

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

February 8, 2017

CALL TO ORDER

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 6:01 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

Trustee Hendrix confirmed the posting of the agenda pursuant to NRS 241.

ROLL CALL

Trustees Present

Trustee Clay Hendrix, President
Trustee Kathryn Whitaker, Vice President
Trustee Carmen Schank, Clerk
Trustee Matt Hyde, Acting Clerk
Trustee Tricia Strasdin
Trustee Phil Pinder

Trustee Absent

Trustee Rich Gent

Others Present

Dr. Sandra Sheldon, Superintendent
Phyllis Dowd, Director of Business Services
Kimi Melendy, Director of Educational Services
Derild Parsons, Director of Special Services
Lisa Bliss,
Debra Shyne, Secretary
(Interested Staff/Community Members per Attached List)

REVIEW AND ADOPTION OF AGENDA

Trustee Whitaker moved to approve the agenda as posted, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

Becky Dodd provided the Board with a handout containing the licensed salary schedule, the number of years a new teacher with a family of four would qualify for free and reduced lunch, and approximate monthly household expenses for a family living in Fallon. Ms. Dodd requested the Board consider raises for teachers.

Karl Marsh reported that the transmission blew on one of the District's van during a recent field trip and thanked the transportation department for their assistance. Mr. Marsh reported that students did very well at the Science Quiz Bowl, though they were a little weak on the more advanced science questions. Mr. Marsh stated that Lahontan Valley News had an article in their paper about the charter school not having admission requirements for their Jump Start program reporting that they offer developmental classes to help students get into their Jump

Start program. Mr. Marsh commented that the Churchill County High School has too many requirements for Jump Start, creating inequity for students.

RECOGNITIONS

- A. The Board recognized five Churchill County High School students who competed in the Northern Nevada Math Contest in Reno on January 28, an event sponsored by the Northern Nevada Math Council (NNMC). Students to be recognized are: Ian Blodgett, Alex Perazzo, Shelby Chitren, Thomas Jamieson, and John Solomon.**

President Hendrix presented students with a certificate of achievement.

SUPERINTENDENT UPDATE

- A. Update regarding District-related matters.**

Dr. Sheldon reported that the District's Community Wave newsletter goes out monthly to over 1,500 subscribers sharing information about schools. Dr. Sheldon showed the January Community Wave newsletter on the large screen. Dr. Sheldon reported that the District and each school also have Facebook pages and that she is starting to use Twitter.

- B. Mr. Steve Johnson and Mrs. Lynn Strasdin, Churchill County High School Teachers, and their students presented information about the high school's Science Program.**

Mr. Johnson's Honor Biochemistry students presented a PowerPoint presentation regarding the results of their research project on germs and disinfectants.

Ms. Strasdin's students presented a PowerPoint presentation describing their Physics Wing Project where students created wings and tested them out for lift and speed.

BUSINESS SERVICES UPDATE

- A. Update regarding the Board Scholarship Fund Balance (written report provided)**
B. Update on the 2018 Budget Process
C. Update regarding general business items

Phyllys Dowd reported that the Budget Committee met on January 31. Two additional meetings are scheduled for February 28 and March 29 at 4:00 p.m. in the Educational Services West Training Room. Ms. Dowd reported that the State approved the District's budget submission last year. The tentative budget will be on the Boards April 12 agenda and is due to taxation on April 15. The final budget will be on the Board's agenda in May and is due to taxation on June 6.

Ms. Dowd reported that she has a good relationship with the Department of Education and recently attended a finance meeting. The State is working to provide Districts with per-pupil funding within the next few weeks so that information is available for budgeting.

UPCOMING BOARD EVENTS

- A. Wednesday, February 15, 4:00pm, Special Board Meeting, Churchill County Middle School Library
- 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 January, 2017, Payroll
- D. Approval of January 25, 2017, Regular Board Meeting Minutes
- E. Approval of Student 17-02 to enter the General Education Development (GED) program
- F. Approval of Student 17-03 to enter the General Education Development (GED) program
- G. Approval of Student 17-04 to enter the General Education Development (GED) program
- H. Approval of Student 17-05 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
- I. Approval of Churchill Virtual Program (Distance Education) Renewal
- J. Review of Policy 6106.0 – Instruction in the Human Reproductive System, Related to Communicable Diseases, Sexual Responsibility, and Acquired Immune Deficiency Syndrome (AIDS) – (Instruction)

President Hendrix commented that he was pleased that the substitute pool is growing. Trustee Schank pulled Item J. Trustee Whitaker made a motion, seconded by Trustee Pinder, **to approve Consent Agenda Items A-J**. There were no public comments. The motion passed unanimously; Trustee Gent was absent.

Trustee Schank asked Dr. Sheldon questions about the policy referenced in Item J. Dr. Sheldon stated that a committee meeting has not occurred, as the curriculum has not been updated since the policy was put in place. Chief Nurse Stefanie Utz provides opportunity to parents each year to review the curriculum. Schools notify parents of the curriculum review. Trustee Schank asked Principal Lords if he attends these types of classes at the high school. Mr. Lords stated that he does not directly supervise the teacher, but he has not had any feedback positive or negative from the classes taught.

Trustee Schank made a motion **to approve Item J**, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously; Trustee Gent was absent.

REPORTS BY BOARD MEMBERS

There were no reports.

OLD BUSINESS

- A. For Presentation and Discussion Only: Ms. Patty Fleming will present information regarding the Nevada Administrator Performance Framework tool and will lead a discussion regarding its use in administrative evaluations.**

Patty Fleming provided a PowerPoint presentation regarding the Nevada Administrator Performance Framework (NEPF).

Dr. Sheldon reported that the District is providing teacher evaluation scores and cumulative scores to the State. The State will evaluate the scores and will make a recommendation to the State Board of Education. The State Board of Education will not meet until March 16. Principals have to have evaluations completed by April 1. Superintendents are writing a letter to the State letting them know that districts do not have enough time to put the student data score in and then meet with teachers for evaluations within ten days.

Dr. Sheldon thanked Lori Norcutt and Selena Gomes as they pulled every evaluation to collect and average scores for each building to submit to the State with only seven days' notice.

Patty Fleming explained the cycle of the NEPF. Step 1 is where teachers and administrators complete a self-assessment on the rubrics. Step 2 involves conferencing and discussion with the evaluator and setting goals, and determines the steps to meet these goals. Step 3 involves planning the implementation, which involves observations, collection of evidence, and conferences. Step 4, a mid-cycle goals review, occurs about this time of year where administrators meet with every teacher. They are not talking about specific scores, but are looking at goals teachers have set and ask about progress on those goals. Administrators support their teachers in their instructional practice through reflection. Step 5, the summative evaluation, is the end of the cycle, which occurs in late spring. The cycle continues to improve our practices to do a better job for our students. Ms. Fleming stated that she appreciates our administrators; they have an incredible amount of responsibility. We are leading the way in education. Students are using technology to enhance instruction. Teachers are working very hard to learn new tools and methods to support students.

NEW BUSINESS

- A. For Presentation and Discussion Only: Presentation of the Greenwave Plan for Success for the Churchill County High School. (Provides students with a solid foundation for life and success through college and career readiness.)**

Kevin Lords, CCHS Principal, stated that he and Mr. Nelson, Ms. Strasdin, Mr. Boyles, and Mr. Lattin recently attended an Avid conference. Later, the aforementioned staff along with CCHS counselors, Ms. Martin and Ms. Lister, went to Sparks High School to talk to teachers and students about the Avid program. CCHS felt it would not be a good fit for their school. Looking at the cost of the services, CCHS decided to create their own plan for student success, which they call the Greenwave Plan for Success.

Mr. Lords explained the Greenwave Plan for Success (see information in BoardBook). This plan is all about navigation for students who need extra support or for students who want

to be a part of this program. If the program is successful, CCHS may need to hire another teacher. Right now, CCHS can shift class loads so that existing staff can start the program beginning with the freshman class next year. The site budget would handle curriculum needs for the program.

Trustee Whitaker asked if this is an elective so students can opt into the program or is the vision to encourage students who would need the most help or support? Mr. Lords stated both, to get a cross section of students. The program would need students who are self-sufficient and students who need help. It is important that parents and students agree that the student needs to be in the program.

President Hendrix asked Mr. Lords if he felt this was a step in the right direction. Mr. Lords stated that he did and that he is excited for this program. Several teachers have contacted Mr. Lords indicating their desire to be part of the program.

Trustee Whitaker stated that in GPS 2, it would be good to emphasize study strategies.

Mr. Lords stated that with Board approval he would start looking for a teacher willing to develop curriculum for this program and work as a team with teacher leaders in the school. This class would be included in the course catalog and the high school would start promoting it for next year. Initially, this program would have two sections. Mr. Lords stated that they would recruit calculus, pre-calculus, and honors students to help tutor students in algebra and geometry.

Dr. Sheldon stated that with the Board's permission this item will be on the next Board meeting consent agenda for final approval, but Mr. Lords would start preparing for the course now, as it needs to be included in the catalog. The consensus of the Board was to move forward with the course.

B. For Discussion Only: Ted Ott, CCHS Teacher, will report on the plans for the Rio Vista property through 2018.

Mr. Lords provided the Board with a written report from Ted Ott, who was unable to attend as he was working with FFA students from 6-8 p.m.

Trustee Schank suggested rotating the crop and removing the elm and cottonwood trees from the levees this year. Trustee Hyde suggested looking for grant money to put in cement ditches to conserve water. Mr. Lords stated that some local farmers have received 85% of the cost for cement ditches, but a grant might cover more of the costs if school-related. The estimated cost is between \$50,000 and \$70,000 to concrete ditches on the Rio Vista property. Mr. Ott will meet with the conservation district.

C. For Discussion and Possible Action: Update regarding Early Retirement Incentive Program (Policy 4811), and review and possible approval of applications for early retirement.

Phyllis Dowd provided a copy of the spreadsheet that was in BoardBook, updated with the costs associated with each buyout. The list of employees is in order of seniority. Ms. Dowd explained each of the top six employees' requests. Some employees requested a year of PERS and others requested one or two years of medical insurance.

Dr. Sheldon stated that the requests are well within the allocated budget (\$250,000). The District is recommending the number of employees who fall within the 1.5% expressed in

the policy, or the top six employees on the list. Dr. Sheldon recommended that the Board proceed with the buyouts, as recommended by Sharla Hales, District legal counsel.

The Board asked questions and discussed the policy and buyouts. Members of the Board were concerned about losing experienced teachers, the cost savings associated with the buyouts, and could the vacancies be filled.

Dr. Sheldon reported that the District would be at several job fairs actively recruiting teachers. Lori Norcutt has spent a lot of time and effort getting the District signed up for a number of job fairs. Spokane Washington has three to five hundred applicants. One job fair is in Michigan for five days, where five universities have approximately 2,500 students graduating and looking for jobs.

Trustee Schank made a motion ***to approve the six applicants for early retirement as Ms. Dowd stated.*** Trustee Pinder seconded the motion.

Public Comment:

Patty Fleming, Northwest Regional Professional Development for six northwest school districts, commented that several teachers in Lyon County stated that they would like to live in Fallon. Ms. Fleming stated that Fallon is a great place to teach, with great support, and our buildings are stellar. Ms. Fleming stated that there were 14 new substitute teachers at recent training; one was a licensed teacher and has already put in her application for a permanent position and two teachers have licenses in other states, and are pursuing their Nevada credential.

Larry Rubio, Nevada State Education Association, asked what the union would say about the number of students in each classroom as we should all be concerned about being over what the statute allows. Mr. Rubio commented that teachers have not received a raise in ten years, which could affect recruiting and retaining teachers.

Karl Marsh, CCHS Teacher, suggested the District should consider seeking student teachers from the Nevada and Northern Sierra schools with teacher programs. If student teachers teach in Fallon where they can be a part of our community and schools, they might consider a position with CCSD. Dr. Sheldon thanked Mr. Marsh for his comments, stated that the District has had five student teachers this year and the District will continue to pursue student teachers.

Tom Fleming commented that the Board should not consider recruitment costs in their decisions, as recruiting needs to occur anyway.

The motion passed unanimously; Trustee Gent was absent.

D. CLOSED SESSION

1. The Board will meet in a closed session pursuant to NRS 288.220 with unrepresented central office personnel (Kimi Melendy, Phyllis Dowd, Derild Parsons, and Lisa Bliss) in conjunction with contract renewal.

Trustee Whitaker moved to go into closed session pursuant to NRS 288.220. Trustee Strasdin seconded the motion. There were no public comments. The motion passed unanimously; Trustee Gent was absent.

E. RECONVENE OPEN SESSION

The meeting reconvened at 9:41 p.m.

- F. **For Discussion and Possible Action: The Board will review the terms of employment contracts for unrepresented central office personnel (Kimi Melendy, Phyllis Dowd, Derild Parsons, and Lisa Bliss) and may take action to revise terms of their contracts, including possible salary increases.**

Trustee Schank made a motion, seconded by Trustee Pinder, to go back into open session. There were no public comments. The motion passed unanimously.

Trustee Whitaker made a motion, seconded by Trustee Pinder, ***to approve contracts for Kimi Melendy, Phyllis Dowd, Derild Parsons, and Lisa Bliss with a 5% salary increase commencing March 1, 2017.***

Elena Marsh, Churchill County Education Association, questioned why the Board would negotiate in the middle of contracts.

Trustee Strasdin commented that some of the Board felt it necessary to share some of the logic behind their decision. Some of the logic came from salaries based on what other professionals make per day, and the Board looked at the highest paid teachers and the lowest paid administrators.

The motion passed unanimously; Trustee Gent was absent.

POLICIES – First Reading – For Discussion Only

- A. **Policy 5136.0 – Weapons (Students)**
- B. **Policy 5136.3 – Immoral Conduct (Students)**
- C. **Regulation 5136.4 (Change from Regulation to Policy) – Theft or Destruction of School Property (Students)**
- D. **Policy 5150.0 – Administration of Medications and Medicines by District Personnel (Students)**
 - 1. **Regulation 5150.0 – Procedure for the Administration and Recording of Medication (The suggestion is to combine the following regulations into one regulation.)**
 - a. **Regulation 5150.1 – Request for Medication During School Day**
 - b. **Regulation 5150.2 – Medication Administration Daily Log**
 - c. **Regulation 5150.3 – Controlled Substance Inventory Record**
 - d. **Regulation 5150.4 – Medication Error Report**
 - e. **Regulation 5150.5 – Request to Carry and Self Administer Asthma Rescue Inhaler or Epinephrine Auto-Injector**
 - f. **Regulation 5150.6 – Medication Administration Delegation Record**

There were no recommended changes.

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 ITEM

Trustee Strasdin requested Policy 4811.0 (Early Retirement Incentive Program) with the teacher shortage kept in mind.

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

President Hendrix, Trustee Whitaker, and Trustee Strasdin will meet on Monday, 02/14, at 4:30.

ADJOURNMENT

Trustee Schank made a motion, seconded by Trustee Whitaker, to adjourn the meeting at approximately 9:50 p.m. The motion passed unanimously.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne