

Douglas County School District

Regular Meeting

Douglas County Public Library – Lake Tahoe Branch

Zephyr Cove, Nevada

Tuesday, April 13, 2010

3:30 p.m.

*Minutes Approved
May 19, 2010*

MINUTES

Present:

Trustees:

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

Absent:

Keith Roman, Clerk

Personnel:

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

Others Present:

Mike Malloy, Legal Counsel
Susan Lacey, President, Douglas County Professional Education Association

1. Call to Order

Ms. Jamin called the meeting to order at 3:39 p.m.

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

Mr. Moore arrived at 3:45 p.m.

2. Consent Items (Action)

Ms. Jamin inquired if any items were to be pulled from the Consent Agenda for discussion. Mrs. Trigg asked to pull Item 2-A; Ms. Jamin and Mrs. Hales agreed that Item 2-B would need to be discussed; and Mr. Green pulled Item 2-E.

Mrs. Trigg moved to adopt Items 2-C, 2-D, and 2-F, seconded by Mrs. Chessell. Motion carried 6/0.

- A. Approve the Minutes of the Regular Board Meeting of March 9, 2010.
- B. Approve the Minutes of the Gifted and Talented (GT) Task Force Meeting of March 4, 2010.
- C. Approve payments contained in Voucher Numbers 1126 and 1127 for FY09-10.

- D. Approve personnel actions described in Personnel Report No. 10-04.
- E. Approve the Whittell High School Four Day Week calendar pilot for the 2010-2011 school year.
- F. Adopt as FINAL the Facilities Master Plan by MGT of America, Inc. to include the above noted items. Additionally, the previously approved \$200,000 expenditures for the plan will not be borne by the General Fund, but rather by the Capital Projects Fund through a transfer from the Debt Service Fund with available Pay-As-You-Go cash.

Mrs. Trigg asked that a revision be made to Consent Item 2-A, "Minutes of the Regular Meeting of March 9, 2010," to reflect that Mrs. Shannon had a PowerPoint available, but had been asked not to present it due to time constraints.

Mrs. Trigg moved to reflect in the Minutes, with regard to Item 6, that the PowerPoint was available; however, Mrs. Shannon was asked not to present it due to time constraints, seconded by Mr. Green.

Motion carried, 6/0.

Ms. Jamin stated she wished to discuss Consent Item 2-B, "Minutes of the Gifted and Talented Task Force Meeting of March 4, 2010," due to her being the only Board member in attendance at the Task Force Meeting. In the future, she stated the Minutes would be provided to the Board following each GT Task Force meeting, but not agendized.

Mr. Moore made an inquiry with regard to the process for selection of Board members to participate on a task force. His understanding was the task force would be oriented to staff due to direction provided from the Board at a public meeting, and was not aware the Board was eligible to participate. Mrs. Trigg asked if Board members notified Mrs. Gorrindo, would they then be eligible to attend the task force.

Ms. Jamin responded that if there were three or more trustees attending, she would have Open Meeting Law concerns. Ms. Jamin noted the meetings were now posted and this would not be an issue, and that she recalled more discussion.

Mr. Soderman concluded that a task force created by the Board would be a subcommittee of the Board and subject to the Open Meeting Law.

Mr. Malloy confirmed this information was accurate. He recommended a more "defined structure" for Board participation in a task force.

Mrs. Hales moved to accept Consent Item 2-B, "Minutes of the Gifted Task Force Meeting of March 4, 2010," seconded by Mrs. Trigg.

Mr. Malloy stated a motion was not necessary.

A vote was taken, motion carried, 6/0.

Next, Mr. Green addressed Consent Item 2-E, "Approval of Whittell High School Four Day Week Calendar Pilot of the 2010-2011 School Year." He inquired regarding the reasoning for not allowing snow days to be incorporated in the spring. Mr. Green felt students would benefit educationally from the make-up days being provided during the school year, rather than at the end, prior to summer release.

Mr. Alexander responded by stating discussions were held with Mrs. Shannon regarding calendaring snow days. Discussions included staff sharing between Whittell and Zephyr Cove Elementary School, and the need to support the ZCES five day school calendar. Staff sharing allowed course offerings of P.E., art, and music for both schools. A decision concerning snow would affect all schools in the future. NRS language described the time frame for snow days at the

end of the year, although that could be petitioned and possibly changed. High school graduation dates were established at the end of the first semester based on snow days that occur in the first semester. Therefore, snow days occurring in the second semester do not change the date of graduation. The possibility of working to include snow days earlier in the year, in future school years, still existed.

Ms. Jamin called for public comment. There was none.

Mr. Green moved to approve the Whittell High School four day week calendar pilot for the 2010-2011 school year, seconded by Mrs. Chessell.

Motion carried, 6/0.

3. Executive Session

At 4:03 p.m., Mr. Green moved to recess to executive session in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

Motion carried, 6/0.

Regular session reconvened at 4:23 p.m.

4. Ratification of Employee Agreements (Discussion and Action)

Ms. Jamin stated the Executive Session allowed for time to inform the Board in order that they would be in the position to take action on this item.

Rich Alexander, Assistant Superintendent of Human Resources, presented main points resulting from recent negotiations with all staff associations and asked the Board to ratify the employee agreements.

- 1) Salary step increases were to be funded for a two year period
- 2) There would be no additional salary increase, equating to no raises
- 3) The District would contribute \$575 to employee health insurance starting within 30 days
- 4) The District would pick up the PERS contribution increase of 0.5%.

Ms. Jamin called for public comment.

Susan Lacey, President, Douglas County Professional Education Association, stated negotiations had gone very well. Concessions had been made by the Association with assurance job lay off's and reductions in force (RIF's) would not occur due to budget cuts.

Mr. Soderman thanked Mrs. Lacey and all three associations, certified, classified, the bus drivers, and the school administrators for their efforts and desire to obtain consent.

Board members expressed appreciation to staff and the associations for the efficient resolution of negotiations.

Mr. Moore moved to ratify the tentative agreements with the Douglas County School Bus Drivers, Douglas County Support Staff Organization, Douglas County Professional Education Association, Douglas County Administrators Association, Classified Supervisors and Professionals, Confidential Employees, and Assistant Superintendents and Chief Financial Officer for the period of July 1, 2009 to June 30, 2011, seconded by Mrs. Trigg.

Motion carried unanimously, 6/0.

5. Principal's Report - (Gardnerville Elementary School)

Administrative Report/Program Review

Shannon Brown, Principal, Gardnerville Elementary School, began by informing the Board about information he received at the recent Parent Involvement Summit. Mr. Brown also recognized Gardnerville Elementary for having been nominated as a Nevada Title 1 school. Next, a report was provided on upgraded technology including the addition of Promethean Boards in classrooms; incorporation of Thinking MAP's, an instruction strategy; expanded math capabilities and school wide learning activities, made possible due to extra funding.

Mr. Brown shared the two main school goals. 1) Increase student achievement for all students in English/Language Arts and Math by 10% in each grade level cohort, and 2) Increase parent involvement through communication, volunteering, decision making and community collaboration. The focus was on classroom instruction with targeted interventions. Drastic decreases in the number of students non proficient in English Language Arts (ELA) on Criterion Referenced Tests (CRT's) were reported. The percentages shown for CRT test scores in the area of math, year over year, were relatively the same. Interventions offered included balanced math, ELA interventions using data around reading groups, DesCartes software, and tutoring for increasing problem solving skills. School wide, the focus was on writing to maintain CRT writing proficiency of over 60%.

Tutoring and interventions were held during the school day. Title 1 funding provided would not be extended to Extended Day Kindergarten (EDK). This program was lost due to another school qualifying in the place of Gardnerville Elementary for the next school year. Additional losses included a decrease in 36 professional development sub days and a loss of funding for targeted in-school interventions. A challenge would be to continue current programs with less funding.

Ms. Jamin inquired how much loss was incurred. Mr. Brown responded approximately \$17,000. With regard to parent involvement, Mr. Brown offered opportunities including volunteerism, family nights, PTO members and School Improvement Plan involvement.

Mr. Brown shared a variety of data including Teach for Success classroom profile information gathered.

6. GT Task Force Report

Administrative Report/Program Review

Kerry Pope, Director of Curriculum and Instruction, along with Kelly Krolicki, parent, updated the Board on the Gifted and Talented (GT) Task Force's progress toward creation of a revised GT program, as requested by the Board this year. Having reviewed research on existing GT programs, the task force viewed using more than one data point as a favorable basis for student entry into the program. Test scores would only be one way for student qualification. The task force recommendation was to have five ways to qualify for testing including allowing recommendations to be made by teachers, parents, and the students themselves. The new system would introduce qualifying at the 97th percentile, a national standard, instead of the 98th percentile, as is currently the qualifier for student entrance into GT.

Ms. Pope reported that Ms. Jamin, Mrs. Gorrindo, and Mrs. Pope recently attended a GT conference to gain information with regard to the latest programs in order to make a recommendation to the Board.

A new assessment was recommended for students. The test used in the past to identify gifted and talented students was the Wechsler Intelligence Scale for Children Test (WISC-IV). The task force recommended implementing the Naglieri Non-Verbal Ability Test (NNATII) starting the fall of 2010. A onetime expense, the desire was to purchase enough textbooks for two sites to use in a group setting at any given time. Students who did not previously test into the GT program and who

wished to re-test will have an opportunity to do so.

Ms. Pope supported a move to a different model for delivery of services. Clustering of GT students in various classrooms was reported to create an environment of critical thinking and advancement for all students. Implementation would include Professional Development for teachers in 2009-2010 with a program change following in the next school year.

Mr. Moore inquired regarding reporting on a larger variety of program choices, in addition to the student assessment and identification process for the program.

Mrs. Pope stated another option was magnet programs, but not desirable due to being difficult to implement in rural communities. The hybrid model of clustering students was noted as preferable, due to critical thinking creating an environment of increased rigor in classes for all students.

Ms. Jamin stated information gained at a recent conference supported the "cluster model."

7. Scientific Literacy Competency Report Administrative Report

Lyn Gorrindo, Assistant Superintendent for Education Services, reported on the science literacy competency pilot. Changes to the competency rubric had been discussed with the Board previously. The significant change to the rubric included delineating the difference between purpose and the hypothesis of the experiment. Alignment of the Alternate HSPE Science Assessment to our revised competency was noted, with emphasis on data analysis and interpretation. Teachers, Phil Sorenson and Danita Anderson, piloted the program and were present to provide examples of student work to demonstrate the curriculum and grading. Mr. Sorenson stated inquiry based learning was found to increase student achievement. Usage of lab books in the classroom was reported to allow students to track data, aligning with state and national standards. Ms. Anderson reported the change to the inquiry process assisted teachers with the curriculum flow, rather than adding an assignment not properly aligned to their curriculum. Printed classroom assignments were provided for review.

8. Consideration of 2010 Qualified School Construction Bond Resolution Discussion and Action

Holly Luna, Chief Financial Officer, and Marty Johnson of JNA Consulting, explained Resolution #10-02 in order to gain authorization for the sale and issuance of \$2,357.792 of General Obligation (Limited Tax) Qualified School Construction Bonds (QSCB). The Board had previously approved a QSCB bond resolution, but revisions to the resolution (due to changes in the federal statutes regarding certain financing policies), required Board approval. It was noted that the Department of Education had reduced the calendar year 2009 allocation amount to DCSD from the previous ZSCB resolution. Ameresco had worked to refine the costs on projects, resulting in lower estimated expenditures. A finance sheet prepared by JNA Consulting was handed out in order to help explain new bonding programs used to finance capital projects. An explanation of a Build America Bond (BAB) style interest subsidy was stated as a lesser of the tax credit rate or actual interest rate for each maturity of the QSCB. Current market conditions estimated the net rate to the District to be well under 1%. A negotiated sale process would be used that could result in an estimated savings of over \$100,000 in lower interest rates and underwriting fees. Upon approval, DCSD would be the first in the state to complete this program. The bond money would be available mid May.

Ms. Jamin called for public comment. There was none.

Mrs. Trigg moved to approve the 2010 Qualified School Construction Bond Resolution," #10-02 as submitted, seconded by Mrs. Chessell.

There was no further discussion.

Motion carried 6/0.

9. Consideration of Amendment to Current Energy Savings Performance Contract with Ameresco

Holly Luna introduced Jess Franco of Celtic and Paul Ira, Allen Sehr, and Phil Cirone of Ameresco. She provided a brief background on the Energy Services Performance Contract (ESPC), and reported usage of monies received from NV Energy rebates and the first General Obligation Bond issuance to complete energy efficient projects beyond the original ESPC that included upgraded boilers and fire alarm systems via several change orders added to the base of the Ameresco contract last year. A request was being made at this time for approval of another change order.

Mrs. Luna reported the Department of Education had approved the previously discussed QSCB allocation, as well as, the proposed projects covered in the requested change order. The sale of the bond, as explained tonight, would be required prior to completion of the change order which would obligate the District for the \$2.3 million dollars. The Board was informed of specific obligations due to the American Reinvestment and Recovery Act (ARRA) and QSCB funding including reporting and contractual obligations that had been built into the contract package with Ameresco. A financial grade audit was included for Board review, as well.

Mr. Moore expressed appreciation to Mrs. Luna for her work and professionalism. Procedurally, Mr. Moore disagreed with a change order extending the Ameresco contract, as he believed the intent of the NRS was not observed. Mr. Moore's question was, "At what point would the line be drawn and when were change orders not naturally inherent to a contract?" Discussion ensued between Mrs. Luna, Ameresco, Celtic representatives, and Mr. Malloy as this topic was noted to have arisen in the past. The resulting information was the NRS was not violated, although the "spirit" of the process was questioned. Through discussion, it was found that the increase in time required in the normal design/bid/build process would realize additional costs and lengthen time involved for projects, thus the preference for the change order.

Ms. Jamin called for public input.

Mrs. Hales moved to allow Business Services to modify the existing ESPC with Ameresco via change order to utilize proposed QSCB proceeds in the amount of \$2,357,792 to fund above mentioned projects and peripheral expenditures. Contract contingent upon sale of QSCB funds as provided by the QSCB Resolution, seconded by Mr. Moore.

Motion carried 6/0.

Public Comment

There was no public comment.

A break was taken from 6:07 – 6:33 p.m.

10. Review and Update of the District's Five-Year Capital Improvement Plan for 2010-11 Discussion and Action

Revenues and expenditures included in The Five Year Capital Improvement Plan, a Plan required by NRS, were presented by Mrs. Luna. Three sections were reviewed: Capital Fund - Revenues in the Plan were being received from Residential Building Permit taxes (RBPT); Governmental Services Taxes (formerly known as Motor Vehicle taxes); Buildings and Sites Fund - money from the 2005 sale of land surrounding Piñon Hills Elementary had been included in this area of the

budget in the past; Bond Fund – each series sold will have its own line item shown in the future.

The revenues from the RBPT in the Capital Projects fund was further reduced to \$44,000 total for the next fiscal year, from over a million dollars in FY2005-06, due to the drastic decline locally in construction, as well as, general recession in the overall economy. Governmental Services revenues were projected to slightly increase approximately three years in the future. In general, the revenues are very conservative given the current economic indicators of slow economic recovery.

Technology renewal and planning included the computer and server replacement included in Capital Plan expenditures.

Mrs. Luna reported Consent Item 2-F on the agenda included a management letter for the Master Plan. The letter addressed the intent to improve elementary schools through bond procurement. It was noted that due to the completion of the Facilities Master Plan, that document will now drive the Five Year Capital Plan.

Ms. Jamin called for public comment. There was none.

Mrs. Trigg moved to approve the updated FY2010-2011 Five Year Capital Improvement Plan as recommended by Business Services, seconded by Mr. Moore.

Motion carried 6/0.

11. Consideration of 2010-2011 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 19, 2010 Discussion and Action

The Distributive School Account (DSA) was reported by Mrs. Luna as the main revenue basis included in the preliminary 2010-2011 budget. Based on Special Session Legislation, DCSD's DSA was reduced from \$5,471 to \$5,247 per pupil. "Hold Harmless" implications were also discussed. The Local School Support Tax (LSST) revenue was projected by the State of Nevada to slightly increase. The DSA formula was noted to act as a balancing mechanism in the event of decreasing or increasing LSST tax allotments. The Ad Valorem property tax true-up, reported in the second year of the legislative biennium was reported to also be a balancing mechanism for the DSA that added \$84.00 reduction per pupil in revenues. Special Session AB5 removed "fenced-off" restrictions to textbook funds in order to allow Districts more flexibility when incorporating reductions. Mrs. Luna reported \$400,000 in reductions had been incorporated into the estimates for current fiscal year 2009-2010, and approximately \$1,900,000 in the 2010-2011 tentative budget.

AB4, Class Size Reduction, was not utilized in the budget reductions due to association bargaining and the Board's recommendation to avoid reductions in staff if possible. In the future, this would most likely be utilized to provide flexibility in determining further State imposed cuts, if necessary. With the Elko model currently in place, student to teacher ratios were reported to be in compliance.

A discussion was held regarding what year recent negotiation decisions around staff reductions applied, should additional budget cuts be necessary in the fall. Mr. Soderman clarified that personnel could be reduced in the 2011-2012 school year if necessary. The staff cuts in the 2010-2011 budget are due to declining enrollment. Staffing formula changes might be considered, as well as, increasing class sizes as areas of consideration for future budget cuts. 2010-2011 certified staff reductions included a loss of seven teachers due to declining enrollment. Mrs. Luna stated her intent was to maintain a healthy fund balance to enable the District to maintain employees and programs for the 2010-2011 school year. The tentative budget provided for a 4% ending fund balance and a 1% contingency fund balance.

Expenditures due to AB286, retirement subsidies for non-State retirees, was reported to be spread across all funds through the implementation of a payroll tax, rather than solely designated as a General Fund expenditure.

Discussion ensued as to additional expenditures incorporated into the Tentative Budget including: the increase of PERS (p.5%), roll-up projections of salaries and a decrease in the employer paid monthly health insurance premiums from \$662.31 to \$575.00 with no loss of benefits.

Mrs. Luna provided an overview of state mandated budget reductions. The FY08-09 special legislative session resulted in a budget reduction of \$ 2.2 million in the previous school year, \$923,000 of which was absorbed in the ending fund balance rollover from the previous fiscal year. Current budget reduction estimates totaled \$1 million for 2009-2010, and \$1.9 million for 2010-2011. Mrs. Luna stated the majority of the 2010-2011 cuts will be absorbed in under spending and the ending fund balance from current fiscal year.

Ms. Jamin inquired if funds had been set aside for Superintendent mentoring. Mrs. Luna responded the amount necessary would need to be determined and noted this could be a line item noted within the Superintendent's budget following a discussion with Mr. Soderman.

The Board discussed funding concerns for GT, the ASPIRE program, and increased intervention funds support.

Mr. Soderman reminded the Board that the cost for each teacher hired was approximately \$70,000 including benefits.

Some Board members supported increased funding in the areas of ASPIRE and interventions. Mr. Soderman asked that desired changes to the budget be recorded in the form of a motion.

Comments were made by Mrs. Hales and Mr. Moore in support of staff recommendations regarding possibilities for budget cuts within the budget as proposed, should the Board desire to reallocate particular funds. It was noted by staff that a more accurate analysis of under spending and ending fund balance post current fiscal year end close would be available in the September/October timeframe.

Ms. Jamin called for public comment. None followed.

Mrs. Trigg moved to approve the FY2009-2010 Douglas County School District Tentative Budget and declare a public hearing on the budget for Wednesday, May 19, 2010 at 5:00 p.m. in the Douglas high School Library, 1670 Highway 88, Minden, Nevada 89423, seconded by Mrs. Chessell.

Motion carried 6/0.

12. Superintendent's Report

Mr. Soderman announced there were no transfer requests from existing administrators to the principalship opening at George Whittell High School. He discussed the Administrative Regulation regarding hiring administrators and reported that the hiring process would include a focus group to include the two Lake principals, two teachers, two classified personnel, students, and two parents. The group would be tasked with obtaining general information for consideration. Mr. Soderman added that an administrator would be sought who could be an instructional leader at any location in Douglas County. The new superintendent would be included in the hiring process to the extent they desired.

Mrs. Trigg left at 7:50 p.m.

Ms. Jamin provided an update on the Superintendent Search. She noted Mr. Roman, Mrs. Trigg, Mrs. Hales and Ms. Jamin made phone calls to candidate references and other persons, in order to gain input. Mr. Huge would summarize the information and provide it to the Board. Categories of persons to be called were split among those making calls, such as, District personnel, principals, and association representatives, in order that similar questions could be asked of the candidates.

Mr. Malloy addressed a question of whether or not a Superintendent candidate from Canada could be hired due to citizenship. Permanent resident alien status was discussed along with involvement of immigration and customs.

13. Nevada Association of School Boards (NASB) Report

Churchill County was noted to have withdrawn from the NASB and had not paid their dues. Mrs. Hales reported this was very concerning as Churchill lost the benefits of legislative lobbying and training. This had occurred due to budget cut decisions involving decreasing staff. The NASB had called an Executive Committee Meeting to address this.

14. Correspondence

Mrs. Chessell mentioned an email regarding ID theft that she had forwarded to Mr. Soderman. In response, Mr. Soderman stated he would discuss this with the technology department.

15. Possible Agenda Items for Future Board Meetings

Board members mentioned several topics wherein requests had come forward previously for placement on the agenda. Ms. Jamin asked that reports provided by administrators, to the Board regarding interventions provided at sites, be submitted in one format for comparison purposes.

16. Executive Session

There was no executive session.

17. Adjournment

At 8:19 p.m., Mrs. Chessell moved to adjourn the meeting, seconded by Mr. Green.

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.