

MINUTES

Present:

Trustees:

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

Absent:

Cynthia Trigg, Member
Thomas Moore, Member

Personnel:

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

Others Present:

Rick Hsu, Legal Counsel
Brian Rippet, President, Douglas County Professional Education Association
Nancy Hamlett, President, Douglas County Support Staff Organization

1. Call to Order

Mrs. Hales called the meeting to order at 3:39 p.m. Mr. Brown led the Pledge of Allegiance.

Mr. Chichester moved to adopt the agenda, seconded by Ms. Jamin.

There was no public comment.

Motion carried, 4/0.

2. Gardnerville Elementary School Ribbon Cutting, Tour and Reception

CORE construction representatives congratulated school staff, Board Members and construction personnel who were involved in combined efforts to complete the large GES construction project. A ribbon cutting ceremony commemorated building additions and improvements.

Shannon Brown, Principal, thanked his staff for their patience over the year that encompassed the overall site efforts. The CORE construction crew was thanked for their cooperation in minimizing the impact on students and staff.

Scott McCullough, Project Manager, provided a 30 minute tour of the school showcasing approximately 20,000 square feet of newly constructed hallway wings, as well as renovations that included new carpeting, plumbing, bathrooms, painting and construction. The Board Meeting was held in the new Multi-Purpose Room that had been greatly increased in size. The kitchen and

loading dock area was noted to have been enlarged with delivery arrangements, repositioned for best student safety. Improvements to the playground were noted to include better orientation of the grounds, basketball court, and included new turf.

All who were present were invited to enjoy refreshments.

3. Consent Items (For Possible Action)

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

Mrs. Hales called for public comment. None were offered.

Motion carried, 4/0.

- A. Approve the Minutes of the Regular Board Meeting of October 9, 2012.
- B. Approve payments contained in Special Run Voucher Number 1309 and Regular Run Voucher Number 1310 for FY 12-13.
- C. Approve personnel actions described in Personnel Report No. 12-11.
- D. Approve the District Implementation Report to be submitted to the Superintendent of Public Instruction.
- E. Accept the recommendation of the committee and appoint Phyllis Hasner as Student Nutrition Program Director.
- F. Authorize the District to continue to participate in the Class Size Reduction program using the Alternative Plan.
- G. Approve submission of the RPDP Annual Report to the State Board, the Commission and the Legislative Bureau of Educational Accountability and Program Evaluation.
- H. Request the Board Clerk to authorize certification page naming Phyllis Hasner as an authorized signatory for purposes of the Child Nutrition Program.

At 4:12 p.m., Mrs. Hales took a moment to recognize Leadership students who were present.

4. Special Recognition

Dr. Noonan recognized and commended Barbara McCue for her excellent job performance. A key individual in the Transportation Department, Ms. McCue was celebrated for orchestrating field trips, keeping routes up to date, understanding the Family Education Rights and Privacy Act, as well as the Individual with Disabilities Education Act (IDEA) in relation to the Transportation Department.

Cathy Denson, Supervisor, thanked the Board for recognizing Ms. McCue and stated heartfelt appreciation for her daily assistance in the Department. The Board awarded a card and pin to thank Ms. McCue for her service.

Dr. Noonan introduced Phyllis Hasner, Nutrition Services Director, who was present this evening.

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

Shannon Brown, Principal, thanked the Board for allowing GES to host the meeting and recognized his staff for their patience during all phases of construction. While focusing on safety throughout the year, teachers could celebrate improved test scores in the majority of grade levels for math and reading. An additional half time teacher had been allocated to assist with interventions this year. The School Improvement Plan goal for 2011-12 was to reduce the number of non-proficient students as indicated by CRT results in English Language Arts and math by 10%. Student interventions resulted in a 58% pass rate on the reading CRT and 29% in math for students initially achieving below grade level. School wide, a 20% reduction of non-proficient students had been obtained.

Promethean Boards had been installed at GES this fall and were being used daily in classrooms. A core group of teachers were helping provide data that will be used for Instructional Consultation (IC) to offer targeted assistance across all grades levels. Higher achievers participated in math at the next grade level when appropriate. Leadership, drama and chess club were offered in addition to the Gifted and Talented program.

Parent involvement at GES included thousands of hours of classroom volunteer time, as well as the Parent Teacher Staff Organization (PTSO) having raised \$13,000 for school assistance.

Mr. Brown was thanked by Board members for helping to minimize disruption to instruction during a difficult time period.

6. Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2012 (Discussion and For Possible Action)

Zeth Macy, CPA with The Bullard Macy Group, reported audit results for the Fiscal Year ending June 30, 2012. He thanked the Board for having their firm complete the annual audit. Three main reports of financial statements were conducted. 1) Unqualified (Clean) Opinion that equaled the highest level; Internal Control/Compliance resulting in no internal weaknesses and no instances of non-compliance; and the Audit of Federal Programs that also resulted in no material weakness reported. GASB #54 rules were carried over from last year adding clarity to fund balance classifications, applying a hierarchy of spending constraints. A summary and detailed explanation was offered of the General Fund and Special Education fund balances, those being the major components of operational funds for the District. The ending fund balances of the combined funds decreased approximately \$60,000 from the previous year but were in compliance with Administrative Regulation #603. The Government Finance Officers Association (GFOA) Recommendation was reported to suggest approximately 2 months (17%), of budgeted expenditures in reserve. As of June 30, 2012 DCSD reported the rate of approximately 10% as unrestricted combined fund balance for the General and Special Education funds.

This year the three federal programs tested were Education Jobs; Title I, Part E, Striving Readers Comprehensive Literacy; and Title II, Part A, Improving Teacher Quality. All three categories resulted in no audit findings.

A separate letter was distributed containing housekeeping items, as required. No audit or client adjustments were necessary.

Mr. Macy stated a Management Letter would be provided from the firm offering opportunities to strengthen internal controls and operating proficiencies. Having audited a lot of school districts, best practices were shared. New GASB standards were reported to be coming in the future that related to pension reporting and potential associated liability.

The Board was offered an opportunity to ask questions. There were none.

Mrs. Luna stated a portion of the blurb located in the agenda had inadvertently been deleted and read the following into the record:

“For the fiscal year ended June 30, 2012, the District’s General Fund unreserved ending fund balance increased by \$138,893 from \$5,347,563 on June 30, 2011 to \$5,486,456 on June 30, 2012. However, per Board Policy 619 in accordance with GASB 54, \$717,977, or 13.1% is classified as non-spendable for inventories and prepaid expenses, \$1,958,422, or 35.7%, is assigned to eliminate a projected budgetary deficit for the 2013 fiscal year, and the remaining \$2,180,057, or 39.7% is unassigned. The June 30, 2012 total ending balance was 11.5% of the funds expended less inventories, or \$46,918,781, up from 10.9% last year on expenditures of \$47,989,260.”

Mrs. Hales called for public comment.

Brian Rippet, DCPEA President, stated a concern that the ending fund balanced increased from 5.3 to 5.4 million during a year of financial crisis. The Board was encouraged to ask questions in order to do a better job of watching over the budget.

Mrs. Chessell responded that she read the audit thoroughly and was comfortable with the outcome.

Mr. Chichester, moved to approve the 2011-12 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624, seconded by Mrs. Chessell.

Motion carried, 5/0.

Appreciation was shown to Mrs. Luna and Mr. Macy for the work involved in the audit process and for having a positive outcome with no findings.

7. Consideration of 2012 School Improvement Bond Resolution (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, updated the Board regarding the latest action steps of a new bond issuance including approval from the Debt Management Commission (DMC). Marty Johnson, JNA Consulting, reported that the State PSF guarantee provides a AAA rating, and that the district will continue a AA- rating based on the recent review with Standards and Poor's (S&P). S&P credited the bond rating to proactive management of matching expenses with staffing levels and forecasted revenues along with strong available general fund reserves and low overall debt. The Preliminary Official Statement would now be distributed in order that bids on bonds could be received November 28th. The projected bond interest rate is 3.25% - 3.5%. Mr. Johnson stated he expected attractive bids with the qualified status and expected receipt of funds by middle of December. The next bond sale would be in spring of 2013. Upon Board action on the Resolution, the process would move forward to the bidding stage.

Ms. Luna stated the DMC reviewed the bond request, approving three years of funding in the amount of \$17.5 million. Two sales would take place under this approval. One final issuance may occur in future years that would need DMC approval.

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

Mrs. Chessell moved to approve the 2012 School Improvement Bond Resolution #12-08, as presented, seconded by Mr. Green.

Motion carried 5/0.

8. Sick Leave Usage Report (Administrative Report/Program Review)

Rich Alexander, Assistant Superintendent Education Services, provided a report on employee leave usage from 2010 to present for Certified and Classified employees. Bus drivers were not included in this report. Data was provided around time off requested in the areas of personal illness, family illness, sick leave, and professional development. Bereavement was noted to be included in sick leave. The number of both Classified and Certified employees had decreased in times of budget reductions, and then increased some due to the SRCL grant. Varying contracts affected the number of days allotted for Classified leave. Classified employees could accumulate up to one contracted year of sick leave time. Absences of 5 days or more would require a note from a doctor. DCSD lost 26 Certified employee positions, year over year, due to budget reductions and decreasing enrollment. A doctor's release was expected in the case of five or more consecutive absences and the district could ask for a second opinion for verification. Data were reviewed for both categories of

employees that reflected the number of employees in the given year, and the corresponding amount of leave taken. The PowerPoint presentation showed sick leave including the expense for substitute teacher pay. Certified professional leave was reported to typically encompass grant funded training, such as provided by the SRCL grant.

Mr. Alexander stated support for paying people to obtain professional development outside of the school day; to hold supervisors accountable for employee attendance and to verify absences when necessary; work with unions to establish accountability for attendance; and for working towards new incentives for better attendance.

Questions were answered as to specific leave areas including maternity and long term illness, as well as days allotted.

Mr. Chichester stated it would be of interest to see a breakdown of elementary and secondary leave usage.

Mrs. Hales called for public comment.

Nancy Hamlett, President DCSSO, stated Administrative Regulation 403, for Classified employees, was disproportional when looking at the amount of money spent on substitutes for Classified employees vs. Certified.

9. District Improvement Plan (Discussion and For Possible Action)

Lyn Gorrindo, Assistant Superintendent Education Services, presented the District Improvement Plan (DIP). This year, data was received in the fall, rather than in the spring. As a result, the DIP team worked to complete the process at the same time site administrators prepared their School Improvement Plans. The DIP Action Steps were revised to include the new data. A review of the evaluation phase of the Plan was conducted. Student achievement goals for the previous year were celebrated with gains of up to 10%. The goal for 2012-13 is to reduce the gap between the FRL, IEP, and LEP subpopulations and expected annual measurable objective (AMO) by 5%. All other populations will be expected to improve upon their 2011-12 proficiency rate by 5%. Many new programs will be influencing data this school year including Common Core, new math cut scores, and the Nevada School Performance Framework. Content reading and writing will be focused upon in a balanced literacy approach.

Ms. Gorrindo reported a new eWalk template, "Template A," is being created for use district wide beginning in the second semester of this year to assist in optimizing instructional practices.

Rommy Cronin, Director Curriculum and Instruction, stated in grades K-6, English Language Arts (ELA) curriculum had been aligned to Common Core Standards. Work was underway in this area for grades 7-12. Computer literacy and foreign language was slated for review. New A+ software was found to be best aligned with Common Core when compared to Odysseyware. Science Technology Engineering Math (STEM) grants were being reviewed for consideration of future curriculum. Measurement of Academic Progress (MAP) assessments were now aligned to Common Core Standards. Instructional Consultation (IC) data has been used by database management teams located at the school sites to sustain support services necessary for credit recovery efforts.

Mrs. Chessell commented regarding the need to update Board officers in the District Improvement Plan.

Mrs. Hales stated her support for work performed that was moving toward Common finals at the secondary level. She also noted the need to offer follow up support for professional development to maintain best comprehension of teaching practices. Staff efforts to promote professional development outside the workday were noted. Increasing student engagement through the

evaluation process was supported. Dr. Noonan offered that "Template A" would have embedded components, such as relevance, to address the Teachers and Leaders Council requirements of improved teaching strategies, to increase rigor and student engagement.

It was noted the definition for WIDA, World Class Instructional Design and Assessment, should be added to the Glossary.

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

Mrs. Chessell moved to adopt the 2012-13 District Improvement Plan, with the addition on page 33 to the solutions for student engagement is consistently low at the secondary level, to include evaluation as a solution to support instruction, seconded by Ms. Jamin.

Motion carried 5/0.

Dr. Noonan stated the teacher evaluation system is governed by Board Policy and procedures. The best use of the evaluation system was intended to support teacher improvement.

10. Douglas High School Schematic Design Review and Approval - Placeholder (Discussion and For Possible Action)

There was no discussion held on this topic. This was a placeholder should a discussion needed to be continued from a recent Special Meeting.

11. Student Representative at Board Meeting (Discussion and For Possible Action)

Mrs. Hales provided history regarding this topic. A discussion had previously been held to address whether or not there was a desire to include student service on the Board. Following the discussion, Dr. Noonan met with the Leadership class at each high school to gain input from students. Their responses were varied. One approach was to send teachers an electronic agenda for sharing with the class to assure an invitation was provided to students who desired to attend. These students could specifically be recognized when present at the public meetings. The purpose was to increase student involvement.

Dr. Noonan added that while individual students didn't specifically volunteer, it was offered that kids could attend in pairs. Positive feedback was received; although, their attendance would most likely be earlier in the evening, and at this juncture, Closed Session was typically held at 5:00 p.m., in lieu of late in the evening. Mrs. Hales' recommendation for participation through classes receiving the agenda electronically was encouraged. Ms. Jamin responded that this was a good start to the process.

Discussion ensued. Comments included that issues involving students typically resulted in student attendance at the public meetings, and their input was appreciated. Students were noted to not be legally able to participate as a voting member on the Board. Also, student input might not outweigh that of information provided by staff members. To ask a student or students to consistently participate was possibly applying too much pressure to an individual that would not be desirable.

Mrs. Hales stated in Mr. Moore's absence, that he supported the recommendation in the agenda.

Mrs. Hales called for public comment.

Brian Rippet, DCPEA President, commented involving Student Council Representatives at each high school, might be the best avenue for consistent attendance at meetings. This participation could be required as part of their elected Student Council position. Student input was noted to be variable

and uncertain with respect to teacher evaluations.

Mr. Chichester moved the Board request that the superintendent send agendas to the teachers of leadership classes each month and invite students to attend meetings as interested throughout the year. Students in attendance at board meetings will be recognized and welcome to speak during public comment on any issue not just public comment at 6:00 p.m., seconded by Ms. Jamin.

Motion carried, 5/0.

A break was taken from 5:45 – 6:15 p.m.

Public Comment

Eric Butterfield, Executive Engineering Manager of GE Energy, and his team presented a check for \$3000.00 to the Board as a result of a Show and Shine car fundraiser. The funds were offered in support of the Science, Technology, Engineering and Mathematics (STEM) building and program efforts at Douglas High School. Employees of GE personally made donations as seed money in an effort to obtain corporate support of matching this donation and to encourage other partnerships. Mr. Butterfield expressed the desire of GE personnel to support learning in the area of engineering and problem solving.

12. Calendar Parameters (Discussion and For Possible Action)

Rich Alexander, Assistant Superintendent Human Resources, provided current calendar parameters including a list of the school breaks. 2012-13 is the first year of this new calendar schedule. Snow days were scheduled to be made up at the end of the year. The current calendar included completion of the first semester prior to Christmas break for the first time. All sites were scheduled to start and end on the same date, with breaks set at the same time.

Board members were asked to provide any thoughts and preferences for consideration in developing the next calendar. Leadership input was shared including the desire to maintain the current overall format. Suggestions were made to align Easter break with Washoe County, or have the week off after Easter; to align collaboration days including one in the first semester; and add a teacher work day to the beginning of the year. Some elementary principals supported a shorter summer break or year round single track schedule with intercessions, as well as adding time to the school day. These ideas were in support of at risk students to minimize educational loss.

An interest to have snow make-up days at GWHS scheduled on Friday was noted. The expense of transportation, along with sharing staff and resources to accommodate this request equaled \$3,000-\$6000 per day. The possibility of adding minutes to the school day, with a limit of 3 days, to make up for snow days was stated; although, this idea would require state approval. There would be no additional cost or contract related issues with adding time to the day.

Costs related to changing the calendar using a variety of possibilities were provided. Intercessions might be constructed around a small number of students, rather than whole school enrollment to accommodate students.

The least costly alternative would be to remain with the current calendar. Mr. Alexander recommended continuing with the current calendar parameters, with all schools on one calendar as far as start and end dates, for another 3 year period. Board discussion ensued about the various opportunities.

Mrs. Hales called for public comment.

Christine Jezek, JVES teacher, supported the shortening of summer break to increase learning

retention. Her ideas were based on student achievement and data reported for at risk students.

Brian Rippet, DCPEA President, shared teachers were excited to end the first semester before the winter break, but supported a later calendar start time to have equal semesters as it was instructionally awkward to have finals with shorter preparation.

Nancy Hamlett, DCSSO President, offered as a parent and employee, her preference to have semesters be the closest to equitable as possible, and that employees were happy with the current calendar configuration. She stated concerns for the arrangement of collaboration days within the calendar.

Dr. Noonan offered possibilities for changing the spring break due to the fluctuating Easter holiday. Following discussion and review of dates, the consensus was to have spring break remain as is.

Mr. Alexander reminded the Board, the Classified agreement contained a clause that Easter Monday is a day off for that group. Another concern was having graduation land on Friday, rather than Monday.

Mr. Chichester moved to approve the recommendation to remain within the current calendar parameters. The Board recognizes intersessions are desirable if money is available and will pursue intersessions, well organized, as money allows for the three year cycle, seconded by Mrs. Chessell.

Motion carried, 5/0.

13. Board Self-Evaluation Form (Discussion and For Possible Action)

Mrs. Hales stated some Board members were encouraging participation in an evaluation program designed for the Board as a whole, similarly to what some other school Boards had implemented. A Board Subcommittee met to discuss a possible process and form that might be used. The resulting idea was to hold a workshop to discuss various topics using a list of thoughts, eliminating a rating system.

Ms. Jamin stated the Board Self-Evaluation Form consisted of topics to be discussed that would result in qualitative information.

Another idea was to hold this workshop every other year, in a format based on learning about each other and how each perceived the job responsibilities of school board member. This idea was to better understand each other, and how individuals viewed their position, rather than to rate colleagues. Mr. Chichester noted his approach to gaining education, was to interact several times a week with the various levels of employees at the District Office. Additionally, while a unanimous vote was nice, it was important to see that each Board member thought independently, based on their own knowledge when making important decisions.

Mr. Green provided examples of how different each person's perception could be. Speaking with members of the public was offered as a means to gain input about each Board member.

Mrs. Hales preferred to hold a workshop annually for this type of discussion, possibly at the end of a Regular Board Meeting.

A request was made for Public comment. None was offered.

Mrs. Hales stated Mr. Moore's support for an improvement process, desiring it to be quantitative in nature.

Ms. Jamin moved that the Board schedule a Special Meeting, on the last

Friday of January in the odd number of years to discuss and review their work; and in the even numbered years, schedule a shorter session after a Regular Board Meeting to discuss how to improve Board interactions and effectiveness, seconded Mr. Green.

Motion carried, 5/0.

14. Administrative Regulation No. 219(b), “Challenges Made to Textbooks/Instructional Materials (Discussion and For Possible Action)

Lyn Gorrindo, Assistant Superintendent Education Services, and Rommy Cronin, Director of Curriculum and Instruction, offered revisions to Administrative Regulation No. 219(b). The Regulation was based on a Nevada Administrative Code (NAC) from 1993, updated to include a committee to review challenges to supplementary materials and textbooks. Committee members would include two teachers, a librarian, two parents, a student, and a site administrator, as written in the Administrative Regulation. The current process used in surrounding counties was researched to assist in updating the District Administrative Regulation. The steps to challenge instructional materials would include committee review, followed by an appeal to the Superintendent, and then school board review.

Ms. Jamin inquired if there was a connection between the challenge and SpringBoard curriculum. Mrs. Gorrindo stated this particular challenge was regarding supplemental materials for English; although, the Administrative Regulation will also apply to textbooks and all subjects. In the past, objections to instructional materials were worked out through conversations between parents and teachers. The textbook adoption process was noted to be separate from this appeal process.

Mrs. Chessell moved to approve the committee for review and reconsideration of challenged instructional materials, seconded by Ms. Jamin.

Motion carried, 5/0.

Scott Neuffer, Record Courier, made a statement of request to obtain a copy of the parent complaint and the list of people approved to participate on this committee.

15. Superintendent’s Report (Administrative Report)

Dr. Noonan reported State Superintendent, Dr. Jim Guthrie, visited DCSD for a short time the previous Friday. The visit was cut short due to weather; although, Dr. Guthrie spent time at ASPIRE with students and had lunch with Dr. Noonan and the Board President, per his request.

A booklet created for kindergarten parents to help families understand the progression of their child through school was shared as one result of the federal Striving Readers Comprehensive Literacy Grant (SRCL). A t-shirt was also provided to all kindergarten students to promote literacy and family involvement, and a sample shared with Trustees. T-shirts included the child’s graduation year and high school mascot accordingly for DHS and GWHS.

16. Nevada Association of School Boards (NASB) Report

Mrs. Hales mentioned the annual NASB Conference would be held starting at the end of this week.

17. Possible Agenda Items for Future Board Meetings

Trustees reviewed a list of possible agenda items for future meetings. The Sick Leave Policy and Board Self-Evaluation items just discussed were removed from the list.

Dr. Noonan stated a Washoe Tribe Report was scheduled for March 2013. Ms. Jamin questioned

the timing for scheduling a discussion of Site Communication Meetings to gain input from staff for Board members. Mrs. Hales inquired about scheduling a discussion of changes to the data dashboard. Dr. Noonan responded this had been noted and could be discussed during a Special Meeting or at a Regular Meeting. Mrs. Hales responded that a Regular Meeting would be appropriate.

18. Correspondence

There was no correspondence.

19. Closed Session

Closed Session was not held this evening.

20. Adjournment

Mr. Chichester moved to adjourn at 7:51 p.m., seconded by Ms. Jamin.

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.