

## **MINUTES**

Present:

**Trustees:**

Thomas Moore, President  
Karen Chessell, Vice President  
Ross Chichester, Clerk  
Sharla Hales, Member  
Teri Jamin, Member

Absent:

Neal Freitas, Member  
Cynthia Trigg, Member

**Personnel:**

Lisa Noonan, Superintendent  
Holly Luna, Chief Financial Officer  
Christi Hines-Coates, Director, Area 1  
Brian Frazier, Director, Area 2  
Rommy Cronin, Director, Area 3  
Brandon Swain, Director, Area 4

**Others Present:**

Rick Hsu, Legal Counsel

### **1. Call to Order** **(For Possible Action)**

Mr. Moore called the meeting to order at 3:30 p.m. and Mr. Chichester 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.

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

Mr. Moore stated staff requested Consent Item 2-G be pulled from the Consent Agenda.

Mrs. Hales asked that Item 2-D be pulled for discussion.

Ms. Jamin moved to approve the Consent Agenda with the exception of Items 2-D and 2-G, seconded by Mrs. Chessell.

Motion carried, 5/0.

- A. Approve the Minutes of the Regular Board Meeting of July 8, 2014.
- B. Approve personnel actions described in Personnel Report No. 14-08.
- C. Approve the revised Narrative to be included in the 2014-16 Strategic Plan.
- D. Approve for second reading Board Policy No. 233, "Full Day Kindergarten."
- E. Approve for second reading Board Policy No. 546, "Personal Technology and

- Communication Devices.”
- F. Approve for second reading Board Policy No. 106, “Tobacco-Free Schools.”
  - H. Approve the revised salary schedule for Classified Supervisors.
  - I. Approve payments contained in Special Run Voucher Numbers 1432, 1433, 1501 and 1502; and Regular Run Vouchers No. 1434 and 1503.
  - J. Approve the Budget Voucher Adjustment for August 2014.
  - K. Approve the superintendent’s recommendation for Mr. Joseph Girdner to serve as a vice-principal for Douglas High School.
  - L. Approve the superintendent’s recommendation for Mr. Brandon Swain to serve as the Director of Education Services, Area 4.
  - M. Approve the superintendent’s recommendation for Mrs. Teresa White to serve as the Director of Human Resources
  - N. That the Board of Trustees accept the donation of the PV System for JVES, and offer its sincere appreciation to NV Energy for providing this generous donation. Additionally, the Board authorizes the Chief Financial Officer to approve contracts and required documentation as may be required to complete the construction.
  - O. Approve the M.O.U. with Minden Rotary Club Foundation for the use of two classrooms in the DCSD Heritage Building.

With regard to Item 2-D, Board Policy No. 233, “Full Day Kindergarten,” Mrs. Hales requested to have the word, “more” stricken from the verbiage (last word on the first line).

Mrs. Hales moved to approve Board Policy No. 233, “Full Day Kindergarten,” with the striking of the word “more” in the first line, seconded by Mr. Chichester.

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

Motion carried, 5/0.

### **3. Consideration of Corrective Action pursuant to NRS 214.0365 (For Possible Corrective Action on the Various Specific Items Listed Below)**

Dr. Noonan stated in the past legislative session, a Bill was passed that required all government agencies to post agendas to a new State website. Initially, upon checking with the State no information was provided other than the need to submit major guiding documents for archiving. Mr. Malloy discovered that some months later a website had been created (made available March 1, 2014); therefore legal counsel’s advice to include this corrective action item to post actions taken that had not been posted to the new State website. Items could be pulled from the list for approval, or approved all at once in support of the previous motions.

A question was raised with regard to subcommittee meetings. The Board was informed the advice was for all publicly posted action items to be included for corrective action, out of an abundance of caution. This action would be taken by all present as a vote of the Board to accept previous actions; therefore individual attendance during each listed action item was not of concern.

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

Mr. Chichester moved to approve each identified action in Item #3 of the agenda including the various specific items listed for Corrective Action and reconsideration of actions taken by the Board and Board subcommittees from March 1 through June 10, 2014, seconded by Mrs. Chessell.

Motion carried, 5/0.

#### **4. Introduction of New Administrators (Special Recognition)**

Dr. Noonan stated a search had been conducted for individuals to fill three open administrative positions in the district this summer. Joe Girdner was introduced as the new Vice Principal for Douglas High School. Mr. Girdner was congratulated and moved to this position following his term as Vice Principal at a neighboring district high school and as a Douglas County resident who graduated from Douglas High School.

Brandon Swain was congratulated for taking the Educational Services Director, Area 4 position following 11 years as a principal at Scarselli Elementary School. Mr. Swain had been a teacher and PDC trainer over his 25 years within DCSD.

Teri White, the newly hired Director of Human Resources, was currently moving back to Nevada from a time needed with family in Massachusetts. Ms. White would be introduced at the September Board Meeting and was noted to have served as principal of Dayton High School, an Associate Superintendent for Lyon County and a Superintendent in Mineral County, Nevada.

Mr. Girdner and Mr. Swain were congratulated and welcomed to their new positions.

#### **5. Principal's Report – (ASPIRE and Jacobsen High School) (Administrative Report/Program Review)**

Miki Trujillo, Principal of Alternative Education, provided an update on the two sites. ASPIRE went through the accreditation process successfully during the past school year and had made some changes as a result. Appreciation was shown for Marty Swisher DHS Principal, for helping during the accreditation process. A new logo and mascot was provided that had been designed by students. A mission statement was formalized by staff utilizing feedback from parents and students. In creating these supportive pieces, the believe system for principles of ASPIRE were reviewed. Increased family engagement was a goal and a new parent organization had been created to more effectively involve parents in their students' education. A newsletter and website would also be created to assist parents in family engagement. Increased rigor was a focus. Incorporating writing throughout all coursework had occurred. Customization of the A+ software was underway to implement this blended instruction. A Student Insight Committee was formed as a new Leadership group for students. Students would now track their own credits and progress, in addition to a data tracking system being incorporated to track credit recovery and achievement status. The difficulties of increased rigor for students who are very credit deficient was noted. Preparation for HSPE's for seniors required a significant amount of time for students who were deficient in core course content. Parent survey results reflected positive attitudes toward the school by both students and parents. The small school atmosphere was appreciated.

The ASPIRE graduation rate for 2014 was 99% with 30 students having graduated. The 2014-15 school year would see two students participating in the WNC College Jump Start Program. The goal is to have 85% graduate within their cohort class, to include 5<sup>th</sup> year seniors. The Board was reminded ASPIRE had grown from 23 to approximately 85 students over the last 5 years.

Jacobsen High School goals were noted. The cooperative working relationship with China Spring Youth Camp was appreciated. Students were now able to obtain transferable credits aligned to the Nevada Administrative Code, via software, for most core curriculum. The transition to using A+ software began last January. JHS teachers were trained to use A+ in order to accommodate the transition. The 2013-14 school year saw 141 students served at JHS; 6 Standard Diplomas and 6 Adult Diplomas were awarded as well as, 13 GED's were gained by students. Upon graduation, students could attend community college by taking the equivalency exams.

Board members expressed appreciation for all increased efforts and supported the positive changes at ASPIRE over the past year.

## **6. Middle School Configuration (Discussion and For Possible Action)**

Dr. Noonan stated three grade configuration options were presented previously to staff, parents and the board. A survey was taken and points tallied that favored having both middle schools contain grades 6-7-8 for the 2015-2016 school year. Staff supported this recommendation due to the consistency of academics, staffing and services. Sixth grade students would have access to programs at the larger campus where more options could be available to them. The idea of temporarily having grades 7-8 at CVMS, while necessary construction was underway, was not going to save on capital improvement funds and would create more stress overall for staff. Reconfiguring elementary sites to have grades K-5 was desirable in that space would be available for full day kindergarten and pre-k, should it be necessary in the future. Dr. Noonan recommended the board support having both middle schools contain grades 6-7-8. The middle school planning team could provide a report with more details in September.

Mr. Moore called for questions from the board.

Ms. Jamin commented in favor of having 3 grades in one school to minimize transitions for students.

Christina Shakeman, PHES Parent Teacher Organization President, informed the board parents were not supportive of the change for PHES students, due to the long commute. Volunteer time available to active parents would also be reduced due to the splitting of their family members between two schools.

Dr. Noonan stated the PHES parents had a high rate of attendance at her meeting last fall. A survey was conducted in order to gather information from the majority of elementary parents. Results of the survey had been separated by parents living in the north and south portions of the county. The tally was equally weighted to having Carson Valley Middle School be grades 6-7-8 and 7-8. PHES parents had a concern about the longer bus ride, but also liked the extra opportunities that would be available at the middle school for 6<sup>th</sup> graders.

Mrs. Hales moved to approve the reconfigurations of Carson Valley and Pau-Wa-Lu Middle Schools to serve students in grade 6-7-8 beginning with school year 2015-2016, seconded by Ms. Jamin.

Trustees commented regarding understanding the longer bus ride for students was not desirable, nor the splitting of families between two schools; although, benefits of the 6-8 grade configuration outweighed the drawbacks. Academic advantages existed due to resources offered to kids as well as, fiscally, the configuration supported staffing and programs equally at the two sites.

Motion carried, 5/0.

## **7. First Reading Board Policy No. 308, “Supervision of Licensed Non-Management Personnel” (Discussion and For Possible Action)**

Board members became familiar with forthcoming revisions to Board Policy No. 308, last month. It was noted Mrs. Hales had participated on the State’s Teachers and Leaders Council (TLC) that had worked to create the new teacher and administrative evaluation system in Nevada. Dr. Noonan reported local districts had been provided guidance for beginning implementation and awareness. The new State evaluation system would be delayed and not required this year but a local system is required for transition. Scoring was more generous to help teachers learn components of the new process. A weighting system had been incorporated to help teachers become familiar with the various strands in order to help alleviate anxiety around these newly designed approaches. The recommended Douglas Version of the new evaluation system offered an opportunity for staff to prepare for implementation of the final State system.

The TLC worked to provide an evaluation that fit all types of classroom teachers. This was difficult, as well as the fact that three years of collective data is to be used, data gathered prior to the actual year of evaluation.

Mr. Moore called for public comment.

Susan Lacey, DCPEA Representative, offered appreciation for Dr. Noonan having worked with DCPEA to look at the strands within the evaluation process, allowing for familiarization and opportunity for collaboration. As a result, teachers seeking Association guidance could be better informed.

Keith Lewis and Ken Stoll, DCSD Principals, stated teachers were apprehensive, but the Nevada Education Performance Framework (NEPF) training underway helped in a proactive manner to create a positive transition to the new evaluation system. Teachers were working to understand if the students are learning what is being taught and how outcomes of teaching would be documented through use of standards and indicators.

Mrs. Hales expressed pride in how DCSD moved forward this year to positively begin to manage the system and familiarize staff in order to improve instruction in a positive way. Nevada districts varied as to how they were addressing the rollout from the State. The intent of the TLC was to improve the quality of daily instruction and inform human decisions based on student outcomes.

Board members expressed appreciation to Dr. Noonan for her work to provide training and opportunities for being proactive to the leadership, Association and staff throughout Douglas County.

Mr. Chichester moved to approve for first reading Board Policy No. 308, "Supervision of Licensed Non-Management Personnel," seconded by Mrs. Chessell.

Motion carried, 5/0.

## **8. Music and Fine Arts' Study Group Outline (Discussion and For Possible Action)**

Dr. Noonan stated last month a committee to review Lake Tahoe needs and concerns had been discussed. The desire was expressed that the music and fine arts' study group be organized following the same format. A template the group could use as a guide and timeline for discussion was provided. Following meetings of this committee, a report could result in the fall.

Mr. Moore informed the Board Brian Fitzgerald, a member of the Carson Valley Arts Council, expressed a desire to participate in the group. The inclusion of Board Members, parents, teachers and staff was supported.

An opportunity was provided for Board Members to suggest ideas in addition to those offered in Dr. Noonan's outline. Suggestions included:

- 1) Research scope and sequence
- 2) Address standardization of the programs among schools
- 3) Look at access to programs for all students
- 4) Discuss offering assistance for students in need of purchasing instruments or supplies
- 5) Collaboration could be offered to allow sites to focus on program strengths
- 6) It would be helpful to know if electives are increasing or decreasing.
- 7) Obtain community input with regard to creative ideas possible understanding there are budget constraints
- 8) This could be a joint community and district effort.
- 9) Opportunities to include art or music within other classes could be discussed.
- 10) Hiring practices for music and fine arts might be reviewed.

It was suggested those who wished to join the committee complete an application process to include an area for explaining their level of commitment and areas of expertise.

Mr. Moore called for public comment.

Cristina Sheikman, PHES parent, offered that she was connected to the local Wild Horse Children's Theatre that could provide collaborative opportunities.

Mr. Chichester moved to approve the Study Group Outline for Music and Fine Arts in DCSD as outlined by Dr. Noonan and by the Board, seconded by Ms. Jamin.

Motion carried, 5/0.

### **9. Board Bylaw Review, No. 070, "Code of Conduct" (Discussion and For Possible Action)**

Dr. Noonan reminded the Board the idea for reviewing Bylaw No. 070, was supported by two Board members following a conversation regarding best practices for Trustees in responding to written communication.

Mr. Moore added that at times, as a Board member, numerous letters would be received and responses on behalf of the Board needed to be consistent.

Board members commented on the handling of correspondence with regard to how various Trustees responded. This included how information is forwarded to the superintendent for a response from either herself or the Board President.

Mrs. Jamin stated her recommendation for an addition to Number 2 of the Bylaw, to address written communication.

Mr. Moore called for public comment.

Nancy Hamlett, DCSSO, stated an elected official contacted by an individual should not treat their response as a Board decision. The need for a united response was understood but questioned as not all correspondence should be treated the same. On occasion an individual's view was sought and varied according to areas of expertise.

Following some discussion the statement by Ms. Jamin was finalized as follows:

Board members will defer to the Board President, when possible, to make statements on behalf of the Board including responding to written correspondence written to all Board Members, or referring said correspondence to the Superintendent when appropriate.

Mrs. Hales moved to approve the addition to the Code of Conduct drafted by Ms. Jamin as discussed, seconded by Mr. Chichester.

Motion carried 5/0.

### **10. First Reading Board Policy No. 513, "Grading" (Discussion and For Possible Action)**

Rommy Cronin, Director Area 3, presented revisions to Board Policy and Administrative Regulation No. 513, "Grading." In January 2014, a committee consisting of 25 members discussed grading system wide for grades K-12. The purpose for grading and report cards was analyzed that resulted in part with the first paragraph of the policy revision. The 2<sup>nd</sup> paragraph now included that grading aligned to State requirements. Parents and staff would be informed of revisions to report cards

(grades 3-6) and changes in the grading scale occurring as required by the Nevada Administrative Code (NAC). Report cards for grades K-2 were revised to align with the NAC previously.

A pilot project was underway with a couple of teachers at CVMS based on intensive standard based grading. Grades 7 and 8, not dependent on credit, would focus on English Language Arts (ELA) and math. The State Board of Education passed a uniform grading scale that is represented in the revised Administrative Regulation.

Grading changes included, Advanced Placement (AP) courses could not be weighted on a 5 point scale beginning with the class of 2018. Also, the rounding of grades was now dictated to the third decimal point.

The committee was reported to have discussed how to weight assignments and how to apply new concepts at both the middle and elementary levels. Conversations with teachers regarding the new grading system would be forthcoming.

Mrs. Hales stated an additional word should be added to the first paragraph stating feedback would be provided to “parents” as well as, to students. Additionally, Mrs. Hales suggested including incentivized learning, wherein a failed assignment or test did not necessarily result in a lowered grade.

Mrs. Cronin responded the purpose of grading was to inform the next move necessary for continued learning by knowing how students are progressing. The committee had discussed incentivized learning and decided not to include the concept within Board Policy or the Administrative Regulation.

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

Mr. Chichester moved to approve for first reading, Board Policy No. 513, “Grading,” with the correction identified by Mrs. Hales (the addition of the word “parents”), seconded by Mrs. Chessell.

Motion carried, 4/1, Mrs. Hales, nay.

Mrs. Hales stated her support for revisions to Board Policy, but voted nay due to also supporting additional language within the Grading Policy to include standard based grading principles that was not included.

### **11. Hard Work = Success (Discussion and For Possible Action)**

This topic had been listed on the future agenda items list for discussion by Mrs. Chessell and Mrs. Hales. Board discussion ensued as to the best methods of conveying the message to students that hard work equaled success. It was suggested the 8<sup>th</sup> grade counseling meeting include a component to reinforce the fact that effort and ability would result in a strong academic path, appropriate for each student. Professional development for teachers could include key phrases to use in conversations with kids. In reinforcing the necessity of putting forth the most effort, the word “persistence” was favorable for use in these conversations.

Dr. Noonan offered that “mindset” is important and can be conveyed, preferably before the 8<sup>th</sup> grade. Ideas would be shared with the Board in an update to be provided in the future.

There was no action taken.

### **Public Comment**

At 5:38 p.m., Mr. Moore called for public on anything not listed on the agenda.

Susan Lacey, DCPEA representative and teacher, stated the staff restructuring at the District Office was favorable and that she had heard good things about Mrs. White who would be the new Director of Human Resources. Mrs. Lacey celebrated having worked together with Dr. Noonan on the implementation of the new teacher evaluation system that had in turn encouraged positive feedback to teachers, from the Association, with regard to learning and understanding new requirements. Board members were asked to visit schools and talk with teachers to impress upon them the high quality of education offered to students in DCSD. Mrs. Lacey offered that a presence in schools by Trustees would encourage higher morale through their support beyond the governance level.

Nancy Hamlett, DCSSO President, stated her support for Mrs. Lacey's comments by expressing excitement for restructuring at the District level as well as, for the hiring of Mrs. White to Human Resources. She also encouraged Trustees to stop in to schools to see employees hard at work. Mrs. Hamlett suggested the Board consider a later start for Board Meetings to allow for those who work later to attend all Items. It was noted by Mrs. Hamlett this might encourage a higher attendance rate at meetings.

## **12. Closed Session (Discussion and For Possible Action)**

At 5:40 p.m., Mrs. Chessell moved to adjourn to Closed Session pursuant to NRS 288.220(4), seconded by Mr. Chichester.

Motion carried, 4/0. Mrs. Hales had stepped away.

## **Public Comment (Continued)**

At 6:01 p.m., the Board returned to Open Session. Mr. Moore called for public comment a second time to hear comments from anyone who might have joined the meeting at 6:00 p.m. There was no additional public comment.

## **13. Superintendent's Report (Administrative Report)**

Dr. Noonan reported having spent quite a bit of time hiring administrators this summer and thanked Laura Huges of Huges & Associates for having done contract work to help throughout the summer months. The new Cabinet configuration that included Directors was an exciting change for the new year. The Administrative Forum included 25 persons this year who were able to meet out of town to collaborate and learn about upcoming requirements.

Board members were invited to tour the Douglas High School construction with Scott McCullough on Thursdays at 11:00 a.m. Dr. Noonan mentioned closed campus configurations were being considered across the grade levels at DHS.

Mrs. Hales responded she would like parents to be given an opportunity to provide input regarding closed campus for the following year.

Mr. Moore offered this topic could be placed on the agenda in September for further conversation.

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

Mrs. Chessell reported having attended the NASB governance meeting in Winnemucca recently. The focus was on how strengths raise lower segments systematically. Infinite Campus, a different student database system was discussed. NASB Director, Dotty Merrill, had announced previously she would retire in September; although, she will now be continuing to work with the legislative requirements within her position. NASB will be hiring an additional employee to cover the portion of her job that included Association business. Additionally, dues paid by the district to NASB would

increase 3% this year.

Mrs. Chessell and Mrs. Trigg worked to write the annual award nominations due by Friday at 5:00 p.m. Trustees were made aware to watch for completion of the nominations in order to provide their approval on the various submissions.

Mrs. Chessell state credit towards the Certified Public Official Program could be obtained at the fall conference. POOL/PACT offered a \$1000 incentive to those who completed the coursework.

Mrs. Hales stated the fall NASB conference would be held in Henderson, Nevada. Dr. Noonan offered assurance that the incoming Board member would also be offered an opportunity to attend the conference with expenses paid as necessary in order to participate.

### **15. Possible Agenda Items for Future Board Meetings**

Mrs. Chessell stated she would like to discuss the time Regular Board Meetings are scheduled, seconded by Ms. Jamin.

Mr. Chichester offered to have a speaker present next month regarding alcohol and drug abuse prevention who would offer insight on current problems. Sheriff Pierini had already approved a speaker for the School Board Meeting.

### **16. Board Reports**

Dr. Noonan took a moment to thank Mr. Chichester and Sheriff Pierini for providing training for approximately 150 people from both law enforcement and the school district to help employees see warning signs that could arise for kids to help eliminate potential disasters.

### **17. Correspondence**

Board members acknowledged having received a guidance memo forwarded by Dr. Noonan from the State Superintendent regarding the new Teacher and Administrator evaluation system. The memo further explained requirements for future implementation to work in conjunction with the Nevada Educator Performance Framework.

### **12. Closed Session (Continued) (Discussion and For Possible Action)**

At 6:21 p.m., Mr. Chichester moved to adjourn to Closed Session pursuant to NRS 288.220(4), seconded by Ms. Jamin.

Motion carried, 5/0.

### **18. Adjournment**

At 6:30 p.m., Mr. Chichester moved to adjourn, seconded by Mrs. Chessell.

Motion carried, 5/0.

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.