduced, with unlimited storage and unlimited email archiving. It is a very robust email system. You can configure Outlook to use the Gmail system and reap the benefits of Google for Education, Chromebooks, and mobile devices so that email would flow better.

Mr. Endter stated that the cost associated with the migration would probably be two months of a person working almost full time to prep the accounts for migration and make sure it is functional before turning the switch and having email flow. Mr. Endter talked about virtualizing a server. Mr. Endter counted 25 servers; most of those servers could run on a Server Plus. Some of the District's servers are over 10 years old, so the District needs to do something about those servers.

Mr. Endter stated that the District is running some good security. The number one thing is to train staff. Staff is the number one vulnerability.

Mr. Enders stated that the District could use a different domain name for students than for staff. Trustee Whitaker reported her experience with Gmail and Google Suite at her work and reported that they are fabulous.

Dr. Sheldon reported that she met with Dan Slentz several times in the past week and has had good conversations about the technology assessment. Dr. Sheldon has asked Dan to agree to be more engaged as a Technical Director with the District and work closely with the curriculum staff members and coaches as the District implements one-to-one. Dr. Sheldon requested Dan provide a timeline to accomplish some of these tasks.

Dan Slentz, Oasis Online, provided a timeline identifying an ambitious schedule to move from Novell to Microsoft Active Directory. One piece is the operating system that runs the network and the other piece is the email. Mr. Slentz is planning to get this work done over the summer. Mr. Slentz stated that he spoke with Mr. Endter and he agrees with the approach to email, which will be easier for students and staff. Mr. Slentz talked about the conversations he has had with Dr. Sheldon and stated that Oasis is a customer-service oriented. Feedback indicates that Oasis' response time is up to 97%. Mr. Slentz apologized that he has not been as engaged as he should have been as a technology director, emphasizing that this will change this next year. Mr. Slentz will meet with Dr. Sheldon and staff frequently. Mr. Slentz will do as Mr. Endter suggested and go into the classroom a couple of weeks and observe the use of technology.

Trustee Whitaker stated that most of Oasis Online's staff was present and she thanked them for the great job they have done.

Dr. Sheldon stated that the Oasis Contract ends June 30 and that she recommends extending them through the 16-17 school year. Dr. Sheldon would like to reassess the timeline and services in February. The contract will be at a reduced rate. Oasis Online has agreed to not increase the contract for the upcoming year as much as previously stated.

President Hendrix requested that the Oasis Contract return to the next board meeting on the consent agenda so that all board members have a chance to review the contract. Trustee Hendrix thanked Mr. Endter and stated that he has been a Microsoft 360 customer from almost the day they opened their doors and he is pleased with Microsoft. The school district is taking it more seriously to move to the cloud which will benefit everyone.

**B. For Discussion and Possible Action: Update regarding Churchill County High School Fee Procedures.**

Phyllys Dowd explained a six page document containing CCSD fees (document provided at the meeting). The Board, administrative staff, and high school staff discussed the pros and cons to having the class fees collected and dispersed through the General Fund versus Student Funds.

Dr. Sheldon stated that class fees and tuition are to be used to buy materials and supplies for the classroom. The District is required to spend \$390,000 on materials and resources for classrooms out of the general fund. If class fees were accounted for in the general fund they would still be allocated to the library, math, technology, NJROTC, etc., but through the

general fund account not high school student accounts. The high school has \$90,000 that could count towards the \$390,000 that the district is required to use for materials and supplies (using DSA funds).

Ms. Dowd stated that President Hendrix requested information on the audit. The financial audit confirms the cash that the District has in student accounts are actually in the bank. The financial auditors do not audit the student accounts. The District did an internal audit of the funds in June 2014. Ms. Dowd noted that most of Nevada is using the district's current model where the money is collected at the site level with no district oversight.

Principal Lords contacted schools in Washoe, Clark, Lyon, Douglas, Humboldt, Elko and Mineral. All of the high schools with the exception of Elko allow schools to collect student fees and create checks. Principal Lords felt that moving the money to general fund accounts was more work for staff and delayed the turnaround time for getting checks. Principal Lords explained the high school's process for approving expenditures.

Ms. Dowd pointed out that the State requires the District to spend the \$390,000 out of DSA. The District also has a grant to reimburse teachers for supplies that are not even half utilized. The District will send money back to the state because teachers did not spend money for supplies.

Trustee Whitaker clarified that the only thing that changes is that the checks would be cut at the District Office instead of at the school. Ms. Dowd confirmed.

The Board discussed Policy 3520 and associated regulations, and the process for handling class funds.

Trustee Evans and Trustee Schank were not in support of changing the current process.

After a lengthy conversation, the Board requested this brought back with an update to policy or regulation so that there is something concrete to take action on, versus abstract.

**C. For Discussion and Possible Action: Regarding the process for Pay for Performance for Licensed Staff.**

Dr. Sheldon reported that pay for performance is required by statute; the NRS was provided in board folders and on the public table. The District is required to set aside 10% of wages for 5% of employees by group for administrators and teachers. The District has nine administrators in the District so five percent would be one administrator. Out of 188 teachers in the District, 5% would be 9 teachers. The District has \$51,525 set aside for teachers and \$8,636 for administrators, for a total of \$60,161. The statute requires the District set the money aside and directs the District to determine how the money is to be distributed for pay for performance.

The Board can determine the percentage of dollars that will be paid out, which could range from 2 to 10%. The Board needs to determine who the teachers and administrator would be for the pay for performance award. Dr. Sheldon requested the Board form a committee to work with her to look into what other schools across the state are doing. Dr. Sheldon has received a couple of suggestions from teachers and several board members that she can share.

President Hendrix was in favor of a superintendent committee with board members, some members of administration, and some teachers. From there, perhaps to the policy committee could draft a policy upon based on what comes out of the committee.

## **POLICIES**

**A. For Review Only – First Reading: Modification to Policy 5050.0 – Homeless Children Educational Services (Students)**

There were no questions or comments.

**B. For Review Only – First Reading: Modification to Policy 5050.1 – McKinney-Vento Enrollment Dispute Resolution Process (Students)**

There were no questions or comments.

**C. For Discussion and Possible Action – Second Reading: Modifications to Policy 5100.0 (Changed from Regulation 5100.0 ) – New Student Enrollment (Students)**

Dr. Sheldon reported that generally the second reading is put under the consent agenda, but that did not occur this time. If Board members have questions re any of these policies Dr. Sheldon would be happy to answer them. There were no questions.

**D. For Discussion and Possible Action – Second Reading: Proposed Deletion of Regulation 5101.0 – Elementary School Student Transfer (Students)**

**E. For Discussion and Possible Action – Second Reading: Regulation 5135.3 – Searching Students and/or Lockers/Backpacks (Students)**

**F. For Discussion and Possible Action – Second Reading: Revisions to Policy 5135.10 – Student Dress and Grooming (Students)**

**G. For Discussion and Possible Action – Second Reading: Modifications to Policy 5137.0 – Possession and Use of Skateboards, In-Line Skates “Scooters” and Wheeled Shoes on School District Property (Students)**

**H. For Discussion and Possible Action – Second Reading: Modifications to Policy 5700.0 – Parent conferences and Academic Plan (Students)**

**I. For Discussion and Possible Action – Second Reading: Policy 5800.0 – Service Animals in Schools (Students)**

There were no questions or comments.

Trustee Koenig made motion, seconded by Trustee Evans, ***to approve 15 C-I***. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

## **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 Evans requested a report or discussion on funds being allocated to the CTE Department.

Trustee Schank requested a discussion on the class fees and requested a policy brought forward to be changed. Trustee Schank also requested a safety report from the Safety Committee regarding substitutes and safety issues involved with substitutes.

**SET DATE AND TIME FOR NEXT BOARD “AGENDA SETTING” MEETING**

President Hendrix, Trustee Gent, and Trustee Koenig will attend agenda setting right after the current meeting.

**ADJOURNMENT**

Trustee Gent a motion, seconded by Trustee Schank, to adjourn the meeting at approximately 9:04 p.m. The motion passed unanimously.

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Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*