

**Minutes Approved  
February 10, 2009**

**Douglas County School District**  
Regular Meeting  
Douglas County Public Library – Lake Tahoe Branch  
Minden, Nevada  
Tuesday, January 13, 2009  
3:30 p.m.

**MINUTES**

Present:

**Trustees:**

- Teri Jamin, President
- Cynthia Trigg, Vice President
- Thomas Moore, Clerk
- Karen Chessell, Member
- Randy Green, Member
- Sharla Hales, 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:**

- Mike Malloy, Legal Counsel

**1. Call To Order**

Ms. Jamin called the meeting to order at 3:32 p.m.

- A. Randy Green led the pledge of allegiance.

Ms. Jamin stated that a request from staff had been received to pull Consent Item I, "Approval of Contract Award for 2 New School Buses for FY2009-10." This was to allow for a rebid on bus purchases.

Ms. Jamin asked if there were any further changes to the agenda. There were none.

- B. Mr. Moore moved to approve the agenda, as amended, seconded by Mrs. Chessell. Motion carried, 7/0.

## **2. Election of Officers for 2009: (Action)**

Much appreciation was shown for Ms. Jamin having led the Board as President for 2008. Ms. Jamin stated she looked forward to focusing on the substance moreover than the process of upcoming meetings. Nominations were opened for 2009.

Mrs. Hales nominated Mrs. Trigg for President, seconded by Mr. Roman. No other nominations were brought forth.

A vote was taken, 7/0, for Mrs. Trigg to hold the position of President.

In regards to the position of Vice President, Mrs. Chessell nominated Mr. Moore, seconded by Mr. Roman. No other nominations were presented. A vote was taken in favor, 7/0.

Mrs. Trigg asked for nominations for Clerk of the Board. Mr. Moore nominated Mr. Roman, seconded by Mrs. Chessell. A vote was taken, in favor, 7/0.

Mrs. Trigg presented a plaque to Ms. Jamin for serving as President during the year of 2008-2009 for her service to the Douglas County School District. Ms. Jamin was noted for the time provided during many difficult situations taken during her time of service.

Mrs. Trigg headed the meeting as of 3:40 p.m.

## **3. Annual Organization (Action)**

### **Item 3-A, "Designate the Record-Courier as the newspaper to be utilized for all legally required notices."**

A motion was made by Mrs. Hales to maintain the Record Courier as the newspaper to be utilized for all legally required notices, seconded by Ms. Jamin.

Motion carried, 7/0.

### **Item 3-B, "Designate regular meetings of the Board of Trustees to be held on the second Tuesday of each month at 3:30 p.m. at the Douglas High School Library or Douglas County Public Library – Lake Tahoe Branch."**

A motion was made by Ms. Jamin and seconded by Mrs. Chessell, to approve the meeting dates listed. There was no public comment.

Motion carried, 7/0.

The meetings of the Board of Trustees for 2009 are as follows:

<b>Date</b>	<b>Location</b>	<b>Time</b>
Friday, January 30, 2009	District Administrative Office	Strategic Planning
Tuesday, February 10, 2009	Douglas High School	3:30 p.m.
Tuesday, March 10, 2009	Douglas High School	3:30 p.m.
Tuesday, April 14, 2009	Lake Tahoe Public Library	3:30 p.m.
Wednesday, May 20, 2009	Douglas High School	3:30 p.m.
Tuesday, June 9, 2009	Douglas High School	3:30 p.m.
Tuesday, July 14, 2009	Lake Tahoe Public Library	3:30 p.m.
Tuesday, August 11, 2009	Douglas High School	3:30 p.m.
Tuesday, September 8, 2009	Douglas High School	3:30 p.m.
Tuesday, October 13, 2009	Lake Tahoe Public Library	3:30 p.m.
Tuesday, November 10, 2009	Douglas High School	3:30 p.m.
Tuesday, December 8, 2009	Douglas High School	3:30 p.m.
Tuesday, January 12, 2010	Lake Tahoe Public Library	3:30 p.m.

It was noted that Special Meeting dates scheduled at this time were available this evening, although not listed in the Agenda.

#### **4. Appointment of Board Representative (Action)**

Mrs. Trigg stated the Board appointments for 2009 as listed below:

<b>The following appointments and reappointments of Board members were made for 2009 as follows:</b>	
A. Debt Management Commission	Keith Roman
B. Board of Directors – Nevada Association of School Boards	Cynthia Trigg
C. Legislative Committee – Nevada Association of School Boards	Sharla Hales Cynthia Trigg
D. Douglas County Parks and Recreation Board	Thomas Moore
E. Liaison Between Board of Trustees, County Commission, and Douglas County Planning Commission	Randy Green Teri Jamin
F. Liaison to Douglas County Education Foundation	Karen Chessell Teri Jamin Cynthia Trigg
G. School Safety Task Force	Randy Green

**The following appointments and reappointments of Board members were made for 2009 as follows (Continued):**

H. Expulsion Hearings Subcommittee	Randy Green Keith Roman Thomas Moore Cindy Trigg Sharla Hales Karen Chessell Teri Jamin Carol Lark
I. Employee Relations Communications Committee	Teri Jamin Cynthia Trigg Karen Chessell
J. Liaison to Parent Teacher Organizations	Teri Jamin <u>Alternates:</u> Cynthia Trigg Randy Green
K. Liaison to Tahoe Douglas Chamber of Commerce	Cynthia Trigg
L. Liaison to Carson Valley Chamber of Commerce	Randy Green
M. Career and Technical Committee	Karen Chessell Keith Roman Thomas Moore
N. NIAA Region II Board of Control Representative	Keith Roman

Mrs. Chessell moved to accept Board Committee appointments as discussed, seconded by Ms. Jamin. There was no public comment or further discussion.

Motion carried, 7/0.

**5. Consent Items (Action)**

At 3:50 p.m., Mrs. Hales requested that an additional, clarifying notation, be recorded on page 8 of the December 9, 2008 Minutes.

Mrs. Trigg stated that she had received a request to pull Consent Item 5-C.

There were no further requests to pull Consent Items.

Ms. Jamin moved to approve Consent Items with the exception of Item 5-C, and with a change to the Minutes of December 9<sup>th</sup> as requested, seconded by Mrs. Hales. Public comment was requested. There was none.

Motion carried, 7/0.

Mr. Roman discussed Item 5-C, "Personnel Report No. 09-01." A position listed as "new" was discussed with regard to need vs. budget cut considerations. The position questioned, was reported to be necessary to due to implementation of ESCO projects. The position was explained by District administration as a reclassification of an unfilled position, rather than an addition of a position. The review of each position, prior to filling, was stated as of importance at this time by both the Board and District administration.

Mr. Roman questioned the flow of adequate information necessary to decision making for Board Members, prior to decision making upcoming at the February meeting.

Mrs. Luna stated costs related to outsourcing the maintenance position being filled, noting a higher ratio of money spent to hours necessary to this technically oriented position.

Mr. Moore inquired as to whether or not an analysis had been conducted to justify the cost. Mrs. Luna replied that the difference of maintaining this employee was a savings of \$50,000 for the District. Mrs. Luna offered to provide this analysis from information previously presented at the October Board meeting.

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

Following the discussion Mr. Roman stated he would withdraw his objection to the hiring of the position.

Mrs. Hales moved to accept the personnel actions described in Personnel Report No. 09-01, seconded by Ms. Jamin.

Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of December 9, 2008.
- B. Approve payments contained in Voucher No. 1014 for the 2008-2009 fiscal year.
- C. Approve personnel actions described in Personnel Report No. 09-01.
- D. Approve Corrective Action implementation by the school and assistant.
- E. Approve Corrective Action implementation by the school and teacher.
- F. Approve the dual credit course additions to master list as submitted.
- G. Approve the composition of the Family Life, Sex Education, and AIDS (FLSEA) Advisory Council.
- H. Approve Mileage Rate change.

- I. Award a contract for FY2009-10 the lowest responsive and responsible bidder meeting District specifications. Funding to come from the District's 2009-10 General Fund.
- J. Authorize the District to apply for entitlement and competitive grant funds during 2009-2010.

**6. Staff Report on Technology and Infrastructure**  
**Administrative Report/Program Review**

Eric Ristine, Manager of Computer Services, presented an overview of the current technology infrastructure, projects underway, and

Implementation of a new firewall, allowing for more bandwidth supporting software upgrades, that was flexible and secure was reported.

Problems of the past, including various email servers not working well together, were noted to have been greatly improved at this time, allowing for free flowing information. Mr. Ristine offered to familiarize Board Members with the Douglas High School servers that were hosting volumes of information.

Savings incurred through technology improvements in phone service were reported due to centralization allowing the ability to turn off extra phone lines throughout the system, as well as upgrades in wiring. Improvement allowed for efficient back up of information as necessitated in the district file recovery plan. A partnership had been realized with a California Unified District to backup information across the states allowing for recovery of information in a disastrous situation.

Repairs performed previously, by outside sources, were reported to now be accomplished in house.

Computers being replaced were noted to be "Energy Star" compliant using 1/3 less electricity than in the past.

Teacher grading was reported to have been improved through remote, Web based access.

The District Web site was under construction to include easier to read information including emergency notifications, search related results, and an ability for the most searched items to be listed for easiest access.

In conclusion, Mr. Ristine reported that future projects would include the District's ability to video conferencing, as well as, efax, allowing for faxes to be received via email.

Mr. Malloy, attorney, arrived at 4:45 p.m.

## **7. Principal's Report – (George Whittell High School)** **Administrative Report/Program Review**

Mrs. Shannon provided data, progress towards school goals, challenges, successes, and upcoming priorities for George Whittell High School for the 2008-2009 school year. Advanced Placement students receiving a grade of 3 on multiple tests during the last AP test cycle were recognized. Dan Wold, Assistant Principal, was recognized for the transition during the consolidation this year of Kingsbury Middle School.

Mrs. Shannon reported an enrollment increase of six students subsequent to the fall count day. The Hispanic sub population was reported to have increased 1%.

Challenges of operating a smaller school were reported that included teachers having to represent a department, student needs at both ends of the spectrum being met through a small master schedule, and athletic travel absorbing a larger portion of student instructional time. Staff members in smaller numbers were noted to assume a collaborative nature for best practices in teaching. Institution of the empowerment program was stated to be successful in the smaller environment, as well as, allowing for more student opportunities such as independent study, Advanced Placement (AP) courses and community college, dual credit courses.

Mrs. Shannon stated that GWHS had received a High Achieving School rating through the Adequate Yearly Progress (AYP) reporting process. Data was presented including HSPE, AP, and DCSD Measurement of Academic Progress (MAP) results.

Upcoming priorities included increasing rigor across the curriculum, strengthening the math program, and implementation of limited offerings due to the smaller school environment.

Information pertaining to use of collaboration days was reported, as well as, technology incorporation into Career and Technical Education courses. Work towards upcoming accreditation ratings were a focus at this time.

## **8. Pay for Performance Committee Report** **Administrative Report/Program Review**

Mr. Alexander, Assistant Superintendent, Human Resources, stated the Pay for Performance Committee met, maintained a goal of student achievement as their number one priority, and had obtained research that supported positive student achievement results through teachers in a pay for performance situation. A pilot program, possibly instituted in the 2009-2010 school year was being discussed that might be supported through grant funding.

**9. Career Research Notetaker Request for Competency/Assessment  
Modification  
Item Requiring Discussion and Action (Action)**

Mrs. Lark began by stating the eighth grade narrative was embedded into curriculum due to implementation of the SpringBoard program.

Mrs. Bryant, Assistant Superintendent of Education Services and Lyn Gorrindo, Director of Curriculum and Instruction presented

Mrs. Hales moved to accept the modifications to the Career Research Notetaker Competency, seconded by Mrs. Chessell.

Ms. Jamin expressed appreciation for staff members incorporating relevancy and usefulness.

Motion carried, 7/0.

**10. Business Letter/Request for Competency/Assessment Modification  
Item Requiring Discussion and Action (Action)**

Mrs. Lark reported the Business Letter was a better fit placed in the 7<sup>th</sup> grade curriculum due to incorporation of the Springboard program. Moving the Business Letter benchmark from the 8<sup>th</sup> to the 7<sup>th</sup> grade was a resulting adjustment for best competency placement. Should students not complete this requirement, another opportunity would be offered in their 8<sup>th</sup> grade Computer Literacy class. Further attempts, if necessary, would be offered in 10<sup>th</sup> grade and through remediation.

Mrs. Gorrindo stated that both 7<sup>th</sup> and 8<sup>th</sup> grade English teachers reviewed the placement and supported embedding the Business Letter into the new curriculum, rather than teaching it independently. Computer Literacy teachers were also consulted and agreed that it should be embedded in the computer literacy curriculum.

Ms. Jamin moved to accept the modifications to the Business Letter Competency, seconded by Mr. Moore.

Motion carried, 7/0.

**11. 2009 School Improvement Bond Resolution  
Item Requiring Discussion and Action (Action)**

Holly Luna, Chief Financial Officer, Jennifer Jensen, JNA Consulting, and Jennifer Stern of Swenseid and Stern explained the legal process required to acquire bond funding, as well as, the debt rating and bid process. This information was presented as the last step necessary, following Board approval,

necessary to issuance of the first series of bonds. The District was recognized as being the third highest rated school district in the state, by way of the Standard & Poor's scale, having received a AA rating due to good financial management. This rating would result in a better interest rate than the previous A rating. Following the electronic bidding process scheduled for January 26, 2009, cash flow would be received around February 11th to begin projects. Funding would equal \$3.5 million dollars, as a first bond issuance. Additional funding was projected to be requested in October 2009 upon reviewing need vs. availability and rate appropriation.

Mrs. Luna requested that the Board adopt resolution 09-01 to authorize the issuance of \$3,500,000.00 of General Obligation Bonds and to arrange for the sale of the bonds.

Ms. Jamin moved to approve the 2009 School Improvement Bond Resolution #09-01, seconded by Mrs. Chessell.

There was no further discussion.

Motion carried unanimously, 7/0.

### **Public Comment**

At 6:03 p.m. public comment was addressed.

Adam Lazear, Douglas High School teacher and Alpine Club President requested that the Board review transportation policies involving student transport by vans for club purposes. Supporters of the club including Rebecca Browning, students involved, and Maria Falconeri expressed support of student participation in the Alpine Club. Current Policies allowed for minimal student transport. A change in van usage for field trips was addressed. Student participation was allowed in the club, on a non qualifying basis, therefore, the number of students wishing to travel was larger than the District van allowance, although smaller than the requirement of a bus. Mr. Lazear had approached the State in order to realize requirements of van usage, although club requirements to reach destinations necessary to climbing were outside of typical bus destinations. Mr. Lazear reported having contacted a State representative who might realize an exemption specific to club needs. The State request was reported that information submitted in writing would assist in decision making.

A break was taken at 6:25 p.m.

## **12. Superintendent Evaluation Update Administrative Report**

Mrs. Lark presented data collected, along with her viewpoints regarding the findings, as Part 1 of the Superintendent Evaluation. Mr. Frazier, Director of Assessments and Grants had provided the data and assisted in explanations. Among items mentioned in the report, were concerns for 11<sup>th</sup> grade writing test scores, a decrease in 10<sup>th</sup> grade math scores, and writing scores at the elementary level, overall. The shifting of standards from time to time within the assessments was noted to affect data gathered. The type of measurement used sometimes varied that would skew comparisons. Information was provided as cohort data (movement of one class), as well as, grade level comparisons equating to different classes of students offered for comparison.

The newly implemented SpringBoard curriculum was reported to incorporate more writing than traditional methods, currently incorporated into the middle school level. Data supporting the middle school implementation of SpringBoard's would be provided next fall.

Mr. Roman expressed concerns of a drop in elementary scores, not being addressed through the middle school implementation of the SpringBoard curriculum. Mrs. Lark stated an increase in rigor in the classroom, a responsibility of the principals through classroom observations was the answer to increased rigor. Mrs. Lark stated she enforced reporting from principals as to completing a one hour a day time requirement, per day, to observe classrooms. In relation to Measurement of Academic Progress (MAP) scores, scores were stated to be low due inexperience with this type of tests, as this was a student's first opportunity for MAP assessment.

Mr. Frazier explained changes to MAP scoring between the 5<sup>th</sup> and 6<sup>th</sup> grade as extra concepts were built in at that level.

Teacher use of DesCartes software was reported as a focus for best use of information obtained on individual students to improve rigor. Discussion ensued as to the drop out and graduation rates. It was noted that a formula change had been incorporated into the graduation rate figures, that therefore did not provide for an apples to apples comparison over time.

Changes to the SAT test, required for college entrance, was noted to have occurred two years ago requiring higher level thinking skills in the area of critical reading. The SAT was reported to be used on the coasts for college entrance, versus the ACT exam, used in the mid United States.

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

NASB training for new school board members, was reported to be offered February 20 -21, in Reno, at the Airport Plaza Hotel. Mrs. Trigg stated that a lobbyist group from NASB would be closely following the upcoming legislative session and board members throughout the state would be notified through bulletins should a need arise for a call to action. Further information would be forwarded via email regarding budget information gathered by the Association.

### **14. Superintendent's Report**

Mrs. Lark, Superintendent provided information obtained from a recent Superintendent's meeting regarding State budget cuts. Mrs. Lark stated it was unclear at this time as to the definition and impact of budget cuts for DCSD as a figure of 6% cuts for K-12 education, was undefined by the State. The Board would receive a recommendation from Mrs. Lark in February regarding budget cuts, although final figures would be received following the economic legislative forum in June. Employees affected would need to be notified by May 1<sup>st</sup> of any reductions in force. Final budget decisions for the 2009-2010 school year would be addressed in June and any call back letters for employees would follow.

Mrs. Lark reported having attended the Governor's Professional Standards meeting where the group was reviewing elementary education certificate requirements and the affects of CTE teachers transferring from one state to another.

Reporting on several subjects, Mrs. Lark stated that research regarding drug testing was underway, as well as, higher education remediation concerns. Administrative meetings regarding staffing were underway to best formulate secondary master schedules that included a look at staff sharing that would allow continuance of more courses, where possible. Attendance at a high school staff meeting was noted to have focused on best practices of student engagement. Mrs. Lark reported follow up would be conducted through classroom visits to ensure implementation was underway.

A written update of the status of radon testing and mitigation at Lake schools was provided. Zephyr Cove Elementary was currently being completed and the focus was now moving to George Whittell High School. Holly Luna, Director of Business Services, stated that efforts were underway to hire an outside company for testing district wide.

### **15. Board Training – Board Member Communication**

Mr. Malloy, attorney, and Rich Alexander, Assistant Superintendent, Human Resources, provided legal insight surrounding communication practices used amongst Board members. The Open Meeting Law was reviewed for legal

content. The definition of “gatherings” was reported to be different than interpretation of the term, “meetings.”

While members were trained to recognize that they may communicate at any time, if they were not together as a quorum, through means such as face to face conversation, and phone and email correspondence as long as there was no intention of coming towards a decision. The passing of information amongst them was desirable, otherwise. Therefore, the exchanging of facts in a social setting, through any means was viable, as long as a formal decision or consensus was not being obtained through “deliberation.” Board members were offered that they could meet in groups of less than 4, and meet back to back with others, as long as they didn’t share information obtained between those groups, as findings. Advice was provided that Trustees not discuss character and conduct of individuals that might be ethic oriented as that is a violation.

Mrs. Trigg stated she was most comfortable sending information through staff to others, although Training was provided by Mr. Malloy that this practice was not necessary. Mr. Malloy stated that an Open Meeting Law violation could very well occur just as easily with information flowing through staff, if a quorum or running quorum worked to obtain consensus. Following some discussion, example situations were modeled by Mr. Malloy and Mr. Alexander for clarity.

## **16. Correspondence**

Board members stated that an anonymous letter had been received regarding budget cuts. Receipt of unidentified correspondence was noted to be undesirable.

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

Drug testing for students in junior high and high school was a future agenda request made by Mr. Roman, seconded by Mrs. Hales. The request was for staff to offer various options and gather information for discussion, and could include staff information, as well. The main focus was on holding a discussion that might result in curtailing student drug use.

Mr. Roman suggested that closed campus be discussed, including movement in the area of construction to support lunch needs at Douglas High School, seconded by Mr. Moore. Staff was asked to provide financial information for both construction and food service considerations.

Follow up on the previous Board request regarding obtaining information through consultation between high school and District Office administration was requested by Mr. Roman. The intent was to assure the Board that the competency system was being addressed for best efficiency. This request was seconded by Mrs. Chessell. Following discussion, consensus was to have Mrs.

Lark provide an update to the Board, in the Superintendent's Report, regarding administrative discussions being held and reorganization in progress within the competency system.

### **18. Executive Session**

There was no Executive Session.

### **19. Adjournment**

Mr. Moore moved to adjourn the meeting at 9:00 p.m., seconded by Mr. Roman.

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.