Churchill County School District

Special Meeting

Wednesday, February 21, 2018 6:00 PM
Agenda of Special Meeting
Churchill County Board of School Trustees

A Special Meeting of the Churchill County Board of School Trustees will be held February 21, 2018, beginning at 6:00 PM in the Churchill County School District Administration Office, Old High School, 690 South Maine Street, Fallon, Nevada 89406.

Notes:
1. These meetings are subject to the provisions of Nevada Open meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.
2. Action may be taken on all agenda items, unless otherwise noted.
3. The agenda is a tentative schedule. The Churchill County Board of School Trustees may act upon agenda items in a different order than is stated in this notice – so as to effect the people’s business in the most efficient manner possible.
4. Public comment will be allowed prior to the vote on all action items. Public comment will also be allowed for matters not listed on the agenda at the beginning and end of the meeting. In the interest of time, the Churchill County Board of School Trustees reserves the right to impose uniform time limits of three (3) minutes on each person providing public comment.
5. Any statement made by a member of the Churchill County Board of School Trustees during the public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in a civil action.
6. The Churchill County Board of School Trustees may combine two or more agenda items for consideration.
7. The Churchill County Board of School Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
8. The Board may discuss all items on the agenda, including those that are described on the agenda as "report," "presentation," or "update."

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. VERIFICATION OF POSTING OF AGENDA
4. ROLL CALL
5. REVIEW AND ADOPTION OF AGENDA
   Action to approve the agenda as submitted or revised
6. PUBLIC COMMENT
7. NEW BUSINESS
   A. For Discussion and Possible Action: The Board will deliberate and may take action to consider and hire a superintendent search firm, including but
not limited to: receiving presentations from firms; asking questions as to firm qualifications and other matters; analyzing and deliberating on proposals and qualifications of search firms; discussing search firm contract terms; deliberating and taking action to choose a search firm and approve a contract with that firm in an approximate amount of $8,000 to $12,000.

B. For Discussion and Possible Action: The Board will deliberate and may take action to move the superintendent search forward, including: discussing and taking action on superintendent search timeline; directing staff or a search firm as to first steps; directing staff or a search firm regarding the process of gathering community and school district input as to desirable qualifications and superintendent characteristics; and other related matters.

C. For Discussion and Possible Action: Modifications to Policy 2120.0 - Superintendent of Schools Responsibilities - First Reading

8. PUBLIC COMMENT
   Public comments will be heard on matters not listed on the agenda.

9. ADJOURNMENT

LITIGATION CONFERENCE WITH LEGAL COUNSEL
The Board will meet in Litigation Conference to receive information from Legal Counsel regarding potential or existing litigation.

To request supporting materials for the meeting, members of the public can contact Debra Shyne (Secretary to the Superintendent/Board of Trustees) at the District's Administration Office, 690 South Maine Street, Fallon, Nevada (775-423-5184).

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to contact Debra Shyne, Secretary to the Superintendent/Board of Trustees, by calling 775-423-5184 prior to the meeting date.

State of Nevada [ ]
County of Churchill [ ]

I, Debra Shyne, Secretary to the Superintendent, do hereby affirm that I posted or caused to be posted, a copy of this notice of public meeting, on or before the 15th Day of February, 2018, at the following locations in Churchill County, Nevada.

City Hall;
Churchill County Law Enforcement Facility;
Churchill County Administration Offices;
Churchill County School District Administration Office;
Fallon Paiute-Shoshone Tribe Administration Office;
Churchill County School District website: www.churchillcsd.com;
State of Nevada website: https://notice.nv.gov/

_____________________________________________
Debra Shyne, Secretary to the Superintendent

Subscribed and Sworn to before me this 15th Day of February, 2018

______________________________________________
Notary Public
ADMINISTRATION

BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS
RESPONSIBILITIES

A. APPOINTMENT

Subject to the provisions of Nevada Revised Statutes of the State of Nevada School Code, Section 391.110, the Board of Trustees shall appoint a Superintendent of the Churchill County School District, define his/her powers and duties, and fix his/her salary and term of office.

B. POWERS AND DUTIES

The Superintendent, as Executive Officer of the Board, shall have the following specific powers and duties, will be evaluated on these responsibilities, and shall be directly responsible to the Board for their execution.

C. GLOBAL MISSION/ EXECUTIVE RESTRAINT AND LIMITATIONS

The Superintendent shall develop and steward educational vision, and work to see that all students have the knowledge, skills, attitudes, character development, and values necessary to achieve academically, prosper economically, and participate productively as citizens in our democratic system of government.

The Superintendent will not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices as indicated in Nevada Revised Statutes and District policies.

The Superintendent will show respect and model professionalism in all District affairs.

1. BUDGET/ FISCAL RESPONSIBILITIES

The Superintendent shall:

a. Supervise the preparation of the Tentative/Final/Amended Budgets annually for Board approval and administer the approved budget during the year.

b. Ensure that financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from the Board’s end priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

c. Include tentative projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

d. Not provide less for Board prerogatives during the year than is set forth in the Board’s allotted budget.
e. With respect to the actual ongoing financial condition and activities, not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board policies.

f. Not expend more funds than will be received in the fiscal year.

g. Not indebt the District in an amount greater than can be repaid by identified, otherwise unencumbered general fund revenues within the current fiscal year.

h. Not decide future bond issues or commit bond funds without Board approval.

i. Not allow the ending fund balance to fall below 4% or the amount determined by the Board annually. (NAC 354.650, NRS 354.107, 360.90, 350.020)

j. Not take any action that would cause the bond rating to be downgraded.

k. Not fail to settle payroll and debt in a timely manner.

l. Not fail to actively pursue receivables after a reasonable grace period.

m. Not fail to seek public input on budget reductions for programs which will directly impact students.

n. With respect to employment, compensation, and benefits to employees, consultants, and contract workers, not cause or allow jeopardy to fiscal integrity or to the public.

o. Shall actively secure funding through grants and other means.

p. In conjunction with the Director of Business Services provide to the Board on a quarterly basis the budget versus actual expenditures.

2. BOARD OF TRUSTEES/ COMMUNICATION

The Superintendent shall:

a. In conjunction with a maximum of three Board Members (Board President, Vice President, and one rotating Board Member) prepare the agenda for each Board meeting, attend Board meetings and all closed sessions, and shall participate in all deliberations of the Board when such deliberations do not involve his/her contract. All Board Members shall be given equal opportunity to have items placed on the agenda for discussion and action.

b. Delegate any of the powers and duties which the Board has entrusted to him/her, but in every instance he/she shall continue to be responsible to the Board for the execution of the powers and duties delegated.
c. Perform all other duties as directed by the Board of Trustees.

d. Establish and maintain a program of public information designed to communicate objectives, needs, problems, and accomplishments of the schools to the Board.

e. Shall, in conjunction with three Board Members, work collaboratively to develop policies in the Policy Committee to be brought before the Board for approval. The Superintendent shall implement all Board-approved policies.

f. Assure that the Board be informed and supported in its work.

g. Notify the public and follow open meeting laws when policies are under consideration for revision or adoption.

h. Support the Board in its community linkage initiatives that develop community relations and communications with parents, community members, and staff.

i. Marshal for the Board as many staff and external points of view on issues and opinions as the Board determines is necessary to be better informed when making decisions.

j. Provide all Board Members a means in which to receive pertinent information and communication concerning the District for the decision making process.

k. Submit, review, and monitor data required by the Board in a timely, accurate, and understandable fashion.

l. Communicate District goals and provide accurate data, which reflects the need of growth and improvements as well as academic success.

m. Deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board. All information provided in response to individual requests must be provided to all Board Members.

3. MANAGEMENT OF ADMINISTRATIVE STAFF AND SITE PRINCIPALS/ EVALUATIONS

The Superintendent shall:

a. Develop and steward vision and work collaboratively with all District administrators, directors, and site principals, and recognize, prioritize, and solve problems effectively, and manage District schools through subordinates in an efficient and economical manner.
b. Supervise and collaborate with the following personnel:

- Director of Business Services
- Director of Educational Services
- Human Resources Department Staff
- Director of Special Services
- Director of Transportation
- Director of Maintenance
- Director of Food Services
- Principals

**NOTE:** Other positions or titles may be added or deleted dependent upon District reorganization.

c. Ensure that all employee contracts are developed by Legal Counsel and thoroughly reviewed by the Board prior to adoption (according to NRS 391). Board Members shall be given adequate time, sufficient to review all contract language with Legal Counsel, thus preventing implications of liabilities. The Superintendent shall also ensure that the Human Resources Department staff write thorough job descriptions with attorney input as needed or if there are specific legal concerns.

d. Evaluate the performance of all unrepresented employees, all site administrators (principals), and ensure that all classified and licensed staff evaluations are completed per the timelines set forth in NRS, and shall make a report to the Board regarding evaluation timelines being met.

5. **EMPLOYMENT**

The Superintendent shall:

a. Recommend to the Board qualified candidates for employment for the Board’s acceptance or rejection.

b. Recommend the assignment, transfer, and promotion of all employees of the Churchill County School District to the Board (in accordance to NRS 391.3127).

c. In accordance with Policy 4820.0 and Regulation 4820.0, suspend and/or recommend the dismissal of personnel.
d. Monitor the use of long term or permanent substitutes and inform the Board.

e. Not promise or imply permanent or guaranteed employment so as to give an applicant unfair advantage over other candidates for any District position.

f. Establish hiring protocol on a timely recruitment basis:

1. Position created and approved by Board.

2. Human Resources Department staff advertises position.

3. Applications are collected.

4. Committee is selected – a minimum of three members: persons involved must be knowledgeable in that area. One appointed Board Member and Human Resources staff member may sit passively as a non-voter. All participants may ask questions.

5. Committee members vote.

6. Committee recommendation comes to the Board for approval.

7. Superintendent may approve the early commencement of employment, and employees may start work conditioned upon subsequent Board approval.

8. At recruitment fairs and at times of teacher shortage, steps 3 through 6 may be modified or eliminated as directed by the Superintendent.

6. CONCERNS/CONTROVERSY/COMPLAINTS/GRIEVANCES/ARBITRATION

The Superintendent shall:

a. Hear or appoint his/her designee to hear any complaints against the schools, and he/she shall act as arbiter in matters of controversy between the school, employees, and parents.

b. Educate staff as to the proper chain of command when addressing complaints: Teacher, Principal, Superintendent, and Board.

c. Ensure that any significant complaint that reaches the level of the Superintendent will be made known to the Board.
7. GOVERNANCE AND BOARD POLICIES/COMMUNICATION

The Superintendent shall:

a. Be responsible for the dissemination of all general orders adopted by the Board relating to all school employees and is charged with the enforcement of policies, regulations, and decisions of the Board.

b. Collaborate with Board Members in the creation and revision of all policies unless otherwise directed.

c. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

d. Respect and enforce all Board policy.

8. COMMUNICATION AND PUBLIC RELATIONS

The Superintendent shall:

a. Maintain high visibility and involvement by spending time in classrooms and visit all schools and departments in the District frequently, in order to promote communication between all levels of District administration, staff, and the Board.

b. Communicate with local, state, and federal government agencies to be informed on new legislative and budget issues.

c. Establish protocol and measures for communicating with students, parents, media, and community organizations. (Information to be included, but not limited to: connecting student academic growth and progress, attendance, schedules, conferences, open houses, registrations, disciplinary codes, suspensions, expulsions, rules, graduation requirements, scholarships, required college courses, fees, uniforms, and other services to parents.)

d. Hold town hall meetings, send newsletters, do all calls, use websites, and do postings to inform the public of important upcoming events.

e. Promote student and teacher incentives through personal interest as well as private and public acknowledgement.

9. TREATMENT OF STAFF/EMPLOYEES/VOLUNTEERS

a. The Superintendent and his/her administration shall follow District Policy 5410.0 – Safe and Respectful Learning Environment Free From Bullying and Cyber-Bullying.
b. The Superintendent will develop a supportive work environment and will be a team player by including staff members, when appropriate, from the bottom up in the decision making process.

c. Monitoring treatment of staff will be done through surveys. The Superintendent will collaboratively create and review the surveys, with Board approval.

10. TREATMENT OF STUDENTS AND THEIR FAMILIES

a. With respect to interactions with students and their families or those enrolling to be students, the Superintendent will not cause or allow conditions, procedures, or decisions which interfere with student achievement or which are unsafe, undignified, inequitable, discriminatory, or unnecessarily intrusive in his or her interactions.

b. The Superintendent will not use methods for reviewing, transmitting, or storing family information that fails to protect improper access to the material elicited.

c. The Superintendent will forge home-school and alternative education links.

11. SAFETY/WORKERS’ COMPENSATION/BULLYING/VIOLENCE

The Superintendent shall:

a. Ensure that policies, procedures, and school rules promote a safe and secure, respectful, and healthy school environment.

b. Act on own discretion when emergency action is necessary in matters not covered by District policy; reports such emergency actions to the Board and recommend policy for future guidance.

c. Provide safety training, drills, CPR, and incident command trainings to prevent crises.

d. The Superintendent is responsible to appoint a lead administrator in his/her absence and to notify the Board.

12. DISTRICT GOALS/OBJECTIVES/VISION

The Superintendent shall:

a. Report annually to the Board on the development of long-range plans for the educational and operating programs of the District in order to meet the needs of the community for high quality educational offerings and the progress of stated District goals, and shall disseminate these goals throughout the District.
b. Create, have in place, and disseminate to each school site, the District’s Mission Statement describing a clear vision for education.

13. CONDITION ASSESSMENT OF FACILITIES, GROUNDS, AND EQUIPMENT/ASSET PROTECTION

The Superintendent shall:

a. Protect and adequately maintain assets of the District.

b. Not expose the District or its Board or staff to claims of liability.

c. Follow the District’s purchasing policies and regulations.

d. Provide adequate insurance for the District.

e. Protect intellectual property, information, and files from loss or significant damage. The Superintendent shall make sure that files are maintained and updated on a continuous basis.

f. Receive, process, or disburse under controls, which are sufficient to meet the Board-appointed-auditor’s standards.

g. Maintain and operate physical facilities and equipment in a manner that prolongs the life expectancy of the building and equipment and provide an appropriate educational environment.

h. Promote District’s public image or credibility to further the accomplishment of its mission.

14. CAPITAL PROJECTS

The Superintendent shall:

a. Closely monitor capital projects along with the Director of Business Services and Board. All final changes will be approved by the Board.

b. See that initial building evaluations on capital projects (remodels, renovations, new buildings) will be reviewed to prevent unnecessary change orders. Contracts will be closely monitored by Construction Managers, Superintendent, Director of Maintenance, and Board Members. Legal Counsel shall review contract language.
15. CHARACTER/MORAL CONDUCT/PERSONAL QUALITIES

The Superintendent will:

a. Model professional conduct and dress and display traits of integrity at all school affairs.

b. Exhibit a strong work ethic and be punctual to all obligations.

c. Not drink alcoholic beverages or smoke at school functions.

d. Exhibit control under demanding and stressful or heated situations.

e. Be respectful at all times leading with fairness and compassion.

16. LEGAL COUNSEL

The Superintendent will ensure that:

a. District Legal Counsel is used properly to protect and defend Churchill County School District. Legal Counsel also has specific responsibilities to give counsel to the Board and the Superintendent as they carry out their responsibilities in accordance with Nevada Revised Statues.

b. All contracts, grievances, arbitrations, evaluations, and any legal documents that may possibly have litigation implications must be written by or approved as to correct legal form with the help of Legal Counsel.

c. Use of Legal Counsel by any of the administrative staff must be preapproved by the Superintendent.

17. ACCOUNTABILITY FOR ACADEMIC PROGRESS AND GROWTH

The Superintendent shall:

a. Ensure that Churchill County Schools will show academic growth by increasing the number of index points earned according to the Nevada Schools Performance Framework. Our District’s ultimate goal is to have five star schools.

b. Monitor assessment strategies and data analysis for purposes of tracking academic progress and growth.

c. Ensure that academic growth and achievement will be presented, upon availability of data, to the Board at Board Meetings.
18. CURRICULUM/INSTRUCTION/PROFESSIONAL DEVELOPMENT

The Superintendent shall:

a. Develop a supportive work environment and establish positive high expectations for academic learning and growth.

b. Provide training, professional development, and in-service opportunities for all teaching staff.

c. Ensure the implementation of the CHARACTER COUNTS PROGRAM in all schools that teaches to the whole child and which emphasizes the principles of: Honesty, Integrity, Respect, Individual Worth, Caring, Kindness, Trustworthiness, Fairness, Responsibility, Citizenship, Service, Choice and Accountability, Knowledge, and Good Sportsmanship.

d. Maximize content coverage in an aligned curriculum referencing State Standards.

e. Be responsible for the methods of curriculum and instruction and shall be knowledgeable about and involved in the instructional program of the schools.


g. Stay current in educational practices that are most effective in improving student achievement.

h. Monitor school enrollment, attendance, graduation rates, class sizes, dropout prevention, and changes in demographics.

i. Administer parent, student, and staff surveys for the purposes of school improvement and share these surveys with the Board.

j. Ensure that in order to meet the diverse needs of our students a variety of class types will be offered.