

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

1. Call to Order

Mrs. Hales called the meeting to order at 3:35 p.m. Mr. Green led the Pledge of Allegiance. Mrs. Hales welcomed Leadership students who were in attendance and invited them to comment on agenda items when appropriate. Dr. Noonan was thanked for the festive table decorations provided for this holiday season.

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

There was no public comment.

Motion carried, 6/0.

2. Consent Items (For Possible Action)

Mrs. Hales noted there were revisions to the Minutes of November 13th as well as, a correction to the Personnel Report. In the Personnel Report, a classified employee position was shown as a 3 hour position that should have been listed as 4. Printouts reflecting changes were offered in the red folder.

- A. Approve the Minutes of the Regular Board Meeting of November 13, 2012.
- B. Approve payments contained in Special Run Voucher Number 1311 and Regular Run Voucher Number 1312 for FY 12-13.
- C. Approve personnel actions described in Personnel Report No. 12-12.
- D. Approve the Minutes of the Special Board Meeting of November 8, 2012.
- E. Direct Business Services to approve the excess stop loss insurance for the District's self-funded health insurance plan with Symetra at a stop loss level of \$175,000 with a 0\$ Laser Deductible at a premium of \$405,352. Funding to come from the Self-Insured Health Insurance Fund.

Mrs. Hales asked if there were any other items to be pulled. None were requested. Public Comment was called. There were no comments offered.

Mrs. Trigg moved to adopt the Consent Agenda with the two changes as noted, seconded by Mr. Chichester.

Motion carried, 6/0.

Mrs. Chessell arrived at this time.

3. Special Recognition

Mrs. Hales recognized Randy Green for his four years of service and dedication to the Board. Mr. Green was commended for the insight he provided throughout his tenure. Dr. Noonan presented Mr. Green with three certificates. Senators Heller and Reid provided certificates of service. Additionally, the Nevada Association of School Board (NASB) awarded Mr. Green with a certificate of recognition. Board members offered comments of appreciation for all of Mr. Green's input and board work. In turn, Mr. Green thanked district staff for their hard work and noted the many combined staff and board efforts he had witnessed through time to move the district forward in a variety of ways.

4. Principal's Report – Douglas High School (Administrative Report/Program Review)

Mr. Swisher presented School Improvement Plan (SIP) goals, provided data on a new version of the data dashboard, shared remediation efforts and the site overall focus on academic achievement in a number of curriculum areas. Adjustments to curriculum were underway to prepare for implementation of Common Core Standards. Four SIP goals were continued from the previous school year. Students were expected to grow academically in language arts, mathematics, and science, all areas necessary to graduation. Work would be performed to increase the depth of knowledge in the classroom in order to improve the percentage of students graduating. Assessment scores on the High School Proficiency Exams (HSPEs) for the 10th and 11th grades had increased in math, science, reading and writing. Currently, 17 students were using new READ 180 and A+ software. The percentage had increased of those earning more credits, as compared to the past, due to the improved software for remedial efforts. Graduation data offered was tentative, and reflected a graduation rate of 81.6% for the 2012 class. Mr. Swisher explained the 3 types of diplomas – Advanced, Standard, and Adult. The number and percentage of students receiving each type of diploma was reported. Non-graduate categories were explained that reflected different student circumstances. Students receiving GEDs equaled 21; 17 of which were both credit and competency deficient. Additionally, only 11 of the GED students had passed the HSPE tests required. Three had not attempted to take their exams. Students who moved regularly struggled to be credit rich; therefore, affecting the graduation rate. 2012 - 5th year seniors equaled 4%. Mr. Swisher stated the support provided for those students and their families was celebrated in that they ultimately completed high school. A drop in the graduation rate from the previous year was noted. The difference was explained in part, by the new categories of "completers" who were not "graduates" initially. Some students may have obtained an adult diploma after the end of the school year, by taking their GED. The graduation rate is not adjusted after the year end to reflect students who completed high school post-graduation. Work was underway to prevent student drug and alcohol abuse through counseling efforts provided at school and in the community.

Board members commented regarding the need for students to be as caught up on competency and credit requirements as possible when leaving middle school and entering high school. Discussion ensued regarding recent changes to curriculum that would improve achievement. Thinking Maps were being used at the middle school level that continued on into high school; Lifetrack surveys were used to gather information from students; and career counseling was increased through counselor visits to classrooms.

Mr. Swisher introduced Sherry Mitchell, DHS counselor, and Shaun Novich, SRCL Site Coordinator, for grant implementation. They reported professional development resulting from the Striving Readers' Literacy Grant (SRCL) included Read 180 used to improve reading skills for struggling readers. 54 students were receiving reading assistance. 4 seniors who received the additional help had passed their HSPEs.

Mr. Swisher reviewed Safe and Positive Learning Environment strategies. Board members were invited to view both DHS and GWHS school ratings on a Web site entitled SchoolDigger.com, where both schools were rated highly. Continual mentoring of students by staff was noted to be a huge asset. Program awards in the areas of JROTC and Future Farmers of America were announced.

The Facilities' Master Plan was reported to be on track allowing for a positive climate to receive future incoming freshmen. Integration of Science, Technology, Engineering, and Math (STEM) concepts was underway, as well as implementation of Common Core Standards for math, reading, and writing. Science curriculum was currently being aligned with national standards.

Board members thanked Mr. Swisher for providing an in depth data report, and for supporting student mentoring at a high level.

5. Graduation Report (Administrative Report/Program Review)

Brian Frazier, Director of Assessments and Grants, provided draft graduation data. The Adjusted Cohort Graduation Rate (ACGR) formula was explained. An example was used to show how the graduation rate is derived. In an attempt to account for 100% of students, categories of non-graduates and graduates were used. The percentage of Adult, Advanced, and Standard diplomas for 2012 was provided. For 2012, 61% of graduates received a standard diploma; 30% - Advanced; and 9% - Adult. Mr. Frazier explained that 500 seniors were in the 2012 cohort. Of those, 90 new students enrolled and 80 transferred out, leaving 510 who were tracked to graduation. Ultimately, 420 students graduated, resulting in an 82% graduation rate.

There were 119 students in the non-graduate category. Of the 119, 19 students were 5th year seniors; 50 – dropouts; and 50 – completers. Of the 50 completers, 37 received their GED; 13 students received the Adjusted Diploma. Of the 50 dropouts, 7 withdrew to a GED program that was not completed; 2 were credit deficient; 13 were in or left juvenile detention or other agencies; and 19 were described as “whereabouts unknown.” Adjusted diplomas were received by severe and profound IEP students, some being 5th year seniors. It was noted the IEP students could remain in school until age 22. Dropout codes were explained. A goal was to have students move around in the categories, and receive the highest possible diploma, or 100% to meet the standards for an advanced diploma.

Mr. Frazier offered that continued work would focus on tracking down students who were in the “whereabouts unknown” category, GEDs would shift to Adult diplomas, accuracy of information would be stressed, and the results would improve graduation rates.

6. Review of Graduation Requirements – Types of Diplomas (Administrative Report/Program Review)

Lyn Gorrindo, Assistant Superintendent Education Services, provided an opportunity for the Board to discuss types of diplomas offered as requested by Board members.

Ms. Jamin stated her desire to understand what distinguished the different types of diplomas. She asked to review graduation requirements in some circumstances, such as expressed by a parent who approached the Board in the last school year who had a student with minimal requirements necessary to graduate at the end of the senior year. Ms. Jamin added that since DCSD didn't use a

Certificate of Attendance, the Administrative Regulation should be reviewed.

Mrs. Hales added that a review of the Administrative Regulation with regard to the adult diploma ceremony was requested. The separation of the smaller ceremony from the larger graduation ceremony was to be discussed. Students might be more strongly encouraged to receive the standard diploma, in lieu of the adult diploma.

Mrs. Hales called for public comment.

Larry Lippman, retired DHS teacher, provided examples of students who fell into the adult diploma category, asking that under some circumstances it might be beneficial to the student to allow them the opportunity to walk with their class.

Marty Swisher, DHS Principal, disagreed with segregating students into different categories, by stating he did not know of other districts that separated the students, and that students who do their best should be able to walk together at graduation.

Mrs. Chessell commented that she would like to hear from teachers and counselors on this topic.

Discussion ensued as to whether or not a loss of motivation would be incurred should the students all be allowed to walk in one graduation ceremony. An idea was stated that could allow adult diplomas to be the first group handed out at the same graduation event. A request was made to have staff research varying diplomas offered, in different locations, and how they best supported high standards and data based decision making. The idea was to attain results that were in the best interest of students. Another idea was to investigate what might differentiate seat time from meeting higher standards and whether or not a diploma based on seat time would match student and employer expectations for the piece of paper earned. Part of the background research could include, whether or not participation in graduation motivated students to complete graduation requirements. Additionally, the gathering of information from both in and out of state was requested to find out what other districts and areas have learned with regard to the varying graduation ceremonies.

Dr. Noonan stated the current efforts to implement a higher degree of rigor, focusing on creating college ready students, could be reviewed with regard to the diplomas. This might be a good time to incorporate change due to the incorporation of Common Core Standards.

It was suggested that input from DCSD staff members and families who had a child that participated in the adult ceremony in the past, might occur. Consensus was to gather background information and discuss this again in the spring, prior to the 2013 graduation ceremony.

7. Closed Session

Mrs. Chessell moved to recess to closed session in order to discuss matters with the management representatives pursuant to NRS 288.220(4), seconded by Mr. Chichester.

Motion carried, 7/0.

Public Comment

At 6:21 p.m., Mrs. Hales called for Public Comment. There was none.

8. Revisions to Secondary Writing Rubrics (Discussion and For Possible Action)

Rommy Cronin, Director of Curriculum and Instruction, acknowledged the nine team members who participated in four secondary writing rubric revision meetings. Open Meetings began in spring 2012,

and ended November 30, 2012 with finalized rubrics aligned to Common Core State Standards that can be used as a part of the SpringBoard curriculum. Appreciation was shown to team member, Adam Dedmon, who formatted the documents. The revised rubrics were created to be adaptable to a variety of assignments and would prepare students for college level writing by their junior year. The rubrics encompassed narrative, informative and research forms of writing for 7–12 grades. A new approach had been taken as compared to the previous competency. Efforts in narrative writing would not be restricted to the 7th grade. Kindergartners would initially see the writing models and seniors would also review them again due to scaffolding and vertically aligned assignments. The rubrics supported continual development of each type of writing thought process.

The research rubric had been changed from the past requirement of one long document to a more realistic requirement of continued research. The research rubric can be applied to different content areas and embedded throughout other rubrics. Students now decide what is properly defined as a good source for information, and can also use their research in a multi-media presentation. Parents will receive grading input in PowerSchool on the writing rubrics for grades K-12. Beginning in the 7th grade, 25% of a course semester grade will be based on writing.

Ms. Cronin wrapped up by stating that if approved, the proposed rubrics would replace current high stake competency assessments in 2013-14 for the class of 2014 and beyond. Professional development would commence in the spring for teachers. Board members were invited to ask questions. One question raised, was how well the rubrics fit with the SpringBoard curriculum, and whether or not increased rigor resulted. Ms. Cronin responded embedded assessments fit together with the SpringBoard assignments and that scope and sequence would be developed to assist teachers who needed more of a visual connection.

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

Mrs. Trigg moved to adopt the rubrics as Common Summative Assessments for 7th through 12th grade English courses, seconded by Ms. Jamin.

Motion carried, 7/0.

9. Review and Approval of DCSD Elementary Playground Standards and Budget for Repair of Equipment, Materials and Installation (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, credited Gina Bartels with referencing American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) Standards (supported by POOL Pact) in order to create the draft Elementary Playground Standards offered for approval. Indoor play equipment had not been included within these Standards, but had been purchased under guidance by United Educators. The new Standards for the outdoor equipment addressed fall zones and other hazards. Proposed repairs and replacements would provide a baseline of equity across the district but was not intended to provide a one-for-one replacement of existing equipment.

A third party evaluator assessed all playground equipment to determine whether or not each piece was in compliance with ASTM requirements. This assessment included whether or not an entrapment hazard existed. The report conveyed equipment deficiencies which will be repaired or replaced per the new Standards. The new uniform decision making process would allow for different sources of funding while providing safe equipment that had been reviewed through use of standards. Bond funds would support repair and replacement of equipment as necessary.

Trustees discussed the life expectancy of playground equipment assuring that bond funds were a match. New equipment would be expected to last at least 15 years. Discussion ensued as to changing of the height requirements down to the level recently placed at GES, MES and PHES of 8 feet. 10 feet was noted to be desirable by some Board members as shown in the CPSC Standards.

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

Mrs. Trigg moved to approve the DCSD Elementary Playground Standards as presented and direct Business Services to align all elementary playground equipment and sites to the Standards. Additionally, approve a budget not to exceed \$600,000 for the repair and replacement of playground equipment, fall zone material, and installation costs. Funding to come from the Bond Fund and is in alignment with the current 5 year CIP, seconded by Mrs. Chessell.

Mrs. Trigg added a friendly amendment to her motion, "in the future we could increase the height of equipment 2 feet, up to the CPSC standard."

Mrs. Chessell wished to remove her 2nd on the original motion, as she preferred equity among the sites.

Mrs. Hales stated the motion and amendment would be withdrawn.

Mrs. Trigg restated the motion, "approve the DCSD Elementary Playground Standards as presented and direct Business Services to align all elementary playground equipment and sites to the Standards. Additionally, approve a budget not to exceed \$600,000 for the repair and replacement of playground equipment, fall zone material, and installation costs. Funding to come from the Bond Fund and is in alignment with the current 5 year CIP, allowing for an additional 2 feet of height of the playground equipment as stated on page 11 of the CPSC Standards, seconded by Mr. Moore

Motion carried 4/3; Mr. Chichester, Ms. Jamin and Mrs. Chessell, nay.

10. Budget Augmentations and Amendments 2012-13 (Discussion and For Possible Action)

Ms. Luna reported that following the recent audit, the actual enrollment, contractual changes, and fund balances had been adjusted and finalized. The current Distributive School Account (DSA) amount is \$5314.00 per student. Declining enrollment adversely affected the total revenues generated by the DSA. The Local School Support Tax (LSST) had increased slightly. Ad Valorem and Governmental Services Tax revenues had declined. Interest revenue was reported to be minimal. The budget was reported to have been updated to align with the Capital Improvement Plan. Special Education Fund (SPED) was adjusted to reflect the reduction in unit revenues offset by an increased General Fund transfer, and in alignment with Maintenance of Effort. Additionally, the student nutrition program was updated to reflect the revised revenue projections. The Self-Funded Insurance Fund reflected revised premiums and operating expenses in alignment with the 2013 plan year as previously approved.

Ms. Luna reported that prior to 2009, a two year hold harmless clause allowed for movement to align revenue streams in order to true up projections vs. actual enrollment. Current NRS allows a one year hold harmless. There is potential in the upcoming legislation to remove the hold harmless clause which would greatly reduce the District's fiscal flexibility within the school year.

A question was raised regarding a tax payment listed as PRIS (Post-Retiree Insurance Subsidies) for the Public Employment Benefit Program (PEBP). Ms. Luna explained the State of Nevada paid this subsidy expense previously; however, the individual public entities now pay the subsidies as an unfunded mandate.

Resolution No. 12-09, to amend the General Fund Budget, was reported to show that PSOPT

revenues remained the same as originally submitted in May. The State's obligation and LSST were noted to work in balance as a revenue system where one increased and the other decreased, creating a balanced DSA formula. A 1% contingency fund remained based on revenues of \$47 million. The audited beginning fund balance for 2012-13 of 11.5% is projected to decrease to an ending fund balance of 5.4%, or \$2.8 million over the course of the Fiscal Year. Overall expenditures were reported to have decreased accordingly with the drop in revenues. Ms. Luna stated the balanced budget was based on the NRS, and the Board's Policy No. 619 and Administrative Regulation No. 603.

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

Mr. Chichester moved to adopt Resolution No. 12-09 in its entirety, seconded by Mrs. Trigg. Motion carried, 7/0.

Mrs. Trigg moved to adopt Resolution No. 12-10 in its entirety, seconded by Mr. Moore. Motion carried, 7/0.

Mr. Moore moved to adopt Resolution No. 12-11, seconded by Ms. Jamin. Motion carried, 7/0.

**11. First Reading Board Policies No. 322, "Administrative Job Expenses" – delete;
Board Policy No. 416, "Job Related Expenses" – delete; and
Board Policy No. 813, "Reimbursement of Business Related
Expenses," – New Policy
(Discussion and For Possible Action)**

Ms. Luna stated Policies Numbered 322 and 416 were being standardized into one new Board Policy. The proposed new Board Policy No. 813, "Reimbursement of Business Related Expenses," would replace the two older Policies, and would be placed under the category of "Operations." A new procedures manual was being created in Business Services that would contain updated forms related to business expenses. Continually updated mileage and meal rates were examples of forms to be included in the manual for quick reference. This manual would be posted online in the future. U.S. General Services Administration (GSA) rates were used as guidelines; although, DCSD typically adopted more conservative rates. Lodging allowances had been reviewed allowing for the vast majority of occurrences during travel. Language for odd situations, rarely experienced, had not been added. Following some discussion, Ms. Luna noted the procedure manual could include broad language about unusual situations, but the Policy was written to uphold the main direction for all district staff.

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

Mr. Chichester moved to approve the deletion of Board Policies 322 and 416 and substitute with Board Policy 813, "Reimbursement of Business Related Expenses." Also, Board Policy 813, "Reimbursement of Business Related Expenses, was approved for first reading, seconded by Mrs. Chessell.

Motion carried, 7/0.

**12. Superintendent Evaluation
(Discussion and For Possible Action)**

Dr. Noonan provided a PowerPoint Presentation based on the three parts of her evaluation. The results of all three portions were weighted as follows: Major Efforts, 25%; Results, 50%; and Perceptions 25%. Dr. Noonan expressed pride in her staff for having completed all application requirements, then actually receiving and implementing the Striving Readers' Literacy Grant this year. The Full Day Kindergarten classes underway were an additional achievement due to the grant

funding. Additionally, efforts to conduct over 100 site visits; kicking off of STEM programming; and increased State service Dr. Noonan engaged in, were to be commended. All schools accomplished the Adequate Yearly Progress (AYP) status for the final year of the federal program for 2011-12. Work to design and beginning implementation of the new National State Performance System (NSPF) was noted. This year the Data Dashboard had been improved to track the most important data points and to align with the new performance system. Student achievement growth results were seen in many areas, even though class size had increased and the budget decreased.

Dr. Noonan offered a time for questions. There were none asked.

Mrs. Hales stated how the superintendent evaluation process had improved as compared to ten or so years ago. The evaluation was now filled with valuable information, placing student achievement at the forefront as 50% of the final rating, as opposed to having only perception data, was a large advancement in the process.

Small suggestions were made to change areas that were not under the control of the Superintendent, such as enrollment.

Board members thanked Dr. Noonan for all information provided and the current approaches taken in leading the District. Mr. Frazier was thanked for his efforts in collecting and providing survey information from all the groups surveyed.

Mrs. Hales celebrated the fact that the district leadership was pulling together overall to head in the same direction and expressed gratitude for the work performed. Mrs. Hales stated on a five point scale, that Dr. Noonan received a final ranking of 4.21, equaling a final ranking between effective and highly effective.

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

Mrs. Trigg moved that the Board give Dr. Noonan a highly effective rating on her annual evaluation. This rating meets the statutory requirements per the NRS of the "satisfactory" designation, seconded by Mr. Green.

Motion carried, 7/0.

13. Superintendent Contract (Discussion and For Possible Action)

Mrs. Hales stated Dr. Noonan's employment contract expired June 30, 2013 and that Dr. Noonan suggested a three year extension to June 30, 2016.

Ms. Jamin asked that if in the future, if the Board is able to give other employees an increase that an increase option is extended to Dr. Noonan.

Ms. Jamin moved to approve the extension of the current Superintendent contract through June 30, 2016, under the same terms, with the understanding that if there are raises for employees that we would have the option of reviewing this contract and considering a raise as well in the three year period, seconded by Mr. Moore.

Motion carried, 7/0.

14. Superintendent's Report (Administrative Report)

Dr. Noonan stated she had received two additional letters regarding changing the district calendar to begin at a later date.

The Board was reminded the Strategic Planning Committee would not be meeting on Friday, January 25, 2013 as this meeting would be held every other year. It had been discussed that a Board Workshop could be held, in lieu of the Strategic Plan Meeting. Dr. Noonan offered that the Workshop could be at the District Office, from 9:00 – 11:00 a.m., January 25th. It was noted some Board Members would be leaving that same afternoon to attend a two day NASB training. Consensus was to schedule the Workshop Friday, January 25, 2013, 9:00 – 11:00 a.m., at the Administrative Offices. Dr. Noonan offered to send a letter to all Strategic Planning Committee members to inform them of the reasoning for postponing the Strategic Plan Committee Meeting until January 2014.

15. Nevada Association of School Boards (NASB) Report

Mrs. Trigg reported she had not been able to attend the recent conference, and that Mrs. Chessell attended the recent NASB Board of Directors Meeting in her place. Mrs. Chessell stated she had some ideas gained from the conference to share with Dr. Noonan. Ms. Jamin added that some of the ideas could be brought forth at the January 25th Board Workshop.

16. Possible Agenda Items for Future Board Meetings

Mrs. Hales noted she would like to review some line items on the Superintendent evaluation, in conjunction with the newly revised data dashboard.

Mrs. Hales offered that the January Board Workshop would provide an opportunity for discussion of the Board self-evaluation points developed to determine how the Board believes they are doing as a whole. The goal would be to have the Board function at a higher level. Professional development would be discussed along with other ideas for best practices.

Mrs. Trigg stated a local judge mentioned graduated students with alcohol related issues were a concern. A suggestion was made to invite someone from the court system to provide further information to the Board and that this discussion might be included in the Workshop format. Mr. Chichester seconded the idea as a future agenda item, although preferred not to combine this with topics on the slate for the workshop meeting.

17. Correspondence

Mrs. Hales stated a couple of emails had been received from parents. Board members and the Superintendent were all aware.

18. Adjournment

Mrs. Chessell moved to adjourn at 8:05 p.m., seconded by Mr. Green.

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.