

**Minutes Approved On
October 11, 2005**

Douglas County School District
Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, September 13, 2005
3:30 p.m.

MINUTES

Present were:

Trustees:

Sharla Hales, President
Connie Wennhold, Vice President
Teri Jamin, Clerk
Keith Roman, Member
John Louritt, Member
Ron Beck, Member
Cynthia Trigg, Member

Personnel:

John Soderman, Superintendent
Rick Kester, Director of Business Services
Rich Alexander, Assistant Superintendent, Human Resources
Nancy Bryant, Assistant Superintendent, Education Services
Dr. Janice Florey, Director of Grants and Assessments
Dr. Lisa Fontana, Director of Curriculum and Instruction
Susan Lacey, DCPEA President

Others Present:

Bob Cox, Legal Counsel

1. Call to Order

Mrs. Hales called the meeting to order at 3:30 p.m.

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

B. Ms. Wennhold made a motion to adopt the agenda, seconded by Ms. Jamin.

Motion carried by a unanimous vote of 7/0.

Mrs. Hales welcomed the new Superintendent and Board Secretary, Carolyn Moore.

2. Board Training

Mr. Roman led a Board Training entitled "The Board Member Learning Curve." He reviewed the fact that he has participated in the Douglas County School District from the angle of both teacher and Board member. He went over how the District has changed and improved by adding written policies and contracts to govern decision-making. His viewpoint has changed from initially believing you could hammer a round peg into a square hole in order to accomplish goals. He has learned the process of deliberation is effective and grew to realize it is acceptable to agree to disagree. Mr. Roman also stated how he discovered in the learning process the District Office consisted of people working for teachers and students.

3. Consent Items (Action)

Mr. Louritt made a motion to approve the following consent items, seconded by Mrs. Trigg:

- A. Approve the Minutes of the Regular Board meeting held on August 9, 2005.
- B. Approve personnel actions described in Personnel Report No. 05-09.
- C. Approve payments contained in Voucher No. 1059 for the 2005-2006.
- D. Excuse from compulsory attendance the students described in the Home School Report for September 2005.
- E. Approve the request submitted by Matthew L. Winn to take the GED examination.
- F. Approve the Test Administration Guidebook: Procedures and Expectations for the 2005-2006 School Year.
- G. Approve the Calendar Modification as approved by the State Department of Education with the revision of the January 2nd holiday, thus counting the inservice day of October 5, 2005 as a day in session for the 2005-2006 school year only.
- H. Approve the three additional dual credit courses to be added to the master list as submitted.

Motion carried by a unanimous vote of 7/0.

Mrs. Hales asked for any public comment on the Consent agenda.

Mr. Cox mentioned that if someone had a comment, a motion could be made to reconsider any item so that nobody would feel as if they couldn't speak, noting the request for public comment was made after the motion.

Mrs. Hales announced that Item 5-A on the agenda, "Principal's Report (Pau-Wa-Lu Middle School," would be addressed prior to Item 4, "Special Recognition."

5. Administrative Reports and Program Reviews

5-A. Principal's Report (Pau-Wa-Lu Middle School)

Pau-Wa-Lu Middle School Principal Mrs. Pedrett introduced their new Vice Principal, Mr. Jeppsen and Ms. Kay Lee an administrative intern working with her through the University of Phoenix.

Mrs. Pedrett presented a PowerPoint report on progress toward the goals of their School Improvement Plan for the 2004 – 2005 school year and explained they are currently working on the writing of the 2005 – 2006 plan. This plan was implemented through a series of interventions, which targeted specific areas of needs from the prior year.

Mrs. Pedrett presented data in support of their goal of increasing the percent proficient in reading/language arts. PWLMS showed improvement in the ITBS test results of 7th graders. The 8th grade State Writing scores were lower but noted 85 percent of students were at the proficient level. The CRT scores also dropped but she noted that 73 percent were proficient.

School climate through the High Five program was cited as being in the 2nd year and that referrals to the office increased from the first year, but did not equal the years previous to implementation.

Mrs. Pedrett reviewed the goal of restructuring the Diverse Learner programs stating 19 out of 22 improved their grades, with one staying the same.

Alternative Education programs were offered through a class called Focus Forum and the Academic Mentoring Program (AMP). There were 21 students involved and data showed that discipline referrals decreased, and both grades and attendance improved.

Mrs. Pedrett concluded by answering questions from the Board. They were informed that of 358 students invited to go to summer school, 50 attended. She also responded to the mention of enrichment activities for high achievers, stating the courses available, and that they are limited in offerings due to staffing. She spoke of how these students are identified, noting a formula is used involving ALT scores, CRT scores and grades. A final class is developed based on the highest scores. A discussion of the Focus Forum class followed. Mrs. Pedrett stated that of 22 diverse learners in the 2004 – 2005 program, 19 are successful, and that these are not the students who put Pau-Wa-Lu on the watch list for 2005 – 2006. AYP status was related to Special Education and ELL populations. In response to Mrs. Hales inquiry of the 7th grade reading class, Mrs. Pedrett described her findings were that most middle schools taught reading through the 8th grade and that Pau-Wa-Lu had been behind the times.

Mr. Soderman thanked Mrs. Pedrett for her presentation. He praised her for being able to speak of individual kids, knew how many there were, what their issues are and that this is how one is successful doing the work of No Child Left Behind. He concluded that this is an excellent example of a data driven school that is working hard for kids.

4. Special Recognition

Principal Janie Gray introduced George Whittell High School student, Monica Cain and her mother. Mrs. Gray expressed that this student decided at the end of her sophomore year to finish high school in three years instead of four. She took high school courses off site and completed her last correspondence course this past summer. Mrs. Gray presented her a Douglas County School District diploma for completing her course of study.

Mr. Soderman also publicly congratulated Monica for sticking to her goals and earning her diploma.

5. Administrative Reports and Program Reviews (Continued)

Item 5-B. Report on Results of the Scholastic Aptitude Test (SAT) and the American College Test (ACT)

Mrs. Hales mentioned that the report would be on the ACT only, due to a mix up in receiving the SAT results.

Dr. Florey led a presentation on results of the ACT exams, stating that September is the month these are presented and noting that the SAT presentation will follow due to a mismatch in communication on the payment of an invoice resulting in the college board not releasing the results to the Douglas County School District at this time. The mailing went out in the second wave, the beginning of October. She will also notify the Reno Gazette upon receipt as they have requested the information. She stated that she always looks at the ACT's for certain graphs to see if growth is significant.

She clarified the ACT is the American College Test and is accepted by 98 percent of colleges across the US. It focuses on English, reading and Math/Science Reasoning. A student can earn a score in each as well as a composite score. The average high score is 36 with the average score being 18 normed across all students who take the ACT. It is an elective test.

Dr. Florey announced that 149 Douglas High School students and 13 George Whittell High School students took the test. She broke out the test results by subject, gender and previous years noting a slight increase.

Mrs. Wennhold asked that Dr. Florey explain the instance of a junior taking the exam and how that is figured into the senior class percentage. Dr. Florey answered that scores roll up and then are part of the current senior class, meaning that this year's seniors could take it as a senior or could have already taken it as a Junior.

Dr. Florey stated that the best information we receive is a booklet that would be of interest to a school improvement team. In addition, the teachers receive a single page for each student tested. She provided results including the average score in English coming in at 22.5. She stated that to be successful in a college English Composition class a student should earn an 18. Therefore, 86% of the students who took the English Composition class should pass, 75% should earn a C, and 50% would be granted a B.

She then added that in a typical college algebra class for a student to be successful they would need a score of 22 and our students averaged 23.1. This means that 62% should be able to pass with a B, C, or D. If a student earned a 21 on their reading test, then 96% would pass social studies in college, as reading is not usually taken in college. The average score for Douglas was 23.8. Our student's average score in science was 23. Thus, to earn a passing grade in Biology a student should get a 24. 38% of our students would be passing in this class according to test results.

Dr. Florey concluded that throughout the process we score better as compared to students in Nevada as well as students across the nation.

Mrs. Hales thanked Dr. Florey for presenting her test results.

6. Information and Discussion

6-A. Superintendent's Report

Mr. Soderman reported to the Board regarding activities of the past month and upcoming District events that might be of interest to them. He mentioned that over 500 individual staff members and family attended the District picnic. He reported attending the State Board Strategic Planning Meeting wherein several superintendents were invited. He mentioned that we are cleaning up truancies around the District. Also, he recalled that the vast majority of administrators have attended cognitive coaching, a supervision model.

Mr. Soderman encouraged Board members to attend at least one Teach for Success observation. He concluded with an announcement that enrollment is flat, down 150 students district wide and that a full report would be given at the October meeting following count day on September 23rd.

7. Items Requiring Discussion and Action (Action)

7-A. Approval of Negotiated Agreement with the Douglas County Professional Educators Association (DCPEA)

Mr. Alexander introduced both Mrs. Lacey, President of the DCPEA, and Allen Gosselin, Vice President. He stated that he was especially pleased to announce the agreement had been ratified for the school years 2005 – 2007. Mr. Alexander did not feel the need to go over each of the items. The items agreed upon between the DCPEA are as follows:

1. This is a two-year agreement for 2005 to 2007.
2. A two and one quarter percent (2.25%) salary increase, which includes the .25% PERS adjustment, will be reflected in the teacher salary schedule for 2005-06, and a four percent (4%) salary increase will be reflected in the teacher salary schedule for 2006-

07. These increases will also be reflected in the extra curricular (stipend) schedule.
3. The District will pay for employee health benefits for the two-year period.
 4. The honorarium for a Ph.D. is raised from \$500 to \$1000.
 5. Article 3-9, Dues Deduction, is modified to require the District to contact DCPEA in the event a DCPEA member requests to discontinue his/her dues deduction. However, the District continues to have the right to discontinue the deduction upon a member's request after he/she has notified DCPEA.
 6. Article 5-B-9, Adoption Leave, increases the leave time from 5 days to 10 days that are charged to sick leave.
 7. Article 5-C-5, Sick Leave Bank, requires teachers who use the bank to contribute one day for five years upon their return.
 8. Article 5-D-2, Child Rearing Leave, requires requesting the leave by April 1 if it is for the first semester and August 1 if it is for the second semester, and allows for a bona fide emergency.
 9. Article 5-H-1, Personal Days, changes the compensation rate for unused personal days from \$65 to the substitute teacher rate.
 10. Article 5-K-2, Sabbatical Leave, removes the Board member from the committee and adds the Assistant Superintendent for Education Services.
 11. Article 5-K-6, Sabbatical Leave, requires that sabbatical leave requests be aligned with the District Strategic Plan.
 12. Article 6-5 makes the Advisory Insurance Committee a permanent committee.
 13. Article 10-4, Preparation Periods, increases the amount of preparation time for elementary teachers from two thirty-minute periods to three thirty-minute periods per week.
 14. Article 11-1 Aligns the travel reimbursement to the rate established by the Board.

Mr. Alexander invited Mrs. Lacey and Mr. Gosselin to speak also inviting any questions.

Mrs. Lacey stated that the contract was fairly well accepted but that the ratification turnout was not what they expected. They are looking into a way to obtain a better turnout.

Mr. Gosselin stated it was a positive process all the way through. He stated the return on balloting was overwhelmingly in favor to ratify.

Mr. Alexander and Mrs. Hales both asked for any further questions.

Mr. Alexander reinforced that a positive, professional session was held.
Mrs. Hales thanked all who participated recognizing that it is a demanding process.

At 4:45 p.m., Mrs. Hales asked for any further comments.

Mr. Louritt made a motion to ratify the changes in the Negotiated Agreement with the DCPEA for the 2005-2006 and 2006-2007 school years, seconded by Cindy Trigg.

Motion carried by a unanimous vote of 7/0.

Mrs. Hales called for a brief recess at 4:45 p.m. The meeting reconvened at 5:00 p.m.

7-B. Superintendent Search Proposals

Mrs. Hales invited Mr. Alexander to introduce the two firms that have representatives present to give their proposals. Mr. Alexander began by saying that Mrs. Hales prepared a letter of request for proposals that went out to ten firms. Additionally, the invitation was posted to the District website. As a result three proposals were submitted. The two firms that were represented were Larry Beller & Associates, and Huge, Hager & Associates.

Mrs. Hales asked the firms if they offered a guarantee should the candidate not work out. The firm of Larry Beller & Associates stated that in the early phase of the selection process they would inform the Board if the group of applicants is not viable, but that the price structure does not have a built in buffer to offer a guarantee for multiple searches. The firm of Larry Beller & Associates also indicated that they can use any materials developed during the search, but had no offer to reopen the search. The firm of Huge, Hager & Associates stated that if the newly hired superintendent was dismissed within twenty-four months they would conduct a new search at no cost.

The discussion of how to determine the firm to conduct the superintendent search included looking at the expenses as laid out in the proposals including travel for both Board members and applicants, how background checks would be conducted, whether or not the search would be local, western United States, or national, and advertising needs and costs for the different possibilities. The firm of Larry Beller & Associates stated that travel expenses for the Board to go to a distant applicants site to observe is not included in the current proposal. The firm of Huge, Hager, & Associates noted these expenses are not included for them as well. It was noted that the expense of a national search is higher due to advertising and travel. Another thought given consideration for a national search was the "right fit" for the Carson Valley area. It was concluded that the search would focus on the western United States.

The Board reviewed each firms' experience in hiring superintendents and the fact that they would look to the community, current staff, and educational leaders for input concerning thoughts and needs to be considered when hiring the new superintendent. It was noted that Huge, Hager & Associates has run several superintendent searches each year since 1979, and the firm of Larry Beller & Associates, while excellent in seeking high level corporate management had not participated in a superintendent search.

Mrs. Hales asked for input regarding looking at a candidate outside of the education arena that might be a good manager, but not credentialed.

Mr. Cox, the District's attorney stated that this would need to be looked at but that he understands that there is a provision allowing a person to be employed as a superintendent that is not a licensed administrator. Mr. Cox further stated that in that case, the Board is required to employ an administrator to oversee academic programs and that two sets of qualifications would need to be created.

Mrs. Hales asked for public comment on this issue at 6:13 p.m. There was none.

Mrs. Hales called for deliberation at this time to decide on the firm to be used. Ms. Jamin mentioned that the third firm, Hazard, Young, Attea & Associates, Ltd. who had submitted a proposal from Illinois had not been considered. After some discussion, the Board decided they would prefer to use a firm having representation locally.

The Board members each thanked the representatives for coming, presenting, and noted how each are very professional and have provided information that makes the decision difficult. They then discussed the issues to be considered.

At 6:27 p.m. Mrs. Hales asked for comments. She then concluded the firm of Huge, Hager, and Associates had the most experience and offered the lowest cost, therefore out weighing all strengths of the other firm.

Mr. Louritt made a motion to select Huge, Hager & Associates as the new search firm for the new superintendent, seconded by Ms. Jamin.

Motion carried by a unanimous vote of 7/0.

Public Comment

Mrs. Hales called for public comment at 6:31 p.m. There was none.

Mrs. Hales called for a brief recess at this time.

The meeting reconvened at 6:42 p.m.

Mrs. Hales recognized and congratulated Mr. Huge of the firm, Huge, Hager & Associates chosen to conduct the superintendent search.

Mr. Huge stated that he would need an hour of time with each of the Board members and Mr. Soderman to discuss what they are looking for in the candidates. He stated this would help speed up the process.

A public meeting was decided on to outline the details desired in the search. It was agreed to have a Special Board Meeting, on Tuesday, September 20, 2005 at Douglas High School.

Mr. Cox, the District attorney indicated that he would review the summary of what will be covered in the Special Meeting. He also responded that if the Board would like Mr. Soderman's advice it is their prerogative to determine if they want such advise.

7-C. South County School Sites

Mr. Kester began with a reminder that at the August Board Meeting, Mr. Holler, Douglas County Manager reviewed future school sites and issues involved with securing the sites. Mr. Kester stated that a second high school site has been a priority for years, and that we may or may not need another high school site. He mentioned that it could be difficult to get that site where infrastructure is available. He described a possibility of an area off of Pinenut road in the southern Carson Valley. Mr. Kester stated that we need to identify and obtain the land while it is available.

He reminded the Board that the third middle school site is set with water rights for planning in the area adjacent to Jacks Valley Elementary School. The additional Elementary school site that has been obtained is within the Virginia Ranch subdivision in the South Gardnerville area. Additionally, the District has the ability to add an instructional classroom pod to Minden and Pinõn Hills Elementary Schools. He stated that it is not difficult to get land for parks and elementary schools, as they are very attractive to developers. Given the lack of growth in student population over the last ten years, neither the middle nor elementary school sites should be needed in the immediate future.

Enrollment in Northern Nevada looks weak again with the Carson City School District enrollment down approximately 200 students and the Douglas County School District down approximately 140 students. Mr. Kester will present enrollment figures to the Board next month.

Next, Mr. Kester called for questions.

Mr. Roman expressed an interest in having the motion include at least sixty acres be the land increment necessary for a high school site.

Mrs. Hales called for any public comment on this issue.

Mrs. Wennhold made a motion to adopt a position that the Douglas County School District establish as it's highest site acquisition priority to secure a south county high school site off of Pinenut Road and direct the administration to convey that need formally to the Douglas County Commissioners. In addition, support the secondary need for additional elementary sites in conjunction with Douglas County Parks from large developments as the occasion arises in the County. The high school site is to be at least sixty acres, seconded by Ms. Jamin.

Motion carried by a unanimous vote of 7/0.

8. Correspondence

Mrs. Hales asked if any correspondence needed to be discussed. None was presented.

9. Possible Agenda Items for Future Board Meetings

Mr. Soderman stated information on the current Driver's Education program in the Douglas County School District would be available to the Board. If after reading the information, there was an interest to agendize the issue that could be done.

Mrs. Wennhold shared that discussion could center on energy costs going up including taxable rebates, roof improvements and cost effectiveness for instituting solar.

Ms. Trigg shared that she knows of someone who could present on the energy issue. She also inquired as to looking into a reading program, known as the Apple Reading Program.

10. Executive Session

There was no executive session.

11. Adjournment

At 7:05 p.m., Mr. Louritt made a motion to adjourn, seconded by Ms. Trigg.

Motion carried by a unanimous vote of 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.