

**Douglas County School District**

Regular Meeting  
Douglas High School  
Minden, Nevada  
Tuesday, February 8, 2011  
3:30 p.m.

**Minutes Approved  
March 8, 2011**

**MINUTES**

Present:

**Trustees:**

Sharla Hales, President  
Karen Chessell, Clerk  
Randy Green, Member  
Teri Jamin, Member  
Ross Chichester, Member

Absent:

Thomas Moore, Vice President  
Cynthia Trigg, Member

**Personnel:**

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

**Others Present:**

Mike Malloy, Legal Counsel

**1. Call to Order**

Ms. Hales called the meeting to order at 3:30 p.m. She announced that Mr. Moore and Mrs. Trigg were not in attendance, although Mr. Moore hoped to join the meeting late; the beginning of the meeting was being videotaped due to a need to test computer equipment; and Western Nevada College School of Law students who were in attendance, were welcomed.

Item 16, "Decision in Open Session Regarding the Step III Grievance," was pulled from the agenda due to the Douglas County Support Staff Organization requesting that the grievance be postponed.

- A. Mrs. Gorrindo led those present in the Pledge of Allegiance.
- B. Ms. Jamin moved to adopt the agenda with the removal of Item 16, seconded by Mrs. Chessell.

Motion carried, 5/0.

**2. Consent Items (Action)**

- A. Approve the Minutes of the Regular Board Meeting of January 8, 2011.
- B. Approve payments contained in Voucher Numbers 1017 and 1018 for FY 10-11.
- C. Approve the Minutes of the Workshop held January 11, 2011.
- D. Approve personnel actions described in Personnel Report No. 11-02.
- E. Approve budget adjustments as provided for February 2011.
- F. Approve an increase effective February 1, 2011, in the District's employee mileage reimbursement rate from 50 cents per mile to 51 cents per mile for qualified reimbursable

employee travel.

Mr. Chichester moved to approve the Consent Agenda, seconded by Mr. Green.

There was no public comment. Motion carried, 5/0.

### **3. Principal's Report (Carson Valley Middle School) Information and Discussion**

Bob Been, Principal, reported longitudinal achievement results in the area of Criterion Reference Tests (CRT's) and Measurement of Academic Progress (MAP) assessments. School Improvement Plan strategies, competency completion percentages, and Teach for Success (T4S) data were shared. An overall school theme and philosophy of continual improvement was reported to be emphasized to staff daily.

Data of concern included a drop in 8<sup>th</sup> grade science CRT scores. The state had incorporated more difficult questions this year causing fluctuation. CRT math and reading scores increased overall, although a slight drop in 8<sup>th</sup> grade was noted. CVMS participated in the 8<sup>th</sup> grade writing pilot as well. Students were reported to be informed of assessment results in order to create an environment of achieving their best.

Fall MAP results were reported to indicate how students would perform on the CRT's, as well as to identify students who needed remediation. The Adequate Yearly Progress (AYP) designation had moved from the Watch List, to Adequate for 2009-2010.

CVMS was reported to be maximizing resources through a structure based on meeting student needs. Professional development was centered on improving student abilities through teacher awareness of Depth of Knowledge thinking strategies. Thinking Maps were used to encourage writing improvement for students. Tutoring was available during a mid day advisory period, with a focus on reading, for those identified as needing independent assistance or competency recovery. Math camps were available both during the week and on Saturday. Advanced students were invited to participate in a program sponsored by GE based around engineering. A question of the day and various academic contests were also incorporated into the atmosphere to inspire students.

### **4. District Capital Financing – Review and Update Administrative Report/Program Review**

Marty Johnson, JNA Consulting, informed the Board of the history of district bond financing and a view of future challenges. The rollover bond was obtained in November 2008 upon voter approval to issue bonds or transfer money in, to operate in a Pay as you Go capacity. To date, \$20.8 million in bonds have been issued. The District has already transferred \$885,000 into the Capital Projects Fund. The following two tests were explained as necessary in order to meet bond issuance requirements:

- 1) Property tax revenues generated by the .10 debt rate need to be sufficient to pay the debt service on the bonds. Projections have to indicate the District can repay the bonds with the existing tax rate.
- 2) The reserve account, held within the District's Debt Service Fund, has to be equal to next year's debt service, or 10% of the outstanding and proposed par amount. This money is there to protect the taxpayer, set aside to assist with payments in the case of assessed values decreasing and property tax revenues coming in lower than debt service, in lieu of raising the tax rate. Bond issuance was noted to need approval by both the School Board and the Douglas County Debt Management Commission.

The current view of property tax and debt service was provided. The example assumed in the future,

property values would recover and assessed values would begin to increase. Debt service was shown as it related to Bonds that had been issued. A spike in time was shown due to a large principal payment due in 2027 related to the Qualified School Construction Bonds. The District was reported to have taken advantage of government subsidized (80-85%) interest payments, associated with the QSCB and BAB bonds issued since November 2008. The principal payment was placed out as far as possible, due to a maximum maturity of 17 years. AAA bond ratings were reported as nonexistent in the current economy.

At this time, property tax revenues are in excess of existing debt service, creating the opportunity to issue additional bonds and/or transfer funds for capital projects through the Pay As You Go Cash.

Through the period of time not needed to pay debt service, the difference would be available for transferring to the capital project fund annually, creating additional funding for projects. The factors that affect future borrowing capacity were property tax revenues, assessed property values, and interest rates. Property information would be released initially February 15<sup>th</sup> and finalized in March to allow for 2012 projections.

The Debt Service Fund balance was a factor in determining borrowing ability. Project improvements with a lifespan of 20 years allowed for the leverage of funds for that length of time. This scenario set the stage for generating more bond proceeds through Pay as you Go funding.

In 2012, if revenues are flat, and slowly increase, the District could obtain \$15.5 million in bonds and still have an additional \$5.4 million through 2018 for the Pay as You Go part of the program. This could change in terms of projects and timing.

Mr. Johnson stated the details of the Governor's recent proposal to take funds from the Debt Service Fund to transfer to the General Fund in lieu of State Obligation share of the DSA for operating expenditures were not yet known. If the proposal is to take these resources in 2012-13, the facilities building program could be adversely affected. The Debt Service Fund balance would need to be \$2 million for 2012-13 resulting in a loss of the ability to do Pay As You Go financing from excess revenue which would be proposed to be transferred to the general fund. Therefore, projects might need to be delayed 2 or 3 years due to legislation that could affect the ability to issue bonds in the spring of 2012. These bonds might not be acquired until the spring of 2013 or 2014 in order for property tax to accumulate to meet the required level.

Next, Holly Luna, Chief Financial Officer, reviewed the ten year Facilities' Master Plan (FMP) recommendations noting funding, in its entirety, had not been covered from the onset of the Plan; additional funding would be required in future years; due to financial fluctuations, the importance that existed for the prioritization of projects was stressed; and the Master Plan was flexible, providing choices over years of implementation. Ms. Luna offered that the CMAR team, present at the meeting, could assist in supplying answers to questions if necessary. The CMAR team was thanked for their help during Ms. Luna's recent absence.

Following approval of the site option phase for GES and PHES, next steps were explained as design and development, and the creation of construction documents.

Information was provided regarding upcoming decisions relating to next phases in the FMP. Potential additional revenue sources were reported to be the future sale of The Heritage Building at GES, District Office, and Kingsbury Middle School, although proceeds would have spending constraints. It was noted that in Phase I, improvements to JVES and CCMES were listed. A discussion was still needed regarding the middle school level, including possible grade reconfiguration and use of those facilities. Building improvement projects completed in recent years were reviewed. Positive KIDS Committee feedback regarding projects completed as a result of ESCO and bond funding, as well as for improvements underway, was reported. Expense incurred for GES and PHES projects was noted to exceed projections. Funds allocated within the Capital Project Fund were being used in addition to bond financing. Decisions regarding prioritization of projects, timing, and program needs would be necessary before moving forward. Ms. Luna reiterated that \$15.5 million additional

bonding capacity was projected for 2012, and \$5.4 million in Pay as you Go cash between 2011-2018.

Douglas High School, listed in Phase 2, was discussed with regard to planning, programming, and facility needs in order to incorporate the 9<sup>th</sup> grade. The estimated cost was stated as \$23 million. Board discussion ensued regarding prioritization of moving the 9<sup>th</sup> grade to Douglas High School, future construction costs, use of bond funding within required timelines, and possible 6<sup>th</sup> grade movement to middle schools. The Master Plan was decidedly a roadmap with options, a step by step process, although 100% of site improvements listed in the Plan, throughout the system, would not be met.

## **5. Jacks Valley Elementary School K-8 Grade Configuration Discussion and Action**

Dr. Noonan informed the Board the facts provided earlier were important to decisions including whether or not to offer a K-8 school, the location of such, and improvements necessary to elementary and middle school facilities dependent upon choices made. A new addition would be necessary at JVES should a K-8 school be a viable choice. A public meeting was held at Jacks Valley Elementary and a survey taken to allow for parent input on a possible K-8 configuration at that location. Parents inquired regarding availability of research, ideas, and opinions as a basis for this decision. Parent responses were provided as pros and cons along with the number of families who answered the two question survey. A total of 94 surveys were returned from K-3 families at JVES. The outcome was an even split for and against K-8 at JVES.

Mr. Green stated he would like to know parent responses to an option of two smaller middle schools that might be provided for students.

Mrs. Hales called for public comment. Mrs. Gilmartin, Principal, Jacks Valley Elementary School questioned the percentage of K-3 families reported as having responded. Of families responding, she agreed the percentage desiring K-8 vs. those against the option, was 50/50.

Ms. Jamin offered an idea of incorporating a Career Technology Education (CTE) site into the system. Discussion continued around constructing facilities to meet specific needs, analyzing costs, and gathering input from the community to support decisions. Board members overall supported proceeding with determining middle school options as a step towards moving the 9<sup>th</sup> grade to high school. Appreciation was expressed for efforts to gather public input on the possibility of a K-8 school and that dual option for Valley schools.

Ms. Luna informed the Board of facility improvements that had been made continually, to all sites, and while new construction costs were known, complete renovations to buildings were harder to determine.

Mr. Chichester moved to take the K-8 option off the table and not pursue that based on survey results and lack of any cost benefit, seconded by Mr. Green.

Dr. Noonan verified the Board's intent should the motion carry. Consensus was information would be gathered and provided in the future regarding middle school options.

Motion carried, 5/0.

A break was taken from 5:32 – 5:40 p.m.

### **Public Comment**

There was no public comment offered.

Item 8, "Textbook Selection," was heard next out of order of the agenda listing.

## **8. Textbook Selection**

### **Discussion and Action**

Kerry Pope, Director of Curriculum and Instruction, stated a review of textbooks had been completed in the area of math for seniors at George Whittell and Douglas High Schools. The selection committee consisted of a teacher and Mrs. Pope. An opportunity to attend had been offered to parents, although none had signed up to participate. A textbook review meeting was held and the recommendation to adopt *A Survey of Mathematics with Applications* resulted. The textbook was reported to align with the Nevada State Standards and Common Core Standards and was currently used at Western Nevada College by freshmen. The course would help prepare students for college level math.

There was no public comment.

Ms. Jamin moved to approve the use of "A Survey of Mathematics with Applications" for the Survey of Math course in the Douglas County School District, seconded by Mrs. Chessell.

Motion carried, 5/0.

## **6. Gardnerville Elementary School – Option Development Plan**

### **Discussion and Action**

Mr. Todd Lankenau, Architect with Collaborative Design Studio, provided a brief history of the creation of the Option Development Plan for GES. The floor plan was shown with pedestrian and traffic design refinements incorporated since the January meeting presentation. Discussion ensued about parking allowance, entrance, and bus drop off options. Planned parking included 200 spaces, 30 of those allocated for the Heritage Building that might be vacated in the future. Another revision presented, was a rotation of the multi-purpose room. This allowed for best use of space and student access to the bathrooms prior to lunch. An additional set of bathrooms was accessible from the playground and outdoor eating area. The stage was reported to have been improved in order to double as an art and music classroom. The updated design equated to a 200 square foot difference.

Ms. Luna stated the GES site review committee supported the refinements, and that incremental refinements would continue until the construction document was finalized. In response to Board concerns that a design would be completed prior to their seeing a final plan, Ms. Luna offered that Mr. Moore would be invited to participate in the design process and the Board would be informed.

A budget summary and explanation was provided by Ms. Luna regarding funds that had been transferred between accounts including bond, operations and maintenance, and capital project funds. These funds were reported to be held currently for construction of capital projects. The Board was asked to approve proceeding with the project, using the split funding described. Any funds not used would be placed into a Contingency Fund for other projects.

Mrs. Hales called for public comment. There was none.

Mr. Green moved to approve the Gardnerville Elementary School option, refinement will be a result of design, development, and the funding will come from sources as presented, bond, capital projects and the operation and maintenance funds, seconded by Mrs. Chessell.

Motion carried, 5/0.

## **7. Piñon Hills Elementary School – Option Development Plan**

### **Discussion and Action**

Steve Newsom, Architect with LPA, explained changes incorporated into the PHES site plan. The sidewalk discussed during the January Board Meeting had been revised, decreasing the amount

budgeted for concrete. Classrooms provided in the new addition, currently in the Option Development stage, were explained. Special education suites, a conference room, workroom, and staff lounge were shown. Another change had been incorporated to the new addition that included a custodian closet close to the new addition that would be incorporated with existing plumbing. The design and development stage was stated by Dr. Noonan to be exciting, requiring choices in finishing, lighting, and aesthetics, although Board approval on those aspects of construction was not necessary.

Mr. Green moved to approve the Piñon Hills Elementary School option, refinement will be a result of design and development, and the funding will come from sources as presented, bond, capital projects and the operation and maintenance funds, seconded by Mrs. Chessell.

Motion carried, 5/0.

Dr. Noonan thanked the Board and stated an additional community night for GES and PHES option refinements, resulting from the approved design and development funding, would be held to gather further input. This public meeting would be scheduled Tuesday, February 22<sup>nd</sup>, 6:00 p.m. at Douglas High School. Upon completion of all construction documents, the Board would be presented with a Guaranteed Maximum Price (GMP) proposal for approval.

## **8. Textbook Selection Discussion and Action**

This item was heard earlier in the meeting.

## **9. First Reading of Board Policy No. 415, "Overtime Classified Non-Supervisory Personnel Discussion and Action**

Rich Alexander, Assistant Superintendent Human Resources, presented changes to Board Policy and Administrative Regulation 415, "Overtime Classified Non-Supervisory Personnel." Overtime for classified non-supervisory personnel would be authorized by the Chief Financial Officer or the Superintendent. Clarifying language was also added to the Board Policy to address the fact overtime could not occur on a regular basis; instead, prior approval would be necessary through District administration. Mr. Malloy was noted to have offered further clarification to the language for the second reading in March. The Administrative Regulation was updated to allow for the adjustment of employee hours in order that they may take flex time in the work week following the week in which they worked overtime, or within a 10 day period of time. Previously, flex time was allowed only within one calendar week.

Ms. Jamin offered that the word, "allow" should be changed to "require" for clarity within the updated verbiage.

Mr. Alexander further clarified this Policy applied to only "non-exempt" employees working a 40 hour week.

There was no public comment.

Mrs. Chessell moved to approve for first reading changes to Board Policy No. 415, "Overtime Classified Non-Supervisory Personnel," seconded by Mr. Chichester.

A friendly amendment was stated by Ms. Jamin to include minor changes were anticipated for the second reading, approved by Mrs. Chessell.

Motion carried, 5/0.

## **10. District Vision and Mission Statements**

### **Discussion and Action**

Dr. Noonan stated the Board subcommittee met twice to discuss revising the District Mission Statement and to create a new Vision Statement. Consensus was, the Vision Statement would focus on graduation and beyond, for students. Following a Web site survey, discussion with administrators, both leadership and ASPIRE students, Vision Statement offerings were narrowed to four possibilities. Revisions made to the current Mission Statement were reported to have been accepted at a high percentage by all who reviewed changes. A second survey was taken, and results of the vote for the four Vision Statements offered were provided. Dr. Noonan inquired of the Board, their preference for choosing a new Vision Statement based on data collected, or if there might be other ideas suggested.

Mrs. Hales called for public comment. There was none.

Mr. Chichester moved to accept the proposed, revised Mission Statement for the Douglas County School District, seconded by Mrs. Chessell.

Motion carried, 5/0.

Mrs. Hales asked the Trustees to provide input regarding adopting a new Vision Statement. Thoughts included:

- 1) Two options clearly received the largest support.
- 2) Should a graphic be associated with the Vision Statement?
- 3) Preferably, students would embrace the Vision.
- 4) A catchy slogan was desired.
- 5) The top two might be offered to students as choices.
- 6) The process of determining the choices offered was enjoyable.

Dr. Noonan offered to pursue ideas and bring the results of her findings back to the Board.

## **11. Superintendent's Report**

### **Administrative Report**

The National School Board Association conference booklet was passed out by Dr. Noonan. The conference would be held in San Francisco this year, enabling a less expensive opportunity to gain professional development for Board Members. Dr. Noonan offered to fund participation for all interested Board members. The Corvette Club, discussed at the January Meeting, was reported to have obtained space at the airport to race this summer. The high school parking lot was requested as the backup in case of unforeseen problems at the airport. District insurance and requirements for use of the facility would be met.

Dr. Noonan reported having accompanied a group to the Academy of Arts Career and Technology magnet school last week. Washoe County was noted to have created this school in stages and completed the facility a year ago, for approximately \$11 - \$14 million dollars. A tour was offered to anyone who had not seen the site that might wish to go.

Trustees were thanked for attending the Strategic Plan Meeting. Follow up information provided in the next month would include proposed goals, a graphic showing the cyclical strategy for an improvement and reporting process within the District, a list of suggested ideas from input received, and a worksheet for participants to understand next steps and use for additional input. A report would be provided at the March Regular Meeting.

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

In Mrs. Trigg's absence, Mrs. Hales reported that Dr. Dotty Merrill, Executive Director, would be

working to provide information throughout the legislative session.

### **13. Correspondence**

There was no correspondence discussed.

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

Ms. Jamin followed up on her idea from the January meeting regarding reviewing Board Bylaws for possible revisions. Mrs. Chessell and Mrs. Hales supported Ms. Jamin's idea of having this review in a similar format as used for brainstorming the Vision/Mission Statement ideas. Mrs. Chessell made several suggestions including a Board self assessment that might fit with the committee's work, looking at outdated Board Policies on a regular basis, and reviewing a budget matrix and PowerPoint presentation regarding Nevada education rankings from the recent conference.

Dr. Noonan responded Cabinet would be working with a spreadsheet created to easily identify outdated Board Policies and Administrative Regulations. Additionally, a copy of the binder provided by NASB at the recent training had been provided to Board Members who were not in attendance. A larger audience would be preferred to view the PowerPoint, in lieu of attendees at a School Board Meeting, such as the Committee on Education who had placed the presentation on an agenda for an upcoming meeting.

Mrs. Chessell also suggested an effort might be made at Board Meetings to recognize employees, seconded by Mrs. Hales.

### **15. Closed Session – Consideration of a Step III Grievance and a Possible Meeting with the Board's Management Representative Regarding Negotiations**

Ms. Jamin moved to go into Closed Session pursuant to NRS 2888.220(4), seconded by Mr. Green.

Motion carried, 5/0.

### **16. Decision in Open Session Regarding the Step III Grievance**

This Item was removed from the agenda at the start of the meeting.

### **17. Adjournment**

Mrs. Chessell moved to adjourn the meeting at 7:45 p.m., seconded by Ms. Jamin.

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.