

Expanded Agenda
White Pine County School District
Board of School Trustees
WPCSD Board Room - 1135 Avenue C - Ely, Nevada – 1/5/2021

REGULAR MEETING – 6:00 P.M.

Items on the agenda may be taken out of order; the Board of Trustees may combine two or more agenda items for consideration; and the Board of Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

2. ROLL CALL

Angela J. McVicars, Chair
Amy Adams, Member
Jessica Trask, Member

Candice Campeau, Vice Chair
Pete Mangum, Member
LHS Student Advisory Member

Tasheena Sandoval, Clerk
Shella Nicholes, Member
WPHS Student Advisory Member

- 3. PUBLIC COMMENT** – A fifteen (15) minute period devoted to comments by the general public. Public Comment during the Board of School Trustees Meeting, will be for all matters within the public body's jurisdiction, control, or advisory power, both on and off the agenda and will be limited to three (3) minutes per person. Comments during Discussion and/or Action Items may not be accepted from the General Public. The Board may prohibit comment if the content of the comments are willfully disruptive of the meetings by being slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken (NRS 241.020(2)(c)(3)).

- 4. STAFF COMMENT** – The Board welcomes comments from staff members, limited to three minutes in length. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken (NRS 241.020(2)(c)(3).)

5. CORRESPONDENCE

Subject	Author	Date	Ref. Pages
a. Regular Agenda	Young	1/5/2021	5-7

6. STUDENT REPRESENTATIVE REPORTS

WPHS
Lund

7. PRESENTATIONS

District-District Performance Plan –

8. ACTION ITEMS

- A. DISCUSSION/FOR POSSIBLE ACTION TO APPROVE MINUTES OF 11/17/2020 AND 12/8/2020 REGULAR MEETINGS.**

Ref. Page(s) 8-15

Motion: Move to approve the minutes of the 11/17/20 and 12/8/2020 regular meetings.

Moved by: _____ Second by: _____ Vote: _____

- B. CONSENT AGENDA** (Starred items may be approved in one motion by the Board as its first action of business under Action Items.) Routine business items are designated by an icon. Approval of the consent agenda approves each of these items. Board members may remove any item from the consent agenda by notifying the Board Chair.

Motion: Move to approve the consent agenda items, 9C-1 Payment of Bills, 9-C2 Petty Cash Report, 9-C3 Budget transfers, 9C-4 Payroll Report and 9C-5 Budget Report.

Moved by: _____ Second by: _____ Vote: _____

C. **NEW BUSINESS**

- ✓ C-1 Discussion/for possible action to approve Payment of Bills - 1/5/2021.

Attachment A

Motion: Move to approve Payment of Bills - 1/5/2021.

Moved by: _____ Second by: _____ Vote: _____

- ✓ C-2 Discussion/for possible action to approve Petty Cash Report - 1/5/2021.

Attachment B

Motion: Move to approve Petty Cash Report - 1/5/2021.

Moved by: _____ Second by: _____ Vote: _____

- ✓ C-3 Discussion/for possible action to approve Budget transfers - 1/5/2021.

Ref. Page(s) none

Motion: Move to approve Budget transfers - 1/5/2021.

Moved by: _____ Second by: _____ Vote: _____

- ✓ C-4 Discussion/for possible action to approve Payroll Report - 1/5/2021.

Attachment C

Motion: Move to approve Payroll Report - 1/5/2021.

Moved by: _____ Second by: _____ Vote: _____

- ✓ C-5 Discussion/for possible action to approve Budget Report.

Attachment D

Motion: Move to approve Budget Report.

Moved by: _____ Second by: _____ Vote: _____

- C-6 Discussion/for possible action to approve to confirm and/or appoint Board Members to the following positions per WPCSD Policy 1030:

Motion: Move to approve to confirm and/or appoint Board Members to the following positions per WPCSD Policy 1030:

	Committee	Members January 2020	Members January 2020
a	Board Chairman	Angie McVicar	
b	Board Vice Chairman	Candice Campeau	
c	Board Clerk	Tasheena Sandoval	
d	Nevada Association of School Boards Director	Shella Nicholes	
e	Nevada Association of School Boards Director-Alternate	Tasheena	
f	Nevada Association of School Boards Legislative Representative	Shella, Tasheena	
g	Debt Management Commission Representative	Candice	
h	Public Agency Compensation Trust Representative	Amy Adams	
i	Safety Wellness Facilities & Transportation Committee	Pete Mangum, Angie, Tasheena, Candice	
j	Representative to the National Affiliate Advocacy Network (NAAN) of the National School Board Association (NSBA)	Candice	
k	District Improvement Committee	Shella, Pete, Jess	
l	Negotiation Committee	Angie, Candice, Amy, Alt: Pete	
m	Attendance Advisory Board	Amy, Angie	
n	CTE	Pete, Jess, Tasheena	
o	Human Growth and Development Committee	Candice, Amy, Jess	
p	District Finance Committee	Shella, Jess, Candice	

q	Policy Review Committee	Tasheena, Shella, Jess	
r	Public Relations Committee	Jess, Candice, Angie	
	Superintendent Committees		
	Finance	Angie, Candice, Tasheena	
	WP Education Foundation	Adam, Paul, Shella, Candice, Pete	

Moved by: _____ Second by: _____ Vote: _____

- C-7 Discussion/for possible action to approve /accept the resignation of Sara Pyle, ELL Tutor.** **Ref. Page(s) none**

Motion: Move to approve /accept the resignation of Sara Pyle, ELL Tutor.

Moved by: _____ Second by: _____ Vote: _____

- C-8 Discussion/for possible action to approve approve two ELL Paraprofessional Teacher Aids for 26 hours/week funded through Zoom funds.** **Ref. Page(s) @ mtg**

Motion: Move to approve approve two ELL Paraprofessional Teacher Aids for 26 hours/week funded through Zoom funds.

Moved by: _____ Second by: _____ Vote: _____

- C-9 Discussion/for possible action to approve /accept the resignation of Timothy Spencer, Teacher in Lund and approve to fill the position.** **Ref. Page(s) none**

Motion: Move to approve /accept the resignation of Timothy Spencer, Teacher in Lund and approve to fill the position.

Moved by: _____ Second by: _____ Vote: _____

- C-10 Discussion/for possible action to approve a buyout request for Carol Leyba, Account Clerk II.** **Ref. Page(s) none**

Motion: Move to approve a buyout request for Carol Leyba, Account Clerk II.

Moved by: _____ Second by: _____ Vote: _____

- C-11 Discussion/for possible action to approve /accept the resignation of Carol Leyba, Account Clerk II.** **Ref. Page(s) none**

Motion: Move to approve /accept the resignation of Carol Leyba, Account Clerk II.

Moved by: _____ Second by: _____ Vote: _____

- C-12 Discussion/for possible action to approve second reading of Policy 3100-Code of Ethics .** **Ref. Page(s) 16**

Motion: Move to approve second reading of Policy 3100-Code of Ethics.

Moved by: _____ Second by: _____ Vote: _____

- C-13 Discussion/for possible action to approve first reading of Policy 3127-Identification Badges and School Activity Participation .** **Ref. Page(s) 17-18**

Motion: Move to approve first reading of Policy 3127-Identification Badges and School Activity Participation.

Moved by: _____ Second by: _____ Vote: _____

- C-14 Discussion/for possible action to approve first reading of Policy 3703-Staff Travel .** **Ref. Page(s) 19**

Motion: Move to approve first reading of Policy 3703-Staff Travel.

Moved by: _____ Second by: _____ Vote: _____

- C-15 Discussion/for possible action to approve first reading of Policy 4147-Federal Grant Allowable Costs.** **Ref. Page(s) 20**
Motion: Move to approve first reading of Policy 4147-Federal Grant Allowable Costs.
 Moved by: _____ Second by: _____ Vote: _____
- C-16 Discussion/for possible action to approve delete policies 3503 Bookkeeper, 3504 Federal Programs Secretary, and 3505 Executive Secretary .** **Ref. Page(s) 21**
Motion: Move to approve delete policies 3503 Bookkeeper, 3504 Federal Programs Secretary, and 3505 Executive Secretary.
 Moved by: _____ Second by: _____ Vote: _____
- C-17 Discussion/for possible action to approve Request for Proposals for Professional Auditing Services.** **Ref. Page(s) 22-43**
Motion: Move to approve Request for Proposals for Professional Auditing Services.
 Moved by: _____ Second by: _____ Vote: _____

9. DISCUSSION AND INFORMATION ITEMS

9-A Finance Officer Report

1. Financial Report
2. Account Operations
3. Facilities & Maintenance Update
4. SB543 Update

9-B Board Report

1. NASB Director's Report
2. Board Involvement and Committee Reports

9-C Superintendent's Report

1. Staff Learning Report
2. Student Learning Report

10. STAFF COMMENT –

11. PUBLIC COMMENT

12. AGENDA ITEMS – NEXT MEETING

Next Meeting: 1/19/2021– WPCSD Boardroom 1135 Avenue C, Ely, NV.

Presentations:
District

Discussion/Action:

Discussion:

13. ADJOURNMENT

Motion: Move to adjourn.

Moved by: _____ Second by: _____ Vote: _____

Notes:

Meeting agendas were posted 12/31/2020 at 9:00 a.m. at the Ely Board Room Entrance, White Pine County Court House, Ely City Hall, and the Public Safety Building.

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**WHITE PINE COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES
WPCSD BOARD ROOM – 1135 AVENUE C – ELY, NEVADA
Tuesday, 1/5/2021**

REGULAR MEETING – 6:00 P.M.

Items on the agenda may be taken out of order; the Board of Trustees may combine two or more agenda items for consideration; and the Board of Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PUBLIC COMMENT – A fifteen (15) minute period devoted to comments by the general public. Public Comment during the Board of School Trustees Meeting, will be for all matters within the public body's jurisdiction, control, or advisory power, both on and off the agenda and will be limited to three (3) minutes per person. Comments during Discussion and/or Action Items may not be accepted from the General Public. The Board may prohibit comment if the content of the comments are willfully disruptive of the meetings by being slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken (NRS 241.020(2)(c)(3)).

4. STAFF COMMENT – The Board welcomes comments from staff members, limited to three (3) minutes in length. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken (NRS 241.020(2)(c)(3).)

5. CORRESPONDENCE

None

6. STUDENT REPRESENTATIVE REPORTS

7. PRESENTATIONS – District-Performance Plan

8. ACTION ITEMS

A. DISCUSSION/FOR POSSIBLE ACTION TO APPROVE MINUTES OF 11/17/2020 AND 12/8/2020 REGULAR MEETINGS.

B. CONSENT AGENDA (Starred items may be approved in one motion by the Board as its first action of business under Action Items)

C. NEW BUSINESS

- *1. Discussion/for possible action to approve Payment of Bills – 1/5/2021
- *2. Discussion/for possible action to approve Petty Cash Report – 1/5/2021
- *3. Discussion/for possible action to approve Budget transfers – 1/5/2021
- *4. Discussion/for possible action to approve Payroll Report – 1/5/2021
- *5. Discussion/for possible action to approve Budget Report – 1/5/2021
- 6. Discussion/for possible action to approve to confirm and/or appoint Board Members to the following positions per WPCSD Policy 1030:
 - A. Board Chair
 - B. Board Vice Chair
 - C. Board Clerk
 - D. Nevada Association of School Boards Director
 - E. Nevada Association of School Boards Director-Alternate
 - F. Nevada Association of School Boards Legislative Representative
 - G. Debt Management Commission Representative
 - H. POOL/PACT Representative
 - I. Safety, Wellness, Facilities, Technology & Transportation Committee (SWFTT)
 - J. Representative to the National Affiliate Advocacy Network (NAAN) of the National School Board Association (NSBA)

- K. District Improvement Committee
- L. Negotiation Committee
- M. Attendance Advisory Board
- N. Career and Technical Education
- O. Human Growth and Development Committee
- P. District Finance Committee
- Q. Policy Review Committee
- R. Public Relations Committee

7. Discussion/for possible action to approve /accept the resignation of Sara Pyle, ELL Tutor.
8. Discussion/for possible action to approve two ELL Paraprofessional Teacher Aids for 26 hours/week funded through Zoom funds.
9. Discussion/for possible action to approve /accept the resignation of Timothy Spencer, Teacher in Lund and approve to fill the position.
10. Discussion/for possible action to approve a buyout request for Carol Leyba, Account Clerk II.
11. Discussion/for possible action to approve /accept the resignation of Carol Leyba, Account Clerk II.
12. Discussion/for possible action to approve second reading of Policy 3100-Code of Ethics.
13. Discussion/for possible action to approve first reading of Policy 3127-Identification Badges and School Activity Participation.
14. Discussion/for possible action to approve first reading of Policy 3703-Staff Travel.
15. Discussion/for possible action to approve first reading of Policy 4147-Federal Grant Allowable Costs.
16. Discussion/for possible action to approve delete policies 3503 Bookkeeper, 3504 Federal Programs Secretary, and 3505 Executive Secretary.
17. Discussion/for possible action to approve Request for Proposals for Professional Auditing Services.

9. DISCUSSION/INFORMATION ITEMS

A. Finance Officer Report

1. Financial Report
2. Account Operations
3. Facilities & Maintenance Update
4. SB543 Update

B. Board Report

1. NASB Director's Report
2. Board Involvement and Committee Reports

C. Superintendent's Report

1. Staff Learning Report
2. Student Learning Report

10. STAFF COMMENT – The Board welcomes comments from staff members, limited to three (3) minutes in length. The Board may discuss those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken (NRS 241.020(2)(c)(3)).

11. PUBLIC COMMENT – The Board welcomes public comment at its meetings. Comments must be limited to three (3) minutes in length. Citizens should direct questions, suggestions, and concerns to the Superintendent or a Board Member prior to the meeting. The comments may be discussed; however, the Board prefers not to answer questions during public comment.

12. AGENDA ITEMS - NEXT MEETING 1/19/2021

13. EXECUTIVE SESSION – SUPERINTENDENT CONTRACT NEGOTIATION

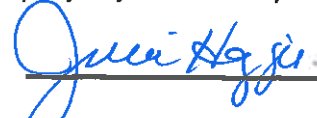
14. ADJOURNMENT

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify Julie Heggie, Board Secretary, in writing at 1135 Avenue C, Ely, Nevada 89301 or by calling (775) 289-4851 at least one day prior to the meeting date.

AFFIDAVIT

I, Julie Heggie, on the 25th day of December, 2020, at 9am did execute the requested distribution list and post four notices of the White Pine County Board of School Trustees Agenda in the County of White Pine; to wit:

- 1) Ely Board Room Entrance 2) White Pine County Court House 3) Ely City Hall 4) Public Safety Building



NOTES: Any open meeting may be closed by an appropriate motion, which under NRS 241.030(1) would allow the public body to consider in private the character, alleged misconduct, professional competence, or physical or mental health of a person/employee. No action may be taken during such a closed meeting. Reconvene (if necessary) open meeting from (possible) closed session action/discussion personnel.

The White Pine County School District operates without discrimination on the basis of sex, religion, national origin, age or disability in compliance with the Title VI, Title VII, Title IX, Section 504, and all other applicable civil rights legislation.

**WHITE PINE COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES REGULAR MEETING
MINUTES
11/17/2020**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

A regular meeting of the Board of Trustees was held on 11/17/2020. Chair Angie McVicars called the meeting to order at 6:00 p.m. in the Board Room at White Pine County School District, Ely, Nevada.

2. ROLL CALL

BOARD MEMBERS

Angie McVicars, Chair	Candice Campeau, Vice Chair	Tasheena Sandoval, Clerk	
Amy Adams- via Zoom	Pete Mangum	Shella Nicholes via Zoom	Jessica Trask

ADMINISTRATORS

Adam Young	Paul Johnson
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STUDENT ADVISORY MEMBERS

Madison Sorenson	Tayah Mangum.
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LEGAL COUNSEL

James Beecher

3. PUBLIC COMMENT

None

4. STAFF COMMENTS

None

5. CORRESPONDENCE

Correspondence was presented on Pages 6-7 of the Expanded Agenda. No additional correspondence

6. STUDENT REPRESENTATIVE REPORTS

Madison and Tayah reported on the following: Mask orders, Special Ed fundraiser is finished, Staff thanksgiving service, Physical Fitness Program, Cards sent to Elko in support of Kylee, Christmas Spirit Week upcoming, Decorating Hallways Themes, reported on Regional Student Council Conference.

7. PRESENTATIONS

Hinton Burdick Presentation-Annual Audit Report FY20, David Wittwer reviewed the district audit. A copy of the audit is attached to the WPCSD Webpage. Dave's presentation is also attached to the minutes.

Boy's & Girl's Club - Samantha Elliott – Update – just opened up a fifth location at Learning Bridge. McGill, WPMS, WPHS and David E. Norman. The presentation is attached to the minutes.

White Pine High School-Principal Becky Murdock, Vice Principal Alan Hedges and teachers Brad Campbell and Kelly Sturgeon reviewed the happenings for White Pine High School. Google classroom is used at WPHS. The WPHS presentation is attached to the minutes.

8. ACTION ITEMS

8-A DISCUSSION/FOR POSSIBLE ACTION TO APPROVE MINUTES 11/3/2020.

Jess moved to approve the minutes of the 11/3/2020 meeting.
Candice seconded the motion and the motion passed unanimously.

8-B DISCUSSION/FOR POSSIBLE ACTION TO APPROVE CONSENT AGENDA

Candice moved to approve the following consent agenda item: 8C-1 Payment of Bills, 8C-2 Petty Cash Report, and 8C-3 Budget transfers.

Tasheena seconded the motion and the motion passed unanimously.

8C-4 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE AUDIT REPORT FOR FY20

Jess moved to approve audit report for FY20.

Candice seconded the motion and the motion passed unanimously.

8C-5 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE SCHOOL IMPROVEMENT PLANS: BAKER ELEMENTARY, D.E. NORMAN, LUND, MCGILL ELEMENTARY, STEPTOE VALLEY, WHITE PINE HIGH SCHOOL, WHITE PINE MIDDLE SCHOOL

Tasheena moved to approve school improvement plans: Baker Elementary, D.E. Norman, Lund, McGill Elementary, Steptoe Valley, White Pine High School, White Pine Middle School.

Pete seconded the motion and the motion passed unanimously.

8C-6 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE SPECIAL EDUCATION TEACHER AIDE AT WPMS 28 HOURS/WEEK WILL BE PAID THROUGH LOCAL PLAN FUNDS

Jess moved to approve Special Education teacher aide at WPMS 28 hours/week will be paid through Local Plan funds.

Pete seconded the motion and the motion passed unanimously.

8C-7 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE POLICY 3128 ACTIVITY CALENDAR - DELETE.

Jess moved to approve Policy 3128 Activity Calendar -delete.

Tasheena seconded the motion and the motion passed unanimously.

8C-8 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE POLICY 3612 DUTY DAY SCHEDULE - DELETE.

Pete moved to approve Policy 3612 Duty Day Schedule - delete.

Jess seconded the motion and the motion passed unanimously.

8C-9 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE POLICY 3613 PAY DATE - DELETE.

Tasheena moved to approve Policy 3613 Pay Date - delete.

Jess seconded the motion and the motion passed unanimously.

8C-10 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE POLICY 4900 CASH MANAGEMENT - SECOND READING.

Jess moved to approve Policy 4900 Cash Management - second reading.

Tasheena seconded the motion and the motion passed unanimously.

8C-11 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE POLICY 4146 LIMITATIONS OF ADMINISTRATION AND DISTRIBUTION OF FEDERAL GRANTS - FIRST READING.

Tasheena moved to approve Policy 4146 Limitations of Administration and Distribution of Federal Grants – changing the name to Federal General Procurement Conflict of Interest first reading.

Pete seconded the motion and the motion passed unanimously.

8C-12 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE NNRPDP ANNUAL REPORT 2019-20.

Tasheena moved to approve NNRPDP Annual Report 2019-20.

Candice seconded the motion and the motion passed unanimously.

8C-13 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE TO MODIFY CHIEF FINANCE OFFICER EVALUATION PROCEDURES.

Jess moved to approve to modify Chief Finance Officer evaluation procedures from a 3 to 4 point system. Angie, Candice and Tasheena will meet Dec 7 at 5 pm to review the evaluations. Candice seconded the motion and the motion passed unanimously.

9. DISCUSSION AND INFORMATION ITEMS

9-A FINANCE OFFICER REPORT

Pauli noted his quarantine will test crisis response plan. Making sure we have laptops and devices in homes as needed. Received news from Department of Education will be giving budget reduction scenario of up to 12%. Heater fixed in Mr. Trask's room. Administrators and custodial staff will be notified immediately. More snow plow equipment to be delivered soon. Maintenance position advertised and filled soon. Still working on the new funding formula.

9-B BOARD REPORT

9B-1 NASB Director's Report

Shella had joint meeting with Crowley and Associates planning for legislative session. Senate stayed the same. Assembly flipped. BDR draft on Trust Lands. Discussed appointed boards with the hope of avoiding appointed boards, budgets reductions discussed. NASB platform for legislative session has been approved. Will share dates for upcoming meeting for the next year. Developing a mentor program for new board members throughout the state. Laurel Crossman is the NASB chair.

9B-2 Board Involvement and Committee Reports

Jess – nothing

Tasheena – nothing

Candice – agenda setting meeting

Pete – crossing guard, SWFTT.

Amy – helped at WPMS with Red Ribbon Week.

Shella – NASB meeting, reviewed policy changes with Julie, gifts to McGill staff from PTSO, visited with Robert and Elaine.

Angie – agenda setting, visited WPHS, met with Adam.

9-C SUPERINTENDENT'S REPORT

9C-1 Staff Learning Report

Training last Friday with a few logistical challenges with meeting at DEN, WPHS and at home. Launch of Math Initiative with great discussion to help with math endeavors. Lots of work to do to come together on the math initiative. Math training K-4, 5-12 and district wide group. There will be classroom observations November 30 and December 1. There will be peer observations to help with training.

9C-2 Student Learning Report

Social-emotional team meets every Thursday at 3:45 pm. Instrumental in rolling out World Class Relations framework - has been very timely for all the needs out there right now. This team has developed a questionnaire that Adam will send out to the staff tomorrow.

10. STAFF COMMENTS

None

11. PUBLIC COMMENT

None

12. AGENDA ITEMS – NEXT MEETING

12/8/2020 – Regular Meeting – White Pine County School District Board Room, 1135 Avenue C, Ely, NV 6:00 p.m.

Presentations:

District

Discussion/Action:

Policies

Budget Augmentation

Paul's Evaluation

Discussion:

Pursuant to NRS 288.220 Jess moved to go into executive session to discuss Superintendent Contract after a short break. Candice seconded the motion and the motion passed unanimously.

13. EXECUTIVE SESSION

Superintendent Contract Discussion

14. ADJOURNMENT

It was moved by Candice and seconded by Jess to adjourn the meeting and passed unanimously.

The meeting adjourned at 9:03 p.m.

Submitted by

Secretary

Approved by

Clerk

**WHITE PINE COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES REGULAR MEETING
MINUTES
12/8/2020**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

A regular meeting of the Board of Trustees was held on 12/8/2020. Chair Angie McVicars called the meeting to order at 6:00 p.m. in the Board Room at White Pine County School District, Ely, Nevada.

2. ROLL CALL

BOARD MEMBERS

Angie McVicars, Chair
Amy Adams via Zoom

Candice Campeau, Vice Chair
Pete Mangum

Tasheena Sandoval, Clerk
Sheila Nicholes-via Zoom

Jessica Trask

ADMINISTRATORS

Adam Young
Amy Adams

Paul Johnson
Roman Marian

Becky Murdock
Terri Borghoff

STUDENT ADVISORY MEMBERS

Autumn Cavendar

LEGAL COUNSEL

James Beecher

3. PUBLIC COMMENT

None

4. STAFF COMMENT

None

5. CORRESPONDENCE

Correspondence was presented on Pages 6-7 of the Expanded Agenda. No additional correspondence

6. STUDENT REPRESENTATIVE REPORTS

WPHS Student Council Representative, Autumn Cavendar reported winter sports should be starting soon. First competition should be January 14 ending in February. Culinary Club will have their annual dinner this Friday. Spirit Week is next week. Working a Christmas Service project.

7. PRESENTATIONS

None

8. ACTION ITEMS

8-A DISCUSSION/FOR POSSIBLE ACTION TO APPROVE MINUTES 11/17/2020.

None at this time.

8-B DISCUSSION/FOR POSSIBLE ACTION TO APPROVE CONSENT AGENDA

Candice moved to approve the following consent agenda items: 8C-1 Payment of Bills, 8C-2 Petty Cash Report, 8C-3 Budget transfers, 8C-4 Payroll Report, and 8C-5 Budget Report.

Tasheena seconded the motion and the motion passed unanimously.

8C-6 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE A RESOLUTION TO AUGMENT THE FY2021 BUDGET.

Page

Paul Johnson done every year on or before January 1.

Tasheena moved to approve a resolution to augment the FY2021 budget.

Jess seconded the motion and the motion passed unanimously.

8C-7 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE ACCEPT THE RESIGNATIONS OF TEACHER AIDES - CINDY JORDAN, MIRANDA WESTON, ALEXAS CULLEN, AND OLIVIA MAESTES AND APPROVE TO FILL THE POSITIONS.

Jess moved to approve/accept the resignations of Teacher Aides - Cindy Jordan, Miranda Weston, Alexas Cullen, and Olivia Maestes and approve to fill the positions.

Pete seconded the motion and the motion passed unanimously.

8C-8 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE ACCEPT THE RESIGNATION OF BOBBY SCARPELLO.

Tasheena moved to approve accept the resignation of Bobby Scarpello.

Jess seconded the motion and the motion passed unanimously.

8C-9 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE SECOND READING OF POLICY 4146 LIMITATIONS OF ADMINISTRATION AND DISTRIBUTION OF FEDERAL GRANTS.

Tasheena moved to approve second reading of Policy 4146 Limitations of Administration and Distribution of Federal Grants.

Candice seconded the motion and the motion passed unanimously.

8C-10 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE FIRST READING OF POLICY 3100-CODE OF ETHICS.

Jess moved to approve first reading of Policy 3100-Code of Ethics.

Tasheena seconded the motion and the motion passed unanimously.

8C-11 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE DELETE POLICIES: 3501-CENTRAL OFFICE CERTIFICATED PERSONNEL, 3502-ACCOUNTS MANAGER, 3055-PHONE POLICY.

Jess moved to approve delete Policies: 3501-Central Office Certificated Personnel, 3502-Accounts Manager, 3055-Phone Policy.

Candice seconded the motion and the motion passed unanimously.

8C-12 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE TO AMEND THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN.

Page

Tasheena moved to approve to amend the Five-Year Capital Improvement Plan.

Jess seconded the motion and the motion passed unanimously.

8C-13 DISCUSSION/FOR POSSIBLE ACTION TO APPROVE ADDING A "SUPERINTENDENT" COLUMN TO THE WPCSD ADMIN SALARY SCHEDULE.

Page

James authored this schedule and is willing to make changes if needed. This does not affect the budget right now. It will only affect it when there is a new contract negotiated with the Superintendent. It would be a point of reference if/when there is a need to hire a new superintendent. Paul is in support of this addition to the administrator salary schedule.

Jess moved to approve adding a "Superintendent" column to the WPCSD Admin Salary Schedule.

Candice seconded the motion and the motion passed unanimously.

9. DISCUSSION AND INFORMATION ITEMS

9-A FINANCE OFFICER REPORT

Paul felt that the superintendent column is a great idea. State Fire inspection, spoke with Senator Pete Goicoechea today and asked him to put in for school construction for WPCSD. Asked Lombard to update their facility feasibility study. Funding Commission focused optimal funding for education.

9-B BOARD REPORT

9B-1 NASB Director's Report

Shella nothing to report

9B-2 Board Involvement and Committee Reports

Pete – continuing with crossing guard when able, SWFTT meeting on November 23rd mostly discussing Covid matters. New door locks need to be installed. Fiber work is still going forward. Found a company to repair Chromebooks. Thanked the board and willing to continue to serve on the safety committee.

Candice – agenda meeting, visited DEN and angel tree.

Jess – Policy review meeting, visited DEN, Christmas tree lighting.

Tasheena – 21st Century zoom meeting, volunteered at WPMS library.

Shella – visited McGill Elementary will judge doors, policy review meeting, gifts to staff, next policy meeting in January.

Amy – Christmas parade, Toys for Tots.

Angie – agenda, SVHS, Boys & Girls club, met with CFO.

9-C SUPERINTENDENT'S REPORT

9C-1 Staff Learning Report

Math professional development, teachers visited various classrooms throughout the district vertical observations, narrowed down materials – Adam will secure samples. Three new vertical math teams. Hope to have selection made in March. Very good work by that math group. Continuing with new teacher mentoring, still a lot of great work going on that is moving us forward and not necessarily related to Covid. Read to kindergarten class and sang with them. Two staff and two students on Covid leave at this time. Some out on quarantine. Thanked Jess and Pete for their service on the Board of Trustees and for their dedication toward education.

9C-2 Student Learning Report

Nothing further.

10. STAFF COMMENTS

Jess noted she will really miss serving on the board and appreciative of the friendships made during her tenure.

11. PUBLIC COMMENT

None

12. AGENDA ITEMS – NEXT MEETING

1/5/2021 – Regular Meeting – White Pine County School District Board Room, 1135 Avenue C, Ely, NV 6:00 p.m.

Presentations:

Discussion/Action:

Discussion:

Policies

Committee Reassignments

6:54 pm Pete, pursuant to NRS 288.220, moved to go into executive session to discuss Evaluation of Chief Financial Officer, Paul Johnson after a short break. Tasheena seconded the motion and the motion passed unanimously.

13. EXECUTIVE SESSION

Evaluation of Chief Financial Officer, Paul Johnson

14. ADJOURNMENT

It was moved by Jess and seconded by Pete to adjourn the meeting and passed unanimously.

The meeting adjourned at 6:59 p.m.

Submitted by _____
Secretary

Approved by _____
Clerk

Title: Professional Expectations	DRAFT	Policy Number:	3100
Date Board Approved:	1 st Reading: 12/8/20	Last Revised/Reviewed:	5/20/98
		2 nd Reading:	1/5/21

The employees of White Pine County School District recognize that serving in a school district is a public trust. To preserve that trust, the highest code of conduct is part of each employee's professional responsibilities and duties. The purpose of this policy is to establish the standards of conduct that are expected of WPCSD employees so as to applaud and ensure their professional integrity in the performance of their duties.

All employees shall, in the course of performing their duties and responsibilities:

1. conduct themselves with honesty and integrity.
2. act with care and diligence.
3. maintain appropriate confidentiality.
4. exemplify courtesy, respect and professionalism in all relations with coworkers, subordinates, students, parents, community members, supervisors and district leadership as the Board of Trustees may appoint.
5. adapt to new situations by modeling a willingness to learn.
6. use resources in a proper manner.
7. comply with any lawful and reasonable direction given by someone in WPCSD with the authority to give that direction.
8. comply with all applicable state, federal and local laws.
9. comply with all board policy, administrative regulations and department/school procedures and rules.
10. disclose (and take reasonable steps to avoid) any conflict of interest, real or apparent, in connection with their employment.
11. make decisions in personal dress and grooming which, as role models for students, reflect an appropriate professional standard.
12. implement (with fidelity) the curriculum established by the District.
13. maintain records in an effective, accurate and timely manner as to meet deadlines and requirements.
14. communicate using skills (both verbally and in writing) which are professional, easily understood and that model proper grammar and spelling.
15. ensure a safe and respectful learning environment for students through positive supervision and management at all times.
16. demonstrate positive relationships with students.
17. participate appropriately in conferences with colleagues and parents.
18. establish a warm environment in which students feel successful and productive.
19. advise the principal (or immediate supervisor) in case of illness or necessary absence at the earliest possible time and to complete any steps required for absence of duty.
20. at all times, act in a way that upholds the [mission, vision, and values](#) of White Pine County School District and reflects professionally upon it.
21. ensure that personal communication (including phone calls, text messaging, and all other forms of communication), audio/video recording, accessing social media platforms, and use of other features of the employee's private personal communication devices or the District's equipment, are restricted to authorized break periods, except under obvious emergency situations or with approval from a supervisor.

Title: School Activity Participation	CURRENT	Policy Number: 3127
Section: 3000		Last Revised: unknown
Date Board Approved:	1 st Reading: 8/5/08	2 nd Reading: 8/19/08
Previous Revision: 2/24/97		
Last Reviewed: 7/28/08		

- a.) District employees will be given activity passes. Employee passes will be accepted at all District sponsored athletic activities.
- b.) An employee with an activity pass shall enforce District regulations while at the event and/or report violations to the proper authority in a timely manner.

Title: Identification Badges & School Activity Participation	DRAFT	Policy Number: 3127
		Last Revised/Reviewed: 8/19/08
Date Board Approved:	1 st Reading: 1/5/21	2 nd Reading:

Purpose

The White Pine County School District strives for excellence as well as safety. As such, the Board of Trustees desire to make all facilities within the school district **safe and secure for all** employees, students and visitors. The implementation of an employee Identification Badge System will enhance the safety and security within the school buildings and on school grounds. Although no system is fool-proof, employee identification badges that are prominently displayed while on duty provide an added sense of security that individuals in the schools are authorized to be there. Therefore, it shall be the policy of the White Pine County School District that all visitors and staff must wear identification badges while on District property.

The implementation of an Identification Badge System serves the following objectives:

1. To provide an additional means to identify authorized staff members in the building. This is especially relevant at the beginning of each school term and also for intermittent personnel assignments.
2. To provide assurance to visitors to our schools that individuals who may question their (the visitor's) presence in the school are authorized to do so.
3. To provide an overall, more secure atmosphere for students, staff members, and visitors.
4. To provide an additional safety measure for staff in the case of an emergency.

Guidelines

Full and part-time employees will be issued an I.D. badge at the beginning of each new school year or on their first day of employment. I.D. badges shall contain the bearers name and photograph. The cost of the I.D. badge will be borne by the District. Lost or stolen ID badges must be reported to the School District personnel office immediately. In the event that any ID badge is lost, stolen or destroyed, the employee shall be responsible to pay \$10.00 to cover the cost of a replacement badge. Worn ID badges shall be replaced at no cost. ID badges must be returned to the School District personnel office when employment is terminated.

The I.D. badges are the property of the White Pine County School District. If an employee is terminated, either by the District or at the will of the employee, his/her I.D. badge must be immediately returned to the appropriate school district administrator.

All employees are required to maintain and display the school district issued identification badge at all times while at work on White Pine County School District property during school hours or school sponsored events.

- The I.D. badge must be worn in a conspicuous location above the waist. Employees are not permitted to alter their I. D. badge in anyway.
- Employee badges are meant for the sole use of the person indicated on the badge and under no circumstance may an employee permit their I.D. Badge to be used by any other person.

- Employees who have lost or forgotten their I.D. Badge must inform the building main office immediately upon arrival at the school or building, at which time they will be issued a temporary badge to be worn for the day.
- Employees who repeatedly report to work without their identification badges, or refuse to wear the badge, may be subject to disciplinary action in accordance with any applicable laws.

Any employee who observes non staff who is not wearing a White Pine County School District issued I.D., must guide that individual to the administration office for proper identification for access to site.

Identification Badges will be the activity passes. Identification Badges will be accepted at all District sponsored athletic activities allowing employees in free of charge.

An employee using their identification badge for admission shall enforce District regulations while at the event and/or report violations to the proper authority in a timely manner.

Temporary identification badges will be issued to all other employees or persons entering the building on official business, including, but not limited to:

1. Substitutes;
2. Student teachers;
3. College student teacher advisors; other persons temporarily employed in the district facilities;
4. Volunteers;
5. Vendors; and
6. Visitors

Temporary identification badges issued to student teachers, substitutes and other temporary personnel will be issued at the beginning of service and collected upon completion of the assignment. A list of all temporary badges will be maintained by the school office.

Employees of the White Pine County School District are not permitted to ignore this identification badge policy or allow or assist any person to enter or use school district facilities when they do not have a valid identification card. Doing so may subject the employee to disciplinary action.

Employees will have their photo taken annually by the school photographer to facilitate the creation and maintenance of a photo database.

Visitors

All visitors to the School District shall display a temporary visitor ID badge while they are in any School District building or on School District grounds during school hours. Upon entering a school building visitors shall report to the school office to register and receive a temporary visitor ID badge. Visitors who do not comply with this Policy will be escorted from the property.

Title: **Staff Travel**

CURRENT

Policy Number: **3703**

Last Revised/Reviewed: 4/21/09

Date Board Approved:

1st Reading: 1/5/16

2nd Reading: 1/19/16

The District provides per diem to pay or defray the cost of staff travel for authorized school business. The per diem may not exceed the per diem authorized for state officials through NRS and the State Administration Manual (SAM).

In order for an employee to be reimbursed or receive payment in advance, the employee must complete a per diem form and have the form authorized by the immediate supervisor and the Superintendent or Chief Financial Officer. Receipts are required for all lodging expenses except in cases where an employee requests the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Meals will be reimbursed in accordance with the meals and incidentals expense (M&IE). Receipts are not required for the M&IE allowance; however, employees will not receive reimbursement, or an advance, for meals that are provided by the meeting, conference or destination. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are required to deduct the meals furnished to them during the conference or meeting from their per diem form. A copy of the meeting or conference agenda from the entity hosting the meeting or conference must be provided to support the travel. Employees cannot create or tamper with an email or other supporting document for the travel. The purpose of the agenda is to reduce the risk of fraud, validate the authenticity of the travel and accurately pay the expenses.

Travel beyond a 400 mile radius requires Board approval. For approval to be considered, the request will include destination, cost, purpose and method of travel. If an individual elects to travel prior to authorization, the individual will be responsible for the costs of the travel in the event it is not subsequently approved by the appropriate authority.

Title: **Staff Travel**

CHANGE

Policy Number: **3703**

Last Revised/Reviewed: 1/19/16

Date Board Approved:

1st Reading: 1/5/21

2nd Reading:

The District provides per diem to pay or defray the cost of staff travel for authorized school business. The per diem may not exceed the per diem authorized for state officials through NRS and the State Administration Manual (SAM).

In order for an employee to be reimbursed or receive payment in advance, the employee must complete a per diem form and have the form authorized by the immediate supervisor and the Superintendent or Chief Financial Officer. Receipts are required for all lodging expenses except in cases where an employee requests the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Meals will be reimbursed in accordance with the meals and incidentals expense (M&IE). Receipts are not required for the M&IE allowance; however, employees will not receive reimbursement, or an advance, for meals that are provided by the meeting, conference or destination. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are required to deduct the meals furnished to them during the conference or meeting from their per diem form. A copy of the meeting or conference agenda from the entity hosting the meeting or conference must be provided to support the travel. Employees cannot create or tamper with an email or other supporting document for the travel. The purpose of the agenda is to reduce the risk of fraud, validate the authenticity of the travel and accurately pay the expenses.

With respect to federal awards, the District will follow federal guidelines. Pursuant to § 200.474(b), lodging and subsistence costs are costs incurred by employees and officers including incidental expenses. These must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that:

1. Participation of the individual is necessary to the Federal award; and
2. The costs are reasonable and consistent with non-Federal entity's established travel policy.

The District will comply with federal requirements with respect to factors affecting allowability of costs with respect to federally funded programs and establish written procedures for determining the allowability of costs in accordance with 2 Code of Federal Regulations (CFR) Subpart E—Cost Principles and the terms and conditions of the Federal award.

The application of these cost principles is based on the fundamental premises that:

- (a) The District is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The District assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The district, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the District. However, the accounting practices of the District must be consistent with the cost principles of Subpart E and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs (Nevada Department of Education or awarding entity) should generally assure that the District is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the District, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The District may not earn or keep any profit resulting from Federal financial assistance unless explicitly authorized by the terms and conditions of the Federal award.

In order to be allowable under Federal awards, except where otherwise authorized by statute, costs must be:

- Necessary and reasonable and allocable
- Conform to cost principles or Federal award as to types or amount of cost items
- Consistent with policies and procedures that apply uniformly to federal and non-federally funded activities
- Consistent treatment as direct or indirect cost
- In accordance with GAAP
- Not included as a cost to meet cost sharing or matching requirements of any other federally financed program
- Adequately documented

The application of these cost principles is based on the fundamental premises that the District has in place sound management practices; will follow the terms and conditions of the specific Federal award and will determine, based on its own unique combination of staff, facilities, and experience how to assure proper and efficient administration of the federal funds.

(References: 2 (C.F.R.) Part 200, §200.302(b)(7), 2 CFR § 200.400 Policy Guide, 2 CFR §200.56 Indirect (facilities & administrative (F&A)) costs., §200.307 Program Income, § 200.403 - Factors affecting allowability of costs)

Bookkeeper**3503**

- a) This position will be under the direct supervision of the accounts manager.
- b) This will be a twelve-month position in the Central Office.
- c) This position will have the following responsibilities:
 - 1. Purchase orders
 - 2. Accounts payable
 - 3. Accounts receivable
 - 4. Petty cash
 - 5. Assisting in preparation of financial reports
 - 6. Miscellaneous

Federal Programs Secretary**3504**

- a) This position will be under the direct supervision of the superintendent.
- b) This will be a twelve-month position in the Central Office.
- c) This position will have the following responsibilities:
 - 1. Federal programs
 - 2. Inventory
 - 3. SIIS claims
 - 4. General secretarial
 - 5. Assisting in bookkeeping or other areas when needed.

Executive Secretary**3505**

- a) This position will be under the direct supervision of the superintendent.
- b) This will be a twelve-month position in the Central Office.
- c) This position will have the following responsibilities:
 - 1. Secretary to superintendent and Board of School Trustees.

**White Pine County School District School District
REQUEST FOR PROPOSALS FOR PROFESSIONAL
AUDITING SERVICES**

Proposal Submittal Due Date

March 5, 2021

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I. INTRODUCTION

A. General Information

The White Pine County School District is requesting proposals from qualified certified public accounting firms to audit its financial statements and to perform other financial audits and reviews as specified. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) circular A-133 *Audits of State and Local Governments and Non-Profit Organizations* or OMB's *Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards* as applicable. There is no expressed or implied obligation for White Pine County School District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Nevada Revised Statutes Chapter 239 - Public Records, unless exempt.

To be considered six (6) copies of a proposal must be received by **4:00 PM on March 5, 2021** by:

Paul Johnson, CFO
White Pine County School District School District
1135 Avenue C
Ely, Nevada 89301

During the evaluation process, White Pine County School District reserves the right, where it may serve the District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of White Pine County School District, firms submitting proposals may be invited to an interview and requested to make oral presentations as part of the evaluation process.

White Pine District School reserves the right to retain all proposals submitted and to use any ideas(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

It is anticipated that selection of a firm will be completed March 16, 2021. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval of the Board of Trustees. The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

B. Term of Engagement

It is the District's intent to contract for the services presented herein for a term of three (3) fiscal years beginning with the fiscal year ending June 30, 2021, with the option for two (2) subsequent fiscal years. The proposal package shall present all-inclusive audit fees for each year of the contract term.

II. NATURE OF SERVICES REQUIRED

A. Scope of the Work

White Pine County School District desires the auditor to assist in preparation of, and audit its, Annual Financial Report for the District.

The selected independent auditor will be required to perform the following tasks:

1. Perform an audit of the financial statements for all funds of White Pine County School District, including governmental activity funds, business-type activity funds, each major fund and the aggregate remaining funds, which collectively comprise the basic financial statements. Conduct the audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States.
2. Render the Auditor's Report that expresses an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.
3. Apply limited audit procedures to Management's Discussion and Analysis, required supplementary information pertaining to the General Fund and each major fund of the District, and the Schedule of Funding Progress, certain budgetary comparison schedules.
4. Apply certain limited procedures or procedures applicable to an attestation review of compliance with the Nevada Revised Statutes (NRS), specifically including NRS 354.6241.
5. Prepare the District's annual financial report in full compliance with all current Governmental Accounting Standards Board (GASB) pronouncements.

6. Perform a single audit on the expenditures of federal grants in accordance with OMB Circular A-133 or OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* as applicable. Render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the District's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in accordance with OMB Circular A-133 and OMB Compliance Supplements. The single audit report will include an appropriate Schedule of Expenditures of Federal Awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.
7. Provide a report on the internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*. Identify any reportable conditions that are also material weaknesses as such in the report.
8. Present the results of the audit in November to the Board of District Trustees and communicate any reportable conditions found during the audit.

B. Auditing Standards

The auditing firm must comply with the following standards:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants;
2. The standards applicable to financial audits contained in the most current version of the *Government Auditing Standards* issued by the Comptroller General of the United States;
3. The provisions of the Single Audit Act of 1984 as amended in 1996;
4. The provisions of the United States Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Non-Profit Organizations or OMB's

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as applicable; and

5. Nevada Revised Statutes as they apply to Local Government Finance specifically including NRS 354.6241.

C. Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: Chief Financial Officer, Superintendent and Chairperson of the Board of Trustees.

D. Working Paper Retention

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available to the District or any government agencies included in the audit of federal grants. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

E. Indemnification

The selected proposer will be required to provide proof of various insurance policies as set forth more fully in the District's standard Contract for Services by an Independent Contractor attached hereto as Exhibit A.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The White Pine County School District is located in east central Nevada and is bordered by Elko County to the North, Eureka County on the West, and Lincoln County on the South. The State of Utah borders White Pine on the East. The boundaries of the District are the same as the boundaries of the County. White Pine is one of the largest counties in the United States, covering 8,941 square miles, has a sparse population of approximately 10,705 and is larger than the State of Massachusetts. Ely, with an estimated population of 4,267, is the largest population center in the County and is the largest community within a 180 mile radius.

The communities of Lund and Baker are primarily supported by agriculture. The communities of Ely, Ruth, and McGill were originally founded and supported by mining.

White Pine's landscape is dominated by north-south mountain ranges with elevations up to 13,000 feet. Between the mountain ranges are long, narrow valleys that range from 5,000 to 7,000 feet in elevation. These valleys are the sites of transportation corridors, agricultural activity, industrial development and urban development.

Small geographic areas known as Baker, Preston, and Cherry Creek are included in the unincorporated portion of White Pine County and do not have the ability to assess taxes.

The natural resources and mining industries account for approximately 30% of the labor force in White Pine. During fiscal year (FY) 1998, the largest local mining operation, a copper mine, reduced its workforce and subsequently closed displacing approximately 1/3 of the workforce. From FY1999 through FY2004, mineral prices fell and the mining industry reduced employment to a minimum which caused a significant recession. In FY2005, the industry rebounded demonstrating the classic mining boom and bust cycles inherent in many rural Nevada mining communities. Today, mining activity is relatively stable; however, changes in global economics can significantly affect mineral prices. These changes can be volatile, are typically very abrupt and can significantly influence the economic viability of local operating mines, employment and local government revenue.

The government sector has remained a significant and stable influence on White Pine's job market. The government segment employs approximately 1,300 people or approximately 32% of the workforce.

B. Fund Structure

White Pine County School District uses the following fund types in its financial reporting. The number and type of funds are subject to change based on the needs of the District. Any such change shall not result in a change in the audit fee.

Fund Type	Number of Funds
General Fund	1
State Special Revenue Funds	20
Federal Special Revenue Funds	10
Debt Services	1
Capital Projects Funds	3
Special Education	1
Nutrition Program	1
Donation & Other	20
School Student Activity Accounts	<u>7</u>
Total Funds	64

C. Federal and State Financial Assistance

The County typically receives financial assistance from both State and Federal agencies. The table below is a summary of the State and Federal financial assistance the District has received in prior fiscal years. These or other forms of State or Federal financial assistance may be received in future fiscal years.

Fund	Description of Funding	Statutory and Regulatory Requirements
	State Programs	
*Class Size Reduction	This Funding is appropriated by the Nevada State Legislature and is restricted to reducing class sizes in K-3.	NRS 388.700
Adult High School Education Program - Prison Fund	Expenditures for this program are restricted by the Nevada State Legislature for prison adult high school education programs.	AB 579
Adult High School Education Program - Regular	Funding is provided by the Nevada legislature each year to assist with programs and services for adult high school education programs and services.	AB 579
*Nevada Pre-K Education Program-McGill Preschool	The District has used these funds to develop and operate a comprehensive preschool at McGill Elementary.	AB 579
*Special Elementary Counseling	The State provided these funds to pay for elementary counseling services.	AB 579
*Gifted & Talented	Funding to be distributed on a per pupil basis to pupils who have been identified as gifted and talented.	SB 555
*Nevada Ready 21	This grant is restricted for education technology.	SB 515,Section 19.5 (d)
SB 544 - New Teacher Incentive	These are State funds restricted to pay for new teacher signing bonuses.	SB 544
*SB515 Social Worker	Funding must be used by the Department of Education for a block grant program to school districts and charter schools to provide for contract social workers or other licensed mental health workers in schools with identified needs.	SB 515, Section 23

Fund	Description of Funding	Statutory and Regulatory Requirements
Nationally Certified and Licensed Speech Pathologists	Provides salary incentive for nationally certified and licensed speech pathologists working in the District.	AB 579
*Great Teaching & Leading	The purpose of this funding is to assist entities with the purchase of professional development for Teacher/Leader retention in the area of Leadership Development.	NRS391A.500
Commission on Construction	Provides vocational education in the construction trades industry.	NRS 624.570, 624.580
*Senate Bill 178	Providing additional state funding to Nevada public schools to support underperforming English Learners (ELs) and/or students who qualify for free or reduced-price lunch (FRL) performing in the lowest quartile of student achievement and who are not currently enrolled in a Zoom or Victory school. This funding is to "...ensure each Nevada child a reasonably equal educational opportunity"	SB178
*Read by Grade 3	The intent to dramatically improve student achievement by ensuring that all students will be able to read proficiently by the end of 3rd grade.	SB391
*Senate Bill 390 (Zoom) Nevada State English Language Learner Program	Funding is provided so districts can provide a comprehensive package of programs and services for children who are limited English proficient or eligible for such a designation.	SB390
*CTE Allocation Grant	State allocation grant that provides support for career and technical education (CTE).	AB 579
*CTE State Competitive Grant	CTE funding is available to support career and technical education in eligible school districts.	NRS 388.392
Teacher Supplies Reimbursement	SB 133 Authorizes the reimbursement of teachers for certain out-of-pocket expenses	SB133
*Turnaround Grant (Underperforming Schools)	This Funding is available to assist with implementing school improvement plans for Nevada's 1 and 2 star schools.	SB151,Sec 24

Fund	Description of Funding	Statutory and Regulatory Requirements
*College and Career Ready (CCR) - Science, Technology, English and Math (STEM)	Intent to increase STEM participation and programming, particularly to meet the needs of underserved and minority students in both rural and urban Nevada	SB544, Sec 19
*Special Education Fund	Funding to provide special education services for eligible students	NRS
	Federal Programs	
Title I - Section 1003 (a) - School Improvement	Section 1003(a) of the Elementary and Secondary Education Act (ESEA) requires that State Educational Agencies allocate funds for Title I Schools in "need of Improvement" in order to help further assist those schools to meet their goals.	CFDA 84.010
Carl Perkins Basic Grant	The funds are used to enhance occupational education and career development.	CFDA 84.048
Title I - Part A	Subgrants to local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to substantially raise the achievement of students in their lowest-performing schools.	CFDA 84.010
IDEA Part B - Local Plan	This is entitlement funding specifically allocated for special education and to provide services to children with disabilities ages five through twenty-one.	CFDA 84.027
Title III - Immigrant	This program helps expand the District's capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.	CFDA 84.031A
IDEA Part B - Early Childhood Special Education	Federal funds used to provide instructional activities and services to meet the educational needs of special education students in the pre-kindergarten age group.	CFDA 84.173
Substance Abuse Prevention and Treatment Agency - (SAPTA)	Federal funds to provide activities for students and parents aimed at drug and alcohol abuse prevention.	CFDA 92.243

Fund	Description of Funding	Statutory and Regulatory Requirements
Title II, Part A - Improving Teacher Quality	Federal funds to provide professional development for staff.	Title II, Part A
Title IV	Student Support and Academic Enrichment to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students.	CFDA 84.424A
Preschool Development	Federal funds to support the development of, and access, to, preschool programs. The federal PDG program's overall goal is to support kindergarten readiness of four-year old children.	CFDA 84.419A

Beginning in fiscal year 2022, the State of Nevada will implement a new funding plan that will create a base (i.e. General Fund) plus weighted funding for special education, English learners, at-risk and gifted and talented student populations. These weighted programs will replace the majority of state grants listed above. Programs with an asterisk are expected to be reauthorized in FY2022 and beyond. Programs without an asterisk are expected to be consolidated into the aforementioned weights.

D. Finance Operations

Paul Johnson, Chief Financial Officer (CFO) is responsible for the fiscal operations of the school district and is directly responsible for the finance department as well as other duties as assigned. The Department consists of five full-time equivalent positions and provides the following financial services district-wide:

- General Accounting
- Financial Reporting
- Accounts Payable/Purchasing
- Fixed Assets
- Payroll
- Budget
- Debt Management
- Grant Administration
- Regulatory Compliance
- Human Resources

Pursuant to District policy 4001, the Superintendent and Finance Officer are to see that the District's fiscal management methods are up to date and modeled after the best business practices. The Board of Trustees is ultimately responsible for allocation of funds, as well as oversight in spending and record keeping.

E. Computer Systems

The District utilizes a Tyler Technologies accounting information system called Infinite Visions (IV) that is specifically designed for school districts. The accounting modules include the general ledger, accounts payable and payroll.

The District utilizes software from Asset Panda to track fixed assets and inventory. This system is not integrated with the IV accounting software.

F. Availability of Prior Reports and Work papers

Hinton Burdick PLLC conducted the District's most recent audits. The work papers of the previous audits are the property of the previous auditor. Proposers can review the prior years' audit reports by accessing the District's website <http://www.whitepine.k12.nv.us/> under the Business and Finance section.

III. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates including the due date for proposals:

Date	Activity
February 1, 2021	Request for Proposal Issued
February 19, 2021	Last day for questions
March 5, 2021	Due date for proposals (due by 4:00 pm)
Week of March 8, 2021	Request for Proposals Review
March 16, 2021	Proposal awarded by Board of Trustees

B. Anticipated Audit Schedule

1. Initial Conference:

An initial conference will be held with District staff at least 30 days prior to fieldwork each year. The primary purpose of this meeting will be to discuss the audit plan and schedule. At this meeting, the auditor shall provide the District a detailed audit plan and a list of all schedules to be prepared by the District.

2. Interim Audit Stage:

Audit planning, including all necessary planning for the implementation of new GASB pronouncements, documentation of systems of internal control and compliance and transaction testing should be completed during the interim audit stage no later than **July 31** of each year or as otherwise, mutually agreed by the auditor and CFO.

3. Fieldwork:

Pursuant to NRS 354.624(2), each annual audit of a school district shall be concluded and the audit report submitted to the governing body not later than four months following the close of the fiscal year. The auditor will be required to commence and complete audit fieldwork in sufficient time to produce a complete draft and final audit within the timeframes identified in NRS without having to file an extension. An extension should only be necessary due to unforeseen circumstances resulting from school district operations. Typically, audit fieldwork has commenced no sooner than the second week in September.

4. Status and Draft Reports:

During the course of the engagement, the auditor will meet with and provide periodic status reports to the CFO on a regular basis. The Auditor should be available to meet with the CFO as needed, to provide consultation on various accounting and auditing matters during the audit. The auditor will provide all drafts and recommendations for improvements to the CFO within a reasonable time after the last day of fieldwork, but no later than **October 1** of each year unless an audit extension has been granted.

5. Final Reports:

The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed annual report, Single Audit report and other reports shall be delivered to the CFO and Superintendent. This process will be completed and the final products delivered by **October 31 of each year** or prior to the approved, extended timeline.

V. ASSISTANCE TO BE PROVIDED AND REPORT PREPARATION

A. Finance Department Assistance

The CFO will be the primary liaison between the audit firm and the Finance Department staff. The Finance staff will be available during the audit to assist the firm by providing information, documentation and explanations.

B. Work Area and Office Equipment

The District will provide the auditor with reasonable workspace, desks and chairs. The District will also provide access to a telephone, internet access, access to the District's financial accounting system software as well as photocopying and other business office machines.

C. Report Preparation

Report preparation, editing, printing, tabbing and binding shall be the responsibility of the auditor. The auditor will provide the Annual Financial Report (12 copies and electronic file in searchable Adobe Acrobat format).

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning this Request for Proposals can be made to:

Paul Johnson
Chief Financial Officer
paul.johnson@wpcnvadmin.com
775-289-4851 x7107

2. Submission of Proposal:

Six (6) copies of the sealed Proposal shall be received in the District's central office by 4:00 pm on March 5, 2021 for a proposal to be considered. The Proposal should address the items listed in sections C and D below. The proposal should be addressed as follows:

Paul Johnson
Chief Financial Officer
White Pine County School District
1135 Avenue C
Ely, Nevada 89301

B. Format for Technical Proposal

1. **Certification Form** showing the RFP's subject, the firm's name; the name, address and telephone number of the firm's contact person; and the date of the proposal. (See Attachment A.)
2. **Table of Contents** identifying the materials submitted by section and page number.
3. **Signed Transmittal Letter** briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time, and the name, title, physical and e-mail address and telephone number of the person(s) authorized to represent the Proposer.

4. **Detailed Proposal** following the order and instructions set forth in Sections C and D below.

C. Contents of the Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the County in conformity with the requirements of this RFP. The Technical Proposal should demonstrate the qualifications of the firm and of the specific staff to be assigned to this engagement. It should also specify the audit approach that will meet the requirements of this RFP.

The Technical Proposal should address all points outlined in the RFP (excluding any cost information, which should only be included in a sealed dollar cost bid).

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be presented, the following subjects must be included, and represent the criteria against which the proposal will be evaluated.

1. **License to Practice in Nevada**

An affirmative statement shall be included verifying the firm and all assigned key professional staff are properly licensed to practice in the State of Nevada.

2. **Independence**

The firm shall provide an affirmative statement that it is independent of the White Pine County School District as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's Government Auditing Standards. The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the District for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. **Firm Qualifications and Experience**

To qualify the firm must have extensive experience in audits of local governments as well as experience with the preparation of Comprehensive Annual Financial Reports and financial statements. The reports and financial statements must have been prepared in accordance with Generally Accepted Accounting Principles (GAAP), and in a format in compliance with all applicable GASB pronouncements, and other essential regulatory compliance.

The Proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed,

and the number and nature of the professional staff to be employed in this engagement on a full-time basis, and on a part-time basis. Staff consistency is an important consideration. The Proposer is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements.

The firm must also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The firm must also provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years by State regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal, supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public accountant in Nevada.

Provide information on the government auditing experience of each staff person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, consultants and specialists may be changed if those personnel leave the firm. These personnel may also be changed for other reasons with the express prior written permission of the County. However, in either case, the County retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer if the replacement has substantially the same or better qualifications or experience.

5. Similar Engagements with Other Government Entities and References

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last three (3) years that are similar to the engagement described in this RFP. The engagements should be ranked based on total staff hours. Indicate the scope of work, date, engagement partners, and total hours. Provide the name, e-mail address and telephone number of the principal client contact. Please indicate whether the audit was part of an annual financial report prepared in conformance with GAAP and GASB requirements.

Provide a list of client references for which services similar to those outlined in the RFP are currently being provided. For each reference listed, provide the name of the organization, dates for which the service(s) are being provided, type of service(s) being provided, and the name, address, e-mail address, and telephone number of the responsible person within the

reference's organization. The District reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

6. Specific Audit Approach

The proposal must contain a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this RFP. Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation for the engagement
- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c) Sample size and the extent to which statistical sampling is to be used in the engagement
- d) Type and extent of analytical procedures to be used in the engagement
- e) Approach to be taken to gain and document an understanding of the District's internal control structure
- f) Approach to be taken in determining laws and regulations that will be subject to audit test work
- g) Approach to be taken in drawing audit samples for purposes of tests of compliance

7. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the District.

8. No dollar amounts should be included in the Technical Proposal.

D. Contents of the Cost Proposal

1. Total All-Inclusive Maximum Price

The cost proposal should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive maximum price bid is to contain all direct and indirect costs including all out-of-pocket expenses. The Cost Proposal must be placed in a separate sealed envelope and submitted in conjunction with the Technical Proposal.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The cost proposal should be submitted in the format provided in:

Attachment B, "SCHEDULE OF ANNUAL ALL-INCLUSIVE PRICE".

2. Manner of Payment

Progress payments will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than one calendar month.

VII. EVALUATION PROCEDURES

A. Review of Proposals

Proposals will be evaluated by a finance committee that will be advisory to the Superintendent.

Three (3) sets of criteria will be utilized to evaluate each proposal. Firms meeting the mandatory criteria will qualify to have their proposals evaluated and scored for both technical qualifications and price.

B. Evaluation Criteria:

1. **Mandatory Elements:**
 - a) Proposal must be received by date and time due.
 - b) Proposal must meet the format requested.
 - c) The audit firm is independent and licensed to practice in Nevada
 - d) The firm has no conflict of interest with regard to any of the work performed by the firm or the District
 - e) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
2. **Technical Qualifications:**
 - a) The firm's experience and performance with similarly sized governmental agencies in providing the types of audit services outlined in this RFP.
 - b) Technical qualifications and experience of the engagement team to be assigned.
 - a) Adequacy of proposed staffing plan for various segments of the engagement, and ability to provide continuity of staff from year to year.
 - d) Thoroughness of proposed approach to conducting the audit and demonstration of the understanding of the objectives and scope of the audit.
 - e) Commitment to timeliness in conducting the audit, including a clearly defined schedule of work to be performed and the ability to meet required completion dates for key parts of the audit.
3. **Price:**
 - a) Reasonableness and competitiveness of cost proposal.

C. Interviews

As part of the evaluation process, the highest-scoring firms may be invited to participate in an interview with a finance committee or during a public meeting before the Board of Trustees. Firms will be requested to make a presentation of no longer, than 30 minutes, and then have an opportunity to answer any questions the committee, or Board, may have about the firm's proposal. If interviews are scheduled, they will be scheduled on, or the week before, the public meeting scheduled for March 16, 2021.

D. Final Selection

The County will select a firm based upon the recommendations of the Audit Committee. It is anticipated that the contract for the selected firm will be awarded prior the March 16, 2021 and notification to the Nevada Department of Taxation on or before the last day of March 2021.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected. The County reserves the right without prejudice to reject any or all proposals.

Attachment A

CERTIFICATION FORM

Name of Firm: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Telephone Number (s): _____

Contact E-mail Address: _____

I, the undersigned, certify that I am duly authorized to represent the above named firm and am empowered to submit this bid. In addition, I certify that I am authorized to contract with White Pine County on behalf of the above named firm.

_____	_____	_____
Signature	Title	Date

Name (print)

Attachment B

SCHEDULE OF ANNUAL ALL-INCLUSIVE PRICE

2020-21 Fee Schedule

Auditor's Billing Rate Description	Hours	Hourly Rate	Total Cost
Services:			
District Audit and Related Reports			
Preparation of Financial Statements			
Preparation of CAFR			
Single Audit and Related Reports			
Subtotal:			
Personnel:			
Partner			
Manager			
Supervisor			
Clerical			
Other			
Subtotal:			
Out of Pocket Expenses:			
Meals and Lodging			
Transportation			
Other (specify)			
Subtotal:			
Total All-Inclusive Maximum Price for 2020-21 Audit			