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 - CITIZENSHIP

Trustee Getto led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA

President Whitaker confirmed the posting of the agenda pursuant to NRS 241.

ROLL CALL

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Others Present</th>
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<tr>
<td>Trustee Kathryn Whitaker, President</td>
<td>Dr. Summer Stephens, Superintendent</td>
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<td>Trustee Matt Hyde, Vice President</td>
<td>Sharla Hales, Legal Counsel</td>
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<td>Trustee Carmen Schank, Clerk</td>
<td>Phyllys Dowd, Director of Business Services</td>
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<td>Trustee Phil Pinder, Acting Clerk</td>
<td>Debra Shyne, Executive Assistant</td>
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<td>Trustee Tricia Strasdin</td>
<td>(Interested Staff/Community Members</td>
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<td>Trustee Amber Getto</td>
<td>per Attached List)</td>
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<td>Trustee Fred Buckmaster</td>
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REVIEW AND ADOPTION OF AGENDA

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

PUBLIC COMMENT

Torri Coldwell, Secretary in the District, voiced concern regarding the Board not reinstating the secretarial position at the high school. Students not returning must be withdrawn in preparation for educational services, special education, and attendance audit data pulls. Ms. Coldwell is concerned that existing staff will not have time to get this work completed.

SUPERINTENDENT UPDATE

A. Update regarding in town busing and the transfer system

   Dr. Stephens stated that Kenny Mitchell, Director of Transportation and Safety, presented several meetings prior regarding potential changes to in-town transfers. Due to a variety of factors, staff was not able to arrive at a solution. Priorities involved adding additional time to the middle and high school day, not having adolescents start earlier than the previous...
year, implementing breakfast after the bell, supervision at schools, parents dropping off their students at school, and compliance with the teacher contract regarding uninterrupted minutes for planning. Staff will provide information to parents regarding breakfast after the bell, including students not being required to take breakfast. Staff is looking at healthy options for breakfast. The plan is for school to start at 8:25 a.m. for elementary students.

Kenny Mitchell reported that he quickly realized that the round robin idea would not work as it took 30 to 45 minutes for buses to get to all schools. Northside will be a bus stop only and no longer a transfer school, so there is no need for supervision. Lahontan students get out earlier than other schools due to traffic issues. Buses will go to Lahontan first and be at the second school to pick up students by 3:00.

Mr. Mitchell reported that staff has been working with Dan Slentz at Oasis Online to clean up data in the Transfinder software. Mr. Mitchell reported that transportation is on target for the beginning of the school year.

B. Update regarding District-related matters

Dr. Stephens reported on a recent meeting with some high school staff and Western Nevada College (WNC) regarding dual enrollment offerings. Staff has identified courses that are a natural fit for science, math, and English, as well as career pathways. The group talked about grading, as the high school has been awarding bonus points to advanced placement and honors, but not dual enrollment courses. WNC is looking into providing a later date for dropping courses from credit bearing to audit. Staff will provide information to incoming Jump Start students, should they prefer to take some of the dual enrollment courses at the high school. The courses will be combined AP/Dual enrollment.

Dr. Stephens reported on changes to the pre-kindergarten program. On June 8, staff confirmed the amount spent on the grant last year as requested by the State, however, there were still three paychecks for Northside Early Learning Center staff that occur over the summer. The State is going to reassess the funds for the pre-kindergarten program and provide updated numbers for districts. Our District has flexible funds in block grants, which are one-time spending and not intended for salary schedules or long-term pay for staff, which could be used for Northside, potentially. The intent is not to add classrooms, but make up the difference if our District gets less funds than anticipated.

Dr. Stephens reported that the District received the Perkins Reserve Grant, approximately $79,000, to help the automotive and welding programs as well as the career pathways program. The District also received the regular Perkins Formula funds, the state allocation money went up a little, and the District received the state competitive grant. These funds will purchase equipment for the new cyber security courses, and upgrades the Culinary Arts space so they can increase their catering capabilities, which will launch entrepreneurial work and help with building a business plan. The District received dual enrollment, AP, and work based learning funds. For work-based learning, staff will be working with JOIN with a spring semester goal of having more health careers, to get students out to the workplace with credits available.

Dr. Stephens has worked with Nate Strong with Churchill Economic Development Authority to write a grant to increase and grow the career fair, to get it more robust with a high-end keynote speaker open to all kids at the high school and the eighth grade. Additionally,
Warren Wood will be able to offer an additional section of the CTE exploratory course for 8th grade utilizing his planning period. The District will be able to send teachers to the National Conference as well. Kimi Melendy is working on the PBIS grant for school climate in transition, pursuing funds for all schools to move into the PBIS model. The intent is to get the three elementary schools and the pre-kindergarten school on board, and take the middle and high school into phase two.

The District is applying for the local needs assessment grant for Perkins, which will help with work-based learning and community engagement. The last grant involves social emotional learning, school safety, social workers, and school facility upgrades related to safety. The County did not get the grant they applied for to support a school resource officer. The District set some funds aside in Title IV and intend to apply for additional grant funds. The District will meet with Fallon Police Department representatives to see if they have funds or if they were relying on the grant. Part of the grant is to increase expenditures every year of the three years, which means adding more people. Dr. Stephens will complete these grant components by mid-August.

Dr. Stephens stated that Dan Slentz reported that Lyon County School District’s email and computer system was hacked by ransomware. Lyon County is trying to recover and get phones and computer systems back online. Mr. Slentz spoke briefly last month about the work they do. Pool Pact just added additional coverage to liability insurance should this type of event occur. Recently, Oasis Online was spotlighted in a nation-wide security web conference article and was asked to speak in November regarding best practices and how to recover from this type of event. Mr. Slentz wanted to be sure that the Board felt confident that they are on top of things.

Dr. Stephens reported on summer projects, which include:

- The computer lab at E.C. Best, three classrooms at the middle school, and the high school library was carpeted;
- Maintenance has all of the dishwashers ordered to be installed
- The concession stand will begin soon and Mr. Henke expects that work to be done on time. The equipment being donated and equipment to be order as soon as walls go up is on track to come in on time;
- The middle school lighting was installed and Maintenance will start installing the outside lighting at the high school in a few weeks;
- The single point of entry at the middle and high school are designed and are going into the construction phase;
- The gates and fencing at the middle school will be done;
- The transportation fence will be moved during August;
- Fuel storage recoat will be done this month;
- Spring system retrofit has been bid out;
- Three PMZ HVAC multi-zone units at the high school are being constructed and will be installed at the beginning of August; and
- Structure ware is being installed at the middle school for the HVAC units.
Dr. Stephens commented that the Implementation Bootcamp starts on July 22. This will involve a group of staff members who will lead peers in their buildings working on K-12 alignment of curriculum, assessment, and data review so the District can build well-articulated curriculum over time so students can work at their own pace and provide them more flexible opportunities for personalized learning. This is something that was comprehensively missing. Every teacher will be engaged in this work during professional learning community and staff development time. Dr. Stephens invited the Board to attend and observe.

**BUSINESS SERVICES UPDATE**

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

Phyllis Dowd commented that Dr. Stephens provided a great recap of funding changes since the last Board meeting. Ms. Dowd anticipates receiving block grant funds soon. There will be a list of assets provided to the Board at the next Board meeting for the Board’s review and approval for disposal. Ms. Dowd is drafting a policy for disposal of items in the District so that the disposal process is clear.

The first week of audit fieldwork starts on July 29, and the auditors return in September for additional work. The hope is to come back to the Board in October with a clean audit.

The block grant specifies restrictions for the funds, such as the Nevada 21 program at the middle school. It does not say we have to use it for that, but it provides a list of possibilities of how we use the funds.

**UPCOMING BOARD EVENTS**

A. Friday, August 16, 8:00 a.m., Welcome Back All Staff Meeting, Churchill County High School Auxiliary Gym
B. Monday, August 19, First Day of School

**CONSENT AGENDA**

A. Approval of Recommended Personnel Action (Attachment A)
B. Approval of Vouchers
C. Approval of June, 2019, Payroll
D. Approval of June 12, 2019, Regular Board Meeting Minutes
E. Approval of June 26, 2019, Regular Board Meeting Minutes
F. Approval of Resolution Number 19-03 for Temporary Inter-fund Loan
G. Approval of the Debt Management Policy
H. Approval of Extending the employment contract for Scott Harrington, Behavior Specialist, through June 30, 2020
President Whitaker requested item E be removed for comment. Trustee Buckmaster moved to approve consent agenda items A-D and F-H, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

President Whitaker identified two changes to the June 26 minutes. Vice President Whitaker changed to Vice President Hyde in the first paragraph and to remove Dr. Stephens as she did not attend the meeting. Trustee Pinder moved to accept consent agenda E with changes, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Schank thanked Dr. Stephens for inviting board members into her office for one-on-one conversations.

Trustee Strasdin reported on her and President Whitaker’s attendance at the swearing-in ceremony of Mayor Tedford and City Councilwoman Karla Kent, and stressed the importance of strengthening the District’s relationship with the City of Fallon.

NEW BUSINESS

A. For Discussion and Possible Action: Ms. Phyllys Dowd will present a review of the debt service property tax rate, currently set at $0.55 per $1,000 of assessed value and used to pay bond debt or capital projects. As requested by other local government entities, the Board will discuss whether to decrease a small portion of the debt service property tax rate, freeing up for use by other local government entities.

Phyllys Dowd updated the Board on the history regarding this agenda item. When Ms. Dowd first joined the District, she would go to the Churchill County Debt Management Commission (DMC) meetings to present the District’s Debt Management Policy, such as the report that is on the consent agenda for approval. Alan Kalt, then Director of Finance for the County, would occasionally make a comment about the Debt Service Property Tax Rate that the school district has had for a very long time. None of the local governments, such as the City, County, and Mosquito Abatement (see full list of government entities on page 91 of BoardBook), have formally petitioned the District or made an appointment to meet with the Superintendent to discuss the debt property tax rate. Ms. Dowd committed at the last DMC meeting to have this discussion with other local governments. That meeting was on June 13, 2019, and was attended by Gary Cordes from the City of Fallon, Fallon Councilmember Bob Erickson, Sherry Wideman from Churchill County, and DMC Member Alan Kalt. Ms. Dowd stated during the meeting that she would approach the Board to get direction from the Board regarding changing the rate or leaving it the same.

The Board cannot change the operating property tax rate, $0.75 on $1,000, as it is set by statute. The debt side is different. The District has received approval by the voters to have the $0.55 tax rate applied to debt. The statutes in Nevada allow the District to collect that property tax. If we do not need it for that year’s debt service payment, those funds transfer to the Capital Projects Fund. A great example of using that money would be the District’s technology in the classroom, which could not have happened over the last four years without the transfer from the Debt Service Fund.
There is an overlapping tax cap of 3.66% set by statute, and that is where the District has been at for the past six years. No local government can increase their property tax rates above that cap. Ms. Dowd explained the chart displayed at the meeting, which showed the history of the property tax rates. Ms. Dowd noted that the District has decreased its debt rate two times in the last twenty years and has not increased during that period at all; the city has both decreased and increased property tax rates; Carson Water Conservatory has no changes; the Mosquito Abatement increased 18 years prior and nothing since, and the State increased theirs once. The County has increased substantially over that period. The rate has gone up almost $0.31 and all of that increase is attributed to the County as their rate has gone up almost $0.33 cents. Ms. Dowd commented that the District has been good stewards on what these funds are used for.

Ms. Dowd stated that the Debt Management Policy that the Board approved (in consent) shows $1.5 million per year in transfers coming in over the next three years, but the District is spending more than that in projects over the same time. For example, a single point of entry for E.C. Best will occur this year and Oasis Online plans to start the technology rotation in 2021, as some Chromebooks are reaching the end of their useful life. Ms. Dowd calculated that if the District reduced its debt service property tax by $0.01, it equates to almost $80,000 of lost property tax. President Whitaker is the Board’s representative on the DMC. If the Board takes no action, this might come up in future conversation. Ms. Dowd talked to Marty Johnson of JNA Consulting and he feels the District should never give up debt service property tax. If the District gives up the property tax, it could be difficult to recapture the rate back should the District ever need to build another school, for example.

Construction tax for new home builds has skyrocketed this year. The District just received $30,000 for one quarter of new home builds as compared to years where the District received $5,000 or $6,000 for the entire year. That funding is not consistent and should not be relied upon for continued projects.

Mr. Kalt commented during the meeting on June 13, 2019, that the District is part of the community and should pay for community activities. Ms. Dowd explained to him that the District could not do that. The City and County’s mission is completely different from the District. As set by statute, District funds must go toward pre-kindergarten to 12th grade, not to build a community park or a community facility or events outside of the scope set by statute. The District cannot raise substantial financing by any other means other than the debt service property tax.

Trustee Strasdin asked Ms. Dowd if the District recently took funds from Capital Projects to repair a pump. Ms. Dowd confirmed. Trustee Strasdin does not support decreasing the rate. Ms. Dowd commented that if the Board did give up part of its tax rate, the county or city could pick it up and it will not necessarily reduce tax for property owners.

Trustee Schank moved to direct the administration to keep the debt service rate as is, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.
B. For Discussion and Possible Action: Change Third Party Administrator for Tax Deferred Retirement Plans and add additional options.

Ms. Dowd reported that the District’s third party administrator handles the Districts 403(b) retirement plan, a tax deferred plan that allows staff to divert some earnings tax-free. In retirement, staff can draw money from the plan but must pay taxes. The idea is that income at retirement would be lower so the tax bracket would be lower.

The current third party administrator, Planwithease.com (of Voya), oversees the retirement program to ensure that the District follows IRS requirements, but Voya also offers financial products, which might be considered a conflict of interest. The District looked at several other school districts that uses TSA Consulting Group, which include Washoe, Nye, Douglas, Elko, and Humboldt. TSA Consulting group does not offer any financial products. Mr. Lords and Ms. Dowd met with the representative from TSA Consulting Group and were impressed. If the District were selected for an IRS audit, TSA would represent the District as part of the contract. The contract does not cost the District anything. The financial companies that offers investment options to staff pays TSA Consulting Group. There are a few companies that may refuse to pay, so a fee is passed on to the individual employee. They do not expect this to happen due to the list of companies that the District has authorized to provide services.

Ms. Dowd stated that she and Mr. Lords recommend that the District move to TSA Consulting Group. Ms. Dowd suggested adding the 457(b) and the ability to offer the ROTH options for both plans as well, as reflected on page 92 in BoardBook.

Trustee Strasdin moved to change the District’s Third Party Administrator for Tax Deferred Retirement Plans, to approve the contract with TSA Consulting Group, and to add 457(b) and ROTH options for 403(b) and 457(b), seconded by Trustee Getto. Trustee Schank inquired what would happen with Voya. Ms. Dowd stated that the data will transfer to TSA Consulting Group and Voya will continue to have a representative speak with our employees. The employees will not see many changes. There were no public comments. The motion passed unanimously.

C. For Discussion and Possible Action: Approval of Reduction in Force of one mechanic position (previously approved for change from full-time to part-time).

Dr. Stephens commended Kenny Mitchell in his efforts to find alternate solutions to his department’s budget. The original conversation with the Board involved a reduction in force of one mechanic. Dr. Stephens has had a number of conversations with staff regarding necessary positions. A policy is working its way through the Policy Committee involving efficiency, productivity, and the needs of the District. Mr. Mitchell has continued to work to support the full time mechanic and deleting some things from his budget, as there is not any more money. Dr. Stephens recommended moving forward with the reduction of the full-time mechanic and for the District to complete an efficiency study for the Transportation Department. Dr. Stephens stated that the Transportation Department would be the first to receive efficiency studies. The District wants to ensure safety.

Trustee Pinder commented that the initial idea was a part-time mechanic and asked Ms. Dowd, if the Board were to decide to retain the position, would there be funds. Ms. Dowd reported that when the half-time mechanic was reduced the anticipated savings was
$34,250. Keeping the mechanic at full time with benefits would be a total cost of $66,800.

Kenny Mitchell explained his handout identifying the number of mechanics in comparable districts as well as the number of vehicles maintained. Dr. Stephens commented that her numbers for other districts are different from Mr. Mitchell’s number. It depends on what they consider vehicles. Mr. Mitchell explained that the District has 44 buses with 21 regular routes, 3 special education routes, 5 trip buses, and the rest are spares. Staff takes care of the white fleet, lawn mowers, floor scrubbers — essentially, any equipment that has a motor. When a Transportation Department staff member recently retired, they were two mechanics resulting in a lot of pending work orders. When they hired the third mechanic, there were 160 work orders pending. When mechanics drive bus due to a bus driver shortage, they drive the shortest route. Mr. Mitchell stressed the importance of safety and stated that he was confident that he could cut two routes with a savings of $35,000.

Ms. Dowd reported that there have been additional funds with the block grant, special education, and class size reduction, so approving a full-time mechanic would not put the minimum 4% fund balance in jeopardy.

The Board and staff discussed various aspects of transportation to include, maintenance, lack of bus drivers, pre-kindergarten routes, the size of the bus fleet, and mechanics driving bus. Trustee Hyde commented that it would be interesting to see the age of the fleet in other districts and reiterated that safety is a big concern. Dr. Stephens reported that the mechanics drove 25% of their time this year, due to the bus driver shortage. Trustee Buckmaster commented that there is probably not enough personnel right now with three mechanics to keep up service on the buses, white fleet, and other machinery. The District provides transportation to students and safety is our number one concern.

Ms. Hales commented that it would be helpful for the Board to understand that no notice has gone out to any mechanic to be reduced to part-time. It was on the list of budget items that the Board approved. Administration has not taken any action on that yet. The transportation plans were evolving. This agenda item does allow approval of full-time, but since Administration has not taken any action yet, it is within the parameters of this agenda item if the Board wants to direct Administration not to take any action to change the current mechanic employment. After efficiency studies are undertaken, the Board can choose to look at this again.

Mr. Mitchell provided an open invitation for the Board to stop by and observe the work being done at the Transportation Department.

Trustee Pinder commented that he taught in the District for 33 years and coached most of those years at least two seasons, so he was on a bus or in a van a lot. He only had one flat tire going to a tennis tournament in Truckee and the communication between Transportation was excellent. They were not even late to the tournament. Trustee Pinder commented that the third mechanic was well worth keeping for safety reasons.

Trustee Buckmaster moved to direct administration to keep the status quo and keep the full-time mechanic, seconded by Trustee Strasdin. President Whitaker clarified that this motion would keep three mechanics. President Whitaker commented that safety is important and when the District implements efficiency studies with departments that the Board will have to be prepared to make hard decisions to be effective and efficient.
Buckmaster commented that if the District gets new buses and reduces to two mechanics then who would fix the buses. President Whitaker commented that an efficiency study would determine that and it would be a Board discussion at that time. Torri Coldwell commented that she was fortunate to live in the city so her children do not ride a bus, but she understands the importance of safety and, as a parent, supported the motion. Gaylene Drinkut commented that there were four mechanics in the District at one time. The motion passed unanimously.

POLICIES (First Reading)

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

A. Policy 5119.1 – Attendance Policy – Churchill County School District

   1. For Review Only: Regulation 5119.1 – Attendance Regulation – All Churchill County Schools

   Present Whitaker commented that the regulation was modified to ensure that the District’s expectation is that children under 7 years old attend school regularly, as identified in Nevada Revised Statutes. They will work through committees to encourage attendance.

   Dr. Stephens stated that she feels that the District should update policies and procedures around moving away from the punitive nature and focus on growth and positive support for kids. This regulation is around attendance but is punitive, and does not stress the system to do something different. Staff should be calling home to check on absent students. Kids need to know that staff care if they are not in school. Conversation occurred around seat time, regular attendance, online students, and competency based education.

   Torri Coldwell clarified that the attendance regulation involves seat time for students and there is a different attendance policy for online students. Ms. Melendy and Ms. Coldwell modified the policy and regulation and it is important to note that the District receives funding for average daily attendance. This regulation adheres to the requirements of Nevada Revised Statutes and Nevada Administrative Code. The biggest change involved the codes used to record absences and what counts for chronic absenteeism. The high school’s audit from the end of the school year was excellent. Trustee Strasdin commented that students enrolled in K-12 no matter their age or grade must attend. Trustee Buckmaster suggested adding student in the communication loop. Ms. Hales suggested changing every effort to concerted effort or diligent effort. Trustee Schank commented that Social emotional learning.

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 added to the list.
SET DATE AND TIME FOR NEXT BOARD “AGENDA SETTING” MEETING

Trustees Whitaker, Hyde, and Schank will meet on August 6 at 7:30 a.m.

CLOSED SESSION

A. Discussion of negotiations and strategies regarding Churchill County Administrators’ Association, Churchill County Education Association, and the Nevada Classified School Employees Association pursuant to NRS 288.220.

Trustee Strasdin moved to go into closed session pursuant to NRS 288.220 at approximately 8:27 p.m., seconded by Trustee Buckmaster. There were no public comments. The motion passed unanimously.

RECONVENE OPEN SESSION

The meeting reconvened at 8:56 p.m.

ADJOURNMENT

The meeting adjourned at approximately 8:26 p.m.

 Prepared by Debra Shyne

Carmen Schank, Clerk of the Board