CALL TO ORDER

President Hendrix called to order the regular meeting of the Churchill County School District Board of Trustees at 6:03 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE

Nate Waite 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 Kathryn Whitaker, Vice President
Trustee Carmen Schank, Clerk
Trustee Tricia Strasdin
Trustee Phil Pinder
Trustee Rich Gent

Others Present
Summer Stephens, Superintendent
Jacob Sommer, Substitute Legal Counsel
Phyllys Dowd, Director of Business Services
Debra Shyne, Executive Assistant
(Interested Staff/Community Members per Attached List)

Trustee Absent
Trustee Matt Hyde, Acting Clerk

REVIEW AND ADOPTION OF AGENDA

President Hendrix requested New Business Item B regarding the FFA hay crop removed from the agenda. Trustee Gent moved to approve the agenda as provided with the removal of the New Business item as discussed, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

PUBLIC COMMENT

There were no public comments.

SUPERINTENDENT UPDATE

A. Update regarding District-related matters

Dr. Stephens reported that a fundraising request from the high school boys’ track team will be on the next agenda. Dr. Stephens will work with the District’s legal counsel to determine if the group can move forward with the fundraiser, as they are in a time crunch for ordering.
Dr. Stephens reported that she has hired a second grade teacher as an emergency hire as Laura Malkovich has taken a position as a reading strategist. Ms. Malkovich’s second grade position will be filled by Muriel Carnes, who has been a substitute in the District, has a Nevada license, and will begin work on Monday.

Dr. Stephens reported on the strategic planning process. It would be a three or four year plan. The 16-17 and 17-18 Center for Educational Effectiveness (CEE) parent and staff survey information will be used in the planning process. Dr. Stephens would like to wait several years to administer the CEE survey again. Dr. Stephens will collect additional data through a community wide survey and focus groups to be held at each school and at least one at the district office between September 19 and 28. These meetings will be publicized to community stakeholders, will be completed by October 5, and results will be presented to the Board on October 10. The Board can then determine the major themes to focus on. Dr. Stephens will put together a Superintendent Committee of about 30 members including staff, parents, community members, and students who will work on creating action plans for the Board’s goals.

Dr. Stephens and staff are working with the Achievement Network (ANET) to take the information and themes and garner direction from the Board and the Committee to produce action plans. The Committee will meet several times and present the goals to the Board at their October 24 meeting, after which they would work on action plans and then present those to the Board at their November meeting. Dr. Stephens anticipates bringing the final action plans to the Board at their December meeting. The Committee would then meet on an annual basis to review progress on goals and report progress.

**BUSINESS SERVICES UPDATE**

A. **Update on the Financial Audit**

   Phyllis Dowd reported that the audit is moving forward.

B. **Update regarding other business items**

   There were no other business items.

**EDUCATIONAL SERVICES UPDATE**

A. **The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)**

   Dr. Stephens reported that the District will provide enrollment numbers for online students later as that information still needs to be pulled from Infinite Campus.

**UPCOMING BOARD EVENTS**

A. **Saturday, September 29, Nevada Association of School Boards Training, 9am – Noon, Hyatt in Reno**

B. **Friday-Saturday, November 16-17, Nevada Association of School Boards Conference, Las Vegas**
CONSENT AGENDA

A. Approval of Recommended Personnel Action (Attachment A)
B. Approval of Vouchers
C. Approval of August 2018 Payroll
D. Approval of July 26, 2018, Regular Board Meeting Minutes
E. Approval of August 8, 2018, Regular Board Meeting Minutes
F. Approval of Student 18-17 through 18-26 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
G. Approval of 2018-2019 Elementary and Secondary Progressive Discipline Plans

Trustee Schank moved to approve the consent agenda as stated in BoardBook, Items A-G, seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

REPORTS BY BOARD MEMBERS

Trustee Whitaker reported on her attendance at Northside’s back to school night. The Policy Committee will meet on October 24. Lahontan Elementary creates site cards for kindergarten students. Last year several students helped as part of their English Senior Service projects, and will do so again, along with members of the National Honors Society.

Trustee Schank reported on her telephone conferences with Nevada Association of School Boards and her attendance at Northside’s back to school night.

Trustee Gent commented about marijuana funding as the school district does not get any of the marijuana money.

OLD BUSINESS

A. For Discussion and Possible Action: Approval of Resolution 18-03 for the Selection of an Exclusive Broker to list for sale the Churchill County High School Construction house located at 450 Discovery Drive.

Phyllis Dowd reported that the District has an occupancy certificate and has received requests by seven realtors interested in listing the house. Jacob Sommers, legal counsel, verified that the seven realtors’ names were in the bowl. Trustee Pinder selected Shannon Nelson. Phyllis Dowd requested Board approval for Shannon Nelson.

Trustee Whitaker moved to approve Shannon Nelson as the realtor for the Churchill County High School Construction house located at 450 Discovery Drive. The motion was seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

Trustee Whitaker moved to approve resolution 18-03 for the selection of an exclusive broker to list for sale the Churchill County High School Construction House located at 450 Discovery Drive. Trustee Strasdin seconded the motion. There were no public comments. The motion unanimously; Trustee Hyde was absent.
B. **For Discussion and Possible Action:** Adopt Resolution 18-04 to lease for Grazing the Rio Vista Property with information as approved and published; call for oral bids, written bid opening, and possible action to accept bid for the Grazing Lease for the Rio Vista Property.

Trustee Schank read the grazing lease publication notice into the record. Phyllis Dowd commented that the District has not received any written bids by the deadline of 4:30 p.m. on September 12. Ms. Dowd called for oral bids. The length of the lease is from September 13 or when payment is received through November 15, 2019.

Jacob Sommer, legal counsel, requested the Board ask for any opposition or protests to the lease, as required by Nevada Revised Statute.

Trustee Schank commented that the contract should contain the terms, method, and amount of seed in planting the field.

Dr. Stephens read the motion from the previous meeting into the record. Trustee Hyde moved to approve the lease of the Rio Vista property for a period of one year and not to exceed a $5,000 lease agreement with the documents presented in BoardBook. Trustee Pinder seconded the motion. There were no public comments. Trustee Whitaker commented that the lease was actually longer than a year as it was a year and two months. The motion passed unanimously; Trustee Hyde was absent.

President Hendrix asked if there were any protests to the lease. Staley Kent, a community member and rancher, asked if the lease money goes to the FFA program or to the Board. Phyllis Dowd stated that the proceeds from the lease agreement go to the FFA program, less the cost for advertising the resolution. Mr. Kent commented that it was not posted and the community was not notified that this property was up for lease. President Hendrix commented that notice was posted in the Lahontan Valley News and the public places required by Nevada law.

Miles Getto protested and stated that he agreed with Ms. Schank. He and his father talked about the lease and were interested. He commented that the lease doesn’t specify how the condition of the field would be left, but if he had the lease he would leave it in the best condition possible.

Mr. Sommer stated that the statute doesn’t clarify it, so the Board could ask for bids and approve the lease or take no action and revisit the issue later.

President Hendrix asked the public for bids. Miles Getto placed a bid of $4,000. Ms. Dowd called for any other bids above $4,000. There were no additional bids. Ms. Dowd recommended accepting the $4,000 bid from Mr. Getto to lease the property on Rio Vista. President Hendrix asked Mr. Sommer if the Board should accept the bid with his protest. Mr. Sommer stated that he made a bid and the Board can accept the bid without modification. The Board cannot change the lease; that would have to come back on a future agenda.

Trustee Whitaker moved to approve the oral bid for $4,000 from Mr. Getto for the Rio Vista property pursuant to the terms of the lease agreement in BoardBook, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.
NEW BUSINESS

A. The Board will receive information regarding the expenses and income related to the Rio Vista property and the FFA program. Future Farmers of America (FFA) Advisor, Ms. Jessica Johnston, will present a request that the Rio Vista property lease fee payable to the District from the FFA student activity fund be waived for the past year due to unforeseen events and expenses. The Board may take action to approve the request.

Jessica Johnston requested that the Board waive the lease for the previous year as she has reviewed the finances of the FFA program and has been trying to clean up the program and put kids first. In order to put kids first, the program needs operating money. Previously there was a $15,000 cushion. Ms. Johnston reported that the financial information in BoardBook is not up to date. The FFA commercial account will be down to $2,100 and the agricultural account will be down to $6,676. If FFA pays back the lease fee, the program will struggle with operating money intended to take students to events and leadership trainings that would benefit them. FFA was lucky enough to sell the hay crop, which was a blessing. One of FFA’s biggest events is the state convention. The students will still have to give time to the chapter, work in the greenhouse, and provide services to the community.

Trustee Schank asked Phyllis Dowd about the cost to the District. Ms. Dowd stated that FFA typically pays the lease fee to the District. The District uses the money to pay for Truckee Carson Irrigation District water fees, which were $3,225 this year. A check has already been written, and Ms. Dowd anticipates the fees to be similar in the spring. The District also pays stipends for Ms. Johnston and Mr. Ott, roughly $4,000 out of the General Fund, and both teachers are paid 35 extra days each, roughly $21,000. This information is in BoardBook and was provided to the Board to show that the District supports the program extensively. Ms. Dowd stated that a previous advisor reported how the FFA field is a business and that it teaches the students about how to operate it as a business. In the real world the landlord does not waive the lease fee. Ms. Dowd stated that she is not against it, but she provided the information for the Board to make their decision. Ms. Dowd also included in BoardBook information on the other extra-curricular activities that the General Fund supports. The FFA program itself, based on the number of students who participated last year, is roughly $203 per student that the General Fund contributes, which is in line with the District’s athletic programs and other extra-curricular programs.

Trustee Schank asked if this would be a hardship to the District. Ms. Dowd commented that the lease amount of $3,325 was paid in March and will be due again next March. Next March’s fee is the one that Ms. Johnston is asking to be waived. Ms. Dowd stated that she thinks the District can accommodate this amount of money without any issue.

President Hendrix asked if the Board waived the fee for FFA where does that put the Board’s obligation for other organizations. Dr. Stephens commented that others could come forward based on their needs at the time, which is something the Board needs to consider. Ms. Dowd reported that the Board has a policy for National competition whereby the Board can provide assistance.

Trustee Strasdin stated that she could not see where other activity groups would have the same obligation, such as the golf team, drama, or yearbook, where activity groups give the District money. Ms. Dowd commented that they do not. Dr. Stephens pointed out that in
those clubs, there is also not an expenditure associated with it, whereas FFA does have an irrigation charge. Trustee Whitaker pointed out that the TCID expenditure is there regardless if FFA uses the field or not. The District could lease those water rights out to another farmer. Trustee Whitaker stated that the District could make money, but the District is not here to make money. The District is here for the students. Trustee Whitaker also stated that she is concerned about the lack of accountability for the actions that have happened on the field.

Dr. Stephens stated that the accounting needs to be looked due to the discrepancy. Ms. Johnston stated that she has recently written checks on the account. Ms. Johnston also reported that she has a mentor advisor from Moapa who will help support her work. Another reason why Ms. Johnston needs the extra money is to fix the equipment. They do not have enough equipment and some of the equipment they do have does not work.

Trustee Schank commented about the program having a turnover in teachers and the importance of keeping the same teacher to enhance the program. Ms. Johnston commented that it is hard for her to be a teacher as there is so much going on. The community is not aware that she teaches the agriculture class, biology, and inclusion classes. Ms. Johnston came from a program with two advisors. Her greatest fear is that when the field comes back to the FFA program, that she can’t do it all. She can’t handle classroom teaching, running FFA programs, going to leadership events, etc. It is asking a lot of one person.

Dr. Stephens stated that the challenge to any program is stakeholder input and stakeholder perception. It is critical that the Board publicly get behind the work that the program is doing as there are a lot of external forces that can stress any program. Ms. Johnston will take the information in and guide students forward.

President Hendrix stated that he was excited that Ms. Johnston is leading the FFA program and realizes there is a learning curve. But, if you are a farmer and you are behind on your mortgage you have to enter into a forbearance agreement. Mr. Hendrix commented that he would like Ms. Johnston and the program to succeed. Trustee Schank commented that Ms. Johnston could ask for money to send students to the national programs.

Trustee Strasdin stated that the Board just spent $30,000 for a batting cage. The Board is under pressure to support the high school. The cost is $3,525. She doesn’t want Ms. Johnston to learn a lesson and she doesn’t want to do this again, but she does feel the Board should waive the lease.

Trudy Dahl, Churchill County High School Office Manager, commented that it would cost more if Ms. Johnston asked for help with travel costs to go to nationals as the hotel cost is $2,200 and they have not paid rental cars, registration, airfare, or the cost of meals. It was noted that the Board’s policy only allows up to $1,000 per organization.

Trustee Schank moved that the Rio Vista property lease fee payable to the District from the FFA student activity fund be waived for the past year due to unforeseen events and expenses. The goal of the Board is to support the FFA program and it is a learning experience. Trustee Schank commented that if the field doesn’t work then the Board should lease it out. The motion was seconded by Trustee Pinder. There were no public comments. Trustee Gent voiced support for the program. Trustee Strasdin stated that she hopes that
Ms. Johnston’s students will see that she stood up for the program, that there is some rebuilding of trust, and that the Board supports and believes in the program, has high expectations for the program, and supports Ms. Johnston. Trustee Schank commented that years ago there was an advisory committee with farmers from around the valley who were appointed to the committee. Ms. Johnston stated that committee is on her list. The motion passed unanimously; Trustee Hyde as absent.

B. **For Discussion and Possible Action: Approval for the Future Farmers of America (FFA) program to dispose of the spring hay crop through the District’s surplus property process.**

This agenda item was removed.

C. **For Presentation and Discussion Only: Ms. Lisa Bliss, Assessment Coordinator, will report on 2017-2018 assessment data.**

Lisa Bliss provided a PowerPoint presentation regarding the 2017-2018 assessment data. Board members asked questions. Trustee Whitaker asked when this information is provided to the leadership team and data leaders, what is the District doing to help them make necessary changes or improvements with their school? Dr. Stephens commented that it is multi-faceted as school staff incorporates this information into their school improvement plans and goals. Dr. Stephens and Ms. Bliss work with principals to support them, ensure they understand how to access the data in Infinite Campus, and make sure they have conversations with their staff.

The Achievement Network (ANET) helps with common vocabulary and high quality practices for instruction. If high quality practices are not being implemented, then we coach teachers on high quality practices. This year is about leadership adjusting practices, working together, and taking this to the classrooms with expected changes. School performance teams use information to make decisions on what their goals are. Laura Malkovich’s position, as a learning strategist, assists teachers. Patty Fleming is coaching coaches from each school so that these coaches can support their peers. Ms. Bliss is assisting by maximizing the presentation of Infinite Campus data, getting the data into the hands of the teachers as soon as possible.

D. **For Discussion and Possible Action: The Board will receive information regarding substitute teachers, including: demand for substitute teachers as demonstrated by leave information; process to become a substitute; training for substitutes; qualifications for substitutes; compensation for substitutes; possible reasons for a lack of people interested in substituting and other related matters. The Board may take action on any of these and other related aspects of substitute teaching.**

Dr. Stephens previously presented information to the Board regarding the potential to utilize emergency substitutes as neighboring districts have used this model. Dr. Stephens referred the Board to pages 79, 80, and 81 in BoardBook. The first page provides information from Mr. Lords regarding requirements and process for substitute and emergency substitute teachers. Dr. Stephens reported that the District is in a crisis related to lack of substitute teachers. There are actions the District can take now, but this will be a bigger conversation over the next few months. Dr. Stephens reviewed Mr. Lords’ memo with the Board regarding licensing requirements for the various types of substitute teachers. The District would require emergency substitutes take the STEDI course, which
takes eight hours to complete, as a pre-requisite to getting their substitute certificate. Dr. Stephens reported that she used this course when she taught a 50 plus hour course at the college level in a previous position, as that was the avenue to become a substitute there. The STEDI course would cost the substitute $40. The course would pay for itself quickly. The District wants to ensure that substitutes are competent and are provided with the skillset and tools to help them as they substitute in classrooms. The District would also provide training to substitutes about Churchill County School District and providing training on technology. If regular substitute teachers take the STEDI course, they would get a higher hourly wage.

Dr. Stephens referenced page 81 in BoardBook, which identifies that 1,019.5 days of sick leave were used by licensed staff last year and they used 501.5 days of personal leave. Staff used half as many days for personal leave as they did for sick. Saved sick leave days can add to years of service; personal leave days cannot. Staff can receive $50 for unused personal days at the end of the year. The chart provides categories for business leave and sick leave. The vacant position total is when a long term substitute is used for vacant positions or to cover staff on sick leave. There were 547 class periods where teachers taught their prep period to cover for classes when a substitute could not be secured. Trudy Dahl, office manager at the high school, and Angel Raymond, office manager at the middle school, are keeping track of these prep periods to determine the reason for the absence, whether it be professional development or some other reason.

Dr. Stephens reported that Kenny Mitchell in transportation, Jo Lamun from Chartwells, and Ozzie Henke from Maintenance are having the same challenges in finding substitutes. Dr. Stephens stated that in one day last week there were 40 staff members gone for the day and that probably 25 to 40 is normal. It takes people in all of these positions to provide opportunities for kids. Mr. Mitchell recently had three unfilled bus routes so he had mechanics assist with driving.

Dr. Stephens stated that the District is working on the culture, ensuring that information is readily available on the website, advertising open substitute positions on Facebook, and ensuring that the process is clear and welcoming. Training for substitutes is critical as it does not do any good to send ten substitutes into the classroom and nine do not return as they do not feel prepared. Substitutes are essentially independent contractors, choosing to work for the District at a given time. They are social security employees, not PERS. We can’t expect substitutes to share our message with students if they have never heard our message. The District will go to local job fairs and perhaps put a sign on a parked bus moving to various locations in the community letting people know that we are in need of bus drivers.

Dr. Stephens reported that the state has a conference scheduled in Las Vegas on Monday and Tuesday of next week, which is a great conference, but districts are having difficulty finding substitutes so that teachers can go to conference. The District offered a class on August 13, 14, and 15, but people did not sign up for the class. The District may not have effectively provided that information to teachers. The District needs to encourage the culture of being a learner and can control the classes offered in the summer. Staff needs time to look at standards to make sure kids are successful. The District needs to keep the conversation open and work at finding ways to incentivize staff to not be gone. In Dr.
Stephens’ experience, she has never heard a teacher say that it is easier to miss a day than to be there. Some teachers ask not to be pulled out for training, but some are taking 20 days off each year. This is part of building the culture and we can keep working on this.

Dr. Stephens stated that she could contact substitute teachers who have worked in the past five years and ask them what they liked and what deterred them from substituting, if the Board thinks this would provide additional information. Mr. Lords has had conversations with a number of people who have substituted at the District and is aware of some of their concerns. Dr. Stephens would like the Board to consider raising the substitute rates, as identified in the proposal.

Trustee Whitaker commented that she was surprised that personal leave was only at 501 days as teachers are contracted to have five, so that is not even an average of 2.5 for each employee. Trustee Whitaker was interested in how many employees take their five personal leave days and how many take two or less, and would like to see sick leave numbers by school as well. Trustee Whitaker commented that she was willing to entertain the idea of a graduated pay rate dependent on budget.

Dr. Stephens stated that Mr. Lords and Ms. Dowd calculated an increase of $5 per hour for substitute hours last year would be an increase of approximately $12,000, so an increase of $10 per hour would be approximately $24,000. This does not include emergency substitutes.

Becky Mathews, teacher, stated that since the Board was entertaining an increase in the wage of substitutes, would the Board entertain raising the amount for teachers who work their prep period? Currently, teachers are paid $25 a day which is taxed, so they bring home $20 for working their prep period. Ms. Dowd commented that working prep periods is a negotiated item so this would need to be discussed with the association.

The Board and staff talked about various ways to incentivize staff to be gone less days, thereby decreasing the need for substitutes. Staff could reach out to the associations for input, as lack of substitutes affect everyone. Ms. Dowd clarified that licensed staff always had five days of leave, but used to get docked for the third, fourth, and fifth day, it affected their PERS, and it was a calculation nightmare. The District paid out $13,000 in personal leave payouts this year. It was an automatic process for licensed employees. If they had personal leave at the end of the year, the District paid them the $50 for each personal leave day without making them fill out a form or have their request in by a due date.

The Board and staff discussed other potential incentives. Dr. Stephens noted that not every employee is part of the association. Employees want to feel valued and part of something. It is all about how we treat each other, support each other, and celebrate each other.

Trustee Pinder suggested surveying substitutes to find out the reasons they are not returning as substitutes.

Trustee Whitaker commented that factories recognize the number of days without accidents. There are potential pitfalls, but perhaps schools could compete against each other regarding days missed. Thinking about her 15 years of teaching experience, teaching is overwhelming the first few years, just trying to figure out how to be a teacher let alone master the subject and manage the class. Trustee Whitaker can only imagine those
substitute teachers who have little training or no experience working with teenagers or five year olds in a classroom and the expectations. What can the District do as a follow up to help support substitutes to say how did it go, how are you doing, was it rough? Think about doing this next time, or the more you do it the better you get at it and it won’t seem quite so scary.

Trudy Dahl stated that it would be helpful to educate the community so they realize that it is not that hard to get licensed. At the high school, teachers check in on substitutes and help them, and they have substitutes who do come back. Ms. Dahl stated that some parents come into the high school to get assistance in uploading documents into the Register My Athlete program. It would be helpful to have staff available to help substitutes log onto the state website, upload their documents, and provide support.

Dr. Stephens explained the suggested pay rates contained in the memo in BoardBook. Trustee Hendrix asked if it would encourage substitutes if the District paid for the STEDI course. Dr. Stephens didn’t think so, but providing more training and support would be helpful.

Trustee Schank moved to approve paying $100 per day for licensed substitute, $95 for an emergency substitutes teacher required to take the STEDI course, $110 for licensed substitute teachers who have completed the STEDI course, and $110 for a person who holds a Nevada teacher’s certificate (page 80 in BoardBook) The STEDI course would have to be renewed every five years for these rates to continue. Mr. Lords stated that retired teachers can get a retired teaching license and they do not have to take continuing education credits. The motion was seconded by Trustee Whitaker. There were no public comments. The motion passed unanimously; Trustee Hyde was absent.

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
There were no requests.

SET DATE AND TIME FOR NEXT BOARD “AGENDA SETTING” MEETING
Trustees Hendrix, Whitaker, and Strasdin will meet on Monday, September 17 at 4:30. The Board agreed to a special meeting on October 3 at Lahontan Elementary school.

ADJOURNMENT
Trustee Gent moved to adjourn at 9:34 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