

MINUTES OF THE
Special Meeting of the
DOUGLAS COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES
Douglas High School
August 3, 2010
4:00 p.m.

*Minutes Approved
August 10, 2010*

Present:

Trustees:

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

Personnel: Lisa Noonan, Superintendent

Others Present: Jim Huge, Consultant

1. Call to Order

Ms. Jamin called the meeting to order at 4:10 p.m. and led the Pledge of Allegiance.

Public Comment

Ms. Jamin called for public comment on items other than what was listed in the agenda. There were no comments offered.

**2. Discussion, revision, and adoption of Board operational
procedures and protocol
(Discussion and Possible Action)**

Ms. Jamin welcomed Lisa Noonan, the new Superintendent for Douglas County.

Jim Huge, consultant, stated the protocols and topics covered at this meeting would assist the Board and Dr. Noonan in achieving a positive, productive, beginning together.

While review of certain protocols would be provided for discussion, certain topics would be covered to allow for recognition of best methods of practice. Minutes of previous workshops were available that recognized the need for some language change still necessary within particular Board Bylaws.

Mr. Moore arrived at 4:20 p.m.

Communication was the first topic. Through discussion, it was recognized routine, weekly calendaring bulletins for Board activities was effective for scheduling purposes. Dr. Noonan discussed with Board members, their expectations regarding receipt of meaningful, informational updates from her. While messages would be sent to the Board intermittently, on timely issues, the Board consensus was that in addition to the Regular Board Meeting Superintendent's Report, a written bulletin would be received from Dr. Noonan the third Friday of each month. Dr. Noonan stated this would encompass follow up to questions and issues resulting from the Regular Board Meeting, as well as information related to District goals. Should a topic require action, it would be placed on a Board Meeting agenda for discussion.

Dr. Noonan offered to schedule regular meetings for Board members who wished to take more time to discuss current topics. Trustees were also invited to call her when concerns arose.

The availability of information discussed between a Board member and the Superintendent in order that all Trustees were informed of the same information was reviewed. In the event a new topic was in the air, it was noted some may be informed due to discussions held, earlier than others, although all Board members would be receiving the same information.

Next, Superintendent actions necessary for Policy governance was discussed. In the event a decision was made by Dr. Noonan to provide direction immediately regarding an instance not covered or in conflict with Policy, Board members would be informed. The need for updating Policies and Regulations on a rotating basis was desired to be scheduled for an ongoing analysis of practices.

Communication was further addressed, as far as requests from Trustees to Cabinet members and principals when Board members needed to gain information. Dr. Noonan asked that she be informed of informational requests or conversations in order to best understand the needs of Board members and to be informed of where the system is working or failing. Information requested was to be routed through the Superintendent who would channel requests appropriately. Dr. Noonan stated inclusion of employees at a variety of levels was necessary to maintain trust and support within the system.

Dr. Noonan handed out a sign-up sheet for Board members to schedule ongoing times for discussions and to offer names of community or business members she could contact to introduce herself and broaden her spectrum within the area.

In the past, Mrs. Hales stated a luncheon time was offered to the Board as a means of informal communication. This was an opportunity that was enjoyable that might be offered again.

A break was taken from 5:45 – 6:00 p.m. Mr. Roman left during the break.

The three part Superintendent evaluation was discussed and found best suited to continue initially in the same format, including the newly revised data dashboard.

Dr. Noonan offered an Entry Plan for the Board's review that coordinated learning of the school district system, daily business, and dovetailing of the Superintendent Evaluation into the entire process. The Entry Plan was presented and focused on the following:

- 1) "Listen to Learn" meetings with various employees
- 2) Organizational Capacity and Alignment encompassing all major areas including teaching, leadership, district plans and goals
- 3) Student Achievement
- 4) Political Leadership and Public Relations
- 5) Operations and Finance
- 6) Ensuring Success

A factual report would be generated by Dr. Noonan at the end of the first ninety days. Mr. Huge advised that the end of the first 90 days would be a better time to review the evaluation format and begin Board subcommittee work to revise the Mission and Vision statements.

Involvement in the Nevada Association of School Boards was noted by Board members, and requested to be a piece included within the Entry Plan.

Discussion ensued regarding an appropriate timeframe for Dr. Noonan's influence on the data dashboard, as the first year of employment was most related to process. Additionally, Trustees desired to define ratings of perception data more precisely.

Mentorship was requested by Dr. Noonan to include several hours at intervals with John Soderman, former Superintendent, and Jim Huge, consultant, to ensure success.

Board member concerns surrounding the Superintendent evaluation were discussed, including the process for addressing major concerns. Mr. Huge advised that a Board member would speak with the Superintendent and the Board chair. Following the initial discussion it might be decided to include an outside opinion of the situation, if deemed necessary. "Perception is reality," was stated as a reflection of situational difficulties.

Ms. Jamin stated she would like to have the formation of a subcommittee to address the Vision and Mission statements agendized in the future.

Mr. Huge wrapped up by stating Dr. Noonan had high standards and expectations for the District and the District was well matched with their new CEO.

Mrs. Chessell moved to adjourn at 6:54 p.m., seconded by Mr. Green.

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.