

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

POLICY COMMITTEE MEETING

May 15, 2019

1. CALL TO ORDER

Trustee Whitaker called to order the Policy Committee Meeting of the Churchill County Board of School Trustees at 8:17 a.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

Board Attendees:

Phil Pinder, Trustee

Carmen Schank, Trustee

Kathryn Whitaker, Trustee

Staff Attendees:

Summer Stephens, Superintendent

Kevin Lords, Director of Human Resources

Phyllis Dowd, Director of Business Services

Debra Shyne, Executive Assistant

Audience:

Rachel Dahl, Fallon Post

2. PLEDGE OF ALLEGIANCE

Phyllis Dowd led the pledge of allegiance.

3. VERIFICATION OF POSTING OF AGENDA

Trustee Whitaker confirmed the posting of the agenda, pursuant to NRS.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Trustee Pinder moved to approve the March 18, 2019, minutes, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

6. NEW BUSINESS

A. For Review Only: Regulation 4218.0 – Use of Personal Property for District Business

After discussion, the committee decided this regulation would return to a subsequent Policy Committee meeting.

7. NEW BUSINESS

A. For Discussion and Possible Action: Policy 3010.0 – Budget Development

The Committee discussed considerations for budget development. The goal is to review how expenditures connect to the goals of the district strategic plan. President Whitaker read a mission statement from a business office website, "The fiscal services department exists to support the programs and operations of the school district in order to accomplish the desired results of the strategic plan of the district." This is the Board's goal.

Dr. Stephens commented that schools would need to analyze their effectiveness with the focus on improving student achievement. The committee talked about professional development, accountability, graduation rates, efficiency, the role of the budget committee, the timeline of the budget process, and continued evaluation of programs.

Dr. Stephens stated that how the District spends money needs to continuously focus on improvement and being reflective. Trustee Schank commented that it would be good to include a timeline of measureable goals and benchmarks, so that the Board can evaluate the schools' plans.

Dr. Stephens commented that principals are on the next Board agenda to provide presentations that revolve around restating their goals, summarizing their action plans, discussing their results, and identifying their next steps for using the data in to revise and develop their goals, and that their school performance plans reflect the district strategic plan. We do not keep doing something for a whole year if we are going backwards. The Board has the capacity to amend the budget at any time. Part of the budget development process is encouraging staff to be reflective and allowing for adjustments.

Rachel Dahl suggested driving performance by creating a public space on the website for accountability. Every other government entity has department heads who provide a report of their department in public as part of the budget hearing. Dr. Stephens commented that we have to ensure that our policies, procedures, and regulations give department heads the flexibility to do what they need to do to drive performance.

The committee talked about the contingency fund and the ending fund balance of the budget. Dr. Stephens commented that it is important to have continuous communication. Trustee Schank stated that it is important that the Board understand the risks involved when dealing with the ending fund balance or any financial decision.

Phyllis Dowd read from the budget principals provided at a previous budget committee meeting.

- Providing students with exceptional educational experience and ensuring their academic success should drive the budget process.
- Decisions should be driven by data.
- Base resourcing decisions on cost effectiveness.
- Prioritize the core programs in all schools.
- Critically reexamine patterns of spending.
- Provide every students with equitable access.
- Take a long-term perspective.
- Be transparent.

Trustee Schank stated that she would like items regarding budget placed on the agenda as discussion and possible action. President Whitaker commented that sometimes it is helpful for the Board to discuss an item without having the pressure to make a decision that day.

President Whitaker identified the timeline from Washoe County regarding budget. In September, the Board conducted a workshop and received a presentation. At the end of January, they receive an update on the budget process. In the middle of February, they had a budget work session. On March 12, the Board received an update on the budget, including proposed program reduction. On April 23 was the tentative budget. The last meeting in May will be the final budget. Trustee Schank stated that PoolPact could help with training as well.

Trustee Schank moved to table this policy and return a new draft of the policy to the next policy committee meeting. Trustee Pinder seconded the motion. There were no public comments. The motion passed unanimously.

1. For Review Only: Regulation 3010.1 – Budget Development

2. For Review Only: Regulation 3010.2 – Budget Development – Budget Committee

B. For Discussion and Possible Action: Policy 3020.0 – Budget Administration

1. For Review Only: Regulation 3020.1 – Budget Administration

The committee discussed the potential to combine this policy and regulation with the previous policy. Trustee Schank commented that there should be a statement that the Board is accountable for the budget.

President Whitaker commented that perhaps we should add a statement such as, “Maintain pupil expenditures necessary to provide high quality education.” Trustee Pinder commented that it should be equitable to all students.

The direction is to allow staff to review these budget policies and regulations and complete a rewrite and return one or more policies and regulations. Trustee Schank requested flow-charts be included in the regulation.

8. Discussion regarding policies to be reviewed at the next Policy Committee Meeting.

President Whitaker commented that the next agenda will contain these policies, but recommended the agenda item be broader so that they are all in one so that all policies and regulations involving budget can be discussed at the same time. Trustee Schank will complete her recommendation for a policy that addresses Board training. The committee discussed scheduling policy committee meetings at a different time once school starts.

9. Discussion regarding the next Policy Committee meeting date.

Debra Shyne will coordinate dates for the June meeting and notify committee members.

10. PUBLIC COMMENT

There were no public comments.

11. ADJOURNMENT

The committee meeting adjourned at approximately 11:00 a.m.

Minutes prepared by Debra Shyne