

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

June 14, 2017

CALL TO ORDER

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 6:00 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE

Trustee Gent led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

President 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 Phil Pinder
Trustee Rich Gent
Trustee Tricia Strasdin

Others Present

Dr. Sandra Sheldon, Superintendent
Phyllis Dowd, Director of Business Services

Debra Shyne, Secretary
(Interested Staff/Community Members per Attached List)

REVIEW AND ADOPTION OF AGENDA

Trustee Strasdin requested Michelle Dalager pulled from the Recommended Personnel Action sheet and voted on separately as she will abstain due to a conflict of interest. Trustee Hyde works at CC Communications so he requested New Business Item C, the upgrade of site telephone systems, pulled and voted on separately as he will abstain from the vote due to a conflict of interest. Trustee Schank requested Item I of the Recommended Personnel Action sheet pulled for discussion.

Trustee Whitaker moved to adopt the agenda with amended changes and disclosures, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT UPDATE

A. Update regarding District-related matters

Dr. Sheldon reported on her attendance at the Nevada Association of Superintendents Association and the Nevada Association of School Administrators meetings recently held in South Lake Tahoe. Several principals also attended. Dr. Sheldon reported that Derild Parsons is currently attending Mountain Madness, a conference for special education directors in South Lake Tahoe. Dr. Sheldon stated that the Department of Education is working through the ramifications of recently passed legislation. Dotty Merrill with the Nevada Association of School Boards will provide a spreadsheet identifying legislative changes in August, as well as recommendations for Board actions.

Dr. Sheldon reported that summer school is in session at E.C. Best for kindergarten through fifth grade and special education summer school will begin soon.

Dr. Sheldon reported that the negotiation team met with the Churchill County Education Association and the Nevada Classified School Employees Association and has settled those contracts. The negotiation team will meet with the Churchill County Administrators Association on June 15.

Dr. Sheldon reported that the District has a grant to fund summer school for elementary students. Students primarily concentrate on reading but also touch on math, English, and art. The costs associated with the high school and middle school credit retrieval programs are through the General Fund. Middle school credit retrieval summer school is underway for sixth, seventh, and eighth grade students.

BUSINESS SERVICES UPDATE

A. Report on Capital Projects Fund balance

B. Update regarding general business items

Phyllis Dowd reported that the Capital Projects Fund has just over \$700,000 unencumbered in Fiscal Year 2017, which will carry forward to Fiscal Year 2018. The Capital Projects Fund should end Fiscal Year 2018 with almost a \$2 million dollar balance. The new business items for district-wide telephone upgrades and the transportation facility improvements were already budgeted, \$280,000 and \$150,000, respectively, so the District is able to complete both of those projects.

President Hendrix asked if the District should purchase more Chromebooks. Dr. Sheldon reported that fourth grade will be one-to-one Chromebooks this year and grades one and two will be two students to one Chromebook. Numa will get Promethean boards, and the working Smart Boards from Numa will replace some of the failing Smart Boards in other buildings.

Ms. Dowd stated that the State confirmed the DSA amount, therefore, the District has funds for the two dean positions and the site budgets increase of seven percent, which were conditionally approved at the last Board meeting.

Dr. Sheldon stated that the Dean of Students at the high school is a transfer and Lori Norcutt will soon be posting the Principal position at Northside and the Dean of Students at the middle school.

EDUCATIONAL SERVICES UPDATE

A. April, May, 2017, Violent Acts Report (written report provided)

Trustee Schank commented that she was impressed with the Churchill County High School numbers.

UPCOMING BOARD EVENTS

A. Thursday, August 10, Open House – Meet and Greet:

5:00-6:30 – Lahontan, E.C. Best

5:30-7:00 – Numa, CCMS, CCHS

B. Friday, August 11, 8:00 a.m., Welcome Back Staff Meeting

C. Monday, August 14, First Day of School

CONSENT AGENDA

A. Approval of Recommended Personnel Action (Attachment A)

B. Approval of Vouchers

C. Approval of May, 2017, Payroll

D. Approval of May 24, 2017, Regular Meeting Minutes

E. Approval of Students 17-18, 17-19, 17-20, and 17-21 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)

F. Approval of Workers' Compensation Insurance Renewal for July 1, 2017 through June 30, 2018, \$43,493, payable to E.H. Hursh Inc.

G. Approval of the 2017-18 Sponsor Application for the National School Breakfast and Lunch Programs

H. Approval to increase meal prices effective in the 2017-18 school year

I. Approval of Policy 5136.0 – Weapons (Students) – Second Reading

Trustee Gent moved to approve Consent Agenda Action Items A through I except for the Personnel Action Form Item VI specific to Michelle Dalager and Personnel Action Form Item I, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

Trustee Whitaker moved to approve consent agenda items VI, specifically Michelle Dalager, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Strasdin abstained.

Trustee Schank asked questions about applicants who applied for the high school vice principal position. Dr. Sheldon explained the hiring process.

Trustee Schank moved to approve the Personnel Action Form Item I on the Recommended Personnel Action form, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Gent attended administrators' negotiations. Trustee Schank attended the interview for the high school vice principal position. Trustee Whitaker attended recent classified negotiation sessions. Trustee Schank attended recent licensed teachers' negotiation meetings.

NEW BUSINESS

A. For Discussion and Possible Action: Acceptance of renewal proposal from Nevada Public Agency Insurance Pool (POOL) and approval for payment from fiscal year 2017-2018 funds.

Mike Rebaleati, representative from the Nevada Public Agency Insurance Pool, reported that the cost for insurance is \$3,863.53 less this year. Phyllis Dowd stated that the District still has a \$10,000 deductible for claims. Student accident insurance, added last year, offers parents voluntary insurance coverage for their students.

Trustee Hyde moved to accept the renewal proposal from the Nevada Public Agency Insurance Pool and approval for payment from fiscal year 2017-2018 funds, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

B. For Discussion and Possible Action: Approval of Food Service Management Company Agreement Amendment to increase by five cents per meal the compensation to Chartwells under its Food Services Management Contract with the District.

Phyllis Dowd stated that the District is in the second year of the five-year agreement with Chartwells. Chartwells proposed a five-cent increase per meal served. In 2017-18, breakfast will be reimbursed at \$1.11 and lunch at \$2.22. Chartwells presented the consumer price index for food away from home increased by 2.4 percent. Chartwells guarantees that the District will not lose more than \$230,000 in the Food Service fund. Chartwells' guarantee last year was that the District would not lose more than \$125,000, but that was before the District removed breakfast in the classroom, which significantly decreased the number of breakfasts the District could claim, so the District suffered more losses than anticipated. The guarantee for next year accommodates not having breakfast in the classroom.

Dr. Sheldon reported that Chartwells hired Anthony Huber out of Medford, Oregon. Dr. Sheldon stated that she and Ms. Dowd recently participated in a phone interview. Mr. Huber is currently in charge of a Meals on Wheels program managing 132 employees plus volunteers. Mr. Huber will report to work on July 6 and will attend training with other Chartwells employees in Bull Head City this summer.

Trustee Whitaker asked Ms. Dowd if the contract was reasonable. Ms. Dowd reported that the Department of Agriculture reviewed the contract, asked quite a few questions, and confirmed that they agree with the amendments.

Trustee Hyde moved for approval of the Food Service Management Company Agreement Amendment to increase by five cents per meal the compensation to Chartwells under its Food Services Management Contract with the District. Trustee Whitaker seconded the motion. There were no public comments. The motion passed unanimously.

C. For Discussion and Possible Action: Approval to upgrade site telephone systems to VoIP (Voice over Internet Protocol) at a cost not to exceed \$180,000, consistent with upgrades

that have already been made at the District Office and Churchill County High School.

Phyllis Dowd stated that the District would like to expand its current telephone system so that every site in the District would be on the same telephone system and every office and room would be reachable by an extension number, which would improve efficiency. There would be three PRI panels, which would handle 23 lines per panel for a total of 69 shared lines. The District anticipates that this would be enough coverage, but lines can be added if needed. Phones at the high school will remain, as they are VoIP telephones. The phones at the District Office will be replaced to VoIP telephones and the rest of the District will receive new phones. Ms. Dowd reported that money was budgeted for this upgrade and CC Communications bid was roughly \$170,000. If approved, the project would be completed before school starts.

Trustee Gent asked what would happen if power goes out. Ms. Dowd stated that each campus/office would have a landline and CC Communications would switch the calls to that landline in a power outage situation.

Trustee Whitaker moved to approve the upgrade of site telephone systems to VoIP (Voice over Internet Protocol) at a cost not to exceed \$180,000, consistent with upgrades that have already been made at the District Office and Churchill County High School. Trustee Pinder seconded the motion. The motion passed unanimously; Trustee Hyde abstained.

D. For Discussion and Possible Action: The Board will receive updated information on options for the remodel of the Transportation Office and may approve moving forward to obtain bids.

Dr. Sheldon reported that the Transportation Office is in need of upgrades to their air conditioner, bathrooms, and office spaces. Dr. Sheldon reported that originally they had hoped the cost would be less than \$100,000 but the design from the architect indicates that it will be somewhere between \$100,000 and \$200,000, so the District will need to obtain bids. Dr. Sheldon requested the Board allow the District to receive bids and then arrange for a Special Board Meeting on July 12 so that the Board can select a bid and work can begin, with work is expected to be completed by October. Funds are available in the Capital Projects Fund for this project.

Trustee Schank moved to remodel the Transportation Office and approve moving forward to obtain bids, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

E. For Discussion and Possible Action: Schedule a Special Board Meeting on July 12 to approve bid for the Transportation Remodel project.

Trustee Whitaker moved to schedule a Special Board Meeting on July 12 to approve bid for the Transportation Remodel project. There were no public comments. The motion passed unanimously.

F. For Discussion and Possible Action: Policy 8341.0 – Agenda Setting Meeting (Internal Board Operations), including a review of the agenda setting process and the handling of

Board Member Agenda Requests (BMAR's).

President Hendrix stated that the reason this item was put on agenda was that he understood that Trustee Schank had concerns regarding this policy. Trustee Schank explained why she thought that agenda setting should be a committee of the Board, not a committee by the Superintendent.

There was no action take on Policy 8341.0.

G. For Discussion and Possible Action: Policy 2120.0 – Superintendent of Schools – Responsibilities (Administration). The Board will consider revisions, including recommendations from the Policy Committee.

Trustee Schank read her statement, copy attached. Trustee Schank felt that Board Members should have more input into the agenda. Board members discussed the process for setting the Board's agenda.

Trustee Strasdin explained the agenda setting process for Humboldt County and Lyon County school districts and stated that she was comfortable with the way the District handles agenda setting and that she feels that Board members do have opportunity for input. Trustee Gent stated that the Board Member Agenda Request process was created to increase fairness and that Board Members can comment on the draft agenda. Trustee Hyde stated that the Board elects the President of the Board and he hoped that the Board respects and trusts the President of the Board. Trustee Pinder commented that the current process has worked for him in the past. Trustee Whitaker commented that the agenda setting meeting is not to make decisions but it is a leadership meeting to determine what business needs to come before the Board. The Board needs to focus on what it is doing to promote the goals and visions of this District.

Dr. Sheldon commented that Policy 2120.0 does not allow the Superintendent to create a committee; it is the Board directing the Superintendent to work with the agenda setting team, which is the President, Vice President, and a revolving Board member. The intent is to get the wording in Policy 2120.0 regarding agenda setting to be the same as Policy 8341.0.

After a lengthy discussion, Trustee Schank moved that two board members rotate through the agenda setting meeting as originally written and only one person, could be the President or the Vice President, remains constant. There was no second to the motion. The motion died.

Policy 2120.0 will be on the next Board agenda for second reading. President Hendrix asked Board Members to provide the Superintendent with their comments regarding the policy.

Trustee Schank thanked the Board for the dialog, for being civil and respectful, and that she respects the decision of the Board.

H. For Discussion and Possible Action: The Board will consider the policy-making responsibilities of the Board as a whole and the scope and functioning of the Board Policy Committee.

The Board discussed the history of the Policy Committee and the current process of

reviewing policies by the Policy Committee. Trustee Hendrix voiced concern about the amount of time needed to make changes to policies at Policy Committee meetings. Trustee Gent stated that he would not be in favor of having policies come before the Board, where the Board spends an hour reviewing one policy. Trustee Pinder stated that someone has to make the call that the policy should be sent to the full Board. Dr. Sheldon stated that the policy should conform to how the District is doing things currently and that updating the policy is to make sure the policy conforms with updated laws. Trustee Whitaker and Trustee Pinder noted that experts in the District are relied on to make changes to policies that come before the Policy Committee and the Board. Dr. Sheldon stated that the role of administrators is to review policies in their area and inform her of policies in need of updating. There is also a regular review of policies as well.

Trustee Whitaker moved to establish a chair for the Policy Committee, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

Trustee Whitaker moved to recommend that the Policy Committee evaluate and review policies that do not include substantive changes in their revisions, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

President Hendrix appointed Trustee Whitaker as the ranking member of the Policy Committee. If Trustee Whitaker were not present, then the chair would be the next Trustee with seniority; Trustee Schank, then Trustee Pinder.

POLICIES – FIRST READING – For Review Only

A. Policy 3300.0 – Purchasing (Business and Finance).

Phyllis Dowd stated that the Department of Agriculture requested the District adopt the Federal Purchasing Standards consistent with a codification by the Federal Government two years prior. The language added was from the change that the Federal Government implemented.

B. New Policy 5900.0 – Meal Charges and Collections (Students).

The United States Department of Agriculture implemented a requirement on all school lunch and breakfast programs to have a meal charge policies. It is the goal of the District to start collecting overdue meal charges from families who do not qualify for free and reduced lunch. While it is not the District's desire, some overdue balances could go to collections. Student Handbooks need to be updated so that parents/guardians are aware that they are responsible for meal charges. The USDA will not allow the District to write off unpaid meal balances. Carolyn Grady, Food Services Department Secretary, will send automated calls when the balance triggers at a certain deficit level. The use of email or automated calls will be added to the policy and presented for second reading.

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 ITEMS

Trustee Schank requested an update on CTE staffing.

Trustee Strasdin requested discussion regarding high school credit for incoming freshmen if they passed their eighth grade math class and end of course examination.

Trustee Pinder requested discussion to increase site budgets from seven to ten percent.

Trustee Hyde requested a report from the new Chartwells Director regarding how he will market their food.

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

Trustees Hendrix, Whitaker, and Gent will meet on Monday, June 19 at 4:30 p.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.**
- B. Discussion of negotiations regarding contracts with the Secretary to the Superintendent/Board of Trustees and the Human Resource Analysts pursuant to NRS 288.220.**

Trustee Hyde moved to go into closed session for 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. Trustee Strasdin seconded the motion. There were no public comments. The motion passed unanimously.

ADJOURNMENT

Trustee Whitaker made a motion, seconded by Trustee Schank, to adjourn the meeting at approximately 8:29 p.m. The motion passed unanimously.

Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne