

CHURCHILL COUNTY BOARD OF SCHOOL TRUSTEES

Fallon, Nevada

REGULAR MEETING

October 9, 2019

CALL TO ORDER

President Whitaker called to order the regular meeting of the Churchill County School District Board of Trustees at 6:01 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

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
Trustee Phil Pinder, Acting Clerk
Trustee Tricia Strasdin
Trustee Amber Getto
Trustee Fred Buckmaster

Others Present

Dr. Summer Stephens, Superintendent
Sharla Hales, Legal Counsel (*initially via phone*)
Phyllis Dowd, Director of Business Services
Debra Shyne, Executive Assistant
(Interested Staff/Community Members
per Attached List)

REVIEW AND ADOPTION OF AGENDA

President Whitaker requested agenda item 10G pulled, Approval of 2019-2020 Elementary and Secondary Progressive Discipline Plans. Trustee Hyde moved to adopt the agenda as presented with 10G removed, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

Keith Boone, State Elementary Principals Association President, reported that October is National Principals' Month. Principals help create learning environments in their school and support students and teachers, as they want their students to thrive and succeed; work to create a high-quality learning environment; find great professional development for their staff; welcome and engage parents; and most importantly, develop relationships. Mr. Boone thanked the peers he serves with in the District and reminded the Board that behind every great school is a great principal. He encouraged the Board to reach out to principals to let them know they are appreciated.

Chris Stuve, parent, inquired about the process to get on the next agenda for changing a bus route. He spoke with transportation regarding the Conrad Place stop, as his daughter is one of three kindergarten students who walks three tenths of a mile along a canal from the bus stop to the day care. In August, the Transportation Manager ran the route and told Mr. Stuve that it could not be changed. Mr. Stuve talked with the Superintendent who referred him back to the bus barn. Mr. Stuve was at the Board meeting asking for solutions so that his daughter could ride the bus to day care.

SUPERINTENDENT UPDATE

A. Update regarding District-related matters

Dr. Stephens reported that there are issues with a water line that feeds the HVAC units in the science building at the Churchill County High School. Ozzie Henke, Director of Maintenance, does not believe that it is an irrigation line and are working toward getting the equipment to fix the leak. They thought there would be no heat in the building tomorrow, October 10, but more recently, Mr. Henke advised that it would be Friday before they could start repairs, as he needs to get the equipment first. It is possible it could cost \$10,000, maybe more. If the line fails, there will be a discussion about moving away from a central plant concept to standalone units.

Dr. Stephens reported that Mr. Winter, the two high school counselors, and the middle school counselor are heading to the National School Pathways Conference. The District continues to work with JOIN in building work-based learning. Trustee Hyde has participated in his role at CC Communications, but also with the perspective and lens of a Board member in building our Community Advisory Group, which will lead the work from the employers' side.

BUSINESS SERVICES UPDATE

A. Update on Financial Audit

Phyllis Dowd reported that the Audit Committee would meet at 5:00 on October 23; however, Trustee Hyde is not available. President Whitaker will attend in Trustee Hyde's place. The audit is scheduled for Board approval at the October 23 Board meeting.

B. Report on the status of warehouse functions

Ms. Dowd commented that she generally does not read from written text, but did not want to miss something or misrepresent information (copy of document attached to minutes). Ms. Dowd stated that this process has helped her understand areas for improvement for different departments. Her philosophy is for everyone to pull together as a team and do what is right for students. Ms. Dowd shared information about the warehouse. Board members asked questions.

Trustee Schank inquired about surplus items and decommissioned buses. Ms. Dowd stated that staff make an appointment with the Business Office when they want to look at surplus items. The Transportation Office notifies the Business Office of decommissions buses and then staff will list them for sale; this process has not changed.

Trustee Buckmaster commented that there are six people handling the warehouse duties, which could be streamlined into one person. Would our opportunity cost for money spent be better by putting a person back in that position or wasting the time for secretaries and business staff to take care warehouse duties? Ms. Dowd commented that she feels it would not be worth the District's money to put the warehouse worker back in that position. The previous warehouse worker would identify surplus items if someone asked about a certain file cabinet or color. There are no instructional supplies at the warehouse, with just minimal custodial supplies left. Supplies sitting on a shelf is detrimental because as those supplies represent cash expended buying products that are not used much.

Dr. Stephens stated that efficiency studies are critical to creating a different system. With a new budgeting model and our strategic plan, it requires a new way of thinking. Trustee Strasdin inquired about the estimates of efficiency studies. Ms. Dowd commented that this is a professional service, so the District does not have to distribute a Request for Proposal. The Business Office will whittle the number down to one or two and then bring those before the Board. These studies would occur over the course of the next several months, completing it by the end of January or February.

Trustee Buckmaster inquired about the cost of renovating West End for the warehouse. Ms. Dowd commented, from memory, that the cost was \$1.1 million, but the building was reroofed, freezers installed for food services, and there were a few other enhancements outside of the warehouse. The District still uses the multi-purpose room for paper; two classrooms are full of textbooks. As time permits, staff will sort through textbooks and sell on consignment. One classroom in the south side of the building contains shredding materials, until mass shredding occurs over the summer. The Food Services department still utilizes their spaces at West End.

Trustee Pinder inquired whether the efficiency study experts would compare our District to other districts of our size. Ms. Dowd stated that she believes they monitor the processes that everyone utilizes in their day-to-day job and determine if it is still a needed process. For example, stuffing a paycheck into an envelope is less efficient than the automated process of electronic paystub (by email). They will identify efficient ways to get the work done that staff may not have thought of before.

C. Update regarding other business items.

Ms. Dowd informed the Board that the Commission on Education Funding recently met in Las Vegas. The District is lucky to have Dusty Casey on that Commission, as well as AJ Feuling from Carson City, Paul Johnson from White Pine, and the two Chief Financial Officers from Clark and Washoe Counties. Mr. Casey reached out to Ms. Dowd for input about the District's concerns regarding the new funding model. Ms. Dowd followed up with Mr. Casey and Mr. Johnson, White Pine County School District. They divided into subcommittees, one exploring the reporting and accountability side, and the other on the calculations model itself. Dave Jensen and Paul Johnson are on the funding formula committee. Ms. Dowd was surprised that the state teachers' union is opposed to the new funding model. Mr. Johnson stated that it was a good first meeting, administrative set up and getting to know each other. He likes that the finance team has a voice outside of the

Department of Education. The Department of Education supports the commission, but this group has a solid voice to the legislature.

UPCOMING BOARD EVENTS

- A. Friday-Saturday, November 22-23, 2019, NASB Annual Conference, Atlantis Casino Resort Spa, Reno**
- B. Wednesday, November 20, Visit from State Superintendent Jhone Ebert**

CONSENT AGENDA

- A. Approval of Recommended Personnel Action (Attachment A)**
- B. Approval of Vouchers**
- C. Approval of September, 2019, Payroll**
- D. Approval of September 11, 2019, Regular Board Meeting Minutes**
- E. Approval of September 25, 2019, Regular Board Meeting Minutes**
- F. Approval of the Churchill County School District Test Security Plan 2019-2020**
- G. Approval of 2019-2020 Elementary and Secondary Progressive Discipline Plans**
- H. Approval of modifications to Policy 1520.0 Volunteers**

Trustee Hyde moved to approve consent agenda items A-F and H, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

President Whitaker reported that Debb Oliver, Executive Director of the Nevada Association of School Boards, asked for recommendations of high school performing groups for the NASB Convention. President Whitaker recommended Minor Details. Minor Details will be performing the Friday of the Convention. President Whitaker reported that she attended a meeting of the American Association of University Women, Fallon branch, to support her daughter. She reported on the strategic plan and profile of a learning and shared with the great things happening in our district.

Trustee Schank reported on her attendance at the NASB Directors' meeting in Las Vegas. With the new Executive Director they reviewed and refined the objectives of NASB, which is to educate and help boards with governance, training in government, ethics, open meeting laws, support at the legislature, and collaboration with districts sharing problems and successes.

President Whitaker commented that NASB's Legislative Committee, which she chairs, would work to actively engage with legislators in the interim years. The Legislative Committee will meet soon to lay out their strategic plan regarding plans to promote education throughout the next year.

[Sharla Hales arrived at approximately 6:45 p.m.]

OLD BUSINESS

- A. For Presentation and Discussion: Keith Boone, E.C. Best Principal, will provide a report on the successes and challenges for the start of the school year and present his school's School Performance Plan.**

Keith Boone reported about recent student activities at E.C. Best and provided information regarding his school's School Performance Plan.

NEW BUSINESS

- A. For Discussion and Possible Action: Approval of modifications to the Five-Year Capital Improvement Plan.**

Phyllis Dowd reported that Dr. Stephens was very successful in getting grant funding for school security, so Ozzie Henke would like to spend capital improvement funds differently. Changes to the Capital Improvement plan are identified in red. The District received dishwashers at four different schools. E.C. Best's dishwasher is not working so it needs to be replaced. The state grant covers security cameras at all the campuses listed. The middle school fencing planned for this past June occurred in July. The grant will pay for the single point of entry at the middle school. The single point of entry for E.C. Best was already in process, so the District did not ask for funds to cover those expenses. The estimate for the cost of turf for the middle school was \$100,000; however, Mr. Henke purchased turf at season end, which has resulted in a savings of approximately \$30,000. The grant will pay for additionally security cameras at high school, added concrete, installation of culinary arts equipment, a ditch pump panel, a fire panel upgrade, carry over on the HVAC systems, security cameras for West End Facility, and resurfacing of the fuel tank at the Transportation Department. Instead of installing a screen in the Auxiliary Gym, the goal is to install the larger screen in the main gym.

Ms. Dowd reported that Kenny Mitchell is working with Enterprise and their government program to lease trucks and vans as part of our white fleet. It is a rotation program, which significantly reduces maintenance costs and fuel costs, resulting in a much safer fleet for staff. The average age of our District's white fleet is 20 years. Ms. Hales, legal counsel, is researching the potential to use Capital Projects funds to pay for long-term leases on vehicles. The planned program would start with five vehicles in year one, replacing five vehicles each year for five years. Lease fees would be \$139,000 each year, once all vehicles are replaced or disposed. Dr. Stephens stated this would reduce the white fleet from 32 to 25. Part of that process is maintenance, as Phyllis talked about happens externally at a cost savings. If unable to lease, Mr. Mitchell will come back to you regarding purchasing white fleet vehicles.

Dr. Stephens commented that the District would benefit by updating and replacing day-to-day equipment in the buildings. This reduces costs for supplies, state of art equipment, updated equipment increases efficiency. This is our opportunity to get into a replacement cycle.

Trustee Strasdin commented about how beautiful our athletic complex is, compared to other districts. There is a need for storage cages in the closets at the Auxiliary Gym. Coaches and P.E. Teachers have equipment that they cannot secure. Trustee Strasdin stated that

Brad Daum agreed with the need and would like six cages. Dr. Stephens stated that she would get a quote from Mr. Daum. Typically, Mr. Henke has some savings, such as the \$30,000 savings on turf. Of course, the opposite does happen occasionally where we spend more funds than anticipated.

If the cost were several hundred thousand dollars, Ms. Dowd would recommend a presentation to the Board, but in this case, Mr. Daum could write a memo and the request for approval could probably go on the consent agenda.

Trustee Hyde moved to approve modifications to the Five-Year Capital Improvement Plan, seconded by Trustee Schank. There were no public comments. 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 4111.0 – Identification Badge

This policy will return to the Policy Committee.

B. Policy 4221.0 – Employee Attire and Grooming

1. For Review Only: Regulation 4122.0 – Attire and Grooming – All Employees

Trustee Hyde stated that Policy 4122.0 indicates that the District reserves the right to determine appropriate attire, but questioned whom “District” refers to when referenced in the policy. It was determined to use the same language as the regulation. Dr. Stephens will address leggings in the regulation. This policy and regulation will return to the Policy Committee.

C. Policy 4136.0 – Use of District Property and Premises by Employees (Renamed from Regulation 4137.1)

D. Policy 4218.0 – Use of Personal Property for District Business (Changed from Regulation to Policy)

Trustee Buckmaster inquired whether an employee’s personal vehicle could be searched by District officials if it is on District property. Ms. Hales stated that this policy is only for District-owned property or vehicles.

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 Getto requested feedback on the parent’s issue with the bus routes. Dr. Stephens commented that Kenny Mitchel was able to speak with the parent and staff will follow up with what was discussed.

Trustee Schank requested discussion about recruitment.

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

Trustees Whitaker, Hyde, and Strasdin will meet on October 15, at 4:15 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.

At approximately 7:37 p.m., Trustee Strasdin moved to go into closed session to discuss 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 Pinder seconded the motion. There were no public comments. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at approximately 8:09 p.m.

Carmen Schank, Clerk of the Board

Prepared by Debra Shyne