

**Douglas County School District
Carson Valley Middle School**
Tuesday, June 14, 2016
3:30 p.m.

*Minutes
Approved
July 12, 2016*

MINUTES

Present:

Trustees:

Ross Chichester, President
Neal Freitas, Vice President
Karen Chessell, Board Member
Robbe Lehmann, Member
Teri Jamin, Member
Thomas Moore, Member

Absent: Cindy Trigg, Clerk

Personnel:

Teri White, Superintendent
Keith Lewis, Director Human Resources
Brian Frazier, Director Area 2
Rommy Cronin, Director Area 3
Holly Luna, Chief Financial Officer

Absent: Brandon Swain, Director Area 4

Others Present:

Rick Hsu, Legal Counsel

1. Call to Order (For Possible Action)

Mr. Chichester called the meeting to order at 3:35 p.m. and led the Pledge of Allegiance.

A motion was called to adopt the Agenda.

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

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

Motion carried, 5/0.

2. Special Recognition

Keith Lewis, Director Human Resources, recognized and congratulated employees who retired this year. Retirees present were Cheryl Anderson, Benny Carranza, Lois Furno, Linda Gronski, Paula Henricks, George Johnson, Susan Johnson, Kay Kocian, Danette Morgan, Linda Rogers, and Lindsay Wines. John Neal was congratulated and received an award for completing 40 years of work in the District. Mr. Lewis thanked retiring employees for their service and gave a brief overview of each of their support and contributions.

Mr. Hsu, attorney, arrived at 3:39 p.m.

Mr. Lewis announced Pam Ertel had received the Teacher of the Year award. Rhonda Vega was recognized as the Classified Employee of the Year. All classified and certified employees of the year were commended.

Mr. Chichester announced Barb Phillips was not in the list of retirees, but had also retired this year.

At 3:56 p.m., a break was taken to have cake and celebrate with retirees and employees of the year who were present.

The meeting resumed at 4:09 p.m.

3. Consent Items (For Possible Action)

Mr. Chichester stated Item 3-A, "Minutes of the Regular Board Meeting of May 18, 2016," would be pulled from the Consent Agenda.

Mr. Moore moved to approve the Consent Agenda with the exception of Item 3-A, seconded by Mrs. Chessell.

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

Motion carried, 5/0.

- A. Approve the Minutes of the Regular Board Meeting of May 18, 2016.
- B. Approve for Second Reading Board Policy No. 203, "Supplemental Materials."
- C. Approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2016 through June 30, 2017 as presented. Funding provided through the General Fund.
- D. Approve personnel actions in Personnel Report No. 16-06.
- E. Approve Special Run Voucher Numbers 1640, 1641, 1642 and 1643; and Regular Run Voucher Number 1644.

Mrs. Chessell stated a word needed to be changed in the Minutes under Item 3. It was noted "repealing" should be changed to "reauthorizing."

Mrs. Chessell moved to approve Item 3-A, "Minutes of the Regular Board Meeting of May 18, 2016 with the revision as stated, seconded by Mr. Freitas.

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

Motion carried, 5/0.

4. Principal's Report Pau-Wa-Lu Middle School

Dave Whittemore, Principal, and Wendi Yankoskie, Vice Principal, reported on the many changes that had occurred at PWLMS this year. Nine new teachers taught at the site with a change from students in the building from grade levels 7-9 to grades 6-8. Team teaching was incorporated. Two thirds of students in attendance were new to the school. This being the first year as Principal for Mr. Whittemore, staff worked with administrative changes, as well as to teach incoming sixth and seventh grade students the ins and outs of middle school. Enrichment activities were offered. Student leadership class had not been available, was missed, and would therefore be offered for all 3 grade levels (6-8) in the new school year.

School Performance Plan goals were to increase proficiency in math and reading through implementation of the Nevada Academic Content Standards (NVACS). Measurement of Academic Progress (MAP) scores were presented. Smarter Balanced Assessment Consortium (SBAC) scores were yet to be received and would be an interesting comparison to MAP scores. Data available for this year was noted to be minimal.

PWLMS is converting one computer lab into a special education classroom for the next year. Chromebooks are now used. 10 carts are available and it was hoped another 200 additional devices would be added. The site has one android tablet cart and 29 Smartboards in use.

A school climate survey had been conducted that resulted in 75% of students agreeing adults treat them respectfully. This is a concern and would be addressed. The percentage of students who feel their teachers care about them equal 87%; students who feel positive overall at school, 74%. Staff would be looking to improve on students who are not as comfortable at school. The Positive Behavioral Instructional Support (PBIS) will be implemented to address student needs in this area.

In the area of parent engagement, the Parent Expo was held in November. Additionally, a Food For Thought night wherein 420 meals were served to families had been conducted. Board Intervention Funds, in the amount of \$4496.69, supported the Connections Program that served 28 – 7th and 8th grade students. Connections included a weekend retreat to the 4-H camp in Lake Tahoe, 2 meetings per month and mentoring/monitoring of students involved.

Plans for 2016-17 included adding a 9 week elective of reading; moving from 3 to 5 days a week of a 30 minute Prime Reading for all students; 2 electives will be offered to 6th graders; continuing enrichment; Academic Success will be taught in a block schedule format; technology will be reinforced through use of computers for 6th graders; and Project Lead the Way courses and a computer coding course will be offered.

Board members stated appreciation for the additional elective offerings and the welcoming of technology improvements.

5. KMS Resolution Amendment (Discussion and For Possible Action)

Mrs. White stated the Resolution for the sale of Kingsbury Middle School had been updated to revert back to the original terms of sale in order to increase interest.

Mr. Chichester called for public comment.

Patrick Taylor, Alpine Corporation, stated he is an interested buyer who had been working since January 2015 to clear the property with TRPA and Douglas County. At this point, TRPA was noted to be agreeable to necessary zoning provisions. In order to move the process forward, the Douglas County Planning Department would need to complete requirements necessary.

Mrs. White stated she met with the County Manager and his staff during the past week. It is required that the plan for the area be revised by the County and moved forward for TRPA approval, followed next by Douglas County Commission approval. The process could be completed in 2-3 months. The zoning had changed; although, a requirement to allow for building multi-family, affordable housing, was still underway.

Mrs. Chessell moved to approve the updated resolution regarding the sale of property located at 1900 Echo Drive, Stateline, NV 89448, seconded by Mr. Moore.

Motion carried, 5/0.

6. Nevada Association of School Board (NASB) Report

Mrs. Chessell stated she had not attended any NASB meetings since her last report. Mrs. Chessell would be attending a training the following weekend and would report next month on that event.

7. Board Reports

There were no reports provided.

8. Correspondence

There was no correspondence discussed.

9. Superintendent's Report

Mrs. White reported Mr. Frazier, Mr. Swain and Ms. Cronin, Education Services Directors, worked on grant submissions and had received \$890,000. Efforts would support the Read by Three initiative to include tutors, training and instructional materials.

Mr. Moore stepped away during this report.

A Career and College Readiness grant had been obtained for support with Jump Start and dual enrollment in the amount of \$66,722. Another Career and College Readiness grant was awarded to help with Project Lead the Way and STEM training and a STEM PD trainer, in the amount of \$250,388.00. The program is a K-12 STEM initiative.

Mr. Swain is working on a Social Workers in Schools Grant. Last year DCSD was awarded 8 positions. This year only four of those positions had been filled. The District is seeking to gain an award again for Project AWARE. This would be a supplemental grant to add supervision (a coordinator) for the newly hired social workers. While social workers are not in the education field, an individual would be needed to supervise those who are in this unique profession. Anchoring of sustainability for these positions is underway through connections to resources in the community to continue to maintain the positions in the future.

Superintendents in the State were reported to have written a letter to the State Board to consider WorkKeys, a Career and Technology portion of the ACT exam as an alternative to the ACT exam for career bound students. Juniors were currently required to take the ACT. Mrs. Cronin and Mrs. Trujillo are currently working with twelfth grade students who didn't pass the HSPE exam to assist them with graduating in the fall. Thirteen students were expected to be eligible to take and pass the exam in the next week.

Jen Tyndall, Chief Nurse, was reported to have partnered with SunSmart Schools to help students and their families become sun wise. The program would be in all elementary schools next year to teach sun safety and awareness.

10. An Overview of School Trust Lands in Nevada (Administrative Report)

Mrs. White informed the Board when the United States developed the individual states, land had been set aside for schools in a school fund by the federal government. The lands were to be strictly used for education. Nevada lands were not equivalent to what other states received in that much of the land was unusable for building or located where people could not settle. The Resolution offered in the next Agenda Item supported efforts to seek additional land from the federal government that could be sold to generate funds for education. The initiative would make Nevada equitable to states such as Utah and Arizona proportionately.

Mr. Chichester called for any questions or discussion. There was none.

11. Nevada Trust Lands Resolution (Discussion and For Possible Action)

The Nevada Trust Lands Resolution had been written for Nevada School Boards in support of obtaining more profitable land. Board member discussion included that there was no reason not to support efforts to pursue land that would better support the education system in Nevada.

Mrs. Chessell had attended a full presentation regarding these efforts that might take 3-10 years. Moving forward one step at a time to accomplish this task, ultimately the money received would be in addition to the per pupil school funding formula currently provided to districts.

Mr. Moore moved to approve the Nevada Association of School Boards (NASB) Resolution on Nevada School Trust Lands, seconded by Mrs. Chessell.

Motion carried, 6/0.

Mr. Lehmann arrived at 4:45 p.m.

12. Closed Session

At 4:48 p.m., Mr. Moore moved to recess to Closed Session pursuant to NRS 288.220(4) in order to discuss matters with the management representatives, seconded by Ms. Jamin.

Motion carried, 6/0.

The meeting continued in Open Session at 5:12 p.m.

13. Salary of Cabinet Members (Discussion and For Possible Action)

Mrs. White informed the Board, Cabinet members were split between two salary schedules at this time. One schedule referred to the Chief Financial Officer (CFO) and Assistant Superintendents. The other is a Director salary schedule created at the time administrative changes had been made, two years ago. Mrs. White proposed a merge of the two salary schedules to the CFO/Assistant Superintendent Schedule (to be renamed). A comparison of these positions was provided comparing DCSD to Carson City and Lyon County School Districts. History of the administrative reconfiguration during the summer of 2013 was provided. At this time there were no Assistant Superintendents. DCSD currently operates with a CFO, and five Directors under the Superintendent. The Directors have responsibilities equal to the CFO and all should be on one schedule. The Directors had changed from working 224 days to 12 month employees and had received a \$5000 increase in salary. A daily rate comparison was provided for Directors vs. principals and teachers.

Mrs. White proposed moving the Directors to the Assistant Superintendent/CFO salary schedule over time. The salary schedule would be appropriately renamed. At this time a 4.0% increase to the Directors base salary was proposed. The CFO would receive a PERS eligible adjustment of 4.0%. Should the CFO position change out, a new employee in the position would fall under the current Directors pay scale.

With a current 7 - 8% difference in salaries as compared to surrounding, similar sized counties, the Directors would continue to increase over time at a rate of 2.0% in year two and 2.0% in year three. The CFO would receive a similar PERS eligible adjustment of 2.0% at each annual adjustment.

Mr. Chichester called for questions.

Board member comments were in agreement with the proposed salary schedule increases.

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

Mrs. Chessell moved to approve the proposal to place all district level administrators/officers on one salary schedule and approve the 4% salary increase for the director positions, seconded by Ms. Jamin.

Motion carried, 6/0.

14. Confidential Employees and District Office Classified Staff (Discussion and For Possible Action)

Mr. Moore disclosed that his wife is a Confidential Employee and therefore he would not be participating in this discussion, or casting a vote.

Mr. Lewis stated there were eight Confidential Employees during the 2015-16 contract year. A 1.4% increase in salary was recommended, retroactive to July 1, 2015. Additional compensation included step advancements retroactive to July 1, 2015. An adjustment to Range 26 had been made to reflect a 1% difference between the 2015-16 Confidential Employees Salary Schedule and the 2015-16 Classified Salary Schedule. Unused sick leave payout was to be increased from \$25.00 to \$30.00

upon retirement following five years of experience.

The total financial impact to the District equaled \$14,337.49 (3.44%) with the additional salary and benefits.

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

Mr. Freitas moved to approve the agreement with the Douglas County Confidential Employees, seconded by Ms. Jamin.

Motion carried, 5/0. Mr. Moore abstained.

15. Superintendent Evaluation Process (Discussion and For Possible Action)

Mr. Freitas stated he would prefer a twelve month process that allowed for input between the Board and Superintendent to support a final year-end review of the Superintendent. The idea is to have some informal evaluation discussions to provide feedback. This opportunity would encourage expression of any concerns and offer a time for questions for both the Superintendent and Trustees.

Additional input regarding the superintendent evaluation process included streamlining the current process, using the more valuable portions currently in place; whether or not Mrs. White noted any areas could be revised; and whether or not district surveys should be conducted.

Mrs. White stated she had seen a variety of evaluation methods used and was comfortable with all approaches. This year, there were no specific goals set and this being the first year for a new teacher and administrative evaluation system, Mrs. White felt the value of the new system would be forthcoming. The Strategic Plan goals were also tied to her performance.

Mr. Lehmann inquired about cabinet and principal evaluations, and requested to see a sample of the current documents. Mr. Lehmann stated he would like to understand the system and learn how the process is working.

Mrs. White responded the evaluation template could be reviewed, but she had concern for providing one that had been redacted in that an individual might be identified. The Nevada Education Performance Framework (NEPF) included standards and indicators. Data on terms of how the template was scored could be provided.

It was noted evaluations of principals might reflect on Mrs. White's performance.

Discussion ensued regarding how individuals should know their strengths and weaknesses prior to a final evaluation. Efforts were to be celebrated and positive points noted, as well as concerns brought forth throughout the year. Comments were in support of checking in a couple of times during the year through informal conversation. The NEPF format could guide the revised superintendent evaluation process.

Mrs. White offered to provide an updated evaluation process based on current evaluation documents and this discussion. Data regarding the superintendent could be gathered over time, during meetings, through notetaking on a template that could be referred to at the end of a year.

Mr. Chichester stated the Board's direction to Mrs. White is to provide an updated evaluation according to suggestions made and provide that to the Board for review. In summary, the Board would not be asking for surveys to be conducted and would base their review on current Management By Objective (MBO) main topics, as listed in the Strategic Plan.

The hire date for Mrs. White had been July 1, 2015 and the Board acknowledged an evaluation, as written in the contract, would be conducted annually.

There was no action taken.

16. Consideration of Final 2015-16 Budget Amendments and Augmentations (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, presented the amendments intended as final budget adjustments for fiscal year 2015-16. The adjustments reflected financial changes that occurred after December 2015. Site discretionary budgets were adjusted based on input from principals and department supervisors. Other revisions included a move of \$5,000 from the Superintendent's Office to Information Technology (IT); and generally shifting funds from one function category to another. In addition to the true up of expenditures for capital projects to align the budget with the Five Year Capital Improvement Plan, a one time payment of \$40,000 for school resource officers was paid in 2015-16 that should have fallen in 2014-15.

The ending fund balance represented 4.0% of the general fund budgeted expenditures as required by Board Policy.

Mr. Chichester called for questions from the Board and public comment. There were none.

Mr. Freitas moved to adopt Resolution #16-02, seconded by Mr. Moore.

Motion carried, 6/0.

Mr. Moore moved to adopt Resolution #16-03, seconded by Mrs. Chessell.

Motion carried, 6/0.

17. Budget Transparency Website (Information and Discussion)

Ms. Luna reported on efforts made towards providing budget transparency and referred to documents now available on the district website. Susan Strople, Financial Data & Analysis, was commended for her help in establishing the process, as well as Rebecca Winter, IT, for setting up the Business Services webpage. Rebecca was noted for her work in IT to set up a new student database and a conversion of the webpage to bring it up to date, while also helping Business Services.

Ms. Luna asked for input throughout the presentation and stated the final look of the end product had not been determined. An annual budget submission and revision timeline was provided. This new online format would be a way individuals could access and compare a variety of budget data, in lieu of trying to understand previously provided State Department of Taxation forms. A large amount of data is now available on the District website including statistics, the annual operating budget, student enrollment numbers and a variety of General Fund information.

The systematic accounting code structure allows for comparisons to other counties and states. The intent is to use refreshed information, thus no longer hand calculating budget line items. During the 2016-17 school year the public can go online and see pieces of the budget broken down in categories in addition to the General Fund, such as grants, Class Size Reduction, and both employee related and non-related categories. 61% of the budget was noted to be employee salaries and benefits. Some categories need to be further broken down, such as the variety of aides employed that are lumped together at this time. A finer breakdown in line items will occur over time as budget codes are continuously refined. It was noted that some break-outs of types of expenditures may be difficult as a result of the Nevada Department of Education's Chart of Accounts. If the utilized code combined various functions or types of expenditures, then it would not be possible to provide a clear definition.

Mr. Moore thanked Ms. Luna for her work to create a user friendly budget for anyone in the community to reference.

Nancy Hamlett, DCSSO President, expressed appreciation for offering the ability to publicly view where tax dollars are going in order that employees could better understand and relate to the District budget.

Public Comment

At 6:00 p.m., Mr. Chichester called for public comment. There were no comments offered.

18. Step III Grievance (Closed Session)

At 6:20 p.m., Mr. Moore moved to recess to Closed Session pursuant to NRS 241.030(1), in order that the Board could consider the character and alleged misconduct of Mr. Mark Olsen, DHS teacher, seconded by Mrs. Chessell.

There was no public comment.

Motion carried, 6/0.

A break was taken from 9:15 – 9:52 p.m.

19. Decision on Grievance (Discussion and For Possible Action)

Mr. Chichester stated that during break a tentative settlement agreement had been reached; therefore, the Board had no need for deliberation.

Mr. Hsu inquired if DCSD administration and the grievant were agreeable. Both parties signed an agreement; therefore, there was no need to read it into the record, nor continue any conversation.

Mr. Chichester stated the second grievance on the Agenda would be postponed.

20. Step III Grievance (Closed Session)

This Item was tabled for a future date.

21. Decision on Grievance (Discussion and For Possible Action)

This grievance was tabled due to the lateness of the evening.

22. Closed Session

There was no additional Closed Session.

23. Possible Agenda Items for Future Board Meetings

Mrs. Chessell inquired as to when the Board project for NASB might be addressed. Mrs. White stated we were awaiting further instructions from Dotty Merrill, Director of NASB.

24. Adjournment

At 9:55 p.m., Mr. Lehmann moved to adjourn the meeting, seconded by Ms. Jamin.

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.