

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
**BOARD OF TRUSTEES MEETING**  
*Friday, February 4, 2022*

LOCATION OF MEETING: **Schurz Elementary School**  
**4048 Hwy 95 South**  
**Schurz, Nevada 89427**

*I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present.*

**Board and Staff will utilize an online presence as well as social distancing for this meeting.**

Please Note: The Board reserves the right: (1) to take agenda items in a different order, (2) to combine two or more agenda items for consideration, and (3) to remove an item from the agenda or delay discussion relating to an item on the agenda at any time, in order to accomplish the business on the Agenda in the most efficient manner.

**CALL TO ORDER: 5:30 PM**

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
3. Person or Group Recognition
4. Presentations

**CONSENT ITEMS: (FOR POSSIBLE ACTION)**

Items listed under the consent calendar will be voted on as a block. If a member of the public or a Board Member wishes to discuss an item in the consent calendar, that item will be removed from the Consent Items and placed with the Action Items for possible action.

1. Minutes: January 18, 2022
2. Payroll Vouchers: 1101,1102
3. Payroll Checks: 87011-87064
4. Warrants: 24450-24510
5. Personnel Report – Information Only

**ACTION ITEMS: (FOR POSSIBLE ACTION)**

There will be an opportunity for public comment on each **Action Item** following Board discussion on the item and before the Board makes a motion on the item. You may request to speak by raising your hand during the Public Comment period or by completing a **Request to Address the MCSD Board** form prior to the Public Comment period. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

1. **Recommendation:** Discussion and Possible Approval to convert the temporary Payroll Clerk position to a permanent Payroll Clerk position.  
**Supporting Information:** Discussion and Possible Approval to convert the temporary Payroll Clerk position to a permanent Payroll Clerk position.  
**Budget Consideration:** No additional budget consideration for this year. This position was previously approved on the December 15, 2021 meeting.
2. **Closed Session:** NRS 288.220 to Discussion of labor unit contracts and negotiations
3. **Open Session:** Discussion of labor unit contracts and negotiations.

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING  
*Friday, February 4, 2022*

**COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)**

1. Correspondence & Announcements
2. Board Member Reports
3. Superintendent Report (Monthly)
4. Principals Report (Monthly)

**GENERAL PUBLIC COMMENT:**

It is the School Board's intention to listen and be responsive to the public's concerns. Comments from the public regarding topics not on the agenda are invited at this time. You may request to speak by raising your hand during the General Public comment period or by completing a Request to Address the MCSD Board form prior to the General Public Comment period. The Board will answer questions or discuss to the best of their ability items that are introduced. However, by law, the Board cannot take any action, reach a consensus or hear personal attacks at this time. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

**ADJOURNMENT:**

The Agenda of this meeting has been posted at the following locations: 1) Administration Office, 2) Hawthorne Post Office, 3) Mineral County Independent News Office, 4) Schurz Post Office, 5) Mina Post Office, 6) County Courthouse 7) School Offices. Mineral County School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please let us know, and we will provide assistance or accommodate you in any way that we possibly can. Copies of agenda and supporting material may be picked up at the Mineral County School District Arlo K. Funk District Services Center, 751 A. Street, Hawthorne, Nevada, or by contacting Crystal Sasser at (775) 945-2403, prior to the scheduled meeting.

MINERAL COUNTY CLERK  
JAN 31 '22 4:08:47

# MINUTES

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, January 18, 2022*

The Mineral County School District held a public meeting on Tuesday, January 18, 2022 beginning at 5:30 PM at the Mineral County School District.

**MEMBERS PRESENT:** Keith Neville, Juanita Diede, Tyler Viani, Kathy Castagnola, Candice Birchum

**MEMBERS ABSENT:**

**ADMINISTRATORS:** Andre Ponder, Superintendent; Jeff Wales, Principal, HJH/MCHS; Stephanie Keuhey, Principal HES; Lance West, Principal SES

**OTHERS PRESENT:** Erika Sanchez, Ann Kee, Drew Schaar, Toni Dodge, Hope Blinco, Cindy Linares, Shari Berry, Phillip Jaramillo, Diana Isom, Karry Larramendy, Tracy Larramendy, Tricia Schumann, Kenneth Tedford, Monica Keady, JayDee Porras-Grant, Claire Hayhurst, Joel Locke

*Keith Neville read, "I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present".*

**CALL TO ORDER: 5:35 PM**

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
3. Person or Group Recognition - *Mr. Rowe was recognized with a Thank You Award.*
4. Presentations – *Mr. Wales gave his update for Jr. High and High School*

**CONSENT ITEMS: (FOR POSSIBLE ACTION)**

1. Minutes: December 15, 2021 and January 4, 2022
2. Payroll Vouchers: 1085,1086
3. Payroll Checks: 87010-87009
4. Warrants: 24419-24449
5. Personnel Report – Information Only  
*Tyler Viani made a motion to approve the minutes from December 15, 2021 and January 4, 2022 minutes; payroll vouchers 1085,1086; payroll checks 87010-87009; warrants 24419-24449.. Juanita Diede seconded the motion. Juanita Diede-N; Keith Neville-Yes; Candice Birchum-Yes; Tyler Viani-Y; Kathy Castagnola-Y; 5-0-0*

**ACTION ITEMS: (FOR POSSIBLE ACTION)**

1. **Recommendation:** Discussion and Possible Approval to retain Allison MacKenzie Ltd., as labor law counsel.  
*Public comment was given by Diana Isom, Drew Schaar, Phillip Jaramillo, Tracy Larramendy and Stephanie Keuhey.*  
*Tyler Viani made a motion for approval to retain Allison MacKenzie Ltd. as labor law counsel. Candice Birchum seconded the motion.*  
*Juanita Diede-Y; Keith Neville-Yes; Candice Birchum-Yes; Tyler Viani-Y; Kathy Castagnola-Y; 4-1-0*
2. **Recommendation:** Discussion and Possible Approval to hire a Special Education full time Paraprofessional for Hawthorne Junior High/Mineral County High School  
*Tyler Viani made a motion to hire a Special Education full time paraprofessional for Hawthorne Junior High/Mineral County High School. Candice Birchum seconded the motion.*  
*Juanita Diede-N; Keith Neville-Yes; Candice Birchum-Yes; Tyler Viani-Y; Kathy Castagnola-Y; 5-0-0*
3. **Recommendation:** Discussion and Possible Approval to convert the temporary Payroll Clerk position to a permanent Payroll Clerk position.  
*Tabled to the next agenda with backup for full salary and budgeted item.*

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, January 18, 2022*

4. **Recommendation:** Discussion and Possible Approval of the job description for the Elementary Library Manager  
*Tabled, bring back after Supervisor's review.*
5. **Recommendation:** Discussion and Possible Approval of the job description for the Adult Education Assistant Coordinator.  
*Tabled, bring back with Supervisor's and Superintendent's signature.*
6. **Recommendation:** For discussion and possible action relative to amend/augment the FY2022 budget to prioritize capital projects and the selection of capital projects to be completed with the budgeted funds.  
*Set up a separate meeting to discuss just capital projects.*
7. **Closed Session:** NRS 288.220 to Discussion labor unit contracts and negotiations  
*Keith Neville made a motion that we go into closed session. Kathy Castagnola seconded the motion. Juanita Diede-N; Keith Neville-Yes; Candice Birchum-Yes; Tyler Viani-Y; Kathy Castagnola-Y; 5-0-0*
8. **Open Session:** Discussion of labor unit contracts and negotiations.

**COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)**

1. Correspondence & Announcements - NONE
2. Board Member Reports – NONE
3. Superintendent Report – *Superintendent gave his report.*
4. Principal's Report – *Principal Stephanie Keuhey and Lance West gave brief verbal reports.*

**GENERAL PUBLIC COMMENT:**

*Public comment was given by Diana Isom.*

**ADJOURNMENT: 7:20 PM**

Respectfully submitted:

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Kathryn Castagnola, Clerk

# **PAYROLL VOUCHERS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1101

Voucher Date: 01/25/2022

Prepared By:

*Hope Blinco*  
Printed: 01/21/2022 11:08:10 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$126,770.66 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Andre L. Ponder*  
Andre' L. Ponder Superintendent

Keith Neville School Board President

Tyler Viani School Board Vice President

Kathryn Castagnola School Board Clerk

Candice Birchum School Board Member

Juanita Diede School Board Member

MINERAL COUNTY SCHOOL DISTRICT

*Direct Deposit*

Fund		Amount
100	General Fund	\$95,440.53
210	Class Size Reduction	\$3,607.89
230	Adult Education	\$1,064.66
240	State Grants	\$2,186.58
250	Special Education	\$11,116.72
280	Federal Funds	\$10,827.99
290	Food Service Funds	\$2,526.29
		<b>\$126,770.66</b>

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1102

Voucher Date: 01/25/2022

Prepared By:

*Hope Blinco*  
Printed: 01/21/2022 11:12:07 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$25,986.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Andre L. Ponder*

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$20,423.57
206	PCFP English Learner (Restricted Funding)	\$89.86
210	Class Size Reduction	\$451.33
230	Adult Education	\$351.26
240	State Grants	\$343.62
250	Special Education	\$2,073.07
280	Federal Funds	\$1,839.78
290	Food Service Funds	\$414.43
		<b>\$25,986.92</b>

*EFTPS*



# **PAYROLL CHECKS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1088

Voucher Date: 01/07/2022

Prepared By:

*Hope Blinco*  
Printed: 01/05/2022 08:16:19 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$331.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Andre L. Ponder*

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100      General Fund	\$331.94
	<b>\$331.94</b>

*Vendor  
Checks  
8/11 - 8/15*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 14

Voucher Date: 01/25/2022

Prepared By:

*Hope Blinco*  
Printed: 01/21/2022 11:27:39 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$34,646.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Andre' L. Ponder*

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$27,453.24
206	PCFP English Learner (Restricted Funding)	\$729.08
210	Class Size Reduction	\$0.00
230	Adult Education	\$0.00
240	State Grants	\$669.44
250	Special Education	\$1,367.43
280	Federal Funds	\$2,966.80
290	Food Service Funds	\$1,460.05
		<b>\$34,646.04</b>

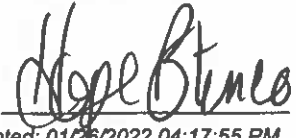
EE  
Checks #  
87016-  
87047

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1103

Voucher Date: 01/25/2022

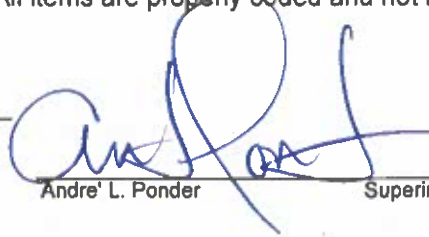
Prepared By:



Printed: 01/26/2022 04:17:55 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$96,405.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Andre L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Vendor Checks  
# 87048-  
87064

Fund		Amount
100	General Fund	\$70,864.26
206	PCFP English Learner (Restricted Funding)	\$171.22
210	Class Size Reduction	\$2,796.46
230	Adult Education	\$70.95
240	State Grants	\$1,115.19
250	Special Education	\$10,688.57
280	Federal Funds	\$8,293.26
290	Food Service Funds	\$2,406.04
		<b>\$96,405.95</b>

# WARRANTS

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1099

Voucher Date: 01/17/2022

Prepared By:

*Spring Blazewick*  
Printed: 01/17/2022 01:44:28 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$62,440.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$34,816.25
208	PCFP At-Risk (Restricted Funding)	\$15,069.02
240	State Grants	\$4,611.61
250	Special Education	\$3,883.20
280	Federal Funds	\$2,483.10
290	Food Service Funds	\$1,577.14
		<b>\$62,440.32</b>

*CK #'s  
24450-24480*

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# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1105

Voucher Date: 01/21/2022

Prepared By:

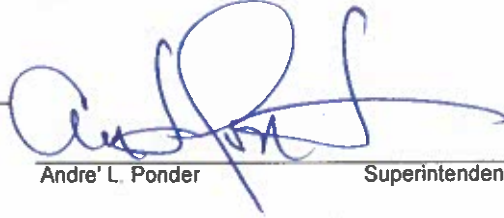
*Spring Blazewick*  
Printed: 01/21/2022 04:01:14 PM

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MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$56,342.51 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

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Andre' L. Ponder

Superintendent

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Keith Neville

School Board President

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Tyler Viani

School Board Vice President

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Kathryn Castagnola

School Board Clerk

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Cardice Birchum

School Board Member

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Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

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Fund		Amount
100	General Fund	\$25,157.79
230	Adult Education	\$129.00
240	State Grants	\$3,710.72
250	Special Education	\$3,375.00
280	Federal Funds	\$15,491.91
290	Food Service Funds	\$7,884.54
300	Capital Projects Fund	\$593.55
		<hr/> <b>\$56,342.51</b>

*CK#  
24481-24510*

# PERSONNEL REPORT



**CERTIFIED HIRINGS:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	ADDED DUTY	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE

**CLASSIFIED HIRINGS:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	ADDED DUTY	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
HES	Kitchen Aide	X			General		Darla Miller
SES	Part Time Para Pro	X			Grant		Marcelene McGarva

**RESIGNATIONS/ TERMINATION:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	ADDED DUTY	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RESIGNED/TERMINATED EMPLOYEED RECOMMENDED EMPLOYEE

**OTHER CONSIDERATIONS:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	ADDED DUTY	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
District	Title VI Coordinator	X			Grant		Kim Johnson
SES	21st Century Tutors			X	Grant		Stacie King
SES	21st Century Tutors			X	Grant		Heidi Emm

**ACTION**

**ITEM #1**

**Mineral County School District**

**Budget Journal Entry**

Journal Entry Number 260

Fiscal Year: 2021-2022

Journal Type: Adjustment

GL Entry Date: 12/15/2021      Memo: Budget Entry - Per Mr Ponder - To allocate 1/2 year payroll clerk salary for augmentation By Diane Rodriguez

Budget Type: FY2021-2022 Tentative

User ID: 394645 drodriguez

Reference: Budget Journal Entry

Voucher:

Originator: 394645 drodriguez

Line #	Account	Description	Debit	Credit
1	100 000 0000 000 2510 217 11000 00 000	Group Insurance for Other Classified / Support Sta	\$5 118 26	\$0 00
2	100 000 0000 000 2510 237 11000 00 000	Retirement Contributions for Other Classified / Su	\$5 752 67	\$0 00
3	100 000 0000 000 2510 247 11000 00 000	Medicare Payments for Other Classified / Support S	\$285 18	\$0 00
4	100 000 0000 000 2510 277 11000 00 000	Workers Compensation for Other Classified / Suppo	\$536 40	\$0 00
5	100 000 0000 000 2510 117 11000 00 000	Salaries, Reg Emp Pd Other Class Support Staff	\$19 667 23	\$0 00
6	100 000 0000 000 8000 999 11000 00 000	Ending fund balance - Unreserved Fund Balance	\$0 00	(\$31 359 74)
Total Items Printed			6	
			\$31 359 74	(\$31 359 74)

**Master Account Entries**

Fund	Debits	Credits
100	31 359 74	(31 359 74)
<b>Totals:</b>	31 359 74	(31 359 74)

End of Report

# Benefitted

Position:	Payroll Clerk	W/C up to	Ins Premium**	Ins Deductible***	Total	Benefits only
	Wages	\$1,072.80	\$ 9,000.00	\$ 1,000.00	\$ 62,776.75	
Wage	18.91					
Hours	8					
# of Days*	260					
Full Year	\$ 39,332.80	\$ 11,701.51	\$ 9,000.00	\$ 1,000.00	\$ 62,776.75	22,873.63
Prorated %	50%					
Remainder of year	\$19,666.40	586.06	4,500.00	500.00	\$31,388.38	11,436.81

\*includes Paid Holidays

\*\* Ins Premium includes: Medical, Dental, Life, Vision, ACA fees

\*\*\* Not applicable on PPO