

Douglas County School District
Regular Meeting
Douglas High School Media Center
Minden, Nevada
Tuesday, June 9, 2009
3:30 p.m.

Minutes Approved
July 14, 2009

MINUTES

Present:

Trustees:

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

Personnel:

Carol Lark, Superintendent
Nancy Bryant, Assistant Superintendent, Education Services
Rich Alexander, Assistant Superintendent, Human Resources
Holly Luna, Chief Financial Officer

Others Present:

Mike Malloy, Legal Counsel
Debbie Haskins, President, Douglas County Support Staff Organization

1. Call to Order

Mrs. Trigg called the meeting to order at 3:37 p.m.

- A. Mr. Roman led those present in the Pledge of Allegiance
- B. Ms. Jamin moved to adopt the agenda, seconded by Mrs. Hales. Motion carried 5/0.

2. Special Recognition

Mr. Alexander recognized Mrs. Mallett for having organized the recent Classified of the Year luncheon. Donna Juchtzer, Nutrition Manager from Pau-Wa-Lu Middle School, was congratulated for receiving the Classified Employee of the Year award. Ms. Juchtzer was not present, but was noted for having received a plaque in her honor at the luncheon.

The Teacher of the Year luncheon, sponsored by the Douglas County Education Foundation, was attended by administrators, teachers, DCEF members and DCSD Board members. Amy Hope, Zephyr Cove Elementary School teacher, was recognized and congratulated for receiving the Teacher of the Year award. Ms. Hope was awarded a clock by Mrs. Lark to commemorate the event. Mrs. Lark, Mrs. Trigg, and Mr. Alexander honored both the classified and certified retirees for the year, as listed in the agenda. Much appreciation was shown for Nancy Bryant, Assistant Superintendent for Education Services was retiring. Mrs.

Bryant was

commended for her efforts in providing service while serving in several positions, throughout her tenure in the District.

A break was taken at 3:55 p.m. to offer best wishes to retirees.

3. Consent Items (Action)

Mrs. Chessell arrived at 4:17 p.m.

Mrs. Trigg began by stating that Item 3-G, "Douglas High School Roof Bid Award," would be pulled from the Consent Agenda. Mrs. Trigg called for a motion on the remainder of the items listed on the Consent Agenda.

- A. Approve the Minutes of the Regular Meeting of May 20, 2009.
- B. Approve for second reading, changes to Board Policy No. 226, "Parent and Family Involvement."
- C. Approve payments contained in Voucher No. 1025 for the 2008-2009 fiscal year.
- D. Approve personnel actions described in Personnel Report No. 09-06.
- E. Approve the annual Audit of Compliance for Sierra Crest Academy.
- F. Approve the requested MOU for summer 2009 between BGCWN and DCSD – contingent on Business Services receiving agreement and signed originals of the MOU from BGCWN prior to usage of DCSD facilities.
- G. Allow Business Services to enter into a contract with the lowest and most responsive and responsible bidder meeting District specifications for the re-roofing at Douglas High School.
- H. Approve Board Meeting dates and locations for the 2009-2010 school year.

Ms. Jamin moved to approve the Consent Agenda with the exception of Item 3-G, seconded by Mrs. Chessell.

Motion carried, 6/0.

Mrs. Luna provided an update of bid information for Item 3-G, "Douglas High School Roof Bid Award." The recommendation was noted to include a thirty year guarantee.

Ms. Jamin moved to allow Business Services to enter into a construction contract with DBS for project management and a re-roofing construction contract with Progressive Services, named as the lowest responsive and responsible bidder for the DHS re-roofing, in the amount total \$718,157.00, seconded by Mrs. Chessell.

Motion carried 6/0.

4. Principal's Report (Pau-Wa-Lu Middle School) Administrative Report/Program Review

Keith Lewis, Principal, Pau-Wa-Lu Middle School, reported information pertaining to the school's Adequate Yearly Progress in English Language Arts (ELA) and math. Reporting on 2007-2008 AYP data, PWL was noted as being on the watch list for 2007-2008 in ELA and math due to the Individual Education Plan (IEP) subpopulation. Due to a "confidence interval" being calculated into the AYP formula, PWL remained in the adequate reporting category. Three School Improvement Plan goals were stated. Two of which were to increase student

achievement within all subpopulations, in the areas of both Mathematics and ELA. The third goal was to promote a positive school culture focused on accountability, safety, character, and sense of community.

Some 2008-2009 assessment data was available. Mr. Lewis stated areas of growth were noted in the 7th and 8th grades for math. 4.2% growth was reported overall for the school, in math, with an 82% proficiency rate.

For ELA, the 7th grade class was reported to be in the 89th percentile and growth was shown for the school overall, although the IEP subpopulation was again noted to be of concern. Focus was placed on co-teaching and literacy. Eighth grade writing data was noted to have increased .5% from 2007-08 to 2008-09 for the school as a whole. A six week long intervention was reported to have impacted students at risk of passing the writing proficiency. The writing prompt was noted to have been difficult for LEP and IEP students. Additionally, MAP longitudinal data was reviewed.

School community programs were reported, including recognition for student academic achievement, good character, and cultural activities.

Due to having received the watch list designation for AYP, a mini-grant had been received by PWL in the amount of \$9,130.13. Student learning assistance, and professional development for those teachers involved, was therefore provided to target English Language Learners and Hispanic subpopulations in the area of math.

Mr. Moore arrived at 4:35 p.m.

An SB185 grant provided \$47,874.00 for interventions to assist Native American students, as well as, fund Friday School, that had been opened to all students on an alternating, weekly basis.

Progress on competencies was reported for previously enrolled 9th grade students. It was noted students would have multiple opportunities to complete competencies in their classrooms. Mr. Moore asked that a breakdown be provided for review of the numbers of “not met” vs. “not taken.”

Mr. Lewis stated the focus maintained for collaboration days and the many remediation opportunities for students. In the new school year, focus would be placed on Instructional Consultation (IC) team building, SpringBoard implementation, special education math/ELA curriculum, and common assessments.

5. ASPIRE

Administrative Report/Program Review

Ms. Visger, Principal of the ASPIRE alternative school, introduced Miki Trujillo who represented the values based portion of the program. Students were reported to work through community involvement to realize educational and personal values to improve overall.

Several students presented their past history and reason for having been enrolled in the program. Students reported having been admitted due to credit deficiencies alone and for having been expelled due to reasons such as gang affiliation and fighting. Students reported having learned much from ASPIRE in the way of confidence building, making right choices, and attachment to their community through volunteering. A mural had been created at the Carson Valley Museum by ASPIRE students, out of respect to families who had experienced the loss of children over recent years.

Board members expressed appreciation for hearing progress made by these students, and noted those who had come before the Board through the expulsion process and were now improving their lives.

Mike Malloy, Attorney, arrived at 5:24 p.m.

6. State Budget Update

Administrative Report/Program Review

Holly Luna, Chief Financial Officer, stated highlights of Senate Subcommittee of Finance budget recommendations. Reporting that funds would be added back to the budget, Mrs. Luna noted input would be taken from the budget leadership team regarding prioritizing items that might be reinstated, currently listed as cut backs.

Overall, the Local School Support Tax (LSST) and property taxes were down State-wide. This impacted the State guaranteed support of the Distributive School Account (DSA) resulting in the State having to provide additional funding for K-12. The legislature reportedly did not reduce funding for group insurance, and with regards to the retirement health insurance subsidy (AB286) a 44% subsidy provided last year, and was believed to be carrying forward. Mrs. Luna explained salaries with relation to bargaining, versus what the Governor's budget mandated -6% State salary decreases. Ability to require reductions were noted to be viewed differently by the State and school districts due to bargaining and contract rights. It was noted that the Subcommittee approved a 4% salary reduction, not the 6% submitted by the Governor. Additionally, it was noted that there would also be a suspension of merit increases by the Subcommittee with the exception of acquisition of additional education by licensed educators. Essentially, the 4% reduction in salaries and the longevity merit increases of approximately 2.5% could not be passed through as a budget reduction as these were subject to bargaining. Certificated signing bonuses were reported to have been suspended. The 1/5 retirement credit would continue, but probably would end in 2012. The Employee Management Relations Board (EMRB) would not be funded at the State, but rather as a pass-through item in the DSA to K-12, as well as, other public agency funding. Special education funding would increase, although the number of personnel units would not. This will require further interpretation.

Mrs. Luna discussed the Western Nevada Regional Training Program (WNRTP) reduction from 4 regions to 3, impacting DCSD through loss of an administrative management fee.

In conclusion, Mrs. Luna was not placing a dollar amount on add backs until further review and input/verification from the Department of Education, and reiterated that priorities would need to be determined. It was a suggestion that the ending fund balance would be reinstated in the next year to 4% per Board Policies and Administrative Regulations, up from the 3.7% ending fund balance as proposed at the May Board meeting for the final FY09-10 budget.

Items 7 and 8 were delayed due to Public Comment being taken at this time, out of order of the agenda.

Public Comment

Mr. Spence, bus driver, asked Trustees to decrease the number of field trips in order to obtain savings of up to \$100,000.00. He noted that hiring sub bus drivers to cover routes when necessary, due to field trips, was an additional expense incurred.

Martha Baettcher, CVMS Librarian, Roberta Stillwell, GWHS parent, and Torry Johnson, PHES parent supported reinstatement of librarian positions at secondary sites to better support students, should budget add backs be possible.

Item 9 was heard next.

9. Piñon Hills Elementary School Parent Concerns

Administrative Report/Program Review

Mrs. Lark provided an overview of information, as a non action item, regarding parent inquiries into obtaining portables at PHES. Student to teacher ratios were reported to be equivalent at all sites. The number of classrooms supported by team teaching throughout DCSD was provided and reviewed. Team teaching was reported to uphold the same level of academic achievement as individually taught, smaller classrooms. Some discussion surrounded the fact that the “team” was the key to success. The KIDS Committee Capital Projects list was reviewed and noted to list the addition of portables to not only PHES but also JVES and MES on the level of tier two. Square footages for school sites and enrollment numbers were provided, and included four years of historical data.

Assistance for PHES was reported by way of the conversion of a storage room for additional classroom space. This change would be incorporated based on fire department approval.

It was noted the time frame to gain a portable prior to the fall, was short, and the process lengthy, with the bid, permit, and construction requirements that would need to be met.

Mrs. Lark stated that an option of rezoning existed, but noted it to be the least desirable solution.

Future options for increasing classroom space were discussed including the following:

- 1) Checking into leasing and/or purchase of a portable
- 2) Future movement of JROTC portables upon building of a facility for that program
- 3) Zone variance denials at PHES due to high enrollment
- 4) Rezoning

Projects involving safety and KIDS Committee first tier recommendations were reported to have been addressed with the issuance of the first bonds for capital project improvements this year.

Discussion ensued regarding facilities, staffing, and future capital projects. The onset of the hiring of a company to incorporate a Master Facilities Plan was stated to be the favorable method of informed decision making for all future site considerations including moving the 9th grade to high school and possibly the 6th grade from elementary to middle school, which in turn would impact sites like PHES, SES, and JVES.

The District Five Year Capital Plan was discussed with Mrs. Luna explaining that items such as the MES/JVES/PHES portables were not to be “dropped” from the Plan, but rather placed “on-hold” until completion of the Master Plan.

Public comment on this issue included Ron Santi, current PTO President, and Torry Johnson, incoming PTO President. Many PHES parents were in the audience and spoke in support of obtaining portables. Statements made on behalf of increasing space for students included financial input and background information. Statements included the following:

- 1) Appreciation was shown for Board members who came to see PHES while students were in session.
- 2) An equipment room was noted to have been changed into a classroom two years ago.
- 3) Enrollment had increased, not declined at PHES.
- 4) Portables were the quickest solution to increase space.

- 5) The PTO had services to offer the District to assist in timely completion of the project.
 - 6) Should an elementary be closed within the District it would compound the problem.
 - 7) Support was shown for PHES teachers being offered variances to allow their students to attend their own school.
 - 8) A request was made that the PTO meet with District staff to work out logistics.
 - 9) Parents felt the estimate of \$235,000 for the installation of a portable was high.
 - 10) PHES portables having been removed from the five year plan was a concern.
 - 11) Allocation of money to GWHS for the building of a gym was challenged.
 - 12) Appreciation was shown for agendizing the PHES portable discussion quickly.
 - 13) Team teaching was stated as not necessarily detrimental to achievement, but not the best for all students.
 - 14) Classrooms were overcrowded.
 - 15) A question was raised about possibly borrowing portables from another district.
 - 16) The history of capital improvement projects was asked to be explained with relation to the Capital Plan and KIDS Committee priority list.
 - 17) Parents who supported the KIDS Committee recommendations/bond initiative stated concerns that projects listed, such as the PHES portables would be addressed.
- 18) The spending of money to hire a firm to review a Master Plan was questioned.

Next, Item 13 was taken out of order.

13. Renewal of District Property and Casualty Liability Insurance Coverage **Discussion and Action (Action)**

Mrs. Luna explained the increasing property and casualty liability insurance premiums. This year a 10% increase would be incurred upon renewal of the policy. An additional insurance policy covering transportation of students was noted to decrease 3%. The Nevada Public Agency Insurance Pool (NPAIP) - Public Agency Compensation Trust (POOL/PACT) was reported to determine the fees to be charged, rather than insurance agencies, for these policies. Fees were reported to be established by property values.

Mr. Moore moved to approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2009 through June 30, 2010 as detailed in the Wells Fargo's summary. Additionally, Mr. Moore moved to approve the Student Accident Coverage Policy for the period of July 1, 2009 through June 30, 2010 as detailed in the Wells Fargo summary, seconded by Ms. Jamin.

Motion carried 7/0.

Mrs. Luna stated that Workers' Compensation insurance would be coming to the Board for approval in July.

A break was taken from 7:40 – 8:06 p.m.

7. Superintendent's Report

Mrs. Lark reported that an adult was arrested on this date, behind GWHS, in a wooded area. No one was believed to be in jeopardy. End of the year events were attended by Mrs. Lark including CTE awards; Grad Nite, and Mountain Madness at DHS; The Classified of the Year luncheon; and a play at PWLMS. Students were commended for their memorization and performance in A Midsummer Night's Dream. Additionally, Mrs. Lark attended the GWHS and DHS graduations, including the

separate adult graduation ceremony.

The NIAA was reported to have performed an informal telephone survey with Superintendent's. The basis was whether or not to reduce the number of games required. Mrs. Lark stated Superintendent's voted unanimously to reduce the number of games and hold off on realignment of teams.

8. Aversive Intervention Incident – AB280 Administrative Report/Program Review

Jan Visger, Director of Special Services explained the law and process for AB280 student reports. NRS 388.521 pertaining to use of physical restraint, the types of restraints permissible, aversive interventions, and reporting requirements, were explained. The NRS was noted to have been originally drafted for hospitals and long term care facilities and had been revised to include the school setting. Therefore, some actions included were not applicable to students. Four types of restraint methods were identified and explained for special education students. Those were:

- 1) Permissible use of physical or mechanical (these are not reported to the State Department of Education or Board)
- 2) Emergency use of physical or mechanical (both permissible and non-permissible are reported to the Board)
- 3) Non-permissible use of physical or mechanical (reported to the Board)
- 4) Aversive intervention (no longer used as these were physical and mental punishments)

10. Consideration of Final 2009-2009 Budget Amendments and Augmentations Discussion and Action

Mrs. Luna explained details of final amendments made to the budget, specifically in the general fund. Software to assist the District Transportation Department in analyzing bus routes for efficiency was added with offsets to come from reductions in routes. An additional increase to the budget was retirement insurance subsidies (AB286), incorporated with maximum amounts. This late change to the budget was due to delays in the timeframe in which employees joined the health insurance, and was an additional budget increase. Other adjustments included updated federal and state grant monies and large increases to the capital project funds for revenues, due to bond funding.

Mrs. Trigg called for questions. There were no questions or public comment.

Mrs. Hales moved to adopt Resolution 09-02 as submitted by Business Services, seconded by Mr. Moore

Motion carried, 7/0.

Mrs. Hales moved to adopt Resolution 09-03 as submitted by Business Services, seconded by Mr. Moore.

Motion carried, 7/0.

11. Administrative Regulation No. 518, “Graduation Ceremony Regulations” Honors Diploma Information and Discussion

Nancy Bryant, Assistant Superintendent for Education Services, presented changes to Administrative Regulation No. 518, “Graduation Ceremony Regulations.” An addition was made to include the

honors diploma that had been awarded to DHS students for many years, but had not been listed within the Regulation. GWHS would now also incorporate the honors diploma into their graduation procedures.

There was no Board action required.

12. Administrative Regulation No. 216, “Eligibility for CoCurricular and ExtraCurricular Activities” Information and Discussion

Mrs. Bryant presented changes to Administrative Regulation No. 216, “Eligibility for CoCurricular and ExtraCurricular Activities.” The changes would bring the Regulation into alignment with the newly written Administrative Regulation No. 544, “Random Drug and Alcohol Testing of Students in CoCurricular and ExtraCurricular Activities,” as well as, NIAA regulations. A Consent Agreement for random drug testing had been added to AR216 and language within this Regulation, had been adjusted. Mrs. Bryant informed the Board that this information would also be added to the coach training manuals at both high schools. Forms changed in order to reflect current information included the Extra- and CoCurricular Guidelines and Contract. A program listed within AR216, not currently

offered, was deleted that pertained to the providing of a counseling class inclusive of parents and students.

Mrs. Bryant stated that one issue not addressed, that might be in the future, was the independent transport of students.

Item 13 was heard out of order, earlier in the evening.

14. Plan of Corrective Action to Department of Taxation Discussion and Action (Action)

Information, including a letter from the Department of Taxation and corrective actions to be implemented by DCSD, was provided to the Board. Mrs. Luna reported that the corrective action was required by NRS, and was based on results from the last two annual external audits. An explanation was provided for FY06-07 that pertained to a transfer made from the Class Size Reduction account to the General fund that created the violation. With regards to the other violations, the explanation was exceeding appropriations from the Buildings and Sites Fund, Class Size Reduction Fund, and Special Education Fund. Mrs. Luna stated that these accounts would be more closely monitored in the future in order to not exceed appropriations. The Plan of Corrective Action was requested to be approved in order to provide the submittal to the Department of Taxation.

Mr. Moore moved to approve the Plan of Corrective Action as presented by Business Services, seconded by Ms. Jamin.

Motion carried, 7/0.

15. Nevada Association of School Boards (NASB) Report

Mrs. Trigg and Mrs. Hales stated there was no new business to report at this time. They advised Board members to review the NASB Summary of Bills produced by Director, Dotty Merrill, for information pertaining to the legislative session.

16. Correspondence

Board members noted that two letters had been received by District staff members. PHES parent

emails were also reported to have been received.

17. Possible Agenda Items for Future Board Meetings

Mr. Moore inquired about possible discussion regarding the time allotted for public comment, seconded by Mrs. Trigg.

Ms. Jamin asked that field trip clarification be provided to the Board. Mrs. Luna responded that she would provide that in a written report, not agendaized.

Mrs. Hales asked that a discussion be held regarding student feedback forms. Her idea was not to use this information in teacher evaluations, but to provide constructive input regarding all courses for supervisors at the end of each semester or school year, seconded by Mrs. Trigg.

Mrs. Hales asked that the DARE program be reviewed for effectiveness, seconded by Mrs. Trigg.

Mrs. Trigg asked that input from Board members regarding a Board workshop/retreat be sent to her.

18. Executive Session

There was no Executive Session. Mr. Alexander informed the Board that he would talk about statements for the opening of negotiations during Executive Session, at the August Regular meeting. A new facilitator would be used to conduct negotiations. The goal at the August meeting would be to obtain concerns from the Board they might have prior to starting the next negotiation session.

19. Adjournment

Mr. Roman moved to adjourn the meeting at 9:19 p.m., seconded by Ms. Jamin. Motion carried, 7/0.

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.