CALL TO ORDER
President Hyde called to order the special meeting of the Churchill County School District Board of Trustees at 5:00 p.m. at the Maine Street Cafe, 810 South Maine Street, Fallon, Nevada.

PLEDGE OF ALLEGIANCE
Trustee Buckmaster led the pledge of allegiance.

VERIFICATION OF POSTING OF AGENDA
President Hyde 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 Matt Hyde, President</td>
<td>Dr. Summer Stephens, Superintendent</td>
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<tr>
<td>Trustee Tricia Strasdin, 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 Kathryn Whitaker</td>
<td>(Interested Staff/Community Members per Attached List)</td>
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<td>Trustee Amber Getto</td>
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<tr>
<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.

PUBLIC COMMENT
Phyllys Dowd, Director of Business Services, reported that she received notification from the Department of Agriculture informing districts that the Las Vegas Raiders donated a half million dollars to eliminate school meal debt for institutions within the state. The District will apply for these funds.

Nate Waite provided an update to the Board regarding his efforts to educate the community about the strategic plan. Mr. Waite is creating a website that will soon contain conversations and videos. Mr. Waite also reported that he made a request on January 9 to the Churchill County Education Association to see their bylaws and agendas so that he could educate himself, as they negotiate his contract. The association refused his requests. Mr. Waite commented that he would pursue his options in this regard.

Geoff Knell read part of the preamble of the Constitution and commented that he feels that communism is invading America and that the Board needs to stand up against communism.
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 Board Travel Reports (written reports provided)

Dr. Stephens informed the Board that Ozzie Henke, Director of Maintenance, has resigned with 30-days’ notice, to take a position with Storey County. Dr. Stephens is looking at options and ideas to present to the Board regarding this position.

EDUCATIONAL SERVICES UPDATE

A. The latest Student Enrollment Data will be provided to the Board of Trustees (written report provided)
B. Violent Acts Report, December 1, 2019 through December 31, 2019

There were no questions.

UPCOMING BOARD EVENTS

A. Friday-Saturday, February 21-22, 2020, Silver State Governance Training, Carson City, Nevada
B. Wednesday, March 25, 2020, 4pm, Special Board Meeting, Churchill County Middle School
C. Friday, May 29, 7:00pm, 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 Class Size Reduction Report, Quarter 2
D. Approval to surplus a 2002 Chevrolet Astro Van through the District’s surplus auction website

Trustee Whitaker moved to approve Consent Agenda Items A-D, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

NEW BUSINESS

A. For Discussion Only: The Board will complete the Board’s Self-Evaluation Questionnaire according to Policy and Regulation 8349.0.

The Board discussed their responses to the self-evaluation questionnaire at length. The Board agreed to swap the District’s mission and vision statements with further conversation to be held. President Hyde commented that the school district exists for kids, so he feels that kids should be referenced in the mission statement. The Board noted that the self-evaluation questionnaire is a poor tool and should be replaced.
B. **For Discussion Only:** The Governance Team will discuss their vision, priorities, and goals for the District, including, without limitation, matters concerning: student achievement, curriculum, fiscal issues, facilities, technology, professional development, District operations, Board operations, governance, personnel, and other areas.

Phyllis Dowd, Director of Business Services, explained the new budget process. Ms. Dowd commented that the budgeting process last spring was difficult for everyone involved. Ms. Dowd provided a handout with information from the Governance Finance Officers Association (GFOA), which identifies step one is to plan and prepare. The District has completed step one. It is important for the District to align budget and resources with achievement goals. The planning and budgeting process begins with mobilizing key stakeholders. Dr. Stephens is working with the leadership team and the leadership team will work with teams at their sites to determine a rating system for their programs so that cost analysis can be done to prioritize expenditures. Ms. Dowd stated that her big project is to analyze what we are doing now. We cannot go forward with changes to the budget until everyone understands what their budget is doing. Ms. Dowd will give each principal and director a schedule that identifies staff members at their site, their current level of spending this fiscal year, and the amount they spent last fiscal year, by program. This will be a learning curve for all involved. The District will prepare a multi-year budget and a budget using the new and old funding models, which will place the District in a better planning stage. Communicating helps with buy-in, so that everyone is prepared to implement the budget with fidelity.

Ms. Dowd read the following from GFOA, “Organizational resistance is the most difficult hurdle to overcome when implementing a budgeting process designed to realign, perhaps drastically, a district’s resources. There is a natural instinct to continue using familiar processes instead of changing the way things have always been done.” Ms. Dowd commented that, as a District, we are guilty of this. Dr. Stephens commented that planning happens differently and this process builds in transparency, and it is difficult to make the shift. The District’s efficiency expert, Karla Morgan, has provided value to the process. The District will start to look at the things we are doing and ways to become more effective. It does not mean we will eliminate programs — maybe the program needs more money or a different process to be more effective. Those will be the big conversations coming up.

Ms. Dowd stated that the last page of her handout identifies a targeted plan that Dr. Stephens and Ms. Dowd worked complete with timelines. The District’s budget is due to taxation in May. The three shaded months identify Budget Advisory Committee meetings in February, March, and April. Ms. Dowd will work with Trustees Getto, Pinder, and Schank to schedule dates for these meetings. Dr. Stephens commented that this is an unsettling process, and an opportunity to train people on the new budgeting process. Ms. Morgan has provided ideas around collecting metrics for the operation side. The leadership team agrees that they can get behind clear metrics, collected regularly, and these will be helpful in a year from now. The goal is to have operational and strategic plan metrics next year with to measure progress. This process will help Dr. Stephens and administrators do a better job guiding the work. Training will occur with the Budget Advisory Committee.
The Board and staff discussed the process of adding agenda items to the Board Member Agenda Request list. Ms. Hales stated that when future agenda items are introduced on this list at Board meetings, the public is under the impression that the item is open for change. Ms. Hales stated there are times when the Superintendent needs to research agenda items before placing them on future agendas, and discussion about future agenda items at a Board meeting could possibly be a violation of the open meeting law. The Superintendent needs to understand what is involved to meet the expectation of the Board member’s request. Additionally, this allows one Board member to direct the Superintendent to pursue an agenda item when the rest of the Board might not have interest in pursuing the item. There are a number of options. Like Lyon County School District, the Board could vote at the meeting whether or not to add an agenda item or, like Douglas County School District, the Board could allow the item if two Board members agree on the item. The Board wants to ensure that resources are expended in the best way possible. The Board could determine a minimum number of agenda item requests per Board member to be on the list. Additional discussion occurred. The consensus of the Board was to have Board members talk with Dr. Stephens before adding items to the list. Dr. Stephens would provide information to all Board members. The Board Member Agenda Request list should contain matters within board policy making or governance responsibilities. The Board encourages Trustees to talk with one other Trustee before making a request of the Superintendent.

Ms. Hales stated that when a presentation is provided at the Board meeting, there might be someone in the audience who knows about the topic. A Board member might ask a member of the audience to comment during discussion. The board does not typically take public comment on discussion items. This would essentially be public comment so it opens up public comment to every member of the public, as per Nevada’s open meeting law. The second concern is that it could give the implication that whoever is giving the presentation has not been through enough and spontaneously elevates the input from one member of the audience to the same level as the Superintendent’s report and above others in the audience. The suggestion is that Board members avoid asking for input from the public during these agenda items. If Board members see an item on the agenda where they might want staff input, they should contact Dr. Stephens in advance so that she has an opportunity to get more widespread and thorough input instead of spontaneous input from audience. The Board discussed this issue further. Ms. Hales stated that Board members could ask the Board President to take public comment on the discussion only item. It is not good to become engaged with a member of the public, so there are good reasons not to engage. Ms. Hales suggested that Board members review BoardBook and if they know they want employee input, contact Dr. Stephens and provide Dr. Stephens with enough time to get employee input.

Board members identified areas of priority for the Board to focus its attention on in the next year, as identified below:

**Trustee Pinder**

Trustee Pinder thanked the Superintendent for her work with the District thus far.

- The District has a strategic plan, personalized learning, and project-based learning. What is it that the schools individually need to do to make us successful?
• The central office, administration, teachers, and support staff have to work together.
• Focus on the people in the middle, as then we will get the majority. We need everybody on board to be successful.

**Trustee Schank**
• Concerned for recruitment, as many teachers are retiring this year.
• Continue to watch budget closely.
• Continue to focus on student achievement – performance plan, data, standards, and curriculum alignment.
• Communication with staff and parents to get buy-in.

**Trustee Strasdin**
• Communication between central office staff, to administrators, to staff.
• Budget/new funding model
• We need the right people in place to address culture.

**Trustee Getto**
• Recover from the budget woes.
• Condensing and delegating workloads of staff.
• Boost morale and confidence of current staff.
• Hiring staff for open positions.
• Building relationships with the community.

**Trustee Whitaker**
• Support work with the Strategic Plan.
• Students come first.
• Follow new policy regarding budget.
• Communication has improved as Trustee Whitaker gets a lot more messages from schools for her student. We need to focus on what the Board can do to communicate effectively. The Board can do more.

**Trustee Buckmaster**
• Build up vocational programs at the high school.
• Need to have an administrator with a vocational background.
• Ensure counselors support the vocational programs.

**Trustee Hyde**
• Focus on budget.
• Staff are unaware of what is going on with the budget. Would like to see every staff member get an email with financial information that the Board sees. This would help with communication.
• Work on culture in the District. It starts with the Board to change that culture. Implement a culture cart. Push a cart in the schools with Danishes. Little things make a difference for staff. Treat staff with kindness and show them that you care.
PUBLIC COMMENT

Geoff Knell commented that the Board should refuse to let politics guide their decisions and voiced concern about communism.

DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE AGENDA ITEMS AS REQUESTED BY THE BOARD OF TRUSTEES AND CLARIFICATION OF REQUESTED AGENDA ITEMS

Trustee Strasdin requested the switching/relabeling of the District Mission and Vision statements.

[The Board moved to the District Office for closed session.]

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 Schank move to go into closed session at approximately 8:37 p.m., seconded by Trustee Pinder. The motion passed unanimously.

RECONVENE OPEN SESSION

Open session resumed at 9:30 p.m.

ADJOURNMENT

The meeting adjourned at approximately 9:30 p.m.

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Carmen Schank, Clerk of the Board

Prepared by Debra Shyne