

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

August 25, 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

Dr. Sheldon led the pledge of allegiance.

### VERIFICATION OF POSTING OF AGENDA

President Hendrix confirmed the agenda was posted pursuant to NRS.

### 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 Tricia Strasdin  
Trustee Kathryn Whitaker

#### Others Present

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

### REVIEW AND ADOPTION OF AGENDA

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

### PUBLIC COMMENT

There were no public comments.

### RECOGNITION

- A. The Board recognized Kieran Kalt for receiving the VFW State of Nevada Elementary Teacher of the Year Award for 2015-2016

### SUPERINTENDENT UPDATE

- A. Dr. Sheldon will provide a State of the District presentation.

Dr. Sheldon provided a state of the district presentation (PowerPoint).

## **BUSINESS SERVICES UPDATE**

- A. Budget to Actual Report (written report provided)**
- B. Report on the entities housed at the West End Complex and how they are functioning (written report provided)**

Trustee Schank asked who teaches the distance education program at the middle school. Dr. Sheldon stated that the distance education middle school students are full-time students and are with Arlene Detomasi at Adult Education during the day. There is a teacher of record for all of the District's distance education students. The teacher of record is required to check in on students on a weekly basis to ensure that they are making progress and proctor the end of the course test.

Trustee Schank asked who ensures that data is off of the computers before they are sold. Dr. Sheldon reported that the computers are tied into servers so the hard drives are not used for much. Oasis Online cleans the drives before sending them to a surplus company in Carson City who destroys the computers; they do not surplus the computers.

Trustee Schank stated that she understands that Adult Education received additional funding. Dr. Sheldon stated that the District received less funding and that Adult Education is partially funded out of district funds.

Sharla Hales, legal counsel, stated that the discussion was getting off agenda. The agenda does not state that the programs will be discussed in detail. It was determined that Trustee Schank would ask questions and Ms. Hales would interject if necessary.

Trustee Schank asked if the drama items at West End would be moved to the high school. Dr. Sheldon confirmed that they would.

Trustee Schank commented that money was set aside to redo the kitchen at West End. Dr. Sheldon stated that the kitchen was not part of the West End Facility project as the District did not have a use for the kitchen at the time of the renovation.

Trustee Schank stated that the report indicated that a shredder was housed at West End and asked how shredding is handled. Phyllis Dowd stated that Ken Bailey, the District's Warehouse Worker, handles the shredding. Sites fill the shredding cabinets that Mr. Bailey collects and the shredding is done at the warehouse.

Trustee Whitaker asked if the items stored at the warehouse were inventoried. Dr. Sheldon stated that the items are not inventoried and that most items are in reusable condition. When a new classroom needs to be set up, Brian Byrd and his staff collect the desks and chairs that are needed to set up the classroom. The District has a process to surplus items, but it takes an employee's time to complete the surplus process. Ms. Dowd also explained that the Office Manager sends an email out to staff at their site describing the item that is no longer needed. If nobody on site wants the item, then the Office Manager sends an email to all of the sites asking if they would have use for the item. If nobody asks for the item, then it is sent to the Warehouse for storage or surplus.

## **EDUCATIONAL SERVICES UPDATE**

### **A. The latest Student Enrollment Data will be provided to the Board of Trustees.**

Dr. Sheldon updated the Board regarding preliminary enrollment numbers. The District has seven more students than the number of students used to prepare the budget. The senior class last year was larger than the incoming kindergarten class. The preliminary head count is 3,337. While enrollment is down, it is down to what the District predicted. Dr. Sheldon will have a more accurate count next Tuesday.

Dr. Sheldon reported that current concerns are that class sizes are large for kindergarten, 4<sup>th</sup> grade, and 5<sup>th</sup> grade classes. The District will be offering a kindergarten position to a new teacher and will open another section of kindergarten. Dr. Sheldon reported that the current kindergarten classrooms are between 24 and 26 students, 1<sup>st</sup> grade is between 21 and 22 students, 2<sup>nd</sup> grade average is at 23 students, 3<sup>rd</sup> grade at 23 to 24 students, 4<sup>th</sup> grade from 25 to 28 students, and 5<sup>th</sup> grade from 25 to 27 students. The District would like to open another section at the 4<sup>th</sup> and 5<sup>th</sup> grade levels. Dr. Sheldon reported that the District received \$448,000 in additional class size reduction, which represents seven positions, but the District does not have applicants to fill those positions. Currently, the District has twelve long-term substitutes, five of which are long-term substitutes filling in for staff out on leave.

Dr. Sheldon reported that there are two job fairs next month: one in San Diego on October 5 and one in Sacramento on October 19. The District plans to send two principals to each job fair. The District is actively recruiting and is offering a \$3,000 signing bonus.

## **UPCOMING EVENTS**

### **A. 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 August 11, 2016, Regular Board Meeting Minutes**
- D. Approval of Students 16-07, 16-08, 16-09, 16-10, 16-11, 16-12, 16-13, and 16-14 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435).**

Trustee Gent requested Item "C" pulled for a slight modification.

Trustee Gent made a motion, seconded by Trustee Schank, ***to approve Consent Agenda Action Items A, B, and D as provided.*** The motion passed unanimously.

Trustee Gent requested his Board Member Agenda Item be modified to reflect that he would like to not only entice teachers and families to the area, but what can the Board or District do to help Churchill County Commissioners and Churchill Economic Development Authority (and other community entities) to get the word out about the great things that the District is doing.

Trustee Gent made a motion, seconded by Trustee Whitaker, ***to approve Consent Agenda Action Item C, with identified modifications.*** The motion passed unanimously.

## **REPORTS BY BOARD MEMBERS**

Trustee Strasdin reported on her visits to schools during open house; the schools were clean and well maintained. Mr. Malkovich and Mr. Purrell was the first person attendees saw when entering their buildings. The high school was well organized and teachers reported having a high turnout, parents were inquiring how to volunteer, and teachers reported that the overall attitude and motivation was up. The bulletin boards at Numa looked awesome, and Mr. Johnson at the high school had great music coming from the science wing.

Trustee Schank reported on her teleconference with the state committee regarding the marijuana issue. Trustee Schank reported having lunch at E.C. Best and how impressed she was with the wide selection of food, the large serving sizes, and the fact that the students like the food. There is a vegetable, a fruit, and potato salad on the salad bar. There is a large selection of food so it takes the students a long time to get through the line. Trustee Schank voiced concern about students handling the same serving spoon and the potential spread of germs.

## **OLD BUSINESS**

### **A. For Discussion and Possible Action: Dr. Sheldon will provide, for the Board's review, sample Community Perception Surveys intended to gather information from the community regarding perceptions of the District.**

Dr. Sheldon provided a PowerPoint presentation regarding surveys that the Center for Educational Effectiveness puts together (hard copies provided at the meeting). Dr. Sheldon reported that the surveys take ten to fifteen minutes to complete and can be done in conjunction with parent conferences. The survey would be given to parents, teachers, and all staff. Dr. Sheldon reported using this type of a survey for six years in her former district and the data gleaned from the survey was very beneficial. Dr. Sheldon stated that half would be paid out of the Title I Grant and half out of the general fund (approximately \$2,800 each). The District is required by the Title I Grant to have parent perception data.

Kieran Kalt voiced concern about spending money on the survey and felt that the District could use the survey monkey that has been used previously and reserve money for raises and other things.

Rachel Dahl, Executive Director of Churchill Economic Development Authority, asked the Board consider including the community in the survey as the community has concerns that would be beneficial to the District. Ms. Dahl stated, "On behalf of the CEDA board and those working hard to build a community to put graduates to work, this would be highly valuable to them as well."

Dr. Sheldon provided board members with additional information to review regarding surveys. This item will return on the next board agenda.

## **NEW BUSINESS**

### **A. For Discussion Only: Report on the Churchill County High School's Career and Technical Education Programs for the 16-17 school year.**

Kevin Lords provided a handout identifying the numbers of students in Career and Technical Education (CTE) courses. He added that there are 63 students in furniture and cabinet making, not reflected on the handout. Mr. Lords explained that CTE has been successful thanks to teachers having dual accreditation and pointed out how difficult it is to balance CTE courses. Mr. Lords reported that he is working on a CTE facilitator job description, as Mr. Evans stepped down from the coordinator position.

Dr. Sheldon stated that the District received two \$1,000 scholarships from the Compagnoni Auto Group for the District's Automotive Program; they will be contacting the high school. WNC has put back into place a nursing program and hopefully a CNA program so that students who graduate high school can go directly into the nursing program.

Dr. Sheldon stated that the CTE coordinator job will be a classified position, someone who would coordinate apprenticeships, internships, job shadowing with students, oversee the CTE needs, and work with teachers to develop their needs. This information would be provided to Kimi Melendy who would write the grants. Trudy Dahl will take over the handling of purchase orders for the grants. Dr. Sheldon reported that Douglas and Lyon Counties have a position similar to this and it has worked well for them.

Dr. Sheldon stated that Ms. Dahl with the Churchill Economic Development Authority, Ms. Black with Western Nevada College, and Ms. Lloyd with the Churchill County Library put together a certification grant to offer IT courses that provide certification in the areas of webpage design, networking, Microsoft networks, and CISCO, so that high school students can go into this program and when they graduate high school they can walk into a very good job. The school district offers preliminary courses to prepare them for that program.

President Hendrix asked how the high school was easing the burden on the math department in hopes of transitioning some students into CTE and other electives. Mr. Lords stated that the high school created two courses for the school year: Math Tech & Trade and English Tech & Trade. Students who have struggled in the regular math and English courses are placed in these two new courses. President Hendrix requested a progress report at the end of the year. Trustee Whitaker stated that she was impressed at the problem solving that has occurred at the high school.

### **B. For Discussion Only: The Board will discuss potential dates for a Board Retreat.**

Present Hendrix commented that Trustee Strasdin was already on the board and Trustee Pinder will start in January. Greg Koenig will be leaving after twelve years as a board member and has a wealth of knowledge that he can share. The District has a very high functioning board right now, and Mr. Hendrix would like this to continue. After discussion, the consensus was to have a board retreat on October 6, at 6:00. Trustees Hendrix, Koenig, and Whitaker will get together and prepare an agenda.

## **PUBLIC COMMENT**

Rachel Dahl, Executive Director of the Churchill Economic Development Authority, commended Mr. Lords on his work with the CTE programs. Ms. Dahl sits on the District's CTE committee and encourages the District to continue with that committee. Ms. Dahl reported that the IT programs at the college/library ran two sessions this summer and has a third session in the fall. Starting wages for IT professionals who complete those courses and get a certificate in Microsoft, CISCO, or web design make \$48,000 per year. The program was built so student can graduate high school and go straight to work. Ms. Dahl stated that she was dismayed because the two classes they were running, and canceled, were CISCO and Adobe Photoshop class being taught at the high school. Ms. Dahl is asking if the District, CEDA, WNC and the Library could work together better. Their group will cover the tuition for the school district's students to take those classes and the students would receive credit at completion of those classes. The students would then be qualified to get jobs in the Storey County industrial park and it is a high-demand job in Churchill County.

Dr. Sheldon reported that the Nevada Association of School Superintendents (NASS) will be meeting in Fallon on Tuesday for a tour of the Fallon Naval Air Station, for dinner Tuesday night, and then will attend a NASS meeting at the district office on Wednesday morning. One of the things they will be discussing is the Work Keys Assessment and how to work with the state to provide a career and readiness examine for all juniors , not the ACT. Lyon County has a CTE jumpstart program with WNC where they have several of their students working on certifications and technical skills instead of college preparedness skills.

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

Trustee Schank requested discussion and possible action on the book "Secret Identity."

Trustee Strasdin inquired whether parents/guardians would have access to grades before October. Dr. Sheldon stated that right now they are working towards access on September 6.

Trustee Koenig requested discussion on potentially sending trustees to the NAFIS conference.

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

It was determined that Agenda Setting would occur at 7:00am on Tuesday, August 30, with Trustees Hendrix, Hyde, and Strasdin attending.

## **CLOSED SESSION**

### **A. Discussion of negotiations and strategies regarding Churchill County Administrators Association pursuant to NRS 288.220.**

Trustee Whitaker made a motion, seconded by Trustee Gent, to go into closed session regarding the Churchill County Licensed Association (not the Churchill County Administrators Association) pursuant to NRS 288.200. The motion passed unanimously.

### **RECONVENE OPEN SESSION**

Trustee Koenig made a motion to go back into open session, seconded by Trustee Gent. The motion passed unanimously.

### **ADJOURNMENT**

The meeting adjourned at 9:50 p.m. Subsequently, the Board met in litigation session.

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Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*