CALL TO ORDER

President Hendrix called to order the regular 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

Kevin Lords 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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<tr>
<th>Trustees Present</th>
<th>Others Present</th>
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<tr>
<td>Trustee Clay Hendrix, President</td>
<td>Sandra Sheldon, Superintendent</td>
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<td>Trustee Kathryn Whitaker, Vice President</td>
<td>Sharla Hales, Legal Counsel</td>
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<td>Trustee Carmen Schank, Clerk (by phone)</td>
<td>Phyllys Dowd, Director of Business Services</td>
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<td>Trustee Matt Hyde, Acting Clerk</td>
<td>Debra Shyne, Executive Assistant</td>
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<td>Trustee Tricia Strasdin</td>
<td>(Interested Staff/Community Members per Attached List)</td>
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<td>Trustee Phil Pinder</td>
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<td>Trustee Rich Gent</td>
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REVIEW AND ADOPTION OF AGENDA

President Hendrix requested Item 12 (Greg McKenzie) moved before Item 7 (Superintendent Update) so that Mr. McKenzie can leave early. Trustee Gent moved to adopt the agenda as provided with one exception, where item 12 will be moved prior to item 7, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT UPDATE

A. Kimi Melendy, Director of Educational Services, will provide information regarding the Competency-Based Education Network and Pilot program.

Nate Waite reported that the State is assembling a cohort of schools to participate in competency-based education and provided an overview of the application submitted by the District. Mr. Waite commented that it was a natural fit with the blended learning model occurring at the middle school, allowing students to learn at a pace that is appropriate for themselves, and if competent, to move forward and not be restricted by calendar year. If
accepted, the five year pilot would grant a lot of opportunities to all kids, both in blended and traditional classrooms at the middle school.

Dr. Sheldon stated that during the five year pilot, dependent upon how it rolls out, it could expand to the high school. The first year is a planning year, bringing together members of the schools in the cohort and looking at what constitutes competency-based learning. The State will be watching the District’s blended learning community to see how it progresses. The District will be notified in May if selected to be part of the cohort.

Trustee Schank stated that she thought there were grant funds associated with this pilot program. Mr. Waite reported that this is not a grant and there is no funding provided by the State. This is a matter of how to instruct students and evaluate what they are learning and how to help them progress. Dr. Sheldon stated that the money that is attached to this is for staffing at the Department of Education level, and there are no grant dollars for schools.

B. Update regarding District-related matters.

Dr. Sheldon had nothing to report.

BUSINESS SERVICES UPDATE

A. Update regarding general business items

Ms. Dowd reported that she will not be at the April 25 Board meeting as she will be attending Tyler’s Infinite Visions conference. Dr. Sheldon and LP Insurance will present the employee insurance benefits package at that Board meeting.

UPCOMING BOARD EVENTS

B. Wednesday, April 18, 5:00 p.m., Special Board Meetings, Superintendent Interviews
C. Thursday, April 19, 8:00 a.m., Special Board Meeting, Superintendent Interviews
D. Friday-Saturday, April 20 4pm to April 21 4pm, NASB Professional Development, Plaza Hotel, Carson City
E. Tuesday, May 15, 6:00 p.m., Meeting with Fallon Paiute Shoshone Tribe (FPST) at the FPST Administration Office on Rio Vista Drive in Fallon
F. Thursday, May 17, 7:00 p.m., Adult Education Graduation, Churchill County High School Auditorium
G. Friday, May 25, 7:00 p.m., CCHS Graduation, Ed Arciniega Stadium, Churchill County High School

CONSENT AGENDA

A. Approval of Recommended Personnel Action (Attachment A)
B. Approval of Vouchers
C. Approval of March 2018, Payroll
D. Approval of February 28, 2018, Regular Board Meeting Minutes
E. Approval of March 7, 2018, Special Board Meeting Minutes
F. Approval of March 14, 2018, Special Board Meeting Minutes

Trustee Whitaker moved to approve consent agenda items A-F, seconded by Trustee Gent. There were no public comments. The motion passed unanimously.
REPORTS BY BOARD MEMBERS

Trustee Whitaker reported that the Board attended the National School Board Association Conference in San Antonio and that it was worthwhile, but will wait until the next Board meeting to provide a report. Trustee Whitaker will report on the Discipline and Attendance Committee later and the Policy Committee is on hold until after the superintendent search is completed.

OLD BUSINESS

A. For Discussion and Possible Action: Approval to nominate Trustee Hyde for the Region II Representative on the Nevada Interscholastic Activities Association’s Board of Control.

Trustee Strasdin moved to nominate Trustee Hyde for the Region II Representative on the Nevada Interscholastic Activities Association’s Board of Control, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

B. For Discussion and Possible Action: Superintendent Search Consultant Greg McKenzie will brief the Board on the work of the search committee. He will present information about the total number of applicants, the applicants he recommends for preliminary interviews, the number of applicants who did not meet the requirements for the position, the qualifications of applicants who may have been close to recommendation for interview, and other related information. The Board will take action to determine which of the applicants it will invite to preliminary interviews.

Mr. McKenzie reported that the screening committee, consisting of a group of community stakeholders representing different interests, six educators (two administrators, two classified employees, two licensed employees), reviewed the applications and made recommendations of candidates to be interviewed.

Mr. McKenzie provided handouts to the Board and public. He explained the Summary of Candidates handout, which identifies information about the candidates recommended from those who are not recommended for interview; identifying information has been removed from those not recommended for interview to maintain confidentiality.

Mr. McKenzie organized the committee and every member signed a confidentiality agreement before seeing applications. The committee was told that signing the confidentiality agreement means that anything heard, said, seen, or thought about in the room never leaves the room forever and that there are no exceptions.

Mr. McKenzie stated that the committee recommends nine candidates for interview and these candidates meet the requirements to be a superintendent in the District (memo provided). Three internal candidates have been contacted and are scheduled for interviews on April 18. An additional six candidates will be interviewed on April 19. Mr. McKenzie noted a correction that Marion Smith would like “Jr.” added to his name. Mr. McKenzie checked with all six candidates to be sure they knew that he would be sharing their names in public and they all approved. Mr. McKenzie stated that he heard from the Board that last time the superintendent position was open the Board only interviewed three or four and the Board did not feel they had enough involvement in the decision making process. In order to accommodate nine interviews in public session, Mr. McKenzie recommends each interview last 45 minutes. This is a “get to know you” interview. Mr. McKenzie recommends
only the Board ask questions. Mr. McKenzie has been collecting Board members proposed interview questions and recommends asking 8 to 12 questions, and then the Board can ask follow-up questions. Mr. McKenzie will collect questions, organize them to ensure that duplicate questions are eliminated, and provide the questions to Debra Shyne to be placed in a document with an area for Board members to write comments about candidates.

For the first interview, Mr. McKenzie suggests the Board allow the candidates to attend via video conference. Candidates would physically attend the second interview. Mr. McKenzie will provide a worksheet or observation sheet for members of the public to fill out and submit to Debra Shyne. The Board can invite public comment after all of the interviews have been completed.

Mr. McKenzie will provide a work packet for Board members containing a worksheet and scoring matrices. The Board will need to do some preparation. The resumes and the applications themselves will be available to the Board. Mr. McKenzie encourages the Board to ask a candidate specific question. Ms. Hales commented that the questions can be different as long as each candidate has roughly the same amount of time during the interview. Contact information will be redacted from the application and information will be published in BoardBook on Saturday. The interviews will not be streamed.

Mr. McKenzie will inform candidates not selected for interview and will adjust the schedule to allow for one hour interviews. The Board president will open public comments after the first three candidates have been interviewed and again on the second day after the remaining six candidates have been interviewed. Mr. McKenzie will not attend the interviews, but will be in District to facilitate the debriefing on April 19.

Mr. McKenzie provided each Board member with information regarding how to conduct interviews, background checks, and reference checks, as well as conducting site visits, if needed. Mr. McKenzie did not score the candidates, but each person of the committee scored candidates individually.

NEW BUSINESS

A. **For Discussion and Possible Action: Approval of Five-Year Capital Improvement Plan.** Any and every line item in the Five-Year Capital Improvement Plan may be discussed and changed.

Ms. Dowd reported on the fund balance and revenue streams. Ozzie Henke stated that he spoke with principals and site directors to determine priorities and explained the expected upgrades (document attached).

Dr. Sheldon explained that the technology budget has $300,000 to upgrade technology in the classrooms. SmartBoards are starting to fail as they are ten or twelve years old. The District needs to ensure funding is available to purchase flat screen promethean boards or something similar. Staff has looked at several different flat screens, but when looking at District needs, the promethean boards are the most reasonable to purchase, although staff will continue to review other flat screens. Dr. Sheldon reported that many of the servers are ten to twelve years old, so the Technology Committee and the new Superintendent will need to look at either replacing some of the servers or move toward virtual servers. The District replaced one server last year and a couple of servers this year. Chromebooks have a five to eight year shelf life, and the District is fortunate as the Chromebooks currently in use
are sturdy and holding up well. They will eventually fail, so money needs to be available to replace devices to ensure technology remains available to students.

Trustee Gent commented that Churchill County Parks and Recreation are purchasing mowers, so Mr. Henke might want to touch base with them.

Trustee Strasdin asked if administration would be involved with the placement of cameras at the middle school. Mr. Henke reported that they learned a lot from installing cameras at the high school, and that Principal Word and Vice Principal Wickware will be involved to ensure cameras are placed to maximize coverage.

Trustee Strasdin inquired whether the high school gym floors would be refinished. Dr. Sheldon stated that the floors have been refurbished and that they are coated on a yearly basis, paid for out of the maintenance budget. Mr. Henke stated that he was aware of the wear and tear of the gym floor. Trustee Whitaker inquired about the potential of replacing the concession stand at the high school.

Trustee Schank inquired as to whether cameras were necessary for Northside and E.C. Best because they are younger kids with less risk of vandalism. Dr. Sheldon stated that the recommendation is for the future and that elementary schools need less coverage, but cameras would focus more on parking lots and playgrounds. Mr. Henke reported that the single point of entry for E.C. Best is in the plan for the future.

Trustee Hyde moved to approve the Five-Year Capital Improvement Plan as presented, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

[The Board recessed five minutes.]

[The Board reconvened approximately at 7:45.]

B. **For Discussion and Possible Action:** Discussion of budget information and recommendations from the Budget Committee and site administrators. Approval of the Tentative Budget for year-ending June 30, 2019. Any and every line item in the Tentative Budget may be discussed and changed.

Phyllys Dowd stated that the tentative budget contains the information known to date, but changes are anticipated. Ms. Dowd explained the PowerPoint slide containing revenue streams. When property taxes go up, DSA goes down. Taxes for this year increased quite a bit, but the projection for Fiscal Year 2019 is much lower. Sales tax is going down, which is a direct dollar for dollar offset to the DSA. The District is anticipating slightly more students based on current enrollment, so the net increase for DSA is projected at $541,000.

Ms. Dowd reported that impact aid is going down due to an audit in a prior funding year, which was resolved this year. The E-Rate funding went down as the District purchased Wi-Fi connection points installed a year ago, but that was a one-time purchase.

Ms. Dowd reported one additional funding stream approved in Senate Bill 178, which funds schools with low performing students based on specific criteria. A webinar is planned for the State to inform Districts regarding how the funding can be used to address the needs of underperforming students and the State requires a written plan. The three principals have been informed and are contemplating how to spend the money.
The Budget Committee’s number one recommendation was to hire a Human Resources Director, so Ms. Dowd included funding in the budget for that position. The District will need five additional teachers to maintain class size reduction ratios as required by NRS. The Board has already approved the blended learning program at the middle school, which will require an instructional aide. Lahontan has asked for a two-hour duty assistant, which is a high turnover unbenefted position, and can be paid for with funds already budgeted for substitutes. Ms. Dowd reported that 25 staff members retiring or resigning saves approximately $400,000, if replacement staff for those positions are the average of what the District paid for new hires this year.

Ms. Dowd included the highest salary range for the superintendent position, as requested by the Board. LP Insurance Services has presented the potential of an 18% increase in health insurance. Hopefully LP can negotiate that amount down and there are other insurance companies interested in the District’s plan. The administrators’ salary schedule is misleading showing an increase of just $3,800, but that was because the salary of one of the administrators was reset to a lower amount. The Board supports providing funds for the middle school’s Power Half Hour and money has been provided for this program utilizing curriculum funds. The District is required to spend a certain dollar amount on per-pupil instructional materials and schools budget for those supplies. Some of the Chromebooks purchased with instructional materials dollars help the District to meet that threshold.

Ms. Dowd spoke about some of the items that were requested, but will not be funded. If Northside fills two more classrooms, grant funds could help pay for another custodian. Based on the numbers known today, Ms. Dowd projects the General Fund starting balance next year will be slightly under $2.5 million and will end with $1.5 million. The Department of Education has not provided a per pupil rate. The District typically gets a little more or a little less than the amount in NRS for the second year of the biennium, currently estimated at $7,202 per student.

The public hearing on the budget will be May 23 and the budget will be submitted to the Department of Taxation on June 8. The Board does not have to take formal action on the tentative budget, but Ms. Dowd prefers that they do.

President Hendrix asked Ms. Dowd if she keeps track of motions made throughout the year, such as the one regarding the Assistant Athletic Director. Dr. Sheldon stated that the Board does have the option to not fill extra-curricular positions and those positions are listed in the Churchill County Education Association contract. When those positions are filled in the fall, the Board can pull some of them, if they desire. Ms. Dowd stated that if funds for those positions are not spent, the balance would roll into the fund balance for the next year or the Board can take action to move the funds to another budget line item.

Ms. Dowd reported that the Insurance Committee will meet on April 18 and 24. LP Insurance will have proposals from interested insurance companies.

Ms. Dowd reported that there was not a lot of discussion at the last Budget Committee meeting. Ms. Dowd explained to the members of the committee how DSA is calculated and about local support (sales, property, and government use taxes), some shared with the charter school. Ms. Dowd reported that Churchill County has 625 students that do not attend our District. About 500 attend Oasis Academy and the rest attend a virtual school. Ms. Dowd did not schedule another Budget Committee meeting as she did not feel one was
needed. Senate Bill 178 will help fund some of Mr. Lords’ goals; perhaps an additional math teacher to target a specific group of students. That would alleviate some of his site request items.

Dr. Sheldon stated that the District typically uses 95 to 97 percent of the budget, so some money will carry forward in the fund balance. While the ending fund balance might increase, it is not likely to be at the same level as the amount the District started with for the year. Some of the things added to the budget were not paid for with additional funding from the State and the District does not have the final DSA number from the Department of Education. If the number goes down, then other decisions will have to be made.

Dr. Sheldon stated that the grant manager position for a school district the size of Churchill would not be a full time position. Right now is a busy time for grants as they are all written about the same time of year and reporting requirements due the end of summer. The majority of time is managing grants and working with Ms. Dowd regarding monthly balances and ensuring funds are in the appropriate categories. Much of this work is currently the responsibility of the Director of Educational Services and her staff. Some think a grants manager would write grants and bring in millions of dollars to the District. This is not always the best plan as there are often one-time costs associated with grants as well as other requirements such as record keeping, reporting, training teachers, compliance issues, and it is not always free money as often strings are attached. The District responds to Federal and Department of Defense grants, but does not randomly write grants to foundations.

Dr. Sheldon stated that she has filled the human resources manager position for the past five years. The District’s financial situation was pretty dire, with maybe a three percent fund balance. Dr. Sheldon has a strong background in human resources and two very competent staff members in the human resources office, so Dr. Sheldon took on the role of human resources manager. Ms. Dowd and Dr. Sheldon worked together, as human resources are closely related to staffing and budget, and they have managed human resources very well. Dr. Sheldon stated that covering that position would be dependent upon who the Board hires as Superintendent. Dr. Sheldon stated Ms. Norcutt is looking at the end of her career and has projected that she will likely retire within the next two years, so the human resources office will be in transition.

President Hendrix stated that Lori Norcutt and Janel Buchan have ideas regarding restructuring the human resources department and would like to share their thoughts. Ms. Buchan stated that she is putting together a package for the Board for a proposed human resources model and would have the package to the Board on Monday before 4:30, so that it can be in BoardBook before the next Board meeting.

Trustee Whitaker moved to approve the Tentative Budget for year ending June 30, 2019, seconded by Trustee Hyde, there were no public comments. The motion passed unanimously.

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, as Director for the State committee, stated that NASB would like the Board to adopt a resolution for school trust lands by July 1.

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

Trustees Hendrix, Whitaker, and Hyde will meet on April 2 at 5:00 p.m.

ADJOURNMENT

Trustee Gent moved to adjourn the meeting at 8:24 p.m., seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

________________________________________
Carmen, Schank, Clerk of the Board

Prepared by Debra Shyne