

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

December 12, 2018

CALL TO ORDER

Vice President Whitaker 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

Trustee Gent led the pledge of allegiance.

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

Phyllis Dowd, Director of Business Services

Debra Shyne, Executive Assistant

(Interested Staff/Community Members per Attached List)

REVIEW AND ADOPTION OF AGENDA

Dr. Stephens requested a change to the Recommended Personnel Action Form on the consent agenda clarifying that Darryl Erwin is the Assistant Varsity Boys' Coach (non-paid) and Darby Rowe is the Assistant Freshmen Girls' Coach (non-paid).

Trustee Gent moved to accept the agenda as provided with changes, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; President Hendrix was absent.

RECOGNITION

A. The Board will recognize Trustee Rich Gent for 12 years of service and Trustee Hendrix for 8 years of service to the District.

Trustees recognized Trustee Gent for his years of service to the District. Trustee Hendrix was unable to attend the meeting due to a prior commitment. Greg Koenig, Walt Henderson, and Sharla Hales spoke in appreciation of Trustee Gent's years of service.

B. The Board will recognize the 2018 Division 3A State Football Champions.

On behalf of the Board, Trustee Hyde recognized the 2018 football champions.

[The Board took a break from approximately 6:37 to 6:50 p.m.]

PUBLIC COMMENT

Chelle Dalager, Churchill County High School Teacher and Coach, commented about issues with bus driver scheduling and the ability to accommodate the capacity of students when traveling to games. Ms. Dalager would like to better understand why bus drivers who are willing to drive on trips are not allowed to take out-of-town trip assignments.

SUPERINTENDENT UPDATE

A. Mr. Keith Sluyter, Churchill County High School (CCHS) Science Teacher, and his students will provide a presentation regarding their recent Biology Project.

Mr. Sluyter, CCHS teacher, explained that students conducted a self-contained ecosystem project that utilized solar technology. Students started with a hypothesis, conducted the experiment, and reported on their observation of the project as a whole. Maddie Stephens and Kyla Trotter, CCHS students, presented information about the project and what they learned.

B. Ms. Jaime Shafer, Churchill County High School Art Teacher, and her students will provide a presentation regarding their recent Art Project.

Jaime Shafer, CCHS Art Teacher, introduced her students and explained the speed chatting event that occurred on November 16 and 17. Artists from Fallon, Truckee, and Reno shared their professional practices with students based on a speed dating format to engage students with professionals, encouraging discourse. Kaitlyn Castaneda and Savannah Regli, CCHS art students, reported on their speed chatting experience.

C. Jennifer Vasquez will provide information to the Board regarding Lahontan Elementary School's Garden Grant.

Jennifer Vasquez, Lahontan Elementary School Teacher, reported on the \$5,000 grant received to create a garden in support of student-driven experiences with growing their own food. Ms. Vasquez reported that she can apply for the grant again next year. Ms. Vasquez commented that she believed a lot of food goes to waste in the cafeteria and she would like to eventually start a recycling and composting program and perhaps install a greenhouse as well.

D. Update regarding District-related matters

Dr. Stephens reported that approximately 80 people attended the Holiday Open House. She also reported that the results of the substitute survey were sent to the Board.

BUSINESS SERVICES UPDATE

A. Budget to Actual Report (written report provided)

B. Update regarding other business items

Phyllis Dowd reported that the Budget to Actual Report will change after the amended budget is approved later in the agenda. Ms. Dowd thanked the Board for the honor they bestowed on her, nominating and receiving the Nevada Associations of School Board's Director of the Year. Ms. Dowd was humbled and reported that she could not do her job without the support of her staff: Terri Laca, Sue Pruit, and Debbie Lund.

Ms. Dowd recapped the high school construction house which closed in November. The cost to construct the house was \$180,000. The lot was sold out of the Building and Sites Fund for \$12,000; the fair market value for the lot at the time. The escrow cost was \$16,600. Two appraisals were completed but Tom Riggins donated his appraisal fee, so the cost for one appraisal was \$750. The house was advertised and sold for \$262,000. The high school program profited \$51,800. The building permit was paid for in December of 2014 and it closed in November of 2019. Ms. Dowd reported that as an indicator of a strong economy, the last house sold was in January of 2015 for \$175,000.

Ms. Dowd reported that she and Dr. Stephens attended a new funding model presentation in Clark County on November 27. Ms. Dowd attended a follow-up meeting on December 10. There is mostly consensus on the new model, but there are issues that Ms. Dowd believes that the 17 districts will work out. The goal is to have a cost-based funding model based on amounts needed by students based on district characteristics determined by the resources needed to meet the standards and requirements, not what money is available. Ms. Dowd explained additional details of the model and stated that the goal is to be transparent, flexible, and equitable. Ms. Dowd requested the Board have a discussion at their January 9 meeting to help her set a target of where the District's 2019-2020 funding should start, which will provide her guidance before the first Budget Committee meeting.

EDUCATIONAL SERVICES UPDATE

- A. Violent Acts Report, November 1, 2018 through November 30, 2018 (written report provided)**
- B. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)**

There were no questions.

UPCOMING BOARD EVENTS

- A. January 26, Saturday, Nevada Association of School Boards Part II Training**
- B. March 9, Saturday, Nevada Association of School Boards Part III Training**
- C. March 17 – March 19, Sunday-Tuesday, NAFIS Spring Conference, Washington D.C.**
- D. March 30 through April 1, 2019, Saturday-Monday, National School Board Conference, Philadelphia, PA**

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of November, 2018, Payroll**
- D. Approval of October 24, 2018, Regular Board Meeting Minutes**

- E. Approval of November 13, 2018, Regular Board Meeting Minutes
- F. Approval of Student 18-34 to Enter the General Education Development (GED) Program
- G. Approval of Student 18-36 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
- H. Approval of Teacher Incentive Grant Application (AB1)
- I. Approval of the Transportation Lease Agreement with Churchill County Parks and Recreation for the 2018-19 Ski Program
- J. For Review Only: Deletion of Policy 2100.0 – Administrative Organizational Chart
- K. Approval of modifications to Policy 4110.0 – Administration of the School District (move Reg. 2100.0 to end of Policy 4110.0)
- L. Approval to change Regulation 4113.0 – Licensure to a Policy
- M. **For Review Only:** Deletion of Regulation 4116.2 – Teaching Assignment and Reassignment
- N. **Recommend Deletion of the Following Regulations as they have been Replaced by the Nevada Educator Performance Framework**
 - 1. *For Review Only: Deletion of Regulation 4117.1 – System for Appraisal of Teaching Performance*
 - 2. *For Review Only: Deletion of Regulation 4117.1 (a) – Framework for Effective Teaching*
 - 3. *For Review Only: Deletion of Regulation 4117.2 – Administrator Job Performance Indicators*
 - 4. *For Review Only: Deletion of Regulation 4117.2 (a) – Administrative Summary Evaluation*
 - 5. *For Review Only: Deletion of Regulation 4117.5 – Speech Therapist Performance Evaluation Form*
 - 6. *For Review Only: Deletion of Regulation 4117.6 – Psychologist Performance Evaluation Form*
 - 7. *For Review Only: Deletion of Regulation 4117.7 – Nurse Performance Evaluation – Performance Descriptors – Staff Nurse RN*
 - 8. *For Review Only: Deletion of Regulation 4117.7 (a) – Nurse Performance Evaluation – Performance Descriptors – School Nursing (BSN)*
 - 9. *For Review Only: Deletion of Regulation 4117.7 (b) – Staff Nurse LPN*
 - 10. *For Review Only: Deletion of Regulation 4131.0 – School District Workshop and In-service Days*
 - 11. *For Review Only: Deletion of Regulation 4137.4 – Informational Material Flow*
 - 12. *For Review Only: Deletion of Regulation 4137.6 – Selection and Disposition of Educational Material*
- O. Approval of Deletion of Policy 4130.0 – Prohibition of Workplace Violence and Bullying
- P. Approval of Modifications to Policy 4131.1 – Professional Growth and Development
- Q. Approval of Modifications to and Renaming Regulation 4137.0 – Selling and Soliciting to Policy 4137.0
- R. Approval of Policy 6163.0 – Title VI – American Indian Education – No Changes
 - 1. *For Review Only: Regulation 6163.0 – Procedures for Implementation of Title VI – American Indian Education*

Trustee Gent moved to approve item A as modified (previously) and items B through R, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; President Hendrix was absent.

REPORTS BY BOARD MEMBERS

Trustee Schank reported on her attendance at the Holiday Open House, at a recent Nevada Association of School Boards Directors’ meeting, and at the Madrigal Dinner.

Trustee Strasdin reported on her attendance at the Holiday Open House, at a professional development recently held at the high school, and at a recent middle school band concert.

Trustee Pinder reported on his attendance at the Nevada Association of School Boards’ Conference in Las Vegas and on his attendance at a recent Policy Committee meeting.

Trustee Hyde reported on his attendance at the Nevada Association of School Boards' Conference and reported that three Board members were recognized for completing their Certified Public Official certification.

Trustee Whitaker reported on her attendance at a recent Policy Committee meeting, Discipline and Attendance meeting, and the Holiday Open House.

OLD BUSINESS

A. For Discussion and Possible Action: New Policy and Regulation regarding Relationships, Interactions, and Communications between District Employees or Representatives/Volunteers and Students.

Sharla Hales, District's legal counsel, commented that the sample policy and regulation in BoardBook is from Clark County. This is the opportunity for the Board to weigh in on whether the Board wants this type of policy and regulation. Ms. Hales would like direction from the Board before spending time to make these documents applicable locally. A couple of pieces are widely accepted in these kinds of policies and regulations. One is the time restrictions from 10 p.m. to 5 a.m. where no communications should occur between teachers and students, with a few exceptions, and the recommendation that staff sends texts to multiple students, not to a single student, with a couple of exceptions; one being a personal relationship outside of the school setting and if there are extenuating circumstances.

Trustee Strasdin asked if the District already has some policies related to this. Ms. Hales commented that there are policies and regulations that have bits and pieces, but not all. The District has a mandatory reporting, which interlaces with this policy. The social media policy will come back to the Board for first reading in January. This is meant as a preventative measure so that teachers do not become too intimate or familiar and cross boundaries. Trustee Strasdin commented that coaches who take students on an overnight trip would likely send a text to all students after 10 p.m., as often they do not reach their destination before 10.

Trustee Strasdin moved to send the sample policy and regulation regarding relationships, interactions, and communications between District employees or representatives, volunteers, and students with some tailoring for extracurricular activities to the Policy Committee to work on and bring it back to the Board for approval. Trustee Schank seconded the motion. There were no public comments. Trustee Schank commented that those involved with this policy and regulation, such as athletics, should attend the meeting. The motion passed unanimously; President Hendrix was absent.

B. For Discussion and Possible Action: Presentation on the goals and objectives for the strategic plan as developed by the Superintendent's Strategic Plan Committee. Possible approval of the goals and objectives.

Dr. Stephens reported on the progress made with the Strategic Plan Committee regarding ensuring that all students are life ready. The Profile of a Learner was in the Board's red folders and available for the public. Dr. Stephens explained the goals, asked the Board to approve the goals in BoardBook, and requested approval to move forward to do the work in support of those goals.

Trustee Schank would like safety included in the goals. Vice President Whitaker commented that this plan includes District staff as well as community members, which is important regarding goals for our students, and that she looks forward to seeing big things happening.

Trustee Strasdin moved to approve the goals and objectives for the strategic plan as developed by the Superintendent's Strategic Plan Committee, seconded by Trustee Hyde. Nate Waite commented that he has worked on this committee and feels that the strategic plan is focused and helps everyone to move in the same direction. The motion passed unanimously; President Hendrix was absent.

NEW BUSINESS

A. For Discussion and Possible Action: Churchill County High School staff will report on the Parent and Student Athletic Survey Results for the Fall 2018 Sports Season.

Dr. Stephens commented that staff is doing a better job with the survey and is collecting more data, but there were some issues with student responses. Staff will continue to work on the process for the survey. Dr. Stephens stated that she was impressed that Mr. Daum created a timeline and stuck to it and thanked him for his efforts.

Brad Daum reported on the results of the parent/student Fall 2018 Sports Season (copy in BoardBook). The survey opened on November 9 and closed on Monday, November 19. Mr. Daum reported issues with sending the survey, which was not discovered until later. Staff has identified those problems and has ideas to fix these problems for the winter survey. They sent out 201 total student athlete surveys which was pushed through the Infinite Campus Portal, but many did not get to the students. Mr. Daum reviewed the breakdown the survey results.

Mr. Daum commented that he is getting better at Google Docs, voiced appreciation for the help from Mr. Waite, and will do a better job of giving access to students and parents to take the survey in the future. Mr. Daum stated that he used the same questions as last year.

To improve the results, Mr. Daum plans to have students bring their Chromebooks to one of the last practices and complete their survey or take them into a computer lab. Mr. Daum will work with Mr. Winter to ensure more responses from parents. Comments are half negative and half positive. There were negative comments about football equipment, such as helmets. Mr. Daum stated that he purchases the best Schutt and Riddell helmets he can purchase as they test the best. Helmets are supposed to be sent back every two years, but he sends helmets back every year to get recertified. Mr. Daum does not want to cut corners when it comes to safety. He purchases ten to twelve helmets and ten to twelve shoulder pads for football every year.

Another negative comment is that students have to purchase too much equipment. This requirement depends on the sport, but Mr. Daum has put restrictions on what can be charged for spirit packs and attempts to keep every one of them under \$100. They fundraise constantly to alleviate the cost of what parents and student athletes have to pay.

There were some negative comments about coaches, mainly related to doing a better job in communications. Mr. Daum talks to coaches every meeting about the importance of

communication. More comments were about younger coaches. Mr. Daum will work with those coaches and communication will get better over time.

There were a lot of positive comments. Coaches are working hard to ensure their programs are organized and as safe as possible.

Trustee Strasdin commented that this was the most thorough report provided to the Board and thanked Mr. Daum. There have been issues but she appreciates the ways in which Mr. Daum can ensure better results in the future. She would like Mr. Daum to ensure that varsity coaches take on some responsibility to mentor the younger, newer coaches.

Mr. Daum commented that he meets at the end of the year with head coaches and new coaches to review what is going on with their program. He takes input from them and he goes to an event for each sport once a week to observe for himself playing conditions and contests. There was some concern as to how coaches and staff would feel about providing surveys. This is Mr. Daum's 23rd year as Athletic Director and he tries to learn as much as he can and he tells his coaches the same thing. Just because they are veteran coaches they need to continue to go to clinics to become better. The survey results provide Mr. Daum input as to what he can do to help the programs be better overall. They will continue to communicate better with students and parents. They utilize Register My Athlete, which is a clearing house for the NIAA, which allows staff to push emails and messages to students who have been registered. Sandra Trotter and Tori Coldwell help Mr. Daum with communication.

Mr. Daum reported that the District's sports facility is top notch. There are things to improve on. Soccer wanted new nets. He just purchased new game goals last year. Perhaps the comments meant practice goals. Mr. Daum stated that he can't buy everything for each program every year, so he rotates between sports in terms of purchasing new uniforms and additional equipment.

Mr. Daum stated that his budget is approximately \$50,000 of District funds, not including transportation. Most of that budget is official fees and venue sites, such as swimming pool and golf course fees. Official fees are going up this year and next year.

Trustee Hyde commented that Mr. Daum has done a great job of not just doing the minimum but going above to protect these athletes.

Trustee Pinder stated that he was fortunate to work with Mr. Daum a number of years. Trustee Pinder coached for five decades and has been impressed with Mr. Daum's management and concern with safety. He treats the golf program as important as the football program.

Vice President Whitaker commented that the District motto is "Everyone Always Learning" and Mr. Daum demonstrated that with this survey.

B. For Discussion and Possible Action: Presentation, discussion, and possible action to approve the 2019 Amended Budget and approval of Resolution 18-07.

Phyllis Dowd reported that the amended budget is required per Nevada Revised Statute. Ms. Dowd updated the revenues and expenditures. The ending fund balance changed to the end of fiscal year 2018. Ms. Dowd marked down the estimated DSA revenue almost

\$312,000. The District estimated the projected weighted enrollment to be 3,244 students and that enrollment is less than expected. The District has had a trend down this fall, so Ms. Dowd changed the amount to be lower to compensate for that trend. The District did get an increase in funding to \$7,202 but by the time the State weighted the local support it ended up being \$7,223, a slight increase in the per pupil rate.

Over summer after the final budget was approved, PoolPact came in with an increase on their property and liability insurance package. The Board hired a Human Resources Director and the salary table changed on the Director's scale as well, so those costs were increased. Ms. Dowd also commented that she did a poor job allocating sub teacher wages between the functions, so she did some general cleanup and will do it again in June with the final augmentation at the end of the fiscal year. Kevin Lords will have access to the sick leave payouts and the negotiated benefits and will be able to monitor costs and look at trends.

Trustee Schank moved to approve the budget as shown in BoardBook including Resolution 18-07, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously; President Hendrix was absent.

C. For Discussion and Possible Action: Evaluation of Superintendent.

Vice President Whitaker commented that the summary of the evaluation is in BoardBook. This meeting is the opportunity for Trustees to provide feedback to the Superintendent.

Trustee Gent thanked Dr. Stephens for her work so far and commented that the District is headed in the right direction. Dr. Stephens is motivated and forward thinking.

Trustee Schank commented that she marked satisfactory on some of the items because Dr. Stephens hasn't been in the District long. Trustee Schank is very pleased with the direction the District is going. Dr. Stephens's strength is communication and being a team player and she has compassion for people. The work on the strategic plan is a big vision and is pulling people together in a positive way.

Trustee Strasdin agreed with Trustee Schank regarding the satisfactory marks because Dr. Stephens is new to the District. The excellent marks are in the area of communication. Trustee Strasdin thanked Dr. Stephens for jumping in and being bold. There is some anxiety because Trustee Strasdin realizes the Board is very much responsible for the direction of the District, but remains optimistic, hopeful, and excited for the future.

Trustee Pinder agreed that communication is by far the most important aspect of Dr. Stephens' job. The community wanted to stay local and a lot of that was based on the fact that the level of communication wasn't there. Dr. Stephens took that challenge head on. Trustee Pinder has received positive feedback from the public regarding Dr. Stephens especially with regard to communication and involving the community. The biggest challenge is changes and the delivery of education is a huge challenge. Trustee Pinder suggests Dr. Stephens continue to involve more and more community and staff members so that everyone can deal with the change that is coming.

Trustee Hyde adopted all prior comments and stated that the most important thing is communication. Dr. Stephens has melded into the community and can find common ground with people, which is something he appreciates about her and thanked her for her efforts.

Vice President Whitaker thanked Dr. Stephens for coming to Fallon and willing to take on what the Board hoped she would. The Board established goals in January and the biggest goal was to hire a Superintendent that would continue to move the District in a direction that was important to the Board. Vice President Whitaker has no question in her mind that the Board made the right decision. She requested Dr. Stephens' not burn herself out and be done too soon. The Board wants to make sure that they have a commitment for the long term that is beneficial to staff and to students and make sure that she continues to evolve and delegate when she can.

Trustee Strasdin moved to approve the evaluation of the Superintendent, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously; President Hendrix was absent.

D. For Discussion and Possible Action: Approval to send board members to the National Association of Federally Impacted Schools (NAFIS), March 17-19, 2019.

The Board discussed the availability of Board funds based on the fact that Board members attended the Nevada Association of School Boards Conference in Las Vegas and plan to attend the National School Board Conference in Philadelphia in March. Trustee Hyde suggested that Phyllis Dowd attend the next NAFIS Conference as well.

The District receives approximately \$370,000 from NAFIS funds. Ms. Dowd reported that some of the military members prefer to live in Fernley or Reno as they can't find housing and the amenities they want in Fallon. Ms. Dowd reported that she did attend training in Las Vegas regarding NAFIS funds. It was noted that the cost to send two people is approximately \$5,000.

Trustee Strasdin suggested that a letter be sent to Senator Jackie Rosen in lieu of going to the NAFIS Conference in March. Trustees Hyde and Strasdin will draft a letter to send to all of Nevada's legislative representatives. After discussion, it was decided that some Board members may attend the Fall NAFIS Conference.

Trustee Schank moved that Trustees Strasdin and Hyde draft a letter in support of NAFIS for the Nevada delegation and if the budget allows, attend the September Conference. The motion was seconded by Trustee Hyde. There were no public comments. The motion passed unanimously; President Hendrix was absent.

POLICIES (First Reading)

A. Policy and Regulation 8349.0 – Board Self-Evaluation

Trustee Strasdin and Vice President Whitaker were tasked with altering the scoring of the Board's Self-Evaluation. This policy and regulation will return to the Board for second reading at their January 9 Board meeting.

CLOSED SESSION

A. The Board will meet in closed session to negotiate revisions to the contract with Dr. Stephens, Superintendent, pursuant to NRS 288.220.

At approximately 9:37 p.m., Trustee Gent moved to go into closed session to negotiate revisions to the contract with Dr. Stephens, Superintendent, pursuant to NRS 288.220,

seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; President Hendrix was absent.

RECONVENE OPEN SESSION

A. For Discussion and Possible Action: The Board may take action to revise the Superintendent's contract, including possibly extending it through June 2021.

Trustee Strasdin moved to extend the Superintendent's contract through June 2021, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously; President Hendrix 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

Trustee Strasdin requested a discussion on the Nevada State Law as it pertains to options regarding student absenteeism; discussion regarding making a Career and Technical Education class that would satisfy the art requirement on the diploma; and a discussion regarding the 2019-20 budget in reference to the new funding model with priorities specifically for the new strategic plan.

Trustee Hyde said that he would like information about the bussing issue regarding games. This could be reported to Trustees and does not have to be a future agenda item.

Trustee Schank requested a report from the transportation department regarding the staffing of bus drivers, a report from the new behavioral specialist, and discussion regarding specials in at least one elementary school.

Vice President Whitaker would like clarification regarding absenteeism at Lahontan Elementary School specific to whether attendance is mandated prior to the age of seven.

SET DATE AND TIME FOR NEXT BOARD "AGENDA SETTING" MEETING

Trustees Whitaker and Hyde will meet on Tuesday, December 18, at 4:30 p.m.

ADJOURNMENT

The meeting adjourned at approximately 11:00 p.m.

Carmen Schank, Clerk of the Board

Prepared by Debra Shyne