CALL TO ORDER

President Hyde called to order the regular meeting of the Churchill County School District Board of Trustees at 5:00 p.m. at the Churchill County School District Administration Office, 690 South Maine Street, Fallon, Nevada.

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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<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>Kevin Lords, Director of Human Resources</td>
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<td>Trustee Kathryn Whitaker</td>
<td>Debra Shyne, Executive Assistant</td>
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<td>Trustee Amber Getto</td>
<td>(Interested Staff/Community Members per Attached List)</td>
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<td>Trustee Fred Buckmaster</td>
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VERIFICATION OF POSTING OF AGENDA

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

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 5:08 p.m., Trustee Strasdin moved to go into closed session for 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. There were no public comments. The motion passed unanimously.

RECONVENE OPEN SESSION

The meeting reconvened at approximately 6:08 p.m.

PLEDGE OF ALLEGIANCE & CHARACTER COUNTS WORD “RESPONSIBILITY”

Lucas Chappell and Mason Taylor, 5th grade students from Numa Elementary, led the pledge of allegiance and spoke a few words about the Character Counts word “Responsibility.”
REVIEW AND ADOPTION OF AGENDA

President Hyde requested Item 15 involving policies pulled, and Item 14D, discussion of a 4-day workweek, switched with Item 14E, approval of proposed 2020-21 school year calendar. Trustee Whitaker moved to approve the agenda without Item 15 and addressing Item “E” before “D” in New Business, seconded by Trustee Schank. There were no public comments. The motion passed unanimously.

PUBLIC COMMENT

Keith Boone requested the Board considering moving their meeting to a start time of 4:00 so that administrators can get home to their families at a reasonable hour.

SUPERINTENDENT UPDATE

A. Dr. Stephens and Dr. Dana Ryan will provide an overview of the Career and Technology Education in Churchill County and the Comprehensive Local Needs Assessment.

Dr. Stephens reported that the month of February was National Career and Technical Education (CTE) month. Staff has been sharing photos that represent the work of our District’s 14 programs. This morning three staff members and three students presented information to community members at the Churchill County Economic Development meeting regarding the work they are doing with CTE.

Dana Ryan presented information regarding the District’s 14 CTE programs. The Comprehensive Local Needs Assessment requires the District report on student performance; implementation of programs; programs of study; recruitment, retention and training of CTE teachers; how the District is improving equity and access, and labor market alignment of the District’s programs. The focus is that every student has an opportunity to explore, choose, and follow career and technical education pathways of study and career pathways to earn industry-recognized credentials. Perkins 5 is about rethinking CTE. Dr. Ryan provided additional information about Churchill’s CTE program (PowerPoint presentation provided). Board members asked questions.

B. Dr. Stephens will provide an overview of the Efficiency Study Report and share plans for its use.

Dr. Stephens shared overarching recommendations from the Efficiency Study Report, prepared by Karla Morgan. The Board, Leadership Team, Budget Advisory Committee, staff, and community will utilize this information. Dr. Stephens commented that there is some overlap with the Board’s priorities and the findings from the Efficiency Study. Ms. Morgan provided recommendations to increase efficiency. Some areas for increased efficiency include communication, culture, and teamwork. Ms. Morgan provided suggestions regarding culture by making a shift in how we perceive our work, how we perceive each other, and how to train internally. She recommended creating a communication plan to share information externally and suggested that staff share with people ALOUD what is ALLOWED, to articulate expectations and be clear and public about it. Ms. Morgan feels strongly, as does Dr. Stephens, to continue to demand that the Superintendent and
Leadership members are well trained and skilled in providing the leadership that everyone in the system needs. One of the last recommendations is to seek ways to increase income and look at organization and process structures, for effectiveness in getting the work done. Ms. Morgan suggests that the District have Centers of Expertise or Centers of Excellence where staff members with extreme expertise in areas tasked with the responsibility for training, supporting, and holding others accountable. Dr. Stephens will bring that work back to the Board at a future time.

Another area is centralizing vendor management and sourcing. Ms. Morgan feels that a warehouse as a central delivery point is no longer best practice. The District should continue to look at ways to improve purchasing and delivery, as well as the physical ordering and limiting options available for ordering. The District can share resources to leverage operations, such as the relationship the District currently has with the Nevada Northwest Regional Professional Development Program.

Ms. Morgan suggests that the District elevate its safety practices and procedures. This is important and an item that the District can definitely improve.

Ms. Morgan identified a third area regarding metrics. The District has adopted a new budgeting process and it is important that we collect metrics in operational areas that helps guide us in determining what is or is not working. Learning metrics are important as well. It is important to know what the Board will accept as successful measures. The leadership team will tackle this and bring information back to the Board.

Dr. Stephens reported that Ms. Morgan noted that our relationship with Oasis Technology is excellent. It would be good to leverage technologies that already exist in our system, and work towards eliminating duplicate efforts. This does not mean that the District needs less people, but as processes are streamlined, existing people can do different work. Some of our third party system involving technology include accounting software, student information system, special education system for IEPs, work order system for maintenance, and a parts tracking system for transportation.

Ms. Morgan notes that the District needs a change in its culture. We need to look at how we organize our people and processes to complete our tasks. Metrics are measurement that we will use to determine our effectiveness and where we can improve effectiveness.

Dr. Stephens reported that the District did not utilize all of the days expected for Ms. Morgan to accomplish the efficiency study. We could contact her with additional questions or engage her in future conversations.

Trustee Whitaker commented that it is important that priorities are clear, align with the Board’s goals, and enhances the strategic plan.

C. Update regarding District related matters

Dr. Stephens congratulated Sara McGowan and Derild Parsons, selected to present at the Inclusion Nevada Conference. It is exciting to have the opportunity to have staff from our District be seen as experts and able to share with others.

Dr. Stephens reported that over 400 staff members attended the recent professional development day (PD). Dr. Stephens is collecting survey responses about the learning that
occurred and will share that information later. Dr. Stephens reported that her theme from the PD day was resiliency; how we as humans bounce back in responding to events in our lives.

**BUSINESS SERVICES UPDATE**

A. Update regarding other business items

There were no updates.

**UPCOMING BOARD EVENTS**

A. Friday-Saturday, February 21-22, Silver State Governance Training, Carson City, Nevada
B. Wednesday, March 25, 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 January, 2020, Payroll
D. Approval of January 8, 2020, Regular Board Meeting Minutes
E. Approval of January 22, 2020, Special Board Meeting Minutes
F. Approval of Student 20-02 for Exemption from Receiving Immunizations based on Religious Reasons (NRS 392.435)
G. Approval to lease water rights to Truckee Carson Irrigation District
H. Approval of Modifications to Policy 4137.3 – Administration of Medications or Medicines by District Personnel
I. **For Review Only:** Regulation 4300.0 – Protection of Employees from Bloodborne Pathogens – Exposure Control Plan
J. Approval of Modifications to Policy 4450.0 – Security Committees
K. Approval of Modifications to Policy 4814.0 – Auxiliary Personnel: Support Staff Employees – Recommend Deletion
L. Approval of Modifications to Policy 4815.0 – Workers’ Compensation
   1. **For Review Only:** Regulation 4815.0 – Light (Limited) Duty Following an On-the-Job Injury
M. Approval of Modifications to Policy 4840.0 – CPR Procedures – Human Resources Department
   1. **For Review Only:** Regulation 4840.0 – CPR Procedures – Human Resources Department
   2. **For Review Only:** Regulation 4840.1 – CPR Procedures - Staff

President Hyde commented that the Board and public received a revised consent agenda. Trustee Whitaker moved to approve items A-M, seconded by Trustee Getto. There were no public comments. The motion passed unanimously; Trustee Buckmaster was absent from vote.

**REPORTS BY BOARD MEMBERS**

Trustee Whitaker reported that she was unable to attend a recent Nevada Association of School Boards (NASB) meeting due to technical difficulty. Trustee Pinder was present and can report
on that meeting. Trustee Whitaker commented that she and Trustee Getto attended a recent NASB training which focused on communication skills. Trustee Whitaker also attended the District’s PD day, noting the importance of teamwork and supporting one another. The information presented was in alignment with issues also discussed at Western Nevada College regarding needs and concerns for our students and their wellbeing.

Trustee Getto reported on her attendance at NASB’s communication workshop and her attendance at the District’s PD day. Several staff members commented that it was the best PD day they ever had.

Trustee Pinder reported on his attendance at the District’s PD day. He commented that if staff received one powerful takeaway, then it was definitely worth it.

Trustee Strasdin reported on her attendance at the District’s PD day. She thanked Dr. Stephens and staff who worked with her to provide a meaningful PD day.

Trustee Hyde thanked Trustee Pinder for filling in for him at the NASB meeting. Trustee Hyde reported that he has served on a pathways advisory group and they are working with JOIN to get businesses involved. They would like to get every junior and senior student an apprenticeship where students can learn skills. Their focus is working towards providing students with skills needed to obtain living-wage positions. Trustee Hyde asked the Board and audience to let him know if they know of any businesses interested in offering apprenticeships.

Trustee Hyde greeted the administrators in attendance, and commented that he was excited that administrators were at the Board meeting.

**NEW BUSINESS**

A. **For Discussion and Possible Action: Approval of New Hire Incentive for licensed staff hired for the 2020-2021 school year. The proposed amounts are: $2,000 paid within 10 business days of the first day of work and $1,000 paid with the September 2021 payroll for staff returning for a second year.**

Kevin Lords, Director of Human Resources, stated that he expects the District to hire twenty or more classroom teachers for next school year and it would be nice to offer incentives. Phyllys Dowd reported that these incentives would be part of the next budget year and the following year. The District would set aside funds to ensure this could happen. The District might be able to get some funding from the state as well, though there is no guarantee.

Trustee Whitaker stated that the Board should provide clarity in the motion to indicate the incentive would be prorated if the staff member does not complete their contract. Sharla Hales, legal counsel, commented that Mr. Lords would need to ensure that this condition is included in the contract and advertised information. If the new hire leaves before the school year ends, then the prorated amount would be deducted.

Trustee Schank moved to approve the new hire incentive for licensed staff hired for the 2020-2021 school year. The proposed amounts are: $2,000 paid within 10 business days of the first day of work and $1,000 paid with the September 2021 payroll for staff returning for a second year, factoring in the prorated situation in case someone decides to leave. Trustee Pinder seconded the motion. There were no public comments. The motion passed unanimously; Trustee Buckmaster was absent.
B. **For Discussion and Possible Action:** Report by Phyllys Dowd regarding the fiscal impact of the proposed changes to the 2019-2020 School Year Negotiated Agreement between the Churchill County School District and Churchill County Education Association. Action to ratify the proposed agreement.

Phyllys Dowd updated the Board with respect to the costs associated with ratifying the negotiated agreement. There is no cost to the reduction of monthly teacher hours, but the cost for a 1.5% cost of living increase retroactive to the beginning of this contract year for currently employed licensed staff is $242,741. Ms. Dowd stated that there is a little bit more money in the DSA this year than what was budgeted. The District’s enrollment, which usually trends downward has maintained and is a little bit higher. There are funds to cover this expense, without having to touch the contingency fund.

Trustee Whitaker reported a potential conflict of interest with this agenda item because it affects her financial interest, as she is the spouse of one of the teachers who will benefit from this contract. Therefore, she concluded that the independence of judgement of a reasonable person in her situation would be materially affected by this relationship and it is a clear case of a conflict of interest, so she will abstain from this vote.

Trustee Strasdin reported a potential conflict of interest as agenda item 14B affects her on a personal level; therefore, she concluded that the independence of judgement of a reasonable person in her situation would be materially affected. Because it is a clear disqualifying case, she will abstain from the vote.

[The Board took a break from 7:34 until 7:38.]

Trustee Buckmaster reported a potential conflict of interest as agenda item 14B affects his relationship with his sister and sister-in-law. His sister is a teacher at Churchill County Middle School and his sister-in-law is a teacher with the District. Therefore, he concluded that the independence of judgement of a reasonable person would be materially affected by this relationship. Because it is a clear disqualifying case, he will abstain from the vote.

Trustee Pinder moved to take action to ratify the 2019-2020 school year negotiated agreement between the Churchill County School District and the Churchill County Education Association. Trustee Getto seconded the motion. There were no public comments. The motion passed unanimously; Trustees Buckmaster, Strasdin, and Whitaker abstained.

C. **For Discussion and Possible Action:** Approval of applications for the Early Retirement Incentive Program (Policy 4811.0).

Kevin Lords reported that the Board’s policy reads that 1.5% of the number of PERS employees would qualify for an early retirement incentive. The 1.5% is 5.8 employees and when rounded would equal six employees. Mr. Lords reported that the top six employee requesting retirement incentive are identified in BoardBook.

Ms. Dowd reported that this is a very good thing for the budget. The one employee asking for a PERS buyout only needs six tenths of a year to reach the maximum of her retirement benefit, and the rest are asking for insurance paid out over the next two years.
Trustee Schank moved to approve the applications for early retirement incentive program; six people listed, seconded by Trustee Pinder. There were no public comments. The motion passed unanimously. Trustee Whitaker thanked staff for their dedication to the District.

D. **For Discussion Only: Potential 4-day week pilot for elementary school.**

Dr. Stephens commented that it is important to look at learners’ needs to ensure learners are life ready and have multiple pathways to success. A 4-day week schedule would provide options for families. The intent is a 4-day week for students and a 5-day week for staff. The District would continue to provide services for students, such as transportation and meals. Elementary schools have a shorter minute requirement than required for secondary schools. School would start at 7:45 and end at 3:00. This pilot would be little to no cost. The District would have to enter into a memorandum of understanding with the teachers’ association. Teachers could apply for this pilot, and they would not be force transferred. Dr. Stephens commented about various other options to help student achievement, such as different class lengths at the middle and high school. Dr. Stephens has received some feedback from the teacher’s association and staff and needs more time to address the potential of a 4-day student week. It would voluntary for staff and students, and this pilot would only be for two to three sections for each grade, kindergarten through fifth grade.

Keith Boone commented that this calendar would be good for employees and create opportunities for families.

Trustee Strasdin commented that she was in favor if it contributes to the culture of the school. Trustee Buckmaster thanked Dr. Stephens and Mr. Boone as a 4-day calendar has been discussed for years. Trustee Pinder, Whitaker, and Getto supported the pilot. Trustee Schank inquired about the impact to special education students and the impact on working parents. President Hyde supported the program and liked that participation is voluntary, though there might be too much interest, which would require a lottery.

E. **For Discussion Only: Approval of Proposed 2020-21 School Year Calendar.**

Dr. Stephens referenced documents in BoardBook regarding the initial survey to students, staff, and families and the draft calendars Option A and Option B. The Calendar Committee was comprised of Gaylene Drinkut (Nevada School Classified Employee Association), Karen Grimes (Churchill County Education Association), Keith Boone (Churchill County Administrators’ Association), and Jamie Frey (Parent). Amy Word also provided information regarding her committee looking at parent teacher conferences.

The focus of committee involved the impact to student learning. Dr. Stephens commented that she felt it was important to have professional development before the school year started. Dr. Stephens recommended the Board adopt Option A. Keith Boone commented that he was excited about the calendar as the Read by Three program asks staff to conference with parents much earlier for students identified as being struggling readers, and this calendar supports that. The previous conference times in the spring was too late to make an impact, especially on secondary students.

Trustee Pinder inquired whether the times for the parent conferences provided enough time for elementary teachers to conference with every parent. Dr. Stephens commented that the time is two weeks earlier. The calendar switches from three half days to an
afternoon, evening, and the following morning, so staff will not lose time for conferences. Staff would be released at noon on Friday, after morning conferences. Trustee Whitaker commented that it is important that administrators explain the benefit to this schedule.

Trustee Buckmaster moved to adopt Option A for the 2020-21 school year calendar, seconded by Trustee Schank. Lisa Kent, teacher at the middle school, commented that she would love to get those five student days back. Over the course of 12 years, students lose 60 days of instruction. The motion passed unanimously.

F. For Discussion and Possible Action: The Board will determine the number of scholarships and the amount of money for the Churchill County Board of Trustees Scholarships for the 2019-2020 Churchill County High School Seniors.

Trustee Schank moved to approve five (5) $500 scholarships, two boys, two girls, and a wildcard. There were no public comments. The motion passed unanimously. Trustee Whitaker commented that these are not public monies, but money Board members donate to a scholarship fund individually.

G. For Discussion and Possible Action: Approval of transfer of Ms. Kimi Melendy from Educational Services to Lahontan Elementary School Principal to advance the District’s mission, vision, and strategic goals for the students at Lahontan with Ms. Melendy’s experience, leadership, knowledge, and skills.

Dr. Stephens recommended that the Board approve Ms. Melendy as the full-time principal for Lahontan Elementary for next year. Critical to the culture shift necessary and required to help the District move forward with its mission and vision involves education personalized for students to get the best outcomes possible while we ensure kids are life ready and engaged. The teacher in the classroom is the number one predictor of success, but there is a lot of research that the building leadership has almost the same impact as teachers, as they provide the day-to-day direction and have the connection with adults in the system making a difference. Ms. Melendy’s skill level is exactly what we need to ensure that we build our leadership team that enhances our mission. Board members commented about the positive work that Ms. Melendy is doing at Lahontan and her support of students.

Trustee Whitaker moved to approve the transfer of Ms. Kimi Melendy from Educational Services to Lahontan Elementary School Principal to advance the district’s mission, vision, goals for the students at Lahontan with Ms. Melendy’s experience, leadership, knowledge, and skills. Trustee Pinder seconded the motion. There were no public comments. The motion passed unanimously.

H. For Discussion and Possible Action: Approval of re-employment of Derild Parsons, Kevin Lords, and Lisa Bliss with the understanding that position titles and job duties may be revised as a result of ongoing efficiency study.

Dr. Stephens commented that the District needs to find ways to leverage its organizational structure to have the biggest impact, to remain as flexible as possible, and place people with the most skills in the right positions. We also know that the District has limited funds. When you look at those two things together, along with several upcoming resignations with Mr. Henke, Director of Maintenance, and Ms. Dowd, the Director of Business Services, to look at the organizational structure. Dr. Stephens has looked at the efficiency study and at
options to get the right skills in the right places. One of the things that happened over time is that the district downsized staff and other members have taken on additional responsibilities. There is a gap between the director level and site level with very little staff in the middle, who make up the Centers of Excellence Dr. Stephens previously talked about. Dr. Stephens would like to maintain employment with these staff members, but their job descriptions may change. Sharla Hales, legal counsel, commented that their contracts require the District let them know if they will be reemployed by February 15, which is why this action is being taken now, while the organizational restructuring is in the works.

Trustee Whitaker inquired whether these staff members are okay with this. Dr. Stephens commented that she has had conversations with each of these staff members. Derild Parsons commented that he appreciates knowing that he will be re-employed and recognizes there is a lot of work to be done.

Trustee Whitaker moved to approve the re-employment of Derild Parsons, Kevin Lords, and Lisa Bliss with the understanding that position titles and job duties may be revised as a result of the ongoing efficiency study. Trustee Getto seconded the motion. 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 4820.0 – Progressive Discipline/Corrective Action – Employees
   1. For Review Only: Regulation 4815.0 – Light (Limited) Duty Following an On-the-Job Injury

   This Board pulled this agenda item.

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 Schank requested discussion on developing career and technical education teaching and training program.

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

Debra Shyne will work with Board members to schedule agenda setting.

ADJOURNMENT

The meeting adjourned at approximately 9:00 p.m.

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Carmen Schank, Clerk of the Board

Prepared by Debra Shyne