

**Minutes Approved On:
March 8, 2005**

Douglas County School District
Minutes of the Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, February 8, 2005
3:30 p.m.

1. Call to Order

Board President Sharla Hales called the meeting to order at 3:37 p.m.

Present were:

Trustees:

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

Personnel:

John Soderman, Superintendent
Rick Kester, Director of Business Services
Rich Alexander, Assistant Superintendent, Human Resources
Roy Casey, Assistant Superintendent, Education Services
Lisa Fontana, Director of Curriculum and Instruction
Brandon Swain, Principal, Scarselli Elementary School
Nancy Bryant, Principal, Piñon Hills Elementary School
Cris Etchegoyhen, Principal, Gardnerville Elementary School
Susan Lacey, DCPEA President
Jasmine Gouviea, DCPEA Vice President
Robbin Pedrett, Principal, Pau-Wa-Lu Middle School

Others Present:

Mike Nivinskus, Legal Counsel
Erwin Powell, VFW Post Commander
Genevieve West, Chaplain of the Department of the Ladies' Auxiliary
Jackie Mobley, VFW Ladies' Auxiliary State Chairman for Youth Activities

- A. Ms. Jamin led those present in the Pledge of Allegiance.
- B. Mrs. Wennhold made a motion to adopt the agenda, seconded by Mr. Roman.
Motion carried by a unanimous vote of 7/0.

2. Consent Items

Mrs. Hales called for public comment before taking action on the consent agenda items. Hearing no public comment, Mrs. Wennhold made a motion to approve the following consent items, seconded by Mr. Orr:

- A. Minutes of the Regular Meeting of January 11, 2005
- B. Minutes of the Special Meeting on January 18, 2005
- C. Personnel Actions contained in Personnel Report No. 05-02 as follows:

2004-2005 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL:				
Name	Position/Location	Effective Date	Salary	Replacing
Michael Neuffer	Special Ed Aide/IEP – CVMS	01-07-05	14EE2	Kathryn Keever
Adam Beaty	Special Ed Aide/IEP – JVES	01-12-05	11EE1	Jami Mosbacher
Jamie Borino	Groundsperson – Maintenance	01-18-05	23EE1	Loren Davis
Michael Sourikoff	Bus Driver – Valley Transportation	02-01-05	EE(P)	Margaret McMonagle
Doris Banathy	Clerk Typist – DHS (4 hrs)	01-31-05	17EE3	Jo Sorensen
CLASSIFIED RESIGNATIONS:				
Name	Position	Effective Date		
Margaret McMonagle	Bus Driver – Transportation	01-21-05		
Jo Sorensen	Clerk Typist – DHS	01-21-05		
Whitney Lehr	School Secretary – PHES	01-26-05		
Sarah Orput	Special Ed Aide/IEP - JVES	02-03-05		
CLASSIFIED TERMINATIONS:				
Name	Position	Effective Date		
Sherrill Sundell	Help Desk/Support Technician – Computer Services	01-20-05		
CLASSIFIED CHANGES:				
Name	Former Position	New Position	Effective Date	
Lucy Pierce	Special Ed Aide/IEP – DHS	Special Ed Aide/Program Aide – SES	01-31-05	
Randy Thiessens	Computer Systems Analyst - CS	Management Information Specialist	01-25-05	
CLASSIFIED RETIREMENTS:				
Name	Position	Effective Date		
Bill Ades	Management Information Specialist – Computer Services	01-05-05		
CERTIFIED REQUEST FOR LEAVE (SHORT TERM):				
Name	Position/Location	Date(s)	Action	
Danna Barkley	Teacher/CCMES	1/22/05	Unpaid Leave	
Carolyn Triano	Teacher/DHS	2/24/05 & 2/25/05	Unpaid Leave	
Wendy Martin	Teacher/CVMS	3/18/05 (1/2 day)	Unpaid Leave	
CERTIFIED RETIREMENT FOR 2005-2006:				
Name	Position/Location	Date		
Gail Wilcox	Teacher/DHS	2005/2006		
Steve Wilcox	Dean/DHS	2005/2006		
Harold Wheeler	Teacher/DHS	2005/2006		
Beverly Bowers	Teacher/ZCES	2005/2006		

- D. Accounts Payable Voucher 1031 for FY 2004-2005
- E. Excuse the following students from compulsory attendance for the 2004-2005

school year.

Ms. Rhonda Amerson – 13 year-old daughter, 7 th grade. First year homeschooling. Using an approved correspondence program. Performance objectives delineated.
Ms. Cathy Pool – 11 year-old son, 6 th grade. First year homeschooling. Using a home educator consultant. Performance objectives delineated.
Mr. and Mrs. Alan Frogget – 12 year-old son, 7 th grade. First year homeschooling. Performance objectives delineated.
Mr. and Mrs. William Van Roy – 13 year-old son, 7 th grade. First year homeschooling. Using a home educator consultant. Performance objectives delineated.
Ms. Renda Gillard – 13 year-old daughter, 7 th grade. First year homeschooling. Performance objectives delineated.
Ms. Sheryle Lendorfer – 13 year-old son, 8 th grade. First year homeschooling. Using an approved correspondence program. Performance objectives delineated.
Ms. Veronica Hulseby – 15 year-old son, 10 th grade. First year homeschooling. Performance objectives delineated.
Ms. Dana Novotny – 12 year-old son, 7 th grade. Fourth year homeschooling. Performance objectives delineated.
Mr. and Mrs. Bill Kolstad – 17 year-old son, 11 th grade. Second year homeschooling. Using an approved correspondence program. Performance objectives delineated.

- F. Approve the request submitted by Ben Ames to take the General Education Development (GED) Examination
- G. Nevada Public Agency Insurance Pool Summary of Claims

Motion carried unanimously by a vote of 7/0.

3. Special Recognition

Erwin Powell, VFW Post Commander, Genevieve West, Chaplain of the Department of the Ladies' Auxiliary, and Jackie Mobley, VFW Ladies' Auxiliary State Chairman for Youth Activities, presented Andrew Hales, a 10th grade Douglas High School Student, a plaque and cash prizes for winning the Voice of Democracy Essay contest. Julia Miller, a 7th grade Carson Valley Middle School student, received an award and cash prizes for winning the Patriots Pen Essay contest. Mrs. Mobley announced that Julia also won first place at the state of Nevada for her essay, which will go into the National Competition in Kansas City, MO. Andrew's essay won second place in the state of Nevada.

4. Administrative Reports and Program Reviews

A. Principal's Report (Scarselli Elementary)

Scarselli Elementary Principal Brandon Swain presented a report on the implementation of their School Improvement Plan. He described his projected student achievement goals and shared comparison data between his students as compared to the District and state ALT, CRT, and ITBS test scores. He also shared his ALT data in reading and math that indicated the progress, as well as areas of concern, in his subpopulation's test

scores at each grade level. Brandon described some of the interventions in place to increase student achievement, as well as the various professional development opportunities available to Scarselli's staff.

Brandon announced that he was very pleased to report Scarselli's removal from "Watch List" status. He described the strategies currently utilized by Scarselli to maintain this status, such as the work of the Literacy, Math, and Parent Involvement committees. They meet on a regular basis to analyze data and determine tactics to improve student achievement.

Following questions, the Board and Mr. Soderman thanked Brandon for his informative presentation and his candid explanation of strengths and areas of improvement.

B. Principal's Report (Gardnerville Elementary)

Gardnerville Elementary Principal Cris Etchegoyhen presented a report on Gardnerville Elementary School's School Improvement process goals and activities. She described some of the challenges GES faced last year in terms of providing interventions with limited staffing resources. She explained that GES set broad improvement goals in the areas of literacy, math, and family involvement.

Achievement data was analyzed to predict AYP for 2003-2004 and 2004-2005, and goals were set and prioritized to increase student achievement in identified at-risk subpopulations (Free/Reduced Lunch, Limited English Proficient, Special Education, and Hispanic). She explained that the October 2004 "Teach for Success" observation scores increased from February 2004 in all areas. She concluded her presentation by describing some of the tutoring and family involvement opportunities available at GES, such as tutoring and Family Nights.

Following questions from the Board, the Board and Mr. Soderman congratulated Cris for Gardnerville Elementary School's efforts and her candid explanation of strengths and areas of improvement.

5. Information and Discussion

A. Superintendent's Report

Superintendent John Soderman reported to the Board the activities of the past month and reminded them of upcoming District events that may be of interest to them. He stated that the Elko Model, which does not restrict class size reduction to 1st, 2nd, and 3rd grades, but allows reduced classes 1-6 and provides additional opportunity for flexibility at the school, is being discussed at elementary communications meetings and elementary principals' meetings. He described his experience of teaching Maggie Kersten's 3rd grade class at Jacks Valley Elementary as strenuous, but very enjoyable. He mentioned his meeting with freshman legislators and Senator Washington. He also thanked the Board members who attended the Strategic Planning meeting for their hard

work and dedication.

He reminded the Board of the Board Workshop to be held on February 22 at Sierra Nevada Golf Ranch and invited the Board to the upcoming communications meetings. He also mentioned the Douglas County Commissioner's meeting on March 3, which will include an agenda item regarding the roundabout planned for the new developments in the Buckeye area near Minden Elementary School.

6. Items Requiring Discussion and Action

A. First Reading of Revisions to Board Policy 518, "Graduation Requirements."

Mr. Casey, Assistant Superintendent of Education Services, informed the Board the he had reviewed existing policy pertaining to Supervised Curriculum for Physical Education and that the proposed policy provides a means for a student in grades 7-12 to receive physical education credit for supervised curriculum outside of the regular school day. He explained that the Supervised Curriculum in Physical Education as presented only applies to the student who wishes to have the Supervised Curriculum course appear on his/her transcript (grades 9-12) and does not exempt any students (7-12) from compulsory attendance. In addition, the student must be involved in a pre-professional athletic program, or involved in national or regional competition, and that the instructor of that course would be required to present a course syllabus. He then directed the Board to the Administrative Regulation No. 518(g) in their red folder that was developed to support the policy if approved for a first reading by the Board.

Mrs. Hales called for public comment. Mr. Brian Crowe thanked Mr. Casey for his efforts towards a supervised physical education curriculum, but said that it wouldn't accommodate his daughters. He stated that he was very interested in working with Mr. Casey to institute a policy such as exists in Washoe County, which allows 7th – 8th grade students to be excused from compulsory attendance.

Mrs. Becky Crowe said that she had researched the matter and discovered that NRS 392.130 provides a means by which all students in public schools may be excused from compulsory attendance to participate in supervised curriculum upon approval of the student's school principal.

Mr. Lawrence Howell acknowledged that he personally knows of some parents who have elected to home school their children because a supervised curriculum for P.E. is not available in the Douglas County School District, and that enacting such a policy might bring students back into the school system.

Mrs. Robbin Pedrett, Principal of Pau-Wa-Lu Middle School, shared her concern that the supervised activity will lack the education element of the current P.E. curriculum at the middle schools. Subjects such as heart rate, obesity, and lifelong fitness are taught to students at Pau-Wa-Lu Middle School. In addition, the increased administrative bookkeeping would be burdensome to staff.

The Board asked Mr. Casey further clarification questions. Mr. Casey described “pre-professional” as very subjective, and that Washoe County requires only an application and course syllabi from the business or agency. Each site administrator will need to review these documents to determine if credit should be given for the course. He also explained that NRS 392.040 states that each parent or guardian shall send their child (ages 7 – 17) to a public school during all the time the public school is in session in the school district in which the child resides. The Attorney General’s office, however, has determined that a school board may make exceptions to this rule to allow students to participate in qualified courses. This policy will only pertain to physical education, not music or other programs a student may be participating in after school. He also explained that it is anticipated that only one percent of students in grades 7-12 will participate in a supervised P.E. curriculum.

In response to the issue of home-schooled students returning to public education at the lake, Mr. Casey answered that he is aware of these students and their situations, and this policy, or a policy allowing students to leave campus, would not accommodate them because they were requesting to leave school, every day, every other day, or for more than one period per day.

Further discussion amongst the Board continued regarding whether to allow students to leave campus to participate in pre-professional training in lieu of attending P.E. at their school site for grades 7 - 12. The Board discussed the pros and cons of excusing students from compulsory attendance and asked that Mr. Casey return to propose an administrative regulation and policy that would allow an exemption from mandatory attendance in grades 7 - 12 that would allow students to participate in supervised curriculum for Physical Education. Mrs. Jamin added that a minimum GPA would be an important element in allowing participation.

Mr. Casey agreed that he would return at the March 8, 2005, Board meeting with a new policy and regulation to be heard as a first reading as directed. The Board thanked Mr. Casey for his research on this item and for his enlightening presentation.

B. Adoption of the Revisions to the Douglas County Strategic Plan

Mr. Casey presented to the Board the highlights of the Strategic Planning session held Friday, January 28, 2005. He summarized the changes to the Mission Statement, Quality Indicators, and Action Steps of the Strategic plan, which emphasized measurement and growth. He explained that the Communication, School Safety, and Family Strategy were incorporated into Board policies and regulations that will be presented to the Board at the March, 2005 Board meeting.

Mrs. Hales called for public comment. Mr. David Myers expressed his gratitude to the Board for their work in providing additional opportunities for advanced students.

The Board thanked Mr. Casey for facilitating the Strategic Planning Meeting, allowing it to be as productive and successful as possible.

Mr. Louritt made a motion to accept the changes to the Strategic Plan as proposed by the Strategic Planning Committee, seconded by Mrs. Trigg.

Motion carried by a unanimous vote of 7/0.

C. Consideration of an attendance boundary change, moving students from the Gardnerville Elementary School to C.C. Meneley Elementary School (Pine Nut area) and Scarselli Elementary School (Ruhstroth and Bodie Flat area)

Mr. Rick Kester, Director of Business Services, explained to the Board that the District has experienced student growth in some elementary schools and declining enrollment in others, even though the total District enrollment has remained stable. C.C. Meneley and Scarselli Elementary are below capacity and lost 119 students last year alone. Because of this growth, a boundary change is necessary to move approximately 120 students out of Gardnerville Elementary. Students in the Pine Nut area (approximately 27 students) would move to C.C. Meneley Elementary School and Ruhstroth (approximately 74 students) and the Bodie Flat area (approximately 19 students) would move to Scarselli Elementary School.

He provided some history on the last time that elementary attendance boundaries were adjusted in the Carson Valley in the 2001-02 school year when students from Topaz Ranch Estates, Holbrook Junction and Double Springs were moved out of Gardnerville Elementary School into Minden Elementary School, and students from the west valley (Foothill area) were moved to Scarselli Elementary School. The driving force behind the 2001-02 elementary boundary changes was to make room in Gardnerville Elementary School and add students to Scarselli Elementary School. This previous boundary change accomplished that as GES went from enrollment of 639 in 2000-01 to 548 for 2001-02, and Scarselli, which had been declining in enrollment, had its enrollment increase from 583 in 2000-01 to 617 in 2001-02 following the attendance boundary change. Minden Elementary School saw its enrollment increase from 378 in 2000-01 to 438 in 2001-02, and had an additional pod of classrooms added. The 2001-02 boundary change was also made to allow the district to transition off year-round multi-track calendars in all elementary schools.

He provided the Board with an overview of the criteria that was set for determining if a boundary change is necessary and explained that the current situation meets all of the criteria and makes geographic sense. He also presented a map of the area with the new boundaries.

In conclusion, Mr. Kester told the Board that the Administration has held both staff and parent meetings at all three schools over the last month to explain the proposed boundary change.

Mrs. Hales called for public comment.

Ms. Annalynn Settlemyer asked the Board to consider the future housing developments

that have been submitted to the Planning Commission, which might impact current enrollment at the elementary schools. She shared her concern that another boundary change might be necessary in two or three years when these developments are completed and families move in.

Shari Eggart shared her frustration of having moved to the Pinenut area recently in order for her daughter to attend Gardnerville Elementary (GES). She was denied a variance to GES, so made the move from the Ranchos (where she was zoned for Scarselli Elementary) to accommodate her commute to work and childcare. She now lives about five minutes from Gardnerville Elementary, but the boundary change will zone her child to attend C. C. Meneley. She expressed her disappointment over the variance process in that the variances cannot be determined until after the first day of school.

Mr. Kester addressed their concerns by explaining that the boundaries were drawn to be more in line with the middle school boundaries and that growth in new developments is analyzed very carefully. In addition, the new housing developments seem to be purchased by older families that do not have young children. He also warned that it is not out of the ordinary for boundary changes to occur every four years due to growth trends. Mr. Kester indicated that Ms. Eggart's situation would meet the requirements for receiving a variance.

Mrs. Hales thanked Ms. Settlemyer and Mrs. Eggart for their input regarding this issue, and returned the discussion to the Board.

Mrs. Jamin asked if variances could be determined earlier than the first day of school. Mr. Soderman answered that staffing and enrollment numbers are not available to make a determination of space availability for variances until student counts can be generated on the first day of school. Space needs to be available for those students zoned for a particular school site before variances can be accepted.

Mrs. Wennhold expressed her satisfaction for the way this boundary change was presented to the parents and school staff and that having the principals from the other impacted elementary schools was an excellent idea.

Mr. Roman made a motion to approve the proposed boundary change, moving the Pine Nut Area, the Ruhenstroth area, and the Bodie Flat area out of Gardnerville Elementary School and into C. C. Meneley Elementary School (Pine Nut) and Scarselli Elementary School (Ruhenstroth and Bodie Flat) for the 2005-2006 school year. Mr. Orr seconded the motion.

Motion carried by a unanimous vote of 7/0.

Mrs. Hales called for a brief recess at 5:45 p.m.

The meeting reconvened at 6:00 p.m.

Public Comment

Mrs. Hales called for public comment.

Mrs. Diane Jennings thanked the Board for the consideration given to academically advanced students as they drafted the changes to the Strategic Plan.

D. First Reading of Revisions to Bylaw 060, "Meetings."

Mr. Soderman, Superintendent, explained that the changes to the Bylaw are necessary so that the Board is as prepared as possible for every meeting of the Board of Trustees by reviewing all available background information prior to Board action. Board members expressed interest in formalizing a longstanding practice of having all printed materials in their packets for review prior to a meeting as a matter of Policy. The suggested revisions to Bylaw 060 reflect this practice.

He directed the Board's attention to their red folder to review the proposed changes to the Bylaw 060, stating that the Board should not be given documents at the last minute if they are expected to act on them.

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

Mr. Louritt asked Mr. Soderman if the changes to the Bylaw affect the use of the red folder, where they receive information, which was not available at the time of the Board packet preparation. Mr. Soderman responded that the contents of the red folder are usually additional information or answers to questions the Board had regarding the upcoming agenda, but it is at the Board's discretion whether to withhold action because of last minute dissemination of material, whether by the public or administration. In addition, the Board always reserves the right to pull an item from the agenda. Mr. Soderman reiterated that this Policy documents the Board's expectation, and that the Board always has the discretion to determine whether to consider documentation that is not submitted in a timely fashion and to take action accordingly.

Mrs. Wennhold made a motion to approve for first reading the proposed revisions to Bylaw 060, "Meetings," seconded by Mr. Louritt.

Motion carried by a unanimous vote of 7/0.

E. Approval of Counselor Evaluation Form

Mr. Rich Alexander, Assistant Superintendent of Human Resources, presented the Board with a new Counselor Evaluation form that complies with current Nevada Revised States. He quoted NRS 391.3125 (2), which states "...counselors, librarians and other licensed personnel must be evaluated on forms developed specifically for their respective specialties." He added that the evaluation form was a result of consultation with the school counselors, the principals, DCPEA, and Roy Casey, Assistant Superintendent for Education Services.

Mrs. Hales called for public comment. Mrs. Bryant, Principal of Pinon Hills Elementary, offered her support for the new evaluation form as opposed to the use of the teacher evaluation form used in the past to evaluate counselors because it is more geared toward their specific duties.

After a brief discussion, Mrs. Wennhold offered that question No. 15, "The professional school counselor follows the profession's ethical and legal standards and guidelines, as well as promotes cultural diversity and inclusivity in school policy and interpersonal relationships" should be split into two separate items. Mr. Alexander agreed with Mrs. Wennhold and suggested that the last three lines of that question, "...as well as promotes cultural diversity and inclusivity in school policy and interpersonal relationships" be omitted.

Mrs. Hales asked that an additional criteria be added that read, "The professional school counselor implements and provides academic and career counseling."

Mrs. Jamin made a motion to approve the Counselor Evaluation form with the changes mentioned, seconded by Mr. Orr.

Motion carried by a unanimous vote of 7/0.

F. Approval of Certified Librarian Evaluation Form

Mr. Alexander quoted NRS 391.3125 (2), which states "...counselors, librarians and other licensed personnel must be evaluated on forms developed specifically for their respective specialties." He added that the evaluation form presented was a result of consulting with the librarians, the principals, DCPEA, and Lisa Fontana, Director of Curriculum and Instruction.

Mrs. Hales called for public comment. Hearing none, she suggested a change to the Librarian Evaluation form on page two of Task III, where it begins, "Encourages student use of the library/media center." She asked that the wording, "...and provides a welcoming atmosphere" be added to that portion of the evaluation. Mr. Alexander agreed to include the additional wording.

Mr. Alexander also proposed changing the item regarding staff input about needs in Task II of the evaluation form to include students, which would change that item to, "Allow staff and student input about needs." The Board agreed to the change.

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

Mr. Nivinskus, Board Counsel, advised that the notation of "post-probationary" and "probationary" should appear on both the librarian's evaluation and the counselor's evaluation. Mr. Alexander and the Board agreed that these notations should appear on both forms.

Mr. Orr made a motion to approve the Certified Librarian Evaluation Form with the three changes discussed, seconded by Mrs. Trigg.

Motion carried by a unanimous vote of 7/0.

Mrs. Wennhold made a motion to amend item 6E, "Approval of Counselor Evaluation Form" to add "probationary" and "post-probationary" notations to the form, seconded by Mrs. Jamin.

Motion carried by a unanimous vote of 7/0.

7. Correspondence

There was no correspondence

8. Possible Agenda Items for Future Board Meetings

There were no items presented for future Board meetings.

9. Executive Session

There was no executive session.

10. Adjournment

At 7:42 p.m., Mr. Louritt made a motion to adjourn, seconded by Mr. Orr.

Motion carried by a unanimous vote of 7/0.

Submitted by:

Rebecca C. Winter
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.