

Douglas County School District

Regular Meeting
Douglas High School
Minden, Nevada

Tuesday, September 9, 2008
3:30 p.m.

**Minutes Approved
October 14, 2008**

MINUTES

Present:

Trustees:

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

Absent:

John Louritt, 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

The public session recording on file for this meeting runs until the break at 5:15 p.m. At that point, the audio flat lined and is not available.

1. Call to Order

Mrs. Trigg announced that Ms. Jamin would be arriving late and that she would be running this meeting. The meeting was called to order at 3:30 p.m.

- A. Mr. Moore led those present in the Pledge of Allegiance.
- B. Mrs. Chessell moved to adopt the agenda, seconded by Mr. Moore. Motion carried unanimously, 5/0.

2. Consent Items (Action)

Mrs. Trigg moved to approve the Consent Agenda, seconded by Mr. Moore.

- A. Approve the Minutes of the Regular Board Meeting held on August 12, 2008.
- B. Approve the dual credit course additions to the master list as submitted.
- C. Approve personnel actions described in Personnel Report No. 08-09.
- D. Approve payments contained in Voucher No. 1033 for FY2007-2008 fiscal year and Voucher Number 1005 for the FY2008-2009 fiscal year.
- E. Approve the Douglas County School District Test Administration Guidebook: Procedures and expectations for the 2008-2009 school year.

Motion carried unanimously, 5/0.

Mr. Hsu, attorney arrived at 3:40 p.m.

3. Administrative Reports and Program Reviews

3-A. Principal's Report – (Minden Elementary School)

Mr. Stoll, Principal, Minden Elementary School, presented progress toward attainment of their School Improvement Plan (SIP) goals. The SIP goals were stated as increasing student achievement in math and reading. Using “strengths to build weaknesses” was the approach used by the SIP team. Following identification of strengths, appropriate interventions through instruction for students was provided daily. Professional development had been provided for teachers in math and vocabulary use in the classroom.

Adequate Yearly Progress (AYP) data was explained. Mr. Stoll reported that for the 2007-2008 school year MES had been placed on the watch list in the English Language Arts (ELA) category. The Individual Education Plan (IEP) subpopulation achieved Safe Harbor, while the Limited English Proficiency (LEP) category did not. It was noted that 90% of students in the LEP category were also in the IEP group. The 2008-2009 school year would therefore include a main focus on addressing these needs.

To improve achievement in the new school year, teachers were being challenged to address specific instructional goals. All students not proficient on the CRT exam had been identified and would be monitored closely. Formative classroom assessments, such as MAP testing, would be used to monitor student progress. Professional development would target LEP strategies. Both early and long term interventions were to be addressed through a squad of teachers targeting grades K-3 in an attempt to reduce interventions in upper grade levels. Mr. Stoll stated he would perform formal observations early in the school year. This would allow for more time to walk through classrooms throughout the year.

Through questioning, it was determined that upper level students were receiving guided reading opportunities in small group settings to address their needs.

3-B. Western Nevada Regional Training Program Report (WNRTP)

Administrative professional development provided by the Western Nevada Regional Training Program to the five districts in the region, was outlined. Mr. Roy Casey, Director, reviewed services and course offerings available to administrators and teachers based on management and leadership. Supportive efforts as defined by NRS 389.520, on a percentage basis, were first and foremost based on curriculum and instruction, next on coaching and mentoring, and then on administrative training. A focus on instruction and planning through Teach for Success training, as well as, use of the Measurement of Academic Progress (MAP) formative assessment, was reported to increase student achievement.

Additional services provided by WNRTP were shared. School sites reported to be on the watch list for Adequate Yearly Progress (AYP) were noted to be eligible to receive assistance with mini-grants. The Whittell empowerment grant had been reviewed for rigor, prior to submission. Student learning, impacted by teachers and coaches, was the focus of assistance provided for School Improvement Planning.

Following Mr. Casey's presentation, Mrs. Lark introduced Shannon Brown, the new principal of Gardnerville Elementary School who was present in the audience.

3-C. KIDS Committee Report

Assemblyman Settlemeyer supplied an update on community support provided by the KIDS Committee. A flyer showing main facts related to the school continuation bond initiative used for information purposes was reviewed, as well as, the new logo that was being printed on signs and bumper stickers. Efforts included the contacting of property owners who had agreed to support the bond by placing signs on fencing located on Hwy 395.

Fundraising was reported to be underway. Donations were encouraged to cover the expenses related to signage and flyers being produced. The KIDS Committee Web page was reported to be a way individuals could donate online.

Assemblyman Settlemeyer was recognized and thanked for providing resources necessary to create a Web site for public information and for all of his assistance with the Committee. The Web site provided a thorough accounting of the bond and included the information flyer and a PowerPoint presentation. Board members were encouraged to review all information and make suggestions for any improvements.

Board members commented on various points listed on the informational flyer and the order in which they were prioritized.

The Douglas County Sheriff's Office and the Douglas County Commissioners were reported to be in support of the Douglas County School District receiving the .10 bond apportionment and had agreed to public acknowledgement.

Mrs. Lark encouraged Board member attendance at the upcoming KIDS Committee meetings.

A twenty minute break was taken at 5:15 p.m.

3-D. Report on DCSD Summer School Program for 2008

Rob Parks, Summer School Administrator, presented highlights of the summer school session for 2008. Course offerings this year included reading, language and math MAP; math High School Proficiency Exam (HSPE); and English credit recovery through the use of OdysseyWare software. OdysseyWare, a competency based program, was used for the first time and monitored by teachers. A recommendation was made that OdysseyWare usage increase next year through the addition of an evening session. Seminars were held providing Reading Camp for 6th graders that ran for two weeks to assist the with completion of various competencies.

The process for enrolling students, including the criteria required and invitations that were sent to students by counselors, was explained. Student data obtained, following completion of summer school, included 100% proficiency on competency performance assessments in four of the seven areas offered.

Budget considerations were stated in order to reduce expenses and maximize effectiveness for the next summer session.

4. Items Requiring Discussion and Action (Action)

4-A. Budget FY2008-2009 Impact

Holly Luna, Director of Business Services, provided an adjusted spreadsheet showing changes as outlined in the August meeting for review, in order that a discussion regarding further budget cuts could continue. Issues brought forth in the August meeting were reviewed and additional information including AB286 insurance fund information was provided. Payments provided by the State for insurance were reported to have been underestimated by the Department of Education for K-12 as a whole, creating a shortfall in revenues received for insurance expense. Outsourcing of professional education services was noted to create an approximate \$33,000 reduction of expenditures. Reduction and combination of bus routes equated to an \$88,000 reduction.

Mrs. Luna reviewed the budget process and timeline stating the end of August marked the close of the previous year's books, to be followed by the annual audit. At this point in time, under spending from the previous year was estimated to be \$800,000. The Board was advised that due to the under spending and additional revenues received (\$300,000), no additional reductions were recommended. Mrs. Luna stated her recommendation was to have the Board approve Items 7 and 8 listed on the later spreadsheet and to repay the self insurance "starter" loan through a transfer to the general fund in the amount of \$500,000. No further recommendations were made for reduction in staffing, except through attrition and reorganization as deemed necessary by administration.

Discussion surrounded the method to be used and timeline with relation to the 2009 legislative session for prioritization of future budget cuts. Mrs. Luna informed the Board of some particular items that were fixed expenses.

Whether or not there was a need to continue to maintain a hold on field trips was discussed. Site discretionary funds were noted to be used for field trips, enabling site administrators who oversaw their individual accounts to closely watch spending, including what was necessary to support educational field trips. Administrators were entrusted to make decisions related to field trips prudently with serious regard to budget considerations.

Mrs. Trigg called for public comment.

A high school teacher inquired about the status of field trips as she had tickets obtained previously for students to participate in an educational field trip.

Minden Elementary Principal, Ken Stoll, stated his support of continuing with field trips deemed "educational."

Mr. Moore moved to approve the addition of Items 7 and 8 with regards to reduction of the FY08-09 budget, in addition make repayment of the \$500,000 starter loan from the self insurance fund to the general fund, and allow field trips to be reinstated, seconded by Mrs. Hales.

Discussion ensued as to the addition of the word "educational" to field trips within

the motion, although the motion was not amended.

Motion carried, 6/0.

Reference to the numbers used in the motion was stated as listed on the Excel spreadsheet entitled "As of Beginning September Board Meeting." The two items were Special Education use of professional services vs. FTE's and Elimination/Consolidation of Routes.

Additionally, clarification was made that the hold on site days had also been released allowing for travel plans to be put in place.

Mr. Moore stated he preferred to wait for results collected from the fall financial audit and to receive further input from the State before making any further decisions regarding budget cuts.

Public Comment

There was none.

3. Administrative Reports and Program Reviews (Continued)

3-E. Report on Results of the Scholastic Aptitude Test (SAT) and American College Test (ACT)

Mr. Frazier, Director of Assessments and Grants, reported 2007-2008 results and participation rates for the Scholastic Aptitude Test (SAT) and American College Test (ACT). The relation of the benchmark score received by students and percentage of their chance of obtaining a grade of a B or C in corresponding college courses was explained.

Data provided, included an increase annually overall within the District of students who took the SAT, over the last three years of 3% from 2007 to 2008. In regards to the ACT test results, student participation had increased 8.5% in the past year, with an overall increase over three years of 17%. Data included juniors who took the test during the 2006-07 school year and seniors who took the test during their senior year in 2007-08. The data reflected the graduating class of 2008.

Douglas County School District students were reported to be scoring considerably above the State and National averages on both the SAT and ACT exams.

The ACT and SAT benchmark scores were reported to be predictors of student success in college courses. The ACT was noted to be widely used for admission to Nevada's schools of higher education.

Mrs. Bryant reported the PSAT test would be provided to sophomores this year as written into the Strategic Plan. The PSAT will be used as a test to encourage students to become familiar with the entrance exams, to identify strengths and weaknesses early in high school.

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

Mrs. Trigg and Mrs. Hales reported that a five point conceptual framework for iNVEST '09 was approved through the NASB Executive Committee and Board. The iNVEST '09 plan would be presented in a format ready to be recommended for adoption throughout the State at the conference in November. The business plan that looked at future challenges facing school boards was noted to soon be available on their Web site.

Board members were asked to confirm their attendance for the upcoming NASB conference.

NASB flyers were provided to the Board that stated the vision and information obtained through membership. Various entities were reported to be assisting NASB through donations. Their sponsorship was recognized in one of the flyers provided by Mrs. Hales.

3-G. Superintendent's Report

Reporting on meetings both attended and upcoming, Mrs. Lark began by saying she had attended a Superintendent's Meeting where Board members were invited to work together with them on iNVEST '09 aimed to address budget cuts and insurance concerns. Many staff presentations were reported to have been conducted and scheduled forward to inform employees of facts surrounding the bond initiative, as well as, groups and club town presentations. A Critical Issues Debate to be held at CVI, on September 30th, was calendared that might include the bond as a critical issue. Mrs. Lark reported having attended a variety of meetings including the KIDS Committee, Active Volunteers in Douglas County (A.V.I.D.), and Professional Standards Commission. Several Site Communication Meetings were upcoming and time for Mrs. Lark to be in classrooms was being allocated within her schedule. This was a recommendation from Dr. McNulty's presentation at the Leadership Team Forum. Through a donation, Whittell High School was reported to have had the first football game on their field with lights this year.

5. Correspondence

There was no correspondence discussed. Mrs. Hales mentioned that several sites had calendared events on the same evening. Mrs. Lark responded that it was on oversight. Additionally, Mrs. Hales clarified that in a recent newspaper article she was represented as a Board member and had intended to only have made a personal representation of the subject matter.

6. Possible Agenda Items for Future Board Meetings

Mrs. Trigg stated she would like to review the fundraising Policy and Administrative Regulation, seconded by Mrs. Chessell.

7. Executive Session

At 7:20 p.m., Mr. Roman moved to go into executive session for the purpose of considering employer/employee negotiations pursuant to NRS 228.220(4), seconded by Mrs. Chessell.

8. 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.