CALL TO ORDER
President Whitaker called to order the regular meeting of the Churchill County School District Board of Trustees at 5:03 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE AND CHARACTER COUNTS WORD “RESPECT”
Geoffrey Gine and Abbey Keller led the Pledge of Allegiance. Kieran Kalt’s first grade class sang and signed “Home Means Nevada”.

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

ROLL CALL
<table>
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<tr>
<th>Trustees Present</th>
<th>Others Present</th>
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<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 Schank moved to adopt the agenda, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously. President Whitaker requested New Business Item C, Strategic Plan Update, pulled. Trustee Schank amended her motion to approve the agenda with Item C pulled, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously; Trustees Hyde and Buckmaster were absent.

PUBLIC COMMENT
There were no public comments.

For Information and Discussion: State Superintendent Jhone Ebert will discuss information received on her Listening Tour and how it informs strategic planning for the State.
State Superintendent Ebert reported on her visit at Churchill County School District and her statewide Listening Tour. She learned about real things happening in our community.
such as the District’s transportation system, and she learned more about the reservation and pumping water. Superintendent Ebert commented about the concerns she heard during her tour. Rural districts are just as diverse as Washoe and Clark Counties. Superintendent Ebert spoke with a parent group from Churchill County and Mayor Tedford as well as licensed and classified staff members. Assemblywoman Titus and Assemblyman Settelmeyer could not attend, but do support education in Nevada. Superintendent Ebert spoke about competency-based learning, graduation rates, the recent legislative session, and the funding model, which is a work in progress.

Parents talked about appreciation and were thankful for their children’s education in Churchill County. They are thankful for the Profile of a Learner. The comments were not all roses while the District is making a shift, and at the same time, acknowledging it is the right work. The group asked Superintendent Stephens to meet with them at a future date. Dr. Ebert wanted the Board to know that Dr. Stephens is an amazing advocate for children. The work that she does is not easy.

Dr. Jonathan Moore addressed the Board, and spoke about student achievement and personalized learning in Nevada. Dr. Moore thanked the Board for providing him and Superintendent Ebert with a tour of Churchill County School District.

Dr. Stephens thanked all of the staff who participated in the tour. Board members asked questions of Superintendent Ebert.

**SUPERINTENDENT UPDATE**

A. Update regarding District-related matters

Dr. Stephens reported that the Nevada Association School Board’s Conference is November 22 and 23, and the District’s Holiday Open House is December 9 from 3:30 to 6 p.m. The high school’s culinary arts students will cater the Open House.

Dr. Stephens reported on her attendance at the County’s Youth Working Group, led by Sheriff Hickox. The goal of the group is for community members who care about kids who come together to address risk behaviors, suicide prevention, and other mental health needs. Dr. Stephens serves on this group, and Derild Parsons has filled in for her when she could not attend. The goal is to create common practices and single protocols that everyone uses. The number one comment is that people do not know whom to call. Churchill County needs to organize its resources and make them available to our community.

Dr. Stephens will be serving on the Military Interstate Compact Commission. This group will start working more with Superintendent Ebert’s key staff members who are organizing the group. Michele Taylor will also serve on that committee. The goal is to ensure that the District provides opportunities for all kids and ensure they have what they need for success.

The District’s presentation at NASB is at 2:15 on Saturday. The District will present information on the Strategic Planning process. Kathryn Whitaker, Lance Lattin, and the Churchill Coalition will be celebrated at the Awards Banquet.
BUSINESS SERVICES UPDATE

A. Budget to Actual Report (written report provided)
B. Update on other business items

Phyllys Dowd commented that Superintendent Ebert commented that Governor Sisolak donated his salary to the benefit of Nevada students. The Governor provided Northside Early Learning Center with $1,000 for their activities. Mr. Parsons will use those funds within the preschool.

Ms. Dowd reported that she virtually attended the Department of Education’s (DOE) Finance Commission meeting. The commission is planning to have a draft in late March. They are asking districts to provide two budgets, one for current practices and one based on the new funding model. The second budget will be due May 15 to the DOE. The Commission will provide the budget to the State by July 15. The finance group decided to no longer work on the old DSA model as the new model has the focus.

The District’s librarians have gone through the books at West End Facility and identified the ones that they wanted to keep. The Parent and Community Engagement Coordinator will coordinate a book fair to give those books to students and members of the community.

Ms. Dowd is coordinating a committee to take an in-depth look at student fees: what are we charging for, why are we charging fees, who controls the fees, and how are these funds used? Ms. Dowd is hoping to eliminate fees for required curriculum. The committee will meet on December 10. The intent is to have a policy and regulation before the Board in January.

EDUCATIONAL SERVICES UPDATE

A. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)
B. Violent Acts Report, August 19, 2019 through September 30, 2019 (written report provided)

UPCOMING BOARD EVENTS

A. Friday-Saturday, November 22-23, 2019, NASB Annual Conference, Atlantis Casino Resort Spa, Reno
B. Wednesday, December 11, 4-5 p.m., Board Meeting at Northside Early Learning Center
C. Friday-Saturday, February 22-22, 2020, Silver State Governance Training, Las Vegas, Nevada

CONSENT AGENDA

A. Approval of Recommended Personnel Action (Attachment A)
B. Approval of Vouchers
C. Approval of October, 2019, Payroll
D. Approval of October 23, 2019, Regular Board Meeting Minutes
E. Approval of Student 19-17 to Enter the GED Program
F. Approval of Student 19-18 for Exemption from Receiving Immunizations
Trustee Hyde moved to approve consent agenda items A-F as presented, seconded by Trustee Strasdin. There were no public comments. The motion passed unanimously.

REPORTS BY BOARD MEMBERS

Trustee Strasdin reported that the Discipline and Attendance meeting scheduled for the following week will discuss chronic absenteeism and that she would provide a report to the Board at their next meeting.

Trustee Schank, Hyde, and Whitaker reported on their attendance on the Yellow Bus Tour. They thanked Robyn Jordan for putting the tour together and Dr. Stephens for being their tour guide. They commented on the District’s excellent facilities and appreciated seeing the hard work by so many staff members supporting our students.

Trustee Pinder reported on his attendance at a Veterans’ Day annual event. Mr. Pinder voiced appreciation for the new concession stand and the success of our football program, coaching staff, and players. Trustee Pinder also reported that the Bradley Field is in great condition.

Trustee Whitaker reported on her attendance at the iNACOL conference with a team from the District. She will provide a written report for the Board’s next meeting. It was an excellent conference, which was in line with information learned at the national conferences regarding the profile of a learner personalized learning, competency-based and work-based learning, and the importance of learner agency.

Trustee Hyde commented that three Churchill County SYFL teams participated in the championship games. Trustee Hyde also reported that the high school football team is the two time defending champions.

Dr. Stephens reported that the goal is to keep students off the middle school football field until after the second cutting of the grass in the spring. Amy Word and students are pursuing a community garden grant for one of the end zones.

NEW BUSINESS

A. For Presentation and Discussion: Churchill County High School Staff will report on their Project-Based Learning and Advisory programs.

Scott Winter, CCHS Principal, commented that the high school has four students in the project-based learning classroom. The biggest work that has taken place has been within the teacher cohort, currently three teachers. Last summer, teachers went to San Diego to see what project-based learning looked like. Since then, a teacher moved away, others have had changes in the classes they teach and their teaching duties were a lot heavier, though they still support project-based learning, and a new teacher has been added to the group. Mr. Winter further explained project-based learning. Teachers and students are continuing to build the skills necessary to provide a quality high functioning PBL model.

Mr. Winter reported that the advisory period is a pilot this year. It helps to support the District’s focus on learner-centered framework, career pathways, and dual enrollment. It helps to build relationships with students as the high school has just two counselors for almost 1,000 students. Advisory period is a thirty-minute period on Wednesdays with a pass/fail quarter credit each year. Currently, teachers have about 22 students from mixed
grades assigned to their Advisory class. Mr. Winter has been providing lessons from College Board for teachers to use during Advisory. Later, the high school will bring in PBIS elements into Advisory as well to reinforce making positive interactions with students. Mr. Winter has had mixed feedback from teachers and students. Advisory is not a study hall, it is a chance to build relationships. Later, pathways and registration will occur during Advisory. Teachers would like to have Advisory by grade level, so that was great feedback. Some teachers and students have not seen the value of Advisory. Advisory is new and will tie into social-emotional learning so that staff can understand students in a different way. Mr. Winter will put out a Google form to get teachers’ opinions regarding changes to make Advisory better.

Trustee Strasdin commented that she has fielded questions by staff members about their concerns regarding personalized learning and its rollout. Something has gone wrong with the District delivering the message that personalized learning is going to happen.

Dr. Stephens commented that the state standards are set. We appreciate early adopters. We cannot open the floodgate to voice and choice unless we are all on board in a common space about proficiency. This is why we spent the fall professional development days and the PLC time to determine what we want kids to know and be able to do, how do we know if they know it, what do we do if they don’t, and what do we do when they do know it. We are doing the first two and keep doing it, and revisiting it, and then looking at the third and fourth questions. That is the work of collaborative learning in a professional learning framework. Clear about the goals, measure how you reach the goals, and have conversations about how to do a better job.

Mr. Winter commented that staff has made progress with content summary documents, learning guides for students, common assessments, and a way to track the data for PLC critical conversations regarding student progress and how to reteach and reassess student progress. This is a lot of work.

Dr. Stephens stated that she has received comments from staff inquiring when they are going to be done with this so they can get back to what they used to do. Dr. Stephens emphasized that this is the new normal. Not everything is going to be in flux all the time, but this process is continuous as it is part of our continuous school improvement. Project-based learning has not been rolled out to the whole staff yet, but there is a timeline for the rollout. The District is moving much faster than anyone else is, but also we have more capacity of understanding. Dr. Stephens has heard from some staff members that we are moving too fast. Mr. Winter stated that he would place students in Advisory next year by grade level. Discussion occurred regarding staffing and concerns about the high school’s PBL program.

Karl Marsh, Bonnie Hargis, Rebecca Mayer, Elena Marsh, Lance Lattin, Gayle Webb, Rachel Dahl and Glen Perazzo commented on what is working and not working with Advisory classes and proposed some suggested changes. Mr. Marsh invited the Board to come speak with him about project-based learning, as he is one of the three teachers who teaches PBL.

- Advisory is only 30 minutes once a week - not enough time to develop relationships with students
- A third of the Advisory classes have been canceled due to other things going on at the school
• Having only four students in PBL is a concern
• Teachers need to get Advisory lesson sooner
• They need more communication and more training
• Teachers need to know who to turn in Advisory assignments to
• Teachers who teach core subjects do not have enough time to teach their subject
• The time went from 49 minutes to 45 minutes, which is a problem
• Support for having a single grade of students in Advisory instead of all grades
• It would be good to ensure that students in teacher’s Advisory classes also have those same students in one of their regular classes, to facilitate making a connection with these students
• Students are often taken out of English classes for pictures, UNR visits, social-emotional learning, etc. It would be nice if they were taken out of Advisory for these events

Discussion occurred regarding the time of day that Advisory period occurs and other challenges regarding ensuring that Advisory class is successful.

Trustee Pinder commented that teachers who say they do not want to do something need to go to the principal and tell him why, as communication is two-way. Two-way communication is vital from the central office to the administrators to the teachers. The evaluation process has to be key here and there has to be more team play. We are database driven and have to have proof. When teachers say they do not want to do something, I want to know what and why it is working or not working. Trustee Pinder commented that this discussion has been a great conversation about education and kids.

Trustee Hyde commented that staff needs to determine what went wrong with PBL and start there. President Whitaker commented that the District has a capable and amazing staff. She does not like to hear that staff is biding their time so they can go back to what they were doing before. What we have done in the past has been good, but the world has changed, students have changed, and expectations have changed. It takes work on everybody’s part. It takes courage and it can be incredibly overwhelming. Staff has to collaborate to support all students. President Whitaker stated that she is a teacher by trade and she has been changing her teaching practices, and admits that it is hard. It is easy to shift back to what is more comfortable. It is a process. She is appreciative for the teachers who attend the meeting to share their concerns, what they see, and what could improve. Principals are becoming more of instructional leaders than previously and it is important that they be instructional leaders. Some teachers went to the training but they needed guidance and support to make sure it is successful. I understand we want people to be self-starters and we do not want to stifle that, but an instructional leader has a responsibility to give the support when needed in order to course correct. Teachers need to know what they are doing is right and have that support, however that looks.

Trustees voiced appreciation to Mr. Winter and staff for coming to the Board meeting and communicating their concerns.

B. For Presentation and Discussion: Mr. Keith Lund, Churchill County High School Teacher, will present information to the Board regarding potentially adding Personal Finance to the list of courses required for graduation.
Keith Lund referred to his proposal in BoardBook requesting that a personal finance class be considered as a graduation requirement. This year’s current freshmen need 23 credits to graduate, which is up a half credit. Mr. Lund would like to see a personal finance class as a mandatory semester math credit required in the junior or senior year. Currently, seventeen states require a personal finance class to graduate. Nevada requires that you offer it and are slowly getting to the point where they will likely mandate it. Personal finance is an everyday occurrence and probably the most valuable class we could take. Dr. Stephens and Board members voiced support for this class. The Board agreed to have this return for first reading at the next Board meeting.

C. For Presentation and Discussion: Presentation regarding the status of an Efficiency Study Implementation Provider.

Dr. Stephens commented that discussion regarding the budget model has involved how to get to a process that would make long-term impacts to the budget. The District needs a principal at Lahontan, not that Ms. Melendy is not doing a good job, but we need to devote a person there to prevent having to split duties. This is just one example. What does the evidence say and does it align with the strategic plan. We need to ensure that what we do all day long is the most efficient. The state approached us with one-time funds, so we feel that this is the time to address the entire district with regard to an efficiency study. Dr. Stephens thanked Debbie Lund for researching vendors and retrieving quotes.

Phyllis Dowd updated the Board on the process of selecting a vendor. Ms. Lund and Ms. Dowd spent a lot of time and have done a lot of research. They contacted the vendor that Clark County recently used. Ms. Lund searched to see what vendors would do this work. The description of services required included the following scope of work: analyze current operations and get recommendations for changes to procedures, tools, software and/or outsourcing; look at current processes that may overlap or have gaps; do more with less staff with the anticipation that we are performing tasks that are no longer necessary; and provide suggestions for combining duties to operate efficiently with staff at sites. This would include the district office, superintendent’s office, human resources, special services (special education programs and school nurses), educational services (curriculum, instruction, assessment, grants), the business office (accounts payable, payroll, financial reporting, budgeting), maintenance (office and shop) and custodial, transportation (office and shop) and school offices.

Timeline introduced to vendors of six to eight weeks so that the Board can receive a report in early February. Ms. Dowd would not want to cut positions, but having outside eyes look at our operations, they will identify areas that we missed. Having an expert come in who is used to looking at processes, who could benchmark us with other similar sized districts, we can make improvements and be more efficient.

Dr. Stephens stated that staff received estimates from $39,000 to $600,000. The businesses that implement efficiency studies tend to be large organizations because they are trying to get the most out of their employees and services so that they can make profits, but we are doing it to get the most bang for our buck in children’s learning. We do not want to lose people, but we are not getting everything done that we need to do, and it may be because
we are doing things we do not need to do. The District can use funds out of 309 block grant, one-time funds, not intended to support ongoing costs. As a contracted service, the District will proceed with the vendor called On Demand Resources. After additional discussion, the consensus of the Board was to spend up to $39,000 on the study.

POLICIES (First Reading)

A. Policy 4111.0 – Identification Badge

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

C. Policy 4141.0 – Equal Employment Opportunity: Prohibition Against Discrimination

D. Policy 4400.0 – Employee and Workplace Safety

E. Policy 4401.0 – Regulation 4401.0 – Safety Regulation (Proposed Number Change to 4400.0)

F. Policy 4401.0 – Safety Policy – Recommend Deletion

Trustee Strasdin commented that page 76 of BoardBook regarding Policy 4122.0 and asked “specific instructional assignments” added. These policies and regulation will be on the next Board meeting for second reading.

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 Strasdin requested discussion about sports eligibility requirements for students from other schools. Staff will look into NIAA guiding principles.

Trustee Schank requested discussion on economics and government instruction, discussion about classes added to the high school schedule, how curriculum is rolled out, and how the grading process is rolled out consistently.

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

Trustees Whitaker, Hyde, and Pinder will meet on December 2 at 8:17 p.m.

ADJOURNMENT

The meeting adjourned at approximately 9:07 p.m.

________________________________________
Carmen Schank, Clerk of the Board

Prepared by Debra Shyne