
Wednesday, March 28, 2018 at 4:00 PM
Churchill County School District
Administration Offices – West Training Room
690 South Maine Street, Fallon NV 89406

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment – Public comments will be heard on matters not listed on the agenda
- IV. Review of March 5, 2018 Minutes
- V. Discussion on 2019 Projected Revenue
 - A. Distributed School Account (DSA) Funding
 - B. Department of Taxation – Projection of Property, Sales and Other Taxes
 - C. Special Education Funding
 - D. Other Revenue Projections
- VI. Discussion on Budget Requests including Cost Projections
 - A. School Sites
 - B. Departments and Administration
- VII. Discussion on 2019 Staffing
 - A. 2018 Retirements and Resignations
 - B. 2019 New Positions
- VIII. Discussion on 2019 Projected Expenses
 - A. Staff Roll-ups Estimates
 - B. Insurance Rate Estimates
- IX. Next Meeting
 - A. Topics for Next Committee Meeting Agenda
 - 1. Scheduled for April 11, 2018
- X. Public Comment – Public comments will be heard on matters not listed on the agenda
- XI. Adjournment

To request supporting materials for the meeting, members of the public can contact Phyllis Dowd, Director of Business Services, at the District's Business Office, 690 South Maine Street, Fallon, Nevada. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to contact Sue Pruit, Account Technician, by calling 428-7225 prior to the meeting date.

NOTES

1. These meetings are subject to the provisions of the 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 School District Budget Committee may act upon agenda items in a different order than is stated in this notice so as to affect the people's business in the most efficient manner possible.
4. In the interest of time, the Churchill County School District Budget Committee reserves the right to impose uniform time limits of three (3) minutes on any agenda item to which members of the public wish to speak, including public comment on matters not listed on the agenda.
5. Any statement made by a member of the Churchill County Budget Committee 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 School District Budget Committee may combine two or more agenda items for consideration.
7. The Churchill County School District Budget Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

State of Nevada,

County of Churchill,

*I, **Sue Pruit, Account Technician**, do hereby affirm that I posted or caused to be posted, a copy of this notice of public meeting, on or before the 23rd Day of March 2018, at the following locations in Churchill County, Nevada.*

*City Hall; Enforcement Center;
Churchill County Administration Offices;
Churchill County School District Administration Office;
Fallon Paiute Shoshone Tribe Administration Office;
Churchill County School District Website at www.churchillcsd.com;
Official State of Nevada Website at www.nv.gov*

Sue Pruit, Account Technician

Subscribed and Sworn to before me this 23rd Day of March 2018

Notary Public

CHURCHILL COUNTY SCHOOL DISTRICT BUDGET COMMITTEE MEETING

**Fallon, Nevada
March 5, 2018**

CALL TO ORDER

Phyllis Dowd called the budget committee meeting to order at 4:01 PM at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada. Pledge of Allegiance was led by Phyllis.

MEMBERS IN ATTENDANCE

Keith Boone, CCAA Representative
Andrew Campbell, CCEA Representative
Phyllis Dowd, Director of Business Services
Gaylene Drinkut, NCSEA Representative
Clay Hendrix, Board Member
Ozzie Henke, Director of Maintenance
Jo Lamun, Director of Dining Services
Derild Parsons, Director of Special Services
Phil Pinder, Board Member
Steve Russell, Director of Transportation
Sandra Sheldon, Superintendent
Felicia Siyuja, Fallon Paiute Shoshone Tribe
Michele Taylor, Military Liaison
Amy Word, School Principal

OTHERS PRESENT

Walter Henderson
Sue Pruit (clerical support)

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Minutes from March 29, 2017 were presented as part of the meeting packet. There were no comments; consensus deemed them approved.

DISCUSSIONS

Phyllis presented a schedule for projected 2018-19 enrollment. Estimated increase of 1.1% is conservative. Our weighted enrollment for DSA per pupil funding is 3,244. The most recent estimated DSA amount is \$7,202 per student, for a gross of \$23,363,288. This is an increase of \$544,728 over current year. Phyllis explained the DSA is calculated statewide based on district expenses and teacher allocations. Our allocations have included OASIS teachers, which is incorrect. The State is working on a more fair calculation with a correction that will happen in 2019-20. This will change our per pupil rate.

CCSD is currently under the Class Size Reduction (CSR) alternate plan. Current understanding is that we will no longer be granted waivers if we go over the NRS class sizes. In order to keep ratios with projected enrollment, we need to hire five more teachers. Growth in student population during the year could definitely become a problem. Our current CSR funding is \$841,693. Anticipated for

next year is \$922,741 for a net increase of \$81,048. Current year award was cut by \$202,000. Thankfully we were able to absorb the costs in the general fund. Based on current year new hires, our new teacher costs average \$73,889. Five new teachers would be an estimated \$369,445. We currently have 22 positions open through retirements and resignations. The cost savings will depend on the experience of our new hires.

Phyllis presented projected funding changes. DSA and CSR were already presented. We are not aware of any substantial changes in Special Education. Property taxes and net mineral proceeds are projected to increase \$169,509 and government services taxes are projected to increase \$58,140. E-Rate is decreasing by \$44,165 this year, as planned due to equipment previously purchased and telephone funding is going away next year. Impact Aid is decreasing \$154,388 due to audit results delaying payment from a previous funding year. Our net projected funding change is an increase of \$654,872.

Projected expenditure changes include the CSR as presented. We don't have a cap on our insurance rate increases and our broker is currently estimating an 11% rate increase, which would be \$391,179. Through negotiations, everyone will receive step increases, which will be \$375,675.

Our current year budget shows an ending fund balance of \$1,486,257, which is 5.7% of expenditures. By law we have to maintain 4%. The projected changes discussed would decrease this fund balance by \$481,427 bringing the fund balance to \$1,004,830, which is 3.8% of expenditures. Last year we spent 97% of budget. We typically don't spend 100% of budgeted expenditures so there should be some carryover for next year.

Phyllis presented the list of budget requests included in the meeting packet. Gaylene Drinkut added the CTE department really needs a vocational aide in the shops at the high school. Phyllis noted many of the requests involve additional staff. Considering the discussion on DSA funding, if our funding decreases the following year, we don't want to be in the position of needing to decrease staff again. Dr. Sheldon noted we don't have a choice on the additional CSR positions. Right now we are working with estimates. In the fall when we have a definite student count we can do a budget revision with actual revenue and costs. We will have these requests priced out so we can prioritize additions. All these requests are reasonable, but we need to stay within our means.

Andrew Campbell asked about the insurance increases each year being so high. Phyllis noted the Affordable Care Act (ACA) really affected the insurance market. We've actually had retired teachers come back on our insurance because it is more affordable than what they can find elsewhere. DSA includes 2% for step increases, but it doesn't come close to the added insurance expenses. Phil Pinder noted the importance of remaining optimistic. The superintendents in the state are trying to educate the legislature of the effects state funding has on the Districts. Hopefully, someday we can write a budget knowing how much money we have to spend.

Phyllis presented proposed target dates. With very busy calendars and waiting for the revenue updates from taxation, the next time we can meet will be on April 11th. It is scheduled before the board meeting that night. Phyllis stated although there will be a budget in board book, she will print out all budget committee recommendations from the meeting and hand it to the board to make adjustments. We still want to have that meeting on April 11th and still take committee input. We can schedule additional meetings after that and have more discussions on topics. Dr. Sheldon noted we can also communicate via e-mail.

Keith Boone stated in looking at the April 11th meeting, he is unclear on what the purpose of this committee is. This was a great meeting and very informational, we are heading in the right direction, but asked for clarification of our role and job to advise the board as a committee. Dr. Sheldon said Phyllys will have a preliminary budget put together by statute, but changes can be made and suggestions can be taken for the board meeting that night. The committee will review the preliminary budget. If there are items that are more important than others, the budget can be tweaked until the final is due in May.

NEXT MEETING

April 11, 2018

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting was adjourned at 4:47 PM.

FY 2019 Estimated Revenue

Based on information available as of 03/28/2018

FUND Description	2017 Actual	2018 Budget	2018 YTD	2019 Tentative	2018 Budget to 2019 Tent
100 AD VALOREM TAXES	4,972,725.76	5,452,578.00	4,431,962.11	5,471,495.00	18,917.00
100 NET PROCEEDS OF MINERALS	42,298.72	118,500.00	-	158,054.00	39,554.00
100 LOCAL SCHOOL SUPPORT TAX	5,263,767.97	5,400,409.00	3,325,344.91	5,591,174.00	190,765.00
100 FRANCHISE FEES	27,058.42	23,000.00	-	23,000.00	-
100 BASIC GEN GOVT SVC TAX	987,467.35	934,718.00	662,404.80	1,006,984.00	72,266.00
100 BOAT REGISTRATION	11,955.00	10,575.00	-	10,575.00	-
100 PUBLIC UTILITY LICENSE FEES	2,532.59	2,000.00	2,459.46	2,500.00	500.00
100 TUITION FROM INDIVIDUALS	21,025.00	15,000.00	-	15,000.00	-
100 ATHLETIC PARTICIPATION FEES	23,750.00	23,000.00	-	23,000.00	-
100 SUMMER SCHOOL FEES	4,650.00	5,000.00	-	5,000.00	-
100 TRANSPORTATION REVENUE	224,988.57	220,000.00	113,738.10	220,000.00	-
100 SOLAR REIMBURSEMENT	9,180.84	9,000.00	2,660.58	9,000.00	-
100 DONATION REVENUE	31,082.14	10,000.00	6,052.17	10,000.00	-
100 MISCELLANEOUS REVENUE	2,578.42	10,000.00	2,719.73	10,000.00	-
100 PAYMENT CONVENIENCE FEE	2,810.00	2,500.00	2,430.00	2,500.00	-
100 GRANT INDIRECT COST REV	118,112.77	130,000.00	48,822.11	130,000.00	-
100 DSA REVENUE	13,238,489.12	14,476,690.00	9,976,652.52	14,809,472.00	332,782.00
100 FEDERAL REVENUE ROTC	46,545.87	59,000.00	27,672.98	59,000.00	-
100 E-RATE REVENUE	52,568.43	106,000.00	72,168.47	61,835.00	(44,165.00)
100 IMPACT AID	120,019.78	375,000.00	279,873.34	262,496.00	(112,504.00)
100 IMPACT AID REALLOCATION	135,509.11	49,000.00	164,439.01	13,267.00	(35,733.00)
100 SALE OF SCHOOL PROPERTY	-	20,000.00	15,914.06	5,000.00	(15,000.00)
100 Total	25,339,115.86	27,451,970.00	19,135,314.35	27,899,352.00	447,382.00
210 DSA REVENUE	1,082,377.81	841,502.00	681,759.41	822,505.00	(18,997.00)
210 Total	1,082,377.81	841,502.00	681,759.41	822,505.00	(18,997.00)
Grand Total	26,421,493.67	28,293,472.00	19,817,073.76	28,721,857.00	428,385.00

FY 2019 Budget Requests

Estimated costs based on information available as of 03/23/2018

	Total	General or SpEd Funds	Capital Project Funds
Northside			
School Secretary I (<0.5 FTE)	\$ 13,541	\$ 13,541	
Special Education Instructional Aide (0.5 FTE)	\$ 13,615	\$ 13,615	
Sub-Total Staffing	\$ 27,156	\$ 27,156	\$ -
Expand Two Classrooms	\$ 35,000		\$ 35,000
Promethean Boards (2)	\$ 8,000		\$ 8,000
Sub-Total Other	\$ 43,000	\$ -	\$ 43,000
Total Northside	\$ 70,156	\$ 27,156	\$ 43,000

Lahontan

Intervention Specialist for Reading & Math	\$ 73,889	\$ 73,889	
Increase ICAT to 1.0 FTE (currently 0.5 FTE)	\$ 36,945	\$ 36,945	
Additional 2 Hour Lunch Duty Assistant	\$ 5,200	\$ 5,200	
Sub-Total Staffing	\$ 116,034	\$ 116,034	\$ -
Promethean Boards for All Classrooms (31)	\$ 124,000		\$124,000
Sub-Total Other	\$ 124,000	\$ -	\$ 124,000
Total Lahontan	\$ 240,034	\$ 116,034	\$ 124,000

EC Best

Promethean Boards for All Classrooms (27)	\$ 108,000		\$108,000
Total EC Best	\$ 108,000	\$ -	\$ 108,000

Numa

Music Teacher	\$ 73,889	\$ 73,889	
Increase ICAT to 1.0 FTE (currently 0.5 FTE)	\$ 36,945	\$ 36,945	
Special Education Instructional Aide (2)	\$ 75,222	\$ 75,222	
ELL Instructional Aide	\$ 35,044	\$ 35,044	
Sub-Total Staffing	\$ 221,100	\$ 221,100	\$ -
Interior Painting	\$ 15,000		\$ 15,000
Blacktop between Walkway & Building	\$ 25,000		\$ 25,000
Solar Panel Drain	\$ 15,000		\$ 15,000
Sub-Total Other	\$ 55,000	\$ -	\$ 55,000
Total Numa	\$ 90,044	\$ 35,044	\$ 55,000

	Total	General or SpEd Funds	Capital Project Funds
CCMS			
Math Teacher for Remediation	\$ 73,889	\$ 73,889	
School Secretary I	\$ 42,855	\$ 42,855	
Social Worker or Counselor	\$ 100,945	\$ 100,945	
Blended learning Instructional Aide	\$ 35,044	\$ 35,044	
Sub-Total Staffing	\$ 252,733	\$ 252,733	\$ -
Promethean Boards	\$ 80,000		\$ 80,000
Club Funding for Power Half Hour	\$ 7,110	\$ 7,110	
Sub-Total Other	\$ 87,110	\$ 7,110	\$ 80,000
Total CCMS	\$ 339,843	\$ 259,843	\$ 80,000

CCHS			
Counselor	\$ 100,945	\$ 100,945	
3 Teachers (English, History & Math)	\$ 221,668	\$ 221,668	
Ag Instructional Aide	\$ 35,044	\$ 35,044	
Vocational Instructional Aide	\$ 35,044	\$ 35,044	
Technology Coach	\$ 73,889	\$ 73,889	
School Resource Officer (100% - 175 Days) *	\$ 62,626	\$ 62,626	
Sub-Total Staffing	\$ 529,216	\$ 529,216	\$ -
ACT Aspire Assessment for 9th & 10th Grade	\$ 12,000	\$ 12,000	
Training & Equipment for SRO *	\$ 40,000	\$ 40,000	
Classroom Tables	\$ 75,000		\$ 75,000
Sub-Total Other	\$ 127,000	\$ 52,000	\$ 75,000
Total CCHS	\$ 656,216	\$ 581,216	\$ 75,000

* SRO initial costs are estimated. More info is needed for accurate projection.

Superintendent			
New Superintendent Salary Range	\$ 15,811	\$ 15,811	
HR Director	\$ 115,789	\$ 115,789	
Total Superintendent	\$ 131,600	\$ 131,600	\$ -

Educational Services			
Grants Manager	\$ 66,700	\$ 66,700	
Total Educational Services	\$ 66,700	\$ 66,700	\$ -

Maintenance			
Seasonal Groundskeeper (half year)	\$ 30,509	\$ 30,509	
Increase Hours/Days for Custodian at Northside	\$ 5,268	\$ 5,268	
Total Maintenance	\$ 35,777	\$ 35,777	\$ -

District Wide	\$ 1,924,426	\$ 1,439,426	\$ 485,000
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FY 2019 Staffing Changes per Board Personnel Actions

Board Action	Employee	Position	Site	Open	Filled By
Contracted Staff					
02/14/18	Sandra Sheldon	Superintendent	District Office	Y	
02/28/18	Steve Russell	Director of Transportation	Transportation	Y	
02/14/18	Melodee Smith	Occupational Therapist	Special Services	Y	
Other Licensed Staff					
01/24/18	Robert Ansotegui	Behavior Specialist	Special Services	Y	
Prior Year	On-Going	School Psychologist	Special Services	Y	
Prior Year	Patty Fleming	Professional Development	NWRPDP	Y	
Licensed Staff					
Prior Year	Kristina Carey	Agriculture Science Teacher	CCHS	Y	
02/28/18	Richard Evans	Auto Mechanics Teacher	CCHS	Y	
02/28/18	Dan Combo	Business/Computers Teacher	CCHS	Y	
Transfer	Bard Barton	ELL Teacher	CCHS	Y	
02/14/18	Rebecca Ewart	English Teacher	CCHS	Y	
02/28/18	Kelly Frost	Government Teacher	CCHS	N	Brooke Hill
01/24/18	Mary Kroll	Special Education Teacher	CCHS	Y	
Transfer	Vanessa Burch-Urquhart	6th Grade Teacher	CCMS	Y	
03/28/18	Katherine Jones	English Teacher	CCMS	Y	
Transfer	Brooke Hill	History Teacher	CCMS	Y	
Transfer	Mark Leiser	Special Education Teacher	CCMS	Y	
02/28/18	Jaimi Woods	2nd Grade Teacher	EC Best	Y	
02/28/18	Russ Frost	3rd Grade Teacher	EC Best	Y	
02/28/18	Karen Wilhelm	1st Grade Teacher	Lahontan	N	Rachel Knight (LOA)
Prior Year	Suzanne Lawrence	ELL Teacher (0.75)	Lahontan	Y	
02/28/18	Walt Johnson	Kindergarten Teacher	Lahontan	Y	
02/14/18	Joanne King-Wardell	Early Childhood Teacher	Northside	Y	
01/24/18	Judy Travis	4th Grade Teacher	Numa	N	Vanessa Burch-Urquhart
02/14/18	Alecia Dressel	5th Grade Teacher	Numa	Y	
Critical	Debra Potter	Special Education Teacher	Numa	Y	
Classified Staff					
02/28/18	Linda Lang	Parapro Instruct Asst-Sp Ed	CCMS	Y	
02/14/18	Shelly Hubbard	School Secretary II	CCMS	Y	
02/28/18	Janice Humphrey	Food Service Worker	Food Service	N	Transfers to Chartwells
02/28/18	Jack Jarschke	Custodian	Maintenance	Y	
02/28/18	Kathleen Hogan	Parapro Instruct Asst-Sp Ed	Numa	Y	

Open: 27

Additional Budget Information

Expenditure Changes

	Projected	
	Increase	Comments
CSR Teachers	\$ 369,445	5 Additional Teachers
Employee Insurance Benefits	\$ 391,179	11% Estimated Increase
Step Increases	\$ 375,675	Per Association Agreements
	<u>\$ 1,136,299</u>	

Teacher Costs

	Amount	Comments
New Teacher Wage	\$ 48,200	Average of 2017-18 Newly Hired Teachers
Benefits:		
Insurance	\$ 10,381	
PERS	\$ 13,496	
W/C	\$ 1,113	
M/C	\$ 699	
Total per Teacher	<u>\$ 73,889</u>	