

Douglas County School District

Minutes Approved

Regular Meeting

October 11, 2011

Douglas High School

Minden, Nevada

Tuesday, September 13, 2011

3:30 p.m.

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

1. Call to Order

Mrs. Hales called the meeting to order at 3:32 p.m. Ms. Luna led the Pledge of Allegiance.

Mrs. Hales called for adoption of the Agenda. There were no changes to the Agenda requested.
Mr. Moore moved to approve the agenda, seconded by Ms. Jamin.

There was no public comment.

Motion carried, 6/0.

2. Consent Items (For Possible Action)

Mrs. Hales stated she had received a request to pull Item 2-A, "Minutes of the Regular Meeting of August 9, 2011."

Ms. Jamin moved to approve the Consent Agenda, with the exception if Item 2-A, seconded by Mrs. Chessell.

Motion carried, 6/0.

- A. Approve the Minutes of the Regular Board Meeting of August 9, 2011.
- B. Approve budget adjustments as provided for August 2011.
- C. Approve payments contained in Voucher Numbers 1034, 1035 for FY10-11; and Voucher Numbers 1203 and 1204 for FY11-12.

- D. Approve for second reading, Board Policy No. 702, "Gifts, Grants, and Donations."
- E. Approve the Douglas County School District Test Administration Guidebook: Procedures and Expectations for the 2011-2012 school year.
- F. Approve personnel actions described in Personnel Report No. 11-09.
- G. Approve for second reading, Board Policy No. 215, "Instructional Field Trips."
- H. Accept the recommendation of the Superintendent and appoint Michael Rechs as Vice Principal of Douglas High School for the 2011-2012 school.
- I. Accept the recommendation of the Superintendent and appoint John Endter as Information Technology Manager for the 2011-2012 school year.
- J. Accept the recommendation of the Superintendent and appoint David Scott McCullough as Project Manager for the 2011-12 school year.
- K. Approve the application for Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel.

Ms. Jamin stated she had a modification to the Minutes and that her change was provided in the red folder. Under Items for Future Board Meetings, Ms. Jamin had mentioned a suggestion for student involvement of the leadership class and asked to have this request included in the Minutes.

Mrs. Chessell moved to accept the change to the Minutes, seconded by Ms. Jamin.

There was no further discussion or public input.

Motion carried, 6/0.

3. Introductions of New Personnel and Employee Recognition Special Recognition

Dr. Noonan introduced newly hired personnel. Professional background information was provided for the new Vice Principal of Douglas High School, Mike Rechs; Information Technology Director, John Endter; and Project Manager, Scott McCullough. They were welcomed and congratulated on moving into their new positions.

Denise Higgins, Food Services Supervisor, was recognized and awarded a thank you card from the Board for being one of two individuals who were nominated from our state to receive specific training by the USDA. Following receipt of the training this summer, Denise will train others in Nevada. Denise was honored with the nomination and attended the training sponsored by the USDA's Food & Nutrition Services Branch. The agency certifies the grading of produce nationwide (Grade extra fancy, fancy, Grade 1, etc.) and enforces safety regulations and guidelines.

Congratulations went to two bus drivers for their winnings at the 33rd Annual Nevada School Bus Safety "Road-eo" held on July 23rd. Steve Rooney won 2nd place in the Conventional category and Mike Steele took 3rd place in the Transit category. Each contestant participated in two written tests and scored driving events including approximately 10 categories of demonstrated bus driving skills. Douglas County had five bus drivers participate in the event this year. Mrs. Hales awarded Mr. Rooney and Mr. Steele a thank you card from the Board for their achievements.

4. Award of High School Diplomas Special Recognition

Marty Swisher, Principal, Douglas High School congratulated students who had earned their diploma as a result of completion of graduation requirements at summer school. Diplomas were awarded to Brandon Johnson, Kari Kempton, Ciara Patton, and Haley Rossler. The graduates' hands were shaken and diplomas were awarded by DHS administrators, Dr. Noonan and Board members.

Mrs. Hales shared how proud the Board was of these students who went the extra mile to complete their high school education. The hard work of all adults involved, from parents to bus drivers and

various educators was commended.

A 15 minute break was taken in order that the staff and audience could congratulate the graduates and their parents.

Mrs. Trigg arrived during the break.

5. Principal's Report – (Minden Elementary School) Administrative Report/Program Review

Ken Stoll, Principal, Minden Elementary School provided data regarding state Criterion Referenced Test (CRT) assessments by grade and cadre in the areas of math, reading, and science for 3rd – 6th grade students. CRT results showed an increase of 2.5% in math and reading, school wide. Measurement of Academic Progress (MAP) testing data improved across the board due to guided instruction. A downward trend was noted in targeted areas of the Teach for Success (T4S) strand data. Mr. Stoll stated improvements would be made in this area. The installation of promethean boards occurring during the time of the T4S walk through may have impacted data results.

The Adequate Yearly Progress (AYP) English Language Arts (ELA) status for MES was reported as having moved from the “watch” list, to “adequate” in the 2010-11 school year. AYP in the area of math was achieved with the exception of the special education subpopulation. Overall results included 3/4 of the school had achieved proficiency in English Language Arts (ELA) and math in AYP, a 4% increase school wide.

Early interventions, results attributed to the “Hit Squad,” now in the fifth year, had reduced the number of students reading below grade level by 20%, upon entering the fourth grade. This result was based on the Developmental Reading Assessment (DRA), that proved an 85% proficiency in reading for 4th graders. Advanced math students were reported to have achieved 80% proficiency. New promethean boards were reported to engage students in 21st Century learning. Vocabulary instruction was a focus in math currently.

Appreciation was expressed for receipt of Board Intervention Funds used to assist Limited English Proficiency (LEP) students that allowed for student success and achievement in this area of AYP. Analysis of assessment data was used to address subpopulation needs and ongoing professional development in the areas of writing and vocabulary. Incorporation of common core state standards into curriculum was stated to be a current undertaking.

Mrs. Hales commented regarding the drop in Teach for Success data, in that an asterisk could be placed on the chart to indicate the disturbance of promethean board installation on that particular day. Mr. Stoll responded he didn't believe the T4S results represented daily classroom instruction. He added that parents were informed with regard to AYP in that only 1 of 45 boxes listed for reporting did not meet the cut for proficiency, and that he was proud, 3/4 of students overall, had achieved at the required levels.

6. Report on Summer School Program for 2011 Administrative Report/Program Review

Summer School Principal, Mike Rechs, presented an overview of coursework, seminars and data for summer school 2011. This year summer school was hosted by Carson Valley Middle School. Courses offered were the same as the previous year, although two teaching positions were cut and a secretary worked flex hours to accommodate summer school office work. A fee of \$25.00 was charged per class. Credit deficient students were invited, as well as students who were two grade levels below on their MAP scores, and those who needed competency performance assessment makeups. Students were able to recover credits through OdysseyWare software in English, History 8, and Science 8. A focus was placed on Measurement of Academic Progress (MAP) score achievement in reading, language, science and math. Seminars were offered for improving High

School Proficiency Exam (HSPE's) scores in the area of math, science, writing and reading. Mr. Rechs shared data around student attendance and growth achievement percentages upon students' completion of summer school. An increase was seen in middle school student attendance.

Consistent and highly qualified staff support was a major strength of the summer school program. Counseling available half days helped encourage student success. Mr. Rechs supported continuing to look for ways to increased student attendance at summer school in order to decrease the number of credit deficient students overall.

7. Facilities' Master Plan Phase 1A, Piñon Hills Elementary School – Request for Additional Funding

Administrative Report/Program Review

Holly Luna, Chief Financial Officer, reported additional funding was necessary for specific construction items at Piñon Hills Elementary School. The additional work necessary would result in change orders to include painting, parking, landscaping, an additional boiler loop and carpeting in kindergarten rooms. It was explained that in order to meet ADA requirements, sunken floors in kindergarten rooms were leveled and had been recarpeted. Additional funding was requested to recarpet the remainder of those rooms. The individual feedback loop in the boiler was noted by Mr. McCullough, Project Manager, as not having been in the original design of the building. Additionally, the boiler loop had been inadvertently left out of the original guaranteed maximum price (GMP). Upon approval of the GMP for PHES, an owner's contingency fund had not been included for this type of additional work.

Upon approval, the total amount of additional funds requested would come from bond funds in the amount of \$86,944.00. Mrs. Luna estimated that the district had between \$20 - \$25 million dollars remaining in bond and alternative funding at this time. Receipt of bond funds in the future would be based on timing and availability.

Mrs. Trigg moved to authorize Business Services to proceed with change orders to the CMAR contract with CORE on a not-to-exceed basis of \$86,944.00 with funding attributable to the Bond Fund, seconded by Mrs. Chessell.

Motion carried, 7/0.

8. Report on Adequate Yearly Progress Designations

Administrative Report/Program Review

Brian Frazier, Director of Assessments and Grants, reported 2010-11 Adequate Yearly Progress results for the individual school sites and district. A 45 day delay in releasing AYP results had occurred due to recent legislation. Data would be released September 15th of each year in the future. Mr. Frazier reported the Percent Above Cut (PAC) rates would increase annually. Beginning with the 2011-12 school year the PAC rate increase equaled 11-12%, rising to an expectation that 100% of students would be adequate in elementary, middle, and high school in 2013-2014 in English Language Arts (ELA) and math.

AYP designations were reviewed. The designations included adequate, watch list, needs to improve, and safe harbor. A school placed on the watch list with one subpopulation category in ELA or math for two consecutive years, could move the school into needs to improve; therefore, taking two years to return to adequate. A designation of watch list, or needs to improve, did not quantify a school as bad, instead presented particular areas within subpopulations that were in need of improvement. A spreadsheet was provided that included red cells in areas where the District did not make AYP. Appeals for statistical allowances were offered to help districts and sites achieve safe harbor. All subpopulations were required to meet the PAC rate in order for schools to be adequate. Over the last six years, minor fluctuations in AYP reporting were noted. Also, DCSD performance was shown to have consistently been above State of Nevada PAC target scores in the last six years.

IEP students were the most at risk of not attaining proficiency. Graphs provided by Mr. Frazier indicated the State percent proficient target scores from the past and for the future. Achievement lines on the graphs for DCSD were shown as above state requirements in the past that would be converging with increased state performance rates in the future. Schools were currently being asked to work towards reducing the number of non-proficient students to progress towards the higher PAC rate requirement.

Douglas High School was reported to have one subpopulation that did not achieve AYP. Middle school results were reported to have dropped due to recent changes in the Criterion Reference Test (CRT) and ELA standards. Middle school and high school ELA and math IEP students were reported as not having made AYP for the 2010-11 school year, and were reflected as red boxes. Mr. Frazier stated sites were working with disaggregated data to improve instruction and interventions for students. Changes to No Child Left Behind were thought to be forthcoming in a couple of years.

Mr. Frazier explained various methods of data collection including the Nevada Growth Model, defined as a horizontal growth; MAP testing, a vertical expression of growth; and CRT's, a measurement of particular data points.

Mr. Frazier clarified that a subpopulation consisted of 25 students or more. Jacobsen and ASPIRE, being small schools, might only have one qualifying subpopulation for Adequate Yearly Progress reporting.

**9. First Reading Board Policy and Administrative Regulation
No. 207A, "Service Animals"
Discussion and For Possible Action**

Lyn Gorrindo, Assistant Superintendent for Education Services, offered revisions to Board Policy and Administrative Regulation No. 207A, "Service Animals," as suggested at the October Board Meeting. Following review with district counsel, language had been revised to be more user friendly and included recent Office of Civil Rights findings received by attorneys at a national conference.

Mrs. Chessell moved to approve for first reading, Board Policy No. 207A, "Service Animals," seconded by Mr. Chichester.

Motion carried, 7/0

**10. First Reading Board Policy and Administrative Regulation No. 713,
"Animals On District Property"
Discussion and For Possible Action**

Mrs. Gorrindo presented for first reading, Board Policy No. 713, "Animals On District Property." The Policy was created independently from no. 207A, "Service Animals," to address students, parents and teachers bringing dogs to school. The administrators would have discretion with regard to animals on campus. It was noted there were educational purposes for animals in the school environment. Animals were considered personal property within the law; therefore liability for pets was placed on parents or teachers, rather than the district.

Mrs. Chessell moved to approve for first reading, Board Policy No. 713, "Animals On District Property," seconded by Mrs. Trigg.

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

Motion carried, 7/0.

11. Superintendent's Report Administrative Report

Dr. Noonan informed the Board two meetings would be posted for Monday, September 26th. At 3:30 p.m., the Guaranteed Maximum Price (GMP) for Gardnerville Elementary School would be presented. A quorum would be necessary for this action item.

Town Hall Meetings would be scheduled for 5:30 p.m. both on September 26th at CVMS, and on October 6th at Zephyr Cove Elementary to explain the rigor of common core standards to the community. Information provided would include how the new standards aligned with DCSD competencies. Community members were being invited to the Town Hall Meetings through a letter that was provided to the Board this evening.

12. Nevada Association of School Boards (NASB) Report

Mrs. Trigg verified that Board members had received various correspondence from NASB Director, Dr. Dotty Merrill. Mrs. Trigg inquired regarding which Board Members planned to attend the November conference. Mrs. Hales, Ms. Jamin, Mrs. Chessell, and Mrs. Trigg stated they were attending. Additionally, Board members were asked who would be attending an NASB training scheduled for October 1st. Mrs. Trigg and Ms. Jamin stated they would be attending this training at the Hyatt, in Reno.

13. Correspondence

Mrs. Hales mentioned a parent email had circulated this date. She asked Dr. Noonan to forward this correspondence upon resolution, to the other Board members for their review.

14. Possible Agenda Items for Future Board Meetings

Mrs. Hales reviewed the list of future Board Meeting agenda items. The use of student feedback forms, a board priority, would be addressed by Mr. Alexander at an upcoming meeting. The staff sick leave policy was also noted to be of high priority. Recognition for employees was discussed and deleted from the list. Board members would notify Dr. Noonan in the future of employees they would like to recognize for going above and beyond their typical work day. A review of data results from student drug testing would be presented by Mrs. Gorrindo in October. School Site Communication meetings would be addressed this fall. Dr. Noonan stated the Field Trip Policy item could be deleted since it was finalized at this meeting.

Mr. Chichester suggested looking into having cable television available at the District Office for use in monitoring timely news events and emergency situations. Several Board members commented in favor of this. Dr. Noonan replied that she would further look into availability and expense.

A break was taken from 5:41 – 6:00 p.m.

Public Comment

At 6:00 p.m., there were no members of the public present to offer public comment.

15. Closed Session

At 5:58 p.m. Mr. Moore moved that the Board recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

Motion carried, 7/0.

16. Adjournment

At 9:09 p.m., Mr. Moore 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.