

**Douglas County School District
Lake Tahoe Public Library
Tuesday, October 8, 2013
3:30 p.m.**

MINUTES

***Minutes Approved
November 19, 2013***

Present:

Trustees:

Thomas Moore, President
Karen Chessell, Vice President
Ross Chichester, Clerk – via phone
Neal Freitas, Member
Sharla Hales, Member
Teri Jamin, Member

Absent:

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

The recorder inadvertently did not record the first portion of this meeting.

1. Call to Order

Mr. Moore called the meeting to order at 3:32 p.m. and led the Pledge of Allegiance.

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

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

Motion carried 5/0. Mrs. Trigg was absent.

Mr. Chichester listened via phone, but did not vote on any action items due to the quality of the conference phone available.

**2. Consent Items
(For Possible Action)**

Mr. Moore announced Voucher numbers for Item 2-B that had not been available at the time the Agenda was printed. Special Run Voucher Number 1406 and Regular Run Voucher Number 1407 were noted for the record as the October accounts payable runs.

Mr. Moore asked if there were any items to be pulled from the Consent Agenda. Mr. Freitas asked that Item 2-E, "Progressive Discipline Plans," be pulled for discussion.

Mrs. Hales inquired about a position that increased to full time listed in the Personnel Report. Mr. Alexander stated additional science funding had been obtained through STEM efforts and other

sources to support reinstatement of the full time position status.

Mrs. Hales moved to approve the Consent Agenda, with the exception of Item 2-E, seconded by Mrs. Chessell.

Motion carried, 5/0.

- A. Approve the Minutes of the Regular Board Meeting of September 10, 2013.
- B. Approve payments contained in Special Run Voucher Number 1406; and Regular Run Voucher Number 1407 for FY13-14.
- C. Approve personnel actions described in Personnel Report No. 13-10.
- D. Approve the 2013-14 Keeping Schools Safe Manual.
- E. Approve the District Implementation Report to be submitted to the Superintendent of Public Instruction.

Mr. Freitas stated he did not want to delay submission of the Progressive Discipline Plan report to the State, but wished to state some concerns regarding Item 2-E. Mr. Freitas noted current language written in SB164 was not reflected in a number of school plans as well as, one site needed to add reference to NRS. Another concern raised was the varied consequences and standards for discipline among sites.

Mrs. Gorrindo stated discussion had occurred regarding creating a template for sites; although, at this time principals wrote their Plans uniquely. Dr. Noonan added the State requirement was to collect and submit the Progressive Discipline Plans and she supported variance among school locations. Board members commented with regard to consistency, consequences and development of a template for discipline in the future.

Mr. Moore called for public comment. Crespin Esquivel, GWHS principal, stated support for offering same consequences for discipline.

Ms. Jamin moved to approve the District Implementation Report to be submitted to the Superintendent of Public Instruction and requested staff to continue to work on a consistent template and consequences for major areas of discipline, seconded by Mrs. Chessell.

Motion carried 4/1, Mrs. Hales nay.

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

Shannon Brown, principal Gardnerville Elementary School, reported Nevada School Performance Framework (NSPF) growth data for students in the areas of reading and math. Percentages reflected comparisons of Student Growth Percentiles (SGP) for students in the same grade level who took the same assessments. Adequate Growth Percentiles (AGP) provided the amount students would need to grow to reach proficiency. GES was reported to be in the 70th percentile in reading, wherein 7 out of 10 kids were proficient at their grade level. State CRT and HSPE results were provided. Math percentages dropped for 2012-13. Mr. Brown explained the changing alignment of assessments to standards of instruction. State CRT tests were noted to be a mixture of Common Core and Nevada State Standards. MAP tests were reported to be aligned with Common Core standards. GES used CRT test results to assist in targeting interventions.

A focus on writing at GES was supported through Write from the Beginning observations, key vocabulary and AAA walk-throughs. The walk-through process helped teachers become aware of areas needing improvement, such as a need for incorporating key vocabulary to engage students in meaningful learning while improving writing skills.

Professional development had been provided to teachers in the areas of interactive classroom

whiteboards, math content standards, Write from the Beginning and High Quality Sheltered Instruction - balanced literacy instruction.

Parent survey statistics were offered. The reasoning for decreased parent participation in surveys was discussed. While parent participation in evening events was reported to be high, the number of surveys returned from parents had decreased. An inquiry was made regarding both obtaining the percentage of parents who attended Back to School Night and the need to gather survey data at that time. Capturing survey data at evening events was one solution to improved participation.

Board members thanked Mr. Brown for all efforts towards student achievement at GES.

**4. Opening of Written Offers, Call for Oral Bids and possible
Acceptance of qualified offer for the sale of the property located at 1900 Echo
Drive, Zephyr Cove, Nevada 89448 (Formerly Kingsbury Middle School)
(Discussion/For Possible Action)**

There were no written offers or oral bids offered for purchase of the property. Dr. Noonan informed the Board a number of inquiries had been received. Several meetings had occurred with one interested group who wished to remain anonymous at this time.

Discussion ensued regarding the sales price going forward and property issues such as, upkeep and maintenance expenses, along with the current status of the real estate market.

**5. KMS Resolution Amendment
(Discussion and For Possible Action)**

Following the Board having recognized a need for a more in depth discussion regarding the sale of the property, Dr. Noonan stated a vote did not have to be taken tonight regarding the Resolution.

Mr. Malloy, attorney, stated since the Resolution is proposed, a change could be made to it at this time, if desired. Dr. Noonan added she understood a statement needed to be made in a public meeting as to when the next opportunity would be to purchase the property. The outcome of this discussion was to add an agenda item for discussing sales price and related issues, prior to the next publicly listed sale opportunity. The next scheduled time to offer the property for purchase to the public would be the Regular Board Meeting, January 14, 2014, at the Lake public library location. Discussion around changes to the Resolution could be listed on an agenda prior to the January meeting.

It was mentioned that a letter from the appraisers could be obtained to gain up to date market sales information.

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

Mrs. Chessell moved to adopt the provided amendment to the January Resolution and continue with the effort to sell the former Kingsbury Middle School property until the January 2014 Board Meeting, seconded by Ms. Jamin.

Motion carried, 5/0.

**6. Legislative Report
(Administrative Report/Program Review)**

Lyn Gorrindo, Assistant Superintendent Education Services, and Dr. Noonan informed the Board of recent legislative requirements. Bills were grouped into 5 categories and those with the most impact were highlighted. Four groups were discussed this evening, the 5th, Budget/Operations, would be

addressed next month.

Legislation involving Board level implications were addressed first. This group included an explanation of changing State Class Size Reduction (CSR) student/teacher ratio requirements. Class limits were set at 25 for kindergarten. Quarterly reports will be required for CSR as well as, average daily attendance. Reporting requirements for campaign finance were revised and included board members and superintendents. New law required that gifts to school districts in excess of \$100,000 be listed on a public meeting agenda. Supporting public meeting materials were now required to be posted on the district website no later than the time the Board receives their backup information.

Group 2, educational reforms, included the new star rating system for schools and the multiple measures that resulted in the star rating. Schools earning only 1 and 2 stars would receive consequences and support to initiate improvement. An Advisory Council for Science, Technology, Engineering and Mathematics (STEM) had been created. Some DCSD employees were nominated for the Council; although, it was undetermined at this time if they had been chosen. Funding had been made available in the area of STEM. Instead of earning a GED students would earn a Nevada High School Certificate of Proficiency. The High School Proficiency Exams (HSPEs) were scheduled to be phased out. Replacement end of course exams were scheduled for development in math and English Language Arts (ELA). The State Board was reported to be working to change the State required assessment system.

Additional education reforms included adding the use of AEDs to the 9th grade health curriculum. Two Bills addressed the definition of "bullying" that had been changed to equal repeated occurrences and an imbalanced use of power. Board training regarding bullying would be provided at the upcoming NASB conference. POOL/PACT attorney, Ann Alexander would be working with the district to update Policy with regard to bullying, harassment and intimidation. Career and Technical Education student internships offered in DCSD exceeded Bill requirements. Board Policy would be revised to reflect new legislation for CTE. Business tax credit had been removed for engaging students at work for those participating businesses. This change would affect an Office of Civil Rights (OCR) report created from data entered into PowerSchool that would be revised if necessary. Staff who worked with students having life threatening allergies would receive training in the use of EpiPens due to new law. EpiPens were now required to be available at school sites. The Good Samaritan law would apply in the event an employee provided this medical assistance.

Group 4, Human Resources/Employee reforms included the fact that the new certified employee evaluation system would not be implemented until after validation study took place this year. Teachers would not receive feedback at this point and a rating system was not included in the documentation. Dr. Noonan announced that ZCES and CVMS would participate in the study. The Teachers and Leaders Council (TLC) would provide evaluation recommendations for certified staff other than teachers and administrators, such as, librarians and counselors, in the future. Pay for Performance and other salary requirements for teachers and administrators would be delayed until 2015-16. This slowed implementation of a new evaluation system was regarded as the best method. The need to incorporate more than one year's data to evaluate teachers through the new system was noted.

7. Child Internet Protection Act (CIPA) (Administrative Report/Program Review)

Dr. Noonan informed the Board the Child Internet Protection Act worked together with the FCC's eRate program to help connect schools to broadband networking. The focus is safe Internet access and use for students in grades K-12. The federal requirement for participating in eRate is to provide lessons provided to students with regard to Internet safety. To meet this requirement, Douglas County School District will utilize the *CyberSmart!* Website at no cost to the district.

The federal program, eRate, is reimbursed to districts based on Free and Reduced Lunch percentages. DCSD receives 67% of total telecommunication service expenses. With 2 forms of

reimbursements, 1) receipt of a check for the approved dollar amount, and 2) discounts provided by the telecommunication provider that are passed on, Dr. Noonan informed the Board she had researched expansion of program a couple of years ago through the help of a consultant.

8. Closed Session

Closed Session was heard following Public Comment at 6:00 p.m.

9. Count Day Report – DCSD Student Enrollment (Not Certified) (Administrative Report/Program Review)

Holly Luna, Chief Financial Officer, presented unaudited enrollment data, informing the Board the five year enrollment trend reflected a 1.3% overall decline in enrollment and had improved (last year the trend was equivalent to a 1.9% decline). The District total enrollment is down 0.1% from last year, a difference of 4 students. The uncertified Distributive School Account (DSA), FY 13-14, enrollment number equaled 5,886.6 students on a weighted enrollment scale representing a 0.2% decline from the prior year. Although there may be a slowing in the decline of enrollment, next year's DSA funding would still benefit from the 'hold harmless' provisions. Additionally, although full-day kindergarten (FDK) has been implemented, FDK legislated funding is separate from DSA funding, and kindergarten continues to be 'weighted' for DSA calculation purposes at 0.6 per pupil funding.

Declining enrollment in the Lake area was noted to be the highest since 2008-09. Ms. Luna reported there were 32 fewer students at Lake schools this year or a 7.7% decline. Valley student enrollment increased by 28, equaling the overall district loss of 4 students. 51 Alpine County Unified School District (ACUSD) students attend DCSD supported by a Memorandum of Understanding (MOU) with the MOU reciprocating for 2 students attending ACUSD. These students are not included in the weighted enrollment figures.

10. Review January Strategic Plan Retreat Progress (Administrative Report/Program Review)

Dr. Noonan stated an August workshop resulted in ideas for a potential Strategic Plan Meeting Agenda. A focus on creating a user friendly system for understanding the district budget rose to the top as a priority. A document of this nature would assist the Board with decision making and allow the public to more easily interpret budget information. Dr. Noonan informed the Board she had contacted a retired school budget manager and discussed creating a document such as had been created in Elko for a similar purpose when they went through significant budget cuts. Clark County made available "Open Book" online for the public to view budget information. Through discussion, it was determined a static document would not be as useful as a regularly updated document created through reporting using district software. Ms. Luna had discovered training is available from the DCSD software provider who would work with her to create a document that included live data.

Ms. Luna added that she had spoken with a software expert who had provided a good sense of how this budget document would be created. The result would be a more transparent format with up to date information. A first prototype would be created that could be continually improved.

Dr. Noonan stated she had asked Rorie Fitzpatrick, former interim superintendent for the Nevada Department of Education, to facilitate the January Strategic Plan Meeting. Soon to be working under WestEd, Ms. Fitzpatrick might be able to provide an opportunity to assist our local district within the realm of her new position. It would be a few weeks before we would know if Ms. Fitzpatrick could assist and if so, how it would fit into her calendar.

Attendance at the South Lake Community College Strategic Plan meeting provided insight to their approach. The method consisted of having a number of break out groups who all responded to the same information and questions. That input would be provided to the College Board of Trustees.

Board responses included appreciation for allowing input regarding budgeting priorities, mixed group discussions and using the same topic in the groups to gather information throughout was favored. A suggestion was made to consolidate committee input to allow for reflection and identify trends. Also, the Board members might float from group to group and not be assigned a location within the room.

Responses from Board members with regard to a question provided to them from Dr. Noonan were provided in order to see common topics of interest and thoughts each Trustee had for the next Strategic Plan Meeting. A draft agenda was provided for the Board's perusal and comments.

12. Nevada Association of School Boards (NASB) Report

Item 12 was heard prior to Item 11.

Mrs. Hales reminded Trustees about the November 22/23 NASB Conference in Reno and asked that they sign up to attend.

11. Superintendent's Report (Administrative Report)

Dr. Noonan reminded the Board, the November Regular Meeting was moved to the third Tuesday of the month, November 19th, due to the Veteran's Day holiday. It was requested that a quick Special Meeting be scheduled in order that four Trustees might approve the Accounts Payable Voucher to enable timely payments to subcontractors. Subsequently, a Special Meeting was scheduled for November 12, 8:30 a.m., at the District Office.

An announcement was made that Allison Smith had been hired as the new music teacher for Douglas High School. Ms. Smith previously worked in Lyon County and had a background consisting of many years of band and music teaching and events. The Personnel Report for November would contain Ms. Smith's position.

Dr. Noonan thanked Mr. Alexander for his assistance the previous day, at ZCES, when a water pipe breakage needed to be addressed with students in session.

Public Comment

At 6:01 p.m., Mr. Moore called for public comment.

Brian Jackson, George Whittell High School parent, asked if the Board and District encouraged community participation in the children's education. Mr. Moore responded the Board did not answer questions during Public Comment, only listened to comments made as conversations needed to be listed on the agenda to meet the legal requirements of holding a discussion. Mr. Jackson was informed Dr. Noonan would be available to answer his questions and that she could be contacted for assistance.

8. Closed Session

At 6:04 p.m., Ms. Jamin moved to recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4), seconded by Mr. Freitas.

Motion carried, 5/0.

The Board returned to open session at 7:58 p.m.

9. Count Day Report – DCSD Student Enrollment (Not Certified)
(Administrative Report/Program Review)

This Item was called for earlier on the Agenda.

10. Review January Strategic Plan Retreat Progress
(Administrative Report/Program Review)

This Item was heard earlier in the evening.

11. Superintendent’s Report
(Administrative Report)

This Item was addressed earlier in the evening.

12. Nevada Association of School Boards (NASB) Report

This Item was heard earlier in the evening.

13. Possible Agenda Items for Future Board Meetings

Mrs. Chessell inquired about having the Board receive a report regarding the impact to administrator salaries following release of the Nevada Education Performance System star ratings. Dr. Noonan responded she would provide this information in her regular bulletins.

Mrs. Hales asked if a Policy existed regarding kindergarten classes. She suggested the Policy could address full day kindergarten in order to support more rigorous learning. Half day kindergarten offerings could be included as well, seconded by Mr. Freitas.

14. Board Reports

Ms. Chessell requested that the Nevada Report Card based informational handouts be updated for use in the future.

Mr. Chichester thanked everyone for having him via phone and signed off at 8:03 p.m.

Ms. Jamin commended the Douglas County Education Foundation for a successful RunEdRun fundraiser event and Deputy John Meyer for having obtained the permit to conduct the event.

15. Correspondence

There was no correspondence offered.

16. Adjournment

At 8:05 p.m., Mrs. Chessell moved to adjourn, 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.