

MINUTES
CLARK COUNTY SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF SCHOOL TRUSTEES
ADMINISTRATIVE CENTER, EXECUTIVE CONFERENCE ROOM – 4TH FLOOR
5100 W. SAHARA AVENUE, LAS VEGAS, NEVADA 89146

BUDGET WORK SESSION/BOARD SELF-EVALUATION

Wednesday, November 15, 2006

12:03 p.m.

Roll Call: Members Present

Ruth L. Johnson, President
Sheila Moulton, Vice President
Shirley Barber, Member
Mary Beth Scow, Member
Terri Janison, Member

Members Absent

Susan C. Brager-Wellman, Clerk
Larry P. Mason, Member

Dr. Walt Rulffes, Superintendent of Schools

Also present were: Clifford Jeffers, Board Counsel, District Attorney's Office; Donna Mitchell Mendoza, General Counsel, Legal Department; Lauren Kohut-Rost, Deputy Superintendent, Instruction Unit; Jeffrey K. Weiler, Chief Financial Officer, Finance and Operations Division; James McIntosh, Director, Accounting Department; Jason Franklin, Assistant Director, Budget Department; Bill Sampson, Director II, Budget Department; Lisa Chrapcynski, Administrative Secretary II, Board Office; and Cindy Krohn, Executive Assistant, Board Office.

ANNOUNCEMENTS

Mrs. Moulton stated that Mrs. Johnson was on a field trip with students and would arrive later in the meeting.

ADOPT AGENDA

Adopt agenda, except delete Item 10, Reference H.

Motion: Barber Second: None

The motion died for lack of a second.

Mrs. Barber asked to be heard later in the meeting regarding Item 10, Reference H.

Adopt agenda.

Motion: Janison Second: Scow Vote: Unanimous

Mrs. Johnson was not present for the vote.

PUBLIC HEARINGS/RESPONSE TO PUBLIC COMMENT

None.

APPROVE THE ANNUAL INDEPENDENT AUDITORS' REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2006

Approval of the annual Independent Auditors' Report for the Fiscal Year Ended June 30, 2006, by representatives from Kafoury, Armstrong & Co., as recommended in Reference A.

Mr. Weiler introduced Mr. McIntosh, Mr. Franklin, and Mr. Sampson. He explained the scope and purpose of this meeting.

Mr. McIntosh spoke regarding the Accounting Department's hiring of the independent auditor, Kafoury, Armstrong & Company for their preparation of the independent auditor's report. He then introduced Tami Miramontes, Shareholder, Kafoury, Armstrong & Company.

Ms. Miramontes spoke in regards to Kafoury, Armstrong & Company's role in the preparation of the 2005-2006 Comprehensive Annual Financial Report (CAFR) and the Independent Auditor's Report. She gave a PowerPoint presentation regarding the auditors' opinions which reported that the district was in good shape and noted no issues in the reports on compliance and internal controls or in the reports on major programs evaluated. She explained that there was a significant change in an accounting estimate related to risk management based on an actuarial study and there was an audit adjustment regarding a timing difference with reference to a check. She explained prior year recommendations and follow-through regarding Information Technology personnel who have access to programs after they are terminated. She also discussed external monitoring reports regarding Governance Policies EL-5: Financial Planning/Budgeting; EL-6: Financial Condition and Activities; EL-8: Asset Protection; and EL-9: Compensation and Benefits, which were found to be in compliance.

BOARD PRESIDENT ARRIVES

Mrs. Johnson arrived at the Board meeting at 12:25 p.m.

APPROVE ANNUAL INDEPENDENT AUDITORS' REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2006 (continued)

Mrs. Moulton asked if there was an applied percentage or protocol used industrywide, as noted on page 4 of 10 under Payroll Transactions.

Ms. Miramontes explained that they generally test 40 to 90 transactions, which is industry standard.

Mrs. Johnson asked Ms. Miramontes if she felt there was anything the Board should consider monitoring that the governing board would need in order to fairly and appropriately represent the community.

Ms. Miramontes responded that the only thing she noted was the investment policy was not addressed in the Board Governance policies. She also stated that compared to other entities she would rate the CCSD audit as an A plus and that some of the CCSD procedures are being used at other entities.

APPROVE INDEPENDENT AUDITORS' NARRATIVE REPORT OF RECOMMENDATIONS AND DISTRICT RESPONSES TO RECOMMENDATIONS – FISCAL YEAR ENDED JUNE 30, 2006 – AND INDEPENDENT AUDITORS' STATEMENTS ON NEVADA REVISED STATUTE COMPLIANCE

Approval of the district's responses to the independent auditors' recommendations for the fiscal year ended June 30, 2006, with the written narrative and responses being incorporated by reference into the minutes of this meeting, and with the entire report being transmitted and filed as required in NRS 354.624; and approval to accept the independent auditors' statements on NRS compliance for the fiscal year ended June 30, 2006, and requiring no corrective action, with the statements being transmitted and filed as required in NRS 354.6245, as recommended in Reference B.

Mr. Weiler gave a PowerPoint presentation on the key items of interest in the Comprehensive Annual Financial Report.

Mr. Sampson gave a PowerPoint presentation regarding changes to the amended final budget 2006-2007.

Motion to accept in compliance.

Motion: Johnson Second: Scow Vote: Unanimous

APPROVE BUDGET

Approval of assumptions and conditions for the development of the 2006-2007 Amended Final Budget, development assumptions for the 2007-2008 Tentative Budget, and future budget development process, as recommended in Reference C.

Motion to accept the assumptions and conditions of the years 2006-2007 and 2007-2008 as presented and to make the change from 3 percent to 2 percent.

Motion: Johnson Second: Scow Vote: Unanimous

APPROVE MONITORING REPORT – EL-5: FINANCIAL PLANNING/BUDGETING

Approval of the monitoring report for Governance Policy EL-5: Financial Planning/Budgeting, as recommended in Reference D.

Motion to accept in compliance.

Motion: Johnson Second: Scow Vote: Unanimous

APPROVE MONITORING REPORT – EL-6: FINANCIAL CONDITION AND ACTIVITIES

Approval of the monitoring report for Governance Policy EL-6: Financial Condition and Activities, as recommended in Reference E.

Motion to accept in compliance.

Motion: Johnson Second: Janison Vote: Unanimous

APPROVE MONITORING REPORT – EL-8: ASSET PROTECTION

Approval of the monitoring report for Governance Policy EL-8: Asset Protection, as recommended in Reference F.

Motion to accept in compliance.

Motion: Scow Second: Janison Vote: Unanimous

APPROVE MONITORING REPORT – EL-9: COMPENSATION AND BENEFITS

Approval of the monitoring report for Governance Policy EL-9: Compensation and Benefits, as recommended in Reference G.

Motion to accept in compliance.

Motion: Johnson Second: Scow Vote: Unanimous

RECESS: 2:05 p.m.

RECONVENE: 2:15 p.m.

APPROVE SEMI-ANNUAL BOARD ASSESSMENT

Approval regarding the board's semi-annual assessment including review of the following policies.

GP-1: Global Governance Commitment; GP-2: Governing Style; GP-3: Board Responsibilities;
GP-4: Board Members' Principles of Operation-Conduct and Ethics; GP-5: Board Officers;
GP-6: President's Role; GP-7: Vice President's Role; GP-8: Clerk's Role; GP-9: Meeting Planning;
GP-10: Construction of the Agenda; B/SL-1: Global Governance Management Connection;
B/SL-2: Unity of Control, as recommended in Reference H.

Mrs. Barber stated her concerns regarding GP-10: Construction of the Agenda.

After some discussion, it was agreed that the Board should conduct an assessment on GP-1: Global Governance Commitment.

GP-2: GOVERNING STYLE

Motion to accept in compliance with orientation, Community Linkage and Board assessment in paragraph 7 of the policy.

Motion: Scow Second: Johnson Vote: Unanimous

Mrs. Janison stated that the policy was in compliance with the exception that the Board needs to take charge of Community Linkage meetings.

Mrs. Scow stated that the policy was in compliance with exception, and that she would like to take a closer look at Number 7 of the policy to make it clearer.

Mrs. Barber stated that the policy was in compliance with the exception that the Governance style needs to be looked at more closely.

Mrs. Moulton agreed that the Board needs to do more with Community Linkage and agreed with the need for better training of new Board members.

GP-3: BOARD RESPONSIBILITIES

Motion to accept in compliance.

Motion: Scow Second: Janison Vote: Unanimous

Mrs. Barber stated that she would like to make things clearer in this policy and define the job description.

Mrs. Moulton thought the policy was in compliance with the exception of the need of more Community Linkage.

GP-3: BOARD RESPONSIBILITIES (continued)

Mrs. Janison stated that the policy was in compliance with the exception of having more staff for more parental involvement.

Mrs. Scow stated that she felt the Board was in compliance.

Mrs. Barber stated that the Board should follow their own policies to ensure that they assess themselves a minimum of twice a year.

GP-4: BOARD MEMBERS' PRINCIPLES OF OPERATION - CONDUCT AND ETHICS

Motion to accept in compliance with the exception of the Board being policy makers and not administrators.

Motion: Barber Second: Janison Vote: Unanimous

Mrs. Scow said that this policy is dictated by law, and she felt the Board had crossed the line from policy making to administration at every Board meeting.

Mrs. Janison stated that the Board needs open discussion on how things are done during a public meeting that mainly deal with administration.

Mrs. Scow said sometimes a Board member may request something that is administrative.

Mrs. Janison suggested calls be made to the superintendent first before proceeding with a call to a parent or staff member.

Mrs. Scow questioned looking at a certain request from a particular trustee and asked what that would mean for the Board as a whole.

Mrs. Barber stated she felt the Board needs to talk more about students and that the Board members are not administrators.

Mrs. Janison stated everything they do connects directly or indirectly with students.

GP-5: BOARD OFFICERS

Motion to accept in compliance.

Motion: Janison Second: Scow Vote: Unanimous

GP-6: PRESIDENT'S ROLE

Motion to accept in compliance.

Motion: Janison Second: Scow Vote: Yeses – 4 (Janison, Scow, Johnson, Moulton);

No – 1 (Barber)

Mrs. Barber stated that the president should not act as an administrator and that this policy should be rewritten and cannot be accepted as it is and that the president must communicate to all trustees.

GP-7: VICE PRESIDENT'S ROLE, AND GP-8: CLERK'S ROLE

Motion to accept in compliance with the recommendation to have legal counsel look at GP-8: Clerk's Role, and have the explanation of what the clerk actually does in reality versus the legal requirements of the position.

Motion: Johnson Second: Scow Vote: Unanimous

Mrs. Scow stated that she would maybe like to consider removing the clerk's duties when it is delegated by the staff.

Mrs. Johnson stated that the clerk signs documents.

Mrs. Moulton stated that she would like the public to be aware of what the role of the clerk is.

Mrs. Scow asked how it can be put in the policy, and she stated that the language should be reviewed.

GP-9: MEETING PLANNING

Motion to accept in compliance.

Motion: Scow Second: Johnson Vote: Unanimous

Mrs. Moulton stated that the president does a nice job at keeping this policy in compliance.

GP-10: CONSTRUCTION OF AGENDA

Motion to accept in compliance with exceptions, and to look at number 2 further.

Motion: Johnson Second: Scow Vote: Unanimous

Mrs. Moulton expressed the importance of this item.

Mrs. Johnson stated she would like to review number 2. She explained the process staff has to go through to produce an agenda and that the president has the responsibility to make it work for the whole Board within a reasonable amount of time.

Mrs. Barber mentioned that she has always had her items in on time.

B/SL 1: GLOBAL GOVERNANCE MANAGEMENT CONNECTION, AND B/SL 2: UNITY OF CONTROL

Motion to accept in compliance with very few exceptions.

Motion: Scow Second: Janison Vote: Unanimous

Mrs. Janison stated she would like to see the Board have more of a presence at the upcoming legislative session.

Mrs. Moulton said that because the Board does not have all the answers, it needs to be knowledgeable of issues and needs to be very careful when speaking.

Mrs. Scow also stated that the Board needs to be knowledgeable in the issues. She stated that a while ago the Board originally did the bill drafts, but did not do it as a whole, leaving no staff in charge. She also stated that she feels much better about the way things are done now.

**B/SL 1: GLOBAL GOVERNANCE MANAGEMENT CONNECTION, AND
B/SL 2: UNITY OF CONTROL (continued)**

Mrs. Janison stated that it was never meant to be done alone, but rather with staff. She stated that she would like to be able to talk at the table.

Mrs. Johnson stated that the Board can only answer as a collective group and not individually.

ADJOURN: 3:50 p.m.