

Douglas County School District

Regular Meeting
Douglas High School
Minden, Nevada
Wednesday, June 12, 2007
3:30 p.m.

**Minutes Approved
July 10, 2007**

MINUTES

Present were:

Trustees:

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

Personnel:

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

Others Present:

Mike Malloy, Legal Counsel

1. Call to Order

Mr. Louritt called the meeting to order at 3:32 p.m.

Mr. Louritt recognized Dotty Merrill, Executive Director of the Nevada Association of School Boards and her husband, who were in attendance at this meeting.

- A. Mrs. Merrill led those present in the Pledge of Allegiance.
- B. Mrs. Jamin adopted the Agenda, seconded by Mrs. Chessell.

2. Special Recognition

Mrs. Villaseñor announced the Classified Employee of the Year nominees. She stated that this year there was a tie for first place and that two people were selected as Douglas County School District Classified Employees of the Year. Anita Ovard and Lindy Guajardo were recognized and congratulated as the winners.

Mr. Alexander announced the Teacher of the Year nominees as listed in the agenda. He recognized and congratulated Trich Michitarian as the Douglas County School District Teacher of the Year. Mrs. Lark and Mr. Louritt awarded a clock to Mrs. Michitarian in recognition of her achievement.

Next, Mr. Alexander announced the Certified personnel that were retiring. Mrs. Villaseñor announced the Classified personnel retirees.

Mrs. Villaseñor recognized classified retirees stating their position and years of service in the District.

At 4:10 p.m. a break was taken. The meeting resumed at 4:23 p.m.

3. Consent Items (Action)

Mr. Louritt stated that Item 3-H, Consideration of Final 2006-2007 Budget Amendments and Augmentations would be pulled from Consent for discussion. Additionally, Item 3-C had an incorrect date. The May meeting listed as Wednesday, May 15 would be held on Wednesday, but that date was actually the 14th.

Mrs. Jamin moved to approve the Consent Agenda with the exception of Item 3-H and with the date revision to Item 3-C, seconded by Mrs. Trigg.

Mr. Louritt called discussion and public comment. There was none.
Motion carried unanimously, 7/0.

Mr. Louritt noted that Item 3-H was pulled in order to have separate motions regarding each of the two resolutions.

Mrs. Hales moved to adopt resolution 07-01, seconded by Mrs. Trigg.

Mr. Louritt called for public comment. There was none.
Motion carried, 7/0.

Mrs. Trigg moved to adopt resolution 07-02, seconded by Mrs. Jamin.

Mr. Louritt called for public comment. There was none.
Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board meeting held on May 16, 2007.
- B. Accept the donation of \$173,850 dollars for the purpose of various improvement and supplies for JVES with the caveat that the school site be solely responsible for the continuing maintenance and any repair of requested improvement.
- C. Approve the schedule of Board meeting dates and locations for the 2006-2007 school year.
- D. Approve personnel actions described in Personnel Report No. 07-06.
- E. Approve payments contained in Voucher No. 1037 for the 2006-2007 fiscal year.
- F. Excuse from compulsory attendance the students described in the Home School Report for June 2007.
- G. Approve the request submitted by Joann Yniguez and Theresa Ponce to take the GED examination.
- H. By separate action, adopt Resolutions 07-01 and 07-02.
- I. Approve the renewal of the District's property and liability coverage and excess worker's compensation coverage for the period of July 1, 2007 through June 30, 2008 as detailed in

Warren Reed's summary.

- J. Approve the recommendations of the District's Advisory Health Benefit Committee for the District's Health Benefit Plan for 2007-08.

4. Board Report

4-A. Board Report – National School Board Association Conference

Board members who recently attended the National School Board Association (NSBA) conference in San Francisco shared information they learned. Mrs. Chessell noted having attended workshops on many topics geared to new board members and expressed appreciation for the opportunity. She stated that as a member with one year of experience, it was very helpful to gain information on topics such as, the key work of school boards and the building of a strong leadership team.

Mrs. Jamin stated this was her second conference and that she very much appreciated the opportunity to attend. She noted having attended the sessions Mrs. Chessell went to, at a previous years' conference. This conference offered her the opportunity to learn about student emotional behaviors, as they related to student achievement, from a School Board perspective. Mrs. Jamin reported a particularly interesting session that referenced the book, *Freedom Writers* that gave a look at families enduring substance abuse through a log written by students.

Mrs. Hales shared a handout listing ten topics of importance she wished to address following the NSBA conference. She declared the most important item, to be determining the process by which the Superintendent would be evaluated. Mrs. Hales stated she had gathered information on several different evaluation models and expressed an interest in basing the evaluation on student achievement data. This approach being different from previous methods would need to be scrutinized in order that the best system for evaluating is put in place for the future.

Due to family illness, Mrs. Trigg stated she appreciated the planning and opportunity, but she had not been able to attend.

4-B. Monitoring Content

Board Policy 219, "Selection of Textbooks and Other Instruction Materials," was placed on the agenda at the request of Mrs. Chessell and Mrs. Hales. Mrs. Lark asked for a clarification of concerns surrounding the Board Policy in order that issues involving monitoring content could be addressed. She stated that one concern had arisen from a District level Speech and Debate competition not controlled by Douglas County School District Policies.

Addressing concerns, Mrs. Chessell stated that she would like to see Policy changed to include the definition of appropriate and inappropriate materials. She reported having attended a Speech and Debate competition where topics were questionable. Additionally, Mrs. Chessell stated she attended a Christmas play that included material offensive to her including scripted curse words. The point made by Mrs. Chessell was the Policy stated limits to the type of media but a screening process for the type of material used, was not in place. Another concern she had was of students receiving misinformation through content of material.

Mr. Moore inquired if the intent was to regulate performances for other schools, or to create policy for internal use. Mrs. Chessell responded her interest was to inform parents of what their student

might encounter while in attendance or participating in certain classes or events.

Mr. Malloy, attorney, stated if directed by the Board, he could assist with written changes to the Policy and suggested that changes be broad.

Discussion ensued as to how guidelines could be reflected without rights being infringed upon in classrooms, at performances, and all extracurricular activities. The idea of information being relayed through course listings and student handbooks was considered. An example of suggested verbiage that could be used was, "might contain."

Following the discussion, Mr. Louritt stated that Mrs. Lark would work with the attorney to achieve the best verbiage in order to affect change within the current Policy.

5. Administrative Reports and Program Reviews

5-A. Principals' Report – Nancy Evans, Carson Valley Middle School

Administrators, Nancy Evans, Bob Been, and Keith Lewis from Carson Valley Middle School reported on current goals and progress toward the goals of their School Improvement Plan. The six goals reported in the previous school year were reported to be reduced to three major goals. They were stated as 1) increase mathematics achievement of all students by 6%, 2) increase English/Language Arts achievement of all students by 6%, and 3) provide opportunities for parent involvement in the school community. The Action Plans were presented including offering student achievement data to teachers in the beginning of the school year, as well as, offering a variety of training for staff. Mrs. Evans reported as part of their professional development, the staff used performance data and studied commonalities in order to encourage a team approach of what would be taught and the coordinating of timing in order that they work together to achieve their goals. While implementing their Action Plan, the School Accountability team continued to examine needs in order to determine if any pieces of the Plan needed adjustment.

Mr. Been shared CRT math student achievement data including the subpopulations, as part of their goal was to reduce the number of students below the PAC rate by 10%. CRT results proved successful with a 19% increase in the number of seventh grade Hispanic students meeting or exceeding the math passing score. The entire seventh grade class was reported to have increased math scores by 6%. Eighth grade scores showed an 11% decrease in the number that met or exceeded target scores on the CRT exam. The drop was reported to be due to scores of the IEP population having dropped by 14%. NWEA Map scores were stated as a 1-3% increase from fall 2006 to spring 2007 in both math and ELA.

In regards to CRT English Language Achievement, a 19% increase was reported for the seventh grade Hispanic population in reading. A 22% increase was noted in eighth grade Hispanic reading scores. A 14% decrease was realized in the eighth grade IEP population.

NWEA Map scores were reported to have a 1-3% increase from fall 2006 to spring 2007 in both math and ELA.

Use of SB404 grant money in the amount of \$55,000 was stated as used to bring computers, necessary furniture, and software licenses into the classrooms. The grant request for the new school year would include software targeting the IEP student population and staff training necessary to implementation.

Mr. Lewis addressed the third goal of meaningful involvement with the school, for parents. Through posting on the Web site and newsletters, CVMS obtained 8-10 parents who helped regularly in the classrooms and 20-30 parents ready to help with special events. The use of e-mail to distribute newsletters was used as a method of additional communication. Parents were reported to have participated in the evolution of the High Five Program and parents were invited to monthly forums that offered a variety of topics of interest.

Mrs. Evans wrapped up the report noting that Teach For Success data showed a positive increase in all areas of the protocol. She complimented the staff for having an active part in the School Improvement Plan that realized substantial growth in the Hispanic population test scores.

5-B. Legislative Update

Flowers were given to Mrs. Merrill on behalf of the School Board for her efforts and assistance afforded to School Boards throughout Nevada during the recent legislative session.

Dotty Merrill, Executive Director of the Nevada Association of School Boards, reported on the process of decision making in the legislature. Thanking Mrs. Lark and all Superintendents for their immediate responses to issues, she recognized that communication was key. She noted that the Assembly Ways and Means Committee worked to preserve funding for education by way of cutting other state agencies. Mrs. Merrill reported a pivotal issue within the State that impacted funding for education was the infrastructure for highways. The end result of monies made available for the teacher incentive program was noted to be \$52,000,000.

Inquiries from Board members prompted information on the iNvest program initiated by the Superintendent's Association. Mrs. Merrill stated that an incremental increase in kindergarten funding was given that had been a piece of iNvest. Some additional decisions that affected education Mrs. Merrill noted were new teacher signing bonuses having been maintained in the budget, as well as, the SB404 grant opportunity for sites. Additionally, a moratorium was placed in effect for district assessments adopted prior to July 1, 2007, in order that officials could study the preparation and results of these assessments.

5-C. California Energy Conservation, Inc.

Mr. Froehner, President of The California Energy Conservation, Inc., presented information regarding an offer for their company to contract with Douglas County School District to assist in saving energy costs throughout the District. The company was reported to work exclusively with public schools to save money through training an individual hired by the District. This employee would be trained by California Energy Conservation, Inc. to work part time to identify waste in energy practices. Specifically, this individual would identify, communicate, and report areas in need of improvement. Mr. Froehner noted potential savings came from monitoring the use of facilities with the majority of energy waste occurring during the evenings, weekends, and holidays. The "energy educator" would communicate changes necessary to employees who would make the difference at sites. This person would also record information into software provided by the company for tracking purposes. Mr. Froehner stated that savings overall typically were recorded to be a 15% - 30% reduction in consumption. He estimated savings from updating equipment, such as, single pane to double pane windows, typically resulted in a 6 – 12% saving.

Through questioning, Board members learned California Energy Conservation, Inc. was not

currently operating in Nevada, but had many references throughout the United States. While Mrs. Lark stated she had contacted many references and reported very good results, Mr. Louritt requested an additional list from Mr. Froehner of any school districts not happy with the product.

Mr. Froehner explained the money back guarantee their company offered and how that would be prorated throughout the four-year contract should the district cancel the agreement.

At 7:15 p.m., Mr. Louritt stated Item 6-A and 6-B would be heard prior to Item 5-D.

6. Items Requiring Discussion and Action (Action)

6-A. Boys and Girls Club of Western Nevada

Holly Luna updated Trustees on the status of the use of the Douglas County School District facilities by the Boys and Girls Club. Reviewing the Memorandum of Understanding (MOU), Mrs. Luna stated that one change was necessary to the MOU. The change was to Item 1F and would state that any damage would be replaced or repaired at the expense of the Boys and Girls Club. Mrs. Luna noted the agreement was temporary and dated from June 21, 2007 – August 10, 2007. Mr. Moore inquired as to how the square footage had been derived as it related to utility charges passed onto the Club, and verified that this could not be a disputed item in the MOU.

Mr. Malloy stated the written agreement had been reviewed by partners in the District's legal firm and was acceptable.

Mr. Louritt called for public comment. There was none.

Mrs. Hales moved to approve the requested MOU, between the Boys and Girls Club of Western Nevada (BGCWN) and the Douglas County School District, noting that the MOU coverage begins and ends June 21, 2007 and August 10, 2007 respectively, contingent on Business Services receiving the agreement and signed originals of the MOU for BGCWN, seconded by Mrs. Jamin.

Motion carried, 7/0.

6-B. Interpreters-Hearing Impaired

Norma Villaseñor and Jan Keith presented the newly mandated job classifications and salary schedules as a result of SB134 mandating school districts comply with NRS 565.A100 by July 1, 2007 with regard to certifying Hearing Impaired Interpreters who are employed by the District. Noting that a testing and certification process was in place to determine an interpreter's level of competence, the law stated pay was to be adjusted accordingly.

Mrs. Trigg moved to approve the four job classifications and salary ranges in the Classified Salary Schedule: (1) Hearing Impaired Tutor – untested or below a 2.0: Range 23; (2) Educational Interpreter/Tutor I: - tested between 2.0 and 2.9: Range 39; (3) Educational Interpreter/Tutor II – tested between 3.0 and 3.9: Range 40; (4) Educational Interpreter/Tutor III – tested between 4.0 and 5.0: Range 41, seconded by Mrs. Jamin.

Motion carried, 7/0.

5-D. Empowerment School Report

Mrs. Lark shared a PowerPoint presentation giving the history of Empowerment programs. This program was originally developed out of the private sector. Mrs. Lark reviewed the more extreme beginning model presented in *Making Schools Work*, written by Dr. Ouchi. The program essentially shifted power to school sites, by decentralizing decision-making including budgeting, curriculum, length of the school day, eliminating personnel contracts, and allowing hiring without Human Resources. Mrs. Lark reviewed another more moderate approach that offered 75% of funding to sites and some personnel contract waivers. State incentives offered to sites to encourage the program were based on funding at \$400-\$600 per student.

Impacts to the District were stated as budgeting, altering of the school day, and changing of curriculum, although the Board would grant final approval. Current legislation offers up to \$400.00 per student to sites in the second year, following a study conducted the first year.

Mrs. Lark announced that Mrs. Shannon, principal of Whittell High School, expressed an interest in the program that might offer a unique method of attracting families in the attendance area who had opted for other educational alternatives.

5-E. Superintendent's Report

Mrs. Lark began by asking Board members to state which graduation ceremonies they planned to attend in order that information be relayed to principals for planning purposes.

Next, Mrs. Lark reported that the SB404 grant deadline had fallen at the end of the school year, adding to the very busy schedule the last week of school. A funeral held for a Douglas High School graduate was reported to have been recently held with the allowance for facility use being permitted according to Policy, as use of the facility was granted to a church not an individual.

Other meetings and events attended by Mrs. Lark were Site Communication Meetings, an Employee Group Meeting, a Technology Committee Meeting, Scholarship Nights for both Douglas and Whittell High Schools, and a GREAT Graduation. The Grad Night for Douglas High was announced and Board members who were able, were asked to help clean up beginning at 5:45 a.m. on June 15th. Mrs. Lark wrapped up by announcing she would attend the Nevada Association of School Administrators Conference (NASA) at Lake Tahoe during the week following the Board Meeting.

5-F. NASB Report – John Louritt

Mr. Louritt stated there would be no further report on NASB this evening.

Public Comment

There was none.

6. Items Requiring Discussion and Action (Action)

6-A. Boys and Girls Club of Western Nevada – (See Above)

6-B. Interpreters-Hearing Impaired – (See Above)

6-C. Level III Grievance: Alleged Violation of the Certified Negotiated Agreement

Mr. Louritt stated this item had been withdrawn at the Request of Mrs. Lacey, President of the Douglas County Professional Education Association (DCPEA).

7. Correspondence

There was no correspondence reported.

8. Possible Agenda Items for Future Board Meetings

Investigating evaluation models that would tie student achievement to the Superintendent evaluation process was suggested by Mrs. Hales, seconded by Mrs. Trigg. Discussion included continuing with two evaluations, one in December and another, the end of June. Also, with a current evaluation due, Board members felt the new model would be investigated and put into place for the subsequent Special Superintendent Evaluation Meeting.

Mr. Louritt suggested the possibility of forming a committee to address the bond process. Mrs. Luna stated she would be having a meeting with Marty Johnson who would be assisting in the process. Following that, she could bring more information to the Board on this topic.

Mrs. Lark mentioned training could be held that would help Trustees gain information relating to the budget process, in the future.

Mrs. Hales stated she would like an update on secondary literacy, seconded by Mrs. Chessell.

8. Executive Session

At 8:05 p.m., Mrs. Hales made a motion to adjourn to Executive Session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

10. Adjournment

Mr. Louritt made a motion to adjourn at 8:10 p.m., seconded by Mrs. Trigg.

Motion carried, 7/0.

Submitted by:

Carolyn Moore
Secretary to the Superintendent and
Board of Trustees

Approved:

Clerk of the Board

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