

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

June 28, 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

Debra Shyne 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 Phil Pinder  
Trustee Rich Gent  
Trustee Tricia Strasdin  
Trustee Matt Hyde, Acting Clerk (*arrived at 6:55 p.m.*)

#### Others Present

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

### REVIEW AND ADOPTION OF AGENDA

Dr. Sheldon requested the Superintendent's update moved before the ethics presentation. Trustee Strasdin requested Consent Agenda Item F pulled for discussion. Trustee Whitaker moved to adopt the agenda as amended, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

### PUBLIC COMMENT

There were no public comments.

**For Presentation and Discussion: The Board will receive training on the Ethics in Government Law from Yvonne Nevarez-Goodson, Executive Director of the Nevada Commission on Ethics, including among other things, training on the duties to disclose and to abstain from voting when a Board Member has a conflict of interest requiring disclosure or abstention.**

Yvonne Nevarez-Goodson provided a PowerPoint presentation regarding Ethics in Government Law and answered Board questions.

## **SUPERINTENDENT UPDATE**

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

Dr. Sheldon reported that staff is performing routine summer maintenance at schools, as well as the repair of the gas line at the high school and installation of playground equipment at elementary schools. Dr. Sheldon introduced Ozzie Henke, recommended as the Director of Maintenance on the Personnel Action form. Dr. Sheldon reported that she will be on vacation starting June 29 and will return on July 20.

## **BUSINESS SERVICES UPDATE**

### **A. Budget to Actual Report (written report provided)**

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

Phyllis Dowd reported that the estimated per pupil rate in the Fiscal Year 18 budget is just over \$7,000 and may be even closer to \$7,100, which is much higher than Ms. Dowd budgeted. The District can amend the budget within thirty days, if desired, and can amend the budget in the fall. Dr. Sheldon and Ms. Dowd discussed the revisions and decided to wait to amend the budget until the fall.

## **EDUCATIONAL SERVICES UPDATE**

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

There were no questions.

## **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**

Dr. Sheldon reported that the Welcome Back All-Staff meeting is scheduled for August 11 in the Auxiliary Gym. Technology will be installed in the Auxiliary Gym over the summer to allow for presentations. Pool Pact will provide harassment training, Dr. Sheldon will provide a short presentation, and Chartwells will provide goodie bags for staff to take with them as they go back to their buildings.

## **CONSENT AGENDA**

### **A. Approval of Recommended Personnel Action (Attachment A)**

### **B. Approval of Vouchers**

### **C. Approval of June 14, 2017, Regular Meeting Minutes**

### **D. Approval of Northside Early Learning Center 2017-18 School Calendar**

### **E. Approval of E-Rate Contract with E-Rate Elite Services, Inc., to provide services relating to applications for funding to pay for Internet and other technology expenses through the**

**Schools and Libraries Division of the Universal Service Administrative Company for funding years 2017 and 2018 in the amount of \$5,000 per year.**

- F. Approval of Policy 2120.0 – Superintendent of Schools – Responsibilities (Administration) – Second Reading**
- G. Approval of Policy 3300.0 – Purchasing (Business and Finance) – Second Reading**
- H. Approval of New Policy 5900.0 – Meal Charges and Collections (Students) – Second Reading**

Trustee Gent moved to approve Consent Agenda Action Items A-E, G, and H, as provided. Trustee Pinder seconded the motion. There were no public comments. Dr. Sheldon reported that interviews have occurred for the P.E. teacher position. The District has potential hires for the Early Childhood and English teacher positions. The Physics/Math position was a transfer, so a math position will be open at the middle school. The motion passed unanimously; all Board members were present.

Regarding Consent Agenda Action Item F, Policy 2120.0, Trustee Strasdin commented that she did not feel that the entire sentence should be struck on Page 75 of BoardBook, number 6d. After discussion, the Board agreed that the sentence should remain and that the word “significant” should be placed before “complaints.” The sentence would read, “Ensure that any significant complaint that reaches the level of the Superintendent will be made known to the Board.”

Trustee Whitaker moved to approve Policy 2120.0 with the amended change to keep paragraph (6d) and adding “significant” so that it would state, “Ensure that any significant complaint that reaches the level of the Superintendent will be made known to the Board.” Trustee Schank seconded the motion. There were no public comments. The motion passed unanimously.

## **REPORTS BY BOARD MEMBERS**

Trustee Schank reported on recent legislative changes to laws and provided handouts containing information regarding some of the changes. Trustee Schank reported on her attendance at the Senior Life Center presentation and commented that she was impressed with the many entities in Fallon that worked together to get grants for the Senior Center and also worked together regarding the flooding issue.

## **NEW BUSINESS**

- A. For Discussion Only: Schedule and update on the Future Farmers of America (FFA) Rio Vista Property.**

Dr. Sheldon stated that she sent the Board an email from Mr. Ott regarding progress with the Rio Vista property. The Olsen family is clearing the ditches and then the field will be planted with Sudan grass this year, which will rotate to alfalfa next year. Dr. Sheldon reported that the swathing and baling equipment owned by the District is outdated and that she will recommend to Principal Lords that some of the FFA money in savings might be used to purchase updated equipment.

Trustee Gent stated that he would like to see the Olsen family recognized for their efforts. Trustee Whitaker stated that the Hancock family removed trees from the property and

should be recognized. The Board can recognize community members who have helped with the Rio Vista property at the first Board meeting in August.

Trustee Whitaker commented that it was unfortunate that work didn't proceed on the Rio Vista property in the spring. Dr. Sheldon stated that the District had a key person resign, Kristina Moore, who coordinated the efforts for the Rio Vista property. Trustee Schank stated that if the District can't work the property it would be good to lease it out. Dr. Sheldon stated that she also intends to place the senior house on the next Board agenda, as the senior house needs to be completed.

**B. For Discussion and Possible Action: The Board will discuss and take action to approve Resolution 17-03, the Fiscal Year 2017 Augmented Budget, including revising, adding, or deleting any line item in the augmented budget.**

Phyllis Dowd updated the Board with a summary of the changes to the budget. At the top of page 99 of BoardBook Ms. Dowd listed dates from the December 15, 2016 revision in error. Those dates will be updated before Ms. Dowd sends the budget to the State, but the figures are correct.

Ms. Dowd stated that she estimated where revenue will come in for the current year. The whole point to this budget is that Nevada Revised Statutes has a section that states any program, function, and object overspent gets a non-compliance finding on their audit. When Ms. Dowd amended the budget in December, she didn't know where substitutes would be working so those figures have been adjusted in the June budget.

Grant funds, federal grants, and state grant funds have approved budgets from the grant-funding source. The new teacher who took over the high school construction fund at the high school obligated the District to spending that was not budgeted. Ms. Dowd will transfer from the General Fund on June 30 and that transfer will go back to the General Fund on July 1. This will fold into the General Fund on the financial statements, but Ms. Dowd did not want the fund to go over balance.

Ms. Dowd reported that the District hired an actuary and had an actuarially study completed to determine where the District's reserves and charge rate should be. The District has two different charge rates: one for low risk and one for high risk. The custodians, maintenance workers, bus drivers, and food services workers are high risk. The actuary recommends a set rate per payroll dollar with no cap. This decision would have ramifications. Ms. Dowd stated that a decision will not be made until after June 30 and she will bring more information to the Board at a later Board meeting.

Ms. Dowd stated that page 169 in BoardBook has the list of inter-fund transfers. This represents the maximum the District would transfer between funds, not the actual transfer. If Special Education received more Medicare dollars, then there would be less transfer of funds.

Trustee Hendrix requested Ms. Dowd highlight in a color the columns of information in the budget that she would be addressing at the Board meeting, so that Board members could more easily follow along.

Trustee Whitaker moved to approve Resolution 17-03 for Fiscal Year 2017 Augmented Budget, seconded by Trustee Gent. There were no public comments. The motion passed unanimously.

**C. For Discussion and Possible Action: Report by Phyllys Dowd regarding the fiscal impact of the proposed changes to the 2017-2018 School Year Negotiated Agreement between the Churchill County School District and the Nevada Classified School Employees Association (NCSEA). Action to ratify the proposed agreement.**

Dr. Sheldon expressed appreciation to NCSEA for a good negotiation session and thanked Phyllys Dowd, Janel Buchan, and Kimi Melendy who joined Dr. Sheldon as part of the negotiating team for the District.

Phyllys Dowd explained the fiscal impact associated with the agreement. Ms. Dowd pointed out the changes to the salary table, which included a six percent cost of living raise, and classified staff will get step raises of 1.85 percent. A new position was added, an Accounting Manager, with an estimated increase of \$3,350 for the change in the salary range. The range changed for school bus trip drivers from range 13 to range 14.

Trustee Whitaker stated that NRS 281A.420 requires her to disclose a conflict of interest as the matter before the body affects her commitment in a private capacity because she has two cousins who are classified employees, therefore she will be abstaining from the vote.

Trustee Pinder stated that NRS 281A.420 requires him to disclose a conflict of interest as his wife, Denice Pinder, is a food services worker. Trustee Pinder concluded that the independence of judgment of a reasonable person in his situation would be materially affected by this relationship, and therefore he will abstain from the vote.

Sharla Hales stated that she referred to the statute and a first cousin is a 4<sup>th</sup> degree relationship, so Trustee Whitaker can vote.

Trustee Schank stated that her cousin's husband works for the District in a classified position. Trustee Schank stated that a reasonable person in her situation would not be materially affected by this relationship, and stated that she would vote.

Trustee Schank moved to approve the proposed changes to the 2017-2018 school year negotiated agreement between Churchill County School District and the Nevada Classified School Employees Association; action to ratify the proposal. Trustee Hyde seconded the motion. There were no public comments. The motion passed unanimously; Trustee Pinder abstained.

**D. For Discussion and Possible Action: Report by Phyllys Dowd regarding the fiscal impact of the proposed changes to the 2017-2018 School Year Negotiated Agreement between the Churchill County School District and the Churchill County Administrators' Association. Action to ratify the proposed agreement.**

Dr. Sheldon reported that the negotiation teams met three times and that the association ratified the agreement. Phyllys Dowd, Lori Norcutt, and Kimi Melendy along with Dr. Sheldon were on the negotiation team for the District.

Phyllys Dowd reported that this agreement is the second year of a two-year contract and explained the fiscal impact changes. Personal leave days increased to \$50 and the

organization of the salary table was changed so that each administrator would receive the same dollar step increase of \$1,200 per year in the future. A 5.1 percent cost of living raise was added. Not every administrator received the same increase, as it was dependent upon where he/she would fall in the new salary table. The overall impact is approximately 6.5 percent.

Trustee Whitaker moved to approve the changes to the 2017-2018 school year negotiated agreement between the Churchill County School District and the Churchill County Administrators' Association; seconded by Trustee Gent. There were no public comments. The motion passed unanimously.

**E. For Discussion and Possible Action: Approval to Increase Site Budgets from 7 to 10 percent.**

Dr. Sheldon stated that Trustee Pinder requested the cost to increase site budgets to ten percent. Phyllys Dowd explained the handout provided at the meeting identifying the cost associated with the increase to ten percent, an increase of \$13,190.

Trustee Strasdin commented that she received input from the community concerned about the Board increasing site budgets. Trustee Strasdin invited those concerned to attend the meeting and speak in public comment. Trustee Strasdin commented that it was not long ago when the District was faced with budget cuts and that she felt that the site budgets should remain at seven percent. Trustee Hyde and Trustee Schank also voiced concern about increasing site budgets.

Dr. Sheldon stated that she would not recommend this increase if she didn't feel that the increase was sustainable over the next several years. There is going to be a large cut at the State, but Phyllys Dowd and Dr. Sheldon have already factored that possibility into the budget, so that the District's budget is sustainable for the next three years. Site budgets have been reduced a lot over the years. Adding ten percent to the site budgets allows principals to keep their classrooms functioning and their equipment updated. The Board has been fiscally responsible in not adding back positions, such as a music teacher, P.E. teacher, art teacher, or other positions previously eliminated. Dr. Sheldon stated that the Board has made hard decisions, and at this point, the budget is healthy.

It was noted that site budgets are used for consumables for daily instruction, copy paper for curriculum, office supplies, to replace equipment, and to run some programs at the schools. Ms. Dowd reported that the principals and school office managers track site budgets and all of the receipts for payment go through the Business Office.

Trustee Whitaker commented that while she realizes that it was difficult for Board members in the past to make reductions in the budget, she is confident that the District is in a good financial position. While public perception is important, it is important for the Board to provide support to students and teachers in the classroom.

Trustee Strasdin voiced appreciation for Board member input and stated that she has a high level of respect and support for the Board.

After a lengthy discussion, Trustee Pinder moved to approve an increase to site budgets from seven to ten percent, seconded by Trustee Strasdin. There were no public comments. President Hendrix commented that he felt this was premature and was not sure that the

principals have demonstrated the need for an increase in site budgets. Dr. Sheldon stated that this was brought to the Board in the end of June when administrators are out of town, and feels that increasing the budget from seven to ten percent is appropriate and needed so that sites can support their equipment and curriculum needs. Principals have done a good job paring down their budgets to the basics. It would be nice for principals to be able to provide more support for their teachers. Trustee Strasdin commented that staff needs to support the Board, the Superintendent, and help change the public perception of the District. The motion passed unanimously.

## **POLICIES – FIRST READING – For Review Only**

### **A. New Policy 6120.0 – Volunteers (Students)**

After discussion, Dr. Sheldon stated that she would research the volunteer program, define the objectives of the volunteer program, and return the policy to the Board for review and approval.

## **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 Whitaker requested an update regarding changing the structure of the school performance plans.

Trustee Schank inquired about the report on test scores. Dr. Sheldon stated that she expects to have a report on the SBAC testing and MAP scores the first or second meeting in August.

Trustee Gent commented that he understands that the senior house will be on the next agenda. Dr. Sheldon confirmed that it was a placeholder on the next agenda.

President Hendrix requested a report on summer school and what summer school options the District offers elementary school students.

President Hendrix requested a report on whether credit recovery is successful.

President Hendrix requested that the Math Curriculum Committee meetings begin again to ensure that middle school students are prepared for high school math.

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

Trustees Whitaker, Pinder, and Hyde will attend agenda setting on July 18 at 4:30 p.m.

## **CLOSED SESSION**

### **A. Discussion of negotiations regarding contracts with the Secretary to the Superintendent/Board of Trustees, the Human Resource Analysts, the Director of Business Services, and the Director of Maintenance pursuant to NRS 288.220.**

At approximately 9:05 p.m., Trustee Whitaker moved to go into closed session to discuss negotiations regarding contracts with the Secretary to the Superintendent/Board of Trustees, the Human Resource Analysts, the Director of Business Services, and the Director of Maintenance pursuant to NRS 288.220.

## **RESUME OPEN SESSION**

### **A. For Discussion and Possible Action: Approval of Confidential Employee Contracts.**

The Board meeting reconvened at approximately 9:55 p.m. Trustee Strasdin made a motion to go into open session, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

Trustee Hyde moved to approve Janel Buchan and Lori Norcutt's contracts as written with the salary changed when their classified get their percentage changed. Trustee Whitaker seconded the motion. There were no public comments. The motion passed unanimously.

Trustee Schank moved to accept the contract as written for the Executive Assistant to the Superintendent and Board of Trustees with the salary change. Trustee Hyde seconded the motion. There were no public comments. The motion passed unanimously.

### **B. For Discussion and Possible Action: Approval of Director of Maintenance Contract.**

Trustee Gent moved to approve the Director of Maintenance contract as provided in BoardBook, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

### **C. For Discussion and Possible Action: Approval of revised contract for the Director of Business Services.**

Trustee Whitaker moved to approve a revised contract for the Director of Business Services with the cost of living increase of five percent, seconded by Tricia Strasdin. There were no public comments. The motion passed unanimously. Trustee Schank stated that she made her decision based on the first negotiation session. The motion passed 5:2, with Trustees Schank and Pinder opposed.

## **ADJOURNMENT**

Trustee Schank made a motion, seconded by Trustee Whitaker, to adjourn the meeting at approximately 10:03 p.m. The motion passed unanimously.

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Carmen Schank, Clerk of the Board

*Prepared by Debra Shyne*