

## **MINUTES**

Present:

**Trustees:**

Thomas Moore, President  
Karen Chessell, Vice President  
Ross Chichester, Clerk  
Neal Freitas, Member  
Sharla Hales, Member  
Thomas Moore, Member  
Cynthia Trigg, Member

**Personnel:**

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

**Others Present:**

Mike Malloy, Legal Counsel

### **1. Call to Order**

Mr. Moore called the meeting to order at 3:31 p.m. Mrs. Chessell led the Pledge of Allegiance.

Mrs. Chessell moved to adopt the agenda, seconded by Mrs. Trigg.

Mr. Moore called for public comment. There was none.

Motion carried 6/0.

### **2. Special Recognition**

Rich Alexander, Assistant Superintendent Human Resources, recognized and congratulated Catherine Scully for receiving the Teacher of the Year award. A gift of an engraved clock commemorated the Teacher of the Year event. All classified and certified employees of the year were commended. Mr. Alexander thanked retiring employees for their service and gave a brief overview of their support and contributions.

At 3:48 p.m., a break was taken for a cake and punch reception in honor of those who were recognized and who were retiring.

Mrs. Hales arrived at 3:35 p.m.

### **3. Consent Items (For Possible Action)**

Mr. Moore asked if there were any items to be pulled from the Consent Agenda. Mrs. Chessell asked that Item 3-A, "Minutes of the Regular Meeting of May 15, 2013," be pulled. Mr. Freitas asked that Items 3-C, "Personnel Report No. 13-06," and Item 3-F, "Annual Renewal of Property and Casualty Liability Insurance," be pulled for discussion.

Mrs. Trigg made a statement in honor of Kathy Bluethman, GWHS teacher, who had recently passed away.

Mr. Chichester moved to approve the Consent Agenda with the exception of Items 3-A, 3-C and 3-F, seconded by Mrs. Trigg.

Mr. Moore called for public comment. There were no comments offered.

Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of May 15, 2013.
- B. Approve payments contained in Special Run Voucher Number 1323 and Regular Run Voucher Number 1324 for FY 12-13.
- C. Approve personnel actions described in Personnel Report No. 13-06.
- D. Approve a 2 year renewal of the district's Excess Workers' Compensation and Workers' Compensation Bond coverage with Safety National. The first of the two-year period begins July 1, 2013 through June 30, 2015 as detailed in Nexo's summary for the amount of \$40,002 and \$3,135 for the bond coverage, and authorize Business Services to prospectively approve changes in coverages required by the State for the bond or due to changes in payroll expenses. The expenses will be funded out of the district's Self-Insured Workers' Compensation Fund.
- E. Approve for second reading, Board Bylaw No. 070, "Code of Conduct."
- F. Approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2013 through June 30, 2014 as presented. Additionally, approve the Student Accident Coverage Policy for the period of July 1, 2013 through June 30, 2014 as presented. Funding provided through the General Fund.
- G. Approve the request from Business Services to award a contract to the lowest responsive and responsible bidder, Great Western, for the amount of \$69,998. Funding will be attributable to the Bond Fund.
- H. Approve Board Meeting dates and locations for the 2013-2014 school year.
- I. Business Services requests approval of change order to CMAR in an amount not to exceed \$5,000 in bond funding.

Mrs. Chessell asked for a correction to be made with regard to Item 3-A. The vote in the Minutes for Item 4 was shown to have been carried 6/1, rather than 5/1 as Mrs. Chessell was not yet present at the time the vote was taken.

Mr. Moore called for public comment. There was none.

Mr. Chichester moved to approve Item 3-A, with the motion changed for Item 4 to a 5/1 vote due to Mrs. Chessell having been absent at the time of the vote, 2<sup>nd</sup> by Mrs. Chessell.

Motion carried, 7/0.

Mr. Freitas stated he preferred not to vote on the line item of the Personnel Report wherein a classified position had a reduction in days prior to being provided the reasoning for the reduction. Mr. Freitas requested the job description and duties for the position, noting the discussion could be put off and scheduled for another meeting. Mr. Moore responded with concern of Board involvement in personnel matters.

Mrs. Trigg and Mr. Freitas supported approval of the remainder of the Personnel Report.

Mr. Moore asked for input from the attorney and staff. Mr. Malloy stated the Board should be careful not to paralyze a personnel situation due to a pending grievance and expressed concern for how deferring action to another time could set a future precedence. Mr. Malloy explained this was a situation wherein a grievant was allowed a remedy through the grievance process and the Board could possibly fall into the established, progressive, grievance timeline.

Mrs. Hales moved to approve all line items for Consent Item 3-C, with the exception of Nancy Hamlett's position reduction, seconded by Mrs. Trigg.

Mr. Freitas stated he had no intent to remove the line item due to a grievance. The reduction of a position was his concern and he understood management has the right to reduce or increase a position. Mrs. Trigg supported Mr. Freitas in his inquiry.

Mr. Moore called for public comment on the motion. There was none.

Motion carried 6/1, Mr. Moore opposed.

Discussion ensued regarding past practice of Personnel Report approval, not having received the specific information with regard to the position reduction, and Board members having the ability to contact Dr. Noonan, some of who did so in this case, in order to receive additional information.

Mrs. Trigg stated she was uncomfortable with the conversation continuing with Mrs. Hamlett present, and didn't agree the Board was threatened by pulling the line item for discussion at a different meeting.

Mr. Moore clarified the discussion was not about an individual, rather a position; therefore this discussion could be outside of Closed Session.

Mrs. Trigg excused herself at this time.

Mr. Malloy responded it was difficult to separate the two due to the agenda having a name associated with the position. It was suggested the information be discussed and resolved through the grievance process that offered a remedy to the grievant.

Mrs. Hales stated administration had reasons for reducing the position that were unrelated to the individual. Dr. Noonan stated any discussion would in effect be an impromptu hearing, and could alter the outcome should a Level III hearing be requested later, involving the Board. Mr. Malloy agreed informing the Board of this would protect the grievance process.

Mr. Chichester noted should no action be taken at this time, the position would not be reduced and there would be no basis for a grievance; therefore, staff should be supported in their request for action to approve the position reduction.

Mrs. Hales moved to approve the action item, 3-C line item regarding the Secretary II position reduction in days from 260 to 220, keeping with the practice the Board has always used, seconded by Ms. Jamin.

Mr. Moore called for public comment. There was none.

Mrs. Hamlett stated the intent of an email she sent to the Board was not to circumvent the grievance process. No threat was intended, only that she would remain "whole" through the grievance period.

Mr. Moore again called for public comment. There was none.

Motion carried, 5/1, Mr. Freitas Nay; Mrs. Trigg absent.

Mrs. Trigg returned to the meeting.

Mr. Freitas stated Item 3-F, "Annual Renewal of Property and Casualty Liability Insurance," had been pulled due to him working for POOL/PACT in order that he could recuse himself from voting.

Mr. Chichester moved to approve Item 3-F, seconded by Ms. Jamin.

Mr. Moore called for public comment. There was none.

Motion carried 6/0; Mr. Freitas abstained.

#### **4. Principal's Reports – (Scarselli Elementary School and Pau-Wa-Lu Middle School) (Administrative Report/Program Review)**

Brandon Swain, Principal, Scarselli Elementary School thanked the Board for allowing him to reschedule his presentation due to illness last month.

Data was provided in the new Nevada School Performance Framework (NSPF) format. Gains were shown in both reading proficiency and growth school wide. Math scores had an even higher percentage of growth overall. Mr. Swain stated many classroom observations were held using eWalk software that provided instant feedback to teachers. The Striving Readers Literacy Grant (SRCL) afforded Write From the Beginning software and professional development in order that teachers could learn this systematic approach, as well as full day kindergarten, kindergarten aides and related training. The Instructional Consultation (IC) team worked together with a SRCL decision making team to determine student interventions necessary to produce strong readers. Collaboration days focused on balanced literacy training, Common Core standards and instructional practices. Teachers worked to put in new practices such as, the use of authentic conversations between students to discuss what they learned. Students would also incorporate writing assignments to demonstrate proficiency. School wide, writing included collaborative scoring for best implementation of writing instruction in all classes. Writing opportunities for students included increased, earlier instruction on computers for increased keyboarding and writing skills. Purchase and installation of Promethean Boards was appreciated and teachers had embraced the use of this technology in the classrooms. Criterion Reference Test (CRT) cohort data was used to check grade level proficiency and to determine best practices going forward while using new Common Core curriculum. The School Improvement Plan goal was to improve literacy in 2012-13. Using data gathered for 10 years, interventions were used to aide with student proficiency. Staff celebrated continued improvement in student achievement, when viewed over a decade, in both English Language Arts and math, as provided for through No Child Left Behind (NCLB) data. Scarselli achieved Adequate Yearly Progress (AYP) during the final NCLB reporting year of 2011-12.

Mr. Swain recognized his staff for achievement success in reading and math. Board members thanked Mr. Swain for sharing Scarselli Elementary School accomplishments.

Keith Lewis, Principal, Pau-Wa-Lu Middle School also provided 2011-12 data in the NSPF format. Slight increases were shown in both the reading and math median student proficiency percentiles. Student growth in reading for PWL remained the same as the previous year. The math growth percentile reflected a slight decrease. Looking at CRT cohort data, Mr. Lewis expressed concern for reading proficiency due to a drop from the 7<sup>th</sup> to 8<sup>th</sup> grade and noted their goal is to continually maintain growth. Mr. Lewis explained that transient students moving in and out, as well as new

enrollees constituted change to data over time when tracking cohorts. The SRCL grant helped target student assistance in both reading and math. 85% of students exited PWL at or above the 50<sup>th</sup> percentile when moving to the high school. Mr. Frazier, Ms. Cronin, and Ms. Bomba-Edgerton were commended for all of their work this year in implementing additional reading assistance provided for by the grant.

When reviewing all data points for the overall system at PWL, students consistently performed well; although, needed interventions were identified and accommodated. 32 students received reading remediation this year. In the spring, 15 students were identified as critically below grade level and in danger of being retained. Half of these students were promoted, following focused assistance. READ 180 software is being used for regular and special education reading assistance. Next year, Prime Reading, a 30 minute class block, will be used as a study hall for enrichment, remediation and test make up time. Tutoring will be provided two days a week, with attendance at tutoring being tracked to show performance. Teacher Web sites provided .pdf documents for students to assist them with homework.

Staff surveys were used to understand school climate. Staff members reported their most productive time was during the time they could talk with each other. Professional development for teachers included "effective partnering" to assist groups of students with productive group conversations to aide learning. Test taking strategies were provided to students and grading practices were being reviewed at this time. Future professional development would help teachers understand how math and writing were to be integrated across all content areas as prescribed by Common Core Standards.

Mr. Lewis informed the Board, teachers were provided an opportunity to have a lesson videotaped and reviewed for good constructive criticism to assist them with teaching strategies.

Student enrollment at PWL increased somewhat, to 615 students at the end of the year.

Trustees thanked Mr. Lewis for all the efforts for students at Pau-Wa-Lu. When asked what additional assistance from the Board might benefit students, principals responded the challenge was helping students with insurmountable at risk home situations and those who faced educational learning blocks for various reasons.

## **5. District Wide Material Specifications (Administrative Report)**

Holly Luna, Chief Financial Officer, stated the district wide Material Standards document had last been reviewed with the Board in the spring of 2012, and the updates as documented in the board package had been reviewed by Gary Cullen, Director of Buildings and Grounds Maintenance and Scott McCullough, Project Manager. It was noted that as an administrative report, it was not necessary to take formal action to adopt the Material Standards. It was noted that additional specifications had been added to address standards such as the inclusion of a hydraulic elevator in the new STEM building. The elevator material specifications, along with other additions and noted revisions, were provided in the backup documents.

## **6. Douglas High School Education Specifications Document (Discussion and For Possible Action)**

Ms. Luna reported the Educational Specifications were used as a standard for educational program space needs. SKW had originated the document that had now been reviewed by H + K Architects, as the architect of record for DHS. Changes as noted to the Specification Standards were brought forward for the board to review and approve, following a series of in-depth and regular Owner/Architect/Contractor (OAC) meetings, in order that the revisions would be incorporated into the document.

Mr. Moore inquired about a change of plans for the CTE building, as far as the allotment for square footage. Ms. Luna explained the next Item would include detailed information regarding renovation vs. new construction and the savings incurred for taking the route of renovation but that the allotted square footage for CTE classes had not been materially altered in the Specification Standards.

Mr. Moore called for questions or comments. There were none.

Mrs. Trigg moved to adopt the revised DHS Educational Specifications document to include H + K memo dated May 15, 2013, along with the square footage review of the STEM building, seconded by Mrs. Chessell.

Motion carried 7/0.

## **7. Facilities' Master Plan – Phase 2B: Douglas High School Design Development (Discussion and For Possible Action)**

Ms. Luna reviewed the Executive Summary, a chart that listed various phases of planning and construction for DHS. The Board had approved in November of 2012 the Schematic Design (SD) documents with concerns noted regarding acoustics for the main gym and utilities for bathrooms in the proposed new CTE building at a budget of \$17 million. Due to the material changes from the last board review at the Schematic Design, the Design Development (DD) documents required approval and would be the focus at this time. Following approval, construction documents would result in a Guaranteed Maximum Price (GMP) proposal next spring. Educational Specifications were in compliance as noted in the previous discussion for Item 6 including the changes as approved. The new STEM building would be constructed to accommodate the programmed square footages as noted in the Education Specifications. Remodeled areas were planned to be made as close to compliance as possible given currently constructed building constraints. The scope of work as presented in the DD's would require some change in materials, not program scope, in order to meet the revised project budget as presented for approval. Additionally, a third party had been engaged to review, and had confirmed that the scope of work and budget as presented by the contractor was reasonably accurate. The Owner/Architect/Contractor (OAC) team was introduced and included Marty Swisher and Tom Morgan, DHS administrators; Gary Cullen, Director of Buildings and Site Maintenance (not present); Scott McCullough, Project Manager; Jeff Klippenstein and Mark Johnson with H + K Architects; Harry Smith and Mike Penney with Turner Construction; and Ellen Mejia-Hooper with SKW Architects. The budget for the proposed Design Development now equaled \$17.9 million and was supportable by current 5 Year Capital Improvement Plan (CIP) projections in the Capital, Buildings and Sites and Bond funds.

Mr. Chichester excused himself from the meeting for a short period of time.

Mark Johnson with H + K Architects informed Trustees regarding the remodel planned for the 500 Building that was in lieu of a newly constructed CTE building that would have solely housed the welding shop and classroom. This project choice allowed for the STEM building to include 4 more classrooms than originally planned and maximized the build-out of that space. Architectural renderings were provided for the new STEM building, as well as the administration, Commons and gym areas. Recommendations had been provided in the DDs for acoustical treatments to the main gym but not the necessary audio/visual equipment purchases. Audio visual equipment would be paid through the Soft Costs budget as an Owner/Provided expense and would range anywhere from \$2,000 - \$50,000 depending on final equipment selections. Lighting improvements were included for the Commons along with a snack bar area for evening events that was separate from the school kitchen and food service areas. The administration area will be redesigned for improved visibility and access to the public, as well as to enhance the circulation pattern. An additional storage room had been added.

The remodeled 500 Building included new carpet, new ceiling tiles, and new paint throughout, as well as bathroom modifications that would be in compliance with ADA requirements. A new roof,

replacement of wood fascia and soffit with metal panels, and sidewalk improvements were included. The welding shop would remain in the building, but would be remodeled to meet Education Specification requirements. A complete renovation was proposed. Building odors would be eliminated as a result of changes to HVAC and entrance/exit door locations. The Silk Screen and Auto Shops would have exterior access only. The existing greenhouse and metal storage would be relocated from its current location allowing for the space to be returned to parking lot spaces. The special education spaces had been reformatted to include a contiguous space that would meet the Education Specifications.

Next, the new STEM building drawings were reviewed. The addition of four new classrooms was explained, inclusion of a special education suite with shared office and tutor room, and a project room/computer lab allowing for flexibility in program usage.

Mr. Chichester returned at 5:53 p.m.

Turner Construction representative, Harry Smith presented and explained the package estimate breakdown.

Board members received answers to questions concerning all areas of construction including remodeling of the CTE shops, maintenance and use of small outdoor areas, types of lighting, and improved planning and use of the Commons area.

### **Public Comment**

At 6:06 p.m., Mr. Moore called for public comment. No comments were offered.

## **7. Facilities' Master Plan – Phase 2B: Douglas High School Design Development (Discussion and For Possible Action) (Continued)**

Mr. Moore inquired about how a list of exclusions would be funded, noting it was typical to have standard exclusions. Ms. Luna responded that the district's soft cost budget would cover the vast majority of the items that fell into that category and noted that board approval had previously been sought for such budget and use. The replacement of lockers was reported to be substantial, approximately \$300,000 and did not fall into the current scope of work as presented in the DDs; therefore, funding still needed to be established.

Mr. Smith reiterated that a third party consultant was on board to maintain a close reconciliation at this DD phase. Ms. Luna noted that value engineering or potential reductions of the quality and longevity/lifecycle of materials had not been utilized to reduce the budget increases associated with the increases of scope from the SD phase. Alternatively, she showed that alternatives would be made, such as substituting decomposed granite for pavers to reduce costs. Mrs. Luna read her recommendation for approval of the DDs as noted in the posted agenda.

Mr. Moore called for public comment. There was none.

Mrs. Trigg moved to approve Design Development for the DHS Phase 1 Master Plan priorities and incorporate changes into DHS Master Plan; and approve revised budget of \$17.9 million to be funded from Capital, Buildings & Sites and Bond funding, along with Pay-As-You-Go cash transfers from Debt Service, seconded by Mrs. Chessell.

Mrs. Trigg thanked the OAC team for their time and work.

A break was taken from 6:29 – 6:43 p.m.

## **8. Consideration of Final 2012-13 Budget Amendments and Augmentations (Discussion and For Possible Action)**

Ms. Luna reported the budget process outlined by the Department of Taxation, following Nevada Revised Statutes (NRS) required approval of a final amendment. Resolution 13-01 for the General Fund reflected a revision to adjust the General Fund ending fund balance for increased utility expense. A revised Resolution 13-02 was handed out at this time. Capital projects showed recent donations; capital and bond figures were adjusted; Food Services; grants were tried to actual amounts; and self- insurance were adjusted accordingly for current claims. Resolution 13-03 revised expenditures of interest payments on bonds that in turn changed the General and Debt Service Funds. The Special Education Fund had reduced expenditures; therefore increasing the General Fund balance.

Mr. Moore called for public comment. There was none.

Mr. Chichester moved to adopt Resolution #13-01 as submitted by Business Services, seconded by Mrs. Chessell.

Motion carried, 7/0.

Mr. Moore called for public comment. There was none.

Mr. Chichester moved to adopt Resolution #13-02 as submitted by Business Services, seconded by Mrs. Trigg.

Motion carried, 7/0.

Mr. Moore called for public comment. There was none.

Mr. Chichester moved to adopt Resolution #13-03 as submitted by Business Services, Seconded by Mrs. Trigg.

Motion carried 7/0.

## **9. Closed Session**

There was no closed session.

## **10. Nevada Association of School Boards (NASB) Report**

Mrs. Trigg reminded Board members to read the June newsletter; noted the conference is scheduled for November 22<sup>nd</sup>; and reminded the group suggestions for providing NASB awards were welcomed and due August 15<sup>th</sup>. Mrs. Trigg hoped to finalize award nominations and obtain signatures at the July Board Meeting. Mrs. Hales added Dr. Merrill was asking for suggestions regarding student musical performances for the conference and noted often monetary help was offered to help with expenses.

## **11. Superintendent's Report**

Dr. Noonan reported laws resulting from the legislative session were coming forward as they were signed by the governor. Those received to date were smaller in nature as far as impact. The upcoming Superintendent's meeting would offer more information. Facts around full day kindergarten would impact planning and had not yet been received. Changes to class size reduction and resulting budget implications were being worked on at this time. The Nevada School Performance Framework (NSPF) reporting system had been launched and the 2012-13 school year

data would be the first real data reported. School achievement data for 2011-12 had been released to the press as examples and were noted to not be actual data reports for the 2012-13 school year. The examples reflected DCSD schools would have received ratings of 3, 4, and 5 stars.

## 12. Possible Agenda Items for Future Board Meetings

Mr. Moore stated the future agenda items had been separated on this agenda from board member reporting of events that were attended.

With regard to the future agenda item topic of music, already on the list, Mrs. Hales asked to include music curriculum and critical content within the report, seconded by Mr. Moore.

Mr. Moore inquired about receiving a list of current DHS course offerings along with a list of additional courses to be offered upon completion of the STEM initiative. Dr. Noonan responded by offering a current course catalogue for review. New course offerings for the future, upon completion of construction and movement of the 9<sup>th</sup> grade to DHS were reported to still be in the planning stage.

Mrs. Hales suggested the Board discuss principal concerns regarding assisting students experiencing insurmountable problems blocking their ability to advance and succeed educationally, seconded by Mr. Moore.

Mr. Freitas stated concern for new legislation requiring health screening for all students in that the initial screening was additional work, and follow up could create quite a bit more for district health professionals.

## 13. Board Member Reports

Trustees mentioned having attended graduations and other year end school events.

## 14. Correspondence

Mr. Moore mentioned an email had been sent to the Board from a staff member; otherwise, there was no other correspondence.

## 15. Adjournment

Mr. Chichester moved to adjourn at 7:07 p.m., seconded by Mrs. Chessell.

Motion carried, 7/0.

Submitted by,

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Carolyn Moore  
Secretary to the Board of Trustees

Approved:

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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.