

Douglas County School District

Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, June 10, 2008
3:30 p.m.

**Minutes Approved
July 8, 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, Chief Financial Officer

Others Present:

Bob Cox, Legal Counsel

1. Call to Order

Ms. Jamin called the meeting to order at 3:30 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. Motion carried unanimously, 6/0.

Mr. Louritt arrived at this time.

2. Special Recognition

Ms. Villaseñor recognized and congratulated, Paula Henricks, a Douglas County School District employee of sixteen years, as the Classified Employee of the Year.

Mr. Alexander announced and congratulated Christine Ensign, Douglas High School math teacher, as the recipient of the Douglas County School District Teacher of the Year.

All Classified and Certified retirees were announced and thanked for their many years of service. Retirees in attendance came forward, were recognized, and received personally engraved retirement gifts.

3. Consent Items (Action)

Ms. Jamin inquired if there were any items to be pulled for discussion from the Consent Agenda. Mr. Roman stated he would like to pull Item 3-I, "Contract Award for the Remodel at George Whittell High School in preparation for FY08-09 Consolidation." Mrs. Chessell asked that Item 3-G, "Second Reading Board Policy No. 205, "Guidance and Counseling," be pulled for discussion. Mrs. Hales stated that she would like to give recognition to Item 3-K, "Distance Education Program Application," but not necessarily pull it for a separate vote.

Ms. Jamin noted that Item 3-K, was actually Item 3-J, in proper sequence on the meeting agenda.

Mr. Roman moved to approve the following Consent Items, with the exception of Items 3-G and 3-I, seconded by Mr. Moore:

- A. Approve the Minutes of the Regular Board Meeting held on May 21, 2008.
- B. Approve the Minutes of the Special Meeting of May 13, 2008
- C. Approve the Minutes of the Special Meeting of May 15, 2008
- D. Approve payments contained in Voucher No. 1028 for FY2007-2008.
- E. Approve Board Meeting dates and locations for the 2008-2009 School Year
- F. Approve personnel actions described in Personnel Report No. 08-06.
- G. Accept for second reading the changes to Board Policy 205, "Guidance and Counseling."
- H. By separate actions, (a) Adopt Resolution 08-04 as submitted by Business Services, (2) Adopt Resolution 08-05 as submitted by Business Services.
- I. Award a contract for GWHS remodel of \$347,300.00 to Bison Construction as the lowest responsive and responsible bidder meeting District specifications and NRS requirements. Funding provided through the district's Capital Projects Fund.
- J. (Appears as K in agenda) Recommend approval of the District's Distance Education Program Application.

Motion carried, 7/0.

Mrs. Chessell stated that she would like to see the first sentence of Board Policy No. 205, "Guidance and Counseling" include academic planning as a first priority. Academic planning would then be followed by other counseling duties.

Mrs. Chessell moved to accept for second reading the changes to Board Policy 205, "Guidance and Counseling," with an addition in the first sentence, "assisting pupils with academic planning" to be inserted before "education and personal problems of growth and development," seconded by Mrs. Hales.

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

Motion carried, 7/0.

Mr. Roman expressed concerns regarding Item 3-I, "Contract award for the remodel at George Whittell High School in preparation for FY08-09 consolidation." Mr. Roman's main concern was that radon mitigation with respect to construction efforts was being considered as a part of the bid. Mrs. Luna clarified that the contract award addressed consolidation needs within classrooms and that the foundation would not be disturbed during the remodel of the two science rooms included in

this contract. Through discussion, Mrs. Luna informed the Board that the new construction would not be affected, at a later time, by mitigation efforts. Previous tests did not indicate levels above 4.0 pCi/L in rooms within the remodel contract.

Ms. Jamin called for public comment.

Mr. Felton, parent, stated the storage closet next to one of the science rooms had registered a high radon reading. In the event the floor was opened, it would offer an opportunity for sub slab work that could include running pipes necessary for ventilation of that area.

Mr. Moore noted there were concerns with respect to not having the EPA team recommendations, although those concerns were independent of the motion on this item, and that a change order could be implemented if necessary through the construction process.

Through further questioning, Mrs. Luna verified that the EPA team would be reviewing ZCES only. Resulting recommendations would be applied, as necessary, at other sites.

Mrs. Hales moved to award a contract for the GWHS remodel of \$347,300 to Bison Construction as the lowest responsive and responsible bidder meeting District specifications and NRS requirements. Funding provided through the District's capital Projects Fund, seconded by Mr. Moore.

There was no public comment.

Motion carried, unanimously, 7/0.

Mrs. Hales highlighted and gave credit regarding efforts underway to implement the Distance Education Program.

Mrs. Bryant stated, while current use of the Odyssey Ware was an intermediate step, as currently implemented in the Alternative Education Program, the software licensing had doubled the opportunity for students. The program could progress to learning for homebound and night school students, who might possibly earn one or two credits through distance learning. Students were noted to be required to complete each step outlined in the program, as well as, check in with a teacher once a week who would unlock quizzes and tests, throughout the curriculum. 45 licenses were reported to have been purchased that could allow for multiple students to use each license. The software was also available for use with summer school students for credit recovery.

4. Administrative Reports and Program Reviews

4-A. Principals' Report (Gardnerville Elementary School)

Cris Etchegoyhen, Principal, Gardnerville Elementary School, presented the evolution of their School Improvement Plan over the past five years along with current goals and activities. Three goals were stated. 1) Increase student achievement in Reading and Language Arts for all students; 2) Increase student achievement in Mathematics for all students; and 3) Implement a Parent Involvement Plan for 2005-2008. Data was shared over time that noted demographic fluctuations, although rezoning was not expressed as having negative implications. The sub populations of students within the Free and Reduced Lunch, Individual Education Plan, and Extended Language Learner groups were reported to be of concern with respect to Adequate

Yearly Progress (AYP) reporting and their potential for watch list placement. Student achievement methods were reported that included interventions for students identified through data analysis, reduction in attendance, and heightened concerns for literacy. Two SB185 tutors were reported to have been hired for small group and classroom support that placed an emphasis on balanced math. Tutoring, offered during the day, was stated as improving achievement with 100% attendance incurred, rather than after school opportunities as had been offered in the past. Among other committee projects, a county street improvement project, involving surrounding streets and sidewalks, was noted to have involved parents and staff. This allowed for addressing safety, health, and fitness concerns for GES students. Professional development for staff was reported that including training in writing, balanced math and literacy, and guided software usage for best comparisons of data obtained through MAP assessments, all in support of student achievement.

The upcoming site focus was reported to be continued work to meet rising AYP requirements, reinstatement of a Family Committee, continued emphasis on writing, the continuation of a first grade literacy block intervention opportunity, and implementation of Instruction Consultation Team (ICT), involving special education staff.

Mrs. Etchegoyhen was thanked for her dedication and hard work. Many well wishes were expressed for her in lieu of retirement.

5. Items Requiring Discussion and Action (Action)

5-A. Review and Approve Performance-Based Contract with Ameresco

Mrs. Luna and Jess Franco, P.E., with Celtic Energy presented newly printed documents for clarity of information regarding the proposed performance based contract with Ameresco. Mr. Franco addressed through a sentence, in section 32, parking lot lighting concerns raised at the previous Board Meeting.

Mrs. Luna reported that the contract was a culmination of work over a year's time that included selection of a company to perform work necessary through an RFP process, selection of an ESCO consultant, and selection of a third party consultant to perform a financial grade audit.

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

Mr. Moore moved to authorize Business Services to proceed with a performance based contract with Ameresco, seconded by Mrs. Trigg.

Motion carried unanimously, 7/0.

4. Administrative Reports and Program Reviews (Continued)

4-B. Superintendent's Report

Mrs. Lark provided an update on meetings and year end events recently attended. Superintendents statewide were reported to have met the previous day. Proposed State budget cuts of 14.1% were discussed and noted to include not only the 2010-2011, but also 2011-2012 school years. This would possibly cause set backs of one or two decades. Funding offered on a one time basis for education, much of which had already been cut with the onset of the 4.5% reduction this year, would need to be matched and a decrease shown

within the budget in the subsequent year, if used. Future planning was noted to be of utmost importance with imminent budget cuts.

Additional information provided by Mrs. Lark, included notation of SpringBoard training, a new pre-AP curriculum addition for English/Language Arts that would begin at PDC this week for teachers and administrators. This program would increase rigor for students. An explanation was provided regarding a reduction at CVMS to the music program. Staffing for the position was decreased to a three fifth's of a day contract due to the lack of student registration for music. The hope was to encourage student participation, in the future, in order to rebuild the program.

Mrs. Lark announced that due to a delay of the EPA team visit, Adrienne Howe of the State Department had been invited to the meeting. Having received no response from Mr. Howe, an update would not be available this evening regarding radon concerns at ZCES.

Mrs. Lark commended Mrs. Hales for her recent speech and representation regarding the 14% budget cuts provided at a meeting held in a legislative building.

Other events attended by Mrs. Lark included the Classified Employee of the Year Lunch; opening day for the DHS Sports Complex; Active Volunteers In Douglas meeting, sponsored by the Sheriff's Department; JVES opening of their outdoor science learning center; DHS and GWHS graduations; and KIDS Committee Meeting.

4-C. Nevada Association of School Board (NASB) Report

Mrs. Hales reported that a list had been completed of information received from all of the Districts containing feedback, as requested by Senator Raggio, regarding the 4.5% budget cut imposed this year. This document would be provided to the Board in final draft form, once available.

4-D. Parent Involvement Report

Brian Frazier, Director of Assessments and Grants; Paula Zona, Principal C.C. Meneley Elementary School; and Sharla Hales, Board Member; presented a PowerPoint containing information they received at the semi-annual Parent Involvement Summit held in Las Vegas. An explanation was provided of four levels of parent involvement that a school might be currently presenting to families. The most rigid, a "Fortress School" was a negative approach wherein staff believed families would not participate overall, only a small group of involved parents might be involved. The best model was a "Partnership School," where parents were involved in activities that included student learning, felt the school environment was approachable and conducive to involvement through discussion and research of issues. This model included home visits by school staff.

Parental core beliefs for the betterment of their children were shared and the process of joining home and school in the most beneficial way, reviewed. This process placed children at the center of attention by both their families and the schools. This method offered the best overall educational opportunities.

Public Comment

At 6:00 p.m., Ms. Jamin announced that public comment would be heard regarding any items not on the agenda.

Ms. Miyashiro, DHS parent, thanked the Board for hearing her concerns of allowing leis to be worn at graduation. Ms. Miyashiro read a letter of thanks she had written to Mr. Swisher and the Graduation Committee at DHS, with regards to allowing leis to be worn by students while walking to the stage and as seated at graduation. Appreciation was expressed for the resolution of this issue.

A break was taken at 6:05 p.m. The meeting resumed at 6:25 p.m. with Item 4-G, moved up on the agenda to this time.

4-G. KIDS Committee Update

Lawrence Howell and Greg Felton, KIDS Committee participants, gave a PowerPoint presentation that provided an update and sample of information and to be presented publicly in support of the school bond initiative. The main point for voter consideration was stated as, "voting for this will not raise your tax rate. This is a continuation bond, not a tax increase."

Other main points of information were as follows:

- 1) The District was pursuing funding for energy savings projects that pay for themselves up to the amount of \$9 million.
- 2) The average age of school facilities is 36 years old
- 3) Measure A in California should be differentiated as a bond that is new tax oriented, unlike Douglas County School District
- 4) The State of Nevada does not provide financial assistance for capital funding
- 5) Projects have been identified at all schools
- 6) Schools within the community affect property values
- 7) School bonds are the primary method for districts to fund new buildings and major renewal or renovation of currently existing buildings.
- 8) If not passed, the District loses the ability to access Governmental Services Tax funding, allowing for other agencies to step up and obtain the funds.
- 9) School buildings continue to age
- 10) The KIDS Committee is a citizen's committee.
- 11) Flyers were underway that would answer frequently asked questions.

The KIDS Committee reported having offered a letter for the Trustees to sign in support of the School Bond showing their accountability to the District's taxpayers.

Board members discussed the need to inform both the public and District employees of main points to be considered when voting for the bond. Fund raising was noted as a necessity for production of printed materials and signage.

4-E. Second Reading of Administrative Regulation No. 707(a), "Community Use of School Facilities."

Mrs. Luna reviewed the changes made to Administrative Regulation No. 707(a) resulting from

a previous analysis, in combination with information collected at the Special Meeting, May 15, 2008. The Regulation updates reflected district wide facility use considerations, as well as, guidance for use of the new track and field facility at DHS. The Fee Schedule for community use of school facilities had additionally been updated to reflect current rates.

The gates allowing entrance to the DHS track for public use were reported to be open to the public, while a custodian was present on site, from sunrise to sunset, Monday - Saturday.

Signage, in the process of being obtained for the new DHS facility, would be posted soon. Signs would reflect basic guidelines for usage of the track, and turf and field areas at DHS.

Board members accepted this Regulation as edited. No action was taken.

4-F. Administrative Regulation No. 225, “Internet and Public Network Acceptable Use”

Mrs. Bryant presented changes to Administrative Regulation No. 225 in order to address cyber bullying. Cyber bullying had not been included in the Regulation, when written in 2001, as this was a more recent occurrence wherein disciplinary actions were necessary. Additionally, the form included with the Regulation, “Student Internet Rules of Acceptable Use Agreement,” signed annually by students, was reported to have been updated.

No action was taken.

5. Items Requiring Discussion and Action (Action) (Continued)

5-B. Potential Contingency Plans for Zephyr Cove Elementary School

Mrs. Luna presented the most recent information available relating to radon mitigation considerations to be made for students and staff attending Zephyr Cove Elementary School in the fall. A broad based contingency plan was offered to the Trustees for review. Mrs. Luna stated that all facts were not available, due to a delay of the visit by the Conference of Radiation Control Program Directors (CRCPD) team that was to take place prior to this Board Meeting.

Movement of classrooms to other locations including Kahle Community Center, KMS, and the ZCES Library were discussed, should partial or total classroom movement become necessary.

Discussion surrounded the tight time frame for construction prior to the opening of school in the fall. Considerations for the following were reviewed:

- 1) Uncertainty of the CRCPD team’s next scheduled visit – The earliest known possibility for a visit would be July 8th
- 2) The EPA input necessary for decision making
- 3) Upon arrival, Mrs. Luna stated it was likely many efforts of the CRCPD team and District maintenance staff could be combined for immediate resolution
- 4) Reasoning for delaying the opening of school
- 5) County permitting time frame
- 6) TRPA approval time frame
- 7) An explanation was provided of differences in a Request for Performance (RFP) and a Request for Qualifications (RFQ) work order. The RFQ was reported to have been filed to expedite the process of obtaining service necessary to mitigation. Mr. Cox

noted that the main difference was that the RFQ translated to unique services that were negotiated, instead of costs for work.

- 8) The number of classrooms that might need to be moved and the time required to physically move classrooms was discussed. Time allocated to move a classroom was noted to be minimal.

Ms. Jamin called for public comment.

Mr. Felton, parent, questioned the total number of classrooms, reported to have been nine, that might need to be moved.

Mr. Wold, Kingsbury Middle School Principal, stated the condition of KMS, as closed, would be conducive for easy relocation of students.

Consensus of the Board was to not wait until the last minute to make a decision with regard to student movement. The desire was expressed to offer parents a definite decision, on behalf of the School Board, regarding radon concerns for their students.

Several motions were made and discussion continued to refine intentions of the Board between the motions. The following reflects the progression of motions made and amendments offered:

Mr. Roman moved that if ZCES mitigation efforts were finished and tested by the time school was scheduled to start, there would be no problem with starting school as scheduled. If not ready, the students would attend KMS as long as it was necessary, 2nd by Mr. Moore.

Mrs. Trigg moved that in order to give parents full knowledge of what to expect regarding the District's actions, the Board adopt the following contingency plan with details to follow after consultation with the team of Conference of Radiation Control Program Directors. If radon mitigation has not been fully completed at ZCES according to recommendations by the CRCPD team and in alignment with federal EPA standards, the start of ZCES next fall will be changed to KMS until mitigation is complete.

Mrs. Trigg withdrew the motion.

Mrs. Trigg restated the motion, to include that students would be located at KMS unless the EPA signed off, that ZCES was a healthy environment. Parents would therefore understand their children wouldn't attend ZCES unless mitigation was completed, seconded by Mr. Moore

Mr. Cox provided input for clarification, and offered language to be stated as "students would attend KMS at the start of school, returning to ZCES once practically and educationally sound."

Mr. Moore offered an amendment that included relocation of students to KMS would only be until ZCES was safe and students could therefore be returned to ZCES, seconded by Mrs. Hales.

A vote was taken with regards to the amendment.

The amendment was passed, 7/0.

Mr. Cox offered further assistance with the verbiage that included “in the event children were relocated to KMS, the Board reserves the right to return them to ZCES when practically and educationally possible.”

Mr. Cox advised that all motions be withdrawn.

Mrs. Trigg moved to remove the motion on the table that was pending, seconded by Mr. Roman

Motion carried, 7/0.

A summation of the Board’s deliberation, reflecting consensus, resulted in the following action taken:

Mrs. Hales moved, in order to give parents full knowledge of what to expect regarding the District’s action, that Zephyr Cove Elementary School will open at Kingsbury Middle School next fall, unless radon mitigation has been fully completed at Zephyr Cove Elementary School according to recommendations by the CRCPD team and in alignment with EPA standards. Upon completion of mitigation and when it is practically and educationally sound, the students will be moved back to Zephyr Cove Elementary School, seconded by Mrs. Trigg.

Motion carried unanimously, 7/0.

5-C. First Reading Board Policy No. 529, “Suspension and Expulsion,” and First Reading Board Policy No. 529(a), “Safe Schools, Weapons/Fighting/Intimidation/ Prescription Drugs”

Changes to both Board Policies, No. 529 and 529(a), reflected necessary alignment for tighter control of over the counter medications, as well as, cyber bullying, as presented by Mrs. Bryant.

Mrs. Bryant first reviewed changes made to Board Policy No. 529.

Mrs. Chessell inquired about including verbiage regarding students sending pictures over cell phones that might not be bullying or harassment, but possibly entertainment that was inappropriate. Mr. Cox stated the addition of “photos” and also, “offend” could be incorporated into Board Policy No. 529, No. 15, to address this concern.

Next, Mrs. Bryant stated changes to Board Policy No. 529(a).

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

Mr. Louritt moved to approve for first reading, changes made to Board Policy No. 529, “Suspension and Expulsion,” and Board Policy 529(a), “Safe Schools, Weapons/Fighting/Intimidation/Prescription Drugs,” with changes as discussed, seconded by Mrs. Chessell.

Motion carried unanimously, 7/0.

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

Mrs. Bryant updated the Board on changes proposed to Administrative Regulation No. 540, "Gang Affiliation and Activity." Changes made, were a result of increased gang activity as defined by legal authorities, and expanded the definition of prohibited behavior.

Mr. Roman expressed an interest of incorporating a certain number of gang activities for progressive discipline into the Regulation. Mr. Cox, attorney, responded that the Board would have the same ability, as in the past, to proceed to expulsion. Mrs. Bryant noted the language allowed quicker progression, for the offense of organized gang behavior, to come before the Board for expulsion.

Ms. Jamin asked that on page 2 of the Administrative Regulation, Item C, that the word "final" be deleted.

Due to a question raised, Mr. Cox clarified the meaning of "on or about" school property, listed as No. 1, in the Regulation.

Mrs. Trigg moved to approve for first reading, changes made to Board Policy No. 540, "Gang Affiliation and Activity," with revisions as stated, seconded by Mr. Moore

Motion carried unanimously, 7/0.

5-E. Administrative Regulation No. 523(a), "Drug/Alcohol Abuse"

Mrs. Bryant reported changes made to Administrative Regulation No. 523(a), "Drug/Alcohol Abuse." Changes reflected an additional notation of student misuse of over the counter medications.

No action was taken.

6. Correspondence

Mrs. Chessell mentioned she had been involved in a conversation that she would like to share with Board members. Ms. Jamin suggested that this type of information could be put into writing and provided for Board members.

7. Possible Agenda Items for Future Board Meetings

The competency system was stated as an important subject recommended as a District focus for review. This item having been noted at the Strategic Plan Meeting, had already begun with data collection, as stated by Mrs. Bryant, and would be a process that would progress throughout approximately a year's time.

Mr. Louritt asked that the pay for Board Members, an unfunded legislative mandate, be researched as to the timeline for inception. Mr. Louritt noted there were fiscal considerations

for the District, and that his intention would be to donate the additional pay to the KIDS Committee to assist with operating expenses, as soon as available, seconded by Mr. Roman and Mrs. Hales.

8. Executive Session

No Executive Session was held at this time.

9. Adjournment

The meeting was adjourned at 8:50 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.