

Douglas County School District
Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, July 13, 2010
3:30 p.m.

***Minutes Approved
August 10, 2010***

MINUTES

Present:

Trustees:

Teri Jamin, President

Keith Roman, Clerk

Karen Chessell, Member

Randy Green, Member

Cynthia Trigg, Member

Absent:

Sharla Hales, Member

Thomas Moore, Vice President

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

1. Call to Order

Ms. Jamin called the meeting to order at 3:32 p.m.

- A. Ms. Jamin led those present in the Pledge of Allegiance.

Ms. Jamin announced that Mrs. Hales would not be in attendance, nor would Mr. Moore.

- B. Mr. Green moved to adopt the agenda, seconded by Mrs. Chessell.
Motion carried, 4/0.

2. Consent Items (Action)

Ms. Jamin stated Item 2-A, "Minutes of the Regular Meeting of June 8, 2010," Item 2-J, "Bid Award – DHS/MES Network Re-wiring Contract, and Item 2-K, "Budget Adjustment Voucher for June 2010," would be pulled for discussion.

Mrs. Chessell moved to approve Consent Items 2-B through 2-I, seconded by Mr. Green.

Motion carried 4/0.

- A. Approve the Minutes of the Regular Meeting of June 8, 2010.
- B. Approve the Minutes of the Special Board Meeting of May 11, 2010
- C. Approve the Minutes of the Special Board Meeting of May 14, 2010.
- D. Approve the Minutes of the Special Board Meeting of May 17, 2010
- E. Approve the Minutes of the Special Board Meeting of June 23, 2010.
- F. Approve payments contained in Voucher Numbers 1133 and 1134 for FY09-10, and Voucher Number 1001 for FY10-11.
- G. Approve personnel actions described in Personnel Report No. 10-07.
- H. Adopt the District's updated Debt Management Plan and Indebtedness Report, which includes the already approved (April 13, 2010 Board Meeting) Five-Year Capital Improvement Plan.
- I. Accept the recommendation of the Superintendent and appoint Crespin Esquivel as Principal of George Whittell High School for the 2010-2011 school year.
- J. Approve request by Business Services to award a contract to the lowest responsive and responsible bidder for the network re-wiring and installation of related hardware as submitted.
- K. Approve budget adjustments as provided for June 2010.

Mr. Alexander took a moment to introduce new District hires, personnel that were present in the audience. A warm welcome was extended to new Chief Health Nurse, Jennifer Ellis; Crespin Esquivel, the new principal of George Whittell High School; and Danielle Esquivel, new DHS French teacher.

Item 2-A, "Minutes of the Regular Meeting of June 8, 2010," was discussed with regard to a suggestion provided to Ms. Jamin, by Mrs. Hales, to include a summary of the points made pertaining to the Board member votes related to the Sierra Crest Charter Revocation item. Ms. Jamin inquired as to the Board's desire to include either individual viewpoints or a collective list of reasoning.

Mrs. Trigg arrived at 3:44 p.m.

Further discussion included whether or not a summary would set precedence, the fact that the meeting was well documented including press coverage, and it was recognized that the recording was available for review if necessary.

Mrs. Trigg moved to approve Item 2-A, "Minutes of the Regular Meeting of June 8, 2010," seconded by Mrs. Chessell.

Motion carried, 5/0.

Item 2-J, "Bid Award – DHS/MES Network Re-wiring Contract," was addressed. Mrs. Luna stated two bids had been received and compared. A breakdown was provided of projects out for bid at both Douglas High and Minden Elementary. Based on a review of capital projects, Mrs. Luna recommended awarding a contract to Nelson Electric, Inc. to encompass the network rewiring project at Douglas High School only, in the amount of \$146,450.00. The rewiring bid and options for MES were set aside as a possible future change order to the Nelson contract depending on funding availability.

It was noted that additional labor bids for rekeying had not been received. The approach would be to offer the project in smaller increments.

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

Mrs. Trigg moved to accept the bid received by Nelson Electric, Inc. presented by Mrs. Luna in the amount of \$146,450.00, seconded by Mr. Green.

Motion carried, 5/0.

Mrs. Luna announced that Item 2-K, "Budget Adjustment Voucher for June 2010," was pulled from the Consent Agenda due to the fact that no adjustments were necessary in June. No action was taken on Item 2-K.

3. Principal's Report (Jacobsen High School)

Brian Frazier, Principal, Jacobsen High School reported School improvement Plan goals in the areas of reading and math. Students were reported to be enrolled in JHS from 16 of 17 counties; Clark County being the exception, due to its size. The majority of students enrolled at JHS were in the 9th and 10th grade.

Math skills were integrated with science in order to target passing of a recent Science High School Proficiency Exam (HSPE) requirement. With a focus of attaining one year of academic growth in reading and math, in four months, the methods to achieve this growth were addressed. Overall, 68% of students showed one or more years of growth upon exiting the program in math, 58% in science, and 74% in reading. Technology improvements were incorporated in the classroom to engage student learning. SpringBoard English curriculum was implemented this year, as well as classroom units were updated in history, math, and science to align with state standards. Student behavior was reported to be a positive influence on academics among students during this school year.

Mr. Frazier reported that students were not allowed free time, instead received counseling in the evening and were involved in a focused program encompassing a 24 hour day, to maximize their abilities. Graduates included 17 students receiving GED's, 2 DCSD diplomas, and 3 adult diplomas.

Incoming students were reported to be changing due to facility closures within the state. Students were typically enrolled credit deficient. An assessment was initially performed in order to best target instruction. Hands on learning is provided as a best approach to math, reading, and science. Wide gaps in learning were stated to be challenges for a staff dedicated to improving students.

4. Douglas County School District/Tahoe Detention Center Agreement Discussion and Action

Brian Frazier, Director of Assessments and Grants, explained a Memorandum of Understanding offered for approval by the Trustees, with the Tahoe Detention Center (TDC). Servicing Douglas and a number of other counties, the (TDC) agreement provided a listing and basis of services provided between the DCSD and TDC. One change was noted to the agreement as initially written. Bullet 2 would be changed to "after conferring" rather than "in consultation" as a distinction in terms.

Mr. Malloy, attorney, offered the difference in the meaning of the terms. The term "consultation" meant to acquire an agreement, versus "conferring," which equated to listening to what someone might say.

Mrs. Chessell moved to approve the requested MOU between the District, the Ninth Judicial District Court, and Tahoe Detention Center to support appropriate educational services for students, seconded by Mrs. Trigg.

Motion carried, 5/0.

**5. Renewal of Tuition/Variance Agreement with Alpine County
Unified School District, State of California
Discussion and Action**

Mrs. Luna stated Alpine County legal representatives had reviewed an updated agreement provided to the DCSD Board for approval this evening. Upon approval by both the Alpine and Douglas County School Boards, Keith Rheault, State Superintendent, would review for final state approval.

Douglas County School District interests were reviewed by legal counsel, including special education student requirements, stated within the Memorandum of Understanding (MOU). Two billing options were offered for consideration. In previous years, district wide allocation averages were the basis for tuition reimbursement (Option A). Calculations were reviewed to include all possible student expenses, with only transportation costs excluded as required by NRS. Mrs. Luna offered an alternative, (Option B), based on site allocations for discussion. Option A was recommended as the continued option for fund allocation. The availability of details by site within the current database was a barrier to conclusive information to support funding on a site by site basis (Option B).

Mrs. Trigg moved to determine the basis for billing of tuition (District wide average or site specific), and approve the requested MOU for reciprocal tuition with ACUSD contingent on Business Services receiving the agreement and signed originals from ACUSD, as well as the Nevada Superintendent of Public Instruction, seconded by Mrs. Chessell.

Mrs. Luna requested clarification of the option requested. Mrs. Trigg stated Option A, the district wide allocation of tuition reimbursement, was desired.

Motion carried, 5/0.

**6. Approval of Individual Pupil Tuition Agreement
Discussion and Action**

Mrs. Luna reported on the ability for a school to accept student attendance agreements including adjoining district and out of state variances. Out of state agreements were reported to require an MOU, such as Alpine County, previously discussed. In the prior school year, a "light agreement" was reached that had been further researched for possibilities of continuance. Special education student needs were noted to be a concern in such an agreement not attained through an MOU. DCSD legal counsel was reported to have provided input on this type of an arrangement and advised that discrimination could not occur, as well as, a private tuition agreement could not occur between a public institution and a private party.

Dr. Rheault, State Superintendent, was noted to have provided approval for an individual tuition agreement the previous year, although an Attorney General opinion was not found to uphold possible legal action that might occur due to other circumstances surrounding student enrollment.

Mrs. Luna stated an agreement with El Dorado County would need to be entered into in order to articulate SPED, liability and tuition reimbursement such as had been provided by and between Alpine County and the District. However, she noted a concern for declining enrollment at Lake schools, and the possibility of a variety of situations or unintended consequences that could be invited with the approval of an MOU with El Dorado County.

Discussion ensued as to the understanding of inter-state agreements and the history of parent desires for attendance at Lake schools on both the Nevada and California state sides.

Mrs. Luna inquired as to the Board's desire to obtain an Attorney General opinion regarding the

agreement with parents as undertaken in the previous school year. It was determined through discussion that an increase in programs such as distance learning and internships at Whittell High School to offer best programs for high achieving students, would need to be in place prior to pursuing an agreement with El Dorado County.

The need for notification of parents involved in a current agreement, across borders, was discussed and found to be difficult, although necessary for a change in current protocol. Assistant Superintendent Lyn Gorrindo indicated she would follow-up with the students and parents that participated last year to inform them of the District's stance to not pursue an individual tuition agreement for the upcoming school year.

Mrs. Trigg asked that the Board be updated on distance learning and internship opportunities and goals for GWHS.

There was no action taken.

7. Social Studies Competency Change from ALT tests to Competency Essays Discussion and Action

Ernie Monfiletto, Douglas High School teacher presented the evolution of the social studies competency requirement for students. He began with a written statement prepared by DHS Principal, Marty Swisher. Mr. Swisher offered that three years of preparation by high school teachers and their support to initiate common assessments that included essay requirements for students, was commendable. Assessments informing instruction for learning would be the next step in competency development to monitor student progress.

Common assessments for social studies were developed five years ago and implemented within the last two years. The social studies department decided to use formative assessments as the Achievement Level Test (ALT). This is an authentic way to judge mastery of the subject matter and was achieved in six week sections. Within the essay model, teachers were reported to have identified direction for student learning recovery when necessary, and students and parents understood course objectives, therefore raising the bar for achievement. Re-teaching was noted to occur when areas were identified to have been missed, through assessment. Elements for essays were developed to support ideas for the competency goals. Students were now expected to analyze information and facts, supporting ideas, in order to demonstration competency. Proficiency in four of six essays would now be required, in the place of answering a set of questions. Necessary interventions to make up areas where students scored low, were believed to decrease with the change to varied improvement opportunities.

The new essays were more rigorous than the previously used question assessments. Increased work by teachers to support essays within social studies was appreciated by Ms. Jamin.

The coordination by teachers within the department was commended by Mr. Monfiletto.

Mr. Green moved to approve the competency change and enact the proposed essay-based competency in grades 10-12 to replace the existing Social Science ALT, seconded by Mrs. Chessell.

Motion carried, 5/0.

A break was taken at 5:34 p.m.

Public Comment

Ms. Jamin called for public comment at 6:06 p.m. There was none.

8. First Reading of Revisions to Board Policy No. 529, "Suspension and Expulsion" Discussion and Action

Mrs. Gorrindo reported Board Policy No. 529, "Suspension and Expulsion" had been reviewed a couple of months ago with the Trustees. Corresponding Administrative Regulation No. 523(a), "Drug/Alcohol Abuse," was changed and provided for review in conjunction with Board Policy No. 529, following a student incident. Further clarification was noted to be necessary regarding the definition of distribution and intent to sell alcohol or drugs.

Mrs. Chessell moved to approve for first reading, Board Policy No. 529, "Suspension and Expulsion," seconded by Mrs. Trigg.

Motion carried, 5/0.

9. First Reading of Revisions to Board Policy No. 606, "Purchasing" Discussion and Action

Mrs. Luna stated Board Policy and Administrative Regulation No. 606, related to purchasing had been brought forward for review in May of this year. In order to clarify purchasing regulations, changes were made to update procedures.

Ms. Jamin called for questions from the Board or any public comment. There was none.

Mrs. Chessell moved to approve for first reading, Board Policy No. 606, "Purchasing," seconded by Mrs. Trigg.

Motion carried, 5/0.

10. Administrative Report – Administrative Regulation No. 606, "Purchasing Regulations" Information and Discussion

Five separate Administrative Regulations were provided to articulate specific areas within the purchasing domain. The separate Administrative Regulations would provide an outline and direction on how the business of purchasing is managed, bidding requirements, forms and tracking, vendor usage information, and updated guidelines for petty cash. The aim was to define responsibilities and reflect updated procedures within the system. Mrs. Luna stated neighboring district protocols were reviewed for best practices. The board members made no requests for changes to the administrative regulations as presented.

11. Nevada Growth Model Administrative Report

Brian Frazier, Director of Assessments and Grants, familiarized the Board with the Nevada Growth Model, provided by the Department of Education to measure achievement of pupils. This measure of achievement would be used in the future with site data. Fourth through eighth grade students currently received growth scores for math and reading, based on Criterion Reference Test (CRT) results. Student growth would be compared in the future, to view how a school was achieving overall. Needs necessary for districts to assist schools in high achievement were being identified and addressed. Reporting was supported at the school level, rather than for individual students, although sub-populations might be reviewed in the future. Student growth percentiles were

compared to see if typical growth was attained in this method used in various areas around the country. Growth versus achievement at a particular score level, was reported in this horizontal growth model. Mr. Frazier stated that the District Measurement of Academic Progress (MAP) scores were based on a vertically aligned scale, or a scaled based on continuum.

12. Administrative Regulation No. 515, “Promotion, Retention, and Demotion of Students” Information and Discussion

Lyn Gorrindo, Assistant Superintendent for Education Services, presented changes to Administrative Regulation No. 515, “Promotion, Retention, and Demotion of Students,” in order to align the contents with recently revised NAC 389.048. The NAC only defined the amount of credits necessary to grade level completion. The major change related to the number of semesters a student was required to complete to advance to grades 10 - 12. The basis for grade level completion was now defined in the Regulation to include the extent students could be offered remediation and acceleration. Following a survey of four surrounding counties, Mrs. Gorrindo reported some counties are considering “seat time” a qualifier for completion. Secondary administrators were reported to have reviewed AR 515, and agreed to adjustments made to include the number of credits necessary for promotion to 10th – 12th grade as listed. An additional change to the draft document provided, was stated to be that a complete semester is defined as 3.0 credits rather than 2.5.

13. Administrative Regulation No. 222(a), “Competency Appeal Procedure” Information and Discussion

Changes to the competency appeal process were addressed by Mrs. Gorrindo. Secondary principals were noted to have reviewed the procedure being presented for buy in from all those associated with the process, including students, counselors and administrators. Changes to the Regulation included students passing the State High School Proficiency Exams showing proficiency would be recorded as equivalent to achievement of MAP cut scores to achieve proficiency. Student progress was enhanced in earlier grade levels, promoting achievement prior to their senior year.

14. Board Policy No. 812, “District Mobile Device Use” Discussion and Action

Mrs. Luna presented the new Board Policy No. 812, “District Mobile Device Use” that included cell phone, laptop, and iPad technology. The Administrative Regulation denoting specific usage allowance and security involved would be forthcoming. FERPA considerations, including special education student concerns were noted to be included in establishing of future protocol. The Policy was presented as a baseline, with specific procedures to follow in the form of Administrative Regulations as needed.

Mrs. Chessell expressed concern of the Policy written globally with no rules or expectations. Mrs. Luna reiterated that an Administrative Regulation would define specific internal procedures. Mrs. Jamin asked that the Regulation be presented prior to the second reading of this Policy to better define the purpose. Mrs. Luna indicated that the Regulation would be brought either to the August or September board meeting dependent upon review by the Administrative team and Classified Supervisors.

Mr. Frazier commented that the instructional technology piece included Promethean Boards and that technology changed continually. The new Policy was supported as appropriate on a broad scope spectrum. Additionally, Mr. Soderman supported approval of the Policy as a general direction for technology device usage with the indication that if the forthcoming Administrative Regulations were not prescriptive enough, that the Board could request the Policy be reviewed and

revised in the future if need be.

Mrs. Chessell moved to approve for first reading, Board Policy No. 812, "District Mobile Device Use," seconded by Mr. Green.

Motion carried, 5/0.

15. Nevada Association of School Boards (NASB) Report

Mrs. Trigg referred to information on the NASB Web site that included a deadline of August 15th for submission of school board nominations for awards. Board members were encouraged to submit nominations and to review the Web site for news, training opportunities, and updated information relating to the conference November 18 -20.

16. Correspondence

Ms. Jamin informed the Board she had received an email from Dr. Noonan, the new Superintendent, who was in the process of moving to Minden. Dr. Noonan was looking forward to starting soon and to helping with student success in the District.

Mr. Soderman added that Dr. Noonan had met with Cabinet members and was excited about getting started. Additionally, Mr. Soderman reported a success for the District had been realized in a Classified staff arbitration hearing regarding a reduction of work days for certain employees. Also, he reported that an accident had occurred this date, involving a contracted worker who was alright following the incident, although repercussions might occur. Work to attain a dividing wall in the Superintendent's Office was reported to be underway.

17. Possible Agenda Items for Future Board Meetings

There were no requests for future agenda items.

Mr. Soderman was thanked for serving as Superintendent during this interim period. His commitment and efforts were commended.

18. Executive Session

There was no Executive Session.

19. Adjournment

Mrs. Trigg moved to adjourn at 7:27 p.m., seconded by Mrs. Chessell.

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.