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.

NATIONAL ANTHEM, CHURCHILL COUNTY HIGH SCHOOL CHOIR

PLEDGE OF ALLEGIANCE AND CHARACTER COUNTS WORD “TRUSTWORTHINESS”
Markiece Kramer and Katelyn Glinka, 5th grade students from Numa Elementary, led the pledge and spoke a few words about the character counts word “Trustworthiness.”

PERFORMANCE BY CHURCHILL COUNTY HIGH SCHOOL CHOIR

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

ROLL CALL

Trustees Present
Trustee Kathryn Whitaker, Vice President
Trustee Carmen Schank, Clerk
Trustee Matt Hyde, Acting Clerk
Trustee Rich Gent
Trustee Tricia Strasdin
Trustee Phil Pinder

Trustee Absent
Trustee Clay Hendrix, President

Others Present
Dr. Summer Stephens, Superintendent
Sharla Hales, Legal Counsel
Phyllys Dowd, Director of Business Services
Scott Winter, Principal, Churchill Co. High School
Debra Shyne, Executive Assistant

(Interested Staff/Community Members per Attached List)

REVIEW AND ADOPTION OF AGENDA
Trustee Gent moved to approve the agenda as provided, seconded by Trustee Schank. There were no public comments. The motion passed unanimously; President Hendrix was absent.

PUBLIC COMMENT
There were no public comments.
SUPERINTENDENT UPDATE

A. Strategic Plan Update.

Churchill County School District Teachers Heather Benjamin and Traci Miller reported on the Draft ChurchillCSD “Profile of the Learner.” Ms. Benjamin reported that the first goal of the Strategic Plan Committee was to evaluate the District’s mission statement “Everyone Always Learning” and reported that the majority agreed that this mission statement is still relevant. To better serve their students they analyzed the questions: who are our students, where do we want them to be, and how do we want to get them there? The majority of their first meeting was to establish and create a better description of what is a learner. They focused on their students and their future needs and how to be guide them to be productive members of society. What are the current and probable societal needs and what are students’ current and probable future needs. They also asked questions, such as: What is student satisfaction, what does it look like, and how do we help our students get there? The Committee created a profile of what a learner is in order to best serve them throughout our District to become productive and successful members of society.

Ms. Miller reported that a rough draft of what they created as a Portrait of a Learner is in their handout. They met in small groups and looked at examples of profiles of learners and graduates, and collaborated together to create the Portrait of a Learner. Dr. Stephens emailed committee members a document to capture everyone’s thoughts and condensed it into the information in the handout. Ms. Miller explained the ChurchillCSD Profile of a Learner is: Academic Mindset; Citizenship, Social, and Cross-cultural Skills; Information, Communication, and Technology Literacy; Initiative, Self-Direction, and Learning to Learn; Creativity and Innovation; Critical Thinking and Problem Solving; and Financial Literacy.

Dr. Stephens reported that the profile drives the District forward and part of the initial work is creating a picture of what collectively we mean by that. The bulleted points are the front end of the committee’s work to create common vocabulary and identify goals. Dr. Stephens stated that there were 23 people at the first committee meeting and they will continue to build that group. There were a few high school students interested in being part of the committee.

Trustee Hyde stated that he believes in smart goals that are specific, measureable, achievable, relevant, and have a timeframe. Trustee Hyde thanked Dr. Stephens for her continued time and effort working on the strategic plan.

Dr. Stephens stated that she was working with the committee to ensure the goals are actionable. As they craft the goals, the objectives will be measureable. The committee will continue to work together to craft goals and will bring those to the Board in November.

B. Ms. Rebecca Mayer’s high school students will provide a presentation to the Board regarding their recent photography project.

Hailey Lackey and Cheyenne Penfole are students in Rebecca Mayer’s photography class. They showed pinhole cameras that they created using shoeboxes and showed photographs taken from these rudimentary cameras. They also explained the process of creating a make-shift darkroom.
C. Update regarding District-related matters.

Dr. Stephens reported that she will be attending the DALI Institute Conference in San Diego in a couple of weeks. Her flight, hotel, and registration are paid for by the conference. This will provide her with an opportunity to work with other Nevada Superintendents also going to the conference.

Dr. Stephens reported that Assemblywoman Titus was in the District the past week and toured Northside Early Learning Center, E.C. Best Elementary, Churchill County Middle School, and Churchill County High School. It’s important to share our needs with members of the legislature. Assemblywoman Titus was especially interested in the pathways concept of preparing kids for life.

BUSINESS SERVICES UPDATE

A. Budget to Actual Report (written report provided)
B. Quarterly Workers’ Compensation Report (written report provided)
C. Quarterly Student Funds Report (written report provided)
D. Quarterly Board Budget Report (written report provided)
E. Quarterly Travel Reports (written report provided)
F. Update regarding other business items

Phyllis Dowd reported that she used 10.08 Full Time Employees (FTEs) when preparing the Class Size Reduction budget and how the District was funded at 10.49 FTEs, so she budgeted within $1,000 of the actual amount, which is right on target. The next quarterly class size reduction report will contain that figure. Ms. Dowd reported that the construction house is in escrow and will close the second week of November. Augenblick, Palaich and Associates released their Nevada School Finance Study. Ms. Dowd reported that, if fully funded by the legislature, the District would start with at least another $1,000 per student.

EDUCATIONAL SERVICES UPDATE

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

There were no questions.

UPCOMING BOARD EVENTS

A. 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 September 26, 2018, Regular Board Meeting Minutes
D. Approval of October 3, 2018, Special Board Meeting Minutes
E. Approval of Student 18-29 through 18-33 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
F. Approval of Class Size Reduction Report, Quarter 1
G. Approval of Audit Corrective Action Plan

H. Approval to Pay $150 for Trustee Pinder to attend CPO Module 2 and Employment 101 training offered by the University of Nevada Extended Studies program, on November 13, 2018, in Douglas County

I. Approval of Modifications to Policy 4117.0 – Evaluation of School District Employees
   1. For Review Only: Regulation 4117.0 – Evaluation of School District Employees

J. Approval of Modifications to Policy 4138.0 – Complaints Concerning School Personnel
   1. For Review Only: Regulation 4138.0 – Complaints Concerning School Personnel

K. Approval of New Policy 4850.0 – Whistleblower Protection

L. Approval of Modifications to Policy 5050.0 – Homeless Children
   1. For Review Only: Regulation 5050.0 – Homeless Children

M. Approval of New Policy 5905.0 – Educational Services Plan for Students in Foster Care

Trustee Gent moved to approve consent agenda items A through M as provided, seconded by Trustee Strasdin. Sharla Hales, legal counsel, clarified that the $150 that is part of item H is not going to Trustee Pinder, but will go to the Vendor where he is taking training as part of official business. There were no public comments. The motion passed unanimously; President Hendrix was absent.

REPORTS BY BOARD MEMBERS

Trustee Pinder reported on his attendance at the State Tennis contest in Truckee where Brooklynn Whitaker and Allison Frost, Northern Zone Champions.

Trustee Strasdin reported on her attendance at the middle school band concert and the last volleyball game where Patty Daum was honored by many of her past players. Trustee Strasdin encouraged Board members to utilize their NIAA passes and attend sporting events.

Trustee Schank reported on her attendance at the Navy Rock Band Concert at the high school.

NEW BUSINESS

A. For Discussion and Possible Action: Approval of the Audited Financial Statements for year-end June 30, 2018.

Phyllys Dowd was pleased to report that there were no findings in this year’s audit and thanked her staff for their hard work. Ms. Dowd introduced Auditor Chad Atkinson with Hinton Burdick and stated that Kelly Jones assisted him with the audit. Both were very professional and diligent. They had a high learning curve coming into the District for the first time. They handle Lander and White Pine, so they have Nevada knowledge on what our financials should look like. Ms. Dowd was pleased with the process.

Mr. Atkinson reviewed the audited financial statements. Mr. Atkinson reported that Ms. Dowd and her team are very organized and do a great job. He reviewed the financial statement and audit report according to Nevada standards. Everyone stuck to the timeline to a successful end. Hinton Burdick issued an unmodified opinion on the financial statements (handout provided). Mr. Atkinson explained that on page 159 there is a report on internal controls over financial reporting and compliance and there were no findings in that area. Part of testing federal awards is the Independent Auditor’s Report on Compliance for each major program. They are required to look over the Federal awards and pick some
programs to review in detail. Special education and the preschool program were reviewed and there were no findings as indicated on page 165.

The report on Compliance with Statutes and Administrative Code on page 169 of BoardBook points out that there were some minor budget overruns related to NRS. These are identified in the Financial statements on page 49. Summer school, special education, and food services had minor overruns. Ms. Dowd stated that she doesn’t want any budget overruns. None of the budgets were over budget; these were just sections of them. Ms. Dowd reported that an additional staff member was added to summer school but she didn’t hear about it until payroll in July, so it was too late to make an adjustment. The District charges special education for fuel on a quarterly basis, but Ms. Dowd missed that in June. Chartwells purchased some equipment that occurred in the 2017-18 school year. It was a non-cash expense, so she didn’t budget for that non-cash expense, but it was reported on the District’s financial statements. Ms. Dowd feels that this should be excused by the state, but will see if that occurs at a later time.

The Board approved Ms. Dowd’s Corrective Action Plan on the consent agenda. This document is intended to prevent budget overrides from occurring in the future. Mr. Atkinsons reaffirmed that these were minor overrides, but the State of Nevada wants to know about them.

Ms. Dowd explained that Other Post-Employment Benefits (OPEB) is for retired employees of the District. Before 2008, District employees who retired were eligible to remain on PEBP, Public Employees Benefit Plan, for health insurance and the District pays part of the premium. Nevada Revised Statutes requires the District to offer retirees the ability to maintain their insurance through the District, so if an employee retires and elects to stay on United Health Care they pay the premium, but that premium is subsidized as the premiums are higher for individual retires, typically due to age.

Mr. Atkinson reviewed financial highlights, capital assets, individual fund balances, and cash fund balance, noting that the District’s overall fund balance increased by $52,457, all funds included. The District is in good overall financial health.

Board members thanked Ms. Dowd and her stellar staff for their hard work. Trustee Schank moved to approve the Audited Financial Statements for Year End June 30, 2018, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; President Hendrix was absent.

B. **For Discussion and Possible Action: Approval of the Student Activity Agreed Upon Procedures (Audit) Report.**

Phyllis Dowd reported that Hinton Burdick was hired to provide agreed upon procedures for the student activity funds. The high school is audited every year, and Hinton Burdick chose Numa Elementary as the second school. The focus of the agreed upon procedures is to make sure that each campus is following rules as set forth in the District’s policies and regulations. Their report is included in BoardBook. There are a few items that will be worked on in the immediate future, which include training staff within offices and changing account setup at the bank to ensure segregation of duties.
Trustee Schank asked how Ms. Dowd would train staff. Ms. Dowd commented that the high school has the most student account funds, and she has reached out to Mr. Winter and Ms. Dahl regarding regulations. Some regulations need to be tweaked and will come before the Policy Committee or 21 Day Review team, dependent upon the outcome on those discussions. One of the things pertinent to bank reconciliation is that the person who posts either checks or deposits should not reconcile the bank statement. This will be a discussion at the high school regarding job responsibilities. The Numa issue will be a change to who signs checks, so that would be a quick conversation with Mr. Purrell.

Trustee Strasdin asked if it would be fair to assume that other schools have the same issues. Ms. Dowd stated that she would reach out and train staff at the other schools as well.

Trustee Strasdin moved to approve the Student Activity Agreed Upon Procedures Audit Report, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously; President Hendrix was absent.

C. For Presentation and Discussion: Mr. Scott Winter, Churchill County High School, will update the Board regarding the current graduation requirements, college and career graduation requirements, and the adjusted diploma requirements.

Mr. Winter provided an update regarding graduation requirements and explained the different types of diplomas the high school. He shared what other districts throughout the state offer as compared to Churchill County and where the District is headed in terms of diplomas (PowerPoint presentation provided). Currently, the standard diploma requires 22.5 credits. Students enroll in a minimum of 4.0 English, 3.0 Math, 2.0 Science, 3.0 Social Studies (World, US History and Government), 2.0 PE credits through Navy ROTC or PE, arts and humanities is 1.0 credit, Computer is 0.5 credit, and Health is 0.5 credit, 6.5 credits in electives, which equals 22.5 credits. The District’s regulation states that students have to enroll in a minimum of 4.0 English, 4.0 Math, and 3.0 Science, however, students can opt out of the fourth year of Math and third year of Science and still be able to graduate. Students would still need 22.5 credits to graduate. Starting with the class of 2020, the state minimum will be 23.0 credits.

Mr. Winter discussed the Career and Technical Education (CTE) endorsement, advanced diploma requirements, the honor school diploma, and adjusted and alternative diplomas. The adjusted diploma is for disabled students who are not going to meet the regular requirements for a standard diploma. They can continue to receive services beyond high school, until their 22nd birthday. This does not count for or against the school on their graduation rate, these students just have to meet their IEP goals in their course of study to get an adjusted diploma. Mr. Winter stated that he received information on the alternative diploma from the state last week and is waiting for further clarification from the state to ensure that he understands all of the provisions. Mr. Winters commented that one thing that might be tweaked is to allow more options within testing. Mr. Winter explained how the District compares to other districts in the state, and identified the differences in course and credit requirements. Mr. Winter also explained the new College and Career Ready Diploma.

Mr. Winters stated that a minimum composite score of 21 on the ACT is considered college ready with not less than 18 in English and 22 in Math. This enhances the need for students
to do well on the ACT and the need for instructions to help with those skills so they can be successful on the ACT.

Mr. Winter stated that staff is looking at the quality versus quantity of honors classes and looking at whether students are provided more work and we call in honors or if students are going deeper within their understanding of the curriculum. Mr. Winters discussed current advanced placement (AP) offerings and potential changes to dual credit offerings. Currently, when looking at the designation of advanced diploma it could be weighed or unweighted. There are not a lot of students taking the test at the end of AP courses.

Dr. Stephens commented about the rigor of AP courses and the perceived rigor of dual enrollment college courses. The high school does not weight courses taken at the college level. Dr. Stephens agreed with Mr. Winters that staff need to look at grades given in any course. Some students earn a B or an A and they only get a 1 or a 2 on the exam. The focus needs to be on ensuring that students are college and career ready. The diploma conversation and course offerings have to happen simultaneously. There are multiple pathways to graduating and it may not necessarily relate to seven class periods in a day.

Mr. Winters commented that having a four or six year plan in place would give students options. A pathway goes from year to year and either provide students with certificates or prepares them for college. Students need to begin exploring their interests in the 8th grade. CTE students need to be a level three and in some instances level four to be career ready. Some students might earn their Associates degree and be hired by an employer who will train them on the job.

Dr. Stephens stated that the District has 67 students on track to meet the criteria for a CTE diploma. The District can receive $200 for each student who earns a CTE diploma. This money could be used to provide an additional counselor or pay for Advanced Placement or certification exams. Staff is also having conversations about a blended or more personalized learning model for the high school.

Mr. Winters stated that the high school as a 26.8 percent chronic absentee rate. Hopefully, by providing pathways for all students, the absentee rate will drop. Dr. Stephens and Mr. Winters are working with Western Nevada College in aligning the high school’s current CTE program offerings, so students could potentially get dual credit. Mr. Winters and Dr. Stephens are working on enhancing culture and staff morale.

Vice President Whitaker commented that there is a lot of work to do and the Board is ready to support that work and do what needs to be done for our students, staff, families, and community, to provide students opportunities to set them on the best path. Vice President Whitaker stated that we have to be patient and thanked staff for the information.

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 Strasdin requested discussion regarding student fees, more specific to the high school, and student activity fund balances.

Trustee Schank requested discussion on the evaluation system (NEPF) including feedback from teachers and principals.

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

Trustees Hendrix, Whitaker, and Pinder will meet on Tuesday, November 5 @ 4:30.

ADJOURNMENT

The meeting adjourned at 8:43 p.m.

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Carmen Schank, Clerk of the Board

Prepared by Debra Shyne