

Douglas County School District
Regular Meeting
Douglas High School Media Center
Minden, Nevada
Tuesday, July 14, 2009
3:30 p.m.

***Minutes Approved
August 11, 2009***

MINUTES

Present:

Trustees:

Cynthia Trigg, President
Thomas Moore, Vice President
Keith Roman, Clerk
Randy Green, Member
Teri Jamin, Member

Absent:

Karen Chessell, Member
Sharla Hales, Member

Personnel:

Carol Lark, Superintendent
Lyn Gorrindo, Assistant Superintendent, Education Services
Holly Luna, Chief Financial Officer

Absent:

Rich Alexander, Assistant Superintendent, Human Resources

Others Present:

Bob Cox, Legal Counsel
Debbie Haskins, President, Douglas County Support Staff Organization

An attempt was made to record this meeting through two different laptop computers. The recordings for this meeting are only slightly audible.

1. Call to Order

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

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

2. Consent Items (Action)

Mrs. Trigg asked that Item 2-B, "Minutes of the Special Meeting of June 17, 2009" be pulled from the Consent Agenda.

- A. Approve the Minutes of the Regular Meeting of June 9, 2009.
- B. Approve the Minutes of the Special Board Meeting of June 17, 2009.
- C. Approve payments contained in Voucher No. 1029 for the FY08-09 and Voucher No. 1101 for FY09-10.
- D. Approve personnel actions described in Personnel Report No. 09-07.

- E. Accept the recommendation of the Superintendent and appoint Robert Been as Principal of Carson Valley Middle School for the 2009-2010 school year.
- F. Accept the recommendation of the Superintendent and appoint Laura Parks as Vice Principal of Douglas High School for the 2009-2010 school year.
- G. Designate the Director of Special Services as the AB280 reporting designee.
- H. Adopt the District's updated Debt Management Plan and Indebtedness Report, which includes the already approved (May 20, 2009 Board Meeting) Five-Year Capital Improvement Plan.

Ms. Jamin moved to approve the Consent Agenda with the exception of Item 2-B, seconded by Mr. Green.

Motion carried, 5/0.

Mrs. Trigg asked that on page 2, the bottom section be reviewed regarding Mrs. Hales' statement relating to past practice. She believed this was a question rather than a statement and that it is the prerogative of the president of the Board to decide whether or not to provide written statements. Her thought was that in the past, both methods had been used to provide evaluation information. Mrs. Trigg asked that Mrs. Moore, secretary, check records and provide her with this historical information.

Mrs. Lark stated she was not asking for a change, but rather a clarification on page 4 regarding the statement, "Lack of follow through...violation of state law..." She asked Mr. Moore if this was in reference to flashing lights at ZCES. Mr. Moore responded, "Yes, it was what he was referencing." Mrs. Lark provided and read a letter dated 12/15/08 addressed to the Douglas County Manager. Mr. Moore replied that this letter did not pertain to the reference he made at the Special Meeting. Mr. Moore stated the process relating to the flashing lights was lengthy, was related to State of Nevada business, he had not received a response as of this date, and he would have to check his correspondence.

Mr. Cox, attorney stated the solution was to have this come back for approval, as he was aware a letter had been received from the State and that Mrs. Lark's letter appeared to be her response.

Mr. Cox added that he had reviewed the Special Meeting Minutes for any violations.

Mrs. Lark responded that Mrs. Luna dealt with flashing lights and that Mrs. Luna had informed both she and Mr. Moore that they had to wait until the snow melted to get to the controls. Mrs. Lark added that this took place over a year ago and if it was a concern, should have been addressed in her previous evaluation. Mrs. Lark stated, "I take State laws very seriously."

Mr. Cox, attorney, stated that both letters could be provided as attachments at the next Board Meeting.

Mr. Moore stated that he would review his correspondence and provide further information to the Board at the next meeting.

Ms. Jamin moved to continue the discussion and adoption of the Special Meeting Minutes, Item 2-B, to the August 11th Board Meeting, seconded by Mr. Green.

Motion carried, 5/0.

Mrs. Trigg announced that Item 4 would be heard prior to Item 3.

4. Report on Boys and Girls Club Western Nevada Administrative Report/Program Review

Diane McCoy provided an informational report on the Boys and Girls Club currently offered at Pau-Wa-Lu Middle School. This youth agency is fully grant funded allowing for the waiver of fees when necessary, in order that all children are provided an opportunity to attend. Dues averaged \$15.00 per year. The program is aimed to guide children, ages 6 – 18, in character building, behavior, community service, and leadership. The majority of students attending were ages 7 -12 years old. The total enrollment was reported to be approximately 500 kids. The summer program offered field trips and maintained an enrollment of 120-130 children. Trained professionals offer positive role models through a variety of activities including academics and sports. Volunteers provide assistance, as well. The hours of operation were daily, 2:00 – 6:30 p.m., while school was in session. Summer hours ran from 7:30 a.m. – 6:30 p.m.

3. Principal's Report (Jacobsen High School) Administrative Report/Program Review

Brian Frazier, Principal, Jacobsen High School, reported that JHS was an adjudicated facility that offered services to students who had been placed due to a court order. Focusing on reading, science, and math in order that students are able to obtain credit and pass the High School Proficiency Exams, the goal is to gain one academic year of progress in the four months that students are typically enrolled. In regards to academics, Mr. Frazier stated that efforts were underway to integrate math into science. Courses offered included English, history, math, Career and Tech Ed (CTE) and PE. Opportunities are provided to students to take the State Criterion Reference Tests, as well as, the HSPE's for those who attend during the scheduled assessments. Promethean Boards were reported to engage students in learning through use of a technologically spurred, more involved, learning environment. Student behavior over the past year was noted to have been at a noticeably improved level compared to the past.

Mr. Frazier provided achievement data with student growth results. Results included, 73% of students achieved one year of growth in reading, 61% in math, and 56% in science. JHS had awarded fourteen General Education Diploma's (GED) in 2008-09, four adult diplomas, and had one student receive a diploma from DHS. The goal was to assist students in obtaining adult diplomas, rather than GED's. Students could attend junior college with a GED, but might require remediation courses. A focus would be placed on co-teaching as one teaching position had been decreased at JHS. Reading services were reported to be offered at this time through an external program.

Mr. Green inquired as to the tracking of data for students who completed the program. Mr. Frazier responded that data was desirable for all entities involved, but difficult to obtain.

Board members were invited to attend JHS graduations at any time.

5. Four Day Week Pilot Calendar at Whittell High School for the 2009-2010 School Year Discussion and Action (Action)

Sue Shannon, Principal, George Whittell High School presented the advantages of implementing a four day week calendar for staff and students at GWHS. The proposed calendar was explained and concerns that had been raised at a previous meeting addressed. The advantages were reported to be increased student seat time for athletes, increased teacher-coach time in the classroom, and improved student and staff attendance. Concerns raised, were reported to have been addressed through a taskforce. Adjustments were made to sports schedules, on site and shared staff had been streamlined, and a calendar that was a compromise of the initial offering, provided to the Board for approval.

Mr. Green made statements in support of the initial 150 day calendar suggestion coming from staff at

GWHS. Discussion ensued as to specifics of the two calendars. Mrs. Trigg stated the calendar being offered tonight would add educational value although the calendar might be adjusted in the future. The taskforce had determined that this calendar was a good starting point due to other major issues having tasked District personnel throughout the year creating a tight timeframe for information gathering and implementation. Memorandums of Understanding had now been attained from the various union bargaining units in support of this calendar.

Mrs. Trigg called for comments from the public.

Andy Chapman spoke as a representative for GWHS parents, supported the four day week schedule and thanked the Board for their dedication.

Brian Rippet, GWHS teacher representative, stated his support for implementation of the four day week. Increased instructional time for students was supported by teachers as the majority of students were involved in sports. Efforts were underway to encourage teachers to organize and schedule their time on Friday's in the most efficient manner, when students would not be present.

Board members further discussed scheduling of teacher preparation time, evaluation of the schedule including measurement of academic success, and teacher planning with Friday's available to them as student non contact time.

Mrs. Trigg read a comment submitted by Mrs. Hales, in lieu of her absence, supporting the four day week program as a pilot project.

Martha Matthews, GWHS teacher, stated that the staff would remain the same at GWHS in the next year and was therefore a fixed variable when tracking data regarding the change to a four day week.

Mr. Moore moved to approve a pilot four day week calendar for Whittell High School for the 2009-2010 school year, seconded by Ms. Jamin.

Motion carried, 5/0.

6. Renewal of District Excess Worker's Compensation Insurance Coverage Discussion and Action (Action)

Mr. Moore inquired to see if this topic was related to monetary issues with regard to District employees. Mrs. Luna replied that Worker's Compensation Insurance was required by law as a benefit for employees but there was no monetary gain for individuals. The District was reported to be self insured. Mrs. Luna reported a decrease of 3.3% in the Excess coverage and a decrease of 61.6% in the Bond for the FY09-10 renewals. Mrs. Luna requested that cuts made to the Worker's Compensation payroll reductions be reinstated in the budget add backs. Mrs. Luna read her recommendation from the agenda.

Mrs. Trigg called for questions and any public comment. There was none.

Mr. Moore moved to approve the renewal of the District's Excess Workers' Compensation coverage for the period of July 1, 2009 through June 30, 2010, as detailed, seconded by Mr. Green.

Motion carried, 5/0.

At 5:10 p.m. a break was taken in order that Mr. Cox could meet with the Board members for attorney client privileged information.

Public Comment

Public comment was heard at 6:10 p.m.

Mrs. Trigg stated that she would like to make a public statement. Mrs. Trigg apologized for a comment she made at the recent Special Meeting held for the purpose of evaluating the Superintendent. As a public servant, Mrs. Trigg stated it was imperative that she admit to a wrongful statement. Quoting the statement made at the June 17th meeting, "the Indians were running the camp," Mrs. Trigg stated she meant to replicate an old adage, "Too many chiefs and not enough braves." Mrs. Trigg humbly apologized for having made the statement and noted that she meant no derogatory reference based on race, color, gender, or other affiliation.

7. Budget Add-Backs **Discussion and Action (Action)**

Carol Lark, Superintendent, and Holly Luna, Chief Financial Officer, explained recommendations for budget add backs due to finalization of the State budget for FY09-10. Mrs. Luna referenced two documents. One provided a line item list of recommendations for positions and services to be added back into the District budget. Another document explained the reason for recommendation of each item. Mrs. Luna defined the State DSA as being a state guaranteed funding source and one main stream of District revenue. Board Policy and Administrative Regulations governed the maintenance of the ending fund balance at a level of 4%. This was the starting point for Mrs. Luna's calculations regarding budget add backs.

Mrs. Lark stated Mrs. Luna had spoken with Cheryl Blomstrom today, who was present at this meeting. Mrs. Blomstrom had relayed information from Marty Johnson, JNA Consulting, with regard to the continuation bond. Funds could be available for certain expenditures.

The Master Plan was reported to incorporate a large portion of requested funding, and would be partially funded through add back adjustments.

Information obtained from Marty Johnson included that the District could obtain cash through the "pay-as-you-go" process, "cash" that would be available after payment of principal and interest on current bond series. The excess "cash" could be placed in the general fund and/or rolled into the capital projects fund to supplement the expenditure necessary to incorporate the Master Plan. These funds could be used for all capital projects. Mrs. Luna stated the time frame for pursuing the next set of bond series would be around the first of the year.

An explanation was provided by Mrs. Lark for each of the items recommended to be added back to the budget for the 2009-2010 school year. Board members asked questions and discussed each item as presented. Information provided in addition to the printed public information included that due to the banning of vans for use to transport children, vans were now used for maintenance. Additionally, a used nine person Suburban had been purchased in lieu of a more expensive small bus to transport students.

Funding for the Gifted and Talented (GT) program was discussed in-depth. Mrs. Lark recommended that a certified position be added to the current allocation of 2 teachers in order that the program continues as it had existed, until the task force could come forward with recommendations. Elementary principals were reported to support a change to the existing program. Additional funding in the amount of \$50,000 was requested in order to research and analyze program models.

A discussion was led regarding the current GT pullout program, the number of teachers necessary to maintain the program for the current year, the amount of funds to be allocated for research, and overall desires of the Board to best educate this population of students.

Next, Mrs. Lark addressed Jacobsen High School. Mrs. Lark stated the student to teacher ratio had

changed from 14/1 to 19/1 due to a reduction of one teaching position. Brian Frazier, Principal, Jacobsen High School stated that the add back item regarding the addition of five days to each of three existing teachers' contracts would be adequate for JHS this year. Budget cuts had initially included the reduction of one teaching position. Mr. Frazier stated that replacement of services could be staggered adding five day increments back to the program due to the nature of the program, but his desire was, that when a teacher was added back to JHS, that this be a permanent placement. The reinstatement of the position was desirable within one or two years as a permanent add back.

Cheryl Blomstrom, parent and former GT student, stated that GT students were a high risk population. In the event these students were not challenged they were noted to be at risk of becoming dropouts. She supported differentiation in instruction for all students and noted that technology today allowed for varied levels of teaching. Her suggestions included the possibility of providing a magnet school setting and possibly offering a pull out program in addition to differentiated instruction.

Board members discussed funding sources for researching a new program, the amount to be allocated, and whether or not 3, 3.5, or 4 teaching positions would be best in order to maintain the GT program for the upcoming year.

Mr. Roman moved to accept the Superintendent recommendation for budget add backs for 2009-2010 with the exception of GT, and that we add two new GT teachers with a minimum of \$50,000 in research money for the restructure/research. The money is to be obtained from sub pay, 88 funds, master plan fund, and the ending fund balance, seconded by Mr. Moore.

Some discussion occurred regarding concerns for maintaining the ending fund balance due to possible future economic impact.

Mr. Green called for an amendment, to include that the ending fund balance would be the last avenue to obtain funding.

Mr. Roman and Mr. Moore accepted the amendment.

Mrs. Trigg stated for clarification purposes, the friendly amendment was to state that the ending fund balance would be used as a last resort.

Motion carried, 5/0.

A break was taken from 7:35 – 7:45 p.m.

8. Master Plan Consultant Recommendation Discussion and Action (Action)

Holly Luna, Chief Financial Officer, reported historical information relating to revenues, and the method for determination and prioritization of capital projects to date. This included that bond funds received from past elections and capital project funds paid through a Government Service Tax had been used to build additional facilities and uphold capital projects. Most recently, the KIDS Committee received information regarding District building needs and created a priority list for capital projects to substantiate the bond initiative. Following the passing of the bond initiative, the first bonds were issued January 2008 in an amount deemed affordable to the District. The KIDS Committee listed projects related to safety and health as priorities, many of which will be completed by the end of this year. The first projects included a boiler replacement, recommissioning of fan coils, replacement of fire alarm systems at the two high schools, and replacement of interior door locks.

Mrs. Luna stressed the need to make an informed fiscal decision regarding the amount of bond

funding to obtain in the upcoming year in conjunction with the need to appropriately direct usage of funds. The Master Plan would provide insight and guidance in order to do so, for the present and future.

A six member panel was reported to have interviewed companies who submitted proposals. This process resulted in a recommendation to the Board to hire MGT of America, Inc. The company would be tasked with conducting a review of the priority list from the KIDS Committee, as well as, additional needs that will be continually added to the list. A variety of other issues would be addressed including moving the ninth grade to high school, improvements to programs such as ASPIRE, and an additional transportation facility. Many topics would be considered in the facility planning process. Parent, student, and community input would be sought during the compilation of the Plan.

Mrs. Luna offered the complete MGT of America, Inc. proposal to the Board for review. The fee for services was reported to be \$200,000.00 and would be paid out as services were provided. Some additional fees were noted to be contained within the proposal. Mrs. Luna reported these fees would be paid out of the capital projects fund and were in excess of the \$200,000 and had already been approved in the Five Year Capital Improvement Plan.

Mr. Moore stated he had participated in the review process and that MGT had been in his top three choices. Upon hearing the presentations, Mr. Moore had ranked them as the number one company, himself.

Mrs. Lark added that MGT was her number one choice following the presentations, and that she supported the need for their services, as well.

Other districts in Nevada were reported to have incorporated a Master Plan.

Mr. Carnes, MGT Senior Associate, elaborated on the process. Focus groups were important to the planning process. Two public meetings were planned. Mr. Carnes informed the Board that he was a retired superintendent and would be seeking to find out what was important to this community.

Mrs. Trigg called for public comment.

Cheryl Blomstrom, parent and President of the KIDS Committee, supported the incorporation of a master plan.

Ron Santi, parent, offered his support for maintaining a facility plan, although he felt the talent to produce a guidance plan existed within the District staff and that the spending was unnecessary.

Mrs. Trigg stated following some discussion of the Board's involvement with the KIDS Committee, that in fact, three Board members were involved with the Committee.

Another parent addressed the Board and agreed with Mr. Santi that the Master Plan was necessary, but could be implemented through existing staff.

The Board discussed the facility planning process of the past. Consensus of those who had been on the Board for a lengthy time was that a facility plan had not been provided to them. The belief there was a need to facilitate a Master facility Plan was expressed by several Trustees.

Mrs. Luna read the recommendation from the agenda.

Mrs. Trigg thanked Mr. Carnes and expressed her support for the master plan project for this and future School Board members.

Mr. Moore moved to allow Business Services to move forward with a

contract with MGT of America, Inc. to originate a DCSD Master Plan and approve a contract for services in an amount not to exceed \$200,000.00, seconded by Ms. Jamin.

Mrs. Luna stated that funding could not exceed the \$200,000.00 to be disbursed from the general fund, without further Board approval. Some additional fees were noted in the proposal as supplementary to the Master Plan itself and would be paid from Capital funds as necessary.

Mr. Moore added at the end of the motion, "...not to exceed \$200,000.00 "of obligation from the general fund."

Motion carried, 5/0.

Mrs. Luna and MGT of America staff enthusiastically expressed their appreciation for staff members Gina Steinman and Gary Cullen for carrying out the Master Planning process through in a well coordinated manner.

PHES Modular Leasing or Purchase Options Discussion and Action (Action)

Mrs. Luna reported various considerations pertaining to the addition of a portable at Piñon Hills Elementary School. Input from both parents and vendors had been received in order to arrive at accurate timeframes and needs relating to possible construction. Purchase and lease options for new and used portables had been received. Mrs. Luna recommended that the Board not take action at this time and instead wait for options and timelines to come from a result of the facilities analysis that would encompass the District as a whole, in the form of the Master Plan. Other schools were reported to have been identified to need additional space for students, as well.

Meetings with parents had been conducted and offers for assistance with the project defined.

Mrs. Trigg stated she had communicated via email with parents regarding their suggestions and concerns. Mrs. Luna further answered questions regarding her research of construction and vendors.

Lease and purchase options for portables were explained by Mrs. Luna. Vendor contracts and varied timeframe offerings were included, based on two vendors. An aggressive timeframe of 7 – 10 weeks was stated in order to place a portable on site.

A storage room conversion at PHES was reported to be near completion for use as an additional classroom.

Discussion turned to the possibility of relocating approximately 40 students to Minden Elementary from PHES as an interim solution.

Mrs. Trigg sought consensus from the Board to have administration discuss options with parents. Board members were uneasy about overspending, the timeframe for portable placement being extended if the Master Planning process was used to determine the solution, justification of not basing decisions on overall district priorities that would result from the Master Plan district wide analysis, and the problems associated with families when required to rezone students.

Mrs. Trigg called for public comment.

Several Pinon Hills parents supported obtaining a portable for PHES. Statements included enrollment and classroom number comparisons to other elementary schools; the enrollment trend for PHES having increased annually; a need existed to incorporate more classroom space as soon as possible; portables were favored due to the ability to move them as needed; funding the addition of a portable at PHES was desired; and donations had been provided for other sites that might best be used in different ways, such as to assist PHES with overcrowding. Busing students to a different elementary school was not supported.

Mrs. Trigg clarified that gifts had been provided to the District for specific uses.

Mr. Cox, attorney, stated benefactors were able to donate money as a windfall type situation to specific sites.

Erin Coffey, parent, stated concerns for the large class sizes and supported purchase of a portable if funding allowed.

The Board Policy relating to gifts was briefly discussed. Discussion ensued among the Trustees as to the best solution for PHES overcrowding.

Mr. Moore moved to have staff come back with a recommendation of funding \$125,000 and also to report on the difference in locating students in a portable versus relocating students to another site, seconded by Mr. Roman.

Some discussion continued regarding fiscal responsibilities and all options for solving the classroom overcrowding at PHES.

Mrs. Trigg called for a vote on the motion.

Motion carried, 4/1, Ms. Jamin, nay.

9. Paperless Board Meetings

Discussion and Action (Action)

The Board was introduced to a new method of organizing information for their meetings. Mrs. Moore and Mr. Frazier explained the reasoning for changing the format with which the Board obtained their Board packets, how the District was able to provide a dozen laptops through use of retired equipment, and the necessity to model "going green" in order to eliminate paper and printer waste. Mr. Frazier informed the Board that District SB404 funds had been used several years ago to obtain the laptops that would now be retired from testing and available for other district uses. The availability of laptops to the Board could be maintained through laptop replacements throughout the District in the future. Board members would gain access through the Web site through their computers at home, with a code. Access would also be available at meetings to all necessary agendas and forms – plus more. Board Policies and Administrative Regulations would be easily accessed through the Web site. Any items could be requested, printed, and provided when desired. Printed information would remain available to the public at all meetings. It was noted the legislature maintained use of laptops for the last two sessions and that this was a reasonable path to follow. The use of laptops at the first several meetings would include both the old and new method of providing materials in order that Trustees could become accustomed to the new software and easily make the transformation.

Mr. Roman moved to approve a new paperless system for Board Meetings, with printed materials provided to the public at each meeting, and as requested by individual Board members, seconded by Mr. Green.

Motion carried 4/1, Mr. Moore abstained.

10. Superintendent's Report

Mrs. Lark stated that due to weekly updates she provided to Board members, this report would be minimal. Summer school was reported to end this week. Through the use of Odysseyware software, of the 80 students that were enrolled in summer school, approximately 65 would receive English credit. A group of students were reported to have been caught cheating during this session.

11. Nevada Interscholastic Activities Association (NIAA) Report

Realignment of teams was reported to be the main topic of the recent meeting. Mr. Roman stated he had attended the recent NIAA meeting held at the Reno Aces ballpark and that at this time he was no longer on the NIAA Board. His future involvement was reported to possibly include activities within a team realignment committee as the NIAA attempted to set schedules for the fall.

12. Nevada Association of School Boards (NASB) Report

Mrs. Trigg stated that information provided by Dotty Merrill, NASB Director, had been forwarded for review. The next meeting would be the first of August allowing for further information to be provided at that time.

14. Correspondence

While there was no correspondence reported, Mrs. Trigg announced that she would be withdrawing from the congressional race that she had been involved in. The School Board was stated to be her first priority and Mrs. Trigg's desire was to commit more time to the Board in order that they become a more cohesive, outstanding, School Board.

15. Possible Agenda Items for Future Board Meetings

A discussion was led regarding review of the transportation and fundraising policies. This subject was noted to be currently on the upcoming list of agenda items. The consensus of the Board was to move this topic to the top of the priority list.

16. Executive Session

There was none.

17. Adjournment

Mr. Moore moved to adjourn the meeting at 10:05 p.m., seconded by Ms. Jamin.

Motion carried, 5/0.

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.