CALL TO ORDER
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 AND CHARACTER COUNTS WORD
Walter Henderson led the pledge of allegiance.

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

ROLL CALL
Trustees Present
Trustee Kathryn Whitaker, President
Trustee Matt Hyde, Vice President
Trustee Carmen Schank, Clerk (via phone)
Trustee Phil Pinder, Acting Clerk
Trustee Tricia Strasdin
Trustee Fred Buckmaster
Trustee Amber Getto

Others Present
Dr. Summer Stephens, Superintendent
Sharla Hales, Legal Counsel
Phyllys Dowd, Director of Business Services

REVIEW AND ADOPTION OF AGENDA
Trustee Pinder moved to accept the agenda as written, seconded by Trustee Buckmaster. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT
There were no public comments.

RECOGNITION
A. The Board will recognize Churchill County High School “Health Occupations Students of America” students for being state winners and international qualifiers at the State Conference.

President Whitaker recognized the HOSA students for their accomplishments, as follows:

- Vera Vaz – 1st Place Job Seeking Skills
- Jenna Bradley, Sarah Courser, and Makenzie Bernard – 2nd Place Community Awareness
• Liz Stephens – 3rd Place Nursing Assistant
• Seidi Lopez – 3rd Place Health Career Photography
• McKenna Jacques – 3rd Place Medical Reading
• Allison Frost – 4th Place Veterinarian Assistant

SUPERINTENDENT UPDATE

A. Update regarding District-related matters.

Dr. Stephens stated that she would like to emergency hire two non-paid track coaches: Kevin McElhinney, a current teacher, and Chelsea Coots. As an employee, Mr. McElhinney has completed the necessary paperwork. Chelsea Coots will not work with the team until she completes her paperwork through the Human Resources Office.

Dr. Stephens commented that it has been interesting to continue to watch the Strategic Planning Teams work. Groups are starting to find that the work they are doing overlaps with other committees and some have been meeting together. One of the items that the Board is looking forward to is talking about evidence of measurements to determine success.

BUSINESS SERVICES UPDATE

A. Update Regarding the Budget

B. Budget to Actual Report Update (written report provided)

C. Update regarding District-related matters.

Phyllis Dowd stated that representatives from Elko, Carson, and Churchill County school districts, as well as several charter schools located in these counties, have signed a letter addressed to the Nevada Assembly on Education regarding the correction of the DSA overpayment. The draft letter was sent to the Interim Superintendent of Education requesting a phase-in of the correction. The Department is not moving forward with phase-in language to legislators, as the people who were driving this concept are no longer with the Department of Education. All three counties are prepared to acknowledge publicly that the Department of Education made this error. Trustee Schank requested Ms. Dowd keep the Board informed and suggested sending a second letter. Dr. Stephens stated that she has emailed the Board a copy of the letter.

UPCOMING BOARD EVENTS

A. Wednesday, April 24, 4:00 p.m., Special Board Meeting at Churchill County High School

B. Wednesday, May 1, 6:00 p.m., Churchill County High School Scholarship Awards Ceremony, Churchill County High School Auditorium

C. Thursday, May 23, 7:00 p.m., Adult Education Graduation, Churchill County High School Auditorium

D. Friday, May 31, 7:00 p.m., CCHS Graduation, Ed Arciniega Stadium, Churchill County High School
CONSENT AGENDA

A. Approval of Recommended Personnel Action (Attachment A)

B. Approval of Vouchers

C. Approval of February 27, 2019, Special Board Meeting Minutes

D. Approval of the Churchill County High School Band Candy Bar Sales

E. Approval as being in the best interests of the District the retirement of Gregg Malkovich at the end of the 2018-19 school year and the purchase of approximately 0.75 of a year of PERS service credit in settlement and complete release of all claims.

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

G. Approval of Modifications to Policy 4144.0 – Prevention of Sexual Misconduct Toward Students
   2. For Review Only: Regulation 4144.0 – Prevention of Sexual Misconduct Toward Students

H. Approval of Modifications to Policy 4148.0 – Leave for Parents of Children Enrolled in School – Change to Policy 4148.0 with modifications

   Trustee Hyde reported that the recommended personnel action form shows deBraga as basketball, but he is a non-paid baseball coach. President Whitaker questioned whether volleyball was high school or middle school. Dr. Stephens clarified that it was high school volleyball. In the future, Kevin Lords and Brad Daum should add more detail on those positions.

   President Whitaker stated that she has noticed several mistakes regarding athletic positions on recent personnel action forms and it is becoming unacceptable. When Board members see the personnel action form, the school that coaches are assigned to should be clear and changes should not occur at the last minute.

   Trustee Hyde move to approve consent agenda items A-H with the correction of deBraga coaching baseball, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

REPORT BY BOARD MEMBERS

President Whitaker reported that 41 bills dropped this week related to education, including a bill on appointed boards, which would add two appointed board members to school boards. The Nevada Association of School Boards are in meetings this week to discuss and try to eliminate that possibility for school districts.

OLD BUSINESS

A. Approval of Modifications to Policy 4116.0 – Licensed Personnel – Duties and Responsibilities

   Trustee Pinder moved to approve modifications to Policy 4116.0, Licensed Personnel – Duties and Responsibilities, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.
B. Approval of Modifications to Policy 4860.0 – Staff Use of Social Media

1. **For Review Only: Regulation 4860.0 – Staff Use of Social Media**

Dr. Stephens explained that staff has been working on this policy for a number of months. Modifications to the regulation will go out to the 21-Day review group. There was confusion in the policy as the first line stated that the District takes no position and then the next line states what staff is expected to do. The suggestion is that the first line be struck.

Trustee Pinder moved to approve modifications to Policy 4860.0, Staff Use of Social Media, seconded by Trustee Getto. There were no public comments. The motion passed unanimously.

Dr. Stephens explained that District social media refers to Instagram, Twitter, and District and school Facebook pages. The Communication Team will address proper training for staff members who post on these sites, to ensure they know the rules and expectations. The District would pursue external sites that appear to be run by the school or District and work to remove them. The District is in the process of obtaining new website software and hope to select a product that will allow more access to staff. Lines 135 through 155 of this regulation involves staff members responding to a school district topic. This section will be updated as staff members go to school events that have nothing to do with their position in the District. Sharla Hales stated that she was careful when going through the regulation to research case law that supports the position of the District in the regulation and she is comfortable with it.

Trustee Strasdin inquired whether the District had any recourse for individuals who make their websites appear as if they are the Churchill County Middle or High School. Ms. Hales stated that situation does not depend on this regulation but things can be done. Dr. Stephens stated that the District’s Parent and Community Engagement Coordinator would provide training to staff members through the Human Resources Office.

NEW BUSINESS

1. **For Discussion and Possible Action:** The Churchill County High School “Health Occupations Students of America” students request Board funding for travel to the International HOSA Conference pursuant to Regulation 5550.1.

Elaine Adams requested funding for the HOSA Future Health Professionals’ travel. This is her 11th year as a teacher, and they have never asked for help with funding. They do not have enough money for the students to go to this competition. Ms. Adams requested $100 for each of ten students, or $1,000. Phyllys Dowd commented that this would come out of the Board’s budget for the current year. The Board has not awarded any funding for student travel in this year’s budget.

Trustee Schank moved to approve $1,000 for HOSA Future Health Professionals, seconded by Trustee Hyde. There were no public comments. The motion passed unanimously.

2. **For Discussion and Possible Action:** Churchill County High School staff will report on the Parent and Student Athletic Survey Results for the Winter 2018-19 Sports Season.

Brad Daum, Athletic Director, reviewed the changes made to the survey process for winter sports. The survey was emailed to parents on Wednesday, February 27, through the Infinite
Campus parent portal and was open until Monday, March 11. Staff printed the NIAA rosters, called each athlete to the office, and had each sign that they received a flyer. Only three or four students, though called to the office numerous times, did not pick up their survey. Mr. Daum reported that they did a better job of getting the survey to parents and students than previously. Mr. Daum reviewed the number of surveys returned for each sport.

Trustee Strasdin thanked Mr. Daum for his efforts with the survey and for getting an increase in responses, and thanked the Board for their support in continuing with these surveys. She commented that a low return from parents may mean they are not complaining and that is a good thing.

3. For Discussion and Possible Action: As part of the budget preparation process, staff will provide information to the Board for review, including information about an anticipated deficit. The Board will discuss all aspects of the 2019-2020 Budget and set budget priorities to provide direction to the Budget Committee and staff. Any and every line item in the budget may be discussed and approved for possible reduction or increase.

[The Board took a brief recess.]

Dr. Stephens commented that the District is in the midst of a volatile time with a perfect storm of budgeting. The State was looking at a new and better funding model, but it got derailed. The District’s expected DSA rate is less than our current DSA rate. The State Superintendent and Chief Financial Officer for the Department of Education (DOE) are no longer there. The District is striving to create a budget for the goal date required by law. Additionally, the DSA calculation error that was supposed to be phased-in has not been addressed due to the change of personnel at the DOE. There is typically an increase in State funding because costs rise each year, which drove the budget decisions of last year. The early childhood grants are not guaranteed and the federal government is proposing to cut Title II and Title IV.

Dr. Stephens reported that she met with leadership with a focus on kids’ first and maintaining momentum with the strategic plan. The District needs to ensure that kids are learning and life-ready to be engaged citizens. The District would first draw from non-personnel, but only 12 percent of District’s funds are not related to personnel. Administrative staff want to make cuts as far away from the classroom as prudent. Dr. Stephens stated that it is important to focus on roles and responsibilities, not people, and keep as many people in positions as possible. We need to think beyond how we have always done things in the past and think beyond what we thought was possible.

Dr. Stephens and Kevin Lords met with Elena Marsh and Gaylene Drinkut, union leadership, in January, which involved smaller concerns at the time, and again met this past Monday. On Wednesday, March 27, principals and District level administrators met with employees in staff meetings to provide employees with the same information. Dr. Stephens will talk about the general ideas regarding roles and positions and the potential to do things differently. Additional information collected at this Board meeting will go forward to the Budget Committee scheduled on April 4. Dr. Stephens requested staff provide their input to her, their principals, or Ms. Dowd. At the April 10 Board meeting, staff will provide a draft budget along with what administration is proposing. The District will not know the actual budget funding numbers for two and a half months.
Dr. Stephens provided information regarding an internal document that administrative staff has been working on, which will be part of the packet for the Budget Committee Meeting. The $2.5 million dollar amount would take into account the deficit in ending fund balance and the DSA error. Keeping the focus of kids in mind, concepts include:

- Revert school site budgets back to the 2015-2016 levels would save $4,100. Dr. Stephens feels that these funds should remain at schools to support kids.

- Reduce Business Services and Warehouse site budget by 25 percent; reduce Educational Services and Human Resources site budgets by 15 percent; excluding fuel for the Transportation Department and utilities from Maintenance, reduce their site budgets by 5 percent; reduce Special Services site budget by 5 percent; and reduce Superintendent and Board budgets by 30%, excluding legal services and the audit, for a total savings of $193,000.

- Utilize District leadership to take on the responsibilities of the open principal position at Lahontan Elementary School. Kimi Melendy would be the principal at Lahontan and support a portion of her educational services duties with the remainder picked up by Derild Parsons, Kevin Lords, Phyllys Dowd, Dr. Stephens, and Lisa Bliss. Dr. Stephens commented that this would not be permanent.

- Reduce Human Resources by one position through attrition.

- Eliminate a school secretary position.

- Eliminate a custodial position.

- Have conversation about the data specialist position.

- Reduce some department secretary positions.

- Reduce some duty assistants.

- Move the office manager from Northside Early Learning Center to an open position at E.C. Best.

- Replace office manager at Northside Early Learning Center, depending on duties involved, with a secretary up to an office manager.

- Determine duties that could be added to the data specialist position in Special Services.

- Realize some cost savings through new hires for leave: counseling position at E.C. Best, special services data specialist, sixth grade teacher, and the music position at the high school, for a savings of $135,000. Additionally, a 3rd grade position has some savings.

- Reduce several special education instructional assistants, three special education teachers, and a speech therapist, for a savings of $450,000. Dr. Stephens stated that some of these positions might be needed dependent upon the number of special education students who are new to the District.
• Transfer within District or potentially hire someone with less hours or perhaps a different classification for the following open positions: library media specialist, P.E. position, an office manager, and a nurse position.

• Reduce a mechanic at the bus sheds.

• Close warehouse, which would reduce the warehouse worker.

• Move District food service employees to Chartwells. They would transfer with their current wage. These positions would be social security positions, not PERS.

• Reduce the days for middle and elementary school counselors and cut days related to two positions at the high school for Agriculture and FFA, from 35 days to 15 days. The District is not operating the farm until the other side of 2020.

• Reduce classified staff who do not have direct student contact by a couple of hours on Fridays. Cutting two hours for all classified staff would save $341,000.

Dr. Stephens commented that none of these suggestions are good solutions. While she would prefer to schedule PD days outside of the 180 school days, if the District did this, it would add five days to the cost for classified staff. Dr. Stephens does not want to reduce the number of classroom teachers, if possible.

Dr. Stephens stated that there have been additional discussions about reducing some extracurricular and athletic contracts, outsourcing custodial services, cutting one custodial position, asking staff to pay a portion of the PERS increase, cutting all line items that are not personnel by three percent, and additional cuts to para-professionals at buildings, as well as the potential to have planning after school so that supervision is not as critical. This does not include cuts to early childhood teachers and para-professionals as these are funded in different ways.

Staff discussed ways to share teachers, changing the responsibilities of the high school dean of students; having District directors take on additional duties; sharing nurses and media specialists at elementary schools, and having conversations around coordinating more with WNC in looking at different ways to deliver Adult Education services.

Ms. Dowd could not locate her workbook regarding the calculation for the five PD days, but will research the number and email it to the Superintendent and Board. Ms. Dowd stated that if everything in the General Fund were cut by three percent, it would save $825,000. If non-staff expenditures were reduced by three percent, it would save $122,000; however, some of these costs are fixed, such as utilities, which could not be reduced.

Dr. Stephens stated that the information she shared prior to athletic contracts and extracurricular costs, would reduce the budget by $2,517,287. The salary averages used for rehiring are at a much lower rate than that of the person leaving the positions.

Ms. Dowd explained that the grant and class size reduction funds cannot be moved to the General Fund. The District would have to negotiate with associations to request employees pay half of their PERS contribution. The District has previously paid the employees’ half of PERS in lieu of pay raises. Trustee Schank requested a list of items and their estimated costs.
Ms. Dowd stated that the Department of Education shared the old funding model a couple of weeks prior. If they do not give the District a phase-in, the District would take that hit in one year, and the DSA rate would increase by approximately $135 the following year. There would be some change to that amount due to local support such as sales and property taxes. The DSA rate for 2020-2021 is unknown.

Trustee Hyde asked where supplies would be shipped if the District closed the warehouse. Ms. Dowd stated that currently the District has next day availability with multiple vendors. Purchases would be processed through office managers at school sites. The Business Office would get quotes for large consumable items such as copy paper and then work with the maintenance staff to deliver these items to sites. This would occur weekly or bi-monthly. The district mail delivery could be a two to two and one half hour daily duty by someone in transportation. The secretary in the maintenance office would order custodial products.

Dr. Stephens stated that the licensed agreement indicates that reduction in force letters should be delivered as close to April 15 as possible. The classified contract requires classified staff be provided 60 days’ notice. The intention is to bring information to the Board at their April 10 meeting.

Trustee Hyde asked Sharla Hales if the District could take legal action against the State as the District builds the budget based on the figures provided by the State. Ms. Hales stated that she could not venture to respond to this, because she has not researched this issue. President Whitaker commented that the legislature does not have an appetite to change the budget timelines. Dr. Stephens stated that she comes from a state where schools sued states numerous times because of the ineffective nature of the funding model and the process. Trustee Pinder noted that the Governor stated in his address that they pardoned $8 million for Washoe County School District. Ms. Dowd commented that Washoe County has been a strong supporter of the phase-in approach.

Dr. Stephens stated that cutting of the operations budgets would be a savings of $193,500 and the reduction of a principal at Lahontan with the Directors sharing the Educational Services Director’s duties would save $155,214. Dr. Stephens has not put figures to the reduction of many of the positions previously identified. To reduce or not fill two instructional assistants, three teachers, and a speech therapist, the savings would be $456,000. Northside and Lahontan could share a nurse, and Numa and EC. Best could share a nurse. Dr. Stephens stated that she would like to gather additional comments and then continue to refine the list. This is a draft at this point and will move forward to the Budget Committee. Dr. Stephens added that if administrative staff had more time to explore other items, one of the items to reduce could be the chemicals used by the custodial staff and use different cleaning methods.

Trustee Strasdin was in favor of the reduction of operations budgets, covering the principal position at Lahontan with a director, reducing the human resources analyst, and reducing the extra days for agriculture and FFA teachers. She voiced concern about being able to attract teachers in the future if asked to pay half of their PERS increase. Ms. Dowd will email to the Board the cost for employees to pay half of PERS.

Trustee Buckmaster stated that he agreed with Trustee Strasdin regarding the principal and taking care of positions through attrition, and agrees this would cause more work for
different people. Trustee Buckmaster inquired if a four-day workweek has significant savings. Ms. Dowd commented that the District has looked into a four-day week and the savings comes on the backs of the classified staff. If the District could negotiate a pay cut for teachers and bus drivers would work less, so there would be some savings.

Dr. Stephens stated that many considerations surround a four-day week, which cannot be answered before April 10. You might assume that most absences occur on Fridays, but sometimes it is Tuesdays, Wednesdays, or Thursdays. Dr. Stephens had several colleagues who completed their dissertation on a 4-day workweek. The reality is that our District is in a flat achievement space. A lot of school districts who are in a flat achievement space offer intervention and enrichment programs on the day off which utilizes staff, utilities, and buses, reducing potential savings. Mr. Waite, Ms. Richardson, and Mr. Winter are working on aligning schedules through a strategic plan committee, looking at different hours in the day and different day configurations, but their work will not be ready by April 10.

Trustee Hyde inquired about the maintenance technician. Dr. Stephens stated that the position is a specialized HVAC technician. It appears that contracted services would cost more than the cost of the current HVAC staff member.

Trustee Pinder suggested that the Board prioritizes positions that would come back if the District has the funds. Even if finances are rosy, we need to identify positions that will not come back, to be fair to the employees.

Dr. Stephens stated that, including Northside, the number of employees that would be reduced would be approximately 25 to 30. Not including Northside, Ms. Dowd reported that the $2.5 million would go down to $1.8 million due to attrition.

Dr. Stephens reported that this process began with Ms. Dowd, Mr. Lords, and Dr. Stephens discussing potential reductions and then they involved Ms. Melendy and Mr. Parsons. Dr. Stephens had a meeting with principals, Mr. Henke, and Mr. Mitchell and they reviewed and prioritized the list.

Dr. Stephens commented that the State is looking at the possibility of funding 70 positions state-wide through school safety funds, but the funding is not yet known.

Trustee Hyde stated that the Board is reactive to what the State does. Nevada is 49th in spending on education in the nation and 50th in the nation in student performance, which is unacceptable. The community needs to get involved and send letters to our lawmakers.

President Whitaker stated that she was dismayed and shocked at the legislature’s lack of focus in understanding the needs for education. President Whitaker responded to three bills, two of which were programs they were proposing that districts would have to designate general fund money to support. Some think that the Board has been reckless with District funds. The board has been very mindful and has tried to avoid situations where we have had to look at deficits again. President Whitaker stated that Carson City is cutting $3 million due to the same DSA error. President Whitaker commented that the employment to non-employment part of the budget has creeped up a little and that the Board needs to be aware of this every budget cycle. President Whitaker stated that PERS contributions would be on the table for her, even though it would affect her personally.
Dr. Stephens spoke about the potential to hire a counselor at the high school instead of a dean of students.

Public Comment

Trudy Dahl, CCHS Office Manager, inquired if the $2.5 million repays the entire DSA error. Ms. Dowd stated that it would.

Walter Henderson inquired if the Board was voting on cuts. President Whitaker commented that the Board is looking at the cuts that are currently proposed.

Gaylene Drinkut, President of the Classified Association and parent, voiced concerns about the five professional development (PD) days. She feels that kids need to be in school. She stated that our District has more PD days than other districts in Northern Nevada.

Elena Marsh, President of the Teachers’ Association, commented that it was heartening to hear the Board say how hard people work to serve students. It is frustrating to hear concern about employment to non-employment ratio of expenses as the District is a service organization. Ms. Marsh commented that other than getting PERS in lieu of a raise, they have not received a raise in eleven years and have not received a cost of living and insurance costs have gone up. She stated that teachers have worked an average of five extra hours a month on NEPF paperwork and every year more and more responsibilities are thrown onto staff.

Nate Waite suggested that Ms. Hales and Mr. Lords explore the possibility for staff interested in reducing the amount of sick days and personal days in the contract. He would be willing to donate 15 days sick leave and two personal days as long as those funds were used toward retention of highly qualified teachers who do not miss more than eight days of work each year.

4. For Discussion and Possible Action: The Board may approve reductions in force for any positions, including classified, licensed, administrative, and all others.

Dr. Stephens will integrate comments into the document and take it to the Budget Committee. This item was tabled until the April 10 Board meeting. President Whitaker thanked the public for their comments and requested the public provide their ideas and comments to Dr. Stephens and leadership.

POLICIES

The Board will receive information on, discuss, and may take preliminary action on the following policies:

A. For Review Only: Regulation 4149.0 – Contracted School Year – Recommend Deletion
B. For Review Only: Regulation 4150.0 – Employee Release Time – Recommend Deletion
C. Policy 4216.0 – Classified Personnel – Duties and Responsibilities
   1. For Review Only: Regulation 4216.1 – Employee Responsibility for Student Contact – Recommend Deletion
D. Policy 4217.0 – Safe Operation of School District Vehicles
E. Policy 4812.0 – Additional Assignments: Licensed Employees
F. Policy 4813.0 – Student Teachers
G. Policy 4865.0 – Relationships, Interactions, and Communications Between District Employees, Representatives, Volunteers, or Students
   1. For Review Only: Regulation 4865.0 – Relationships, Interactions, and Communications Between District Employees, Representatives, Volunteers, or Students

H. Policy 5600.0 – Mandatory Reporting of Child Abuse or Neglect
   1. For Review Only: Regulation 5600.0 – Protocol in Suspected Cases of Child Abuse or Neglect – Mandatory Reporting of Child Abuse or Neglect

I. Policy 7140.2 – Tobacco/Smoking Policy

These policies and regulations will move to the next Board meeting for approval.

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 items placed on the list.

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

Trustees Whitaker, Hyde, and Strasdin will meet on April 2 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at approximately 9:08 p.m.

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Carmen Schank, Clerk of the Board

Prepared by Debra Shyne