

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

November 15, 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

Hunter Dalton and Aubrey Strickland, kindergarten students from Lahontan Elementary, led the pledge of allegiance and spoke a few words about the Character Counts word "Respect."

VERIFICATION OF POSTING OF AGENDA

President Hendrix confirmed the posting of the agenda pursuant to NRS.

ROLL CALL

Trustees Present

Trustee Clay Hendrix, President
Trustee Greg Koenig, Vice President
Trustee Carmen Schank, Clerk *(by phone)*
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 Gent made a motion to adopt the agenda as provided, seconded by Trustee Koenig. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

Ann Smith, girls' basketball coach at the high school, requested clarification of the hiring guidelines for junior and varsity coaches once the head coach is selected.

Keith Boone (President, Churchill County Administrators Association), Gaylene Drinkut (President, Nevada Classified School Employees Association), and Elena Marsh (President, Churchill County Education Association) read a letter citing concerns about the Superintendent's leadership (copy attached).

Steve Evenson, attorney representing Dean Schultz, commented about Mr. Schultz being relieved of his duties as an assistant softball coach, about an independent investigation, and about a potential open meeting law violation as the Board may have been polled. Mr. Evenson

stated that Mr. Schultz's requested a closed personnel session and a board agenda item; both requests were denied.

Nathan Waite, teacher, stated that he is not a member of an association, and commented about the good teachers and positive things going on in the District. Mr. Waite suggested that the Board consider facts and the big-picture when making decisions.

SUPERINTENDENT UPDATE

A. Report on Construction Program at Churchill County High School (written report provided)

B. Update regarding how the Auxiliary Gym is used (written report provided)

There were no questions.

C. Update regarding district-related matters

Dr. Sheldon thanked the Board for allowing her to take vacation the previous week. She thanked staff members who respond to various needs in her absence (Debra Shyne, Selena Gomes, Kimi Melendy, and Derild Parsons). Brian Byrd also provided coverage in Dr. Sheldon's absence as Steve Russell was also out of the district the previous week attending a transportation conference.

Dr. Sheldon reported that students will attend school on Monday and Tuesday next week, and then students will be released for Thanksgiving break. Dr. Sheldon and many of the board members will attend the Nevada Association of School Board's meeting on Thursday, Friday, and Saturday in Reno, where they will receive updates on education pertaining to the state and nation.

Dr. Sheldon reported MAP testing will start in December and reported on her attendance at the Task Force meeting regarding attaining financial support for professional development.

Trustee Gent asked how many students were involved in the construction program. Mr. Lords stated that they have approximately 75 students in three sections; two first year sections and one second year section. There are no advanced students this year. Next year the high school is planning to provide a two-block period for students.

BUSINESS SERVICES UPDATE

A. Budget to Actual Report (Update)

There were no questions.

EDUCATIONAL SERVICES UPDATE

A. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)

Trustee Whitaker noted stagnant numbers except high school numbers were going down and asked if it was due to students leaving the District and students going to Adult Education. Kevin Lords confirmed both. At mid-year, senior students who are credit deficient often opt to go to Adult Education. Trustee Hyde asked what could be done for students who are credit deficient. Mr. Lords commented that he has a new counseling

department working with students. Last year Mr. Lords met with every freshman who failed first quarter. Ms. Hales suggested this be placed on a future agenda.

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, 2016 Payroll**
- D. **Approval of October 27, 2016, Regular Board Meeting Minutes**
- E. **Approval of Student 16-41 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.345)**
- F. **Approval of Student 16-42 to Enter the General Education Development (GED) program**
- G. **Approval of Students 16-33 for Exemption from Receiving Immunizations based on Medical Reasons (NRS 392.435)**

Trustee Gent made a motion, seconded by Trustee Whitaker, ***to approve Consent Agenda Action Items A-G as provided in BoardBook***. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Schank reported on her attendance at Eureka Math night at the middle school.

OLD BUSINESS

- A. **For Discussion and Possible Action: Approval for a community perception survey.**

Dr. Sheldon reported on the three surveys already administered: student, school building staff, and parents. Surveys are anonymous. The District receives aggregated responses from the vendor. Results will be brought to the Board at a future board meeting.

Dr. Sheldon asked the Board if they want to move forward with the community survey. The consensus was to stop with the three surveys already administered so that the Board can review the results and determine if they would like to proceed with a community survey.

NEW BUSINESS

- A. **For Discussion and Possible Action: Approval of the Audited Financial Statements for year-end June 30, 2016.**

Phyllis Dowd reported that the hard work of the Superintendent, site administrators, and department heads showed in a gain in the ending fund balance. Ms. Dowd reported one minimal finding. Ms. Dowd thanked her staff, a terrific team, who answered auditor questions timely and were well prepared when auditors arrived.

Felicia O'Carroll, Auditor, Eide Bailey, LLP, and Christina Williams, Senior Accountant, reported the results of the audit. Ms. O'Carroll reported that the District received an unmodified opinion, which is the highest level of assurance that the accounting profession offers. Ms. O'Carroll explained the Management Discussion and Analysis section of the audit.

Ms. O'Carroll reviewed the balances of the District's funds and notes to the financial statements. Note 2 lists potential statute violations or Nevada Administrative Code violations. There were three potential violations this year where actual expenditures exceeded budget.

Note 4 indicate \$11.4 million dollars in cash balance.

Note 10 contain a number of disclosures about the Public Employers' Retirement System (PERS) pension plan. The \$38 billion liability is because PERS is projecting an eight percent return on investments. The chart indicates what would happen with a seven percent and a nine percent return on investments.

Note 9 is about other post-employment benefits; this is the amount the District pays for retirees' health insurance. Right now \$9.7 million is not recorded as a liability, but in two more years it will be required to be reported as a liability just like PERS.

The District's General Fund increased by \$1.8 million dollars compared to a \$100,000 lost last year. That money is set aside to rebuild the fund balances, which have been at low levels over the past few years. There were no findings with regard to the financial statements.

Federal grants were audited as part of the compliance audit. Two programs were audited this year, which represented 48% of the Federal grants. One finding related to the Child Nutrition Grant. Management will submit a Corrective Action Plan for this finding.

Ms. O'Carroll provided a separate letter, a required communication to the Board, about what happened during the audit or if they had difficulty during the audit. Ms. O'Carroll reported no problems and stated that the audit was neat and clean. Ms. Dowd and her staff were very prepared, and it has been a pleasure working with the Superintendent and the District.

Ms. Dowd referred to Note 2 non-compliance issues noting that two of these issues are less than \$300 combined. The third one involves the Workers' Compensation Fund. This was the District's first year with the fund, so Ms. Dowd underestimated the ending expenditures for the year. That was mainly due to how the reserve works. For the open workers' comp claims on June 30, the highest possible reserve is booked for those individual claims. The District booked a reserve for about \$185,000, and have since closed several of those claims and did not spend anywhere near the reserve amount. It is best practice to set that money aside and assign it to those claims until they are closed, to keep the District in a healthy position and to protect employees for on the job injury or illnesses. The District ended with a positive ending fund balance and Ms. Dowd anticipates that to improve as time goes on. The ending fund balance represents just over 12% of total expenditures, which is right where a healthy district should be. We are setting ourselves up really well for Fiscal Year 2018.

Trustee Hyde made a motion *to approve the Audited Financial Statements for year end June 30, 2016*. Trustee Koenig seconded the motion. There were no public comments. The motion passed unanimously.

B. For Discussion and Possible Action: Approval of Corrective Action Plan for the 2016 Financial Report.

Ms. Dowd commented that there were two corrective plans this year. The first involves the District taking steps with the new food service program to ensure that this specific error does not occur again. Last year, staff verified earnings 14 Free and Reduced Lunch Applications (by family). The District contacted those families and asked them to submit documentation to substantiate their earnings. Two errors were made last year during the verification process. This year, instead of one person looking at the data, four staff members have looked at the data. Ms. Dowd calculated them twice. Ms. Dowd reported that her goal is not to have any audit findings.

The second part of the Corrective Action Plan involves ongoing monitoring with respect to preventing budget overruns.

Trustee Whitaker made a motion *to approve the Corrective Action Plan for the 2016 Financial Report*. The motion was seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

C. For Discussion and Possible Action: Approval for acceptance of the donation, and district costs, associated with a building to house batting cages and storage at the high school baseball field.

Lester deBraga, Varsity Baseball Coach, and Dave Munoz, Assistant Varsity Baseball Coach, provided information to the Board regarding their organization called Line Drive Baseball, and their progress in securing funds for a building with batting cages and storage to be located at the high school.

Mr. deBraga stated that he was asked by Dr. Sheldon to update the Board on what has occurred thus far regarding the building to house batting cages. Mr. deBraga has been a coach for six years and was hired by Mr. Daum and Mr. Lords. Mr. deBraga stated that he goes through Mr. Daum with issues regarding the baseball program.

Mr. deBraga stated that parents created an at-large group to raise funds for the baseball program. Line Drive Baseball is made up of seven members, mostly coaching staff, and one member at large. They have an EIN number, have formed bylaws, keep minutes of meetings, and meet quarterly. Mr. deBraga provided a handout that identified what has been provided by this organization. Mr. deBraga also provided a portfolio, which was used as a fundraiser to secure donations for the baseball building.

Mr. deBraga explained that baseball coaches decided they would like to have their own building for winter workouts. They started in the old Wal-Mart where they paid rent and paid for their own insurance. Then they were in the high school gym but could not use it until 8:00 at night. Mr. deBraga explained that they used to store uniforms in Conex boxes, but mice would get into the boxes and ruin uniforms. They would like a building for indoor winter workouts, to use as a clubhouse, to display trophies, and to store equipment.

Mr. deBraga stated that they had the concrete footings engineered, have worked with the fire marshal, and have received the city's approval. Because the organization did not want to pay taxes they worked through Phyllis Dowd to purchase the building. Mr. deBraga was not aware that they needed to bring this before the Board of Trustees for approval and just heard, through Mr. Daum, that there were Title IX issues. The organization has already spent almost \$30,000. Mr. deBraga stated that they have had a lot of volunteers give their time in support of this building, which include formal building plans and that they want to do this for the kids.

President Hendrix asked if Mr. deBraga was seeking approval to build the building or if they need budget. Mr. Munoz stated they would put funds together to complete it. Initially they expected to complete the project by November 1, but now are shooting for January 1.

Ms. Hales, legal counsel, stated that there are potential Title IX problems as girls and boys have to have equivalent athletic opportunities, even if the building is privately donated.

Mr. Byrd stated that utilities for the entire District average about \$85,000 each month. With the addition of this building, utilities might increase by \$2,000 or \$3,000 annually. Maintenance for the building would be minimal.

Ms. Hales will analyze the Title IX issue and provide the Board with her findings.

Trustee Koenig made the motion, seconded by Trustee Hyde, ***to approve going forward with the building with the understanding that after the analysis of Title IX the building might be split 50/50 with the girls.***

Public Comments: Phil Pinder commented that staff should look at the successful program the Reno High School has regarding their setup for baseball and softball, and how they have dealt with Title IX issues.

Trustee Schank thanked Mr. deBraga and Mr. Munoz for their efforts. Trustee Whitaker voiced disappointment that Mr. Daum was not at the meeting. Trustee Whitaker commented that the proposal does not mention anything about education and the goal of the district is to educate kids. The district has the responsibility of liability and need to be involved in due process, and there was a breakdown in how that was supposed to happen. Mr. deBraga and Mr. Munoz did what they thought they were supposed to do and it is not their fault. Trustee Whitaker also stated that she felt that installing the new playground equipment should take priority.

Mr. deBraga stated that he emphasizes the importance of education at all of his practices.

President Hendrix informed Mr. deBraga that if they need financial help he should return to the Board.

The motion passed unanimously.

[The board took a break at 8:55 until 9:06.]

D. For Discussion and Possible Action: Approval to Adopt Resolution 16-04 Regarding School District Intent to Lease for Grazing the Property on Rio Vista Road, Fallon, Nevada.

Trustee Gent made a motion *to approve to adopt Resolution 16-04 Regarding School District Intent to Lease for Grazing the Property on Rio Vista Road, Fallon, Nevada.* Trustee Strasdin seconded the motion. There were no public comments. The motion passed unanimously.

E. For Discussion and Possible Action: Regarding considering a different day of the week and different starting time for School Board Meetings.

Trustee Koenig made a motion *starting in January 2017 to start holding our board meetings on Wednesday nights, the second and fourth week of the month.* Trustee Hyde seconded the motion. Phyllis Dowd commented that it would be nice to change the time from 7:00pm to 6:00pm. The motion passed unanimously.

Trustee Hyde made a motion *to start meetings beginning in January at 6:00pm.* Trustee Whitaker seconded the motion. There were no public comments. The motion passed unanimously.

F. For Discussion and Possible Action: Regarding the creation of an Athletic Exit Interview to be given to athletes and parents upon completion of sports seasons.

Trustee Strasdin voiced support for implementing an Athletic Exit Interview citing reasons such as an attempt to strengthen a culture of transparency, to rebuild some of the loss of community credit when it comes to athletics, and to give parents and athletes a voice. Trustee Strasdin referred to Douglas County's survey in BoardBook as a good place to start.

President Hendrix asked who would review the data. Trustee Strasdin stated that she felt the surveys should go to the district office. Mr. Lords stated that he agreed with the end of season survey. Having the results go to the district level concerns him as it is not the role of the Board to evaluate coaches. Mr. Lords stated that he could build an anonymous survey using Google Forms and could pull data very quickly.

The Board discussed the use of the data. The results of the survey would be public record; therefore, anyone could have access to the data.

Ms. Sharla Hales, legal counsel, commented that she has worked through a number of allegations in the past about unfairness or disrespect towards coaches and suggested a question regarding this be added to the survey. From a legal standpoint, coaches do not have a right to expect that they will be invited back year after year because they are at-will employees, but many coaches coach year after year. This could be one piece of the coaches' evaluation.

Trustee Strasdin made a motion, seconded by Trustee Koenig, **to create an Athletic Exit Interview be given to athletes and parents upon the completion of sports seasons.** Trustee Koenig seconded the motion but would like to see the final survey including changes that Sharla suggested. President Hendrix stated that the motion would be to create a survey and bring it back for final Board approval at the next meeting. Trustee Strasdin and Koenig agreed. Trustee Strasdin will create the survey with the help of Ms. Hales, Mr. Lords, and

Mr. Daum. Dr. Sheldon stated that Nate Waite could assist with putting the survey into Google Docs.

Trustee Gent voiced concern about using this survey as an evaluation tool. Ms. Hales stated that this would be along with observations and all of the other things that go into an evaluation.

The motion passed unanimously; telephone connection was lost with Trustee Schank.

G. For Discussion and Possible Action: Regarding timeline and evaluation for the Superintendent.

President Hendrix suggested that Debra Shyne send the evaluation to Board members on or before November 18, that evaluations be provided to Debra Shyne on or before December 3, and that the evaluation will take place at the December 15 meeting.

Trustee Whitaker made a motion, seconded by Trustee Gent, ***to approve the time line and evaluation for the Superintendent as noted by President Hendrix.*** There were no public comments. The motion passed unanimously; telephone connection was lost with Trustee Schank.

POLICIES – FIRST READING – For Discussion Only

A. Policy 5107.0 – Participation in Churchill County High School National Honor Society (Students)

1. Regulation 5107.0 – Participation in Churchill County High School National Honor Society

Dr. Sheldon stated that the policy is new and that the information for the policy was taken from the National Honor Society website. Mr. Lords updated the regulation to fit with what is currently happening at the high school.

Trustee Whitaker asked why the grade point average was changed from 3.8 to 3.75. Mr. Lords stated that it was because of added value, and the committee felt that the grade point average should be lowered to accommodate more students.

B. Policy 5134.0 – Guest Speakers (Students)

1. Regulation 5134.0 – Procedures for the Utilization of Guest Speakers in the Churchill County School District

Dr. Sheldon stated that the policy is new. She took the policy before the Leadership Team to ensure that it reflects what is going on at the schools.

Trustee Gent recommended adding to the regulation that two adults should be in the classroom at all times.

Nate Waite suggested for blended learning that we might want to include screening for virtual guests as well.

Trustee Schank asked if the policy could include no solicitation of commercial, political, or religious ventures. Trustee Whitaker commented that perhaps that would be up to the principal. After discussion, it was suggested Board members provide changes to Debra Shyne and Dr. Sheldon for inclusion in the second reading.

C. New Policy 5139.0 – Student Social Activities (Students)

1. Regulation 5139.0 – Student Social Activities (Renamed from 5137.0)

Dr. Sheldon explained the new policy and changes to the regulation. Trustee Hendrix commented that students should conform to the student handbook or the code of conduct.

D. Policy 5144.0 - Transportation (Students)

Dr. Sheldon explained that Mr. Russell reviewed the policy, is working on the associated regulations, and will take the regulations to the next board meeting or send them out for 21-day review.

PUBLIC COMMENT

Kristy Loesel commented that she responded to the staff survey. She checked the middle school and the fact that she is a 7th/8th grade English. Ms. Loesel commented that you would not need her name; you would know who she was from those two questions. Once staff saw that, some were worried about responding to the survey, as it would not be anonymous.

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

Trustee Schank requested a report of the food loss comparison between last year and this year, and a report on the parent liaison salary, benefits, and term of the position.

Trustee Strasdin requested a report about administrator evaluations in a broad way, including information about the NEPF evaluation tool, the process the superintendent uses to undertake administrators evaluations, the Board's expectation regarding administrator evaluations (i.e., comprehensive and accurate), the superintendent's accountability toward quality administrator evaluations, and whether and how Board members review administrator evaluations.

Trustee Hyde requested clarification of the hiring process of junior varsity and freshmen coaches and what steps the high school is taking to keep students from being credit deficient.

Trustee Hendrix requested a report on how the rollout of technology is going for the students; how the interplay and coordination of middle school math and high school math are integrated as there is a huge gap. Trustee Hendrix also requested a meeting scheduled at the middle school in the afternoon to talk with teachers about their concerns.

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

Agenda setting will be on December 1, at 5:30, with Trustees Hendrix, Koenig, and Hyde.

ADJOURNMENT

Trustee Hyde made a motion, seconded by Trustee Strasdin, to adjourn the meeting at approximately 9:19 p.m. The motion passed unanimously.

The Board then met in closed litigation session.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne