



MINUTES  
NEVADA ASSOCIATION OF SKILLSUSA  
FALL BOARD MEETING  
SOUTHEAST CAREER TECHNICAL ACADEMY  
5710 WEST MOUNTAIN VISTA STREET, LAS VEGAS, NV 89120  
CULINARY DEPARTMENT RESTAURANT

January 8, 2016

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Roll Call:     Members Present  
Rodney Ball, Member  
Tim Conley, President  
James Cooney, Vice-President  
Tom Garrett, Member (Arrived at 4:19 p.m.)  
Emily Herrin, Member  
Robert Lovino, Member  
Matt Mayhood, Secretary  
Dana Ryan, Member  
Lee Volberding, Member  
Sindie Read, State Director

Members Absent  
Alex Kyser, Nevada Department of Education Representative  
Bret Murphy, Great Basin College  
Theodore McAdams, Member  
Anthony Siri, Member

Guests Present  
Dave McElwain, Project Coordinator, Clark County School District  
Ann Feliz, Teacher, Southeast Career-Technical Academy  
Shannon Romero, SkillsUSA Advisor, Beacon Academy  
Diane Miner-James, SkillsUSA Advisor, Beacon Academy  
James Schaeffer, Barista/Coffee Master, Starbucks Corporation  
Blake Wilson, Owner, Candide Marketing

Meeting called to order at 3:49 p.m.

ADOPTION OF MEETING AGENDA

Motion to approve the Winter Meeting Agenda

Motion: MAYHOOD                                      Second:     RYAN                                      Vote: UNANIMOUS



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APPROVAL OF THE NOVEMBER MEETING MINUTES

Page five should read "It will run as a demo in 2016."

Motion, with changes: Cooney    Second: Ryan    Vote: Unanimous

NEVADA SKILLSUSA MEMBERSHIP REPORT INFORMATION

As of meeting we have 1,869 Members. Last year we had 3,188. Our big membership registration is before March 1. That's when we get most of our members.

2015 LEADERSHIP CONFERENCE REPORT

We had 298 people attend the conference at Great Basin College. The main complaint was food; other small complaints were written like how early they had to get up. Those attending liked "The Great Race" and liked the photo booth and rock wall at the social. Many teachers and advisers told Tim Conley how much they enjoyed leadership. Emily Herrin said the students were always active. There were very few meandering around the event. Rodney Ball said the only mistake he saw was the mistake during the award ceremony, but that was corrected during the event. Perhaps an official score sheet would help correct this embarrassing error. Tim Conley said the policies say no matter what the situation is, the winners will be pulled aside, notified and given their award. However, we will not revoke a medal from those who were medaled/awarded erroneously. Emily Herrin suggested that advisers fill out a paper form while waiting for students to complete their activities. Sindie Read said next year we will extend the survey to advisers.

PUBLIC COMMENT PERIOD

Dave McElwain, Clark County School District, wanted to know if we were going to discuss mobile robotics during item 13.

The Mobile Robotics Contest is a demo contest for the 2016 State Conference. Anybody can enter, but we will modify the event for those who participate in 2017.



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A concern of the board is that everyone is allowed as a participant in 2016, however, we are waiting for the correlating courses which students must be enrolled to participate. This could force some schools out if they aren't teaching the correct Program of Study.

A discussion occurred regarding the correct course program of studies. The board discussed modifying the language in policy to restrict those who are not enrolled in a proper course of study.

McElwain would like the policy to state, "Students must be enrolled in an approved Career and Technical Education Course of Study with the Career and Technical Student Organization Co-Curricular Curriculum as determined by the Nevada Department of Education."

A discussion occurred about statewide interest in the contest.

Ann Feliz notified the regional cosmetology contest is occurring a "couple of weeks" before the state contest.

Tom Garrett arrived at 4:19 p.m.

DISCUSSION OF SOUTHERN TRANSPORTATION COSTS AND  
AGREEMENTS FOR STATE CONFERENCE MOVE TO RENO

Background: The board decided for a fiscally responsible decision to hold State Conference in Reno for five years consecutively.

Discussion occurred regarding compensation.

Clark County School District and Washoe County School District, Career and Technical Education representatives were in attendance and provided a joint CCSD/WCSD letter.

Ryan: Based on the conversation at leadership. We feel that the document provided [[see attached](#)] is a publically releasable notice.

McElwain: CCSD decided to withhold money across the district to cover district transportation to events.



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Conley: Mike Raponi, State CTE Director, said there was no way to transfer money between counties on a state level.

McElwain: Thought the situation would be that we have more regional competitions and fewer buses to Reno as result.

Conley: There was a discussion of offsetting the hotel costs. But there was never an exact answer if that was even possible. We made this decision for a reason to be fiscally conservative, but in order to make this work; we are going to need to make these roadblocks work. We tried to compensate, but there are roadblocks all over the place.

Ryan: Washoe County School District offered to provide support for the Clark County School District. CCSD didn't need the support. WCSD worked closely with CCSD. The funds went back to the state because the funds weren't spent.

Ryan: We never had a discussion regarding assistance for disbursement at the school level. It was a Washoe County-Clark County discussion. In Washoe, private schools get no support and charter schools get transportation only from WCSD CTE.

McElwain: Desert Rose Adult School is a CCSD school, so they get financial support.

Ryan: Only district-sponsored charter schools get financial assistance.

McElwain: CCSD held back money and asked advisors to submit their requests, they submitted their requests. CCSD said they would pay for transportation and the rest would cover whatever it could for hotel.

Herrin: Suggested a price differential for the cost of registration for those who are traveling more that "so many hours."

Ryan: Before we make an agreement, legal would have to look into it as it might be discrimination. We are having a similar discussion with Future Business



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Leaders of American (FBLA) and a potential lawsuit because of this exact situation.

Sindie: I have to look at the national registration system to make sure we can do that.

Conley: Are we considering for this conference?

Unanimous: There's too much to research for now.

The board has decided to look at the conference registration differential.

Rodney Ball suggested to look at malls as potential venues to help save costs.

PRESENTATION AND DISCUSSION OF GRIEVANCE FROM BEACON  
ACADEMY

[see attached letter]

*Regarding section titled "Travel"*

We've already discussed the misconception about funding from the north.

A few years ago, there was a meeting held in the south that most advisers in the room were in happy to travel to Reno every year.

Leadership will always be in Elko or Las Vegas. It will not be held in Reno so long as our State Conference is in Reno.

Schools that do not receive funding from the State Allocation or Perkins Grant, that is beyond the control of this board. Transportation is paid for by the districts and not by this board. If a school doesn't receive financial assistance from Nevada Allocation or Perkins Grant is between the school and the state.

*The board decided to respond to each bullet point:*

- Rules of competition are not followed according to National SkillsUSA guidelines



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- Contest Chairs are given the standards, and they are told they can do anything so long as it correlates with the standards.
  - We've discussed canned contests before.
- When complaints are reported, they are not handled in accordance to National SkillsUSA guidelines
  - At the State Conference, we have looked at complaints and grievances and handled them as per our board bylaws.
- State Director of Nevada would make the decision on her own if she felt she could ignore the complaint without being caught
  - We have never had a written formal complaint that did not go through the proper grievance process. They are collected by the registrar and passed them on to the board for ruling.
- During the State Conference in Reno 2014, it was observed by many advisors, students, and parents that inappropriate conduct that was taking place in the ballot room while ballots were being handed in to be counted. (An ex- State officer Hagen Sandoval and a current SkillsUSA Alumni officer, Coleen Read (daughter of State Director) were lying on each other's laps while the State Director was in the same room counting ballots. Nothing was said or done. This made everybody feel very uncomfortable
  - Conley: Yes, those people were there. Yes, they were lounging in chairs. They had no care or participation in the process that occurred.
  - Herrin: I agree, this occurred and it should've been handled.
  - Sindie: I did not observe this happen. But it will not happen again.
  - Ryan: This should not be the place anybody hangs out.
  - Conley: As a board we are putting limitations on who can be in the room and will be applicable in 2016.
- Since 2013, the Nevada SkillsUSA Board has stressed the importance of appropriate dress attire for the entire conference. Before students were allowed to accept awards on the award stage, they were checked by a SkillsUSA board member. If the student was not dressed appropriately, they didn't get to go on stage
  - Board has no disagreement with winners not being on stage if they fail to follow the established SkillsUSA Dress Code.
  - The board has approved the decision to delay the award winners announcement on stage to provide ample time for clothing check.



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- The board is developing language for a dress code policy.
  - Advisors need to follow up the appropriate attire in their classrooms and chapters.
- During the 2014 Reno State awards ceremony the State Director of Nevada Sindie Read was wearing a mini skirt. According to the dress code for SkillsUSA, skirts should be at least knee length. (How can we tell our students to dress appropriately when the State Director wears a mini skirt and stilettos?)
  - Sinde: I did not realize it was a mini-skirt. It will not happen again. I do wear high-heels, but if you tell me to choose a different pair of shoes, then I will do it.
  - Conley: We need to be the example. As the state director, then [Read] need to follow the rules.
    - Discussion occurred regarding adviser/board dress code.
    - Sindie agreed to make changes to dress and shoes.
- The alumni Region 5 Representative [sic] (Coleen Read) who was allowed on stage to speak to the students about SkillsUSA after graduation, was in jeans, flip-flops, and sees through top.
  - Sindie: I didn't see this happen, but this won't happen again.
  - All participants must model the appropriate behavior.
- There was never any communication between Sindie Read and the Southern Schools
  - This is a very general statement.
  - We will put much more on the website and that will be the first place for communication.
- 2015, We had heard that the State Advisor, Ann Feliz, was released from her job after holding the position for more than 10 years. Her position was never posted publicly to anyone. Then, it was told to students that the State Director named her daughter, Collen [sic] Read, and friend, Hagen Sandoval, as the state advisors/lead trainers
  - Sindie: Coleen is the "Trainer." Travis Carr is our State "Manager."
  - Hagen was hired to do the opening and closing for state and leadership.
  - We have not posted these positions before. The State Director is responsible for hiring and firing. Our board is a governance board, so we don't hire each position as a board.
- We have, as advisors, been involved in SkillsUSA since 2002



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- Information only statement.
- We started SkillsUSA chapter at Beacon Academy of Nevada in 2012. Our students and staff were very excited about competing in Skills.
  - Information only statement.
- We were the first charter school in Nevada to open its own chapter
  - Information only statement
- Within the first two(2) years our, students had in won 12 medals
  - Information only statement
- Students who graduated wanted to become alumni because they enjoyed SkillsUSA
  - Information only statement

We have discussed many of the items that were in the letter.

The State Director is responsible for hiring and firing. Conley spoke with previous State Directors and it has always been this way. To make changes, we need to change board policy.

#### PUBLIC COMMENT

McElwain, Clark County School District requested the necessary dates and information be sent to teachers as early as possible with respect to district deadlines and field trip requirements.

Shannon Romero, SkillsUSA Adviser, Beacon Academy  
Asked the board to notify participants if they are an agenda item on the organization agenda. Romero reminded the board that they are a State-Sponsored School, so they are not part of the district and information is not disseminated through the district to them.

#### ASSOCIATION FINANCIAL AND BUDGET REPORT

Financial Profit and Loss and Check Detail Reports were provided to the board for review.





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The board has chosen to keep the Certificate of Deposit Account as is.

DISCUSSION AND CONSIDERATION OF HIRING OUTSIDE BOOKKEEPER  
In the policy manual it says that the State Director is the financial manager. Mike Pointer hired Sindie on as the bookkeeper. Once we separated from the State, we combined the roles.

The board agrees that it makes sense to hire another set of eyes to oversee financials. She will handle all reconciliations and taxes.

According to the current standards, we can simply delegate bookkeeping to a contractor.

MOTION TO HIRE AN OUTSIDE BOOKKEEPER TO HANDLE THE DAY-TO-DAY BOOKS OF THE ORGANIZATION FOR \$3,000.

Motion: GARRETT                      Second: COONEY                      Vote: UNANIMOUS

MEETING RECESS

Motion: HERRIN                      Second: COONEY                      Vote: UNANIMOUS

Board stood in recess at: 7:58 p.m.

BOARD IN RECESS

January 9, 2015

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Roll Call:        Members Present  
                    Tim Conley, President  
                    James Cooney, Vice-President  
                    Tom Garrett, Member  
                    Emily Herrin, Member  
                    Robert Lovino, Member  
                    Matt Mayhood, Secretary



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Dana Ryan, Member  
Lee Volberding, Member  
Sindie Read, State Director

Members Absent

Alex Kyser, State Advisor  
Bret Murphy, Great Basin College  
Theodore McAdams, Member  
Anthony Siri, Member

Guests Present

James Schaeffer, Barista/Coffee Master, Starbucks Corporation  
Blake Wilson, Owner, Candide Marketing

Reconvened at 9:16 a.m.

PUBLIC COMMENT

The State Officers (et al.) wrote a letter that they wanted the board to read.

[See attached]

Tim Conley met with the students who wrote the letter. The biggest concern is to leave a legacy to this organization. The students don't feel like they've met together enough as a group. After losing two officers, they are committed, but they are not feeling supported. Conley spoke about contracts and how we've decided to do evaluations. At this point, as a board, we are not in a position to make changes. Conley suggests that we use the remaining budget for officers for meetings, so they feel that they have enough meeting time.

*In response to the letter*

Sindie Read: Private issues were taking place for Colleen. Those issues have been dealt with.

When a school asked that a student be pulled from an officer position, Sindie had to bring someone on board to assist with the leadership event. The person was a previous state officer.



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As far as employees, we will review contracts at the end of the year and make changes if necessary.

Conley: The students' feel like they don't have a say. He reminded the students that we are always available and open to suggestions.

Garrett: We were unaware of the student leadership changes. We didn't know what was going on. The board was left out of the loop.

Herrin: Ann [Feliz] wasn't able to fully function as the State Officer Trainer. At the July Board Meeting, Emily understood it that we were going to continue to work with Ann.

Ryan: We have an obligation to our students, so we need to focus on the students. What are we doing to support the kids?

Read: We are going to have an extra meeting if the board approves it. Read spoke with the Principal at Southeast Career Technical Academy and she is working to see if there is time for the students to meet. They have always had one meeting before state, but now we are going to have two.

Discussion turned to another agenda item  
NEVADA SKILLSUSA STAFFING & EVALUATION. (Item taken out of order)  
We are going to revise and post the job structure to the website. There hasn't been a staff change for a long time. Any change is going to be significantly seen by our membership.

Mayhood asked if Ann [Feliz] was notified about the loss of the position. Read said she did notify [Feliz] through phone and via email. Mayhood said it looks bad that we hired a family member, even if she is the most qualified candidate.

Discussion returned to the original agenda item  
Lovino wants to know how we are going to resolve the student complaint. How are the students going to feel comfortable leading the team.



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Sindie will hold a meeting with management team to handle complaints and to rectify any issues that have occurred. The meeting will be before the end of January.

It was suggested that the organization create a code of conduct for all members of our organization.

Conley: The state director will handle the issues and will ensure that these issues do not happen and we will make necessary changes at the end of the year.

Ryan: Summarizing understanding 1) We [Board of Directors] are going to have extra meetings, we are going to communicate [staffing] structure on website, we will have the vignettes about each person before the end of January.

Board: Yes, unanimous.

Email and create policies and have a board vote to be in place before state conference.

#### 2016 STATE CONFERENCE UPDATE

##### *Regionals*

Northwest Career and Technical Academy is holding the Southern Culinary Regional Contest. The Academy of Arts, Careers and Technology is holding the Northern Culinary Regional Contest.

The College of Southern Nevada/Dave Hardy is managing the statewide Photography Regional Contest. The Southern Contest will take place on the campus of CSN. The Northern Contest, while being managed by CSN, is taking place on the AACT Campus.

Great Basin College is holding the Northeastern Welding Contest. Truckee Meadows Community College is holding the Northwestern Regional Contest at its Edison Campus. The Southern Welding Contest is being held at Desert Rose Adult High School.

The Automotive Regional Contest is being held at Southwest Career and Technical Academy in the South and at Truckee Meadows Community College in



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Read needs to get with the teams to finalize idea. Contest limits are the same, but Automotive will take a test and the top twenty will go to the regional contests.

A board member will be at regional events as a representative of the Association.

Automotive will have a test online for students to take. We will have to figure out a way to monitor who is testing. The board is looking into Quia as an option for testing.

Qualifying test is \$5.00, those who make it to Regionals will be \$30.

*National Standards for State Competition*

Previously covered in another agenda item.

*Membership qualifications for contest participation*

The board does not actively check each and every school. It has to check when grievances arise. We need to have a policy to specifically outline membership.

The board agreed to modify Policy #204. (The motion occurred later in the meeting)

*Conference registration/scoring system*

Marni Mast is looking into using the national scoring system. It would cost either \$1,295.00 without support. With support it's \$3,695.00 plus travel. Mast would like someone to come out and sit with her to help with the system.

MOTION TO APPROVE THE USE OF THE NATIONAL'S SCORING SYSTEM  
WITH SUPPORT AT \$3,695.00 PLUS TRAVEL

Motion: MAYHOOD

Second: GARRETT

Vote: UNANIMOUS

*Planning update*

The [pre-conference] planning meeting has been cancelled. We will not have a meeting before conference. We had the meeting last year to ensure success since the state conference is scheduled in Reno for the next four years.



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NEVADA SKILLSUSA STAFFING & EVALUATION

(Previously discussed in another agenda item)

*Staffing structure, job descriptions*

Job descriptions will be posted to the website. Any applicants will need to enter a qualified selection pool before June 30<sup>th</sup> of any year for consideration for the job for the following year.

*Role of State Director*

The State Director Position shall be posted on the website for all to apply.

The suggestion of having an additional board meeting for review of employees was made.

The suggestion of having specific items to discuss at specific meetings was made.

MOTION FOR A POLICY ADDITION FOR THE BOARD TO MEET FOUR TIMES A YEAR IN ACCORDANCE WITH ARTICLE IV S 4.5 OF THE BYLAWS OF THE NEVADA ASSOCIATION OF SKILLSUSA.

Motion: COONEY

Second: BALL

Vote: UNANIMOUS

*Employee evaluation forms*

Evaluation forms will be posted on an online restricted-group for board members to access.

*Employment/staffing processes and timelines*

Previously discussed in another agenda item.

FUTURE EVENT UPDATES

*National Conference: Housing*

We are staying in the same hotel in Louisville until 2017. At 2018, some of the hotels are going to drop participation. The national organization is reviewing options now. We are in Louisville until 2022. There is an option to stay after 2022.



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*2016 Leadership Conference: Location*

The event will be in Clark County. Sunset Station offered us to return. We are reviewing locations for the meetings. It was suggested that the event is getting too large for Sunset Station's Conference Facility.

DISCUSSION OF BYLAW CHANGES TO MODIFY BOARD MEMBERSHIP AND ROLES

The bylaws read that we only have 14 members total.

It is suggested that we add another Administrative/Secondary Administrative Member.

It is also suggested that we increase the number of Business & Industry Representation.

MOTION TO AMEND THE BYLAWS TO ADD A SECONDARY SCHOOL ADMINISTRATOR/DISTRICT ADMINISTRATOR POSITION TO THE BOARD OF DIRECTORS WITH THE INTENTION TO HAVE ONE POSITION FROM CLARK COUNTY AND ONE POSITION FROM WASHOE COUNTY.

Motion: HERRIN                      Second: LEVINO                      Vote: UNANIMOUS

MOTION TO MODIFY THE STATE REPRESENTATIVE – SKILLED AND TECHNICAL SCIENCES FROM A VOTING MEMBER TO AN EX-OFFICIO POSITION.

Motion: GARRETT                      Second: BALL                      Vote: UNANIMOUS

The board agreed to create two provisional board advisors to represent Business & Industry. With acceptable attendance and participation, those positions may be added to the board as voting members at a later meeting.

APPROVAL OF SUMMER MEETING DATE/LOCATION ACTION

The Summer Meeting of the Board will be the Tuesday [July 26, 2016] before the Nevada Association of Career and Technology Education Summer Conference.

Motion: COONEY                      Second: GARRETT                      Vote: UNANIMOUS

ELECTION OF BOARD OFFICERS ACTION



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The following people submitted applications for Business & Industry Representative:

- Brytnee Avery
- David Ganschow
- Sandie Harmony
- James Schaeffer
- Blake Wilson

The board election results were as follows:

- Sandie Harmony was voted onto the board as the Business & Industry Advisor

Board Positions:

Secretary

- Matt Mayhood, incumbent, was nominated as Secretary
- Dana Ryan was nominated as Secretary

Matt Mayhood was voted to continue as Secretary

Vice-President

- Dana Ryan was nominated as Vice-President

Dana Ryan replaces James Cooney as Vice-President

President

- Tim Conley, incumbent, was nominated to continue his role as President

Tim Conley was voted to continue as President

OTHER BUSINESS INFORMATION

Robert Lovino was ratified as a Business & Industry Representative

MOTION TO MODIFY POLICY #204 AS PRESENTED (**See attached**)

Motion: COONEY

Second: LOVINO

Vote: UNANIMOUS





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MOTION TO HOLD THE SPRING MEETING ON MAY 14, 2016 AT 9 A.M. AT  
ARBOR VIEW HIGH SCHOOL.

Motion: GARRETT                      Second: RYAN                      Vote: UNANIMOUS

Matt Mayhood thanked Emily Herrin for her service as a board member.

Herrin offered her services, whenever needed, as she sees the value of this organization.

MEETING ADJOURNMENT

Meeting adjourned at: 2:08p.m.

Motion: MAYHOOD                      Second: COONEY                      Vote: UNANIMOUS