

Douglas County School District
Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, November 13, 2007
3:30 p.m.

MINUTES

Present were:

Trustees:

John Louritt, President
Teri Jamin, Vice President
Cindy Trigg, Clerk
Karen Chessell, Member
Sharla Hales, Member
Thomas Moore, Member
Keith Roman, Member

Personnel:

Carol Lark, Superintendent
Nancy Bryant, Assistant Superintendent, Education Services
Rich Alexander, Assistant Superintendent, Human Resources
Holly Luna, Director of Business Services

Others Present:

Mike Malloy, Legal Counsel

1. Call to Order

Mr. Louritt called the meeting to order at 3:30 p.m.

- A. Mrs. Jamin led those present in the Pledge of Allegiance.
- B. Mr. Roman moved to adopt the agenda, seconded by Mrs. Trigg. Motion carried 7/0.

Following the pledge, Mr. Louritt stated that Consent Item 2-J, Approval of the 2007-2009 Negotiated Agreement with the Douglas County Support Services Organization, would be pulled.

Mr. Louritt offered the opportunity to Board members to pull and discuss items listed in Consent. No other items were pulled. An opportunity for public comment was also offered. There was none. The Consent Items were passed, without objection, as follows:

2. Consent Items (Action)

- A. Approve the Minutes of the Regular Board meeting of October 9, 2007.
- B. Approve AB280 Corrective Action implementation by the school and teacher.
- C. Approve for the AB280, the IEP team to reconvene to address the problematic behaviors effectively without using restraint of the student, if possible.
- D. Approve payments contained in Voucher No. 1010 for the FY 2007-2008 fiscal year.
- E. Approve personnel actions described in Personnel Report No. 07-11.
- F. Approve for second reading, changes to Board Policy No. 203, "Supplemental Materials"
- G. Approve the Progressive Discipline Plan Implementation Report.

- H. Approve the request submitted by Erin Foster to take the GED examination.
- I. Authorize Rich Alexander, Assistant Superintendent for Human Resources, to administer the Grant Fund for Incentives for Licensed Educational Personnel.
- J. Ratify the 2007-2009 Negotiated Agreement with the Douglas County Support Services Organization if it has been agreed to in negotiations and ratified by DCSSO membership.
- K. Approval of Award Fund Usage - \$500.00 received by the Douglas County School District Board of Trustees

3. Special Recognition

3-A. Special Recognition

Bonnie Dellner, Chief Nurse was recognized for being the Nevada Immunization Coalition recipient of the "Silver Syringe" award for the outstanding school immunization program. The program allows for low cost immunization through the District. Flu shots had also been made available. A certificate signed by Senator Harry Reid and plaque that was received in November 2007 were shown.

3-B. Special Recognition

Mr. Louritt announced that two awards had been received by the Board at the recent Nevada Association of School Boards conference. Keith Roman was honored with a Distinguished Service Award, as a veteran Board Member. Mr. Louritt announced that the 2007 School Board of the Year Award was presented to the Douglas County School Board. Mr. Louritt presented the large cup shaped award to the Board of Trustees. Additionally, JNA Consulting provided \$500.00 to the winning Board. The monetary winnings were noted as having been placed in the Connie Wennhold Scholarship fund as approved by the Board, this date.

4. Administrative Reports and Program Reviews

Mrs. Gilmartin, Principal Jacks Valley Elementary School, requested that her presentation be held off until 3:55 p.m. in order that teachers involved could all arrive. Therefore, Item 4-C was heard at 3:40 p.m.

4-C. Superintendent's Report

Mrs. Lark reported on meetings and events she had attended in the past month. The following regular meetings were stated: Teach For Success at PHES, GWHS, JHS and MES, Active Volunteers In Douglas (AVID), Site Communications, WNCC Advisory Board Meeting, and the Superintendent's Fireside Chat Meeting. Mrs. Lark noted working with principals on their Management By Objectives (MBO's) to assure that School Improvement Plans (SIP's) were accurately reflected. The Keep Improving Douglas Schools (KIDS) Committee Meeting held at CVMS, including consultations with JNA Consulting prior to the public KIDS Meetings was reported. Participation at sites included the DHS Homecoming, team sports events, and Advanced Placement classroom visits; a town hall meeting held at GWHS to inform the community on the status of radon mitigation at Lake sites; the SES 20th anniversary celebration; and PWLMS "Pillars of Character" event set up during the school day as stations for students to articulate discussions about character, supported by the Rotary Club.

Rekeying of classroom doors was reported to have been completed at DHS, for safety, in order that teachers could lock them from the inside. GWHS was announced as being the next site to have doors rekeyed.

4-A. Principals' Report (Jacks Valley Elementary School)

Mrs. Gilmartin, Principal of Jack Valley Elementary School (JVES), reported on progress toward the goals of their School Improvement Plan. This being the tenth year she had reported to the Board, and as of this year received the High Achieving school status, Mrs. Gilmartin stated she preferred to have a variety of staff present their achievements and goals. The School Improvement Plan was noted to be structured through a variety of committees and implemented through grade level meetings. A specialist was designated to coordinate their School Improvement Plan. Through a group of teachers ranging from K-6 grades, Mrs. Gilmartin reported facts surrounding success at JVES. Accomplishments were noted as:

- 1) JVES was nominated as a Title I distinguished school and received \$3,000 through a Title I conference
- 2) JVES modeled through the Western Nevada Regional Training Program (WNRTP) a correlation between student achievement and the Teach For Success protocol.

Goals were stated as:

- 1) Increasing achievement in literacy
- 2) Increasing achievement in math
- 3) Creating an optimal environment of fairness and caring

Goals were reported to be achieved by:

- 1) Focusing on collaboration through grade level meetings
 - a) The Nancy Fetzer method of writing was used school wide. This model was stated as enhancing teaching of the most desirable writing traits.
 - b) Math achievement was focused on through strengthening teachers in "Investigations." Investigations was reported to be relevant to State standards in The area of math communications.
- 5) School climate was improved upon through committees that supported "tribes," an assembly on bullying, and counseling including support in trust, caring and a safe environment.
- 6) A strong and consistent framework in writing was attained.

Additional achievement strategies were stated including:

- 1) Writing Camp was reported to be offered to fifth graders through winter months in order to help students achieve.
- 2) The school Building Committee met bimonthly.
- 3) Professional Development was received by teachers in the area of "tribes" training, writing portfolios, and additional Nancy Fetzer techniques in the spring.
- 4) Co-teaching in language arts and spelling was implemented.
- 5) Special education teachers were included in small group guided reading blocks to incorporate more intense instruction.
- 6) The SB185 grant was used to hire three credentialed teachers to help with the co-teaching model and guided reading.

- 7) A tutoring program was put together for third grade students that reviewed past practice in order to implement best strategies.
- 8) Teachers were noted to meet for collaboration twice a month focusing on MAP and writing.

Mr. Louritt recognized the JVES accomplishments as he had seen the progression from the "In Needs of Improvement" category to "High Achieving School," status, over time.

4-B. CTE Report

Trustees were led on a tour through the Career and Technical Education (CTE) classrooms at DHS. Nancy Bryant, Assistant Superintendent for Curriculum and Instruction, stated that funding had been received of more than \$59,000.00 from the Perkins Grant. The Technical Skills Advisory Committee was reported to have been working to assure incorporation of leadership components, academics, Critical Content, and to include resources in addition to an emphasis on teaching skills to achieve State Standards.

Students involved with SkillsUSA and FFA, along with teachers, explained the various programs including: Agriculture & Natural Resources; Agriculture Mechanics (Welding); Auto Technology; Computer Technology (Drafting and Computer Repair); Culinary Arts; Health Services; and Media Arts.

A new after school program for ninth graders was reported to be in the implementation process. The goal being, ninth graders could be introduced to a variety of programs through rotation within the classrooms. The graduation rate for CTE students was stated as being 15% higher than regular diploma bound students.

Mr. Louritt called for a break at 5:35 p.m.

Public Comment

Several Lake school parents presented information supporting the closure of Zephyr Cove Elementary School as opposed to Kingsbury Middle School. A survey performed by parents, through the internet, stated preferences of 90% - 95% of the 144 parents responding to the survey preferred that Kingsbury Middle School remain open, as opposed to Zephyr Cove Elementary School. A spreadsheet was provided as support information for this request. The Booster Group was stated as having asked for an objective, measurable survey.

Public Comment concluded at 6:20 p.m.

5. Information and Discussion

5-A. KIDS Committee Abatement Update – Marty Johnson

Marty Johnson, consultant with JNA Consulting, explained property tax abatement as it related to the ability of the District to issue bonds. During the 2005 legislative session, increasing home values of up to 25% was addressed. Mr. Johnson stated that tax bills were now allowed to increase by only 3% per year. The School District was noted to be the one government agency that was not allowed to increase the tax rate. Abatement, was essentially described as an amount of tax incurred that remained with a property, as it was bought and sold, not retained by a property owner, over and above the 3% increase allowed by the State, per year.

Examples of property tax in several areas were given, including Indian Hills, Topaz Ranch Estates, Lake Tahoe, and Minden. Variances among the listed tax rates were explained. The tax rate was noted to be driven by a property's assessed value. Essentially, abatement was reported to be a term used for the amount of a properties' tax bill not being collected, but still owed. Tables were shown as examples including a 3% growth rate in the areas mentioned. A decline in values was indicated as an unreasonable assumption, but if it happened, the abatement would be reduced over time. This was reported not to be happening.

Allocations of the 0.17 tax rate between various entities was shown as it changed over time. In the 2006-2007 year, the School District was stated as having dropped 0.07 in revenues, from 0.17 to 0.10. Should a question be placed on the November 2008 ballot regarding allocation of the tax rate to the District, a "yes" vote for the District would allow tax revenue to be allocated to the District, rather than to another government entity.

5-B. Superintendent Evaluation Process

Don Thomas of School Management Services presented a data based method for use in evaluating Superintendents. Mr. Thomas explained the system as a program offered that would provide a comprehensive and fair evaluation. Data gathering was reported to be included in the process, as well as, perception data gathered on a sliding scale.

Perception data was described by Mr. Thomas as having importance and as included in the final evaluation as a consensus of the Board, as if they were one individual. Mr. Thomas offered to compare data gathered from DCSD, to other districts with similar demographics. Fourteen variables could be researched, with a wide range from absenteeism, to ninth grade failure, and SAT/ACT passing rates. Various categories, as requested by the Board, could be compared across the nation. The most important part of the process was site evaluations, as all schools sites would be matched to similar student populations. If the Board chose to use this tool, they would be asked to provide desired criteria. The District report was suggested to be a public report. Individual site reports were typically used for management purposes.

Grade configuration was noted to not be a factor when comparing schools, due to matching populations within a building, not grade levels.

Following compilation, Mr. Thomas stated the audit and performance report would be given to the Superintendent prior to review by the Trustees and asked that it be reviewed within a week's time. Fees for the service were stated as \$10,000 for the audit process, \$4,000 for gathering of perception data, and would conclude within a six week timeframe.

Additionally, Mr. Thomas stated he could incorporate certain requested objectives into his database.

Following favorable discussion, Board members requested that references be provided.

4. Administrative Reports and Program Reviews (Continued)

4-D. Report to Board on Radon

Holly Luna, Business Services Director, updated the Board on mitigation test results received from Zephyr Cove Elementary School. Board red folders were noted to contain additional

radon reports that had been received just prior to this meeting. At this time, 85% of the testing had been completed, with readings having met the EPA requirement of 4.0 pCi/L's or less. Once testing was completed at ZCES, the process would begin next, at George Whittell High School. Mrs. Luna explained that intentions were to record differences when rooms were tested with the HEPA filters on and off. Tests were reported to show distinct differences when HEPA filters were on, in the progeny level readings. Wind shifts were noted to have an affect on the outside ambient level readings. Ambient levels were stated as varying from .4 on one side of the building to 2.2 on another side. All areas of the school would be tested to assure that working and equivalent levels were appropriate. Mitigation in bathrooms would be performed through ventilation rather than HEPA, free standing, plug in filters. EPA recommendations for retesting were noted to be every two years. Following recommendations made by Mr. Roper, radon testing and mitigation consultant, rooms would be on a rotation schedule for testing, in order that all areas would cycle through the process at least once in two years.

5. Information and Discussion (Continued)

5-C. NASB Report – John Louritt

Mr. Louritt stated that everyone should have received a summary and evaluation form to be completed for the recent conference. Dottie Merrill was in attendance and came forth before the Board.

Mrs. Merrill congratulated the Board on receipt of the NASB awards. Additionally, she stated the Board of Directors and Executive Committee would learn from all evaluation forms returned and the input was appreciated. Marty Johnson of JNA Consulting was stated to be serving on the local Government Finance Committee as an appointee of NASB. The Web site, reported to have been updated with recent photos, would soon have a message from Mrs. Hales, President of NASB, as to the focus and direction for the upcoming year. The Web site would also contain reference articles, relating to education, which would be updated and archived weekly.

5-D. First Reading of Administrative Regulation #707(a)

Mrs. Luna discussed Administrative Regulation #707(a), "Community Use of School Facilities," with relation to changes proposed to procedures, noting it was not an Action Item due to the supporting Policy not placed before the Board for change. Changes included provisions that a Memorandum Of Understanding (MOU) would be necessary to repeatedly reserve facility usage, and the MOU term could not exceed one year; the fee schedule was updated; insurance requirements were listed; and artificial turf usage for school related and public activities, with supporting signage, was described for best long term maintenance results.

Discussion ensued including allowance of public access during non-monitored times with relation to the intention of the track donation, priority being given to DHS, and non-profit organization usage including fee schedule changes. Mrs. Hales stated concerns of communicating intentions to Ray Sidney, facility donator, before finalizing.

5-E. First Reading of Administrative Regulation #702(a), "Gifts, Grants, Donations"

Mrs. Luna discussed a newly written Administrative Regulation that would support Board Policy #702, "Gifts, Grants, Donations." The AR was presented following discussion at a Regular Meeting of a donation offering. The resulting AR was reported to be a broad approach that allowed for site principals to decide on appropriateness of donations for their individual sites.

Various items were described that might be donated. Mrs. Luna noted some donations were undesirable due to not being current material that in some cases, would incur disposal expense. Computers were given as an example.

Mrs. Chessell verified that review of the Regulation was due to a suggested donation that had an advertising requirement as a result of acceptance. Mrs. Luna agreed the donation was the catalyst for change. She suggested a suitable marker could be placed at a site, but concerns surrounded signage that could be vandalized. Identifying which party, the donor or the District that should incur the expense for repairs was undetermined, but several Board members expressed that the District should NOT incur the expense for repair or vandalism.

Discussion ensued as to size and visual requirements for signs, acceptance of plaques in the place of signage, term limits, and the numbers of them that could be accepted.

Through discussion, it was noted that the Douglas County Planning Commission, when addressing the recent fence requirements prior to installation around the track and field at DHS, had addressed slats within a fence, but not signage placed on a fence.

This being an Administrative Regulation, rather than a Board Policy, there was no directive from the board regarding this manner.

6. Correspondence

Mr. Louritt verified that all Board members had received a copy of a letter from Greg Felton prior to the meeting containing information he presented during Public Comment. Additionally, letters from Keith Rheault, State Superintendent, and a parent letter were mentioned as having been received. A letter presented to the Board by a Douglas High School student at the start of this meeting, was read aloud by Mr. Louritt. This student request made in writing was to have Math 181 and Math 182, taught at WNCC, considered as honors classes.

7. Possible Agenda Items for Future Board Meetings

Mrs. Hales stated she would like to consider information relating to the written student request received regarding dual credit for certain courses, seconded by Mrs. Chessell. Following some discussion, it was decided that a report rather than an Action Item would be desirable to better understand current Policy, past practice, and determinations that had been made in this area.

Mr. Moore stated he would like to review procedures currently followed for suspensions and expulsions relating to the current practice of reducing homework credit to 75% for suspended students, seconded by Mrs. Trigg and Mrs. Chessell.

Mr. Roman asked that the Superintendent evaluation material presented by Don Thomas be included as an Action Item on the next agenda, seconded by Mrs. Hales and Mrs. Trigg.

There was some discussion pertaining to agendaizing Lake Consolidation. A formal request to add this to a future agenda was not made.

8. Executive Session

At 9:00 p.m., Mrs. Jamin moved to go into executive session for the purpose of considering employer/employee negotiations pursuant to NRS 228.220(4), seconded by Mrs. Chessell.

9. Adjournment

The meeting adjourned following the return to Open Session, at 9:03 p.m.

Submitted by:

Carolyn Moore
Secretary to the Superintendent and
Board of Trustees

Approved:

Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.