

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

April 26, 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

Steve Russell, Director of Transportation, 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 Tricia Strasdin  
Trustee Phil Pinder  
Trustee Matt Hyde, Acting Clerk  
Trustee Rich Gent

#### Others Present

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

### REVIEW AND ADOPTION OF AGENDA

Trustee Gent requested Items 2 and 6 on the Recommended Personnel Action Form pulled. Trustee Whitaker moved to approve the agenda with the Consent Agenda amended. Trustee Pinder seconded the motion. The motion passed unanimously.

### PUBLIC COMMENT

Craig Butcher commented that at a previous meeting Trustee Gent requested an agenda item regarding bullying at the middle school, but it is not on the agenda. Mr. Butcher asked if this would be on a future board meeting agenda.

### SUPERINTENDENT UPDATE

#### **A. Derild Parsons, Director of Special Services, will report on the number of students in the Special Education program.**

Derild Parsons, Director of Special Services, stated that he was providing projections of the number of special education students for next year, but those numbers are subject to change. The October 1 count was 484 special education students; the District currently has 491 students, so there has been an increase of seven students. These numbers include

students who receive speech and language services. The high school will increase by 4 students, the middle school will increase by 15 students, Numa will decrease by 12 students, E.C. Best will decrease by 5 students, and Lahontan will decrease by 4 students. Northside will decrease by 29 students, but that number is likely to grow.

Mr. Parsons stated that he cannot give specifics on students, as that would be a FERPA violation, but he can provide numbers of students in the severe units. Lahontan will decrease from 7 to 6 students, Numa will decrease from 16 to 10 students, the middle school will increase from 12 to 14 students, and the high school will increase from 2 to 6 students. Current staffing should work well for next year. Special education caseloads will go down at most schools, but the middle school will increase slightly. The schools have support from paraprofessionals for more severe students. Paraprofessionals' school assignments will change based on need. Mr. Parsons reported that the District is not near the maximum number of students as identified in the Nevada Revised Statutes (NRS). The District is reimbursed for up to 13 percent of students in special education, but the District has to provide services to all special education students who qualify for services. This is an unfunded mandate. Removal of the cap has been introduced in legislation. Mr. Parsons reported that the current Maintenance of Effort is not expected to change much next year.

Trustee Schank asked Mr. Parsons to explain how severe units are separated from other groups and how the units work at each school. Mr. Parsons stated that the services are set through the Individual Education Plan. Severe units are located at Numa, Lahontan, the middle school, and the high school. This format has worked well this year and will work well next year. The District has full inclusion at Northside now, but if a student could not be served within the inclusion model, then individual services would be provided. Schools with severe units also have a resource room.

Dr. Sheldon commended Mr. Parsons who has been the Special Education Director for one year. He has attended a special education law seminar, has worked with Will Jensen, and will attend a special education conference in June. Mr. Parsons is very knowledgeable in special education and has done an outstanding job.

## **B. Update regarding general business items**

Dr. Sheldon thanked Brian Byrd for his five years of service with the District. Mr. Byrd has done an outstanding job updating the District's facilities and grounds and has worked with staff to reorganize the maintenance and custodial departments. Dr. Sheldon congratulated Mr. Byrd and wished him well.

President Hendrix thanked Mr. Byrd for his dedication and work with the building and remodeling associated with bond funds. While the District hates to lose a good employee, it is gratifying to see Mr. Byrd spread his wings and make progress in his field.

Dr. Sheldon reported that the next month will be busy with field trips, sports events, graduation, and awards nights, with just four weeks of school left.

## **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 Report (written report provided)**
- E. Quarterly Board Travel Reports (written reports provided)**
- F. Update regarding general business items**

Trustee Gent commented that there has been an increase in falls from ice. Ms. Dowd reported that this winter has been colder than recent years, so claims are a bit higher. Mr. Byrd's staff is out early in the morning when there are icy conditions. Staff is reminded several times during the winter to practice safety, park in the parking lots, and walk on the shoveled paths.

Ms. Dowd reported that she and Dr. Sheldon attended a meeting in Carson City regarding the per pupil allocation rate for next fiscal year. The Department of Education has scheduled a follow-up meeting. Ms. Dowd will attend the meeting; Dr. Sheldon is not available to attend. Ms. Dowd received some documents just prior to the meeting, and while she couldn't digest all of the information, it does appear that the per pupil allocation rate might increase. Changing the equity allocation model has a negative effect on 11 districts. There are discussions taking place regarding spreading the negative effect over a four-year schedule. If we go with that model, Churchill will have recovered before that point and will receive less DSA money in future years. Churchill's worst-case scenario is \$99 less in DSA. Storey County would lose \$1,000 per pupil. Ms. Dowd hopes to have positive information about per pupil allocation rate at the next Board meeting.

## **EDUCATIONAL SERVICES UPDATE**

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

There were no questions.

## **UPCOMING BOARD EVENTS**

- A. Thursday, May 18, 6:30 p.m., Adult Education Graduation, Old High School Auditorium**
- B. Friday, May 26, 7:00 p.m., High School Graduation, Ed Arciniega Stadium, Churchill County High School**

## **CONSENT AGENDA**

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of April 12, 2017, Regular Meeting Minutes**
- D. Approval of Greenwave Plan for Success program**
- E. Approval of Class Size Reduction Report**
- F. Approval of Modifications to Policy 5152.0 – Parents and Students Rights Concerning Student Records (Students) – Second Reading**

- 1. *For Review Only: Regulation 5152.0 – Release of Information About Students (Students)***

2. *For Review Only: Regulation 5152.1 – Confidentiality of Health and Welfare Information (Students)*
3. *For Review Only: Regulation 5152.2 – Procedures for Granting Access to the Education Records of Students in the Churchill County School District (Students)*
4. *For Review Only: Regulation 5152.3 – Procedures for Challenging the Content of the Education Records of a Student in the Churchill County School District (Students)*
5. *For Review Only: Regulation 5152.4 – Record Disposal (Students)*

**G. Approval of Modifications to and combining Policy 5100 – New Student Enrollment and Policy 5009 – Age of Entrance and Deleting Policy 5009.0 – Age of Entrance (Students) – Second Reading**

Trustee Gent made a motion to approve Item A (except 2 and 6) and B-G as provided, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

Regarding Item A, Number 6, on the Recommended Personnel Action Plan, Trustee Strasdin commented that the rehire list affects her commitment in a private capacity to the interest of Chelle Dalager who is a member of her household, so she would abstain from the vote. Trustee Whitaker moved to approve Chelle Dalager for rehire, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Strasdin abstained.

President Hendrix commented that Traci Miller is a former member of the Hendrix household, his daughter, employed by the District, and, as such, he would abstain from the vote. Trustee Strasdin made a motion to rehire Traci Miller, seconded by Trustee Schank. There were no public comments. The motion passed unanimously; President Hendrix abstained.

Trustee Schank commented that she has a conflict of interest, as Tyson Sorenson is her nephew, so she would abstain from the vote. Trustee Whitaker commented that she would also abstain because of a close relationship with Tyson Sorenson. Trustee Strasdin made a motion to rehire Tyson Sorenson, seconded by Trustee Gent. There were no public comments. The motion passed unanimously; Trustee Schank and Whitaker abstained.

Trustee Whitaker commented that Brad Whitaker is her husband and that she would abstain from the vote. Trustee Schank commented that she would abstain because Brad Whitaker is her cousin. Trustee Strasdin made a motion to rehire Brad Whitaker, second by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Schank and Whitaker abstained.

Trustee Gent made a motion to rehire all of the other licensed staff not covered in previous motions, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

Regarding Item #6 on the Recommended Personnel Action Form, Trustee Schank abstained as she is related to Cindy Whitaker. Trustee Pinder moved to approve Cindy Whitaker for leave of absence, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; Trustee Schank abstained.

## **REPORTS BY BOARD MEMBERS**

Trustee Strasdin reported that the School Board Scholarship Committee met. Trustees Schank, Strasdin, and Hyde are on the committee. The committee selected scholarship recipients and were happy that funds were going to students to further their education. The Board provided four \$500 scholarships to high school seniors.

## **NEW BUSINESS**

### **A. For Discussion and Possible Action: The Board will review AP Class Sizes for the 2017-18 school year and discuss a possible waiver of the minimum class size of 15 students.**

Dr. Sheldon reported that staff could not find a policy indicating a minimum number of 15 students for a class to be held. Ms. Melendy remembered that in 2011 there was a Board meeting addressing this requirement. Ms. Shyne found Board minutes indicating that it was at the direction of the Board that classes have a minimum of 15 students. Dr. Sheldon referred to a document by Principal Lords (in BoardBook) which indicates two courses that fall below 15 students: AP Calculus and AP Computer Science. A teacher's prep period would need to be purchased for these classes to continue at an approximate cost of \$7,500 for each prep period.

Principal Lords indicated that there were nine students in AP Calculus, and it was noted that this number will likely rise. The AP computer science class is a new class, but Principal Lords expects those numbers to rise over time.

The Board discussed the AP program, whether AP courses transfer to universities, offering AP classes every other year, the need to purchase teachers' prep periods, and the potential for online courses through Clark County's online AP program. President Hendrix commented that he would like more facts and the costs associated with options. Dr. Sheldon requested the Board approve AP Calculus and AP Computer Science. Dr. Sheldon will provide information about Clark County's online program at a future meeting. The State Department of Education encourages districts to provide an AP Computer Science class.

Karl Marsh, Elena Marsh, John Soloman Jr., John Soloman Sr., Dawson Frost, and Amanda Lister provided details and spoke in support of AP courses. Ms. Lister reported that class requests for AP Calculus is at eleven and that number will likely increase if AP Calculus is offered next year.

The Board discussed the need for more facts and data in support of AP classes, the need for Algebra I at the 8<sup>th</sup> grade level, the trend of enrollment of AP courses, and the potential to fill some of these AP classes before start of school if the classes remain on the schedule.

After a lengthy discussion, Trustee Strasdin made a motion, seconded by Trustee Whitaker, to approve for this coming school year only, the recommendation for AP Calculus and the AP Computer Science class with the understanding of Principal Lords' memo. Lisa Evett and John Soloman commented about the need for AP courses. President Hendrix stated that he would support the motion, but not the process. There were no other public comments. The motion passed unanimously.

**B. For Discussion and Possible Action: Approval of Five-Year Capital Improvement Plan.**

Brian Byrd introduced Mike Tanberg as the interim director of maintenance. Mr. Tanberg has worked for the District for about a year and has a strong background in construction. Dr. Sheldon reported that Emmitt Amezcuita and Mike Tanberg mounted the mosaic from West End on a wall on the second floor of the Old High School. Mr. Byrd thanked the Board and Superintendent for their support over the past five years and stated that the maintenance and custodial staff are very high quality and that he has learned a lot from them over the years.

Mr. Byrd provided details of the Capital Improvement Plan; submitted annually to the State for approval. It identifies feasible projects to be completed within the next five years. Mr. Byrd thanked Ms. Dowd for her involvement, as the plan is much more accurate and detailed. Mr. Byrd explained the plan.

The building and sites fund has a balance of approximately \$400,000 and is utilized for small renovations such as classroom painting, exterior site improvements, and upgrades that will last a minimum of five years. That fund has been spent down and should not be spent down any more. Revenue sources for that fund are very small and come from property sales, interest on investments, rentals, and the environmental funds. Money not spent will continue to roll over.

The Capital Projects Fund is utilized for larger scale renovations, and has approximately \$3.3 million, with an estimate of \$1.3 to be spent in the next fiscal year.

Dr. Sheldon stated that the Board has asked if the District has funding to maintain technology. The Capital Improvement Plan has a budget of \$150,000 each year for the next five years for technology improvements. Chromebooks and technology are in the classroom, but some equipment will need to be replaced. Smart Board are 10 to 12 years old, are starting to fail, and are being replaced by promethean boards, designed to last up to 20 years. Staff has met with companies regarding cameras, and the goal is to get cameras updated in the high school this summer and then address the middle school next year.

Dr. Sheldon reported that Ms. Dowd is working to upgrade phones in schools to Voice Over Internet Protocol (VoIP) and have them as part of the District-wide phone system. This is a major upgrade. The rest of the Capital Improvement Plan addresses general maintenance and enhancing some of the buildings and departments.

Trustee Strasdin asked if the bulk of the projects for the 2017-18 school year would be over the summer. Mr. Byrd stated that the majority of the work would be completed over the summer, but can't guarantee everything will be done. Mike Tanberg has a handle on the work, and will garner bids for some of these summer projects.

Trustee Hyde made a motion to approve the Five-Year Capital Improvements Plan, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously. Ms. Dowd commented that both the vehicle usage and residential tax projections from the Department of Taxation were used to budget for next year and she added two or three percentage for growth for later years. Trustees thanked Mr. Byrd for his work in the District.

**C. For Discussion and Possible Action: Potential to expand busing service to 7<sup>th</sup> and 8<sup>th</sup> grade students.**

Steve Russell, Director of Transportation, explained the expansion of busing service to 7<sup>th</sup> and 8<sup>th</sup> grade students. If a student lives within a half mile of the school, busing was limited to kindergarten through 6<sup>th</sup> grade. Students most affected are those who live by Northside in multi-family dwellings on Keddie, and students who live on North Taylor. The Transportation Department would like to expand services to middle school students as well. Mr. Russell reported that he does not expect an additional cost in providing this service, as there is room for additional students on buses.

Trustee Hendrix voiced concern regarding bullying. Mr. Russell stated that he is requesting assistance from PoolPact to get four cameras on buses, instead of two.

Trustee Whitaker moved to approve expansion of busing service to 7<sup>th</sup> and 8<sup>th</sup> grade students per regulation, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

**D. For Discussion and Possible Action: Selection of a third-party administrator for the District's Workers' Compensation Program for 07/01/17 to 06/30/19.**

Phyllis Dowd asked Ms. Hales, legal counsel, if the Board could approve a vendor for three years instead of two, as both vendors provided quotes for a three-year period. Ms. Hales agreed that the agenda was adequate. Ms. Dowd stated that if the Board approved two years, the third year could be placed on the consent agenda for the next meeting.

Ms. Dowd reported that she contacted all registered third-party administrators in Northern Nevada and had three respondents submit a proposal. One proposal was received after the deadline, so two respondents were considered. Ms. Dowd and Sue Pruit recommend Cannon Cochran Management Services, Inc. They have worked for Washoe County School District for years and have been doing this work since 1978. Lyon County and Douglas County School Districts also contract with them. The amount in each proposal was very close. This would be a new process for Hometown Health and they would have a third party handle this.

Trustee Whitaker moved to approve Cannon Cochran Management Services, Inc. as the third party administrator for the District's Workers' Compensation Program for 07/01/17 to 06/30/19, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

**E. For Discussion and Possible Action: Selection of Insurance Services for medical, vision, dental, and life coverage for July 2017 through June 2018.**

Phyllis Dowd reported that the Insurance Committee met the day prior to the Board meeting to review the medical, dental, and life insurance policies. Ms. Dowd also has an update on the vision insurance. Ms. Dowd provided a handout that compares the quotes from two vendors: Hometown Health and United Healthcare. The Insurance Committee recommends the District remain with United Healthcare. Ms. Dowd increased the budget by 9.9%, reflected in the Tentative Budget.

Ms. Dowd reported that Guardian has been the District's dental provider for quite some

time. They have a rollover benefit, so if the employee does not expend all of the \$2,000 in services in the year, some money is rolled over for use in future years. This year Kansas City Life offered to pick that rollover benefit up with reduced premiums for dental care. Fallon dentists accept this plan. The Committee recommends Kansas City Life.

Ms. Dowd stated that the third page is \$40,000 life insurance coverage. Guardian has been the provider for the District's life insure for some time. Kansas City Life also bid on life insurance. They both offer an accelerated death benefit. If the employee is terminally ill expected to die within six months, Guardian would let the employee file a claim for 50% of the life insurance, whereas Kansas City Life would allow the employee to file a claim for 80% if expected to die within twelve months.

Ms. Dowd reported that Ms. Marsh had a question on vision. Ms. Dowd stated that she was not aware that there was a change on the District's vision insurance. Vision insurance changed from having an exam and lenses every year and frames every second year. It was changed on July 1, 2015 to where the employee can have an exam every year, but lenses and frames every second year. Ms. Dowd apologized for not noticing that change. Ms. Dowd reported that she spoke with LP Insurance Services. The Board can leave it as is because we are in the middle of a two-year contract or the Board can make an enhanced change. Ms. Dowd explained the handout.

Trustee Whitaker moved to approve the selection of insurance services for medical, dental and life coverage as recommended by the insurance committee and vision as recommended by Dr. Sheldon (\$10/\$20 copay plan). Trustee Schank seconded the motion. Elena Marsh commented that it is her understanding that cost or benefit changes go back to negotiations for membership approval.

*[The Board took a five-minute break at 8:26 p.m., for legal counsel to check the contract.]*

The Board meeting reconvened at 8:30 p.m. Ms. Hales stated that the Board is fine to move forward. There were no public comments. The motion passed unanimously.

**F. For Discussion and Possible Action: Extension of Oasis Online Technology Services through 06/30/19.**

Phyllys Dowd stated that Oasis Online would like to extend their contract to complete the five-year contract with a 2% increase. Last year Oasis waived their 2% increase due to the District's budgetary issues. They have confirmed that the 2% would be for the next two years. Oasis Online's contract amount would be amended to \$429,012.

Trustee Gent made a motion to approve the extension of the Oasis Online Technology Services through 06/30/19, seconded by Trustee Hyde. There were no public comments. Trustees thanked Oasis Online staff for their work. The motion passed unanimously.

**PUBLIC COMMENT**

Ellen Bronson commented about homeschooling and behavioral issues in schools.

Jeff Nell, son graduated CCHS 1999, commented that students should be taught about being an entrepreneur and encouraged to go into business for themselves. Mr. Nell also commented about students' behavior.



Kelly Frost commented in opposition regarding Nevada Senate Bill 249, which would add a semester of economics and take away a semester of government. As part of the economic course is financial literacy. School districts might have some leeway for AP courses in both economics and government. Students need a comprehensive study in the constitution and government.

Merilee Johnson commented about bullying and a safe learning environment.

**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 on the Vocational Department program and budget and requested teachers from the Vocational Department attend and report at the meeting.

**SET DATE AND TIME FOR NEXT BOARD “AGENDA SETTING” MEETING**

President Hendrix stated that he would be in Lincoln County on the evening of the next Board meeting. Vice President Whitaker, Trustee Hyde, and Trustee Pinder will meet on Friday, April 28, at 7:30 a.m.

**CLOSED SESSION**

**A. Discussion of negotiations and strategies regarding Churchill County Administrators’ Association, Churchill County Education Association, and the Nevada Classified School Employees Association pursuant to NRS 288.220.**

Dr. Sheldon commented that staff does not have additional information, so there is no need for a negotiations session.

**ADJOURNMENT**

Trustee Hyde made a motion, seconded by Trustee Schank, to adjourn the meeting at approximately 8:54 p.m. The motion passed unanimously.

---

Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*