

**Douglas County School District**  
**Douglas High School**  
Tuesday, September 9, 2014  
3:30 p.m.

*Minutes*  
*Approved*  
*October 14, 2014*

**MINUTES**

Present:

**Trustees:**

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

Absent: Karen Chessell, Member

**Personnel:**

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

**Others Present:**

Legal Counsel – Not Present

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

Mr. Moore called the meeting to order at 3:30 p.m. and Mr. Freitas led the Pledge of Allegiance.

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

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

Motion carried 4/0.

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

Mr. Chichester stated Item 2-A, "Minutes of the Regular Board Meeting of August 12, 2014," needed to be pulled from the Consent Agenda. Item 2-G, "Douglas High School Donation," was pulled as well.

Ms. Jamin moved to approve the Consent Agenda with the exclusion of Items 2-A and 2-G, seconded by Mr. Chichester.

There was no public comment.

Motion carried, 4/0.

Mr. Freitas stated he was not present for the August 12<sup>th</sup> meeting and would not vote on Item 2-A. Mr. Moore added a vote would be taken on Item 2-A a little later in the meeting, following arrival of

more Trustees in order to have a quorum of those who were present on August 12th.

- A. Approve the Minutes of the Regular Board Meeting of August 12, 2014.
- B. Approve personnel actions described in Personnel Report No. 14-09.
- C. Approve the revised work year and salary schedule for Directors.
- D. Approve for second reading Board Policy No. 308, "Supervision of Licensed Non-Management Personnel."
- E. Approve for second reading Board Policy No. 513, "Grading."
- F. Approve the Douglas County School District Test Administration Guidebook: Procedures and Expectations for the 2014-2015 school year.
- G. Accept the Fairweather Foundation matching donation of up to \$10,000 to DHS for Marching Band uniforms and instruments.
- H. Approve payments contained in Special Run Voucher Numbers 1435 and 1504; and Regular Run Voucher Numbers 1437 and 1505.
- I. Accept the recommendation of the Superintendent and appoint Susan McNeall as Principal of Scarselli Elementary School.

With regard to Item 2-G, "Douglas High School Donation," Dr. Noonan wished to acknowledge Mr. Robert Schilling for connecting us to the Fairweather Foundation donation for band uniforms. Mr. Schilling was instrumental in seeing the donation through to the school for the benefit of students.

Mr. Moore extended appreciation on behalf of the Board for the generous gift that would directly help students.

Mr. Chichester moved to accept the Fairweather Foundation matching donation of up to \$10,000 to DHS for Marching Band uniforms and instruments, seconded by Ms. Jamin.

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

Motion carried 4/0.

### **3. Introduction of New Human Resources Director (Special Recognition)**

Dr. Noonan introduced and congratulated Susan McNeall, newly hired Scarselli Elementary School Principal. Ms. McNeall had worked in DCSD as a Vice Principal at several elementary sites.

Teri White was also present and introduced as the new Human Resources Director. Ms. White was welcomed to Douglas County.

### **4. Recognition (Special Recognition)**

The Board recognized three individuals for their coordinating and tutoring efforts at Douglas High School that resulted in providing an after school tutoring program for students.

Doris Chen, John Bergesen, and Lorna Johnston were recognized and thanked for their work.

Marty Swisher, Principal, thanked these volunteers for their contributions to establish the Study Buddies program. The program was piloted last year, and found to be very helpful. This year the program was advertised to students who were taking advantage of the opportunity.

Ms. Jamin noted having stopped in to observe the program and appreciated the labor of love provided by these community members.

Mrs. Hales arrived at 3:39 p.m.

## **5. Award of High School Diplomas (Special Recognition)**

Dr. Noonan welcomed summer graduates from Douglas High School and ASPIRE Academy High School. Mr. Swisher, Douglas High School Principal, recognized five students, one who was present, for their hard work in accomplishing their graduation goals.

Mrs. Trujillo congratulated and recognized three students, one who was present, for working continually to complete requirements necessary for graduation. Students who were present received their diplomas and were honored by the School Board, Superintendent and Principals.

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

Mr. Moore addressed the remaining Consent Item 2-A, "Minutes of the Regular Board Meeting of August 12, 2014," due to having enough Board Members present to vote.

Mrs. Hales requested a change to the Minutes prior to taking a vote. The revision request was to add a sentence to explain Mrs. Hales vote of "nay" made on Item 10, First Reading Board Policy No. 513, "Grading." An additional sentence would be added to reflect her comment that the Policy neglected to include standards based grading principles.

Mrs. Hales moved to approve the Minutes of the Regular Board Meeting of August 12, 2014, with the additional verbiage stated above, seconded by Mr. Chichester.

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

Motion carried, 4/0. Mr. Freitas abstained.

Mrs. Trigg arrived at 3:58 p.m.

## **6. Douglas High School Update (Administrative Report)**

Dr. Noonan informed the Board a series of reports would be provided throughout the DHS construction process. Organizational preparation for movement of the 9<sup>th</sup> grade to the high school was underway. Resulting decisions would be reported in the future.

Marty Swisher, Principal, provided an update on new construction and renovations underway. Anyone wishing to tour the building was invited to do so. Upgrades to the gym were celebrated that included ADA compliant bleachers, resurfacing, repainting, and future additional storage.

Board members inquired regarding improved sound quality in the gym. Attendance of upcoming events was noted to be the best way for individuals to gain insight as to the improvements. Mr. Freitas mentioned he had just attended a volleyball practice and the sound was improved. There was no echo in the room due to new baffling; although the gym was not totally full of people.

Mr. Swisher added the lighting and electrical wiring in the gym was also greatly improved along with the seating.

Work was underway in the Commons and Kitchen areas, also. The welding classroom in the 500 Building now included new piping allowing for the welding gas to be piped in and fumes eliminated. New construction on the STEM Building was ongoing with footings being poured in the following week.

Future discussions would include closed campus for some students, transitioning activities for incoming 9<sup>th</sup> graders and their families, personnel changes and a paver fundraising project for the Commons Plaza outside of the STEM building.

Board members expressed appreciation to DHS administrators, Holly Luna and Scott McCullough for their many hours of coordinating and decision making to help pull this large campus project together for the school and community.

## **7. Middle School Update (Administrative Report)**

Bob Been and Keith Lewis, middle school principals, provided an update with regard to the transitioning of middle schools from a 7-9 grade configuration to grades 6-8. Regular meetings were occurring for this team who were involved in planning. The administrators visited Depoali Middle School in Reno that was successfully operating as a 6-8 grade school. Input was received regarding scheduling, school culture, activities, belief statements and philosophy for students aged 12-14. Basically, guidance for students would include caring and connecting allowing for relationships to develop between staff and students.

Mrs. Hales requested a draft of middle school belief statements when the team was able to provide them. Mr. Lewis responded that staff was currently providing input and bulleted points would result. For the middle school staff, the switch included a change to focus on younger students than they were accustomed to. Positive communication with parents would be a priority as well as, consistent positive behavior, interventions and support for students. A new PBIS grant could help with establishing this support system.

Mr. Been stated where the team would be headed next. Philosophy would guide decisions. In reviewing the structure of schools teaching grades 6-8 from around the country and Canada, the common theme was to have staff work in teams to create a supporting atmosphere and environment. Thus, planning and staffing would begin and updates would be provided to the Board on an ongoing basis.

Board members commented in support of the movement to instill a philosophy and belief statements to provide a positive school community atmosphere. Involvement of the staff and students for a team approach was appreciated.

## **6. Douglas High School Update (Revisited for Students Who Were Present) (Administrative Report)**

At 4:35 p.m., Mr. Moore took a moment to recognize Leadership students in the audience who wished to provide comment on the Douglas High School presentation made earlier.

Senior Class Vice President, Ross Hatley, addressed the Board. The sound system was reported to be significantly better in the DHS gym following the upgrades. Students had attended two different pep rallies and noted the improvements. The Board was informed student representatives were talking with administration regarding some inconveniences for students that might be improved upon. Senior class traditions were being reviewed and replacement of a senior class step that had been removed during construction was a topic at this time in order to continue to recognize classes. One idea was to have an area added where a class tile could be mounted annually. Mr. Hatley stated student efforts were positive in that they wished to turn their school into a community.

## **8. CRT and HSPE Results (Administrative Report/Program Review)**

Brian Frazier, Director Area 2, reported results of the most recent State Criterion Reference Tests (CRTs) and High School Proficiency Exams (HSPEs). The trajectory and goal for student learning now included moving students beyond K-12 and into College and Career readiness.

The final CRT exams were held during the 2013-14 school year. Mr. Frazier informed the Board the assessment results were relatively steady and presented comparisons from 2010 to present. CRT's were given in math and reading, grades 3-8; and science, grades 5 and 8. State Writing exams were administered in grades 5 and 8. Writing scores were reported at a 70% pass rate, with Douglas County achievement results close to the top in the State. Changing cut scores affected the 10<sup>th</sup> grade assessment therefore the results

were adjusted accordingly. This correction would not be reflected in the Nevada School Performance Framework (NSPF) proficiency results. There was no correction to cut scores in grades 6-8. The Science exam for grade 5 was noted to assist with predicting student achievement on the future Science HSPEs.

HSPE exams in reading, math, science and writing would continue through the class of 2016 (current 11<sup>th</sup> graders). "End of Course" exams in English Language Arts (ELA) and math would begin for 9<sup>th</sup> and 10<sup>th</sup> graders. ELA and math assessments would begin with online administration for grades 3-8. At this time, next generation Nevada Science Standards were being developed for grades 5 and 8 to replace the current HSPEs. New State assessments would be taken on the computer by students using a balanced set of measures and tool.

## **9. Nevada School Performance Framework – Overview (Administrative Report/Program Review)**

An overview of the official NSPF star rating system was presented by Mr. Frazier. The details of the formula for assigning schools a score earned through use of 100 point rating system was reviewed. The result of points earned equaled a final star designation of 1-5 stars by the State. Student growth and proficiency results were provided for the district as a whole and as individual site reports. A breakdown of points that were earned for each category was reviewed. Professional development for teachers on the new Nevada Educator Performance Framework was underway. This Framework placed value on student growth and proficiency. The actual star ratings for 2013-14 would be announced on September 12<sup>th</sup>.

Mr. Frazier reported student subpopulations were balanced within the formula, in the areas of proficiency and growth. The district focused on narrowing the gap between sub groups and all student performance. All DCSD schools had received a rating of 3 stars or higher for the 2012-13 school year. A sample report was provided and explained. The Nevada Department of Education was noted as a source for comparing data across the state. The goal of comparisons would be to discover what is being done very well and improve according to those findings.

Mr. Moore inquired about connecting high school coursework to the college level with regard to reducing remediation for students entering college. Dr. Noonan responded conversations were underway on cleaning up reporting from higher education as well as, appropriately identifying students needing remediation upon college entrance. The Smarter Balanced Assessment Consortium (SBAC) scores were expected to drop due to a new baseline; although an upswing in scores was expected to follow.

With changing instruction, both curriculum and standards, Mr. Frazier stated it was appropriate the assessments change to include what students need to be learning as well.

## **10. First Reading Bylaw No. 070, "Code of Conduct" (Discussion and For Possible Action)**

Trustees reviewed Bylaw No. 070 and offered suggestions for revisions during the August 12, 2014 Board Meeting. The suggestions were provided as a first reading at this time. This discussion resulted in additional changes. The word "collectively" would be added with regard to Board members receiving written correspondence "collectively," a paragraph break would be added to separate thoughts and repetitive language would be deleted.

Bylaw No. 070, "Code of Conduct," will be offered as a second reading at the October 14, 2014 Meeting.

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

No action was taken.

## **11. Policy Revision Prioritization (Discussion and For Possible Action)**

This discussion was requested by two Board Members as a Future Agenda Item. Mr. Freitas stated the need for systematically updating Board Policies that had not been updated for over twenty years. A suggestion was made to have a five year rotation cycle.

Discussion ensued including maintaining a schedule of review, the need for substance within the content of the Policies when revised, and the number of projects spread among current district administration. It was suggested that Ms. White, Human Resources Director, and Dr. Noonan, offer a plan for systematic review and decide which of the Policies were of priority to them based on changing law or district protocol. A Board subcommittee might be formed to either discuss the plan offered by administration or work with staff to create the timeline and procedures.

Dr. Noonan stated the discussion requested was to prioritize personnel policies for updating; although, other subject areas had also been reviewed by Cabinet that were in need of revisions. Dr. Noonan informed Trustees accomplishing a 7 year systematic cycle had been desirable; although, not attainable with the current staff. A 10 year cycle would be necessary to bring Policies in line.

Mr. Freitas also inquired about a method for determining which Policies conflict with the Collective Bargaining Agreements and identifying those that might be duplicated in the system, along with looking at a timeline for revisions. An offer to assist administration with the process was extended.

Mr. Moore concluded the consensus was for Dr. Noonan to put together a plan to begin with. Dr. Noonan added her understanding was an emphasis on personnel policies was desired.

### **Public Comment**

At 5:59 p.m., Mr. Moore called for public comment.

Robin Tinius, teacher, stated discontent with the verbiage used during a discussion this evening to reference a low level employee handling some work that another higher up would best do.

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

At 6:00 p.m., Mr. Chichester moved to recess to closed session in order to discuss matters with the management representatives pursuant to NRS 288.220(4), seconded by Mr. Freitas.

Motion carried, 6/0.

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

Dr. Noonan reported the opening of schools for the new year had gone very well. The WNC college Jump Start program had begun this year and students in the program were excited. Pride was shown for teachers having attended two days of training on the new state evaluation system pilot underway.

Dr. Noonan noted having attended a PHES parent group meeting. Parents raised questions and received information on the movement of 6<sup>th</sup> grade to the middle school that would occur next year.

Additionally, Brandon Swain was schedule to begin in his new position as a Director at the District Office the next day, Count Day was coming Friday of this week, and six Lake Study Group Meetings had been scheduled. The first meeting was set for Tuesday, September 23<sup>rd</sup>.

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

Mrs. Hales reported the NASB Conference was coming up in November. Additionally, at a recent meeting, Mr. Huge had provided professional development on focusing on strengths and managing weaknesses.

Mrs. Trigg stated she had worked with the awards committee, and helped determine award recipients who would receive recognition at the November conference.

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

Mrs. Hales suggested the Board discuss the school start time for secondary sites. Research available indicated moving secondary schedules one hour might assist with improving graduation rates and could decrease driving fatalities for students. Mrs. Trigg supported this idea. Mrs. Hales and Mrs. Trigg decided not to ask that this topic be placed on an agenda, but would instead have a discussion with Dr. Noonan otherwise.

Mrs. Hales stated DCPEA held a reception to welcome Ms. White upon her arrival. Having the Board reciprocate by inviting members to a reception to celebrate successful star ratings and other successes was offered and seconded by Mrs. Trigg.

### **16. Board Reports**

Ms. Jamin informed the Board she had attended the P3 Symposium offered by the Nevada Department of Education in collaboration with the Office of Governor Sandoval. Support for full day kindergarten was noted and Ms. Jamin was hopeful funding would be received from the legislature for this effort. The Douglas County Education Foundation was reported to be sponsoring Run Ed Run again this year on October 5<sup>th</sup>.

Mrs. Hales reported visiting ASPIRE on the second day of school and was happy to see the school moved into their new location at WNC. Mrs. Hales would work as a mentor for a high school student again this year and invited Board members to contact DHS Counselor, Kris Robison, if anyone wished to work with her to mentor a student.

### **17. Correspondence**

Mr. Moore stated he had received a notice that negotiations would be reopening.

### **18. Adjournment**

At 6:43 p.m., Mr. Chichester moved to adjourn, seconded by Mrs. Trigg.

Motion carried, 6/0.

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.