

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

*Minutes*  
*Approved*  
*January 13, 2015*

**MINUTES**

Present:

**Trustees:**

Thomas Moore, President  
Ross Chichester, Clerk  
Neil Freitas, Member  
Sharla Hales, Member  
Teri Jamin, Member  
Cynthia Trigg, Member

Absent: Karen Chessell, Vice President

**Personnel:**

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

Absent: Christi Hines-Coates, Director Area 1

**Others Present:**

Rick Hsu, Legal Counsel

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

Mr. Moore called the meeting to order at 3:32 p.m. Mrs. Hales led the Pledge of Allegiance.

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

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

Motion carried 5/0.

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

Item 2-I, "Second Reading Board Policy No. 518, "Graduation Requirements," was pulled from the Consent Agenda.

Mrs. Hales moved to approve the Consent Agenda with the exception of Item 2-I, seconded by Ms. Jamin.

Motion carried, 5/0.

A. Approve the Minutes of the Regular Board Meeting of November 18, 2014.

- B. Approve personnel actions described in Personnel Report No. 14-12.
- C. Approve Regular Run Voucher Number 1516.
- D. Approve for second reading, Board Policy No. 434, "Benefit Eligibility."
- E. Approve contracts as presented.
- F. Authorize CFO to approve contract for excess stop loss insurance for the District's self-funded health insurance plan with AIG at a stop loss level of \$175,000 with a \$0 Laser Deductible as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.
- G. Accept the kind donation from JNA Consulting and commit the funds to the new Board Arts Fund.
- H. Approve bid award(s) to vendor(s) with lowest, most responsive and responsible bid(s).
- I. Approve for second reading, Board Policy No. 518, "Graduation Requirements."

Mrs. Hales stated Item 2-I included revisions to graduation requirements that would remove speech as a requirement for high school graduation. With consideration for more class periods underway at DHS the reasoning for removing the requirement may no longer remain. The concern was speech, as embedded in presentations, would no longer provide students with learning the skills of public speaking. Mrs. Hales requested approval for revisions on Board Policy No. 518, "Graduation Requirements," be placed on hold while additional information was obtained.

Dr. Noonan requested the graduation requirement for speech included in policy be removed for students at the smaller high schools. Revising the policy to reflect a certain enrollment number, such as for the number of students enrolled at DHS could be a stipulation that would trigger a difference among the schools; therefore, students could be required to take speech at the larger school.

Board members agreed learning the fundamental of public speaking is important. Offering speech as an elective opportunity was desirable. Consensus was to revise policy to reflect larger schools would maintain a speech requirement for graduation. Dr. Noonan would report back following discussions with high school principals.

No action was taken on Item 2-I.

### **3. Special Recognition**

Dr. Noonan announced this meeting would be the last public meeting for Mrs. Hales. Mrs. Hales was honored with an award for her 12 years of service to the district and community. Mr. Hales was present and commented with regard to his wife's service. Being the sounding board for many years, Mr. Hales mentioned her many accomplishments including the help with the development of ASPIRE, initiating a requirement for AP students to take Advanced Placement tests, the addition of JROTC, drug and alcohol testing for students, greater budget transparency, implementation of Board Intervention Funds, and a revised superintendent evaluation process. Mr. Hales was thanked for coming forward to the Board. Board members commented regarding Mrs. Hales participation on the Board as well as, at the Board Association and State governance levels. Much appreciation was shown in support of Mrs. Hales' hard work and long term service.

### **4. Principal's Report – (Carson Valley Middle School) (Administrative Report/Program Review)**

Bob Been, Principal, Carson Valley Middle School, reported having received a Nevada School Performance Framework five star rating from the Department of Education for the 2013-14 school year. CVMS staff members were commended for their hard work to achieve these results. A comparison of the last three years of achievement data was provided. Measurement of Academic Progress (MAP) data from spring 2014 was used to view achievement growth. MAP assessments were one data point for comparison, even though they had changed in the last year. Student achievement results revealed over 70% proficiency in reading and math. Due to continued high proficiency scores, "growth" scoring had not increased. The state CRT scores reflected high student performance, as well, but growth rates needed to improve and would be a focus for CVMS. 8<sup>th</sup> grade

reading test results had not been received at this time. Teachers participated in professional development for reading and writing as a result of the 2<sup>nd</sup> year of Striving Readers Comprehensive Literacy (SRCL) grant funding. Due to this training, writing and informational text was in the forefront.

The CVMS staff was encouraged to attempt new procedures, even if they failed. It was known mistakes were acceptable in that mistakes allowed for more in depth learning for everyone.

Board Intervention Funds (BIF) were used to finance math camp. Carnegie supplemental materials had been purchased and used to help some students as an intervention over the past summer. One enrichment activity for students was announced wherein engineers came in to work with students during their lunch period.

Mr. Been wrapped up by noting 6<sup>th</sup> graders would be welcomed at CVMS in the next school year.

Board members expressed appreciation for Mr. Been's thorough discussion of data.

### **5. Sabbatical Request (Discussion and For Possible Action)**

Brian Frazier, Director Area 2, reported MES teacher, Claudia Bertolone-Smith, submitted a leave request for Sabbatical Leave that had been reviewed by a committee. A template was used to evaluate the request. The committee found all criteria to have been met and therefore unanimously approved her request. Language with the contract was reviewed by Trustees. It was noted the district had not approved a sabbatical leave since 2006.

Mrs. Trigg arrived at 4:35 p.m.

Mr. Moore called for public comment.

Brian Rippet, DCPEA President, thanked the board for supporting Mrs. Bertolone-Smith in her work to obtain and bring back good knowledge to the district.

Mrs. Trigg moved to support the recommendation of the advisory committee for the Sabbatical Leave Application submitted, seconded by Mr. Chichester.

Motion carried, 6/0.

Mrs. Bertolone-Smith was present and thanked the Board Members for their support in her continuing education.

### **6. Review and Update of the District's Five-Year Capital Improvement Plan for 2014-2015 (Discussion and For Possible Action)**

Holly Luna, Chief Financial Officer, stated the Five Year Capital Improvement Plan had been updated to reflect proposed cash flow and the audited ending fund balance for FY 13/14 from the various funds. The largest change would accommodate an ADA requirement at CCMES needed to update the entryway. Another item listed would provide for ceiling work in a training room at the Heritage Building.

Mr. Moore asked for comments from the Board and called for public comment.

Brian Rippet, DCPEA President, stated the 5 Year CIP was appropriate, but suggested adding acoustical treatments for the GWHS gym, also. This most recently built gym was noted to have been built with donated funds. The gym is used for testing and sports but echoed badly and the Boosters were working to raise \$50,000 to help reduce the echo.

Mr. Chichester moved to approve the updated FY2014-15 Five Year Capital Improvement Plan as recommended, seconded by Mrs. Trigg.

Motion carried, 6/0.

## **7. Consideration of 2014-15 December Budget Augmentations and Amendments (Discussion and For Possible Action)**

Ms. Luna presented the FY 14/15 budget amendments. With regard to the General Fund, the Distributive School Account (DSA) (a three pronged funding formula) increased from the prior year's support of \$5,885 to \$5,941 per pupil. The projected receipts of Local School Support Tax (LSST) reflected an increase over prior year actuals but had been revised to reflect a decline in current fiscal year from the original projections. Ad Valorem revenue, based on real estate values increasing reflected increased receipts over prior year actuals and remained unchanged from original projections; therefore, over all, the state obligation decreased. Overall revenues increased 0.8% from the prior year.

Student enrollment continued to decline, with minimal DSA impact due to the hold harmless benefit based on a one year prior review. General Fund revenue trends over the last nine years were provided. The largest expenditure, salaries and benefits were reported as "fixed costs" due to the negotiation process. The beginning fund balance reflected decreases year over year due to increases in contractual obligations. The FY 14-15 beginning fund balance of \$5.1M would decline at a greater rate next year. The General Fund was in compliance with NRS 354 and Board Policies that required a 4.0% ending fund balance and a contingency amount of 1.0%.

The Special Education Fund reflected an increase of .5 units (teacher allocations) as provided for by the State for ASPIRE High School, as well as a small incremental revenue increase per unit funded. The total expense of a special education unit was noted to not be entirely provided for, and as a result, the General Fund picked up the differential in costs through a transfer from the General Fund.

Mrs. Luna reported revisions to the DSA structure would likely change as a result from the upcoming Legislative Session. DCSD had an increased percentage of students within the special education population as compared to other districts as well as, the state as a whole. A transfer from the General Fund to the Special Education Fund was estimated for this year to be \$5.570M, a \$1,010M increase year over year or 22.1%. Expenditures were expected to increase an estimated %1.154M or 15.2% due to the higher special education enrollment and special cases needing to be funded and revised upwards \$697,000 or 8.0% from original projections for the current fiscal year. The Special Education Fund was also in compliance to NRS and Board Policy with respect to the ending fund balance and contingency.

Dr. Noonan added SB500 in the last legislative session had required a taskforce to convene in the interim period to review the special education data and provide an opinion of equity not adequacy. A final report came out in June 2014 that recognizes the expense for special education and ESL students are higher due to extra needs.

Some questions were raised and answer provided around staffing procedures and allocations for both certified and classified positions in the area of special education.

Ms. Luna reported on the third Resolution, the "All Other Funds," category that included buildings & sites, capital projects, bond funds, debt service revenues and expenditures (Capital Improvement Projects), food services, and revised grant awards from the Federal and State governments. The self-funded health insurance fund was also revised to align with the 2015 plan year. Meal prices were expected to increase due to a declining ending fund balance.

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

Mr. Freitas moved to adopt Resolution No. 14-04 in its entirety, seconded by Mr. Chichester.

Motion carried, 6/0.

Mrs. Trigg moved to adopt Resolution No. 14-05 in its entirety, seconded by Ms. Jamin.

Motion carried, 6/0.

Mrs. Hales moved to adopt Resolution No. 14-06 in its entirety, seconded by Mr. Chichester.

Motion carried, 6/0.

### **8. School Start Time Survey (Discussion and For Possible Action)**

Dr. Noonan stated the board members had asked to have a public survey conducted to gain input on possibly changing school start times in the Valley. Research on teenager sleep needs had shown later start times to positively impact older students. Dr. Noonan had worked with Cathy Denson, Transportation Supervisor, to determine bus routes that would not impact the budget in order to address changing school schedules. The highest rate of participation on any given survey for years resulted. 2,535 members of the community, staff and students participated in the survey and together wrote over 400 pages of printed comments. Results were approximately 50/50 to change/not change the school start and ending time schedule. The recommendation was to hold off on changing school start times until the data could be reviewed. A group could be formed to analyze comments received on the survey. To thoroughly study the data would mean the 2015-16 school start times would remain the same.

Discussion ensued about interpreting data correctly, looking more in depth at the impact to sports, the possibility of DHS moving to a different schedule, the impact to elementary students, and whether or not additional expense should be incurred to revise site start times in a more equal fashion than initially provided.

The public was informed no action would be taken on this item today.

Mr. Moore called for public comment.

Five persons provided comments in support of not changing the school start and end times. Their reasoning included articles referenced regarding sleep research involving teenagers were inaccurate when compared to other sources; it was undesirable to have elementary aged children at bus stops earlier as proposed; childcare for elementary students would be lengthened and family schedules impacted; times offered for middle and high schools were unbalanced; sports might impact seat time due to a later schedule; and delaying this decision while facts were analyzed was appreciated.

Board members supported continued research on school start and end times in order to arrive at the best solutions for students.

Mr. Moore stated Nancy Hamlett, President of DCSSO, had asked to have a statement read on behalf of herself as a parent, employee and community member. DCSSO was noted to have no comment at this time. In her letter, Ms. Hamlett asked that coaches and teachers be polled regarding the affect changing start and end times would have on sports and educational programs. She asked the board to not take action and raised many of the same questions as listed above.

Mr. Moore thanked the individuals who were present and provided commentary.

At 5:50 p.m. a break was taken.

### **Public Comment**

At 6:00 p.m., Mr. Moore called for public comment.

Keith Lewis, President of the Douglas County Administrators Association, thanked Mrs. Hales for her service on behalf of the Association membership. Help with passing the bond for school

improvement and Board Intervention Funds noted. Gratitude was shown for the various areas where Mrs. Hales had worked to initiate improvements for the benefit of students. Mr. Lewis stated Mrs. Hales would be missed.

## **9. Pay for Performance Plan (Discussion and For Possible Action)**

Dr. Noonan, Rommy Cronin, Teri White, Robin Tinius and Susan Lacey presented a united proposal, as agreed upon by the district and DCPEA, regarding Pay for Performance for teachers. Only one member of their group was not present (Phil Sorenson). The united efforts of DCSD and DCPEA worked to meet requirements of NRS 391.168, a state law wherein districts needed to implement a performance plan for the 2015-16 school year for both administrators and teachers. Criteria included consideration for at risk schools. Leadership and professional development opportunities were allowed to be included, along with group incentives. The primary focus is student academic performance. DCSD administrators had previously implemented a star incentive program. This effort would target certified teachers.

Last year, the negotiation team agreed to language that required the group to meet, review the law and present a proposal to the Board. The group met a number of times over several months this fall. DCPEA and the district brought a combined proposal to the table for discussion; therefore, the proposed plan addresses needs for all parties. One component is similar to what is in place for our administrators - compensation based on star ratings. In this proposal, with respect to teachers, the General Fund would support expenditures based on funding received as a result of the upcoming legislative session. Additional funding is a stipulation to the plan as presented. 50% of the amount received from the legislature would go toward a star rating incentive; and 50% toward a professional development incentive. If the extra funding for Pay for Performance is received, and it ended up that funds from the professional development side of the proposal were left over, the additional amount would be rolled into the star incentive program.

Susan Lacey, DCPEA, stated each school site had individual needs. In this segment of the proposal, particular classes would be developed by a teacher at the schools who could share with others, a topic of their expertise to assist with site improvement goals. This could be based on the School Performance Plan with needs for improvement determined by teachers. The teacher-trainer would receive more compensation for working on the planning portion; those attending professional development classes would receive 85% of the amount the trainer would receive. Following the courses, teachers would be held accountable for implementing educational methods learned. Following one year of implementation, the system would be reviewed.

Teachers would review results of the professional development and write a proposal to be approved by administrators to direct the next topic offered for professional development. Data would be used to drive needs of the sites. Requirements for participants would include mentoring to assure implementation of the content received. The courses would take place outside of contract time.

Mrs. White shared the star rating portion of the proposal. An example was provided wherein wages for teachers at a 5 star school would include a one time, non PERS eligible bonus. Teachers at a 4 star school would also receive a bonus, but in a lesser amount; 3 star or lesser schools would receive credit for sufficient student achievement growth, incrementally, as they worked to move the school to a higher star rating. The actual bonus amount would be determined by district funding received as a result of the upcoming legislative session. Teachers would receive bonuses on an annual basis if Pay for Performance is funded by the legislature. First year teachers would not be eligible, as they would not have the participation from a prior year to be paid the additional performance based pay.

Board members expressed appreciation for the collaborative effort to arrive at this proposal.

Mr. Moore called for public comment.

Brian Rippet, DCPEA President, thanked the board members and district administration for the opportunity to work together. The approach was innovative and thought to work well for each of the

individual school sites.

Mrs. Hales moved to approve the Pay For Performance Plan recommended collaboratively between DCPEA and the district administration, seconded by Mrs. Trigg.

Motion carried, 6/0.

## **10. Closed Session**

Closed Session was moved to the end of this meeting.

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

Dr. Noonan offered times a committee could meet to discuss a timeline for policy revisions. The committee would prioritize the order in which the various areas of policy should be focused on first and determine a timeline to follow for updating Board Policies in the future.

Trustees determined Friday, January 9, 2015, 3:00 p.m. would be calendared for a two hour Special Meeting.

## **12. Board Officer Election Timeline (Discussion and For Possible Action)**

Mr. Moore stated he suggested for discussion at the last Board Meeting, moving officer elections to February. Due to mixed reactions, Mr. Moore recommended continuing to hold elections in January. Mrs. Trigg had seconded the request to place this topic on the agenda. Mrs. Trigg noted she researched laws and procedures followed by other states and found the timeline commonly in January, with some law surrounding officer elections in other states.

Consensus was no action would be taken and elections would continue to be held in January.

## **13. Evaluation of the Superintendent (Discussion and For Possible Action)**

Dr. Noonan's evaluation consisted of a three part weighted system with 25% of the total rating for efforts; 50% on results; and 25% Trustee perception. Survey data from 2014 had been provided as backup material for the board.

District work was reported to include Nevada School Performance Framework (NSPF) implementation, a revised Strategic Plan for 2014-16, an emphasis on Nevada Academic Content Standards (NVACS), roll out of the Nevada Educator Performance Framework (NEPF) training program, and STEM center progress. Efforts outside of Douglas County included Dr. Noonan working to chair the NWRPDP governing board, holding the position of Chair of the RPDP Statewide Coordinating Council, and work as President of the Nevada Association of School Superintendents.

Additionally, restructuring of the district office included reorganizing duties of the Area Directors and providing mentorship for this transition; preparation for the upcoming legislative session; revisions to the cycle for review of Board Policies and Administrative Regulations; implementing the teacher transfer process for 2015-16 with grade level movement among schools; and creation of an electronic community bulletin board to improve availability of public information.

Board member comments included Dr. Noonan declined an increase to her salary. Dr. Noonan's performance was viewed as being above and beyond expectations. The number of duties involved with the evolving changes and the continuous improvement underway for the district was noted. Appreciation was shown for the manner in which Dr. Noonan took responsibility for all matters whether or not she was directly involved.

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

Mr. Chichester moved to rate the superintendent as very highly effective and provide for a 2.5% salary increase for her, seconded by Ms. Jamin.

Motion carried, 6/0.

#### **14. iNVEST 2015 (Information and Discussion)**

This Item was tabled.

#### **15. Superintendent's Report**

Dr. Noonan handed out a district organizational chart and Education Services Area Chart for the Board's information. Additionally, a brochure created by PWLMS staff to promote the school was provided as an example of the many extra duties principals were involved in.

New DMV requirements were being instituted for student drivers. A new form was required from the schools for kids under 18 to prove their good standing in attendance effective January 1<sup>st</sup>. This would be included in DMV driver handbooks. Truancy officers had been granted the legal authority to suspend or postpone a license for student drivers who were habitual truants.

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

Mrs. Trigg reiterated some topics presented at the recent NASB conference. This included messages of importance for the arts; reinforcement of the fact education is a civil right in the U.S.; discussion of student challenges including poverty and family drug dependency had occurred; and school safety was supported.

NASB awards given at the recent conference were presented. Mrs. Trigg had participated in the awards by completing nominations for DCSD and had been on the committee that choose the award winners across Nevada. Mr. Freitas was given the New Board Member of the Year Award and congratulated for his board work. The DCSD Board of Trustees won the Nevada School Board of the Year award and would keep their trophy in the district office lobby. JNA Consulting supported the School Board of the Year award and provided a \$500 donation to the district that won. Dr. Noonan suggested the \$500 by added to the Board Arts Fund as a donation.

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

Mr. Freitas inquired if there was anyone else interested in hearing additional information regarding the eight period day schedule for DHS. Mr. Chichester seconded this topic that would be added to the future agenda items list.

Mr. Moore stated the sixth item on the current Future Agenda Items List had been addressed and could be removed.

Board members were made aware of a form required by the State to acknowledge their awareness of ethical standards. It was later determined those who were recently elected were required to sign and submit this form.

#### **18. Board Reports**

Mrs. Hales provided a list of ongoing topics of importance to her as she was ending board service. These were, fiscal transparency; student feedback on instruction; grading policy revisions; administrative input on evaluations; bargaining from a platform of facts; hanging on to bond income; participation by telephone; and encouragement of superintendent's to come from within the district.

Mrs. Hales was thanked for sharing her wisdom and thoughts.

## 19. Correspondence

Mr. Moore stated correspondence had been received from Nancy Hamlett, President of DCSSO, and had been read into the record regarding the Association's position on start and end times for schools.

## 10. Closed Session

At 7:00 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 Mrs. Trigg.

Open Session resumed at 7:16 p.m.

## 20. Adjournment

At 7:20 p.m., Mr. Chichester moved to adjourn, seconded by Mr. Freitas.

Motion carried, 4/0.

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.