

# CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

## REGULAR MEETING

July 26, 2017

### CALL TO ORDER

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 6:02 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

### PLEDGE OF ALLEGIANCE

Steve Ranson 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 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  
Sharla Hales, Legal Counsel  
Steve Russell, Director of Transportation/Safety  
Debra Shyne, Secretary  
*(Interested Staff/Community Members per Attached List)*

#### Trustee Absent

Trustee Kathryn Whitaker, Vice President

### REVIEW AND ADOPTION OF AGENDA

Dr. Sheldon requested Rebecca Glocknitzer removed from the Recommended Personnel Action form as the FFA Advisor, as Ms. Glocknitzer declined employment with the District. Trustee Schank moved to adopt the agenda as written with the amendment of Rebecca Glocknitzer. Trustee Pinder seconded the motion. There were no public comments. The motion passed unanimously.

### PUBLIC COMMENT

There were no public comments.

### RECOGNITION

- A. The Board recognized Steve Ranson, Lahontan Valley News Editor, for his efforts in supporting the Churchill County School District. Mr. Ranson is retiring as Editor of the LVN on August 1.

## **SUPERINTENDENT UPDATE**

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

Dr. Sheldon reported that staff will return to work in two weeks and new teacher orientation will occur on August 10. Principals are back next week, though many have been back to conduct interviews. Dr. Sheldon introduced Anthony Huber, the Director of Dining Services with Chartwells. Mr. Huber provided the Board with his background in food services.

Dr. Sheldon reported open positions to include two elementary teachers, one special education teacher, one fifth grade teacher, and two Career and Technical Education teaching positions. The agricultural science position was offered to three teachers, but all three declined. Dr. Sheldon will meet with Mr. Lords regarding the agricultural position. Dr. Sheldon reported that the Lahontan Valley News back to school insert, which has more visual graphics and advertisements for the District, would be in Friday's paper.

The first leadership meeting will be August 2. Dr. Sheldon met with Ozzie Henke regarding maintenance projects, which are winding down. Some summer projects were not done due to personnel transition over the summer. Staff is working on the music room at the middle school where there is a concern about asbestos around the ceiling and pipes. The parking lot at Lahontan has been deferred as the District has had a difficult time getting a contractor to bid, but the goal is to get this done over winter break. Playground equipment was installed at elementary schools. The paved area where the portables were at E.C. Best still needs to be addressed, but Mr. Henke expects more preparation needed than originally anticipated. A screen and projector will be installed in the high school's auxiliary gym. The wrestling area in the auxiliary gym will have padded flooring installed. Carpet has been replaced in the middle school library and several classrooms as well as several classrooms in Lahontan Elementary School.

Dr. Sheldon reported that the welcome back staff meeting is scheduled for 8:30 a.m. on August 11 at the high school auxiliary gym. Welcome back for families will be August 10 at all schools. District staff will attend the welcome back meeting at the Naval Air Station on August 11.

## **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 report provided)**
- F. Update regarding general business items**

Trustee Schank asked Phyllys Dowd to explain where the District stands with regard to workers' compensation. Ms. Dowd explained that there were seven open claims on June 30. The District's third party administrator will be closing several of those open claims with no additional cost. There are several open claims for injuries and the District is reserving payment for those claims. The workers' compensation fund has a little bit of fund balance remaining. Ms. Dowd reported that she had an actuary do a study to determine the rate the

District should charge itself for workers' compensation and they recommend one rate for all employees. The rate is 2.31 percent of wages, a 70 percent rate, which is expected to generate enough funds to cover expected costs. This means that the District is 70 percent sure that it will have enough money to cover claims. Ms. Dowd stated that she is impressed with the new third party administrator and expects actual costs to go down. Ms. Dowd reported that the District is not in a great spot but is moving towards that position.

Ms. Dowd reported that new phones will be installed district-wide, expected to go live before the end of the week of August 4, and staff will be trained.

Ms. Dowd stated that Christine Camper is a five hour per day custodian who works at Northside during the school year. Ms. Camper has been working over the summer at West End to sell surplus items and has been very successful in selling many items. The money received from sales is enough to pay for the Ms. Camper's salary and the surplus items are being reduced. The plan is to have buyers pick up the playground equipment at school sites, but if arrangements are not made before school starts, the playground equipment will be moved to West End for pickup.

### **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 June, 2017, Payroll**
- D. Approval of June 28, 2017, Regular Meeting Minutes**
- E. Approval of the Debt Management Policy**
- F. Approval of the Temporary Inter-fund Loan Resolution**
- G. Approval of Class Size Reduction Report, 4<sup>th</sup> Quarter**
- H. Approval to transfer two buses from the District's surplus fleet to the White Pine School District, to be utilized for their home to school program.**

Trustee Gent made a motion to approve consent agenda action Item A as discussed previously, with the removal of Rebecca Glocknitzer from the personnel action form, and items B-H. Trustee Pinder seconded the motion. There were no public comments. The motion passed unanimously.

### **REPORTS BY BOARD MEMBERS**

Trustee Gent reported on his attendance at the Churchill County Farm Bureau picnic and commented that he heard from concerned community members regarding the District's agricultural program.

Trustee Schank reported that she has also heard from the community regarding the District's agricultural program and reported that she had attended several teleconferences with the Nevada Association of School Boards (NASB) regarding legislative bills.

Dr. Sheldon reported that Board members could attend a NASB legislative update on August 5.

Trustee Hyde reported that he has received inquiries about the construction teaching position and voiced concern about not being able to pay enough to get interest in the position. Dr. Sheldon reported that unless the construction teacher has a teaching credential, they top out at five years around \$43,000, which is a problem. There are not a lot of people going to school to get those certifications, as the past 12 to 15 years the focus has been on college bound instead of Career and Technical Education.

## **NEW BUSINESS**

### **A. For Presentation and Discussion Only: Regarding Senate Bill 212, Safe to Tell Program.**

Steve Russell provided information regarding the Safe to Tell program. The proposal in BoardBook explains the Safe to Tell initiative, which will be established throughout the state in January. It is patterned after the Safe to Tell program in Colorado. Safe to Tell is a text-based application that can be loaded on phones and allows students who are troubled with emotional or drug issues to seek help and talk with someone. Students can also use this site if they witness incidents on school grounds, so they can voice their concerns to someone who will act upon them.

The State of Nevada bullying program refers the student to the school site. The Safe to Tell program would refer the student to the Department of Public Safety. Determination will be made as to whether the concern of the student should be referred to a crisis call center; if an act of violence that occurred at school, it would be referred to the school district; or if a student witnessed an illegal act, the incident would be referred to the appropriate law enforcement agency.

Mr. Russell will attend meetings in October at the Nevada Department of Education regarding Safe Schools. Mr. Gent asked how many people would be answering the phones and voiced concern about have multiple programs such as the See Something Say Something campaign, Department of Public Safety campaign, and now the Safe to Tell program. Mr. Russell stated that the See Something Say Something is a community-based program where the Safe to Tell program is only for students. Mr. Russell will bring back more information to the Board as he learns more about the program. Mr. Russell answered additional questions from Board Members.

Dr. Sheldon stated that Kimi Melendy is working with principals regarding how violent acts are logged into Infinite Campus so that consistent and accurate violent acts data can be reported to the Board.

### **B. For Discussion and Possible Action: Approval to hire a Construction Contractor to complete the Churchill County High School Senior House.**

Dr. Sheldon reported that the high school construction house has been under construction for the last three years. The construction program had to do some major repairs of drywall due to the house sitting for a long period. Dr. Sheldon would like to get the house completed and put it on the market this fall. Dr. Sheldon stated that after the posting of the

agenda she received a phone call from a contractor in who stated that he has a contract with the high school for electricity and another contractor has one for plumbing.

Dr. Sheldon requested permission from the Board to move forward to complete the house. Dr. Sheldon will meet with all parties involved to determine what contracts the District is obligated for and the items that remain to complete the construction of the house. It could be that the District would hire a construction manager to handle the project.

Trustee Schank asked if the new maintenance director could be the construction manager for the project. Dr. Sheldon stated that Mr. Henke is new to the District and it would be asking a lot for him to handle this project while he's becoming familiar with the District and his responsibilities. Dr. Sheldon stated that if the items to complete are few then it could be a possibility.

After discussion, it was determined that Dr. Sheldon would get the details for project completion and would return to the Board with options for approval. The profit from the sale of the house would go back to the high school's construction fund.

**C. For Discussion and Possible Action: Financial report regarding the Food Service program.**

Phyllis Dowd reported on the year-end balance of the Food Services program based on the amended June budget. There are a few remaining items. Ms. Dowd reported that the District will get state match for the food program in the next few weeks, which is \$3,600 and August payroll for District staff will affect the balance. Unfortunately, the District is losing \$250,000 this fiscal year. The Chartwells contract has a guarantee that the District would not lose more than \$125,000, but the change from breakfast in the classroom to breakfast at the start of the day caused a significant reduction in breakfast sales at almost 600 meals per day, which is a cost of approximately \$122,000. The District will not get a guarantee from Chartwells. There will be approximately \$102,000 as the ending fund balance.

Ms. Dowd referred to page 105 in BoardBook, which provides an eleven-year history for the food services program. The food services budget for next year is at the bottom of the page. While this year was worse than the District anticipated, the transfer went down by almost \$200,000 from the General Fund. In fiscal year 2016 the transfer was \$350,000, in 2015 \$340,000, and for this past year the transfer was only \$155,000.

Ms. Dowd reported that page 106 in BoardBook identifies the meal count trends starting with the 2013-14 school year.

**D. For Discussion and Possible Action: Request for Board volunteers to write nominations for various Nevada Association of School Board Awards (NASB). The due date for the nominations is August 15, 2017.**

President Hendrix stated that Trustee Whitaker would like two Board members to assist her in writing NASB nominations. Trustee Schank and Trustee Strasdin volunteered to work with Trustee Whitaker. President Hendrix requested Board Members provide input via email to Dr. Sheldon or Debra Shyne regarding suggestions for nominations.

- E. **For Discussion Only**: The Board of Trustees will receive training from legal counsel Sharla Hales on using the conflict of interest sheet to make disclosure and abstention decisions and to prepare disclosure and abstention explanations to be made in Board meetings.

Sharla Hales provided Board members with a new disclosure and abstention document and walked the Board through various scenarios of when to disclose or abstain.

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

#### **A. New Policy 5901.0 – Special Diet (Students)**

Dr. Sheldon reported that this policy is required by the Department of Agriculture regarding special diets. This policy will return for a 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 asked about the construction teacher’s starting salary and whether it could be changed. Dr. Sheldon commented that this was a negotiated item, but she would look into it.

Trustee Gent stated that this would not be an agenda item as of yet, but would like to know what the plan of attack is for the agriculture program.

President Hendrix inquired about whether students enrolled in eighth grade math will get high school credit. This item is already on the list under Trustee Strasdin’s name.

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

Trustees Hendrix, Whitaker, and Strasdin will meet on August 1, Tuesday, at 5:00 p.m.

### **ADJOURNMENT**

Trustee Gent made a motion, seconded by Trustee Hyde, to adjourn the meeting at approximately 8:02 p.m. The motion passed unanimously.

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Carmen, Schank, Clerk of the Board

*Prepared by Debra Shyne*