

Douglas County School District

Regular Meeting

Kingsbury Middle School

Minden, Nevada

Tuesday, January 8, 2008

3:30 p.m.

**Minutes Approved
February 12, 2008**

MINUTES

Present were:

Trustees:

Teri Jamin, President
Cynthia Trigg, Vice President
Thomas Moore, Clerk
Karen Chessell, Member
Sharla Hales, Member
John Louritt, 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:

Rick Hsu, Legal Counsel

1. Call to Order

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

A. Mr. Louritt led those present in the Pledge of Allegiance.

Mr. Louritt stated that Consent Item 5-H was to be disregarded as it was a duplicate Item.

B. Mrs. Jamin moved to adopt the agenda, seconded by Mr. Moore. Motion carried unanimously, 7/0.

2. Election of Officers for 2007 (Action)

Mr. Louritt opened the floor for election of officers.

A. President. Nominations were declared open for the office of President. Mrs. Trigg nominated Mrs. Jamin. A unanimous consensus was reached to offer Mrs. Jamin the Presidency. Mrs. Jamin thanked Mr. Louritt for all of his time and effort during the past year in the office of Board President. Mrs. Jamin assumed the duties as President of the Board of Trustees, at 3:32 p.m.

B. Vice President. Nominations were declared open for the office of Vice President. Mrs. Hales nominated Mrs. Trigg. Hearing no other nominations, nominations were closed. Mrs. Trigg was elected Vice President by a unanimous consensus of the Board.

- C. Clerk. Nominations were declared open for the office of Clerk. Mrs. Trigg nominated Mr. Moore. Hearing no other nominations, nominations were closed. Mr. Moore was elected Clerk by a unanimous consensus of the Board.

3. Annual Organization: (Action Item)

- A. Mr. Louritt called for public comment on the designation of the Record Courier, as the newspaper to be utilized for all legally required notices.

Mr. Felton, parent, inquired about having public notices placed in the Tahoe Daily Tribune that distributed newspapers at the Lake. Discussion ensued as to the added expense of public notices in an additional paper. Clarification was made that the posting of notices for upcoming Board meetings was done through the Web site, schools, and Post Offices, not the newspapers.

Mr. Louritt moved to designate the Record-Courier as the newspaper to be utilized for all legally required notices, seconded by Mr. Moore.

Motion carried unanimously, 7/0.

- B. Mrs. Jamin called for a motion to designate the regular meetings of the Board of Trustees to be held on the second Tuesday of each month, 3:30 p.m., at the locations designated on the Agenda. The November meeting was noted to fall on a legal holiday and was therefore discussed.

Following discussion, Mr. Moore made a motion to adopt the Board Meeting schedule as listed, with a change made to the November meeting, now to be held on Tuesday, November 18, 2008, seconded by Mrs. Chessell.

Motion carried by a vote of 7/0.

The meetings of the Board of Trustees for 2008 are as follows:

Date	Location	Time
Friday, January 25, 2008	Genoa Lakes Golf Club	Strategic Planning
Tuesday, February 12, 2008	Douglas High School	3:30 p.m.
Tuesday, March 11, 2008	Douglas High School	3:30 p.m.
Tuesday, April 8, 2008	Kingsbury Middle School	3:30 p.m.
Wednesday, May 21, 2008	Douglas High School	3:30 p.m.
Tuesday, June 10, 2008	Douglas High School	3:30 p.m.
Tuesday, July 8, 2008	George Whittell High School	3:30 p.m.
Tuesday, August 12, 2008	Douglas High School	3:30 p.m.
Tuesday, September 9, 2008	Douglas High School	3:30 p.m.
Tuesday, October 14, 2008	George Whittell High School	3:30 p.m.
Tuesday, November 18, 2008	Douglas High School	3:30 p.m.
Tuesday, December 9, 2008	Douglas High School	3:30 p.m.
Tuesday, January 13, 2009	George Whittell High School	3:30 p.m.

4. Appointment of Board Representatives (Action Items)

Mrs. Jamin stated the Board Appointments for 2008 as listed below.

The following appointments and reappointments of Board members were made for 2008 as follows:	
A. Debt Management Commission	Keith Roman
B. Board of Directors – Nevada Association of School Boards	Cynthia Trigg
C. Legislative Committee – Nevada Association of School Boards	Sharla Hales Cynthia Trigg
D. Douglas County Parks and Recreation Board	Thomas Moore
E. Liaison Between Board of Trustees, County Commission, and Douglas County Planning Commission	Teri Jamin John Louritt
F. Liaison to Douglas County Education Foundation	Teri Jamin Cynthia Trigg Karen Chessell
G. School Safety Task Force	John Louritt
H. Expulsion Hearings Subcommittee	John Louritt Keith Roman Cindy Trigg Sharla Hales Thomas Moore Teri Jamin Karen Chessell Carol Lark
I. Employee Relations Communications Committee	Teri Jamin Cynthia Trigg Thomas Moore
J. Liaison to Parent Teacher Organizations	Teri Jamin Alternate: Cynthia Trigg
K. Liaison to Tahoe Douglas Chamber of Commerce	Cynthia Trigg
L. Liaison to Carson Valley Chamber of Commerce	Sharla Hales
M. Career and Technical Committee	Karen Chessell Keith Roman Thomas Moore
N. NIAA Region II Board of Control Representative	Keith Roman

5. Consent Items (Action)

Mrs. Jamin called for any Items that Board members wished to pull from the Agenda, to be noted. Mrs. Hales requested that Item 5-E, Second Reading Board Policy No. 226, "Parent Involvement," be pulled from the Consent Agenda.

Mrs. Jamin called for public comment on the Consent Agenda.

Mr. Felton, parent requested a copy of the December Minutes. This request was met, and Mrs. Jamin offered a few minutes of time for Mr. Felton to review the Minutes.

Mrs. Hales made a motion to approve all of the following consent items, excluding Item 5-E seconded by Mrs. Trigg:

- A. Approve the Minutes of the Regular Board meeting held on December 11, 2007.
- B. Approve payments contained in Voucher No. 1014 for 2007-2008.
- C. Approve personnel actions described in Personnel Report No. 08-01.
- D. Award a contract in the amount of \$282,418.43 for two 84 passenger buses without lifts, and 1 84 passenger bus with a lift for 2008-09 to Auto Safety House as the lowest responsive and responsible bidder meeting District specifications. Funding to come from the District's 2008-09 general fund.
- E. Approve for the second reading, revisions to Board Policy No. 226, "Parent and Family Involvement."
- F. Approve the composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council.
- G. Authorize the District to apply for entitlement and competitive grant funds during 2008-2009 including, but not limited to, the following:
 - o No Child Left Behind Act – Title IX, Part C, Sections 9301-9306 of the Elementary and Secondary Education Act
 - o Title I, Part A – Basic
 - o Title I, Part A – School Improvement
 - o Title I, Part A – Comprehensive School Reform Demonstration Projects
 - o Title I, Part D – Neglected and Delinquent
 - o Section 2121 – Title II, Teacher Quality (includes Class-Size Reduction)
 - o Section 3412(a)(s)(A), Title II, Technology Formula Grant
 - o Section 3412(a)(s)(A), Title II, Technology (Infrastructure or Professional Development) Competitive Grant
 - o Title III – Limited English Proficient Students
 - o Title III – Immigrant Subgrant
 - o Section 4112(b)(1) – Title IV, Safe and Drug-Free Schools
 - o Section 5112(a) – Title V, Innovative Program
 - o P.L. 105-17, Special Education Early Childhood
 - o P.L. 105-17, Individuals with Disabilities Act (IDEA) and related mini grants
 - o P.L. 105-17, District Assistance Center Subgrants
 - o P.L. 106-554, School Repair and Renovation Grant
 - o P.L. 101-382, Carl Perkins Vocational Education Act/Technology Preparation – Formula and Competitive Subgrants
 - o Adult High School Diploma

- Federal and State School-to-Career Subgrants
- Advanced Placement Incentive Subgrants
- Federal and State Technology Subgrants
- Federal and State Literacy Subgrants
- Federal or State Alternative Education Funding
- Federal and State Special Education-related Subgrants
- Federal and State Remediation Subgrants
- Federal and State Pre-school Education Subgrants
- Federal and State Drug and/or Safety-Related Subgrants
- State Accountability Systems' Information
- Grant funding related to the implementation of the District's Strategic and District Improvement Plans that may have become available during the Nevada legislation Session or Fiscal Year 2008/2009

Mrs. Hales addressed Item 5-E, Board Policy No. 226, "Parent Involvement." It was understood that changes made to the Policy were academic, but Mrs. Hales made note that she disapproved dictation of the contents of District Policy from outside entities.

Mrs. Jamin asked if there was any public comment. There was none.

Mrs. Bryant explained the history of the Policy and stated that she had addressed the removal of Administrative Regulation 906 written prior to Board Policy No. 226, as Board Policy Number 906 governing the Administration Regulation, had been repealed.

Mr. Moore moved to approve for second reading, revisions to Board Policy No. 226, "Parent and Family Involvement," seconded by Mrs. Chessell.

Motion carried, 6/1, Mrs. Hales opposed.

Mrs. Jamin called for any further discussion or public comment on the Consent agenda. There was none.

The motion was carried to approve the Consent Agenda, with the exception of Item 5-E, by a vote of 7/0.

Mrs. Jamin inquired if there was public comment regarding Item 5-A, "Minutes of the Regular Meeting of December 11, 2007." Mr. Felton requested that Minutes be available to the public prior to the Board Meeting. Board members noted that would have to be an agenda item for review, as it was standard for Minutes to not be available prior to approval by the Board.

6. Administrative Reports and Program Reviews

6-A. Principal's Report (Kingsbury Middle School)

Dan Wold, Principal of Kingsbury Middle School, along with several staff members, reported progress towards their School Improvement Plan goals. The two goals were stated as increasing student achievement through showing growth of 25% higher than expected in math and language. With an influx of special needs students, this high achieving school reported that in the area of language, grammar and non fiction reading were areas of focus. Daily oral grammar was added to language classes that required report writing on nonfiction reading. Daily math fact competitions were reported to be underway to assist lower students, as well as,

remediation efforts through the use of Orchard software.

A third goal was stated. KMS was preparing 136 students to transition to George Whittell High School, due to the consolidation of schools in the next school year. Student Leadership was reported to have a transition team assigned to the task of identifying and addressing student concerns, as reported through a counseling survey.

Mr. Wold reviewed achievement data noting a comparison had been made to other middle schools with similar demographics. He reported findings were that KMS was within the top ten high achieving schools in the state and expressed appreciation for the efforts of a well coordinated, caring teaching staff that offered an excellent learning environment. Parent involvement was recognized as also having a very positive influence within the school.

A transition counselor was hired during this school year due to the receipt of SB185 grant money. Through this counselor's efforts, at-risk students were being remediated during lunch time, after school, and during in school suspension, in order to prepare them for high school.

With the upcoming closing of KMS, a main focus, Mr. Wold's presentation was heartfelt, and staff and parent appreciation oriented.

In conclusion, the next steps were to restructure the staff to include genuine concern and high work ethics in order that students remain engaged and involved. Differentiation in the classroom was stated as a technique necessary to achievement.

7. Information and Discussion

7-A. Superintendent's Report

Mrs. Lark reported on recent and upcoming events. Important meetings concerning Board members were noted. A Board Workshop that would offer information on budget, personnel, and a possible new method of reviewing Administrative Regulations was noted. The annual Strategic Planning Meeting, as well as, KIDS Committee was also upcoming.

State budget cut discussions with Superintendents and financial staff had been prevalent this month as decisions were being made pertaining to the percentage of cuts to be incurred by the various districts. The unsettled status of negotiations was a concern, with the undetermined percentage of budget cuts at this time. Mrs. Lark stated her goal of having minimal impact to classrooms, when making budget decisions.

7-B. KIDS Committee Update

Mrs. Lark stated that the last KIDS Committee Meeting in December was cancelled due to weather.

7-C. Nevada Association of School Board Report

Mrs. Hales stated the focus of the NASB at this time was how to best handle budget cuts. Having spoken on behalf of NASB at a meeting involving Superintendents statewide, the governor and his staff, Mrs. Hales was well informed and assisting with addressing budget concerns through solidarity of School Boards, Superintendents, and groups representing parents.

8. Items Requiring Discussion and Action (Action)

8-A. Radon Mitigation

Reports received regarding radon levels at Lake schools were reviewed. Dirk Roper of Fallon Heating and Air was reported to have completed the initial process and final reports received were noted to have been provided to the Board in their folders this evening. Mrs. Luna stated discoveries of staff having turned down, or off, HEPA filter units running at Zephyr Cove Elementary, had been corrected in order that radon mitigation was being properly implemented.

District mitigation procedures underway were reported as following the recommendations of specialists, including two testing procedures recognized by the EPA that measured radon gas and radon progeny, a radon decay product.

Radon levels, as listed in the reports provided, were reviewed, and noted to have fallen within recommended standards.

Discussion ensued as to movement of filters within the classroom by staff, possibilities of permanently hard wiring the filters, and community perception including human emotions surrounding the radon issue.

Mrs. Luna stated further radon testing would be on a rotating basis, in order that all areas were tested and results were recorded within at least a two year period.

Mention was made of providing radon testing results on the District Web site, as well as, recorded spot checks to ensure the proper use of HEPA filters.

Mrs. Jamin called for public comment.

Several parents expressed concerns of proper implementation of HEPA filtration; the time span of radon concerns dating back to the 1980's being undesirable; venting implemented in previous years, not currently underway; the addressing of progeny vs. radon; expenses related to having students remain in Zephyr Cove Elementary vs. Kingsbury Middle School that had low recorded radon levels; and overall concerns of a "temporary fix being implemented for radon levels."

Mrs. Jamin called for further Board discussion.

Costs, procedures, and planning relating to radon at Lake sites were reviewed. Funds were reported to be set aside in the current budget to implement further mitigation with regards to sub slab depressurization, should it be determined necessary.

Mrs. Trigg made a motion to direct staff to bring a report to the Board stating exactly what further remediation procedures would be, including depressurization, etc., in order that it was black and white, enabling the Board to go forward after reviewing such a report, seconded by Mrs. Chessell.

Following further discussion, Mr. Moore moved to direct staff to

proceed with going forward with subsurface depressurization, seconded by Mr. Roman.

There was public comment pertaining to high readings in the Library in previous years and how education would be affected if construction interrupted the school year.

Mrs. Luna noted intentions of further mitigation of the sub slab would be an attempt to evacuate radon from the school.

A vote was taken on the last motion presented. The vote was 3/4; Mr. Louritt, Mr. Roman, and Mr. Moore voting, aye. Mrs. Hales, Mrs. Trigg, Mrs. Jamin and Mrs. Chessell, nay.

Mrs. Trigg restated her motion to direct staff to present a report on the depressurization process and costs, in order to have a better understanding of what the Board is voting on, and to allow for the public to see the information, and present comments.

Mrs. Trigg withdrew the motion.

Mrs. Hales expressed that a report including the issue of radon gas versus radon progeny would be desirable.

Mrs. Hales moved that staff bring a report to the Board that includes information about the sub slab process including costs and benefits that are likely, including information on radon gas versus progeny, risks and issues, seconded by Mrs. Trigg.

Public comment was presented including the desire for scope of work, bids, timeline information and the desire to including specialists in addition to Mr. Roper.

The motion as finally stated, was carried unanimously, 7/0.

Public Comment

Four different parents commented regarding Lake schools. Concerns included:

- 1) Improving safety, due to radon issues stemming from 1999
- 2) Loss of the Spanish program
- 3) Shared staffing
- 4) Minimal field trips
- 5) The sale of KMS vs. ZCES including the property and Deed restrictions affecting the sale
- 6) The "Town Hall Meeting" was appreciated, but noted to not be the end of parent representation of issues surrounding consolidation of Lake schools.
- 7) A cost analysis was desired pertaining to closing KMS vs. ZCES

Debbie Haskins, President of the Classified Employees organization (DCSSO), stated her desire to have the Board ratify the Classified Negotiated Agreement.

Mrs. Jamin stated that a break would be combined with the Executive Session.

9. Executive Session

At 6:40 p.m., Mrs. Trigg moved to recess to Executive Session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

Motion carried unanimously, 7/0.

At 7:35 p.m. the meeting returned to Regular Session.

8. Items Requiring Discussion and Action (Action) Continued

8-B. Classified Negotiations

Following the return to Regular Session, Mrs. Hales made the following motion with regards to Classified Negotiations:

Mrs. Hales moved to approve concepts and tentative agreement with the DCSSO, but reserve ratification pending more certainty regarding budget cuts, seconded by Mr. Moore.

Mrs. Jamin called for public comment. There was none.

Motion carried unanimously, 7/0.

8-C. Superintendent Evaluation Process

Mrs. Jamin opened the floor for discussion regarding additional information gathered from School Management Services pertaining to the hiring of Dr. Don Thomas to assist with the Superintendent evaluation process. Board members discussed the scope and sequence of services, as provided. Consensus was reached to not undergo additional services and that while changes were desired to the current process, the issue would need to be pursued as a separate agenda item, in the future.

8-D. ESCO – Presentation of: RFP, Candidates, Interview Criteria and Resolution

Mrs. Luna stated that following the October Board Meeting, a Request for Proposal (RFP) was issued to obtain applications from energy management companies, referred to as ESCO's, in order that the company selection process would proceed as requested. Seven companies responded. Through the reporting process, all but two dropped out. Of the two remaining who participated in both a proposal and interview process, AMERESCO was selected for having scored higher on both portions of the evaluation and for less expense quoted for both the financial grade audit and overall projections of the ESCO project. The Letter of Intent for AMERESCO was noted to have been provided in the Board's red folder for review. Acceptance of the Letter of Intent would allow the business office to proceed with the financial grade audit. Following the financial grade audit, Mrs. Luna stated ESCO recommendations would be presented to the Board at the April Board Meeting.

Energy improvement projects carried out through the ESCO process were explained. The idea was that savings would result through improvements. The extra funds would then pay

expenses incurred by the company governing the process and offer future, long term savings in the area of energy costs. Mrs. Luna stated that Mr. Johnson, consultant, would be involved as bond counsel, as a bond would be posted that could allow for up to fifteen years of payments. The Debt Management Commission would be involved, and with the assistance of Mr. Johnson, would result in a financial grade audit that would come before the Board for approval.

The ESCO selection committee was discussed. Mrs. Hales requested that legal counsel review the Letter of Intent.

Mrs. Jamin called for public comment.

Mr. Felton, parent, inquired as to the rationale surrounding having a company versus District personnel perform the district wide energy audit. Mrs. Luna stated the decision to hire a company included consideration of current minimal staffing and timeframes for implementation. The company employed a crew of 40 persons versus a few personnel currently employed within the District.

Following counsel's review of the Letter of Intent, the following motion was made:

Mr. Moore moved to go forward with the Letter of Intent for a District wide Financial-Grade Operational Audit with Ameresco, and secure the services of a third-party consultant as required by NRS 322, seconded by Mrs. Hales.

There was no public comment.

Motion carried, 6/1, Mr. Louritt, nay.

10. Correspondence

Mrs. Jamin asked for acknowledgement that all Board members had received a letter from a DCSD staff member.

11. Possible Agenda Items for Future Board Meetings

Mrs. Trigg asked for follow up information regarding a stipend, specifically for Spanish. Mr. Alexander responded that he would provide that to her. Additionally, Mrs. Trigg asked that Mrs. Luna provide information regarding the funding of field trips.

Mrs. Hales requested a flowchart regarding District processes, including the Strategic Plan, MBO's, and test scores including how the data was used, that would assist with the Superintendent evaluation process. Mrs. Lark responded that a flowchart would be provided at the Strategic Plan Meeting. Clarification of this request resulted in Mrs. Hales request that the Superintendent create her own assessment, based on data. This request was seconded by Mrs. Trigg.

Mr. Roman stated he would like to review the Bylaws, in regards to the number of votes required by Board members to have an item placed on an agenda that had been previously

considered and passed. Mr. Roman suggested a four member vote be necessary to agendaize an item that had been previously considered and passed. This request was seconded by Mrs. Trigg.

12. Executive Session

There was no need for an additional Executive Session.

13. Adjournment

The meeting was adjourned at 8:15 p.m.

Submitted by,

Carolyn Moore
Secretary to the 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.