

Douglas County School District

Regular Meeting
Kahle Community Center
Stateline, Nevada
Tuesday, April 12, 2011
3:30 p.m.

*Minutes Approved
May 18, 2011*

MINUTES

Present:

Trustees:

Sharla Hales, President
Thomas Moore, Vice President
Karen Chessell, Clerk
Ross Chichester, Member
Randy Green, Member
Teri Jamin, Member
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
Brian Rippet, President, Douglas County Professional Education Association

1. Call to Order

Mrs. Hales called the meeting to order at 3:32 p.m.

- A. Brandon Swain led those present in the Pledge of Allegiance.
- B. Mrs. Chessell moved to adopt the agenda, seconded by Mr. Green.

Motion carried, 5/0.

2. Consent Items (Action)

Mrs. Hales pulled Item 2-C, "Approval of Change Order #18 to the Ameresco Energy Services Performance Contract," requesting further explanation.

Mr. Chichester moved to approve the Consent Agenda, with the exception of Item 2-C, seconded by Ms. Jamin.

Motion carried, 5/0.

Ms. Luna offered clarification with regard to Item 2-C. In replacing boilers under the baseline contract, the contractor, Ameresco, discovered radioactive material. Tests were required along with a sub consultant who worked with the Nevada Department of Health and Human Resources, to determine the radioactivity and proper method of disposal. The materials were broken down and found to contain a low level of radiation. Following testing performed by Converse Consultant and

an inspection by the Nevada Department of Health and Human Services, the brick was disposed of as a non-harmful material in the local landfill.

- A. Approve the Minutes of the Regular Board Meeting of March 8, 2011.
- B. Approve payments contained in Voucher Numbers 1021, 1022 and 1023 for FY 10-11.
- C. Approve Change Order #18 as provided. Funding to come from Bond Funds.
- D. Approve personnel actions described in Personnel Report No. 11-04.
- E. Approve budget adjustments as provided for March 2011.
- F. Approve final corrective action to be implemented by the Superintendent

Ms. Jamin moved to approve Consent Item 2-C, "Approval of Change Order #18 to the Ameresco Energy Services Performance Contract," seconded by Mr. Chichester.

Motion carried, 5/0.

Mr. Moore arrived at 3:40 p.m.

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

Brandon Swain, Principal, expressed appreciation to Education Services personnel for having compiled and prepared the data dashboard in an easy to use format. Data reported, included 3rd – 6th grade CRT scores; 3rd – 6th grade Measurement of Academic Progress (MAP) scores; Teach for Success (T4S) protocol results; and the site's Adequate Yearly Progress (AYP) status. The school average for math CRT scores increased in 2010. MAP scores were noted to be out of line when compared to CRT scores, although students showed growth overall. Teach for Success data reflected an increased percentage in four of five strands monitored. Scarselli Elementary School's AYP status improved by moving up from the "watch list" to "adequate" as a result of increased special education CRT scores. Teachers were commended for working to assist special education students by pre-teaching key vocabulary and focusing on specific areas of need. Fifth grade writing scores were reported to be flat; therefore, increasing student achievement in writing would be the goal for 2011-2012. School wide writing prompts would be used next year, as well as Thinking Map exercises geared to writing for students. Student interventions made available due to Board Intervention Funds (BIF), allowed for increased differentiated reading instruction. Mr. Swain informed the Board teachers were working on implementing common core standards, sharing lesson plans electronically for best instruction, and teaching writing throughout the grade levels.

4. Common Core Standards Update on English/Language Arts **Administrative Report/Program Review**

Kerry Pope, Director of Curriculum and Instruction, reported on implementation of the English Language Arts Common Core Standards. The new ELA standards include six strands, two of which are discontinued at the secondary level. The emphasis on writing is increased beginning in kindergarten, as compared to Nevada State Standards. Nonfiction, "informational text" is incorporated more heavily than in the current curriculum. Increased reading and writing within classes such as science and social studies, is expected at the elementary and secondary level. Professional development would be provided to teachers this spring and in the fall of 2011-2012. A big change for elementary teachers would be the expectation that students write a comprehensive essay by the end of third grade.

Mrs. Trigg arrived at 4:02 p.m.

Teachers would be incorporating literature to match Common Core examples provided. The SpringBoard curriculum was noted to offer teachers the ability to switch novels. Student analysis of literature would increase across the grade levels. The exposure to skills such as how the structure of a story influenced the plot and the use of persuasive and expository writing methods would be

added to elementary curriculum. Balanced literacy was very apparent in Common Core Standards. Students would be encouraged to speak publicly, as well as to validate information researched through electronic means. Thinking Maps would complement ELA instruction.

In the State of Nevada, ELA Common Core Standards would begin with implementation in grades K-8. Douglas County School District teachers had received the new standards. The Nevada Department of Education Web site provided a comparison of Nevada and Common Core Standards.

Mrs. Pope provided a video shown on television by CBS, regarding Brockton High School. This school increased scores significantly by focusing on writing and literacy in all classes. A comparison was provided of DCSD literacy in reading, writing, reasoning, and speaking requirements to the Brockton High School standards used to improve achievement and graduation rates.

The new Common Core standards were reported to help drive writing requirements in classrooms through informal writing. An example was in math class, a math journal would be kept. CRT exams were also expected to include writing responses in the area of math.

Mr. Moore stated he had seen the video and was not looking for a comparison, but felt daily informal writing, in all classes might be encouraged. Board members made comments in support of increased informal writing in the classroom, as well as on assessments. Mrs. Pope responded science and math teacher concerns included how to grade writing within their scope of teaching. The curriculum change necessary to implement common core standards was underway and would be the focus at this time.

Mrs. Hales wrapped up the discussion, stating it would be beneficial to update the Board, possibly in the summer, regarding writing in classes other than English Language Arts.

5. Review and Update of the District's Five-Year Capital Improvement Plan for 2011-2012 Discussion and Action

Holly Luna, Chief Financial Officer, Business Services, presented the Five Year Capital Improvement Plan as required by the Nevada Revised Statutes. The three funds used for Capital Improvements were Capital Projects, Building and Sites, and bond funds. Revenues were reviewed. The Governmental Service Tax (previously Motor Vehicle Tax) was continuing to decline at a rate projected to be 8.6%. Residential Building Tax revenue had decreased to \$48,000. The Pay as You Go (PAYG) Cash from the Debt Service was reported to have additional cash available for transfer to capital projects, although the legislature might change the fund usage in the future. This Five – Year Plan provided projections under the current legislation.

Capital Projects Fund expenditures included water system improvements required by the county for the new GWHS gym; continued technology renewal on a five year rotation throughout the district including the re-wiring to support the Promethean Donation Project; Facilities' Master Plan Phase 1(a) PAYG renovations; Phase 1(b) PAYG upcoming projects; and the DHS artificial turf re-pelleting.

The Building and Sites Fund was a source for PHES and GES projects underway. Future revenues could include the sale of KMS, the GES Heritage Building, and the District Office.

Projections for the Bond Fund included a projected \$15 million in bond sales in the spring of 2012, dependent on legislative mandates. Continuing implementation of the Facilities' Master Plan was dependent on future bond sales.

Mr. Moore moved to approve the updated FY2011-2012 Five Year Capital Improvement Plan as recommended by Business Services, seconded by Mrs. Chessell.

Motion carried, 7/0.

6. Budget Discussion Information and Discussion

Dr. Noonan updated the Board on General Fund budget ideas and suggestions gathered from three public sessions. Attendees were asked to brainstorm, although an explanation of how all ideas could be instituted was not addressed at the public meetings. This list including parent and staff suggestions was provided and explained. Common objections included the potential cuts to elementary were heavy when compared to secondary; and the preference was to not eliminate elementary P.E., art, and music classes. Several methods of possible funding assistance for sports were discussed, including pay for play and booster fundraising. All major budget topics were reviewed. An additional budget savings of \$7500 was announced, although not listed on the spreadsheet. The three District Office Cabinet members would take a pay cut matching Dr. Noonan's offer to decrease her salary \$2500 annually.

Information provided in addition to what had been provided at the March 30th meeting included the need to end positions funded by the American Recovery and Reinvestment Act of 2009 (ARRA) grant. Title I revenue was decreasing, equating to another reduction of 1.5 positions. Positions to be funded with the \$881,000 balance of Edujob grant funding for 2011-2012 still needed to be identified. An increase of \$526,693 to the general fund resulted from movement within grant funding; therefore, creating options since the last budget workshop. Dr. Noonan laid out three possible options for reincorporating \$526,693, and explained the benefits and consequences of each. Her recommendation for Board approval was Option A.

Two lists of ideas that would entail contract negotiations and changes to the law in order to implement were explained.

Board member discussion ensued regarding the various options including positions and programs affected, and increasing class size.

Dr. Noonan informed attendees the first part of this presentation from March 30th and was available for review at this meeting as well.

At 5:24 p.m., Mrs. Hales called for public comment.

Three district elementary teachers and one classified union member offered comments and questions including:

- 1) Clarification of the amount of class time for art/music/PE students was requested. Dr. Noonan responded that the intent would be to offer students one hour per week of each subject.
- 2) A stipend was suggested for teachers who might be interested in offering art/music/PE to students after school.
- 3) Librarians are valued.
- 4) Peripheral losses such as supplies and landscaping should occur before loss of teachers.
- 5) Expensive initiatives such as SpringBoard and MAP testing could be cut prior to teachers.
- 6) Classified staff cut below five hours would lose benefits. Overall employee welfare was the concern.

Parent comments included:

- 1) Elective offerings could be reduced at DHS to a similar level at Lake schools in order to protect core subject areas.
- 2) District Office reductions were not included in Option A. Mrs. Hales responded that Table 3 in the handout addressed those reductions.

3) Athletic funding could be reduced not directly impacting the classroom.

A break was taken from 5:41 – 6:11 p.m.

Public Comment

There was no public comment offered on non-agenda items.

6. Budget Discussion (Continued) Information and Discussion

Following the break, Dr. Noonan informed the Board the list of suggestions for various cuts was for review and it was their prerogative whether or not to change her recommended options pertaining to reincorporating \$526,693 into the 2011-12 budget. The Gifted and Talented (GT) program was reported to be two thirds funded through federal special education allocations. Additionally, a reduction in Psychologists would not impact General Fund spending. A reduction of spending in athletics was not included in the option list due to losses to sports not being a popular idea. One item that did not directly impact family expenses in the area of sports was the elimination of coaching stipends.

Dr. Noonan explained why she had not included various items on the suggestion list within the three options while working to reincorporate \$526,693 into the General Fund.

Mrs. Hales called for any additional public comment.

Andy Chapman, parent who spoke previously this evening, suggested a review of the percentage of cuts to be made at the District Office. He asked that an analysis of staff and expenses be performed as they related to student enrollment.

Marie Parola, staff member, suggested a district wide four day week schedule. Mrs. Hales asked Trustees if they would like to have staff provide information regarding the possibility of placing the entire district on the four day week calendar. Consensus was the Board was not in favor of this idea.

Discussion continued among Board members regarding the three options presented, athletic reduction possibilities, and whether or not closing the District Office for any period of time was feasible, thus reducing hours and pay. Small saving increments were noted to not address the large budget shortfall. Although reducing program offerings was necessary, and retaining programs to a degree was beneficial for future growth. One savings suggestion was to ask employees if they desired to reduce their work hours.

Mr. Moore disclosed that his wife was the Secretary to the Superintendent and Board, and that he would abstain from voting on actions involving her position. Any comments he made in the previous discussion were meant to pertain only to district administration.

7. Consideration of 2011-12 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 18, 2011 Discussion and Action

Ms. Luna stated the Tentative Budget was based on direction obtained from the Board at the March 30th meeting as well as the Departments of Taxation and Education. \$5.3 million in State Obligation Support reductions over the last four years had been offset by 60% through under spending and planned reductions of expenditures. The Tentative Budget reflected changes from the December 2010 Amendment to current time, and included projections for the June 2011 – May 2012 cycle. The Tentative Budget included consideration in current fiscal year of \$500,000 in declining revenues (property and government service taxes), increasing fuel expense and the estimated under

spending. The maintenance of effort reduction in the Special Education Fund was accounted for on a one time basis due to under spending in the current year. Furthermore, proposed reductions in revenues and increases in expenditures for FY11-12 already disclosed had been incorporated.

In other funds, areas of discussion included the need for incorporating major equipment purchases for Food Services, the probability that in 2012-13 meal prices would be increased, as well as Class Size Reduction adjustments in revenues due to projected reduction in state support, maintenance of effort currently met by special education funds. Worker's Compensation and health insurance claims affected General Fund expenses, as well. Ms. Luna stated with budget information changing rapidly, a final budget would be presented in May for approval that would include decisions resulting from this discussion and any additional legislative decisions.

Mr. Moore moved that we approve the FY 2011-2012 Douglas County School District Tentative Budget as presented which incorporates the provisions within the handout dated March 30th, Tables 1 – 3, Table 4 with the exception of Item 2 on the first page of Table 4, which will be paid for by a 15% cut to athletic stipends; and Option A as identified in Item 6 presented during this Board Meeting. In addition, declare a public hearing on the budget for Wednesday, May 18, 2011, at 5:00 p.m. in the Douglas High School Library, 1670 Highway 88, Minden, Nevada 8942, seconded by Mrs. Chessell.

Board members discussed the intent of the motion. A concern was raised regarding transportation relating to athletics. As a result, the following friendly amendment was stated:

Mr. Moore stated the 15% reduction to athletics could not come from transportation related options, seconded by Mrs. Trigg.

A vote was taken on the original Motion. This motion was passed, 7/0.

A vote was taken on the friendly amendment. The friendly amendment passed, 7/0.

8. Superintendent's Report

Administrative Report

Dr. Noonan stated she attended the JROTC, DHS Tiger Battalion inspection. The highest rank for inspection, "Honor Unit with Distinction" was awarded along with gold stars to the Tiger Battalion for their first inspection. It was noted they were the first unit in the United States to receive this award west of the Mississippi River. A time for formal Board recognition would be scheduled for the May meeting. Dr. Noonan also reported having attended the National Junior Honor Society induction ceremonies at CVMS and PWLMS. The upcoming Spring Break was announced as April 18 – 22, and Walk to School Day, April 27th.

9. Nevada Association of School Boards (NASB) Report

Discussion and Action

Mrs. Trigg announced that several Board members just returned from the National Association of School Board conference and could share information obtained, in the future. School Board members were encouraged to contact legislative representatives to support educational initiatives underway. Dotty Merrill, Executive Director, Nevada Association of School Boards was noted to be providing legislative updates regularly.

10. Correspondence

Ms. Jamin reported having spoken with Kari Karwoski of the Douglas County Education Foundation who invited the Board to attend the Teacher of the Year Luncheon Wednesday, May 11th, at Genoa Lakes.

11. Possible Agenda Items for Future Board Meetings

Mrs. Hales and Mrs. Trigg offered suggestions regarding possible Board Policy changes to assist in meeting budget needs that included bus transportation, pay to play sports, and allowance for endowments.

Mr. Moore asked that personal finance curriculum for students be reviewed. Mrs. Trigg offered that some new information on this topic had been received at the latest conference.

Mr. Green asked that leave usage for teachers and related sub day expenses be addressed. Mrs. Hales asked that the sick leave policy be discussed also.

12. Executive Session

There was no Executive Session.

13. Adjournment

At 8:21 p.m., Mrs. Chessell moved to adjourn, seconded by Mr. Chichester.

Motion carried, 7/0.

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.