

CHURCHILL COUNTYBOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

July 28, 2016

CALL TO ORDER

President Hendrix 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

Elaine Adams led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

President Hendrix confirmed that the agenda was posted pursuant to NRS.

ROLL CALL

Trustees Present

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

Trustees Absent

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 Hendrix requested Reports by Board Members added to the agenda after Consent as it was inadvertently left off of the agenda. Trustee Schank made a motion to approve the consent agenda, seconded by Trustee Gent. Motion passed unanimously; Trustee Whitaker was absent.

PUBLIC COMMENT

Becky Dodd, E.C. Best teacher, requested that the book *Secret Identity* be removed from the Read Well third grade reading program as she does not want to encourage students to secretly bully.

Steve Ranson, Lahontan Valley News (LVN), introduced Aly Lawson, a newly hired reporter who will cover education. LVN is moving from their location on West Williams to downtown. Mr. Ranson noted that Christine Kuklica won a first place award at the National level for covering teenage suicide in Churchill County.

RECOGNITION

A. The Board recognized Dillon Rasmussen for receiving the HOSA (Health Occupations Students of America) Life Saver Award.

Brandee Hunewell, State Board of Directors for the Health Occupations Students of America, and Elaine Adams, Churchill County High School Health Science teacher, recognized Dillon Rasmussen with a Life Saver Award.

B. The Board recognized Will Jensen for his years of service to the district.

The Board presented Mr. Jensen with a plaque in honor of his years of service.

SUPERINTENDENT UPDATE

A. Mr. Brian Byrd, Director of Maintenance, will provide an update on summer construction and maintenance projects.

Brian Byrd briefed the board on summer construction and maintenance projects and noted that all locks have been changed in the District. Maintenance staff has been distributing new keys. Assigned keys will be logged in a key-tracking software program which will provide better control of keys and access to buildings. Trustee Schank confirmed that keys are issued to staff at the beginning of the school year and then returned prior to leaving for summer break. Mr. Byrd confirmed.

Trustee Schank requested a tour of facilities prior to the August 11 board meeting.

B. Update regarding district related items

Superintendent Sheldon commented that there were new speakers in the auditorium. Streaming is running and the system will record board meetings. Dr. Sheldon requested board members speak directly into their microphones.

Dr. Sheldon introduced Mark Harrison, Director of Dining Services with Chartwells. Mark Harrison reported on his responsibilities with Chartwells and stated that he was open to opinions, comments, and suggestions.

Dr. Sheldon introduced Robbie Wickware, the new Vice Principal for the middle school. Amy Word (previously Weldon) interviewed nine applicants. Robbie Wickware has been serving in Lyon County as a Dean of Students for the past two years. Robbie Wickware stated that he is looking forward to his new position and commented that he was happy to return to Fallon as his first ten years of teacher were at the junior high school in Fallon.

Dr. Sheldon reported that principals will return on Monday and Leadership Team Meeting was scheduled for Tuesday. The District has 128 four-year-old students that qualify under the grant which funds eight classrooms. The District has seven teachers hired for pre-K and is looking for one more. Dr. Sheldon reported having several more staff openings, as shown on the Personnel Action Form. Dr. Sheldon reported 93 students attended summer school K-6 and approximately 45 attend high school summer school; approximately 30 were for credit retrieval. Extended school year for special education students just ended.

Dr. Sheldon reported that Lisa Bliss has been working all summer and last spring to get the District ready to convert to Infinite Campus. Infinite Campus training will occur the week before school starts with secretaries and with teachers on one of the two in-service professional development days - August 15 and 16.

August 12 will be the Welcome Back meeting at 8:00 for licensed staff and 10:00 for classified staff. Goodie bags will be prepared by Chartwells for staff with items such as granola bars, fruit, and water.

Trustee Hyde thanked Mr. Byrd for the work of the grounds department commenting that the grounds are in excellent shape.

BUSINESS SERVICES UPDATE

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

Trustee Schank requested a summary of travel and will work with Phyllys Dowd on the format.

Phyllys Dowd reported that the District had a successful year with the self-insured workers' compensation fund. The District spent \$79,000 and have \$75,000 on reserve for eight open claims, which combined is \$154,000. Previously the District had the same number of claims and paid insurance premiums to a company in the amount of \$345,000. The District needs to continue to build the workers' compensation fund balance in case there is a large claim in the future.

Trustee Gent asked how the District can reduce the claims further. Dr. Sheldon stated that she has worked with Derild Parsons on classroom management skills for teachers who work with students who are a little bit more aggressive. There are not a significant number of aggressive students in the District; probably one or two. The District is working to train staff to ensure proper lifting, climbing ladders, etc., to prevent accidents. This is an ongoing effort. Dr. Sheldon stated that the injuries are not as extensive as they have been in the past, so our hard work is paying off. Ms. Dowd stated that the District is controlling those claims through the third-party insurance company who is looking out for the best interest of the District, not the best interest of the insurance company. Staff is getting treatment quicker and returning to work quicker.

UPCOMING BOARD EVENTS

- A. Friday, August 12, Welcome Back Staff Meetings**
- B. Monday, August 15, Open House – All Schools: 5:30-7:00 Elementary Schools | 6:00-7:30 Middle and High School**
- C. Wednesday, August 17, First Day of School**
- D. Friday-Saturday, November 18-19, Nevada Association of School Boards Annual Conference, Atlantis Casino Resort Spa, Reno**

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of June, 2016, Payroll**
- D. Approval of June 23, 2016, Regular Board Meeting Minutes**
- E. Approval of Quarter 4 – Class Size Reduction Report**
- F. Approval of Temporary Inter-fund Loan Resolution**
- G. Approval of the Debt Management Policy**
- H. Approval of Policy 3300.0 – Purchasing – Second Reading**

Trustee Strasdin pulled Item “D” so that Debra Shyne can correct an error in a motion identifying Trustee Schank as making the motion and seconding the motion.

Trustee Gent made a motion, seconded by Trustee Hyde, ***to approve Consent Agenda Action Items A-C and E-H.*** The motion passed unanimously; Trustee Whitaker was absent.

REPORTS BY BOARD MEMBERS

There were no board reports.

NEW BUSINESS

- A. For Discussion and Possible Action: Change the November 17, 2016, Board Meeting to November 15 or November 16 as the Nevada Association of School Boards had fall training on November 18 and November 19.**

Trustee Koenig made a motion, seconded by Trustee Schank, ***to change the meeting scheduled for November 17 to November 16.*** The motion passed unanimously; Trustee Whitaker was absent.

- B. For Review Only: Policy 5410.0 – Safe and Respectful Learning Environment Free From Bullying and Cyber-Bullying – First Reading. Policy 4139.0 is identical to this policy and would also be updated.**

- 1. For Review Only: Policy 5410.0 – Safe and Respectful Learning Environment Free From Bullying and Cyber Bulling – First Reading. Regulation 4139.0 is identical to this regulation and would also be updated.**

Dr. Sheldon stated that one policy is for staff and the other for students. Sharla Hales updated the policy to be in compliance with changes in the law. The policy and regulation will return for second reading on August 11. Parts of this policy will be included in the Student Handbook. Trustee Hendrix commented that this is a constantly moving target as it is regulated by federal and state government.

Trustee Schank inquired how teachers were trained. Dr. Sheldon reported that last year PoolPact provided training at the Welcome Back meeting. This year PoolPact will train new staff. Every year staff members sign a form stating that they have reviewed the policy.

Trustee Strasdin commented that the group referenced in paragraph one and paragraph two should be the same for consistency purposes. President Hendrix requested Trustee Strasdin provide Sharla Hales her requested.

C. For Discussion and Possible Action: Report on the drop-out and graduation rates for the past ten years.

Kimi Melendy, Director of Educational Services, explained the drop-out and graduation rates (handout provided at the meeting).

Dr. Sheldon stated that the District will look at incarcerated students. When a student goes into incarceration at the juvenile facility they are registered as Churchill County School District students. When they leave incarceration, if they do not register in another school district they would be considered Churchill County School District students and counted as a CCSD dropout. Dr. Sheldon spoke with Jeff Zander in Elko who has the same problem and is looking at being able to enroll the student in the district they came from upon leaving incarceration status. The cohort is over a four year period. The District had 25 students last year who did not graduate as they were credit deficient or did not pass state assessments. They are considered dropouts even though some graduated the end of June and others will be coming back next year as fifth year students. The state has broadened the parameters to look at fifth year students, but Dr. Sheldon is not sure how that affects the dropout rate formula. Ms. Melendy commented that exchange students also affect the dropout rate. Dr. Sheldon stated that staff needs to annotate the school where military students go so they do not affect the District's dropout rate.

D. For Discussion Only: Report on the Distance Education Program.

Kimi Melendy, Director of Educational Services, discussed the distance education program report (handout provided at the meeting). John Johnson will oversee the Adult Education program. Arlene Detomasi oversees all full-time students at the Adult Education building and has a secretary that supports the paperwork. Ms. Melendy further described the makeup of the distance education program.

Ms. Melendy reported that some parents have asked the District to allow elementary students in distance education, which would allow students access to the A+ program. Parents want to homeschool, but also want to be sure they receive the curriculum they need. Eleven elementary and seven secondary students would like full-time online education this year. By keeping 18 online students the District will retain approximately \$120,000, but the District needs to provide Chromebooks for those students to do their work at home, as well as pay \$7,000 to increase the K-5 curriculum support for A+ software. DSA would pay for the teacher who handles the online program at the high school. The District will also require a \$25 technology fee to upgrade computers as needed.

President Hendrix commented that the term distance education is confusing and should be referred to as online. Discussion occurred regarding the online distance education program and opportunities for expansion.

E. For Discussion and Possible Action: Regarding purpose and content for a parent survey.

The Superintendent and Board discussed the purpose and content for a parent survey. Dr. Sheldon reported on her experience with surveys to gather perceptions of our community regarding our schools. Specific questions could be included such as whether parents would be interested in having uniforms at the elementary level or questions regarding food services. Dr. Sheldon stated that she has worked with the Center of Educational

Effectiveness to produce different surveys for staff, teachers, parents, and students (grades 7 to 12). The surveys are typically 45 questions. Dr. Sheldon recommended that if the Board decided to conduct a survey that a good time would be during parent conference time. It usually takes 15 or 20 minutes to complete. Surveys would be in both English and Spanish. Generally, surveys are done at the end of the school year, but baseline data could be gathered in October at parent conferences. It is comprehensive and provides good data points to look at to guide conversations as a Board and with School Improvement Teams. It will identify where our strengths are and guide discussions regarding the perceptions that do not show up as strong.

Dr. Sheldon received a quote for \$5,200 in the spring. Part of the reporting is compliance, so the Title I grant could pay for half of the cost of the survey

Becky Dodd commented that the survey could include transportation as well.

Trustee Gent stated that he felt 45 questions were too much. Anything over ten minutes would be too long. Dr. Sheldon stated that controls are built into their surveys so they ask a question one way and again another way. The surveys can be modified to get the information for the areas that the Board wants to collect information.

The consensus was to have Dr. Sheldon provide the Board with sample surveys at the August 25 board meeting.

CLOSED SESSION

A. The Board will meet in a closed session pursuant to NRS 241.030(1) to consider the character, alleged misconduct, or professional competence of Ms. Jamie Gorder.

The Board did not meet in closed session as neither Jamie Gorder nor her representative were present at the meeting. Dr. Sheldon commented that it has been determined that Ms. Gorder was in violation of several district regulation and she recommended termination.

RECONVENE MEETING

A. For Discussion and Possible Action: The Board will deliberate and take action on terminating Ms. Jamie Gorder's employment with the district.

Trustee Koenig made a motion, seconded by Tricia Strasdin, ***to move forward to take action to terminate Jamie Gorder's Employment.*** The motion passed unanimously; Trustee Whitaker 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 Gent requested a written report on the CTE programs for the 16-17 school year. Dr. Sheldon stated that she would like to wait on the CTE program until after enrollment. This

agenda item will be scheduled for August 25. Trustee Gent would like to recognize the outstanding maintenance staff for their hard work on summer projects.

Trustee Schank requested discussion on new and ongoing grants.

Trustee Hendrix requested discussion on homeschool students and whether students are enrolling in virtual classes other than the District's distance education program and whether home schooled students can participate in the Districts athletics program.

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

The next agenda setting meeting will be Vice President Koenig, Trustee Gent, and Trustee Whitaker if she is available, otherwise President Hendrix or Trustee Schank. The meeting was scheduled for Monday at 5:15.

ADJOURNMENT

Trustee Schank made a motion, seconded by Trustee Gent, to adjourn the meeting at approximately 8:50 p.m. The motion passed unanimously.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne