

**Douglas County School District**  
Regular Meeting  
Douglas High School  
Minden, Nevada  
Tuesday, December 14, 2010  
3:30 p.m.

***Minutes Approved  
January 11, 2011***

**MINUTES**

Present:

**Trustees:**

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

**Personnel:**

Lisa Noonan, 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 3:38 p.m.

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

Ms. Jamin announced Item 10, "NASB Award Recognition," would be addressed in part following adoption of the agenda. She inquired if there were any changes to be made to the agenda. None were requested.

- B. Mrs. Trigg moved to adopt the agenda, seconded by Mrs. Chessell.

Motion carried, 6/0.

**10. NASB Award Recognition  
Special Recognition**

Ms. Jamin stated earlier in the year, Mrs. Trigg, Mrs. Hales, and herself had submitted award nominations to the Nevada Association of School Boards in several categories. Nominees were being recognized this evening to acknowledge their assistance provided to the District. Mr. Soderman was present and asked to come forward in order for the Board to honor him with an award as a Multiple County Individual Friend of Education. Mr. Soderman, DCSD retired Superintendent, worked to improve student achievement for thirty years, and continued working as a consultant training administrators. Mr. Soderman expressed appreciation for receipt of the award and showed surprise in that he had attended the start of this meeting to thank Mr. Roman for his years of service

as a teacher and School Board Member, unaware he was receiving an award.

Item 10 was continued until later in the meeting.

## **2. Consent Items (Action)**

Ms. Jamin inquired if there were any items to be pulled from Consent. There were none.

- A. Approve the Minutes of the Regular Board Meeting of November 9, 2010.
- B. Approve payments contained in Voucher Numbers 1012, 1013, and 1014 for FY 10-11.
- C. Allow Business Services to approve the annual renewal of stop loss insurance for the District's self-funded health insurance plan with HM Life at a stop loss level of \$150,000 at a premium of \$551,074.08.
- D. Approve personnel actions described in Personnel Report No. 10-12.
- E. Approve for second reading, changes to Board Policy No. 406A, "Layoffs of Confidential Staff."
- F. Approve for second reading, changes to Board Policy No. 406B, "Layoffs of Supervisory/Professional Salary Schedule Staff."
- G. Approve for second reading, changes to Board Policy No. 807, "Free and Reduced Rate Meals."
- H. Approve final corrective action to be implemented by the Superintendent.

Mrs. Chessell moved to approve the Consent Agenda, seconded by Mrs. Trigg.

Motion carried, 6/0.

## **3. Principal's Report (Gardnerville Elementary School) Administrative Report/Program Review**

Shannon Brown, Principal, Gardnerville Elementary School, presented student achievement data and the approach used to continually increase achievement at GES. Criterion Reference Test (CRT) cohort data reflected increases in math and reading results. State Writing Exam results were positive. Writing Exam results were used to continually improve areas of instruction. Measurement of Academic Progress (MAP) data showed growth through cohort data. Fall results were compared to spring testing in order to determine areas in need of improvement. Mr. Brown stated a main focus had been placed on writing instruction. Meetings were held to identify specific areas of need for individual students.

With regard to Teach for Success (T4S) results, an increase in levels of cognition would be an upcoming area of focus for regional professional development assistance. The Adequate Yearly Progress (AYP) designation remained as "adequate." Students identified for intervention assistance were provided additional focused instruction as a result of Board Intervention Funds and EduJobs grant funding that had been obtained this year. This funding allowed for the addition of 320 hours of certified reading specialist instruction and a classified aide position to assist students. Additional site specialists were focusing on small group instruction in upper grades, to supplement students in reading instruction.

Family engagement strategies were used to involve parents in assisting their children. Teachers surveyed parents to learn what topics of discussion they were most interested in. Family Support Council currently offered assistance for parents to help students at home. A positive student culture was being created through the use of a complimentary feedback program for students and staff. Professional development for teachers continued in the area of Thinking Maps training, and school-wide writing prompts. Additional assistance was offered to help students with test taking strategies.

Mr. Moore arrived at 4:00 p.m.

Currently, fifth and sixth graders were offered advanced math. Advanced activities included Spelling and Geography Bees and various lunch clubs.

Board members complimented Mr. Brown in the area of increased parental involvement, assisting students in test taking strategies, and the focus on a positive climate.

#### **4. ASPIRE Report Administrative Report/Program Review**

Lyn Gorrindo, Assistant Superintendent for Education Services introduced ASPIRE staff members, Miki Trujillo, Chuck Pope, Adam Johnson, and Tricia Wentz. Ron Mogab, math teacher, was acknowledged, although not present. Mrs. Gorrindo, currently overseeing the alternative education program, reported ASPIRE did not fall under AYP requirements due to the current status of a school within a school. School statistics included longitudinal credit recovery data; expelled students attending were accounted for separately in the area of attendance reporting; Mr. Mogab, math teacher, was reported to have a split contract between ASPIRE and Pau-Wa-Lu Middle School; and Rachael Leino provided science literacy competency remediation due to EduJob funding. 47 students were currently enrolled, 12 as a result of expulsions, maximizing current Odysseyware software licenses and computer station availability. A waiting list for students not successful in regular education, who desired to enroll in ASPIRE, was noted.

Miki Trujillo, ASPIRE teacher, invited Board members to attend a community service project, entitled "Random Act of Kindness Day," at Wal-Mart from 9:00 – 11:00 a.m., wherein students would pass out \$20.00 gift certificates, the day following this Board Meeting.

Tricia Wentz, counselor, was available to assist students one day a week with OdysseyWare course selection and guidance through internship offerings and diploma opportunities.

Several students went before the Board to share the seriousness of behavioral and family problems they had experienced that had contributed to their credit deficiencies. Behavioral changes corrected through guidance offered in the ASPIRE program, and credit recovery gained through personalized instruction received, were appreciated by current students.

Students were reported to learn acceptance of all individuals through hearing the diverse situations as experienced by other students enrolled, resulting in personal growth. Mrs. Gorrindo stated the school's goal was to assist all students in completing requirements for their diploma. In the future, students leaving the district might have an alternate school available should resources for the ASPIRE program be increased. Support for the program was maintained by staff and Board members along with a sense of urgency to increase and improve facilities and programming.

#### **5. Board Advisory Committee Report – District Vision and Mission Statements Information and Discussion**

Dr. Noonan shared results of the recent Vision and Mission Statement Subcommittee meeting. Student input received was reported to be highly valued. A follow up survey would be available on the District Web site soon, with results provided to the Strategic Planning Committee in January. A list of revised, newly proposed, Vision Statements was provided.

#### **6. Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2010 Discussion and Action**

Holly Luna, Chief Financial Officer, introduced Zeth Macy and Jason Bullard of Schettler, Macy &

Silva, LLC. The final draft audit was presented to Trustees at this time. The main report stated that the financial statements as a whole were reported to have received a clean opinion. There were no issues with regard to internal control or non-compliance. Federal programs were reported to have no material weaknesses. Auditors tested Special Education and Title I programs resulting in two findings. Corrective actions were provided within the report. The unreserved fund balance was approximately 10%. It was noted that each year, a Management Letter with suggestions for implementing actions for smooth operations is provided as a tool for the District.

Dr. Noonan stated she would follow up with staff on corrective actions noted within the audit report.

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

Mr. Moore moved to approve the 2009-2010 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624, seconded by Mrs. Chessell.

Motion carried, 7/0.

## **7. Consideration of 2010-2011 Budget Augmentations and Amendments Discussion and Action**

Holly Luna provided budget history for the last three fiscal years involving a total of \$4.9 million in reductions absorbed due to the last two Special Legislative Sessions, Hold Harmless and DSA funding reductions. The General Fund revenues maintained through Local School Support Tax (LSST), Public School Operating Tax (PSPOT) and Ad Valorem property tax were explained and reported to have decreased due to a drop in weighted enrollment year over year, and a drop in the State's ability to maintain their financial obligation. Hold Harmless was reported to be based on the previous year's enrollment due to results of the 26<sup>th</sup> Special Session. Previously, Hold Harmless was based on student enrollment of two prior years. Property Tax showed little fluctuation due to abatement measures. The ending fund balance and contingency requirements were congruent with NRS 354 and Board Administrative Regulation No. 603.

Ms. Luna explained the revenues of \$48.8 million for 09-10, versus expenditures of \$51 million. Budget reductions were carried forward including insurance premium changes made in lieu of staff cuts. Staff members were noted to have been lost only to declining enrollment. EduJob funding had supplemented the budget and assisted in bringing back employees lost due to declining enrollment. 1.1 million was currently in the contingency fund for emergencies. \$2.2 million remained in the ending fund balance. All other fund adjustments were highlighted including donations for Promethean Boards and American Recovery and Reinvestment Act (ARRA) income that had not been incorporated previously. A partial list of additional revised revenues and expenditures included Master Plan project estimates, special education, and school nutrition program adjustments.

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

Mrs. Chessell moved to adopt Resolution No. 10-06 in its entirety, seconded by Mrs. Trigg.  
Motion carried, 7/0.

Mrs. Chessell moved to adopt Resolution No. 10-07 in its entirety, seconded by Mrs. Trigg.  
Motion carried, 7/0.

Mr. Green moved to adopt Resolution No. 10-08 in its entirety, seconded by Mrs. Chessell.  
Motion carried, 7/0.

## **8. Approval of Facilities Master Plan Phase IA “Soft Costs”**

### **Discussion and Action**

Ms. Luna explained soft costs associated with Gardnerville and Piñon Hills Elementary School construction projects that included permitting, inspections, preconstruction services such as legal review and architectural consulting. 25% of each of the projects' cost was requested for soft expenses needed to continue with construction. Architectural contracts, previously approved by the Board, were reported to be included in the not-to-exceed amount of 25%. The GES and PHES construction projects were delineated by Phase 1A of the Facilities' Master Plan. A combined summary of the process for implementing Phase 1A for GES and PHES was provided.

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

Mrs. Trigg moved to approve a 25% not-to-exceed “soft costs” budget for each Phase 1A project, with total project cost as currently defined by the Facilities Master Plan for Gardnerville and Piñon Hills Elementary Schools. Funding for such expenditures will be applied to bond funds, seconded by Mr. Moore.

Motion carried, 7/0.

## **9. Special Recognition**

Ms. Jamin and Dr. Noonan recognized Keith Roman for his outstanding service to the Board. Ms. Jamin presented a clock to Mr. Roman as a token of the Board's appreciation. Senators Reid and Ensign provided Certificates of Commendation for eleven years of service that were awarded by Dr. Noonan. Board members showed respect and appreciation for the time spent with Mr. Roman through his years of service.

## **10. NASB Award Recognition**

### **Special Recognition**

Scott Neuffer, Record Courier reporter, was recognized and awarded the Nevada Association of School Board Media Award for Outstanding Education Reporting. This award resulted from a nomination submitted to the NASB, and their determination of his outstanding reporting. Board members thanked Mr. Neuffer and expressed appreciation for his work and integrity.

Ms. Jamin presented Board Secretary, Carolyn Moore, an award as a nomination for Secretary of the Year had been submitted to the NASB. Mrs. Moore was recognized for her service to the Board.

Mrs. Hales announced Teri Jamin had received the NASB award for the Veteran School Board Member of the Year at the recent conference. Ms. Jamin was recognized as the winner throughout the state and appreciated for her skills in working to bring the Board together following a tumultuous time of service for the Board.

Dr. Noonan presented a first place award to Mike Malloy, attorney, which had resulted from the Douglas County Education Foundation Fun Run fundraiser in October. Mr. Malloy was thanked for driving in to participate in the fundraiser and congratulated for winning his division.

### **Public Comment**

At 6:00 p.m., Ms. Jamin called for public comment.

Lin Larson, Douglas County residence, supported the Backpack Buddies Program. Ms. Larson informed the Board she was working to support all schools in order to provide food to children in need of assistance on the weekends. Through information provided, students were receiving approximately \$30,000 of assistance annually. Board members learned that funds had been raised

through holiday wrapping efforts and that additional funding was necessary in order to continue to fund the food service efforts for families.

Paul Palant, Zephyr Cove Elementary School parent, informed the Board of events involving his daughter and another boy. Concerns were expressed of bullying, sexual, and physical abuse of his child. Mr. Palant protested the discipline policy by asking that a change be made to assist him in order to change the current mode in which administration was addressing the problem. Mr. Palant stated a number of parents had filed police reports, but no action had been taken to discipline the child creating a problem.

## **11. District Improvement Plan Discussion and Action**

Lyn Gorrindo, Assistant Superintendent for Education Services, and Brian Frazier, Director of Assessments and Grants, presented the District Improvement Plan for approval. The Plan was addressed in June this year, earlier than in previous years. Kari Pryor, Regional Professional Development Program instructor, was a member of the planning team. Education Services changed the time of the year in order to have the Action Steps drive the Administrative Forum, held in the summer, and succinctly the School Improvement Plans. In June, Adequate Yearly Progress (AYP) reporting had not been received although an overall flat line of student achievement scores was apparent. In order to assist all students, instructional practices, and Criterion Reference Test (CRT) scores, a grade level based test system, were studied. Formative assessments were reviewed along with Depth of Knowledge (DOK) components. An electronic data collection system, eWalk, will be used by administrators for classroom walk-throughs in the 10-11 school year. iPhones and iPod Touch devices are used to gather data in order to assist in instructional improvement throughout the District. Instantaneous feedback will provide immediate instructional feedback for teachers.

The next area of improvement reported was the vertical alignment of English curriculum in 7<sup>th</sup> – 11<sup>th</sup> grades that entailed moving units and novels to embrace the SpringBoard curriculum. The next step would be to vertically align math curriculum. This Action Step included changing of Measurement of Academic Progress (MAP) grade level scoring, such as 6<sup>th</sup> grade cut scores might now be 5<sup>th</sup> grade requirements.

Discussion ensued regarding English as a Second Language (ESL) requirements and possibilities for increased achievement in this subpopulation.

The area of assessments was discussed next. Mr. Frazier stated DesCartes training for teachers was ongoing, of which resulting data was used for interventions. A desire to use MAP scores, a wide view of student achievement, to monitor student growth from fall to spring was noted in order for teachers to target specific instruction. Fall MAP assessments were currently required, while spring MAP tests were optional. Growth in grades 10 -12 currently viewed through MAP assessments, would be addressed in the future through common core standards.

The use of Instructional Consultation (IC) teams was reported to be the Special Education model underway at all sites.

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

Mrs. Trigg moved to approve the District Improvement Plan, seconded by Mrs. Chessell.

Motion carried, 7/0.

A break was taken from 6:45 – 7:00 p.m.

## **12. First Reading of Board Policy No. 529, "Suspension and Expulsion"** **Discussion and Action**

Mrs. Gorrindo stated proposed changes to Board Policy No. 529, "Suspension and Expulsion." Repetitive language was removed and verbiage changed to incorporate a wide range of substances that mimicked the effect of controlled substances in order to best enforce discipline necessary to changing substance abuse issues.

Mrs. Hales suggested review of the current policy requirement of students receiving 75% credit when suspended. The burden placed on teachers to prepare work for suspended students was noted.

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

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

Motion carried, 7/0.

## **13. Revisions to Administrative Regulation No. 523(a), "Drug/Alcohol Abuse"** **Information and Discussion**

Mrs. Gorrindo provided for informational purposes, changes to Administrative Regulation No. 523(a), "Drug/Alcohol Abuse." Language was incorporated to align this Regulation with the changes made to Board Policy No. 529, previously discussed, regarding designer drug possession, use, and distribution.

## **14. Superintendent's Report** **Administrative Report**

Dr. Noonan recognized the Bingham Charitable Fund, the grant funds provided through the Community Foundation who provided approximately one million dollars for technology upgrades this year. The Board was informed a letter of appreciation had been sent and a copy would be provided for their review.

Pau-Wa-Lu Middle School was reported to have offered a weekend camp to 7<sup>th</sup> and 8<sup>th</sup> grade students in need of guidance. Dr. Noonan attended during part of the field trip and reported that outdoor activities along with mentoring and guidance created a powerful atmosphere to assist those students attending. She supported creative thinking in possibly funding this type of camp more extensively in the future.

Superintendents attended a meeting with Governor Elect, Brian Sandoval, who led a discussion regarding public education. Appreciation was shown for Mr. Sandoval's supportive attitude, interest, and involvement in education. In wrap up, the new Governor acknowledged budget cuts were inevitable. Dr. Noonan had been told that even if the legislature approved the largest tax increase in history and made the largest budget cut in history, we would still have a gap for this next biennium.

## **15. Nevada Association of School Boards (NASB) Report**

Mrs. Hales reported members of the NASB Executive Committee were also invited to attend the meeting held by Mr. Sandoval, due to their active interest in education. Therefore, she had been present and also supported Mr. Sandoval for being attentive to education.

Mrs. Trigg reported the NASB conference had offered great information through informative speakers and activities. Registration for additional Board Member training was noted to be underway in a local setting, January 21 / 22 and available to all Board members. Mrs. Hales added that

legislative issues would also be addressed at this training.

## **16. Correspondence**

Dr. Noonan mentioned a letter had been provided to Trustees as received at public comment from the Special Meeting of December 10<sup>th</sup>.

## **17. Possible Agenda Items for Future Board Meetings**

Mr. Moore supported a discussion or presentation regarding mandatory writing in all classrooms as had successfully occurred in a high risk high school on the east coast, seconded by Mrs. Trigg. Mrs. Hales commented that this request aligned with effectiveness of nonfiction writing.

Mrs. Hales offered that Board members who attended the recent NASB conference might share the top five items they had learned with the entire Board, seconded by Mrs. Trigg.

Mrs. Gorrindo stated she had been assisting Lin Larson through meetings with sites. Support and assistance was available, although financial support was lacking.

Ms. Jamin added that a discussion in January regarding the roles of officers was desired prior to holding the Board officer elections. This idea was backed by comments made by several Trustees.

Mrs. Chessell stated she would like to learn more about the roles and responsibilities of the committees offered for Board participation in the January organizational meeting.

## **18. Executive Session**

There was no executive session.

## **19. Adjournment**

Mr. Roman moved to adjourn at 7:21 p.m., seconded by Mrs. Chessell.

Motion carried, 7/0.

Submitted by,

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Carolyn Moore  
Secretary to the Board of Trustees

Approved:

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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.