CALL TO ORDER
Vice President Whitaker called to order the regular meeting of the Churchill County School District Board of Trustees at 6:02 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE
Trustee Pinder 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 Phil Pinder
- Trustee Tricia Strasdin
- Trustee Fred Buckmaster
- Trustee Amber Getto

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
Trustee Schank moved to adopt the agenda as provided, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT
There were no public comments.

OATH OF OFFICE – NEWLY ELECTED / RE-ELECTED BOARD MEMBERS
Vice President Whitaker provided the Oath of Office to Trustees Getto, Buckmaster, Schank, and Hyde.

ELECTION OF BOARD OFFICERS AND COMMITTEE APPOINTMENTS
Vice President Whitaker welcomed new Board members and briefly explained Board meeting protocol. The Board Chairman manages the meeting. It is important to enhance transparency for the public and to conduct the meeting in a manner of being respectful of one another and members of the District’s staff. Board members will have opportunities to speak, but must be
recognized by the Chair to speak and the Board must stay on agenda. If a Board member wants to talk about something not listed on the agenda, it will have to wait until placed on the agenda. Sharla Hales, the District’s attorney, will help the Board follow Open Meeting Law requirements. After a vote, whether a Board member supported the motion or not, it is important that every Board member support the majority decision of the Board. The Board has to make difficult decisions and talk about sensitive topics and must do so without defaming or speaking in a derogatory manner about any person, whether an employee of the District, someone we are working with, or a student. It is the responsibility of the Board to maintain a respectful environment and recognize that people have value, even though we may not agree with their behaviors. Board members receive a lot of information and should ask questions of another Board member or of the Superintendent.

Trustee Schank nominated Trustee Whitaker for President, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

Trustee Strasdin nominated Trustee Hyde for Vice President, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

Trustee Strasdin nominated Trustee Schank for the Clerk position, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

Trustee Schank nominated Trustee Pinder for the Acting Clerk, seconded by Trustee Buckmaster. There were no public comments. The motion passed unanimously.

**Officers**

President
Kathryn Whitaker

Vice President
Matt Hyde

Clerk
Carmen Schank

Acting Clerk
Phil Pinder

**Committee Appointments**

NASB Director
Carmen Schank

NASB Alternate Director
Phil Pinder

NASB Legislative Committee
Phil Pinder, Kathryn Whitaker, Carmen Schank

Debt Management Commission
Kathryn Whitaker

Parks/Recreational Committee
Fred Buckmaster

Budget Committee
Carmen Schank, Phil Pinder, Amber Getto

Audit Committee
Matt Hyde, Tricia Strasdin

NIAA
Matt Hyde

**Standing Committees**

Discipline & Attendance Committee
Tricia Strasdin

Master Plan Task Force
Fred Buckmaster, Tricia Strasdin

Scholarship Committee
Tricia Strasdin, Matt Hyde, Amber Getto

Policy Committee
Kathryn Whitaker, Carmen Schank, Phil Pinder

Safety & Security Committee
Fred Buckmaster, Matt Hyde

Negotiations

Licensed
Carmen Schank

Classified
Kathryn Whitaker

Administrators
Amber Getto
SUPERINTENDENT UPDATE

A. Presentation by Ms. Carol Lloyd, Director of the Churchill County Library, regarding ways in which the Library works in conjunction with the school district to provide services to students.

Carol Lloyd provided a presentation regarding the various programs and resources the library provides to the District and the community. The public library provides education and offers resources such as downloadable ebooks, audio, and film that they receive at the same time book stores do. Teachers can use these resources in their classrooms as well. The library has computers and Internet access and provide software and technology classes. The library is all about literacy, so they provide story time twice each week and have a children’s area in the library. They have encyclopedias, science databases, magazines, newspapers, and more. The library has a business resources and workforce development center and link to the city, county, and state websites. The Library collaborates with the Churchill County Museum, the Northern Nevada Literacy Council, the Churchill Arts Council, and many other organizations. They have a grant from the state that encourages emerging technology, such as virtual reality. They have a camera and can make their own film. A community member can make an appointment at the library to experience virtual reality. The library collaborates with Jaime Shafer’s art department at the high school. The library has started a number of programs to engage children on Fridays after early release from school and offer summer reading programs for children. They provide books for children at Northside in support of early literacy. The library staff work hard to ensure they are serving the community. The majority of the funding for the Library comes from the county. Ms. Lloyd commented that she appreciates the partnership they have with the District.

Lisa Bliss, Northside Early Learning Center, thanked Ms. Lloyd for her professionalism and support of students. Board members expressed their appreciation as well. Dr. Stephens thanked Ms. Lloyd for her involvement with the Strategic Planning Process and commented that there are a number of items that Ms. Lloyd spoke about that are untapped resources.

B. Update regarding District-related matters

Dr. Stephens reported that she would be out of town at an AASA meeting during the February 13 Board meeting.

Dr. Stephens reported that there was a late teacher resignation at E.C. Best in the second grade. Kimi Melendy, Kevin Lords, Keith Boone, and Dr. Stephens decided to disperse those students among the remaining second grade teachers. The students will be assigned to teachers they have already worked with in the Walk to Read program when possible. Class sizes are now 22 and 23 students, which are within the state guidelines for class size reduction. Mr. Boone reached out to most parents so far and most of the parents have been supportive of the plan. The staff has also been supportive of the plan.

BUSINESS SERVICES UPDATE

A. Update regarding other business items

There were no other updates.
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 December, 2018, Payroll
D. Approval of December 12, 2018, Regular Board Meeting Minutes
E. Approval of Student 1901-1903 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
F. Approval of Class Size Reduction Report, Quarter 2
G. Approval of Amendment to Lisa Fritz’s Employment Contract
H. Approval to Apply for State and Federal Compensatory and Competitive Grants
I. Approval of Annual Request to lease Water Rights to Truckee Carson Irrigation District (TCID)
J. Approval of modifications to Policy and Regulation 8349.0 – Board Self-Evaluation – Second Reading
K. Approval of Board Calendar Meeting Dates for July 1 through December 31.

Trustee Pinder moved to approve consent agenda items A-K, seconded by Trustee Strasdin. Dr. Stephens commented that the Board approved at their last meeting the two names under extracurricular activities. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Schank reported on legislative updates as a Director of the Nevada Association of School Boards.

NEW BUSINESS

A. For Presentation and Discussion: Mr. Kenny Mitchell, Director of Transportation and Security, will present information regarding the Transportation Department.

Kenny Mitchell commented that if the Board would like, he could request a Department of Motor Vehicles license check for Board members so they could get a clearance to drive District vehicles.

Mr. Mitchell reported that the Transportation Department has gone through struggles in the last six months. They lost four drivers to USA Parkway for better wages and longer working hours. They have hired two replacement drivers and are trying to attract a different demographic who may want part-time work. Mr. Mitchell reported on monthly training that is occurring for transportation staff (information provided in BoardBook).
Mr. Mitchell reported that transportation’s fuel system software that manages their fleet is an outdated DOS-based program and they need a replacement program. The department has received two bids for a new white fleet software program at $7,800 and $8,500. This would provide a new pump system and software for the bus sheds where mechanics could track maintenance on vehicles. Currently, transportation is using a dot matrix printer and the memory is so short they have to print out the information every 30 to 60 days.

Transportation currently has routing software, called Transfinder, on which current staff has never been trained. If staff received training on this software, routes that are more efficient could be built, which might also help with the shortage of drivers.

Mr. Mitchell reported that their maintenance trucks are old (1983, 1984, and 1987) and that they need an updated fleet. Mr. Mitchell would like to have the white fleet and the buses updated with newer model vehicles. The transportation department has 30 routes, so if the District could replace three buses each year, then every ten years they would have a new fleet. The bus Mr. Mitchell recently drove had 287,000 miles. Trustee Hyde stated that he would work with CC Communications to see if they have any vehicles that they might be able to make available to the District.

Trustee Hyde commented that it seemed strange that the District would have a program that staff has never been trained on. Mr. Mitchell stated they are using about 10% of Transfinder’s capabilities. The quote he received from Transfinder for training is $8,000. Mr. Mitchell is looking into a scanned ID card system where children scan their ID as they enter and exit the bus. This software would allow staff to track the location of students and buses and would help when locating lost children.

Trustee Hyde asked Mr. Mitchell why the Astro vans were not used on the second day for recent trips. Mr. Mitchell commented that he tries to send the newer vehicles and newer buses on trips/events that are the furthest away. The two new vans ended up in Utah for a trip and he would not want to send Astro vans that far away.

Dr. Stephens asked Ms. Dowd if this would need Board approval or if there was money in the transportation budget to purchase the new software. Ms. Dowd stated that the District could probably locate money, perhaps through savings from the Educational Services grant for the JumpStart program. Approval would come before the Board.

Mr. Mitchell would not want to implement the RFI reader (to track students), which is already installed on the buses, until this summer. This would provide GPS capabilities so that the school or transportation staff member could pull up the program and let a parent or staff member know the location of a specific bus. Mr. Mitchell is not sure how much it would cost to get this feature, but training would be part of the purchase of the software. Mr. Mitchell reported that transportation staff transports 1,100 students per day and that he will return to the Board with an update later.

Trustee Strasdin commented that she hears complaints about trip buses and asked if one person assigns drivers and buses to trips. Mr. Mitchell commented that the Athletic Director provides a list of trips and per union contract, they go on a board with dates and times and all of the trip drivers, currently eight or nine, bid on the trips by seniority. Mr. Mitchell then assigns a bus to each trip. Trip drivers must have certification on mountain driving and a few other things. The department’s driver trainer is doing a great job. Trustee Strasdin asked
Mr. Mitchell to provide her with a list of everything a bus driver would need in order to be certified for trips.

Dr. Stephens stated that when the District’s drivers take trips it creates holes in the routes, which adds to the sub shortage. Dr. Stephens and Mr. Mitchell briefly discussed using coaches as drivers, but this would be a different conversation as it relates to the classified contract. Each team has been taking a bus, so now they are sending two buses containing three teams, if possible.

Mr. Mitchell stated that the federal government has been cracking down on hours of service. All truck drivers have electronic log books, but school bus drivers do not have to keep electronic log books. A bus driver can drive a ten-hour period and then has to be off for ten hours. The bus driver can drive a car without this ten-hour time restriction. The Board requested Mr. Mitchell to provide his budget priorities.

Trustee Schank asked if the parking issue was resolved. Mr. Mitchell stated that it was not resolved yet, but Mr. Henke is getting estimates to move a fence to allow more parking on district property across from the bus sheds for bus drivers to park their private vehicles.

B. **For Presentation and Discussion**: Ms. Kimi Melendy and Ms. Bonnie Hargis will present information regarding Tribes and Positive Behavior Intervention Support.

Kimi Melendy and Bonnie Hargis reported on the positive impact that the Positive Behavior Intervention Support system is providing to students and staff. Staff is continuing with training on PBIS to ensure they have positive reinforcement strategies as well as Tribes, which meshes with PBIS in building a positive culture at our schools. Staff has reviewed the process to roll out PBIS at the high school. Ms. Hargis commented that the data in BoardBook supports the PBIS model.

C. **For Presentation and Discussion**: Dr. Stephens and middle and high school staff will present information regarding the District’s Career and Technical Education (CTE) program.

Mr. Winter provided an update to the Board regarding progress being made with Career and Technical (CTE) programs and other programs tied into the strategic plan. At the beginning of the school year Dr. Stephens and Mr. Winters started the conversation about the strategic plan, specifically about what pathways the District is planning to provide students to support their experiences and interests so that when they do go out into the world they will be ready. Students need soft skills and on-the-job-skills where they might be lacking. There is a national and state movement underlining the importance of providing career pathways and opportunities to students. Pathways take what students are learning and marry that with the skills that they need to be successful. What makes it difficult is matching potential jobs to the economy and the changing needs of our society.

Mr. Winter provided a draft career pathways document in BoardBook. This document is ongoing and fluid as they work on examples from across the nation of school districts working with pathways with success. Staff does not want to reinvent the wheel but shape it for the needs of our community. Ms. Adams, Health Occupations Students of America (HOSA), provides her students with opportunities. She makes sure her students take the right math, science, and English classes. She takes it a step further and provides internship
opportunities to expose students to their chosen career path and provide opportunity for growth. If the student completes these courses, they are employment or college ready. This process could expand to non-CTE courses as well. This comes down to equity in education. Mr. Winters will present information to the CTE advisory board. They will talk about teachers supporting the idea and discuss positive failure. Our students need to know it is okay to fail as long as they learn, correct, come back around to mentoring. This is tied to personalized learning.

President Whitaker asked Mr. Winter about the timeline. Mr. Winter stated that there are a lot of moving parts. Conversations have begun regarding personalized learning combined with talking about pathways. Dr. Stephens stated that simultaneously the graduation requirements would need revision. Dr. Stephens would like this to be fully implemented based on the timeline of the strategic plan. Conversations with staff will occur, and counselors and mentors could start the conversation with students perhaps by utilizing an advisory period to help guide and mentor students in their pathways. Utilizing teachers as mentors is a different cost than hiring additional counselors. Dr. Stephens would like things to move quickly, but we need to bring everyone along with us as a team.

Mr. Winter stated that Mr. Heck at the middle school offers a CTE exploratory program for students. These students visit the high school on a rotating basis to see the CTE programs, such as the auto shop, welding bays, and construction areas. Mr. Winter reporting having multiple meetings with Western Nevada College, and they continue to build a list with licenses and certifications. They have also reached out to Truckee Meadows Community College. By utilizing pathways, the hope is that students will want to come to school and that chronic absenteeism will be less.

Trustee Buckmaster commented that there is a shortage of vocational education teachers and secondary education needs to provide more vocational teachers through their education classes. He also stated that he believes the master schedule affects attrition so the focus when scheduling should be senior students, AP, and vocational. Mr. Winter stated that he would look at that as well as the blended learning models regarding how to be flexible with time and the grouping of students and teachers.

Dr. Stephens stated that the District has mentors to help CTE teachers who need help with instruction. They offer professional develop that focuses on teaching lessons, engagement, and how to chunk information so that students can remember the information. Patty Fleming and Holly Young are both providing excellent support as mentors.

Trustee Strasdin commented that she liked the statement “in addition to Churchill County High School graduation requirements students will successfully complete the following courses and experiences within their chosen CTE pathway.” This helps because whatever the District is doing with pathways, everything will align to standards. Mr. Winter commented that it has to. Teachers have to look at the essential standards students have to know. Through coursework, when units and coursework and lesson plans are being designed, it has to incorporate with well-rounded authentic experiences.

Trustee Strasdin commented that job shadowing should be done in a way that would involve students more in the experience. Dr. Stephens stated that the goal of career
exploration is to job shadow as well as undergo paid and unpaid internships so that students can try out the kind of work that interests them.

Trustee Pinder stated that if math is taught in construction it is extremely important that the proficiency questions be presented in a way that the student could understand them. Dr. Stephens stated that a teacher for the subject would have to be the teacher of record for instruction in order for students to obtain credit.

Trustee Schank stated that the District should check into the Carl Perkins grant or maybe check with the state regarding other grants. She recommended that staff visit the CTE sites in Texas and see how they are set up.

D. **For Discussion and Possible Action:** The Board will receive information regarding the 2019-2020 Budget, including the implementation of the strategic plan. The Board will discuss and may take action to direct the administration in planning the 2019-2020 budget, including possible direction to increase, decrease, or remove any line item or to add items.

Phyllis Dowd commented that the budget needs to support the strategic plan. The goal is to create a multiyear budget instead of year by year, which is a new concept for Ms. Dowd and the Board. This year’s funding is not known. Ms. Dowd requested the Board’s assistance in determining where to target the DSA for next year’s budget.

Ms. Dowd reported that there has been two meetings with Augenblich, Palaich, and Associations (APA) in December regarding the potential for a new DSA funding model. Ms. Dowd explained that Clark County representatives are looking for a new funding model likely to provide them with more money. They are the lowest funded per pupil district primarily because of the economies of scale. The goal is to remove the current model and fund a model that is more weighted to the actual student population within the districts. Ms. Dowd supports going to a new funding model. The new model would fund districts for at-risk students outside of the grant process so that districts can target programs effectively.

Ms. Dowd reported that if the old model stays in effect the District would have a correction for the error in the teacher allocation table, which occurred for many years. The Governor’s budget will be released on January 16 and the Department of Education will present their budget to the Legislative Committee Budget Subcommittee on January 22. Ms. Dowd will listen to the Department of Education budget report. If the old funding model stays in place and there is a correction and no increase in funding it will cost the District $559 per pupil, or roughly 1.8 million dollars. Ms. Dowd looked at the last three biennium to see funding level changes which ranged from 3.9% to 6.4%. Being conservative, if the state increase the District’s funding by 3% and nothing else changed other than the teacher allocation, it would cost the District approximately $190 per pupil, or roughly $609,000. This is a significant amount of money, but the District could handle it with the fund balance, though the District would go under the 4% minimum fund balance.

Ms. Dowd stated that if they decide on a 6% increase per pupil rate, which would be $17, it would be an increase of $54,000. Ms. Dowd does not see the state leaving the District in financial straits and they would likely phase in the correction over time.
Ms. Dowd reported that the discussion up until last month indicated 10% for the first year over a four-year period, 20% correction in the second year, and so on until it equals 100%. The idea is that the decrease will be offset with enrollment growth and funding growth. In yesterday’s meeting the state’s finance person was a little more conservative in his discussion on hold harmless referencing the new governor. Washoe County is not affected by this error and is in support of the phase in. This error affected Elko and Carson City as well as Churchill.

Ms. Dowd reported that going to the new funding model would likely be a wash situation. The state has not provided the exact amount. The District would receive funding based on weights for students in the special education program, at-risk program, or English Language programs, and grants would be replaced by DSA funding. This is still a wide unknown. Ms. Dowd stated that she likes the idea of strategic planning but it is difficult to target the funds needed. The legislative session opens on February 4, revenue projections by taxation will not be confirmed until March 25, and the legislative budget hearings start May 29. Even if the legislature keeps their schedule and does not extend into a special session, they do not talk about budget until the end of May, which makes it difficult to make decisions on staffing; reductions or increases. The legislative session ends on June 3 after school is out and teachers are gone. This is the reason Ms. Dowd requested this agenda item so that the Board is aware of the challenges the District faces with regard to budget and establishing a revenue target. Ms. Dowd supports a 3% or 4% increase from last year’s budget because PERS has released their contribution rate will be 29.25%, a 1.25% increase, and the District has not yet heard of any increases for insurance.

Dr. Stephens asked if the District is required to pay the increase. Ms. Dowd reported that the District is required by law to pay 50% of PERS, and the employee would pay 50%. The District has negotiated with associations and covers that increase in lieu of a raise. Instead of giving them a 0.7% decrease, the District would pay the PERS increase. If giving raises, the first 0.7% would be in lieu of a raise for PERS and anything else would go to the employee.

The strategic planning goals and support for staff and teachers to progress to the ultimate goals of the Board, increasing the graduation rate, etc. will require some funds in order to be successful. Ms. Dowd asked the Board to provide guidance on her recommendation of a 3% or 4% target for increase with teacher allocation table correction. Ms. Dowd could use what the District was funded for the current year, but that becomes a problem for the April 30 deadline for sending reduction in force notices to staff.

Trustee Strasdin voiced full support for 3% or 4%. President Whitaker stated that if Board members have budget items not addressed in the strategic plan, to please let Dr. Stephens or Ms. Dowd know. President Whitaker commented that the Board gave direction to move forward with the strategic plan so the Board needs to support and fund it, to the extent possible, and it would be wise for the Board to trust that process.

E. For Discussion and Possible Action: Approval of Annual Investment Report

Ms. Dowd reported that she noticed that the government investment pool at the State had a substantial increase in interest rate. Ms. Dowd received input from Mr. Johnston at First Independent Bank recommended the Board move money that the District is not using for day to day operations, $6 million, to a certificate of deposit (CD) for 13 months. The
earnings can be held in the Debt Service Fund or Capital Service Fund and can be used on projects such as security cameras. There is no risk to this investment because the state collateralizes the District’s cash. The District would lose the interest earned for the quarter if the CD is broken. Ms. Dowd requested a CD with 2.3% interest on $6 million for a twelve-month period would earn approximately $136,000.

Trustee Schank moved to approve the investment, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

POLICIES (First Reading)

A. Policy 4116.3 – Board Protocol for Hiring of Personnel
   1. For Review Only: Regulation 4116.3 – Board Protocol for Hiring of Personnel
B. Deletion of Policy 4137.2 – Sectarian or Denominational Belief Instruction in Schools (this information added to Policy 4142.0 below)
C. Policy 4119.0 – Resignations
D. Policy 4120.0 – Teacher Transfer
   1. For Review Only: Regulation 4120.0 – Teacher Transfer
   2. For Review Only: Regulation 4121.0 – Replacement New Teachers
E. For Review Only: Regulation 4121.0 – Teaching Combination – Husband/Wife
F. Policy 4142.0 – Code of Civility and Ethical Standards

Board members will provide suggestions to Debra Shyne if they have any. These policies/regulations will return for second reading on consent.

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 requested a report on fall MAPS testing results.

President Whitaker commented that the Board should schedule a retreat to complete a self-evaluation, talk about goals, and review governance. A retreat was scheduled for February 27, instead of having a board meeting that evening.

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

Trustees Whitaker, Hyde, and Pinder will meet on, January 14, at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at approximately 9:28 p.m.

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Carmen Schank, Clerk of the Board

Prepared by Debra Shyne