

Douglas County School District

Regular Meeting
Douglas High School
Minden, Nevada
Wednesday, May 21, 2008
3:30 p.m.

**Minutes Approved
June 10, 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:

Mike Malloy, Legal Counsel

1. Call to Order

Ms. Jamin called the meeting to order at 3:34 p.m.

- A. Ms. Jamin led those present in the Pledge of Allegiance
- B. Mr. Roman moved to adopt the agenda, seconded by Mrs. Chessell. Mrs. Luna stated that one item, an email included with Item 4-A in the Board packet, was to be removed from the packet and not considered.
Motion carried unanimously, 6/0.

2. Consent Items (Action)

Ms. Jamin stated Consent Item 2-C, "Personnel Report No. 08-05," had been updated and placed in both the Board folders and on the table for public information.

Mrs. Hales asked to abstain from voting on Item 2-G, "Boundary Line Adjustment for DHS Property," due to her living across from the parcel.

Mrs. Jamin stated that Items 2-C and 2-G had been pulled from the Consent Agenda.

Mrs. Hales made a motion to approve the following Consent Items, with the exception of Items 2-C and 2-G, seconded by Mr. Moore:

- A. Approve the Minutes of the Regular Board meeting held on April 8, 2008.
- B. Approve payments contained in Voucher No. 1026 for FY 2007-2008.
- C. Approve personnel actions described in Personnel Report No. 08-05.
- D. Approve the request submitted by Daniel Aranyos to take the GED examination.
- E. Accept the recommendation of the Superintendent and appoint Shannon Brown as Principal at Gardnerville Elementary School for the 2008-2009 school year.
- F. Approve the requested MOUs (one for summer 2008, one for School Year 2008-09) between BGCWN and DCSD – contingent on Business Services receiving agreement and signed originals of the MOUs from BGCWN prior to usage of DCSD facilities.”
- G. Recommend that the Board authorize Business Services, to sign all legal documents on behalf of Douglas County School District with regards to the aforementioned Boundary Line Adjustment.

Motion carried, 6/0.

Ms. Jamin called for any discussion regarding Item 2-C, “Personnel Report No. 08-05.” There was none.

Mrs. Hales moved to approve Item 2-C, as revised, seconded by Mr. Moore.

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

Motion carried, 6/0.

Next, Item 2-G was brought forth for approval. Ms. Jamin called for public comment. There was none.

Mr. Moore moved to approve Item 2-G, seconded by Mr. Roman.

Motion carried, 5/0, Mrs. Hales abstained.

3. Administrative Reports and Program Reviews

Mrs. Trigg arrived at 3:40 p.m.

3-A. Principals’ Report (Scarselli Elementary School)

Brandon Swain, Principal Scarselli Elementary School presented the progress made toward their School Improvement Plan goals including student achievement data, SB185 grant fund usage, school activities, and tutoring. The one area of Adequate Yearly Progress (AYP) data of concern was the IEP designation. While SES had made AYP, emphasis was placed in this area for student achievement. The two main goals for 2007-2008 were to increase student achievement in literacy and mathematics. Professional Development for teachers was provided in the area of writing constructive responses. Interventions were provided for students below grade level in literacy and math.

SB185 grant money in the amount of \$106,000 provided opportunities for tutoring equaling 135 hours per week for literacy and math. Several tutoring models were underway; including “flexible grouping” that identified pieces missing in a child’s learning process resulting in an early intervention opportunity. The SB185 grant allocation for the 2008-2009 year would be \$108,000 providing the budget remained as promised by the State.

3-B. Superintendent's Report

Mrs. Lark began by recognizing Mr. Been, Vice Principal Carson Valley Middle School for recently performing the Heimlich maneuver necessary for a student choking at school. The latest school events attended by Mrs. Lark were reported. Research underway in the area of community college remediation was stated with meetings scheduled to discuss curriculum and placement testing. The monthly Superintendent meeting was noted to have addressed improvements necessary to curriculum for students in the field of teaching. Superintendent's identified that the art of teaching was strong within the curriculum, but recognized a need for strengthening content knowledge in math, at the university level.

Mrs. Lark reported having attended threat assessment and student violence in schools training. The Legislative Council Bureau was noted to have visited classrooms at sites they selected for review. The District Technology Committee was commended for receiving two grants equaling \$110,500.00 to obtain a digital classroom in each school.

Additional events attended included a recognition for the six High Achieving schools in Douglas County at the Department of Education MegaConference in Lake Tahoe, an Interim Finance Committee Meeting in Las Vegas, the Washoe Tribe annual recognition ceremony, Western Nevada Regional Training mentoring for new principals, a fundraising telethon in support of the Boys and Girls Club, and the Family Involvement Team (FIT) meeting that included a presentation by District staff regarding dynamic parent involvement methods, as obtained at a Parent Involvement Conference.

Upcoming year end graduation events were announced.

Mrs. Lark provided an update regarding radon mitigation involving the results of contact with the Environmental Protection Agency (EPA). As an immediate, high priority recognized by the Board, a letter was sent to the EPA to organize a visit necessary to gain their remediation process recommendations for Zephyr Cove Elementary School. The team was reported to be scheduled to arrive the week of June 9th.

Mrs. Hales stated a desire to have a Special Meeting shortly after the EPA visit to discuss their recommendations. Board members discussed the need to determine a timeline and create a contingency plan, if necessary, for Zephyr Cove Elementary School.

Ms. Jamin called for public comment.

Mrs. Cauley, Principal of ZCES stated an overall concern had been shared by staff and parents regarding the delayed time frame for the mitigation process and whether or not work would be completed by the opening of school, in the fall. The Board was thanked for their efforts toward expediting the process.

A few Lake parents commented, stating concerns of the work being delayed and the mitigation completion time possibly not being concurrent with the opening of school. A desire to open windows for circulation was stated, a contingency plan for the opening of school was desired for the safety of staff and students, and concern for the radon levels at George Whittell High School were noted.

Ms. Jamin stated that communication through email would continue to parents throughout the summer.

3-C. Nevada Association of School Boards (NASB) Report

The NASB conference dates were reported to be November 13th – 16th in Reno. The conference focus would be transformational change to improve student achievement. Mrs. Trigg reminded Trustees that the NASB Web site contained a variety of information including tips for a successful school bond campaign, school board campaign information, and general education information.

Mrs. Hales reported that an Executive Committee Meeting was held following the Governor's announcement of potential 14% budget cuts. The discussion surrounded the desire for flexibility in categorizing budget cuts if mandated; the possibility of the 4% raise granted for employees not continuing; an adequacy lawsuit possible being brought forth by an entity; and broadening the NASB voice through combining efforts with other education groups.

4. Items Requiring Discussion and Action (Action)

4-A. Review Anticipated ESCO Energy Savings Performance Project, Discuss Financing of ESCO Project, and Review agreement to Performance-Based Contract

Mrs. Luna recognized Marty Johnson of JNA Consulting, LLC, Jess Franco and Chris Halpin with Celtic Energy, Paul Ira and Jim Wolf with Ameresco, the party conducting a financial grade audit, and Adam Spears with Swendseid & Stern. They were attending in order to assist with answering questions regarding the ESCO project.

The sequence of approval needed to continue with the ESCO process was stated as:

- 1) Review of energy conservation measure (ECM); Board approval required
- 2) Discuss IPA Resolution; Board to adopt Resolution
- 3) Letter of Intent to proceed; Board approval required

Mrs. Luna reported that the ECM's supporting savings and efficiencies for the bond bidding process had been provided to the Board. Ameresco had reviewed a list of possible ESCO projects and determined initial projects, creating the most substantial savings and bond payback ability.

Mr. Moore noted that projects listed did not include double pane window replacement. Mrs. Luna stated the pay back needed to be within a 15 year term, the window expense would fall in a much longer range of 78 years, therefore not meeting the criteria for ESCO.

Mr. Johnson answered questions regarding financial allowances for projects by referring to a handout provided. This included Installment Purchase Agreement information, a Debt Service Schedule, Debt Service Coverage, and a cash flow analysis for potential energy savings that included preventative maintenance expense.

Mr. Franco, third party consultant, responded to questions regarding projects and savings. \$460,000 a year would be saved with the current project list offered equaling an \$8,000,000 savings to be incurred over 15 years. The project cost for repairs, modernization and upgrades was stated as \$4,900,000. Mr. Johnson added that a lower interest rate than first anticipated allowed for more cash flow than originally projected. Through discussion, Board members asked to receive an overall list of savings, broken out by individual components.

Mr. Franco, of Celtic Energy, stated Ameresco guaranteed the savings through project performance.

Mr. Moore expressed that lighting was a safety concern, as proposed for the Douglas High School parking lot. Following discussion, Mr. Franco stated a review process, including a demo project during the design phase, would be open to those interested prior to installation of classroom lighting and could include parking lot lighting. Project adjustments would be made should changes be suggested by the District prior to installation.

Mr. Franco stated, as third party consultant, the project should move forward with Board approval as described. Further discussion resulted in the consensus to move forward in concept as presented, understanding the scope of changes to projects, such as the lighting, was also defined financially and would be resolved through the design process.

Next, an inquiry was made as to the onset of an agreement that would define standards. Mr. Franco stated that included with the contract was a financial grade audit that included standards and performance guarantees. The contract was reported to be a document in progress. Mrs. Luna noted the sequence of approval and that approval of a Letter of Intent with Ameresco would be necessary this evening, with the contract to follow. Following approval of the financial grade audit, financial packet, and Letter of Intent, Mrs. Luna stated the completed contract would be available by the June 10, 2008 Board Meeting.

Board members expressed the need for a list of specific projects. Mrs. Luna provided a list delineating projects by sites, at this time, for Board review.

Mrs. Jamin called for public comment.

Mr. Felton, parent, asked Mrs. Luna for a comparison of capital improvement projects as supplied for ESCO and for the KIDS Committee. The funding estimates for projects listed for the KIDS Committee were noted by Mrs. Luna to have been provided using the best information gathered at the time. The ESCO process had produced further information allowing for projects to be quoted and reconsidered with some variances.

Mr. Franco stated the District, by statute, was allowed to add projects as savings accrued in the future.

Mrs. Hales moved to approve, in concept, the proposed ESCO ECMs/OCS measures as recommended by Business Services, and reviewed by Celtic Energy with reassurances regarding standards and satisfactory performance to be provided through the contract.

Motion carried, 7/0.

Mr. Moore moved to adopt the IPA Resolution which authorizes Business Services to proceed with JNA Consulting and Swendseid & Stern with accepting a final bid proposal for this initial phasing of the ESCO projects, seconded by Mrs. Chessell.

Motion carried, 7/0.

Mr. Moore moved to authorize Business Services to proceed with a Letter of Intent with Ameresco to develop a contract which requires Ameresco to meet standards required by

the District , to move forward with an ESCO performance based energy savings contract, and to perform in a manner that is in all respects satisfactory to the District, seconded by Mr. Roman.

Motion carried, 7/0.

A break was taken at 5:50 p.m.

Mr. Louritt left the meeting at break.

Public Comment

Mr. Felton, parent addressed the Board regarding the timeline for the George Whittell High School gym project, in hopes the item would be addressed this evening.

Ms. Sullivan, parent reiterated concerns regarding safety issues at Zephyr Cove Elementary School. The two concerns raised were beach parking overflow, with the onset of warm weather, and visibility of the front door of the school, from the office.

4-B. Review Food Services – Request for Increase in Meal Prices for FY2008-2009

Mrs. Luna introduced Denise Higgins, Supervisor of Food Services who presented an overview of the current Food Services Program. Ms. Higgins reviewed all revenue sources, both supplemental and meal sales; the decrease of revenue as a result of the recent State Wellness initiative; and expenditures. Ms. Higgins stated a need to increase meal prices to reduce the deficit in the food services budget. The average loss, per meal sold, was reported as \$.60. The meal increase request was additionally supported through recognizing increasing food product purchase prices including wheat, up nationally by 55%. Increased fuel costs were projected to drive food expense up continually 10 - 20%.

To meet the needs of high school students, Ms. Higgins proposed a premium meal that would be provided in a deli format. The premium meal would be more expensive than the current meal price, and was estimated at \$3.50 each.

Mr. Moore moved to approve a .25 increase for all meals and initiate a premium meal program at DHS, at a cost of \$3.50, for the FY2008-2009 food services meal plans, seconded by Mrs. Chessell.

The motion was revised to:

Mr. Moore moved to approve a .25 increase for all meals and initiate a premium meal program at DHS, for the FY2008-20-09 food services meal plans, seconded by Mrs. Chessell.

Motion carried, 6/0.

4-C. Public Hearing on the District's 2007-2008 Tentative budget and Adoption of 2008-09 Final Budget

Mrs. Luna stated a public hearing was being held to discuss the FY2008-2009 budget. Information was provided regarding changes as submitted from the April 2008 Board Meeting. The ending fund balance, as stated in Policy, was noted to require a minimum of 4%. The overall FY2008-2009 ending fund balance was reported to be 4.1%, with the General Fund at 4.0%. The Department of Taxation had approved the tentative budget as provided at this meeting. Mrs. Luna reported having adjusted funds for alternative education, collaboration, and discretionary funds for GWHS that were apparent due to the influx of middle school students due to consolidation. Additional adjustments were reviewed by Mrs. Luna as minor changes made in order to obtain approval.

In reviewing the General Fund, Mrs. Luna stated that the Early Retirement Incentive had been reduced to \$.0 creating a \$250,000.00 savings.

Mrs. Chessell inquired about decisions surrounding budget reductions should further funding cuts be mandated by the State. Mrs. Luna replied that the FY2008-2009 budget was prepared with current information, and until further information was received would be the template to be followed.

Ms. Jamin called for public comment. There was one.

Mrs. Hales, following the public meeting, moved to adopt the final budget for 2008-2009, seconded by Mrs. Trigg.

Motion carried, 6/0.

4-D. Collaboration

Mrs. Lark reviewed the process used to derive consensus from the administration and staff of both elementary and secondary sites regarding implementing collaboration time into the new school year schedule. The amount of time decided upon for elementary was reported as 5 days for collaboration, plus 1 day already scheduled for inservice. Secondary had decided on 2 days of collaboration, plus 1 day already scheduled for inservice. Administrators would present their plans for the year to District administration during the Forum meetings this summer. Training will be scheduled for itinerate employees. Principals would provide information to the Board next year during their monthly Principal Report presentation. A five minute allowance would be added to the Regular Meeting Agenda for the additional information to be included in their report.

Mrs. Bryant explained suggested needs and uses of collaboration time at the elementary and secondary levels. Also, the time necessary for itinerates and singleton teacher to meet, allow for travel, curriculum vertical alignment between grade levels, and transitional meetings for the 9th and 10th grade teachers, as well as, the 6th and 7th grade teachers, was explained.

Student achievement was the focus of collaboration. The new process would be directed toward improving instruction and enabling best teaching methods to be implemented across

the curriculum.

Mrs. Hales requested that the community be educated on the use of collaboration and that principals make a direct link to student achievement when reporting results to the Board.

While discussion was raised regarding make up of lost instructional time in the form of additional minutes added to the school day, it was noted this would be an administrative decision.

Mrs. Hales stated the Board was looking at this item as further refinement of the collaboration process, previously presented.

Mrs. Trigg moved that the Board endorse the plan as outlined for the 2008-2009 school year, with a report to be provided in a year's time, seconded by Mrs. Chessell.

Mrs. Bryant stated the report would be calendared for March or April.

Motion carried, 6/0.

4-E. Review and Update of the District's Five-Year Capital Improvement Plan for 2008-2009

Mrs. Luna discussed the future of funding within the Five Year Capital Improvement Plan (CIP). She reported that the revenue would disappear in 2011-2012 should the bond not be approved in November 2008. The CIP was reported as an NRS requirement to prioritize capital projects. A revised CIP was provided in the Board's folder this evening.

- 1) The Motor Vehicle tax revenues were reported to be reduced.
- 2) ESCO funding of \$9,000,000, as approved, was included as an additional revenue source.
- 3) One phase of the GES construction had been pushed out beyond the five year plan.
- 4) Another phase of the GES construction had been moved back three years.
- 5) The cost of the DHS roof replacement, due to the roof being in poor condition, had increased and spread over 2 phases that included two school years.
- 6) The first priority was the GWHS remodel out to bid, due to consolidation needs.
- 7) The GWHS gym plan design was underway, with construction slated to start in July 2009.
- 8) Testing and mitigation district wide was listed, but expenses were uncertain until the EPA team offered an assessment.
- 9) Technology upgrades currently on a five year rotation, would end in 2012.
- 10) The Building and Sites funding from the sale of land near PHES would be allocated to GWHS for the remodel, necessary for consolidation.

Ms. Jamin called for public comment.

Mrs. Shannon, principal, GWHS responded that she understood the DHS roof was a priority over gym needs at GWHS. Her hope was to have the gym project start in mid May, in order to achieve completion during the short summer time frame.

Mrs. Trigg moved to approve the updated FY2008-2009 Five Year Capital

Improvement Plan as recommended by Business Services, seconded by Mrs. Chessell.

Motion carried, 6/0.

Mrs. Trigg left the meeting at 8:55 p.m.

4-F. Renewal of the District's Health Benefit Plan for 2008-09

The recommendation provided by the District's Health Committee was stated to be, that the District would remain with the current self funded plan. No increase in premium was projected. The Committee was reported by Mrs. Luna to be reviewing additional options to the plan that would be decided upon in September or October 2008. An additional request had been made by the Committee to enter into a direct, one year contract, with the Carson Valley Medical Center.

Mr. Moore moved to approve the recommendations of the District's Advisory Health Benefit Committee for the District's Health Benefit Plan for 2008-2009, as discussed, seconded by Mr. Roman.

Motion carried, 5/0.

4-G. First Reading of Changes to Board Policy No. 205, "Guidance and Counseling"

Due to AB212 mandated by the State, Mr. Alexander presented required Policy changes to Board Policy No. 205, "Guidance and Counseling." School principals report that our school counselors are not used as test coordinators, but do occasionally assist with testing.

Mr. Moore moved to accept, for first reading, the changes to Board Policy 205, "Guidance and Counseling," seconded by Mrs. Chessell.

Motion carried, 5/0.

A five minute break was taken at 9:00 p.m.

4-H. Superintendent Evaluation Process

Mrs. Hales presented a three part Superintendent Evaluation process. The three sections for consideration were student achievement data, progress on Management by Objection (MBO) priorities, and perception data. The student achievement data, much of which was provided through reports to the Board, would be compiled by staff.

Following compilation of all three parts of the Superintendent Evaluation, Mrs. Hales stated the Board would offer a constructive evaluation, as one, at the public evaluation Special Meeting. Ratings would be decided through a consensus of the Board on each item.

Mrs. Hales stated the perception data portion was intended to be used throughout the year for note taking.

Board members discussed the evaluation, as conducted in an open meeting, with regard to presentation in public of any particularly undesirable information. Individual members were

noted to be able to discuss issues of concern, at any time.

The MBO rating process would take place during a Regular Board Meeting with members coming to consensus on the rating of each item as presented at that time.

Although, no point values were assigned to the individual sections, the perception data was reported to provide meaningful feedback, but would be weighted less in this evaluation process, than the other two sections.

Consensus of the Board was to have two evaluations per year, including an informal, mid year, evaluation.

Mrs. Hales shared best practice goals compiled from research done of management experts and consultants.

Mr. Moore moved to approve the three part Superintendent Evaluation for use in the 2008-2009 school year, seconded by Mrs. Chessell.

Ms. Jamin called for public comment.

Mr. Felton, parent, stated that more specific goals were best, although in the first section he suggested that an agreed upon numbering system would be desirable. Having offered input during the recent Superintendent evaluation process, Mr. Felton stated administration might also be offered an opportunity for input, and consideration would need to be given regarding what part of the information received, would be presented publicly.

Motion carried, 6/0.

Mrs. Bryant stated that Mr. Malloy, attorney, had recommended changes to Items 4-I, 4-J, and 4-K, and therefore recommended tabling these items.

There was no objection.

4-I. First Reading Board Policy No. 529, "Suspension and Expulsion," and First Reading Board Policy No. 529(a), "Safe Schools, Weapons/Fighting/Intimidation/Prescription Drugs"

Item tabled at this time.

4-J. First Reading Board Policy and Administrative Regulation No. 540, "Gang Affiliation and Activity"

Item tabled at this time.

4-K. Administrative Regulation No. 225, "Internet and Public Network Acceptable Use"

Item tabled at this time.

4-L. Administrative Regulation No. 515, “Promotion, Retention, and Demotion of Students”

Mrs. Bryant reported changes made to Administrative Regulation No. 515, “Promotion, Retention, and Demotion of Students,” as required by SB285. Previously, the eighth grade was the only level a student could be retained more than once. With the onset of social studies and science credit, individualized academic probation had been mandated that would provide an opportunity for forward grade movement implementing academic probation. Mrs. Bryant reported having changed the Administrative Regulation, in lieu of the Policy, as the requirements were more the “how to” and best fit in to the Douglas County School District Administrative Regulation.

No action was taken.

5. Correspondence

Ms. Jamin stated a letter had been received regarding a student’s progress toward graduation this evening. It was noted that correspondence, including emails received other than what was currently presented at the Board meeting, was not presented publicly.

6. Possible Agenda Items for Future Board Meetings

Discussion ensued as to the need for a Special Meeting to review a contingency plan for ZCES following information received from the EPA. Consensus was that the Board desired to make decisions, if necessary for student safety, at the June 10, 2008 Board Meeting. If information was not available at that time, a date could be determined for a Special Meeting, subsequently.

Mr. Moore requested an action item wherein the Board would take a prudent look at District properties as they related to future opportunities and development. This suggestion entailed outsourcing a consulting firm outside of the geographic area to obtain an unbiased, long term property assessment, seconded by Mr. Roman.

Mr. Moore requested another action item regarding back up documentation being provided to Board members, be provided on a timely basis, so as items particularly of substantial financial impact, could be reviewed considerably prior to Board Meetings in order to make best informed decisions, seconded by Mr. Roman.

Mrs. Hales invited all Board members to the clean up following Grad Night, at 5:30 a.m., on June 6th, at Ferris Park. Breakfast at CVI was scheduled afterward.

7. Executive Session

No Executive Session was held at this time.

8. Adjournment

The meeting was adjourned at 10:10 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.