

Douglas County School District
Regular Meeting
Douglas County Public Library - Lake Tahoe
Zephyr Cove, Nevada
Tuesday, October 12, 2010
3:30 p.m.

***Minutes Approved
November 9, 2010***

MINUTES

Present:

Trustees:

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

Absent:

Keith Roman, Member

Personnel:

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

Others Present:

Rick Hsu, Legal Counsel

1. Call to Order

Ms. Jamin called the meeting to order at 3:35 p.m.

- A. Ms. Jamin led those present in the Pledge of Allegiance.
- B. Mrs. Chessell moved to adopt the agenda, seconded by Mr. Moore.

Motion carried, 4/0.

2. Consent Items (Action)

Ms. Jamin called for any comments regarding the Consent Agenda. There were none.

- A. Approve the Minutes of the Regular Board Meeting of September 14, 2010.
- B. Approve request to award a contract to the lowest responsive and responsible bidder for the installation of chiller tower walls with infiltration systems at MES and PHES, to be expended through Major Maintenance in the General Fund.
- C. Approve payments contained in Voucher Numbers 1008 and 1009 for FY10-11, and 1139 for FY09-10.

- D. Approve request by Business Services to award a contract to the lowest responsive and responsible bidder for the installation of new locks at two school campuses, PWLMS and GSES, to be expended through bond funds.
- E. Approve personnel actions described in Personnel Report No. 10-10.
- F. Approve budget adjustments as provided for September 2010.
- G. Approve for second reading, changes to Board Policy No. 317, "Management Team."
- H. Approve for second reading, changes to Board Policy No. 318, "Positive Action Review – Administrative Personnel."

Mr. Moore moved to adopt the consent Agenda, seconded by Mrs. Chessell.

Motion carried, 4/0.

Mrs. Hales arrived at 3:38 p.m.

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

Nancy Cauley, Principal, Zephyr Cove Elementary School presented School Improvement Plan statistics in the new data dashboard format. CRT results for math, reading, science, and writing were reported. DesCartes software was reported to have been used to identify specific areas of needs for students. Teachers were using flexible math grouping to improve math achievement, along with professional development for teachers in math investigations. Additionally, professional development was provided to teachers in balanced literacy and Thinking Maps. Guided reading was used to assist students in improving. Other work toward reading improvement was provided in the area of comprehension and review of textbook features such as, example boxes and graphs.

Mrs. Trigg arrived at 3:42 p.m.

Science and writing scores were reported to be on a downward trend and would be addressed through theme teaching across the curriculum, incorporated into math and writing coursework. Winter and spring Measurement of Academic Process (MAP) testing was used to view student progress. The resources for supplemental interventions were being provided by Board Intervention and EduJob funds.

Teach for Success results were presented. While all areas, with the exception of the standards and objectives communicated to students, were on a downward trend. Mrs. Cauley stated formative assessments would now pinpoint students needing instruction in specific course content.

The Adequate Yearly Progress (AYP) reporting status changed from the previous year for ZCES. The school was listed on the "watch" list due to a subpopulation of students not achieving the Percent Above Cut (PAC) scores in English Language Arts. Mrs. Cauley stated this population of students was receiving interventions.

Mrs. Cauley reported demographics were changing at ZCES. The transiency rate had increased, as well as, there was a high percentage of new teachers. The School Improvement Plan would address areas in need of improvement to enhance student engagement and professional development.

4. Principal's Report (George Whittell High School) Administrative Report/Program Review

Crespin Esquivel, Principal, George Whittell High School, presented statistics regarding achievement data in the data dashboard format. Mr. Esquivel, new this year to GWHS, stated he would be studying the data results and targeting both student interventions and the School Improvement Plan to improve low areas reported this evening. Creative scheduling for 7th and 8th graders would be

incorporated to improve test scores. Athletic participation was noted as a challenge when reviewing flexible scheduling needs. The Measurement of Academic Progress (MAP) testing scores, an indicator for future High School Proficiency Exams (HSPE's) were a basis for targeting areas of improvement for students. Interventions were being incorporated for English Language Arts (ELA) students below grade level. Mr. Esquivel stated the Teach for Success (T4S) model was new for him; therefore, a focus of learning. He offered that staff use of formative assessments would be a priority. GWHS was reported to have the highest recorded transiency rate in the district. The School Improvement Plan (SIP) goal for the year was to raise rigor across the curriculum with a focus on math. Use of Board Intervention Funds (BIF) and EduJob funding resulted in additional tutoring in math and English Language Arts (ELA).

Dr. Noonan presented a certificate to Mr. Esquivel in recognition of George Whittell High School's "high achieving" designation for No Child Left Behind's Adequate Yearly Progress (AYP) reporting.

5. Report on Random Student Drug Testing Administrative Report/Program Review

Lyn Gorrindo, Assistant Superintendent Education Services, and Jeff Evans, Dean of Douglas High School, presented statistics gathered from the first year of implementation of the random student drug testing program for students in grade 9 – 12. The positive rate of identification was provided for the middle and high schools. Additional facts provided included: students with positive results were mandated to be retested; 15 students were tested per week; test refusal equated to a positive test; withdrawal from testing meant a one year opt out in athletics for students; parents were contacted upon refusal of testing; and \$23,500 was budgeted in 2009-10 and had been incorporated into the 2010-11 school year budget as well.

The process of calling students down to the nurse's office was reported to have been refined in order that students were out of class no longer than 15 minutes for drug testing.

6. First Reading of Changes to Board Policy No. 504, "Attendance" Discussion and Action

Mrs. Gorrindo presented proposed changes to Board Policy No. 504, "Attendance." The wording was revised to state students were required to attend 90% of the time in order to be promoted to the next grade or to earn credit.

Mrs. Chessell moved to approve for first reading, changes to Board Policy No. 504, "Attendance," seconded by Mrs. Trigg.

Motion carried, 6/0.

7. CMAR and Architect Pool Selection Process Administrative Report

Holly Luna, Chief Financial Officer, Ellen Hooper and Tim Haley with SKW, architectural consultants, informed the Board of progress towards implementation of the Facilities Master Plan. The first part of the design process, Elementary Education Specifications, was explained as written means of communication provided by educators to designers in order that student educational needs were known during the building design segment of the planning process. Efforts were focused next on Material Specifications to identify building components to be used uniformly within the District.

The role of the Construction Manager at Risk (CMAR) was explained. This team approach allows the district, architect, and CMAR to collaborate and gain input beneficial to all parties during the

design process as well as allowing for contractors to be selected per NRS 338 on qualifications, in addition to price. The CMAR was explained and found to be favorable when compared to the typical design/bid/build process used in the past. The design/bid/build process was noted to require the district to accept the lowest responsible and responsive bidder, not allowing for other considerations that might best benefit the process overall.

Mrs. Luna's recommendation for the CMAR was a result of reviewing nine Statements of Qualifications submitted in response to the Request for Qualifications as required by NRS 338. Three firms were selected by the review panel of those received. The company recommended to the Board was chosen using a point system during both the time the committee reviewed proposals and during the interview process. A guaranteed maximum price (GMP) will be established and returned to the Board for approval. Mrs. Luna requested Board approval of the CMAR selection and pre-construction services, in order that the district could move to the preconstruction phase for the GES and PHES construction projects.

Additionally, eight proposals were received as a result of the Request for Qualifications (RFQ's) sent out for review by architects. Four firms were interviewed and finalized as the District's "pool" of architects for the next 3-5 years. Two firms were selected based on the specific needs for each of the two projects, GES and PHES.

The SKW consultants were reported to have provided professional input to the review committees of both CMAR and architects throughout the selection process.

Discussion ensued between Board members and administration regarding details of the hiring of SKW, the CMAR's responsibilities, District liabilities, and the size and origin of the committee involved in the hiring process. A further explanation of the NRS pertaining to hiring of the CMAR and work to be provided by the CMAR vs. the design/bid/build process used for past projects was provided by Mrs. Luna. An administrative decision was noted to have prompted the hiring of SKW in order to assist the district in compiling educational and material specifications as well as initiating the first steps of the Facilities Master Plan.

Mr. Hsu, attorney, stated sometimes contractors would underbid projects in order to be granted the project and would then make up the difference through change orders, resulting in an increased final project expense.

At the next board meeting, staff will provide a compilation of the vision gained from information obtained from a variety of stakeholders including site administration. Funding for all four projects was reported to have resulted from bond proceeds.

A break was taken from 5:46 p.m. – 6:17 p.m.

8. Architects Selection for Phase 1A of the District's Facilities Master Plan Discussion and Action

Ms. Jamin called for public comment on this item. There was none.

Following the previous discussion of Mrs. Luna's recommendation to hire two architects to begin the construction process, one for GES and another for PHES, the following motion was made:

Mr. Moore moved to approve the request by Business Services to select architect firms – Collaborative Design and LPA, to assist the District in Phase IA projects, Gardnerville Elementary (Collaborative Design) and Piñon Hills Elementary (LPA); and grant Business Services the ability of notice to proceed. Further, it is requested that the final negotiated contracts are to return for Board approval in November, seconded by Mrs. Trigg.

Motion carried 6/0.

9. CMAR Selection for PHASE 1A of the District's Facilities Master Plan Discussion and Action

Ms. Jamin called for public comment prior to asking for a motion regarding selection of the Construction Manager at Risk. There were no comments offered.

Mrs. Trigg moved to approve the request by Business Services to begin contract negotiations with selected CMAR candidate, Core Construction, for preconstruction services for Phase 1A Facilities Master Plan projects to include Gardnerville Elementary and Piñon Hills Elementary, and approve a not to exceed contract price of \$36,605.00, seconded by Mrs. Chessell.

Motion carried, 6/0.

Mr. Moore requested that a briefing be provided throughout the facilities planning process.

10. Executive Session

At 6:37 p.m. the Board adjourned to Executive Session. The Executive Session ended at 7:05 p.m. Upon returning to regular session, Ms. Jamin informed the public the closed session had been held in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4).

11. Board Ratification of Administrative Regulation No. 317, "Management Team Reduction in Force" Discussion and Action

Rich Alexander, Assistant Superintendent for Human Resources, recommended pulling Item 11, Board Ratification of Administrative Regulation No. 317, "Management Team Reduction in Force."

Mrs. Trigg moved to pull Item 11 and to bring Administrative Regulation No. 317 back to the November Board meeting, seconded by Mr. Moore.

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

It was noted that clarifications to changes in the Regulation had been discussed and the need existed to have minor changes reviewed with administrative staff prior to final approval.

Motion carried, 6/0.

Public Comment

Ms. Jamin called for public comment at 6:17 p.m. There was none.

12. Superintendent's Report Administrative Report

Dr Noonan stated a report would be provided to the Board on her 90 day entry plan in November or December summarizing information she had learned from approximately 200 meetings with district staff and town members. Dr. Noonan reported having attended the State Board meeting in Las Vegas in support of the SpringBoard textbook adoption. Implementation would begin, with DCSD being the first in the state offering this level of English course improvement prior to common core standard requirements.

Next, Dr. Noonan passed out Board Policy No.809, "Transportation," and asked the Board to review this policy with regard to needs of students who live 10 miles or more from school. The main concern was stated as bus services not currently being offered at mid day. As a pilot program, bus services might be provided sooner, with final decisions regarding changes to the policy to follow. Parents were noted to have asked for assistance with additional transportation, possibly due in part to the economic downturn.

13. Nevada Association of School Boards (NASB) Report Information and Discussion

The Executive Committee of the NASB was reported to have discussed the legislative agenda to be covered at the NASB conference. Mrs. Trigg reported received a class offering regarding lobbying in the legislature from UNR, and asked that it be forwarded to all Board members.

14. Correspondence

Mr. Moore stated he had received one complaint regarding energy efficiencies recently put in place in the district. The issue was lighting in hallways and bathrooms that had not been placed on a motion detector, and were instead time controlled that created some difficulties.

15. Possible Agenda Items for Future Board Meetings

Ms. Trigg stated she had attended an educational tour sponsored by the Navy. She asked if a PowerPoint provided to the public regarding the armed services might provide good information for students and parents. Dr. Noonan offered to provide options to the Board on how this type of presentation might best impact parents and students in venues other than a Board Meeting.

Mrs. Hales asked that a discussion be added to the agenda list regarding improving the ASPIRE alternative school, seconded by Mrs. Chessell.

Dr. Noonan stated an update on EduJobs funding would be provided to the Board prior to any decisions necessary in the area of budgeting.

16. Adjournment

At 7:37 p.m., Mrs. Chessell moved to adjourn, seconded by Mrs. Trigg. 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.