

Douglas County School District
Regular Meeting
Douglas County Public Library – Lake Tahoe Branch
Zephyr Cove, Nevada
Tuesday, October 13, 2009
3:30 p.m.

*Minutes Approved
November 10, 2009*

MINUTES

Present:

Trustees:

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

Absent:

Randy Green, Member

Personnel:

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

Others Present:

Mike Malloy, Legal Counsel

1. Call to Order

Mrs. Trigg called the meeting to order at 3:32 p.m.

- A. Mr. Alexander led those present in the Pledge of Allegiance.

Mrs. Trigg stated Item 12 was to be pulled from this agenda due to Mr. Huge not being in attendance. Item 12 would be addressed at the November meeting.

- B. Mr. Moore moved to adopt the agenda excluding Item 12, seconded by Ms. Jamin. Motion carried unanimously, 6/0.

2. Consent Items (Action)

Mrs. Hales stated she would be pulling Item 2-A, "Minutes of the Regular Meeting of September 8, 2009," from the Consent Agenda.

Mrs. Hales moved to approve the Consent Agenda, with the exception of Item 2-A, seconded by Mr. Moore.

Motion carried, 6/0.

Regarding Item 2-A, "Minutes of the Regular Meeting of September 8, 2009," Mrs. Hales stated the red folder contained the verbatim transcript of the motion and friendly amendment stated at the September meeting regarding the Drug Abuse Resistance Education (DARE) program. Mrs.

Hales felt the friendly amendment should replace Mr. Green's motion. The Minutes reflected the friendly amendment would be added to the motion. Due to Mr. Green's absence, the consensus of the Board was to table Consent Item 2-A until the November Regular Meeting.

- A. Approve Minutes of the Regular Board Meeting of September 8, 2009.
- B. Approve payments contained in Voucher No. 1111 for FY09-10.
- C. Approve personnel actions described in Personnel Report No. 09-10.
- D. Approve changes to the agenda with regard to estimated times.
- E. Authorize the district to continue to participate in the Class Size Reduction program using the Alternative Plan.

3. Principal's Report – Zephyr Cove Elementary School Administrative Report/Program Review

Nancy Cauley, Principal, Zephyr Cove Elementary School presented progress towards their School Improvement Plan goal. The enrollment trend for ZCES was reported to have been declining over the past several years, although this year an increase of 25 students had occurred. A prekindergarten class was scheduled for the fourth year in a row. Teach for Success data from the past year included all time high results of 85% of students engaged in the classroom. Academic progress measured through the use of DesCartes software included grades K-6. Differentiated instruction, flexible grouping in lower grades, collaboration for teachers, and use of reading specialists within the classroom were reported to be steps used to achieve the single School Improvement Plan goal of, "High academic achievement for each and every student." A main focus was in the area of math. A grant in the amount of \$2,000 had been obtained for both reading and math interventions, allowing for tutoring through spring. Developmental Reading Assessments (DRA) were used to meet the needs of children, as well. Mrs. Cauley reported she was working with students, herself, in the area of expository text; a section of the CRT's where students were identified to need improvement. State Criterion Reference Testing (CRT) and District Measurement of Academic Progress (MAP) testing results were presented for cohort classes. Growing student subpopulations consisting of Free and Reduced Lunch (FRL) and Limited English Proficient (LEP) students were reviewed by teachers who had gained training in DesCartes to determine student reading, writing, and math needs. A teacher on staff was noted to be providing professional development in the area of math for other teachers, to assist students in math reasoning and conversation.

The previous two collaboration days focused on unwrapping state standards in order that teachers would understand their relevancy for incorporation into curriculum. Teachers were learning methods of increasing rigor in the classroom to raise the level of recall and provide for best student application. Scope and sequence would be reviewed next, in order to align classroom instruction.

Five students, not involved in athletics at GWHS, were gaining credit for tutoring students at ZCES. Additionally, after school tutoring was available. Students accelerated in math were provided opportunity for continued advancement in a multiage level class setting. A Gifted and Talented teacher was reported to provide services in the regular education classroom.

Mrs. Hales stated she would like to learn more about the demographics surrounding the increased enrollment this year.

4. Borrowing Programs and Options Discussion and Action (Action)

An overview of capital funding options for future projects was provided by Marty Johnson of JNA Consulting. An explanation was provided for five different bond programs and submittal timelines, that included 2009 ARRA stimulus funding. Government subsidies, tax revenues versus debt

service, and possible funding schedules were discussed. Mr. Johnson stated, upon completion of the Master Plan, funding would be aligned with project priorities.

Reporting debt service that would be incurred through an issuance of the various bonds, Mr. Johnson noted that the Qualified School Construction Bonds (QSCB), available for “green” energy saving projects, were offered at 0% interest. SB152 was noted to be on the agenda at a later time this evening where further information would be provided regarding an additional “green” initiative by the State. Douglas County School District had applied for over \$13 million in green projects (6.7 million was actually available). The District would be notified by the end of the week regarding the amount to be awarded. DCSD was reported to have a very good chance of obtaining \$3 million of this funding. Projects previously identified by AMERESCO qualified under both the “green” and “shovel ready” criteria. The QSCB 0% interest offer was reported to be the best bang for the buck at this time, in lieu of securing rollover bond funding. Additionally, there was Recovery Zone Bond funds available to the County. If the County were to not use the bond funds available, the District could approach them about using such bonds.

The rollover bond funding option was explained. Under this option, funding was approved up to \$30 million through the year 2018. \$3.5 million in bonds, of the available \$30 million, had been issued annually. Mr. Johnson stated revenue projections were used to determine the difference in revenues (expected to decrease) and debt service. Rollover bond monies would be obtained for projects resulting from Master Plan recommendations in subsequent months.

Mr. Johnson wrapped up by providing the steps required to issue bonds. He recommended the Board approve staff to proceed with arrangements necessary, should authorization be granted to obtain the ARRA funding in the form of QSCB funding in the next few days. Board approval would allow the district to obtain this funding prior to the December 2009 deadline.

Mrs. Hales moved to pursue available Qualified School Construction Bonds (QSCBs) and Recovery Zone bond possibilities and return to the Board, seconded by Mrs. Jamin.

There was no public comment or discussion.

Motion carried, 6/0.

5. Master Plan - Update

Administrative Report/Program Review

Bill Carnes, Project Director, MGT of America, Inc., and his staff updated the Board on the Master Planning process. Enrollment projections by grade level were being carefully considered. County demographics including past population data, median age, and the County Master Plan growth allowance of 2% per year were presented as predictors of future enrollment. A statement was made that, “Cohort survival is “how many move from one grade to the next. Applaud yourself because cohort survival is going up from one grade to the next. You’re retaining more students. Congratulations, that is saying you have been successful and it’s starting to show that out into the future.” DCSD staff, community members through attendance at public charrettes, and public surveys, provided data and insight to assist in determining the most important issues to be addressed by the Plan. It was report survey data included, “97% of respondents rated the quality of education in Douglas County as good or better.” Nine major themes emerged that were listed for discussion, but not yet prioritized. Resulting information was presented as preliminary and rated on a scale used as a starting point for determining facility data. The rating scale provided a basis for comparing facility conditions, suitability, and technology infrastructure. Mr. Carnes proposed a Special Meeting date in January to discuss Master Plan recommendations. Board members would be provided alternatives for best usage of space, priorities, and budgeting possibilities formulated for their consideration. Consensus was to schedule this as a two hour

meeting for Tuesday, January 19th, at 6:00 p.m.

Another Master Plan process update would be provided at the November Regular Board Meeting.

6. DCSD Student Enrollment and Trends **Administrative Report/Program Review**

Holly Luna, Chief Financial Officer, provided spreadsheets and reported statistics related to student enrollment in Douglas County. Enrollment was noted to have peaked in 1998. A decline of 1.5% district wide, a loss of 95 students from the previous school year, was stated. Enrollment numbers reported in the Master Plan report this evening were noted to have been based on “weighted enrollment.” In the event enrollment continued to decline in the next school year, the District would receive a one year hold harmless adjustment to assist with necessary budget adjustments. Elementary schools maintained steady enrollment numbers, with the exception of Zephyr Cove Elementary experiencing an increase of 25 students. Douglas High School was reported to have declined 6.1%; George Whittell High School declined 12.9%.

The DSA funding allocation if held harmless next year, was reported to be a decrease of \$575,000 in revenue for 2010-2011 based on 2009-2010 weighted enrollment of 6,213 students. The actual number of students on count day equaled 6,455. All grade levels were reported to be below 600 students. The average elementary grade level size is 479 this year. The secondary average grade level size is 516 students. Enrollment was noted to be a priority for consideration in Master Plan preparation.

There were no questions.

7. First Reading of Changes to Board Policy No. 809 – “Transportation” **Discussion and Action (Action)**

A small revision to Board Policy No. 809, “Transportation,” was presented by Mrs. Luna. The addition of “or designee” was added to the Board Policy in order that assistance could be provided to the Superintendent in mapping bus stops and routes.

Mr. Moore moved to approve Board Policy No. 809, “Transportation,” with the change as noted, seconded by Mrs. Chessell.

Motion carried, 6/0.

8. Administrative Report - Transportation **Information and Discussion**

Mrs. Luna presented proposed revisions to transportation procedures. Revisions were reported to have been reviewed by both Cabinet and administrators that affected the following Administrative Regulations:

- 1) Administrative Regulation 809(b), “School Bus Transportation Procedures”
- 2) Administrative Regulation 216(a), “Athletic, Extracurricular, Co-Curricular and Club Activity Travel and Per Diem Travel”
- 3) Administrative Regulation 809(c), “Field Trip or Extra Activity Trip Procedure”
- 4) Administrative Regulation 809(d), “Non-Bus Student Transportation”

Board members discussed using a waiver to enable the release of students from athletic and club related events. Previously, students were required to be transported by bus, with no exceptions granted for alternate transportation to and from school events. Board members discussed liabilities that might be incurred by the District through allowing students to be picked up by anyone other than their own parents. Various scenarios were mentioned that might occur when releasing students to siblings and friends. POOL/PACT insurance maintained by the District was noted to have advised, but not required, that individuals other than parents not be allowed to pick up students, in order to decrease risk of liability.

Mr. Roman expressed coaching concerns surrounding changes to student release procedures. Concerns included the difficulty for coaches when receiving late requests during events, as well as, time constraints surrounding approving that individuals were the correct persons designated to pick up students. Additionally, Mr. Roman asked that Regulations reflect recommendations regarding trips that exceeded 300 miles in order that an allowance could be incorporated for rental of a charter bus.

Updated terms within the AR's were noted. Bus driver duty requirements, changes to the overnight mileage rule, approval of charter bus usage/financial constraints, and driver requirements for non bus transportation were discussed.

Board members were invited to contact Mrs. Luna with any additional comments and suggestions. Revisions would be brought back to the Board in December for final review.

A break was taken at 5:40 p.m.

Public Comment

Public comment was called for at 6:02 p.m. There were no participants.

9. Board Training – Use of Laptops for Future Paperless Board Meetings Information/Discussion

In order to decrease waste of paper and materials, as is the trend throughout the District, older laptops have been made available for Board member usage. Board members gained familiarization with the use of their laptops through instruction related to hardware and software. Board meeting agendas and backup material would be available to the Board, in the future, on the District Web site for review prior to meetings. Printed materials would be provided to the public as in the past.

Through discussion, it was determined that following each public meeting, agendas would now be posted on the DCSD Web site with all backup materials linked for public access.

10. Senate Bill 152 – DCSD's Submittal Discussion and Action (Action)

Senate Bill 152 was explained by Mrs. Luna as an initiative required by the most recent legislative session in support of "green," energy related projects funded through the American Recovery and Reinvestment Act of 2009 (ARRA). It was unclear at this time whether the State intended to utilize the same funds already designated to the Office of Energy. Approval from the Board would only indicate with the submittal provided that the District was in compliance with this legislative mandate connected to submittal of qualifying energy efficient projects.

Mr. Moore moved to approve the SB152 submittal to the Legislative Counsel Bureau as presented, seconded by Ms. Jamin.

Motion carried 6/0.

11. Nevada Association of School Boards (NASB) Report

Draft minutes of the NASB Board of Director's Meeting were sent to all Trustees on email. The theme of the upcoming November conference would be "Key Ingredients for Effective School Boards." Mrs. Trigg asked that any recipes be provided to Dotty Merrill in support of her efforts to create a recipe book for attendees. Additionally, door prizes were requested from all districts. Mention was made that principals could be contacted in order that students in CTE classes might create items for prizes. An updated agenda was provided in the red folders for Board review. Mrs. Trigg stated highlights of the Board of Directors meeting.

Mrs. Chessell reported information gathered from the recent NASB New Board Orientation, Part II. A message received from the conference was, "the Board should steer the ship, not manage the process." A change to the seating arrangement allowing Board members to view each other more

easily was suggested, parent involvement visuals were noted to be online for review, the Superintendent evaluation process was discussed, and a need for goal setting prior to addressing the budget was stated. Mrs. Chessell provided included detail she had gained from the conference including the Board should take responsibility for the success of the Superintendent and that she felt she had failed the superintendent due to lack of experience and training. Also, Oregon has a superintendent evaluation workbook that might be used as a tool to improve the superintendent evaluation process. Additionally, a conference put on by POOL/PACT, regarding risk management, was reported to be upcoming November 12th at Harvey's in Lake Tahoe. Mrs. Chessell offered to share a notebook of materials she received at the conference.

12. Jim Huge

Item 12 was pulled prior to approving the agenda at the onset of the meeting.

13. Correspondence

There was none.

14. Possible Agenda Items for Future Board Meetings

Mrs. Chessell mentioned the following information she gained while attending the recent NASB New Board Member Orientation, Part II workshop.

- 1) A summary sheet with questions for administration to determine the necessity and category of agenda items that might be incorporated into the agenda process.
- 2) A book entitled "21st Century Skills" was offered as a possibility for insight into rigor and relevance that could be purchased for Board members. Mrs. Chessell noted there might be information that would assist in keeping students in the District that were leaving for other program offerings. The mayors of surrounding towns were reported to be discussing possible locations for CTE, or expanding programs, and possible facility locations. Responses included the Master Plan would be addressing this.

Mrs. Trigg stated she would like to have a one half day Board retreat prior to the Strategic Plan Meeting scheduled for the end of January, seconded by Mrs. Chessell.

15. Executive Session

At 7:58 p.m., Mr. Moore moved to adjourn to Executive Session in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4), seconded by Ms. Jamin.

Motion carried, 6/0.

16. Adjournment

At 8:15 p.m. the meeting returned to Regular Session. Mr. Roman moved to adjourn, seconded by Mrs. Chessell. Motion carried, 6/0.

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.