

Douglas County School District
Airport Training Center
Tuesday, August 18, 2015
3:15 p.m.

Minutes
Approved
September 8, 2015

MINUTES

Present:

Trustees:

Ross Chichester, President
Cynthia Trigg, Vice President
Robbe Lehmann, Member
Teri Jamin, Member
Karen Chessell, Member
Thomas Moore, Member

Absent:

Neal Freitas, Clerk

Personnel:

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

Others Present:

Rick Hsu, Legal Counsel

1. Tour – Airport Training Center

Scott McCullough, Project Manager, provided history of the improvements leading to having the new Airport Training Facility (ATC) completed this year. The ATC was previously a warehouse that had been converted to a training facility by adding air ducting, thick walls were added, storage and glass windows put in place of a rollup metal door. Across from the ATC, a trailer obtained from Douglas County was remodeled into offices, a kitchen, bathrooms, and a meeting room.

John Endter, Director of Information Technology, provided insight into technology improvements at the ATC and noted future additions would allow for audio and visual abilities in the smaller conference room attached to the larger meeting room within the building. A touchscreen interactive board and three new televisions had been installed to meet training and meeting needs. Wireless microphones and a conference phone were available.

2. Call to Order
(For Possible Action)

Mr. Chichester called the meeting to order at 3:32 p.m. and led the Pledge of Allegiance.

Mrs. Trigg moved to adopt the agenda, seconded by Ms. Jamin.

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

Motion carried 6/0.

3. Consent Items (For Possible Action)

Mr. Chichester inquired to see if any Items were to be pulled for discussion. Items 3-A, 3-E, 3-G and 3-H were pulled from the Consent Agenda.

Mr. Chichester stated Item 3-G, "Second Reading Board Policy No. 308, "Evaluation of Licensed Non-Management Personnel," would be tabled until the next Regular Meeting.

- A. Approve the Minutes of the Regular Board Meeting of July 14, 2015.
- B. Approve Board Policy No. 433, "Code of Conduct," for Second Reading.
- C. Approve personnel actions in Personnel Report No. 15-08.
- D. Approve Board Policy No. 524, "Hazing," for second reading for revocation.
- E. Approve for second reading Board Policy No. 206, "Educational Placement of Handicapped Students."
- F. Approve for second reading Board Policy No. 307, "Evaluation of Administrative Personnel."
- G. Approve for second reading Board Policy No. 308, "Evaluation of Licensed Non-Management Personnel."
- H. Approve Board Meeting dates listed for 2015-16.
- I. Approve Special Run Voucher Numbers 1541 and 1542 for FY2014-15; Special Run Voucher Numbers 1602 and 1603 for FY2015-16; Regular Run Voucher Number 1543 for 2014-15; and Regular Run Voucher Number 1604 for FY2015-16.
- J. Appoint David Whittemore as Principal of Pau-Wa-Lu Middle School.
- K. Approve the Budget Adjustment Voucher for August 2015 as submitted.
- L. Approve contract as presented.

Mr. Lehmann stated he was absent from the July 14, 2015 Meeting.

Mrs. Trigg moved to approve Item 3-A, "Minutes of the Regular Board Meeting of July 14, 2015," seconded by Ms. Jamin.

Motion carried 5/0; Mr. Lehmann abstained.

Mrs. Chessell moved to approve the Consent Agenda with the exception of Items 3-E, 3-G and 3-H, seconded by Ms. Jamin.

Motion carried, 6/0.

Ms. Jamin stated the motion needed to be revised for Item 3-E, "Second Reading Board Policy No. 206, "Educational Placement of Handicapped Students."

Ms. Jamin moved to approve Item 3-E for second reading of Board Policy No. 206, "Educational Placement of Handicapped Students," for revocation, seconded by Mrs. Trigg.

Motion carried, 6/0.

Mr. Moore stated Item 3-H, "Regularly Scheduled Board Meeting Dates List for 2015-16," was pulled for the board to discuss if they did want to have meetings at the ATC location following this first trial meeting. Board members commented favorably in keeping the majority of the meetings at the ATC location.

Mr. Moore moved to have the Regularly Scheduled Board Meetings for the Valley scheduled as locations were listed, seconded by Mrs. Trigg.

Motion carried 6/0.

It was noted the September 8th and November 10th Regular Board Meetings would be held at DHS due to summer graduations in September and a scheduled tour of the STEM building in November.

Improved signage for the public at the ATC location was desired.

4. Introduction of Administrators (Special Recognition)

Mrs. White introduced Dave Whittemore as the new Principal for Pau-Wa-Lu Middle School. Dave had previously worked as a Vice Principal at PWLMS. The Board congratulated Mr. Whittemore on his new position.

5. Superintendent's Report (Administrative Report)

Mrs. White informed the Trustees with the new school year underway staff was busy helping with a lot of transition for families. Some vehicular congestion was noted at middle schools. Enrollment remained approximately the same as the previous year. The district is fully staffed with only a few substitutes in positions where the hiring of teachers is still necessary. The 1:1 initiative was noted to have begun at GWHS with students having Chromebooks.

Mrs. White acknowledged Gary Cullen, Bill Blumenthal and John Endter along with their crews for the huge efforts in readying buildings and technology over the summer to prepare for the start of school.

6. Nevada Association of School Boards (NASB) Report

Mrs. Chessell reported having attended a recent NASB training based on the changing education laws resulting from the recent legislative session. Director, Dotty Merrill, prepared a list for Board Members' review. Mrs. Chessell complimented the district in leading forward thinking to accomplish many requirements ahead of other districts. A notebook of information obtained at the training was passed for review along with a pamphlet on the School Board Association.

The Board was reminded the annual conference would be held November 20 & 21 at the Atlantis Casino in Reno. POOL/PACT was reported to award \$1,000 to all board members who completed the Certified Public Official program.

Ms. Jamin added that she also attended the recent legislative training session. One topic was related to SB157 and documentation necessary if problems were experienced in cooperation with working together with other public entities. Documentation of time spent for DCSD with regard to legislation was another topic and how grant funds tied to that.

Mrs. Chessell and Ms. Jamin requested time to meet with Mrs. White to discuss concerns around conversations they heard at the training.

7. Board Reports (Information and Discussion)

Ms. Jamin reported having attended the Mason's Cornerstone Ceremony at the DHS STEM Center, along with other Board Members. Ms. Jamin also attended the dedication of PDC to former superintendent, Dr. Gregory F. Betts.

8. Correspondence

Board members verified they had all received two emails; one with regard to librarian positions and one comment on Board meeting locations.

9. First Reading Board Policy No. 320, "Substitute Compensation" (Discussion and For Possible Action)

Mrs. White offered revisions to Board Policy No. 320, "Substitute Compensation," in addition to those offered in July, as a first reading. The later changes clarified positions for which the district would not call in substitutes in the event particular personnel are absent.

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

Mrs. Trigg moved to approve for first reading, revisions to Board Policy No. 320, "Substitute Compensation," seconded by Mrs. Chessell.

Motion carried, 6/0.

10. SB411 Presentation (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, and Marty Johnson, JNA Consulting, explained potential next steps for funding possibilities as a result of Senate Bill 411.

A history of existing funding sources for capital project needs was noted to include the rollover bond of \$43.3 million in bond sales and \$2.3 million in Pay-As-You-Go cash. Government Services Tax (GST) was another method used to support capital projects. The GST revenue was a direct result of the debt rate from the 2008 bond that had been passed by area voters. The Residential Construction Tax was noted as another revenue source.

Mr. Johnson provided a status of the rollover bonds. The annual debt service through FY29 is \$2.6 – \$3.1 million. Available balance in the Debt Service Fund is roughly \$2.5 million assuming 100% funding of next year's principal and interest payments. It was explained the district is leveraged as much as possible. Abatement caps and limited growth in property tax revenue was noted to constrain further issuance of debt for the future. Outstanding debt service was expected to pay out as necessary through 2042. Property tax revenue was projected to have a growth rate of 2% through FY24, and then to possibly drop to 1%.

Ms. Luna noted the RBST and GST revenues peaked in FY05 and FY06 respectively, and that current receipts are approximately \$1.0 million annually with little to no growth projected. She reviewed the ongoing district construction and improvement needs. Several large site projects had been completed since 2008; however, many needs were still to be met as listed in our 10 Year Facilities' Master Plan guiding document. At this point, the district would need approximately \$35 million to complete all projects. Mr. Johnson explained that all districts in Nevada were in the same situation, with the exception of mining counties.

Another opportunity to help with capital project needs was available through Senate Bill 207 that allows for the district to maintain Pay-As-You-Go funding beyond the initial termination date without seeking voter approval. That is for 10 years extending to 2018; however, minimal Pay-As-You-Go cash could be obtained annually due to the current debt limit as previously discussed. Approximately \$1 million in total PAYG was projected based on the current tax rate should the board wish to act on SB207.

The district currently maintains a 100% reserve for debt service. NRS 350.020(5) allows for a reduction to 50% in Debt Service Funds that would equal a gain of \$1.3 million as a one-time additional revenue source.

Additionally, Senate Bill 411 is now available for districts to assist with increasing student enrollment due to influx of families to Nevada, and to also offer assistance with aging facility needs. The Resolution, if approved by the Board, would allow a Committee to create a proposal to the County Commissioners to form a question for the 2016 ballot for voter approval. The Committee would consider options to increase revenue such as increasing room tax; the governmental service tax; real property transfer tax; property tax; or sales tax. The resulting revenue could be used for Pay-As-You-Go funds or to pay debt service on bonds.

The proposed Resolution would allow for creation of the committee who would meet 5-7 times from September 2015 – February 2016. The deadline for a Committee proposal to reach the County Commissioners is April 2, 2016. Outreach to support groups would be needed to ask their members to participate. The Superintendent of schools would attend committee meetings in order to provide the committee with necessary information, but could not act as a voting member of the group. A list

of necessary members for Committee membership was provided and would include offering the ability to serve to those who could suggest solutions. The Committee would be formed, such as the KIDS Committee had been.

Following creation of this Committee and brainstorming of solutions members would need to provide a solution and tax rate prior to the deadline in April in order to seek voter approval on the ballot in 2016. The committee would hopefully offer a Resolution to the Board before March 2016.

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

Mr. Chichester commented in support of using this tool the legislature provided for school districts.

Mr. Moore moved pursuant to SB411, to approve Resolution #15-04 to establish a "Public Schools Overcrowding and Repair Needs Committee" to recommend the imposition of one or more taxes as described in Section 2.5 of SB411 for consideration by Douglas County voters at the 2016 General Election to fund the capital project needs of the district," seconded by Mrs. Trigg.

Motion carried, 6/0.

11. Presentation on Computer Literacy and Competencies (Discussion and For Possible Action)

Rommy Cronin, Director Education Services Area 3, presented the history of the Computer Literacy course originally taught in the 8th grade. In the past, students were allowed to waive the credit in high school, following completion of the course at the middle school level. The Nevada Department of Education now requires completion of a Computer Literacy course in order to receive a required one half credit.

Additionally, in the past, DCSD required students to demonstrate proficiency in four competencies that were now outdated requirements. The keyboarding, spreadsheet, database and business letter competencies had been included under the technology umbrella. The business letter competency was initially taught in English and then moved to technology. Grade level movement this year sparked discussions of aligning state standards with future coursework, at various grade levels, in order to more completely educate students in the area of computer literacy. One result is a new course, "Investigations in Digital Literacy Design," now offered to 9th grade students with highly improved course content. This requirement for graduation, encompasses learning multiple technology platforms, and includes curriculum such as digital citizenship, modeling appropriate use of the Internet, text etiquette, selecting appropriate web resources and awareness of safety issues when working in the cyber world. The Scope and Sequence document would be revised annually as students used Chromebooks and became increasingly sophisticated.

Ms. Cronin provided background for the Board with respect to technology skills necessary to meet Smarter Balanced Assessment requirements. 2nd grade students began learning keyboard skills and 3rd grade students were to take assessments provided online. English Language Arts curriculum from grades 6-12 included the equivalent of oral communication competency coursework.

Board Members were asked to approve coursework revisions to meet the State computer literacy requirement for graduation and to eliminate the four competency requirements.

Through comments, a request was made to have the Board provided with an outline of the new technology curriculum line up throughout the grade levels upon completion. It was noted the Computer Literacy class was offered as an elective for other grade levels as well.

Mr. Chichester called for public comment.

Nancy Hamlett, DCSSO President and parent, stated her concern for students being prepared for college level coursework and the need to tie curriculum to that next level. Another concern was the district having eliminated technology teachers in elementary schools at a time when student learning

in the area of technology was critical.

John Endter, IT Director, informed Trustees he had worked for four years to improve the outdated technology offerings to students. He fully supported a change to the new course in 9th grade.

Ms. Cronin added at the next CTE Board Meeting a discussion would take place about the possibility of bringing a computer course strand to CTE offerings. Valley middle schools currently offered an additional course in computer coding that would be added at GWHS in the future. The addition of Advanced Placement Computer Science was offered and being enjoyed for the first year at GWHS.

Mrs. Trigg moved to approve the proposed revisions to the Computer Literacy Course and competencies as presented, seconded by Mrs. Chessell.

Motion carried, 6/0.

**12. Review Proposed Changes to Administrative Regulation
No. 606(a), 606(b), 606(c) and 606(e)
(Discussion and For Possible Action)**

Holly Luna, Chief Financial Officer, offered revisions to four Administrative Regulations that fall under Board Policy No. 606, "Purchasing Objectives." Regulations were updated to be in compliance with the Education Department General Administrative Regulations (EDGAR) federal requirements. Ms. Luna reviewed changes with the Board that encompassed correct references to department heads and their titles; correct limitations for purchasing; newly added NRS references and changes presented upon recent approval of Board Policy No. 606. Bidding requirements for purchasing were updated and now reflected the CFO would handle bidding for contracts of \$50,000 or more. Under "Procurement Types," Petty Cash had been added to the list. Revisions were also made for continuity between all the Regulations and Board Policy.

**13. First Reading Board Policy No. 112, "Sexual Harassment"
(Discussion and For Possible Action)**

Keith Lewis, Director Human Resources, presented revisions to Board Policy No. 112, "Sexual Harassment." Board Policy No. 541, "Sexual Harassment," would be revoked upon approval of Board Policy No. 112 with the language having been combined. Previously, one policy addressed students, and one staff. Locations for adherence to the Policy were added that included schools, buses, facilities and district sponsored events. Language was updated with regard to sexual harassment tolerance.

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

Mrs. Trigg moved to approve for first reading Board Policy No. 112, "Sexual Harassment," seconded by Mr. Moore.

Motion carried, 6/0.

**14. First Reading Board Policy No. 541, "Sexual Harassment"
(Discussion and For Possible Action)**

Mr. Lewis stated Board Policy No. 541, "Sexual Harassment," would be revoked as a result of the combination of language with Board Policy No. 112, "Sexual Harassment."

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

Motion carried, 6/0.

**15. First Reading Revocation of Board Policy No. 328, "Staff Grooming and Dress"
(Discussion and For Possible Action)**

Lisa Noonan, former Superintendent, stated Board Policy No. 328, "Staff Dress and Grooming," was

requested for revocation to complete the cycle of revising and renaming Board Policy No. 433, to "Code of Conduct." Board Policy No. 328, was an additional policy still in force addressing the same issue that had been encompassed in revisions that was found subsequent to the first clean up.

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

Mrs. Trigg moved to approve for first reading, revocation of Board Policy No. 328, "Staff Grooming and Dress," seconded by Mrs. Chessell.

Motion carried, 6/0

**16. Resolution Regarding District Property Located at 1900 Echo Drive,
Stateline, Nevada 89448
(Discussion and For Possible Action)**

Dr. Noonan stated she worked with attorneys to provide an updated Resolution that resulted from receiving two updated letters of appraisal. Too much time had lapsed since the previous Resolution had been created in support of the initial appraisals in 2012. Legal counsel recommended using an average of the two appraisal amounts received. The resulting sale amount equated to the Board accepting a minimum offer of \$3,125,000.00.

An updated Resolution Declaring Intention to Sell Property was available to the Board and public, revised from what had been received initially in Board packets.

Discussion ensued regarding the Board having received two appraisals in 2012 and the fact it was decided to sell the property for the highest appraised value in the past vs. the recommendation at this time to accept the average appraised price. Dr. Noonan informed the Board there were a number of interested parties in the past and at this time.

Dr. Noonan stated three cycles of offering the property for sale is what is written in the law as the timeframe before the need exists to reevaluate the sale price. The price of \$3,125,000.00 under the new Resolution would set the minimum offer price.

A question was raised regarding discussions that might have taken place over time about rezoning the property. Dr. Noonan responded that a number of conversations had taken place both with TRPA and Douglas County. Ultimately, it had been found best to have a buyer advocate for zoning based on their particular interest and use of the property.

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

Mr. Moore moved to approve the updated resolution regarding the intent to sell the property located at 1900 Echo Drive, Stateline, NV 89448, seconded by Mrs. Trigg.

Motion carried, 6/0.

Public Comment

At 5:23 p.m., Mr. Chichester called for public comment. No comments were offered.

20. Closed Session

Item 20, Closed Session, occurred prior to Item 17.

Ms. Jamin moved to recess to closed session in order to discuss matters with the management representatives pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

Public Comment

At 6:00 p.m., Mr. Chichester called for a second public comment. No comments were offered.

**17. Step III Grievance
(Closed Session)**

At 6:02 p.m. Mr. Chichester read from the Agenda that the board would recess to closed session pursuant to NRS 241.030(1) to consider the character and alleged misconduct of Mr. Joshua Adkisson, former Head Custodian at Scarselli Elementary School, in the context of hearing the Level III Grievance brought by Mr. Adkisson pursuant to the Collective Bargaining Agreement between the District and the Douglas County School Support Organization, challenging his involuntary discharge from employment.

All witnesses were asked to step out of the room at this time.

Following the hearing, a decision resulted as noted in Item number 18.

**18. Decision on Grievance
(Discussion and For Possible Action)**

At 7:32 p.m., in open session, Ms. Jamin moved to uphold the Superintendent's decision and deny the appeal, seconded by Mr. Moore.

Motion carried 6/0.

19. Possible Agenda Items for Future Board Meetings

Mrs. Chessell had learned that if Board Members were absent from a meeting, they didn't necessarily have to abstain from voting on the Minutes of that Meeting. Mrs. Chessell proposed this topic for discussion, seconded by Mrs. Trigg.

21. Adjournment

Mr. Moore moved to adjourn at 7:45 p.m., seconded by Mrs. Trigg.

Motion carried, 6/0.

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.