

MINUTES

Present:

Trustees:

Sharla Hales, President
Teri Jamin, Vice President
Ross Chichester, Member
Randy Green, Member
Thomas Moore, Member – Present via telephone conference during Closed Session only
Cynthia Trigg, Member

Absent:

Karen Chessell, Clerk

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 3:38 p.m. Mr. Green led the Pledge of Allegiance. Carolyn Edwards, President of the Nevada Association of School Boards, and Dotty Merrill, NASB Director, were recognized for being present to observe the meeting.

Mrs. Hales called for adoption of the Agenda. There were no changes to the agenda requested.

Ms. Jamin moved to approve the agenda, seconded by Mr. Green.

There was no public comment.

Motion carried, 5/0.

2. Consent Items (For Possible Action)

Mrs. Hales stated Consent Item 2-C, "Minutes of the Strategic Plan Retreat of January 27, 2012," was to be pulled at the request of Mrs. Chessell, although absent, to be reviewed at the March Meeting wherein the Strategic Plan would be discussed.

Ms. Jamin asked that Item 2-F, "Budget Adjustment Voucher for February 2012," be pulled in order that she might ask a question.

- A. Approve the Minutes of the Regular Board Meeting of January 10, 2012.
- B. Approve the Minutes of the Special Board Meeting of January 5, 2012.
- C. Approve the Minutes of the Strategic Plan Retreat of January 27, 2012.
- D. Approve personnel actions described in Personnel Report No. 12-02.
- E. Approve payments contained in Special Run Voucher Numbers 1214 and 1215; and Regular Run Voucher Number 1216 for FY11-12.
- F. Approve budget adjustments as provided for February 2012.

Mrs. Trigg moved to approve the Consent Agenda, excluding items 2-C and 2-F.

Motion carried, 5/0.

With regard to Item 2-F, "Budget Adjustment Voucher for February 2012," Ms. Jamin inquired about which sites were adjusted. Mrs. Luna explained that a transfer between functions for both MES and ASPIRE occurred that did not increase expenditures in the General Fund.

Ms. Jamin moved to approve Item 2-F, seconded by Mr. Chichester.

Motion carried, 5/0.

3. Principal's Report (Jacks Valley Elementary School) Administrative/Program Review

Pam Gilmartin, Principal, Jacks Valley Elementary School presented longitudinal Criterion Reference Test (CRT), Measurement of Academic Progress (MAP), Teach for Success (T4S), and Adequate Yearly Progress (AYP) results. Cohort and grade level average data from the 2007-2008 school year through spring 2011 was shown as currently in an upward trend. Science CRT scores were one area that did not have increased percentages. Science was being taught through balanced literacy with reading and writing components. The Analyze-Evaluate-Create and Formative Assessment strands of the Teach for Success protocol were in a downward trend, although JVES had high percentages of progress in all areas as compared to District and State data. The Adequate Yearly Progress (AYP) status was reported to be in the first year of needs improvement due to special education English Language Arts (ELA) and math test scores. Parent survey data provided was positive.

JVES' main focus is on quality instruction. All employees are involved in assisting students with literacy. The majority of time provided to teachers for collaboration days had been scheduled as staff development. The second year of implementation of an integrated math program, JiJi Math, was credited for successful learning and improved CRT scores. A Title I tutor was being used to provide classroom teachers with additional student reading assistance. Teacher collaboration had occurred biweekly on site, and is ongoing among grade levels. Additional math and reading student interventions were provided outside of the school day, with transportation available. Transportation had been made available to parents needing to attend Individual Education Plan (IEP) meetings, also. Students in transition had been provided a full day of activities. An additional day for these homeless students had been scheduled in March. Friday afternoon parent assistance was offered covering various topics including PowerSchool usage and homework tutoring ideas. Transportation was provided to parents in order that all could attend. Training for parent volunteers to maximize their assistance in classrooms and with clerical duties was available.

The School Improvement Plan for JVES was created in the same format as the District Strategic Plan. Goals were listed with action steps for ease in following the School Improvement Plan. Mrs. Gilmartin was complimented for using this goal format and for providing transportation to assist with parent and student participation at school.

Item 5 was heard prior to Item 4.

5. Superintendent's Report (Administrative Report)

Dr. Noonan announced a State initiative underway would offer federal funds for Women, Infants and Children (WIC) family support to 3,300 children within Douglas, Lyon and Washoe Counties. This pilot program would offer a debit card to randomly chosen families for nutrition assistance.

The State was reported to be close to submitting an accountability waiver for No Child Left Behind (NCLB) that could change the process and eliminate gaps created by minority and special needs reporting groups.

Dr. Noonan stated Steve Mulvenon, calendar consultant, was working on a four day week report about George Whittell High School that would be presented at an upcoming Board Meeting. Approximately 60 families attended a public meeting that targeted data point gathering and the development of surveys. National and regional information on this topic would be presented.

4. Closed Session

At 4:02 p.m., Mrs. Trigg 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 Ms. Jamin.

Motion carried, 5/0.

Open Session reconvened at 5:46 p.m.

6. Nevada Association of School Boards (NASB) Report

Mrs. Trigg stated she hoped all Board members had completed the NASB survey offered online. Trustees were reminded that a few days were left to enroll in the Certified Public Official workshop. The recent Director's meeting included a discussion of language to be incorporated into the new NCLB waiver.

Carolyn Edwards, President, and Dotty Merrill, Director, both present this evening were invited to provide additional input. Ms. Edwards reported the State Superintendent interviews were underway. The biographies of five finalists were available on the Department of Education Web site. Participation was offered via video conferencing in Carson City to watch the meeting where candidates would be narrowed from five to three Friday, February 24th.

7. Correspondence

Mrs. Hales shared that she had received a number of letters from students in Mr. Doer's class at PWLMS. A requirement of the SpringBoard curriculum class asked that students write about a real life issue. Students responded by writing about the cell phone policy and sent letters to Mrs. Hales. A response would be written to the students. Board members were invited to read the letters and assist with the response if they desired.

Public Comment

Public comments were called for on any item not on the agenda. There were none.

8. Douglas High School Site Option Review Workshop (Information and Discussion)

Dr. Noonan referred to six maps provided by SKW + Derickson Architects that were split in two groups, linked to two color coded expense sheets. These were labeled Phase 1 – Options A and B. Phasing would be necessary to complete all construction within the final Master Plan. Posters were referenced and displayed with options previously offered. Comments had been gathered from District, Strategic Plan and Site committees now refined to two Master Plan options.

Ellen Hooper, SKW + Derickson Architects, presented goals, concepts and diagrams incorporating varied gym, kitchen and classroom layouts for possible new and reconstruction at Douglas High School. One specific challenge was presented as a variable in the two concepts. That was the kitchen and service entrance in relation to the multi-purpose area. Another decision would be to make improvements to the 500 building vs. tearing it down and building new classrooms. The fields and parking could be addressed in the overall Master Plan. County code would need to be adhered to. Dependent on future phasing, a two story building could be placed in the front of the north side of the property. Discussion ensued regarding the need to repair systems or replace the 500 building. Gym requirements were addressed through the addition of an events gym and/or, through possibly enlarging the small gym. The footprint for Options A and B ultimately included 8 new classrooms in the 500 building. ADA upgrades campus wide for restrooms would be incorporated, along with renovations to the current event gym.

Ms. Hooper responded to questions from the Board clarifying the two options offered. The expense for Option A was approximately \$1.5 million more than Option B.

Mr. Swisher, Principal, stated preferences including having new classrooms located in the front for best use of space rather than in the area of the 500 building. This option built in student security and allowed for other expansion possibilities in the back area. Additionally, Mr. Swisher preferred an increased Commons area due to movement of the 9th grade to the property, in lieu of building the new events gym in the first phase. However, Mr. Swisher supported the addition of another gym for increased P.E. space, as well as for school and community events. This could potentially be provided by expansion of the existing small gym on the south end of the campus. Two classes could be run in each gym in order to meet the needs of students to include the 9th grade, in bad weather. Mr. Swisher stated Option A provided the most flexibility, recommending that through phasing, the kitchen, gym, and Commons could be improved for the best use without shortchanging any area.

Ms. Hooper presented a shadow study looking at both a one and two story building addition. This reference enlightened the group on areas that might present freezing issues in the winter.

Cliff Kunkle, Project Manager for Turner Construction, Construction Manager At Risk (CMAR), was present and noted as the team member who calculated expenses based on area square footages in conjunction with Ms. Hooper.

Discussion continued with suggestions and preferences stated by Trustees.

Mrs. Hales asked what might be provided by the Board to help in narrowing the options. Ms. Hooper replied it would be helpful to gain the Board's preference for either Master Plan Option A or B and direction on various phasing opportunities. Board members stated their preferences. Option A was preferred overall, although concerns were stated with some of the details and additional costs of Option A.

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

Dr. Noonan stated Option B-6 could be viable. This Option offered a new classroom in front of the Commons. The 500 building would be renovated, lowering expense.

Mr. Chichester agreed, and asked to obtain a comprehensive assessment of improvements and related costs for possibly an additional construction phase.

9. Consideration of Changes to the Self-Insured Health Insurance Fund Plan Benefits Discussion and Action (For Possible Action)

Andrew Fromdahl, teacher and representative for the Advisory Health Committee, presented projected health insurance deficits and possible plan changes on behalf of all employee groups. The District's self-insured health fund maintains a monthly insurance premium for employees and retirees at the rate of \$575.00 per month per individual. The committee was looking at a probable increase of \$100.00 per month. Currently, the District paid 100% of premiums for employees. Under employment contracts prior to May 2010, the amount paid per employee for health insurance was noted to have equaled \$662.31. Premiums were increasing due to inflation and legislated changes. The projected deficit for calendar year 2012 equaled approximately \$1,000,000 should the premium increase not be absorbed by the fund or benefits not reduced. Monthly premium projections, provided by LP Insurance Services, Inc. were variable due to claims received, and based on 12 months of prior actuals, or rolling data. Mr. Fromdahl reported 5% of employees participated in the health spending account insurance option, offered to lighten the insurance burden for those who did not regularly submit claims. A larger participation rate in this health IRA could result in savings for the plan, and more control of health care by the individual participants. Various plan adjustments were presented that could also reduce premiums. Mr. Fromdahl offered that the projected increase could be sustained either by employees or the District's ending fund account.

The negotiation process was at impasse; therefore, "evergreen language" was in play that allowed current contracts to extend until the time of a settlement. Mr. Fromdahl stated this contract had allowed for the drop in insurance premiums paid by the district (from \$662.31 to \$575.00). The Associations understood the premium change was made in order to make dollars available to aide in saving employee positions. A tradeoff with regard to the premium change in 2010 by DCPEA was quoted. "There will be no change in insurance benefits." The 2010 Special Agreement was quoted to include that DCSD would contribute \$575.00 per month, per employee for health insurance, and a Premium Holiday would have no effect upon health insurance benefits. The committee recommendation was stated as follows:

"The Health Advisory Committee recommends to the School Board that employee group contracts continue to be followed. DCSD will contribute \$575 per month per employee for health insurance premiums and that there will be no change in benefits (2010 Special Agreement). The Health Advisory Committee has reviewed plan options and information, and is prepared to make future recommendations after contracts are ratified for all employee groups."

Mr. Fromdahl added the recommendation was passed with a 6/0 vote, Marie Parola and Holly Luna absent. All employee groups were represented within the vote.

Mr. Green asked, "At what point in time would the ending fund balance be reduced to where the Board would be forced to step in and change this recommended premium payment process?" Mr. Fromdahl stated he would defer to Ms. Luna, but responded the District encountered a \$1.2 million deficit last year; as of January 1, 2013, it would be \$2 million or less. His answer was then, 2 – 2.5 years.

Mr. Green inquired additionally, "What amount might be targeted as a bottom line for the ending fund balance?" Mr. Fromdahl responded that last November they were hoping this would come out of negotiations, but they were now waiting on a figure.

Board members asked additional clarifying questions regarding the deficit that would be created and the open ended timeline with negotiations ongoing. Mr. Fromdahl informed the Board, should

arbitration be completed, open enrollment could follow in the spring.

Dr. Noonan stated her understanding of the Advisory Committee recommendation. Their desire was to wait until negotiations were completed to have the employee premium amount determined. She highlighted the series of events to come, including the open enrollment period, completion of negotiations, and the ongoing need to monitor the budget. The Board and Superintendent were ultimately responsible for the budget, therefore; a decision to lessen the impact to the District's general fund, without the committee's involvement, may have to occur sooner than later.

Mrs. Hales asked for Ms. Luna to provide information relating to the ending fund balance. The FY10-11 audit reported the self-insurance fund had \$3.5 million; the December budget amendment for FY11-12 equaled a \$2 million balance. The difference of \$1.5 million decrease was due to the premium holiday in addition to the projected increase in claims over revenue receipts. Ms. Luna indicated GASB 54 strongly recommends two months of expenditures at a minimum should be readily available, the amount of which was estimate at \$1.6 million.

Mrs. Hales called for public comment at 7:32 p.m.

Larry Lippmann, committee member, stated he had been a member of the health committee since its inception. He reiterated that negotiations would be the proper place to make the agreement on employee premiums. Upon approval to lower premiums to \$575.00 in the previous negotiation cycle, it was not known the reduction would not cover the cost of claims. Mr. Lippmann stated he did not recall Board discussion at that time regarding lack of funds.

Nikki Bertone, committee member and District Insurance and Benefits Coordinator, stated she worked with employees and issues related to insurance for 18 years. Her concern was around asking employees to contribute to insurance due to the number of employees who are in a lower income range within the District. The Classified staff had faced reductions in hours and with the recent PERS increase, it was difficult to make ends meet. Retirees were facing difficult issues with increased premiums, as well. She commented that historically, changes were made by the committee outside of negotiations.

Brian Rippet, DCPEA President, responded to the discussion regarding when to panic about the ending fund balance. Believing negotiations would be completed by fall of 2012, he stated all employee groups would appreciate the dedication of the committee to arrive at the best plan for employees.

Mrs. Hales called for comments from the Board. Mrs. Trigg verified with Ms. Luna that the reported deficit, should no change occur, would equal \$90,000 per month after June of this year.

Mrs. Hales made the following statement on behalf of the Board:

"We find that there are valid concerns about the negative impact on the insurance fund of continuing overspending and drawing down the insurance ending fund balance. There are likely to be premium or benefit changes at the initiation of the new contracts or sooner, if ending fund balance circumstances become dire. Changes may have to be made without delay at that point; therefore, we respectfully request the Health Advisory Committee prepare for various eventualities and be ready with specific recommendations including possible increased premiums or decreased benefits."

Mrs. Hales stated that should the Board take formal action with regard to this statement, it would formalize their thoughts.

Mr. Chichester added it was in the best interest of all parties to move forward in negotiations, as benefits and premiums were important to everyone.

Mr. Chichester moved to support Mrs. Hales Statement, seconded by Ms. Jamin.

Motion carried, 5/0.

A break was taken from 7:46 – 7:57 p.m.

10. District Calendar Development Process (For Possible Action)

Rich Alexander, Assistant Superintendent Human Resources, and Steve Mulvenon, consultant, recommended steps for developing new District Calendars. Community and staff involvement were reported to be the key to a good process. A study was provided to offer unbiased, national data that included both good ideas and failures. The current trend was to increase the length of the school year and/or daily classroom hours; although, each of these had an impact to the budget. The federal government was reported to be working on grants that could increase learning time. Dr. Mulvenon recommended approval of a calendar for one school year, 2012-13, with minimal adjustments. Larger changes, such as reducing time off for students in the summer by having an earlier school start date were recommended for future school years. Instructional time could be altered to include specific instruction for remediation, acceleration, and staff development that could be discussed beginning fall 2012. Trustees were asked for suggestions on both the calendar process underway and parameters desired within the calendars. Input from Board Members included:

- 1) It would be preferable to have the school year start at the same time on all calendars.
- 2) Mid-terms could be held prior to winter break. This would decrease the days in the first semester and increase days in the second semester.
- 3) Holidays could be matched to surrounding districts.
- 4) An earlier start for the school year would stretch instructional time.
- 5) Differentiation in calendars for the Lake and Valley schools was desired.
- 6) Childcare is not a major issue with the calendar as we live in a 24 hour community.
- 7) Benefits for learning while schooling year round were noted.
- 8) It was suggested in order to reduce expenses; sites could have closer start dates.
- 9) A preference was stated to encourage semester length changes for 2012-13, not to put it off.
- 10) With regard to snow days, it was noted Fridays were best used for snow day make-ups for GWHS. The fact that AP students at both high schools were not benefited by end of the year snow make-up days was stated.
- 11) A recommendation was made to approve 3 calendar years at once, in lieu of 5.
- 12) Break weeks could have continuity among all calendars to better accommodate families.
- 13) A desire was expressed to review the need for full days of staff collaboration vs. partial, as well as, the number of collaboration days for elementary and secondary.
- 14) ASPIRE future planning was questioned. Mrs. Gorrindo responded a large grant, if approved, could play into increased program offerings for ASPIRE.

Dr. Noonan inquired if a survey question might be used to determine if spring break should be pinned to a day rather than to the changing Easter holiday. DCSD might better align with surrounding districts that set the break apart from Easter. Consensus was to include this question on a survey.

Mr. Alexander stated a survey would be forthcoming. Survey results and a proposal for future calendars would be offered in an upcoming Board Meeting. In order to implement some suggestions received an increase in expenses would be incurred. The upcoming report would include this related budget data. Dr. Noonan reiterated that the 2012-13 calendar would be addressed singularly, with future calendar years approved later in the process.

Mrs. Hales stated she preferred to have an update on calendars in March that would allow for public input sooner than later.

11. Closed Session

At 8:30 p.m., Mrs. Trigg moved to recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).

Motion carried, 5/0.

12. Possible Agenda Items for Future Board Meetings

There were no suggestions made at this time.

13. Adjournment

At 9:42 p.m., Mr. Chichester moved to adjourn, seconded by Mr. Green.

Motion carried, 5/0.

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.