

Douglas County School District
Regular Meeting
Zephyr Cove Elementary School
Stateline, Nevada
Tuesday, July 8, 2008
3:30 p.m.

Minutes Approved
August 12, 2008

MINUTES

Present were:

Trustees:

Teri Jamin, President
Cynthia Trigg, Vice President
Thomas Moore, Clerk
Karen Chessell, Member
Sharla Hales, Member
John Louritt, Member
Keith Roman, Member

Personnel:

Carol Lark, Superintendent
Nancy Bryant, Assistant Superintendent, Education Services
Rich Alexander, Assistant Superintendent, Human Resources
Holly Luna, Chief Financial Officer

Others Present:

Rick Hsu, Legal Counsel

1. Call to Order

Ms. Jamin called the meeting to order at 3:30 p.m.

- A. Ms. Jamin led those present in the Pledge of Allegiance.
- B. Mr. Louritt moved to adopt the agenda, seconded by Mrs. Trigg. Motion carried unanimously, 7/0.

Mrs. Lark requested that Item 5-A, "First Reading Board Policy No. 114, "Recognition of Employee Organizations," be pulled from the Agenda. This was in order that District administration and counsel would have more time to conduct research related to the Item.

Mr. Roman requested that all Items related to insurance and Workers' Compensation be pulled. Ms. Jamin pulled from the Consent Agenda, Items 2-F, 2-G, 2-H, and 2-I. Additionally, Mrs. Luna stated the Voucher would need to be pulled. Therefore, Item 2-D was also pulled.

Mrs. Hales moved to approve the Consent Agenda, with the exception of Items 2-F, 2-G, 2-H, and 2-I, seconded by Mr. Louritt.

Motion carried, 7/0.

2. Consent Items (Action)

- A. Approve the Minutes of the Regular Board Meeting held on June 10, 2008.
- B. Approve the request submitted by Stanley Running Wolf to take the GED examination.
- C. Approve personnel actions described in Personnel Report No. 08-07.
- D. Approve payments contained in Voucher No. 1030 for FY2007-2008 fiscal year and Voucher Number 1000 for the FY2008-2009.
- E. Adopt the District's updated Debt Management Plan for FY2009.
- F. Approve Broker of Record for Property and Casualty Liability Insurance as ABD Insurance Services.
- G. Approve Broker of Record for Excess Workers' Compensation Insurance and Workers' Compensation Bond as FirsTier.
- H. Approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2008 through June 30, 2009 as detailed in ABD's summary. Additionally, approve the Student Accident Coverage policy for the period of July 1, 2008 through June 30, 2009 as detailed in ABD's summary.
- I. Approve the renewal of the District's Excess Workers' Compensation coverage for the period of July 1, 2008 through June 30, 2009 as detailed in FirsTier's summary.
- J. Approve for second reading, changes made to Board Policy No. 529, "Suspension and Expulsion," and Board Policy 529(a), "Safe Schools, Weapons/Fighting/Intimidation/Prescription Drugs."
- K. Approve for second reading, changes made to Board Policy No. 540, "Gang Affiliation and Activity."
- L. Approve DHS roofing project as noted: Award a contract for the DHS re-roof of \$743,356 to Progressive Services as the lowest responsive and responsible bidder meeting District specifications and NRS requirements. Award the design and project management contract to DBS for \$112,059. Total funding provided through the District's Capital Projects Fund.

Mr. Roman acknowledged and thanked Warren Reed for many years of service to the school district.

An explanation was provided by Mrs. Luna of the Request for Performance and selection process used to determine the companies for both the Property and Casualty Insurance and Workers' Compensation insurance policies being reviewed for approval. A review panel consisting of three district employees was used to determine strengths and weaknesses within proposals provided by three different companies. The panel voted unanimously that ABD Insurance Services and FirsTier General Agency had achieved the top most comprehensive offers. Mrs. Luna stated she had made the final decision as to which company provided the best coverage in the respective areas of Workers' Comp and Property and Casualty.

Mr. Hsu noted that if Mr. Roman desired to abstain, a conflict of interest would need to be disclosed. Mr. Roman stated he would abstain from voting as he maintained business and relationships with the previous insurance carrier, of which was the company not awarded the District's insurance business.

Following the discussion, Ms. Jamin called for a motion on Item 2-F, "Award Broker of Record – Property and Casualty Liability Insurance."

Mrs. Trigg moved to approve the Broker of Record for Property and Casualty Liability Insurance as ABD Insurance Services, seconded by Mr. Moore.

Motion carried, 5/1. Mr. Louritt, nay; Mr. Roman abstained.

Ms. Jamin called for discussion or questions related to Item 2-G, "Award Broker of Record-Excess Workers' Compensation Insurance and Workers' Compensation Bond."

Mr. Louritt verified that three companies were reviewed for each type of insurance.

Mr. Moore moved to Approve Broker of Record for Excess Workers' Compensation Insurance and Workers' Compensation Bond as FirsTier, seconded by Mrs. Trigg.

Mrs. Chessell requested that if a member voted nay, that the individual's point of view be provided.

Motion carried, 5/1. Mr. Louritt, nay; Mr. Roman abstained.

Ms. Jamin called for a motion on Item 2-H, "Renewal of District Property and Casualty Liability Insurance Coverage."

Mrs. Trigg verified that the company proposed would be able to provide all basic services as had been provided for previously. Mrs. Luna reassured the Board basic services were covered, as well as, additional services that the previous carrier was unable to provide, as a result of recommendations that had come forth.

Mrs. Trigg moved to approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2008 through June 30, 2009 as detailed in ABD's summary. Additionally, approve the Student Accident Coverage Policy for the period of July 1, 2008 through June 30, 2009 as detailed in ABD's summary, seconded by Mrs. Chessell.

There was no further discussion.

Motion carried, 5/1. Mr. Louritt nay; Mr. Roman abstained.

Next, Item 2-I, "Renewal of District Excess Workers' Compensation Insurance Coverage," was explained by Gary Rimler of FirsTier General Agency. An explanation was provided that included the instance of many employees injured in one accident that would create a need for "excess" Workers' Compensation insurance coverage.

Mrs. Chessell moved to approve the renewal of the District's Excess Workers' Compensation coverage for the period of July 1, 2008 through June 30, 2009 as detailed in FirsTier's summary, seconded by Mrs. Trigg.

Motion carried, 5/1. Mr. Louritt nay; Mr. Roman abstained.

Ms. Jamin called for discussion or a motion on Item 2-D, "Accounts Payable Voucher No. 1030 for FY2007-2008 and Voucher No. 1000 for FY2008-2009." There was none.

Mrs. Trigg moved to approve payments contained in Voucher Number 1030 for the 2007-2008 fiscal year and Voucher Number 1000 for the 2008-2009 fiscal year, seconded by Mr. Louritt.

Motion carried, 6/0. Mr. Roman abstained.

3-B. Superintendent's Report

Mrs. Lark requested an allotment of time at this point for a report regarding the status of the radon investigation from Adrian Howe, State Health Department. Mr. Howe was available and noted to be a member of the Conference of Radiation Control Program Directors (CRCPD) team that had recently arrived to review radon mitigation efforts and share diagnostic information pertaining to Zephyr Cove Elementary School (ZCES). A radon update was listed under this Item, scheduled for a later time in the Agenda.

Mr. Howe reported the team walked the outside of ZCES to view existing radon mitigation and assess affects. Problems with the existing mitigation system meeting standards were recorded. Some radon test results taken previously were reported to have been recorded at different locations during the various testing timeframes rather than reoccurring at the same reference point. Next, the team walked through the building and crawl space. The existing system was determined to not meet standards, and to be pulling HVAC provided heat, down under the building. The protective membrane located under the building was reported to not be sealed, providing a vapor barrier, but inefficient for radon mitigation. Mr. Howe stated the building foundation was complex due to building additions incorporated throughout time. The team found approximately six different foundation types that complicated efforts. In the days to come, the team would crawl into more spaces and review impediments (heating, plumbing, etc.) and mitigation needs in order to rank priorities.

Mr. Howe explained that a couple of areas were noted to have elevated radon results. Reassurance was given to Board members that the team would be able to direct DCSD maintenance staff on proper methods necessary to meeting standards within the existing system, and that any building could be mitigated. The team would return to monitor and check efforts of the DCSD staff upon completion of their recommendations.

Through questioning, Trustees learned the report to be provided by the team would be immediate and that the team believed the maintenance staff would be able to bring radon concentrations down to acceptable levels with the existing system, quickly.

Mrs. Lark thanked Mr. Howe for all of the efforts shown by the team and his immediate effort in providing an update.

3. Administrative Reports and Program Reviews

3-A. Principal's Report (Jacobsen High School)

Brian Frazier, Principal, reported on progress toward School Improvement Plan (SIP) goals for the 2007-2008 school year. The China Springs facility, where Jacobsen High School (JHS) is located, was noted to be managed through the County and State juvenile court system. Students were enrolled from various counties around the state, with new students entering JHS each Friday.

The coordinated effort, dedicated staff with small turnover, and fast paced learning environment was reported to provide an atmosphere for students to achieve. The SIP goals were stated, with a focus of 100% of students gaining one academic year, over 4 months, in reading and math. Improvement of basic reading skills for students at all levels was reported to be a goal, as well as, improvement in math skills integrated with science, in order to meet State math and science content standards and HSPE testing requirements. Data provided, showed that 79% of students achieved one year's growth over four months in reading and language, while attending JHS. 71%

of students achieved one year's growth in math, and 61% in science.

Student needs were stated to be identified and focused upon from the onset of enrollment. A key to high achievement, in this short academic time period, was reported to be differentiated instruction. Co-teaching, when possible, was a positive element, although in need of further professional development. Opportunities for diploma options were reported to be focused upon, with 20 students having received their GED, 3 obtained a DCSD diploma and 8 an adult diploma in the 2007-2008 school year.

Mr. Frazier offered to provide a tour of the facility to any interested Board members.

3-B. Superintendent's Report (Continued)

Mrs. Lark reviewed meetings and activities she attended in the previous month. SpringBoard training, held at PDC, was reported to be underway for administrators and teachers. Nevada Girls State, with approximately 100 girls in attendance provided a speaking opportunity in support of future leaders. Mrs. Lark, as co-chair for a taskforce resulting from the Professional Standards Commission, was working on alternative licensure, with a political forefront. Following a meeting with the President of Park Cattle Company, Mrs. Lark was able to provide a map in the backup material of future plans within the County. Included therein, was an elementary school site off of Buckeye Road and additional acreage for school usage that might include a middle school and vocational technology center.

An update on budget cuts from the State was shared that included the necessity for DCSD to decrease spending for 2008-2009 in the amount of \$650,000. SB185, provisions paid for tutors, was being rescinded, as well as, a decrease in textbook and supply funds that would be felt throughout all Nevada districts. Board decisions to be made, pertaining to budget reductions, would be presented following Mrs. Lark's discussion with Leadership and Cabinet at a future Board Meeting, for the Board's final recommendations. Board members expressed that receipt of background information from staff was desirable on each of the budget items presented to them, as well as, having pro's and con's available for decision making.

To clarify budget reduction amounts – Reductions include approximately \$387,000 for State reductions; \$813,000 for the 50% reduction in textbook funds.

In late July, an upcoming Bond Summit Meeting would occur in Fallon, where Superintendent's were asked to attend and provide input. While Board members were invited to attend the event on July 31st, Marty Johnson of JNA had informed Mrs. Lark that the information being provided at the Summit Meeting was very much the same as he had brought forth in the KIDS Committee Meetings. A summary had been previously provided to the Board, as well.

Next, Mrs. Lark invited Board members to attend Dr. McNulty's instruction related presentation being provided to Leadership, August 4th, 8:00 – 2:00 p.m., at the WNC Campus, Room 106.

A recent meeting with representatives of the Carson River Community Bank was noted to include an offering from them to provide a Junior Achievement Program. Bank employees, with a set curriculum, offer an opportunity for students to become familiar with business career options.

Community celebrations attended, included the Boys and Girls Club year end event and a ribbon cutting for Greater Nevada Community Credit Union.

Board members were invited to attend the District wide employee picnic, Thursday, 8/21 at Ferris Recreation Park, starting at 4:30 p.m.

In conclusion, Mrs. Lark noted she intended to change the seating arrangement at the next Board meeting, in order to seat herself with staff members. Support of this change was sought from the Trustees. There was no objection from Board members.

3-C. Nevada Association of School Boards (NASB) Report

Mrs. Trigg reported on a recent press conference that included support from Mrs. Hales and Nevadans for Quality Education, for students. An invitation was extended for any items that Members might offer for inclusion on a future NASB Executive Committee Agenda. The NASB Web site was reported to be a resource of information. Mrs. Trigg provided a brief review of articles and information contained within the Web site.

4. Information and Discussion

4-A. Two Million Minutes – PBS Video

A Public Broadcasting System video, Two Million Minutes, was shared to provide a global perspective of the workplace students would be entering upon graduation. The video focused on three superpowers of the 21st Century, China, India and the United States. The goal of the filmmaker was to beg the question, “Are we doing enough with the time we have to ensure the best future for all?” Mrs. Lark reported that an extensive study found employers valued a strong work ethic, communication and teamwork efforts shown by individuals, as well as, academic knowledge.

Mrs. Bryant shared the history of implementation of the competency system in the Douglas County School District, beginning in 1994. The Graduation Report for 2006-2007 was noted to reflect that there were no students unable to graduate, due to competencies. The 2007-2008 Graduation Report would be shared when completed, and would possibly reflect one or two students not graduating due to incomplete competencies.

Mrs. Lark expressed support of the competency system in order to maintain the high standards of rigor and relevance experienced in the Douglas County School District.

Following the video, a brief discussion was held. Consensus from the Board was review of the current system would potentially improve rigor and relevance, through close examination, in order to provide students best opportunities.

4-B. Future Agenda Item Expectations

A list of current items listed for placement on future agendas, was reviewed by Mrs. Lark in order to obtain direction for staff as to information desired by Board members. Mrs. Lark asked for input on each of ten items. The following list comprises the outcome of the discussion with items combined as requested, and listed as prioritized:

- 1) Secondary Literacy
 - To assure students are prepared for assessments
 - Check alignment with community college

- Remediation
- Reading concerns for middle schools students. Are skills necessary to fiction and nonfiction/technical reading being taught?
- A report on current methods was decided upon as a good starting point.

2) Competency System Review

- A Board member requested that site committees be formed, to include schools interested, that would examine competency implementation overall at their site, with committee results provided to the Board upon conclusion. This site evaluation would address the “state of the competencies,” including any interference with the education process.
- A concern was expressed relating to perception of the effectiveness of the system when student remediation was necessary/assessments were not passed on the first attempt.
- Are any competencies a graduation barrier?
- High school principal reports were desired regarding implementation of the system
- A need to address student’s ability to receive a passing grade in a course, but not attain a passing score on the competency within was recognized
- Administration and teachers should view the competencies positively, as goals
- Refinement would be necessary to stay ahead of the curve for the future
- Establishment of work ethic may need to be incorporated into the system
- A strategy could be implemented to include all staff participation to complete competency remediation, rather than having the burden carried by a few teachers

3) Expulsion Training

- Discussion to include desirability of Board involvement
- Training and research relating to strategies used by other School Boards of similar size was desired
- Principal input requested

4) Field Trip Policy

- Board discussion surrounding parent club funding to assist with field trips

5) Review District Properties Re: Future Development Including Movement of 9th Grade to High School

- District Master Plan desired for the future, subsequent to the passing of a larger upcoming class through DHS
- Possible CTE separation to another site to free up space at DHS
- Consensus was that outside, professional input, would be necessary to assess properties
- Assets to be maximized
- Review of future building sites designated by the County was necessary

Public Comment

Ms. Jamin called for Public Comment at 6:00 p.m. There was none.

4-B. Future Agenda Item Expectations (Continued)

- 6) Pay for Performance Committee
 - Report to be provided on Pay for Performance for teachers, as included in the Negotiated Agreement

- 7) Student Seat on Board
 - Might be meaningful to students to participate in portions of the meetings
 - Review of existing Policy needed
 - Desirable to have student perspective on certain agenda items
 - Possible student participation during Principal Reports

- 8) Reopening an Agenda Item previously passed
 - Review of Board Bylaws and Roberts Rules of Order necessary to overturn a vote.
 - Time frame for allowance of an overturned vote to be determined.
 - Mr. Hsu, attorney, advised regarding the guideline of Roberts Rules of Order, as adopted, that a motion to reconsider could be made at the same meeting a vote was taken. In a subsequent meeting, a renewal motion could be made on a failed item. A motion to amend could be made following adoption to change a portion of a motion allowing an item to be reopened. Current Board Bylaws would need to be amended and checked so as to not conflict with Roberts Rules of Order, should Roberts Rules of Order be formally adopted.

One additional item was discussed, but not placed on the list of future agenda items. Regarding providing documentation to the Board by staff, on a timely basis, the consensus was that e-mailing of information, as obtained, would allow for a more thorough review of the contents. Items could be labeled with a topic and noted as an upcoming agenda item. It was also suggested that items be placed, when possible, on a later agenda when information was not available in a timely manner.

A break was taken from 6:00 – 6:30 p.m.

4-C. Administrative Regulation No. 326(b), “Administrative Sick Leave Bank”

Mr. Alexander answered questions regarding this new Administrative Regulation. Clarification was provided as to the number of days in a row sick leave would need to be taken before the bank could be accessed, and the total number of days that could be granted as written in the Regulation. The Sick Leave Bank was noted to not be a contractual issue. Information had been provided to the Board in an itemized list earlier this year upon approval of the Meet and Confer process. Mr. Alexander stated this Regulation was a result of the IBB process. The Regulation reflected the same time frame offerings as approved for other employee groups. No action was taken.

4-D. Administrative Regulation No. 513, “Student Progress”

NRS provisions incorporated into Administrative Regulation No. 513 were explained by Mrs. Bryant. The point grading scale now reflected a “value added” system, allowing for additional grade point increments of .25 for honors courses. Instead of a 4 point scale, it would now be equivalent to a 5 point scale. Implementation would begin with the ninth grade in the upcoming year. Grades including plus’ and minus’ were optional within the statute for progress reports;

however, they will not be reflected on transcripts or GPA calculations. The District would continue to use the plus and minus system on progress reports to offer teachers discretion in grading as an incentive for students to improve. No action was taken.

5. Administrative Reports and Program Reviews (Continued)

5-A. First Reading Board Policy No. 114, "Recognition of Employee Organizations"

Item 5-A was pulled at the beginning of the meeting.

5-B. Board Salaries

Discussion ensued regarding SB328, salary amounts mandated for Board members. Mrs. Lark stated this Senate Bill would go into effect January 1, 2009 if the Board chose to take no action to implement it earlier. Several points were made including possible donations of salaries that could assist with efforts such as the KIDS Committee, the flat salary would be paid regardless of attendance at meetings, and the date for implementation prior to the mandate, was a Board decision.

Mr. Hsu, attorney, verified that Board members could vote to increase their salaries before January 2009, and that each person could choose individually, the usage of their salary.

Mr. Louritt moved to adopt SB328, beginning in August, and including donation provisions as written in SB328, seconded by Mr. Roman.

Discussion included whether or not an amendment should include the ability to donate any or all of their salary to the KIDS Committee. No amendment was added.

This motion failed; Mr. Moore, Mrs. Trigg, Mrs. Hales, and Ms. Jamin, nay.

6. Correspondence

There was none.

7. Possible Agenda Items for Future Board Meetings

Mr. Roman stated he would like to create a policy wherein the Board would be informed throughout the process, regarding obtainment of RFP's equaling large amounts. That amount could possibly be a set amount that would trigger the review, seconded by Mrs. Trigg. Mr. Moore suggested staff provide more information, in order to be better informed rather than agendizing this type of item.

Ms. Jamin requested that Board members sign a sheet being passed around to attend Site Communication Meetings. In the event a member was unable to attend, Ms. Jamin asked that Members inform her in order that another Trustee might be present.

8. Executive Session

No Executive Session was held at this time.

9. Adjournment

The meeting was adjourned at 8:25 p.m.

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.