

**Douglas County School District**

Regular Meeting  
Kingsbury Middle School  
Minden, Nevada  
Tuesday, April 8, 2008  
3:30 p.m.

**Minutes Approved  
May 21, 2008**

**MINUTES**

Present were:

**Trustees:**

Teri Jamin, President  
Cynthia Trigg, Vice President  
Karen Chessell, Member  
Sharla Hales, Member  
John Louritt, Member  
Keith Roman, Member

Absent: Thomas Moore, Clerk

**Personnel:**

Carol Lark, Superintendent  
Nancy Bryant, Assistant Superintendent, Education Services  
Holly Luna, Director of Business Services

Absent: Rich Alexander, Assistant Superintendent, Human Resources

**Others Present:**

Mike Malloy, Legal Counsel

**1. Call to Order**

Mrs. Trigg, Board Vice President, called the meeting to order at 3:30 p.m.

- A. Mr. Louritt led those present in the Pledge of Allegiance
- B. Mr. Louritt moved to adopt the agenda, seconded by Mr. Roman. Motion carried unanimously, 5/0.

Ms. Jamin arrived at 3:34 p.m.

**2. Consent Items (Action)**

Mrs. Hales made a motion to approve the following Consent Items, seconded by Mrs. Chessell:

- A. Approve the Minutes of the Regular Board meeting held on March 11, 2008.
- B. Approve payments contained in Voucher No. 1021 for FY 2007-2008.
- C. Approve personnel actions described in Personnel Report No. 08-04.
- D. Approve the request submitted by Tyler Wilber-Hipple to take the GED examination.
- E. Approve the Corrective Action implementation by the school and teacher.
- F. Approve for second reading, changes to Board Policy No. 518, "Graduation Requirements."

Motion carried, 6/0.

### **3. Administrative Reports and Program Reviews**

#### **3-A. Principals' Report (Pau-Wa-Lu Middle School)**

Keith Lewis, Principal Pau-Wa-Lu Middle School provided data relating to progress of their School Improvement Plan and Adequate Yearly Progress goals. CRT assessment scores were reported to be above District and State averages in Reading, Writing and Science. As a whole, mathematics reflected a 2.5% growth. Remediation underway included a new visual math program, with a hands on approach to assist students below standards; several literacy courses were offered; Prime Math, Reading, and Writing continued; Friday School staffed with a licensed teacher offered instruction, rather than being held to enforce discipline as previously maintained; and weekly after school tutoring was available.

AYP areas of focus were listed, including achievement necessary to students with IEP's in the area of math and English Language Arts (ELA); Native American subpopulation math proficiency; emphasis was placed on increasing common prep time for co-teach teams; and on increasing professional collaboration time. Improvements in providing consistency of discipline; identification of bullies and all areas of improved feelings of safety for students were incorporated. Additionally, they increased recognition of academic achievement.

School Improvement Goals were stated that included a focus to be on increased achievement of subpopulations in math, overall student population growth expected in ELA, and promotion of a positive school culture. Action steps to obtain the School Improvement Plan goals were listed and included a focus on intensive writing instruction, co-teach training for teachers of English Language Learners (ELL), continuation of a Native American teaching assistant and an enrichment coordinator.

SB185 grant monies were reported to have been received in the amount of \$88,572.00. That funded the Native American teacher assistant, Friday School, and PLATO Web based software.

Acceleration opportunities included advanced English for eighth grade, Honors English for ninth grade, a Geography Bee and Destination Imagination tournament. Leadership students were noted to be hosting Rotary members in "Character Counts" on campus which provided information from professionals in the community, to students.

Implementation of a new bully prevention program for students was underway. Letters sent to students were well received and a high participation rate was expected.

#### **3-B. Health Committee Update**

Mrs. Luna reported on the status of the District Health Committee findings. The Committee was comprised of eight members and it was reported to be committed to maintaining current rates. Research had been done regarding the current health care industry. Insurance brokers were contacted who would present information to the Committee in May for consideration. This option, called a Health Spending Account or HAS, was not to be viewed as replacing the self funded option, but instead should be reviewed as more of a consumer driven health plan with more options for employees at different stages of their life. One difference was explained as an ability for a certain amount of an employee's premium to be maintained as savings that could be used toward health care after accrual. Mrs. Luna stated a final recommendation from the Committee would be presented at the May Board meeting for discussion and action.

### **3-C. Update on Collaboration**

Mrs. Lark reported on the progress of information gathering necessary to implement staff collaboration time. Collaboration was stated as one of the top five priorities named in the recent Strategic Plan meeting. An explanation was provided involving the best use of time, schedule adjustments being considered within the day, as well as, full days. The use of substitute teachers and expense was also discussed. The Gallery Walk method used to arrive at consensus with Leadership was explained.

In support of the need to collaborate district wide, the alignment of curriculum, creation of common assessments, sharing of best practices, and support time necessary to provide Instructional Consultation Teams (ICT) for the Response to Intervention (RTI) program mandated by the State for special education, would be addressed. Teachers and staff from various departments, grade levels, and sites would be provided time, as requested, to complete tasks that were on hold due to time constraints. Meetings of nurses and counselors were noted to be slated for the collaboration days, eliminating the need to pull these specialists from sites for meetings. Accountability for all staff participation would be required in order that collaboration time be used as designated. The Boys and Girls Club was reported to have offered free child care for families requiring assistance. Substitutes were noted as a large expense to the District and less desirable in the classroom than regular education teachers. An example was given that currently, to accommodate the need to create Common Assessments, meetings were held during the contract day creating the need for more substitutes in the classroom. Details of designated use for the days would be determined. A full day of collaboration, allowing for completion of tasks was reported as more desirable. Stopping short, later resetting up and restarting a process was viewed as lost time. The split usage of days with regard to district needs and site needs was proposed. An example was given that of seven total days available for collaboration/professional development, three could be planned and four could be determined individually by site administrators.

A request for change to add five days to the District calendar was stated as necessary to increase the days available to include the proposed collaboration time. The need to process the request was immediate, as the due date for the calendar, was May 1<sup>st</sup>.

Board members clarified information presented relating to instructional time, the number of days proposed, impact to students missing lunch and lost income necessary to the lunch program. Teacher and parent involvement in the information gathering phase, as well as, accountability being tied to evaluations, the possible need for a new Board Policy, and the necessity to have consolidation on whole days wherein students would not be attending school, was discussed. The effectiveness of collaboration time, with regard to lost instructional time, was also a concern.

Mrs. Chessell questioned time use for singleton teachers, noting consideration would need to include those not typically easily involved in large group trainings, as held in the past.

Following the discussion, consensus was reached that members were generally supportive. Board members asked that collaboration be brought back to the Board as an Action Item for endorsement. Trustees agreed that going forward with submission of the calendar request to the State for an additional five days to be added to the District calendar, was desirable. The number of days to be used would be reviewed.

At 5:32 p.m. a break was taken.

## **Public Comment**

Three parents of Lake students commented on the recent lockdown. Appreciation was shown for the process overall. A concern was raised regarding communication, as a parent received a phone call notifying them of the lockdown, following the release of school. Cell phone coverage being minimal in the area was a concern that was asked to be addressed, as well as, the entrance visibility to Zephyr Cove Elementary. It was requested to be changed to include camera coverage.

Five parents of Lake students commented on radon mitigation procedures underway at Zephyr Cove Elementary School. Parents were appreciative of a newsletter produced weekly with information on the mitigation progress involving the Environmental Protection Agency. It was requested that parents of all three Lake schools receive the newsletter. A request was made to have teachers open windows following weekends, for short term assistance with airflow at ZCES. A reoccurring radon information update provided as either a separate report or included as part of the Superintendent's Report, was requested. Support of timely follow through of implementation of radon mitigation was stated.

### **4-A. Douglas County School District Bond Question**

Marty Johnson, JNA Consulting along with Kendra Follett who works with Jennifer Stern, attorney present at previous Board meetings for consultation, were present to discuss the school bond question drafted for submission to the County Clerk. Mr. Johnson explained that the question was the result of a template created from a Committee on Government Finance to be used by all counties. While legal information required by statute was contained within the question, some language could be addressed. Bond lawyers and financial consultants had worked to create a question suitable to the law and easy to understand.

Mrs. Hales offered suggestions in a written format, noted that she had reviewed them with Mr. Johnson prior to the meeting, and would like to see the question submitted in a reader friendly format.

Discussion ensued as to the wordsmithing requested.

Mrs. Hales moved to approve the bond question, with changes as she explained, conditioned upon approval by Mr. Johnson and Ms. Follett for the 2008 Election Resolution, seconded by Mrs. Trigg.

Mrs. Jamin called for public comment.

Mr. Howell, parent inquired as to the date the question was due to the County Clerk. Mr. Johnson responded that the question was due on July 21<sup>st</sup>. Committees formed by the Clerk to solicit pro and con arguments were noted to be organized by the end of May.

The intent of the wording was further explained by Mr. Johnson, who also stated he approved of going forward with the changes proposed for review by the Finance Committee.

The question, with Mrs. Hales proposed changes, was read as follows:

Shall Douglas County School District be authorized to issue general obligation bonds to improve, equip, acquire, and construct school facilities? District projections at the time the bonds are issued must indicate that issuance of the bonds will not result in an increase of the existing school bond

property tax rate of 10 cents per \$100 of assessed value. Taxes generated by this tax rate that are not needed for payment of the bonds and purposes related to the bonds including reserves for bonds in any year may be used for capital projects for the District. If approved, this authorization will expire November 4, 2018.

Mrs. Jamin called for public comment.

Mr. Johnson stated that the newly written bond question would be reviewed, and if approved, would be approved for all Nevada counties. Mr. Johnson further explained that the question would be submitted to the County Clerk as originally provided to the Board, in order that the Clerk could start advertising for Committees. At a meeting of the Finance Committee, Mr. Johnson would submit the suggested template changes for review. A decision would be made and the results provided to the Board at the June meeting.

Motion carried, 6/0.

### **3-D. Superintendent's Report**

Mrs. Lark reported information regarding recent and upcoming events. A recently injured student was reported to be doing well following a playground accident. The onset of a weekly news update regarding the status of radon mitigation now offered by the District was commended. HEPA filters were reported to have been removed from ZCES following advice from the National Environmental Protection Agency. Upon clarification of direction from the EPA, an RFP would be issued to begin mitigation. A staff debriefing was attended by Mrs. Lark that included information received from the Sheriff's Department on a recent lockdown of the Lake schools. The procedure was carried out quickly to identify any possible intruder. The principals would be informed of any improvements to protocol, as suggested by Sheriff Pierini which resulted from the incident. School events attended by Mrs. Lark, included a graduation of two Jacobsen High School students and a visit to view some of the Drug Use is Life Abuse video judging. Interviews for the GES principalship were stated to be underway. The monthly Superintendent meeting, to be held, would include information relating to the status of tracking remediation courses necessary for incoming college freshmen. Mrs. Lark also reported that she would attend a Department of Education Threat and Violence Assessment workshop.

The Board was invited to see a keynote speaker being provided to Leadership at the summer Forum. Dr. McNulty would present on the Optimal Learning Environment August 4<sup>th</sup>, 8:00 – 2:00 p.m., at WNC.

Additionally, Mrs. Lark attended a video tape presentation held by Dr. Reeves regarding achievement through data research relating to SB404. A Boys and Girls Club inter-generational meeting was also attended, with a variety of representatives in the community, that was held to heighten awareness of a need for an inter-generational center in Douglas County. The KIDS Committee was reported to have had two organizational meetings within the last month. In wrap up, Mrs. Lark stated that an LCB audit team would visit GWHS, PWL, and PHES to assess SB185 state funding usage.

### **3-E. Nevada Association of School Boards (NASB) Report**

The recent President's Seminar, was reported by Mrs. Trigg to have been well attended. The NASB Web site was noted to be a good reference for news for all Board members.

### **3-F. Nevada Interscholastic Activities Association (NIAA) Report**

Mr. Roman reported on a special meeting held regarding a decision necessary to determine if the Girls' Soccer season, in the south, should be held in the fall or winter. A pending parental lawsuit was noted to surround the issue. The decision was made to continue into the next school year with soccer in the winter while awaiting results of the lawsuit.

## **4. Items Requiring Discussion and Action (Action)**

### **4-B. Board/Superintendent Progress Report on Goals**

Mrs. Lark presented a PowerPoint overview of progress toward the 2007-2008 top goals of the Strategic Plan. Specific Action Steps and supporting data were provided. Efforts made towards the goals are summarized below:

Goal Number 1: Douglas County will provide intervention opportunities and alternative programs for students.

Alternative School, located at DHS, was reported to have changed from a night school operation mainly for expelled students, to a day time setting. Software was now available for students needing credit recovery, as well as, for those expelled. Further expansion of the program was being investigated. An improvement to interventions offered included the addition of content reading and Study Skills. This is a course involving students one or two grade levels below the MAP cut score in reading, and the development of new literacy courses. State standards were noted to be based on informational text. An English enlightenment I & II course, aligned to state standards, based on MAP scores and student needs, was being piloted.

Goal Number 2: Critical Content and Common Assessments will be developed for all classes including CTE, which will include K-16 alignment.

Career and Technical Education Courses in need of Critical Content were determined and has been addressed. Core academics have been embedded in CTE content classes. A list of courses needing Critical Content was provided for review.

Common Assessments were reported as being created first by the Biology Department who created quarterly assessments with a scope and sequence, for each of the four quarters. The assessments, once created, were noted to be a means of measuring the delivery of the most effective course content to students. The courses in need of Common Assessment development were reviewed.

Goal Number 3: Middle school courses and content will be reviewed and revised to prepare students for a rigorous high school curriculum.

Breaking Ranks Meetings were reported to have been held to address the issue of students entering high school credit deficient. Breaking Ranks, designed to produce a useful profile, identified that English I and P.E. were credit problems. P.E. was addressed through scheduling; English I solutions were yet to be recommended, and summer school for 2008 would offer credit recovery through use of the Odyssey Ware software program. Additionally, SpringBoards for Language Arts and math would be a new program incorporating critical thinking skills for students. Professional Development regarding the SpringBoard teaching strategies had been scheduled to assist with this curriculum considered as Pre-AP.

Mrs. Lark noted that research would continue with UNR to obtain data regarding the success rates of Douglas County School District graduates.

Through questioning, the Board requested a copy of the new grading scale to be used in the upcoming school year, due to recent legislation.

Goal Number 4: Students will receive academic and career guidance.

Counselors were reported to have implemented an eighth grade, one on one parent consultation, that included a handbook for referencing course selections, and the opportunity to develop an educational plan to be followed throughout high school.

Goal Number 5: Classroom teachers and administrators will ensure that Critical Content, State Standards, District Competencies, and Common Assessments are taught and assessed.

Support of this goal was reported to have been solicited through various meetings including Communications and Employee Group, as well as, Teach for Success observations, unannounced Superintendent site visits and School Improvement Plan monitoring. Professional Development opportunities were reported as including an emphasis on co-teaching and Special Education training. To conclude, Mrs. Lark reported on Lake Consolidation, as Consolidation was in the final phase.

Mrs. Hales moved to hold the Superintendent Evaluation meeting on Tuesday, May 13, 2008, 3:30 p.m. at the District Office, seconded by Mrs. Trigg.

Motion carried, 6/0.

#### **4-C. Consideration of 2008-09 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 21, 2008**

Mrs. Luna presented the tentative budget for FY2008-2009 with emphasis on the general fund portion of the budget that offers leeway for funding decisions influenced by the Board. Mrs. Luna stated upcoming bond considerations were not included. The following specific areas were discussed:

- 1) The Building and Sites Fund, which included money received as a result of property sales at Piñon Hills, would be reduced to \$.00 at the end of FY2008-09.
- 2) The Debt Service Fund would be reduced to \$.00 through repayment of debt in three years.
- 3) A \$100,000 transfer would be necessary for a second year to accommodate losses in the Food Services Fund. The budget included a .25 meal increase at all levels. Additionally, collaboration was expected to have a financial impact due to lost revenues on collaboration days.
- 4) The Class Size Reduction Fund was adjusted via change in employees to fully utilize state funding.
- 5) Workman's Compensation was maintained as a self funded account with no increases to rates in FY08-09.

- 6) A \$4,750,000 transfer would be necessary to the special education fund.
- 7) A reduction was made for the deletion of the Early Retirement Incentive Fund.
- 8) The JROTC program was funded for travel requirements which had not been previously considered upon the inception of the program.
- 9) Utilities were increased 5%.
- 10) Maintenance and Grounds was reduced by \$200,000, an increase due to a one time allowance, and reduction of the "88" Maintenance funds to the 2005-2006 level.
- 11) Discretionary funds for GWHS were increased \$40,000 to include middle school students, resulting in a higher rate, due to the conversion factor. Mrs. Luna noted that per pupil funding could be adjusted down for the school consolidation due to fixed costs spread over a larger school population. An example given was copier expense.
- 12) The \$100,000 set aside by the Board for the Alternative School at the December 2007 Board meeting remained.

Funding requirements yet to be determined included GASB45 and Other Post Employment Benefits (OPEB) requirements.

Further information requested for the final budget in May, included the following:

- 1) An analysis of meal expense vs. income at the elementary, secondary, and high school levels
- 2) The creation of a resolution or a letter was suggested to be written to Senator Harry Reid regarding special education unfunded mandates
- 3) A question was raised regarding whether or not an amount of \$500,000 loaned to the Health Insurance Fund some years ago was to be returned to the general fund.
- 4) A recommendation was requested for the GWHS discretionary fund allocation to be reviewed for possible excess that might be used more beneficially.
- 5) Allocation of additional funds for Alternative Education, with input from Mrs. Bryant, that could be used directly with credit deficient students
- 6) Collaboration funding analysis

Mrs. Luna reminded the Board that the ending fund balance was required to be 4% with a ceiling of 8%, and that a 1% contingency would remain, as required by law. The ending fund balance for the previous year was reported to have been 7.7%.

Mrs. Jamin called for public comment.

Mr. Felton, Lake parent questioned Mrs. Luna regarding the use of savings incurred due to Lake Consolidation. Mrs. Luna stated that the savings would be absorbed due to the \$500,000 reduction in hold harmless and mandated state budget cuts, funds paid back to the State in the amount of \$425,000. Mr. Felton further questioned staffing of Lake sites. Mrs. Luna responded that staffing movement included transfers, retirement and an overall district wide reduction in Full Time Equivalent teacher units (FTE's) of 2.5.

Mrs. Hales moved to approve the FY2008-2009 Douglas County School District Tentative Budget with changes as discussed and declare a public hearing on the budget for Wednesday, May 21, 2008 at 5:00 p.m. in the Douglas High School Library, 1670 Highway 88, Minden, Nevada 89423, seconded by Mr. Louritt.

There was no further discussion.

Motion carried, 6/0.

## **5. Correspondence**

The upcoming Department of Education Mega Conference was mentioned as a reminder to all who might wish to attend. Mr. Louritt was thanked for creating a form to be used in conjunction with the gathering of perception data to be used in the Superintendent evaluation, next year.

## **6. Possible Agenda Items for Future Board Meetings**

Mrs. Chessell requested a report be provided regarding higher education remediation in Nevada. Requests were noted to have come from administrators in a recent Communication Meeting to assure scheduling of Board members to attend Site Communication Meetings. Mrs. Jamin also noted that Board Members were invited to drop in to sites for informal visits.

## **7. Executive Session**

No Executive Session was held at this time.

## **8. Adjournment**

The meeting was adjourned at 9:10 p.m.

Submitted by,

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Carolyn Moore  
Secretary to the Board of Trustees

Approved:

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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.