

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

October 27, 2016

CALL TO ORDER

Vice President Koenig 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

Mathew Petty and Aili Coverston, 3rd grade students from Mrs. Mayfield's class at E.C. Best, led the pledge of allegiance and spoke a few words about the Character Counts word "Respect."

VERIFICATION OF POSTING OF AGENDA

Vice President Koenig confirmed the posting of the agenda pursuant to NRS.

ROLL CALL

Trustees Present

Trustee Greg Koenig, Vice President

Trustee Carmen Schank, Clerk

Trustee Tricia Strasdin

Trustee Rich Gent

Trustees Absent

Trustee Matt Hyde

Trustee Kathryn Whitaker

Trustee Clay Hendrix, President

Others Present

Dr. Sandra Sheldon, Superintendent

Sharla Hales, District Counsel

Phyllis Dowd, Director of Business Services

Kimi Melendy, Director of Educational Services

Patty Fleming, NWRPDP

Lisa Bliss, Assessment and Data Coordinator

Debra Shyne, Secretary

(Interested Staff/Community Members per Attached List)

REVIEW AND ADOPTION OF AGENDA

The agenda was adopted under unanimous consent.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT UPDATE

A. Keith Boone, Principal of E.C. Best, will provide a presentation regarding E.C. Best's math collaboration and cross-fit class.

Mr. Boone reported one of his goals this year is to take an organized approach with math. Last year Eureka Math was piloted at E.C. Best. Mr. Boone noted that some teachers completed all of the modules while other teachers went deeper into the lessons and did not complete all of the modules. Therefore, not everyone was at the same place at the end of the year. Students need to have the same skill set as they move on to the next grade. This

year teachers are looking at the pacing guide of each module and mid-module and end of module assessments. Collaboration is occurring at the beginning and end of every module, and teachers are previewing the mid and end of module assessments. Teachers review the data collected, reteach students as needed, and provide enrichment lessons to other students. Teachers have been utilizing Zearn, a new program aligned with Eureka Math, which allows students to work on an interactive program utilizing Chromebooks.

Mr. Boone reported on the Read Well reading program. Staff has been trained in preparation for Family Literacy nights scheduled throughout the year; a requirement of the grant. The main focus this year is reading and writing informational text, which also ties into science and social studies.

Sean Sweeney reported on bi-weekly Powerstroke Cross Fit classes that he provides to E.C. Best students. It is an opportunity for students to participate in exercise that supports body awareness and how to move correctly.

B. Ms. Patty Fleming will report on the new teacher evaluation system, including student learning objectives.

Patty Fleming provided a PowerPoint presentation regarding the new teacher evaluation system with an emphasis on student learning objectives. This year, as part of the second phase of the Nevada Educators Performance Framework (NEPF), student learning objectives represent 20% of the teachers' evaluation. Next year, student learning objectives will increase to 40% of the teachers' evaluation. Ms. Fleming reported on the NEPF Growth Cycle and the Teacher Evaluation Model.

C. Brian Byrd, Director of Maintenance, will provide an update regarding scheduled winter projects.

Brian Byrd reported on projects planned for winter break (handout provided).

D. Update regarding district-related matters.

Dr. Sheldon thanked Banner Churchill Community Hospital for donating flu shots for staff. Flu shots will be provided at various schools the week of October 31. If interested, Board members can get a flu shot at the district office on November 2, from 7:30 to 9:30 a.m.

Dr. Sheldon reported on her attendance at the City Council Meeting on October 18 where she testified regarding a medical marijuana dispensary, to be located in what used to be the Acorn building on West Williams. The District wrote a letter indicating that Adult Education and online learning classes are housed at the West End Facility. There is a teacher and an instructional assistant assigned to the facility to support online learning. NRS states that a school that has a traditional school setting cannot be located within 1,000 feet of the dispensary. It was determined that West End Facility is not considered a "traditional" school, even though high school, middle school, and some elementary students use the site to work on online learning. Additionally, the 1,000 zone of proximity cuts into West End Facility's wing, but may not touch the library where Adult Education is housed.

Dr. Sheldon reported on her attendance at the October PERS Board meeting where she testified on behalf of the district. PERS would like to require school districts to pay PERS on long-term substitute teachers. The position of superintendents is that NRS states

substitutes are exempt from PERS. Additionally, substitute teachers are under substitute licensure and are not part of the master agreement and they are at-will employees.

Dr. Sheldon reported on her attendance at the 474 Task Force Meeting on Professional Development. There are two more meetings scheduled and then the Task Force will write a recommendation to the State regarding funding for professional development and the use of Regional Professional Development Program (RPDP) moving forward.

Dr. Sheldon reported on her attendance at the Nevada Rural Housing Summit (handout provided). Churchill County has a 1% vacancy rate for rentals. Dr. Sheldon reported on the need for subsidized low-income housing, but the difficulty is getting contractors to build those homes, especially in rural areas, as contractors can make more money in Reno.

Dr. Sheldon reported on her attendance at the Local Area Youth Council meeting at the Naval Air Station, Fallon. The Committee is looking at ways to engage military youth in the schools and community. Michele Taylor is doing an excellent job as liaison.

BUSINESS SERVICES UPDATE

- A. Budget to Actual Report (written report provided)**
- B. Quarterly Workers' Compensation (written report provided)**
- C. Quarterly Student Funds Report (written report provided)**
- D. Quarterly Board Budget, Bond, and Travel Reports (written report provided)**
- E. Update regarding the Audit**
- F. Update regarding general business items**

Ms. Dowd is reviewing the draft copy of the financial statements. The financial statements are expected to be delivered to President Hendrix on Monday and will be presented to the Audit Committee in November, just prior to the board meeting.

EDUCATIONAL SERVICES UPDATE

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

Ms. Melendy reported that she updated the last two columns of the spreadsheet, handout provided.

UPCOMING BOARD EVENTS

- A. Friday-Saturday, November 18-19, Nevada Association of School Boards Annual Conference, Atlantis Casino Resort Spa, Reno**
- B. Saturday-Sunday-Monday, March 25-27, 2017, National School Board Association's 77th Annual Conference, Denver, Colorado**

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of October 6, 2016, Special Board Meeting Minutes**

- D. Approval of October 13, 2016, Regular Board Meeting Minutes
- E. Approval to change the November 16 Board meeting to November 15
- F. Approval of Quarter 1 – Class Size Reduction Report
- G. Approval of Student 16-19 and Student 16-20 to Enter the General Education Development (GED) program
- H. Approval of Student 16-21, 16-22, 16-23, 16-25, 16-25, 16-26, 16-27, 16-28, 16-29, 16-30, 16-34, 16-35, 16-36, 16-37, 16-38, 16-39, and 16-40 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
- I. Approval of Revision to Policy 5119.1 – Attendance Policy – All Churchill County Schools (Students)
 - 1. *Review of Regulation 5119.1 – Attendance Policy – All Churchill County Schools*
- J. Approval of Revisions to Policy 5136.1 – Students with Disabilities Aversive Interventions and Mechanical and Physical Restraints (Students)
- K. Approval of Revisions of policy 5135.6 – Students with Disabilities Aversive Interventions and Mechanical and Physical Restraints (Students)
 - 1. *Review of Regulation 5135.6 – Students with Disabilities Aversive Interventions and Mechanical and Physical Restraints (Students)*

Trustee Gent made a motion, seconded by Trustee Schank, to approve A-K, as provided.

Vice President Greg Koenig disclosed that on the licensed personnel sheet, addition to the substitute list, Kennedy Brown is his daughter, but he doesn't believe approving her along with everyone else on the list is providing any extra advantage to Kennedy.

Dr. Sheldon disclosed that on the personnel sheet Kristen Empson is her daughter and is being recommended for the Family and Community Engagement Coordinator. Dr. Sheldon stated that she was in no way involved in the application process, the interview process, or the determination of which applicant to choose. Dr. Sheldon stated that she disclosed to the Board before the interview that her daughter applied for the position.

Trustee Strasdin disclosed that under extra-curricular activities on the personnel sheet that her partner, Michelle Dalager, is recommended for the Head JV Boys Basketball Coaching position for which she has coached for a long time.

Trustee Schank disclosed that Donald Schank is her brother-in-law and is being hired as the Varsity Boys Basketball Coach.

Trustee Schank asked if board members could get a job description on the grant-funded Family and Community Engagement Coordinator.

There were no public comments. The motion passed unanimously; Trustees Hendrix, Hyde, and Whitaker were absent.

REPORTS BY BOARD MEMBERS

Trustee Schank reported on a recent Policy Committee meeting. Trustee Strasdin reported on her attendance at Northside Early Learning Center's Family Night.

OLD BUSINESS

- A. **For Discussion Only:** Ms. Lisa Bliss will report on the 2015-2016 Smarter Balanced and NWEA Map results

Ms. Lisa Bliss, Assessment and Data Coordinator, provided a PowerPoint presentation regarding test scores and reported on testing irregularities that have occurred over the past two years. Teachers see student-level data to determine if remediation is needed and what kind of additional resources or extensions might be needed.

NEW BUSINESS

A. For Discussion and Possible Action: Regarding the potential of implementing process to train staff on policies.

Trustee Schank voiced concern that staff may not be getting trained on policies, concern that new employees are not being trained, and concern about the impact on future litigation should staff not be trained. Trustee Schank would like to create a policy indicating how much training is provided, how often, and when. Employees should be required to sign off on policies and regulations. Trustee Schank provided a handout to board members; copies were provided to the public.

Dr. Sheldon reported that as Superintendent she is responsible for training staff. Staff is trained at the beginning of every year on thirteen policies and several regulations. It is the responsibility of each staff member to read these policies and regulations located on the District's website. Employees sign that they have read these policies and regulations and understand them. The signed form is placed in each staff member's personnel file.

New employees are provided training by Human Resources on these policies and regulations. Every year employees are trained on the District's Blood Borne Pathogens policy as per NRS. A multitude of policies and regulations are referenced in the district and student handbooks. Some of these include parent, student, and staff policies such as student registration information, assessment, transportation, attendance, code of honor, harassment, discrimination, and violence. It is the policy of the school district to train staff on policies and regulations specific to their job. Principals train staff when policies and regulations change that affect staff. Policy changes that impact principals are reviewed in Leadership meetings.

Dr. Sheldon stated that Lori Norcutt and Patty Fleming will be training new substitute staff and new employees on October 31. They review policies, dress code, classroom management, how to access email, how to put in a work order, and are provided training on Infinite Campus. The initial training is three hours and continuous training is provided through the year. Last year Trustee Schank addressed the issue that the District didn't provide additional training, especially for substitutes, so this training has been expanded.

Trustee Strasdin asked Dr. Sheldon if she felt that the District could improve on policy training. Are teachers informed, do they know where to go for policies, and are they comfortable with policy? Dr. Sheldon stated that it depends on the teacher and how long they have been working in the District, but the District does provide information to teachers on the location of policies. There are trainings in staff meetings throughout the school year where principals inform teachers of policies that have changed.

Trustee Strasdin asked Sharla Hales, legal counsel, if the signed form in the personnel file satisfies the legal concerns that Trustee Schank mentioned. Sharla Hales stated that she is aware that signed acknowledgement forms are received for training such as Blood Boorne

Pathogens and that staff sign that they have read staff handbooks. Staff is expected to know where to find district policy.

Trustee Schank made a motion of action that the board directs her to create a policy. The motion lacked a second, so the motion died.

B. For Discussion Only: Discussion regarding the process and evaluation tool for Dr. Sheldon's evaluation

Vice President Koenig stated that he dislikes the current evaluation tool as it has somewhere around 116 different bullet points. Trustee Schank commented that she reads the information in each category but only rates the general categories.

After discussion, it was decided to return this agenda item at the next board meeting.

PUBLIC COMMENT

Dr. Sheldon reported on the progress of the parent survey and provided community surveys for the Board to review to determine if they would like to get feedback from a community survey at a cost of approximately \$1,500. Dr. Sheldon stated that it would be possible for the new Community Engagement person to go out into the community, perhaps at WalMart or Safeway, take Chromebooks, use a WiFi hotspot, and ask community members to take a short survey about the school district.

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

Vice President Koenig suggested that the Board consider scheduling the board meeting on a different day, other than Thursdays, which might improve attendance at board meetings.

Trustee Gent requested a written report about the progress made on the senior construction house.

Trustee Schank requested the Superintendent report on how the new alternate gym is working out; what classes are utilizing the gym.

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

Dr. Sheldon will work with President Hendrix to schedule the next agenda setting meeting. Dr. Sheldon reminded the Board that she will be taking vacation the week of November 7.

ADJOURNMENT

Trustee Schank made a motion, seconded by Trustee Strasdin, to adjourn the meeting at approximately 8:56 p.m. The motion passed unanimously.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne