

Douglas County School District

Douglas High School

Minden, Nevada

Wednesday, May 16, 2012

3:30 p.m.

Minutes

Approved

June 12, 2012

MINUTES

Present:

Trustees:

Sharla Hales, President
Teri Jamin, Vice President
Karen Chessell, Clerk
Ross Chichester, Member
Randy Green, Member
Thomas Moore, 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
Nancy Hamlett, Vice President, Douglas County Support Staff Organization

1. Call to Order

Mrs. Hales called the meeting to order at 3:34 p.m. Mrs. Gorrindo led the Pledge of Allegiance.

Mrs. Hales called for the adoption of the Agenda.

Mrs. Chessell moved to adopt the agenda, seconded by Ms. Jamin.

Motion carried, 7/0.

2. Consent Items (For Possible Action)

Mrs. Hales stated Consent Item 2-D, "Personnel Report No. 12-05," would be pulled for discussion.

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

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

Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of April 10, 2012.
- B. Approve the Minutes of the Special Meeting of March 29, 2012.
- C. Approve the Minutes of the Special Meeting of May 1, 2012.
- D. Approve personnel actions described in Personnel Report No. 12-05.

- E. Approve budget adjustments as provided for May 2012.
- F. Allow Education Services to apply to the State Department of Education for Distance Education using *OdysseyWare*.
- G. Approve payments contained in Special Run Voucher Number 1221 and Regular Run Voucher Number 1222 for FY11-12.

A change to Item 2-D was stated by Mr. Alexander. The listing for Roxanne Usher on the Personnel Report should have reflected a .5 position reduction, in lieu of, a full time reduction. There were no questions or comments.

Mrs. Trigg moved to approve Item 2-D with the changes as stated by Mr. Alexander, seconded by Mr. Chichester.

Motion carried, 7/0.

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

Brandon Swain, Principal, Scarselli Elementary High School reported progress towards their School Improvement Plan goals. Criterion Referenced Test (CRT) trend and longitudinal data were provided as well as, Measurement of Academic Progress (MAP) and Teach for Success (T4S) results year over year. CRT reading scores for grades 3-5 had increased, although CRT math results reflected a down turn. This was the second year of focus on improving writing at SES. Efforts included using Thinking Maps, Write From the Beginning, and a school wide writing prompt that resulted in a 13% improvement on the 5th grade State Writing Exam. MAP scores were reported to be lower than CRT scores. Mr. Swain expressed concern for the number of students who were not at MAP target levels. While T4S data was reported to be down in several areas, the installation of new Promethean Boards to improve and monitor classroom learning was a positive improvement. Federal No Child Left Behind reporting placed SES on the "Watch List" for Adequate Yearly Progress, in the area of math, due to an increased subpopulation of English as second language learners. Staff members were focusing on this group for increased learning. SES was also placed on the "Watch List" for special education for 2010-11. This being a rating they had received two years ago, had experienced improvement and then received the lower rating, caused an effort to incorporate an increased number of interventions. Common Core Standards were now placed in Individual Education Plans (IEP's), flexible grade level grouping for students was being used, and placement of special education lesson plans for regular education teacher access supported improvement. Board Intervention Funds (BIF) were welcomed for use with both special and regular education children. Struggling readers were offered additional assistance through interventions and a larger number of teachers focusing on writing improvement attained increased reading instruction skills.

Mr. Swain reported that audio enhancement, ActivView, and ActivExpression software wherein students could interact with teachers in the classroom were great improvements in technology as well as, the Promethean Boards. Appreciation was shown for Brian Frazier's assistance in obtaining technology through grants and his work toward improvements in technology throughout the school.

4. Possible Alternative Schedule for Zephyr Cove Elementary and Whittell High School to Eliminate Three Emergency Make Up Days (Discussion and For Possible Action)

Rich Alexander, Assistant Superintendent Human Resources, stated a new concept of adding minutes to instructional days that could work toward making up of three snow days that might possibly occur in a given school year. Instructional days for ZCES would increase from 335 – 340; GWHS from 407-415. Allowing for the daily increase of instructional time would keep both schools on schedule to end on the same day and would not incur increased expense for shared staff. It was noted approximately 16 staff members were shared between the Lake and Valley schools. The

teacher workday, controlled through their negotiated agreement, would not be lengthened. Elementary prep time would also be maintained at the current level. Both Lake school principals agreed to the addition of minutes to the school day; although staff members were not ready to support the idea. Additionally, approval would have to be sought through the new State Superintendent. Upon Board approval, Mr. Alexander would next seek State approval. Following approval, discussion could continue in the fall when the other calendar options are considered for future years.

Dr. Noonan stated the staff at GWHS was not in favor of the idea as they did not believe adding 1.6 minutes to each class, in a six period schedule, would add value to instructional time. The staff's preference was to use Fridays for snow makeup days.

Mrs. Trigg clarified that at this time, seeking State approval would only allow the Board to move ahead to consider the option for 2013-14.

The Board reached consensus regarding determining whether or not the idea of adding minutes to the instructional day might be a possibility. A motion was not offered.

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

5. Renewal and Approval of Douglas County Parks and Recreation Vehicle Lease Agreement / Memorandum of Understanding (MOU) (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, stated an Interlocal Agreement had been in place between DCSD and the Douglas County Parks and Recreation Department for a number of years. The purpose was to share usage of buses and drivers. A recent accident resulted in a revised Vehicle Lease Agreement/Memorandum of Understanding (MOU). The County Commissioners would review the MOU prior to a proposed start date of September 1st and offer any changes or approve the agreement at that time. In the meantime, an interim waiver memorandum would be in place that would include liability changes. DCSD will require a liability waiver to retain youth oriented non profit groups in the future. The mileage and hourly rates will be updated, as well. Workers' Compensation requirements will be handled by DCSD. Essentially, as of September 1, 2012, completion of a District liability waiver will be a requirement for any organization who wishes to use buses and drivers. The District will maintain the responsibility for buses and drivers only.

A question was raised about a statement within the MOU regarding adhering to DCSD Policy vs. County Policy. Ms. Luna responded that the general statement written within the MOU could be clarified; although, she had not received any Policies from the County. Additionally, NRS governed school bus drivers.

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

Mrs. Chessell, moved to approve the revised Lease Agreement with Douglas County Parks and Recreation, and allow the Superintendent, or designee, to adjust mileage and hourly rates in future fiscal years, seconded by Mrs. Trigg.

Motion carried, 7/0.

6. Administrative Report on AB551, Consolidating or Sharing Services (Discussion and For Possible Action)

Mr. Alexander provided a memo regarding AB551 to the Board. An explanation of AB551 requiring sharing of resources was provided. Consideration for shared services included purchasing, accounting, recruiting, transportation, substitute services, and district administrators. Committee work had begun November 2011, that resulted in gathering ideas that were currently being

consolidated.

DCSD was reported to have begun an effort to share services through the hiring of Scott McCullough as a Project Manager, a position shared with Douglas County. A full report on AB551 has been scheduled for the June meeting, just prior to the July 1st deadline for submission to the Director of the Legislative Counsel Bureau, for transmittal to the Legislature and Interim Finance Committee.

**7. Public Hearing on the District's FY12-13 Tentative Budget
and Adoption of FY2012-2013 Final Budget
(Discussion and For Possible Action)**

At 4:22 p.m., Mrs. Hales stated the Board was ahead of schedule. Discussion ensued as to whether or not Item 7 should begin at this time. Due to the need to thoroughly review the budget item, it was determined other Items on the Agenda would be heard first. This allowed for all members of the public who planned to attend at 5:00 p.m. to hear the budget discussion in its entirety.

Mrs. Hales stated Items 11, 12, 13 and 14 would be heard at this time.

**7. Public Hearing on the District's FY12-13 Tentative Budget
and Adoption of FY2012-2013 Final Budget
(Discussion and For Possible Action) (CONTINUED)**

At 5:05 p.m., Mrs. Hales offered an explanation of uncertainty in budgeting due to unknowns surrounding the Teacher's Association negotiated agreement. The Final Budget was conservative due to benefits and salaries to be determined through mediation the day following this meeting. A tentative contract might be determined; although, the contract would then be pending approval by the Association and School Board. A Special Board Meeting had tentatively been scheduled for May 29, 2012, at 5:00 p.m. to ratify the contract with the Association if an agreement was reached. This meeting would be held also to decide upon adding back teacher allocations. It was noted principals weighed in on the budget issue through site decisions regarding scheduling. Should mediation be unsuccessful, arbitration could delay both ratification of the contract and budget changes until mid-summer or later. Mrs. Hales stated the presentation tonight did not include specific classes or teachers due to the contract not being finalized. Attendees were welcomed and encouraged to come forward to speak during public comment on this item.

Dr. Noonan stated the Board did not make decisions regarding specific teachers or classes and reiterated their intent to hear suggestions related to District expenses. A presentation would be made to recommend add backs for the Board's consideration in the future. Dr. Noonan explained that class size ratios had increased last year due to budget issues. The increase for grades 7-12 went from 22:1 to 24:1 equaling 28-30 students per classroom. Principals assisted by formulating master schedules based on the smallest number of class requests, keeping in mind elimination of any program was not desirable. Dr. Noonan reaffirmed timing weighed heavily on this budget due to Association bargaining.

Mrs. Hales called for public comment at 5:11 p.m. Comments were to be 3 minutes or less and attendees were asked to refrain from repeating comments by stating, "I agree completely." Written comments were gathered for the Board's consideration. A reminder that allocation add backs would be addressed on May 29th, at 5:00 p.m. was stated.

Mike McGrannahan, UNR band professor, supported continuing to keep Bill Zabelsky in his position as head of the music department at DHS. Mr. Zabelsky's former students were reported to be exceptional upon entrance to the music program at UNR.

Holly Luna, Chief Financial Officer, provided a short budget overview. Reductions to revenue and declining student enrollment both presented challenges in budgeting. Two changes had been made since the Tentative Budget approval in April. First, the Distributive School Account (DSA) had been

trued up in the General Fund upon receipt of ad valorem updates, which changed in favor of the District; although not eliminating a gap in funding. Second, the special education account had been finalized and aligned with maintenance of effort. Ms. Luna further explained the majority of teacher reductions due to declining enrollment were absorbed through attrition due to retirements. To balance the budget and bridge the remaining gap, some Reductions In Force (RIF's) were still necessary.

Mrs. Hales stated the need for the District to notify teachers by May 1st regarding the status of their position. Dr. Noonan added short term funding also affected hiring for the new year.

Public comment continued from approximately 5:20 - 7:40 p.m. Approximately 31 individuals spoke in favor of keeping the music program and current staff in place. Approximately 26 people addressed the Board to maintain the floriculture class, a piece of the agriculture program, and the current teacher's position.

The Douglas High School band and music teacher, Bill Zabelsky spoke in support of maintaining the band and music program in its entirety.

Allyson Lammiman, agriculture teacher, supported continuing the floriculture class as cutting the program would decrease agriculture course offerings by 40%.

Marty Swisher, Principal, Douglas High School stated he had been asked to reduce 3.5 positions due to declining enrollment. P.E. and math were also slated for reduction. English and drama could be impacted along with social studies and science, depending on the depth of cuts necessary. Balancing the number of seats in all classrooms was considered as well as, the balancing of elective possibilities. Mr. Swisher reaffirmed that he hoped the majority of cuts would not be necessary.

Board comments included appreciation to staff for their work in balancing the RIF's due to contract requirements, declining enrollment, and ending short term grant funds. Political involvement was stressed at the legislative level in order that education could benefit from increased funding. The length and timing of contract negotiations placed stress on the entire system in order that legal deadlines were all met. This information was provided in hopes the public could understand the entire situation.

Mrs. Hales wrapped up public comment showing appreciation for the respect attendees had with regard to supporting both programs. She encouraged everyone to email and speak to legislators to be heard regarding educational funding.

Mr. Moore moved that following the public hearing, they adopt the revised Tentative Budget as Final for 2012-2013, seconded by Mrs. Chessell.

Motion carried, 7/0.

Public Comment

At 7:43 p.m. public comment on items not listed in the agenda were called for. Karen Lamb, Douglas High School Grad Nite Committee, invited Board members to the annual Grad Nite clean up and breakfast, on May 31st at 5:30 a.m.

Marty Swisher, Principal, Douglas High School, recognized Mr. Alexander, and provided a certificate for his participation as the Grim Reaper in the recent *Every 15 Minutes* program held to impress students on the importance of remaining safe and sober.

The next 5 items were heard between 4:30 - 5:05 p.m.

11. Superintendent's Report (Administrative Report)

Dr. Noonan reminded the Board she would be going to Las Vegas to attend the Superintendent's Meeting and Parent Involvement Summit. The Board was asked to clear their calendar for a Special Meeting, May 29th at 5:00 p.m. should it be necessary to follow up on employee matters subsequent to scheduled mediation. Trustees calendared this date should a Special Meeting become necessary.

12. Nevada Association of School Boards (NASB) Report

Mrs. Trigg shared a document entitled, "A Deeper Look At Change," she had obtained at the recent National School Boards conference. A national Parent Teach Organization (PTA), Parent Guide To Success, was included in the materials available. Mrs. Trigg reported the issue of "change" was discussed repeatedly at the conference. Mrs. Trigg stated she also had a copy of the Interim Legislative Committee on Education Minutes to share with the public. She asked that an electronic copy be forwarded to the Board to keep them abreast of what's happening currently in the legislature.

13. Possible Agenda Items for Future Board Meetings

There were no suggestions for new agenda items for the future.

14. Correspondence

Mrs. Hales noted a lot of correspondence had been received and read by Board members regarding reductions to music. There was no other correspondence.

Mrs. Hales called for a break at 4:32 p.m. The meeting resumed at 4:54 p.m.

Item 8 was also heard prior to Item 7.

8. Approve Resolution #04-12 to Refinance the Installment Purchase Agreement Associated with the Energy Services Contract of 2008 (Discussion and For Possible Action)

Marty Johnson, JNA Consulting Group LLC, informed the Board the Douglas County Debt Management Commission approved refinancing of the Installment Purchase Agreement (IPA) based on the best bid received. Originally financed in 2008, a Request for Proposal (RFP) was issued following Board approval in April, to refinance the IPA associated with the Energy Services Contract (ESCO). Due to lower interest rates at this time, approximately \$370,000 (present value) in savings would result currently from the new 2.25% interest rate. Additionally the refunding would include approximately \$52,000 in transaction costs. The new loan included a prepayment penalty clause of 3%. Should the District refinance again, the prepayment penalty would be a factor for consideration. greater than \$420,000.

Mrs. Hales called for public comment.

Bryan Patrick, resident, asked for clarification regarding loan repayment and the possibility for annual accumulation of savings. Mr. Johnson referenced a spreadsheet showing the savings summary that reflected the difference in debt service, due to refinancing.

Mrs. Trigg moved to Approve Resolution No. 04-12, as submitted, seconded by Mrs.

Chessell.

Motion carried, 7/0.

9. Closed Session

At 7:45 p.m., Mr. Chichester moved to recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220, seconded by Mrs. Chessell.

Motion carried, 6/0. Mr. Green had stepped away for a short period of time.

10. Decision in Open Session (Discussion and For Possible Action)

At 8:22 p.m., Trustees returned to Open Session. Mrs. Hales stated Mr. Chichester had stepped away momentarily and would return.

Board members commented regarding the Douglas County Administrator Association (DCAA) request to become a bargaining unit. Discussion included the law had been interpreted to read Vice Principals and Principals were not to be placed in the same bargaining unit. In order to resolve the difference in beliefs of the intent of the law, the desire to obtain another legal opinion was expressed. Suggestions included asking the Employee Relations Management Board (EMRB) for an advisory opinion; although the thought was, a disagreement would be necessary to do so. Changes to the evaluation system in the future were noted to possibly create a professional conflict. Other public organizations, such as the sheriff's office were noted to not have supervisors in the same bargaining group, as those supervised. It was expressed repeatedly the Board's intent was not to create conflict and to maintain trust between District staff, the Board, Administrators and Directors.

Keith Lewis, President, DCAA informed the Board the group would not come back for resolution; rather, they would seek outside legal advice. The ability to have the EMRB offer an opinion was complicated by the timeframe involving Board action on this issue last July. Possibly, action taken tonight might reset the timeline for EMRB involvement. Mr. Lewis added that the Meet and Confer process was not working for principals and they desired to move forward to review the pay scale and time required to perform the duties involved with administrative positions. At this time, the number of administrators employed could successfully maintain a bargaining unit.

Mr. Malloy stated the Statute of Limitations of six months could apply, but research was necessary to commit to a position on the timeline. The EMRB offered declaratory relief action, not advisory opinions framing the issue for a decision. Additionally, Mr. Malloy stated the constitution submitted begged the question, in that it stated membership shall be open to the principals and vice principals. An option could be to offer two associations.

Board members commented that action could be taken if determined to be appropriate, at the May 29th Special Meeting.

9. Closed Session (CONTINUED)

At 8:43 p.m., Mr. Moore moved to convene in closed session pursuant to NRS 288.220 to discuss matters with its management representatives, seconded by Mrs. Trigg.

Motion carried, 7/0.

Mrs. Hales stated one half of the conversation in Item 9 Closed Session had been conducted, and the Board would continue and complete that conversation.

15. Closed Session: Consideration of a Level III Grievance and a Possible Meeting with the Board's Management Representative

At 9:11 p.m., Mrs. Trigg moved to convene in closed session as a fact finder, pursuant to NRS 288.220 (3) to hear a Level III grievance, seconded by Mr. Green.

Motion carried, 7/0.

16. Decision in Open Session Regarding the Level III Grievance (Discussion and For Possible Action)

At 9:30 p.m., the Trustees returned to open session. There was no decision regarding the Level III grievance.

Rose Brennan inquired about the next possible date for hearing this grievance. There was no determination as to the next date to continue to hear this grievance.

17. Adjournment

Mr. Chichester moved to adjourn at 9:31 p.m., seconded by Mr. Moore.

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.