

Douglas County School District

Regular Meeting
Douglas High School
Minden, Nevada
Tuesday, February 10, 2009
3:30 p.m.

**Minutes Approved
March 10, 2009**

MINUTES

Present:

Trustees:

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

Personnel:

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

Others Present:

Mike Malloy, Legal Counsel
Susan Lacey, President, Douglas County Professional Education Association
Randy Cahill, NSEA UniServ Director

1. Call to Order

Mrs. Trigg called the meeting to order at 3:35 p.m. The Junior Reserve Officers' Training Corps (JROTC) color guard provided a presentation and presented colors that began the meeting.

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

Mrs. Lark stated that Item 5, "Pro Cleaning Program Report" was listed incorrectly as a Discussion and Action Item. Item 5 would be an administrative report rather than an action item.

Mrs. Trigg inquired if there were any items to be pulled from the Consent Agenda. Item 2-B, "Minutes of the Special Meeting of January 23, 2009," was pulled. Item 2-D, "Accounts Payable Voucher No. 1016 for FY 2008-2009," was noted to need to include an additional Voucher. Voucher No. 1017 was to be additionally considered, as provided in the Board's red folders, due to recent bond funding and expenditures.

Ms. Jamin moved to approve the Consent Agenda, with the additional voucher, including all Consent Items with the exception of Item 2-B, seconded by Mrs. Chessell
Motion carried, 7/0.

2. Consent Items (Action)

- A. Approve the Minutes of the Regular Board Meeting of January 13, 2009.
- B. Approve the Minutes of the Special Meeting of January 23, 2009
- C. Approve the Minutes of the Strategic Planning Meeting of January 30, 2009.
- D. Approve payments contained in Voucher No. 1016 for the 2008-2009 fiscal year.
- E. Approve personnel actions described in Personnel Report No. 09-02.

Changes requested to be made on Consent Item 2-B, "Minutes of the Special Meeting of January 23, 2009," was discussed. Mrs. Hales requested the addition of a statement to item 2-B. Mrs. Chessell requested that an additional change be incorporated.

Ms. Jamin moved to approve Consent Item 2-B, as requested to be amended, seconded by Mrs. Chessell.

Motion carried, 7/0.

Items 3 – 6 were heard out of order as listed below.

6. Discontinuance of Van Usage

Administrative Report/Program Review

The Board was informed as to State requirements set forth for transportation of students. Acknowledging recent findings that vans purchased in the past for student use, did not meet necessary state qualifications, Mrs. Lark asked for any ideas or suggestions that might enhance the current transportation offerings. Discussion ensued as to both the expense of using a full size school bus and possible future purchases of smaller buses for use in transporting small groups, at less expense. The cost of vehicle maintenance for older buses was also discussed. Recurring events were noted to drive vehicle assignments, by law. A legal allowance was incorporated in the law to transport students in a vehicle other than a bus, if the need existed, due to this being a non-recurring event. An example was provided of students transported to sites, due to truancies.

Mrs. Lark concluded, by stating the Board Policy regarding transportation would be provided in the future, when legal counsel was present. The report would include research on federal laws.

3. Junior Reserve Officers' Training Corps (JROTC)

Administrative Report/Program Review

Master Sergeant Gary Collier reported program information and current events for JROTC following Item 6. Enrollment numbers were provided comparing the 2007-2008 school year, the first year of inception, to the current year. JROTC, offered as an elective course had undergone a slight drop in enrollment due to student necessities for other credits. Master Sergeant Collier stated in conjunction with Sergeant Major Arthur Walker, they taught citizenship and practical application through encountering situations in learning how to be organized and respond appropriately. The program was designed as a four year program, but could be entered into on a semester or annual basis. Student responsibilities included physical fitness, color guard competitions, uniform inspections led by students, and public speaking, in order to build confidence. It was noted the color guard had participated in highly visible arenas, such as, for both political parties during the recent election process.

Mr. Malloy, attorney, arrived at 4:21 p.m.

4. Principal's Report – (Jacks Valley Elementary School) Administrative Report/Program Review

Pam Gilmartin, Principal, Jacks Valley Elementary School reported that a service learning project, "Pennies for Peace," was underway to fundraise for schools in Pakistan and Afghanistan. This project would teach students a global and cultural perspective, while offering books abroad to children, with a theme of peace. Mrs. Gilmartin along with several classroom teachers shared a video presentation that included classroom involvement in teaching a global perspective, group learning through incorporation of math, reading and writing while involved in projects, and Web based contact with buddy classes to learn a "green" approach to providing distant information to others. This strategy was linked to critical content, maps and globes, distance and time, and reading fluency. Nancy Fetzer reading strategies were reported to be incorporated into the curriculum in order to improve writing organization and skills.

Jacks Valley Elementary School was reported to have obtained Title I high achieving school status for the third year in a row. Mrs. Gilmartin referred to a data sheet reflecting information for JVES. With an increase in the AYP, Percent Above Cut (PAC) rate requirement in the last school year, Mrs. Gilmartin noted that a higher percentage of students were required to pass assessments in order to meet goals.

5. Pro-Cleaning Program Report Item Requiring Discussion and Action (Action)

Mrs. Luna reiterated a clarification with respect to the agenda that listed this item under "Action." The presentation this evening was noted to be a "Report."

Due to an incident at a site requiring Gary Cullen, Maintenance Director, to be absent at this time, Mrs. Luna led this discussion. Norma Mallet, Classified Human Resources Director, was present to answer questions, along with personnel from Washoe County, who were the program model originators.

The hiring of a supervisor to oversee the institution and management of the proposed program was discussed. Mrs. Luna stated the current structure for custodial evaluations and supervision. With implementation of the proposed program, head custodians would remain on site working with administrators, who would provide evaluation input, but would be overseen by a district wide supervisor. Anyone would be invited to apply for this position.

Mrs. Mallet stated Mr. Cullen's position was a maintenance supervisory position. The custodial supervisor would be separate and would include night supervision providing increased communication for all custodians. One change, including disinfecting all classrooms daily, was noted to increase student attendance in Washoe County.

Rick Martin, Washoe County School District Housekeeping Supervisor, reported on the system in place, how it evolved to include best practices, as well as, the increase in coverage, per person of square footage cleaned. A four day training was reported as a standard expectation.

Mrs. Luna reviewed attrition within custodial positions that had occurred over the last couple of years. Mrs. Trigg called for public comment.

Comments included the following:

- 1) A concern for increasing square footage per individual to be cleaned was raised.
- 2) A disconnect between maintenance and custodial staff was noted. Support of a standardized system that would be more efficient, including elimination of head custodians was suggested.
- 3) Custodial support for daily site events was stated as necessary to the school day.
- 4) Support was offered regarding hiring of a supervisor to bridge the gap between site custodians and maintenance.
- 5) Factoring of square footage, as had been used in the past, was supported in order to maintain

- equity within positions. A restructure of current employees was suggested.
- 6) Lack of use of current check sheets was stated. Loss of detailed cleaning was of concern if square footage requirements were increased.
 - 7) Use of facilities on the weekends by other entities, therefore involving clean up by DCSD staff was requested to be considered.
 - 8) Empowering head custodians to supervise and allowing the link to open between maintenance and sites was suggested.
 - 9) Confidence in implementation of the Pro-Cleaning program was stated.
 - 10) A statement was made that supervisory walk through's performed had not provided input on areas of concerns that might need cleaning improvements.

Mrs. Trigg stated that input received from custodians this evening would be considered during the budget action meeting taking place the next day.

7. First Reading of Revisions to Board Policy No. 529(a) Weapons/Fighting/Intimidation/Prescription Drugs (Action)

Nancy Bryant, Assistant Superintendent for Education Services, presented changes for a first reading to Board Policy No. 529(a). Some additional revisions had been made to the information provided previously; therefore, a new document was provided for review. Changes were made related to the definition of "school" and incorporated for uniformity, to compliment the same information contained in Douglas County School District Board Policy No. 529, "Suspension and Expulsion." The reason for providing the initial change was due to information that surfaced during an expulsion. This was a change reflecting that discipline for fighting could include an expulsion. Another change incorporated was related to the deletion of prescription drugs. Prescription drugs were noted to be addressed in Administrative Regulation No. 523(a). This regulation referred to Board Policy No. 528. The definition would now read the same in both policies.

Mr. Malloy offered additional changes to Mrs. Bryant for continuity, for the second reading of Board Policy No. 529(a).

Mrs. Trigg called for public comment. There was none.

Mr. Moore moved to approve for first reading changes to Board Policy No. 529(a), "Weapons/Fighting/Intimidation/Prescription Drugs," seconded by Mrs. Chessell.

Motion carried, 7/0.

8. Adoption of the Revisions of the Strategic Plan (Action)

Mrs. Bryant referred to the Strategic Plan Top Five Priorities List, noting the priorities were not listed in a particular order. The Strategic Plan document was provided to the Board with changes made following the recent Strategic Planning meeting for approval.

Mrs. Hales requested that a change be made to the definition of common assessment, to include "pursuant to criteria on page 31."

Mrs. Trigg called for public comment. There was none.

Mrs. Jamin moved to adopt the changes made to the Strategic Plan, seconded by Mrs. Hales.

Motion carried, 7/0.

9. Math Textbook Selection for Adoption (Action)

Lyn Gorrindo, Director of Curriculum and Instruction, presented the McDougal Littell Mathematics courses 2 and 3 textbooks for Board approval. The 7th and 8th grade texts would provide continuity in coursework for students, was aligned to state standards, and provided for more complete instruction within one book than was currently used. Teachers were noted to be supplementing the current text. Mrs. Gorrindo stated that no Pre-Integrated texts were offered and therefore, could not be placed into the math criteria.

Mrs. Trigg called for public comment. There was none.

Mr. Moore moved to approve for adoption the McDougal Littell Mathematics textbooks for grades seven and eight, seconded by Mrs. Chessell.

Motion carried, 7/0.

10. Nevada Association of School Boards (NASB) Report

Mrs. Trigg stated the iNVEST brochure and information was available and would be sure this was provided to all Board members. An upcoming presentation to the Assembly by State Superintendent, Keith Rheault regarding state graduation rates was announced. New Board member training was soon to come and all were invited to attend. Trustees were encouraged to visit the NASB Web site for updated legislative information.

11. Superintendent's Report

A Career and Technical Education (CTE) proclamation provided by the Governor's office was shared by Mrs. Lark in recognition of CTE month. Reporting on the Superintendent's Meeting this month, Mrs. Lark stated District's were providing for budget cuts in various ways, both in planning methods and employee contact information. The Western Nevada Regional Training Program (WNRTP) budget was of concern, due to state budget reductions, but the WNRTP was supported by Superintendents.

A taskforce on drug testing had begun in order to implement changes decided upon, in the fall of 2009. Research had been gathered on this topic through Education Research Services (ERS) for review, as well. Additional topics requested for research through ERS was 1) Four Day Work Week, 2) Rural Schools, and 3) Pay for Performance.

The iNVEST Resolution was noted to be coming forth for Board approval in March.

A regular occurrence at the high school was reported, as the fire alarm system continually triggered causing regular evacuations. Funds received through the bond initiative were timely, in order to upgrade the system.

Mandated training for substitute teachers was reported to be up for consideration on a Bill Draft. Mr. Alexander added that some training was provided for subs and that this would be an expensive undertaking with funding uncertainties.

Additionally, Mrs. Lark stated various upcoming meetings.

Public Comment

At 6:00 p.m., George Whittell High School teachers, staff members, and one parent commented with regards to proposed staff reductions. Comments were as follows:

- 1) A request was made to maintain staff at GWHS as it exists, for next year, due to the settling required due to consolidation efforts during this school year.
- 2) Due to the site being small, a loss of staff was noted to incur program loss.
- 3) Remedial courses were stated to not be available should teachers be reduced.
- 4) Scheduling changes to include a movement to block scheduling such as DHS operated in order to share staff, was discouraged.
- 5) Clerical duties were addressed and a need was stated to maintain the current hours in order to not reduce services.
- 6) The quality of instruction, with the current creative staff was supported and a concern was raised should the environment change, that there would be an affect on student achievement.

Mrs. Hales left at 6:20 p.m.

12. Correspondence

There was none.

13. Possible Agenda Items for Future Board Meetings

A request was made by Mr. Moore to have staff inform the Board of logistical obstacles that would be a deterrent to freshmen attending Douglas High School, seconded by Mr. Roman and Mrs. Chessell. The request was made for a timely response from staff that would also include a timeline.

Mrs. Trigg requested a written report from District staff regarding problem solving with George Whittell High School staff and parents to determine statistics, issues, and facts surrounding staffing needs for the Lake's future, seconded by Mrs. Chessell.

14. Executive Session

There was none.

15. Adjournment

At 6:30 p.m. Mrs. Chessell moved to adjourn, seconded by Mrs. Jamin. Motion carried, 7/0.

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.