CALL TO ORDER
President Hendrix called to order the special 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 AND CHARACTER COUNTS WORD “FAIRNESS”
Greg Koenig led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA
President Hendrix confirmed the posting of the agenda pursuant to NRS 241.

ROLL CALL

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<th>Trustees Present</th>
<th>Others Present</th>
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<tr>
<td>Trustee Clay Hendrix, President</td>
<td>Sharla Hales, Legal Counsel</td>
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<td>Trustee Kathryn Whitaker, Vice President</td>
<td>Phyllys Dowd, Director of Business Services</td>
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<td>Trustee Carmen Schank, Clerk</td>
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<td>Trustee Tricia Strasdin</td>
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<td>Trustee Phil Pinder</td>
<td>Debra Shyne, Executive Assistant</td>
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<td>Trustee Rich Gent</td>
<td>(Interested Staff/Community Members per Attached List)</td>
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<th>Trustees Absent</th>
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<td>Trustee Matt Hyde, Acting Clerk</td>
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REVIEW AND ADOPTION OF AGENDA
Trustee Whitaker moved to adopt the agenda as provided, seconded by Trustee Gent. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

PUBLIC COMMENT
There were no public comments.

NEW BUSINESS

A. For Discussion and Possible Action: Search Consultant Greg McKenzie will update the Board and receive feedback from Board members on the Superintendent search, including: actions taken to date, timeline, search work calendar, advertising the position, role of the Community Search Committee accepting and reviewing applications, narrowing applications to finalists, interviews, checking references, and other related matters.
Greg McKenzie explained the “Supplemental Materials” handouts provided at the meeting. He reported on the focus group meetings conducted on March 6 and 7, which involved staff and community members, as well as the results of the online survey. There were 496 respondents to the online survey, 57 people who attended the focus groups, totaling approximately 550 contacts. It is not a statistically valid survey, but provides common areas of interest. The four questions asked were:

- What is special here?
- What needs to be improved here?
- What are the priorities?
- What is the profile?

This information allows the Board and Mr. McKenzie to determine who we are, where we need to go, and who do we need to get us there. Policy 2120.0 identifies superintendent responsibilities. Mr. McKenzie explained the “Consultant Recommendations,” which represents his observations and comments from reviewing the supplemental materials, responses, comments, as well as the results of the face-to-face meetings that occurred in the last two days.

**Consultant Recommendations**

The Board took a break from 6:15 to 6:24 so that the Board and public could review Mr. McKenzie’s report. Mr. McKenzie requested feedback from the Board regarding the source documents. The use for this information becomes the basis for building literature handouts. Mr. McKenzie summarized the agreed-to changes as follows:

- On page 1, first bullet, change the number from 8,500 to 9,000.
- On page 1, bullet two, add “with approximately 25,000 residents.”
- In the District section, the next to last the bullet under Facilities and Technology, add “from capital improvements in the approximate amount of (insert number provided by Phyllys Dowd).
- Add another bullet point stating “continued academic growth and improvements in student achievement.”
- In the minimum job requirements section, under the first bullet change the word “eligibility” to “eligible.”
- In the preferred leadership skills section, the fourth bullet from the bottom under Builds Partnerships with Community, insert “Military” along with Community, Local Government, and Higher Education.
- In the preferred leadership skill section, change “high” to “higher.”

Mr. McKenzie will work with Ms. Hales and Human Resources regarding the minimum requirements for the job. Ms. Hales reported that there is nothing in District policy or state law other than what is already listed in the four bullet points on page 16 of BoardBook:

- Either holds or is eligible for a Nevada school administrative license with authorization to serve as superintendent;
- A master’s degree in the field of education;
- Successful teaching experience at the elementary or secondary level;
• Must become a resident of Churchill County within six months after accepting the position.

Trustee Schank moved to approve the consultant recommendations, page 1 and 2, with modifications. The motion was seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

**Proposed Work Calendar**

Mr. McKenzie stated that he has prepared a detailed proposed work calendar. This is published as an abbreviated calendar because candidates and the public need to know when things are going to happen, but not the details of exactly what is going to happen in each step. Spring break is the first week of April, and while we are not late in the search season, we need to move along relatively quickly. We need adequate time to post the job, encourage people to apply, and market the position. Calendars change so this is a guideline.

Some members of the Board will be attending the Nevada Association of School Board meeting on April 20 and 21. Mr. McKenzie suggested changing April 19 and 20 to April 18 and 19 for first round interviews.

Trustee Whitaker moved to adopt the calendar as modified on the record, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

**Salary**

It was noted that the literature should explain that the State of Nevada does not have a state income tax, Nevada’s Public Employees’ Retirement System is 100%, and employees do not pay social security taxes.

Trustee Pinder moved to set a salary scale of $135,000 to $150,000, seconded by Trustee Schank. Lisa Bliss reinforced what Trustee Pinder stated in that the benefits should be well articulated in the job announcement materials. Mr. McKenzie stated that in the notice of vacancy he can add a sentence that explains the benefits. There were no public comments. The motion passed unanimously, Trustee Hyde was absent.

Trustee Strasdin stated that she felt the District should reach out to all administrators in the District and invite them to apply. Ms. Hales suggested that President Hendrix send an email to the administrators and to ask them to contact Mr. McKenzie for more information.

**Notice of Vacancy**

Mr. McKenzie captured how the District describes Churchill County School District as retrieved from teacher recruitment documents and from the District’s website. Mr. McKenzie typically requests a letter of application, a completed superintendent application form, a current resume, a copy of their administrator’s license from the state they are currently residing, and a statement of education philosophy. Mr. McKenzie also uses a mentor questionnaire, which asks the applicant who their professional mentor was, what did the applicant learn from that mentor, and what does the applicant want people to learn from him/her? Mr. McKenzie also asks for letters of recommendations and allows applicants to share anything else so they can help the reader understand who they are.
Applications will not come through the District’s AppliTrack system. Mr. McKenzie will collect applications, organize them, and return with the applications for screening. The application form itself has a series of questions and acknowledgements, and they grant the District approval to complete background and reference checks.

Mr. McKenzie summarized the changes as: add income tax and PERS to paragraph one, change the approximate number of students from 3,300 to 3,400 in paragraph two, and add Computer Coding to the list of Career and Technical Education courses. In the narrative above the list Mr. McKenzie will add that the District recently adopted a model for blended learning at the middle school, and he will change the name of the Naval Strike and Air Warfare Center to the Navy Aviation Warfighting and Development Center. Additionally, at the end of the District section the website will be changed to “ChurchillCSD.com.”

Trustee Gent moved to accept the notice of vacancy with all the changes provided as indicated. The motion was seconded by Trustee Pinder. There were no public comments. The motion passed unanimously, Trustee Hyde was absent.

Mr. McKenzie explained the Superintendent Advertising Options (page 22 of BoardBook) and that the District will not incur advertising expense as he will use E-Marketing and Package A. The District already has an account with Ed Week, which is probably the go-to place for school administrator jobs. There will also be a link on the District’s website.

Application

Mr. McKenzie explained the standard job application that he uses, which has been modified to suit Churchill County’s needs. There were no suggested changes.

Reviewing Applications

Mr. McKenzie will collect, assemble, and organize applications. Mr. McKenzie will start with the Superintendent Search Committee, but intends to add several administrators, teachers, and classified employees to the committee. President Hendrix stated that the applications cannot be dispersed to Board members as they would then become public documents. That would chill people who might want to apply for the position.

Sharla Hales stated that the Nevada Open meeting law requires that all supplemental materials that the Board gets to support an agenda item be made public. The law also states that every time the Board interviews for a superintendent’s position that it has to be done in public. Other states allow for some of these to be done in executive session, but Nevada doesn’t. When the Board hires, it also has to be done in public session. Mr. McKenzie has mentioned in the past that if he has to make those names public from the start, some candidates will not apply because they do not want to rock the boat in their current district. Ms. Hales knows the Board would like to review all of the applications, and tried to find a way to make that happen. One possibility is to redact (block out) everything that is personally identifiable. That has been ruled out because personally identifiable information is woven into the application so thoroughly, at best it would be a time consuming task, and at worst, something could be missed and the District would have promised confidentiality and not delivered it. Another possibility would be for Mr. McKenzie to make a spreadsheet that lists all of the applicants without personally identifying information, such as their current position, education background, and years of experience. There are two competing interests here, the confidentiality of the candidates and the trustees’ appropriate desire to
do a good job, but those are in contention with each other.

Ms. Hales stated that the Board has current standing committees that Board members serve on. All of those are subject to the open meeting law and all materials supplemental to those meetings are available to the public. The search committee is not a board committee, but rather convened by the Superintendent without participation by the Board, and it is Mr. McKenzie’s committee. President Hendrix stated that members of the Board can do their own research, talk to the attorney general’s office, so that the Board can proceed in this fashion. Trustee Schank asked if Board members can know who the committee members are to which Ms. Hales affirmed.

Trustee Koenig commented that the first week of May leaves the other school district in a lurch with only two months to replace their superintendent. Trustee Whitaker stated that the Nevada Association of School Boards should be encouraged to change the law specific to this very issue, as one of the Board’s most important duties is restricted.

Mr. McKenzie typically would have two groups reviewing applications in a search; one is a committee as described and one is the board in those states that permit boards to look at them in an executive session. Each group is tasked with the top ten and the group is about 20 strong. Seven of the ten top applicants in each group were identical. The top six, seven, eight, or nine rise to the top and it is almost always the same ones.

Mr. McKenzie stated that with the information provided to him at the board meeting and with the information he will get from Ms. Dowd, he will fill in the blanks and move forward. The Board will not hear much from Mr. McKenzie for the next three or four weeks, but he will provide a report about half with through to identify progress made.

B. **For Discussion and Possible Action:** Search Consultant Greg McKenzie will present information gather through the online Superintendent questionnaire, the face-to-face meetings with stakeholders, and other communications regarding characteristics and qualifications important for the next Superintendent to possess. The board may take action to approve the characteristics and qualifications.

This agenda item was discussed as part of Item A.

C. **For Discussion and Possible Action:** The Board will take action to approve a salary range for the Superintendent position.

This agenda item was discussed as part of Item A.

D. **For Discussion and Possible Action:** The Board will discuss and may take action to revise the current Superintendent job description and responsibilities, including Policy 2120.

This agenda item was discussed as part of Item A.

**PUBLIC COMMENT**

Kevin Lords reported that while the Board has been in their meeting, there was a fire in the paint room in the woodshop building. Rags combusted and the sprinklers went off. There was some damage to the sheetrock, but the fire was contained and school will resume tomorrow as scheduled.

**ADJOURNMENT**
Trustee Schank made a motion, seconded by Trustee Whitaker, to adjourn the meeting at approximately 7:45 p.m. The motion passed unanimously.

Prepared by Debra Shyne

Carmen, Schank, Clerk of the Board