

Douglas County School District
Regular Meeting
Douglas County Public Library – Lake Tahoe Branch
Zephyr Cove, Nevada
Tuesday, April 14, 2009
3:30 p.m.

*Minutes Approved
May 20, 2009*

MINUTES

Present:

Trustees:

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

Personnel:

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

Others Present:

Mike Malloy, Legal Counsel
Susan Lacey, President, Douglas County Professional Education Association

1. Call to Order

Mrs. Trigg called the meeting to order at 3:30 p.m.

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

2. Consent Items (Action)

Mrs. Trigg called for a motion to adopt the Consent Agenda with the exception of Item 2-D, "Personnel Report No. 09-04," that had been requested to be pulled and discussed.

Mrs. Chessell moved to approve the Consent Agenda, excluding Item 2-D, "Personnel Report No. 09-04," seconded by Ms. Jamin. Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of March 10, 2009.
- B. Approve the addition of the Accountability and Grants Specialist at the salary Range 28 on the Classified Salary Schedule
- C. Approve payments contained in Voucher No. 1021 for the 2008-2009 fiscal year.
- D. Approve personnel actions described in Personnel Report No. 09-04.
- E. Approve Corrective Action implementation by the school and teacher.

- F. Approve Corrective Action implementation by the school and teacher.
- G. Approve Corrective Action implementation by the school and teacher.
- H. Approve for second reading changes to Board Policy No. 529, "Suspension and Expulsion."
- I. Accept amendment to lease as provided by legal counsel.
- J. Direct the Assistant Superintendent for Education Services to enter into a Memorandum of Understanding with Sierra Crest Academy acknowledging June 28, 2004 as the official approval date of Sierra Crest Academy's Charter.

Mrs. Hales stated she pulled Item 2-D, "Personnel Report No. 09-04," in order to recognize Becky Rugger, Douglas High School Vice Principal, who had resigned effective the end of the school year. Ms. Rugger was thanked for all of her many efforts over the years in assisting students and staff as an administrator for the Douglas County School District.

3. Principal's Report – (Gardnerville Elementary School) Administrative Report/Program Review

Shannon Brown, Principal, Gardnerville Elementary School was introduced and welcomed as a new principal this school year. Goals for GES were to increase student achievement for all students in English/Language Arts and math; to ensure that subgroups meet the 09-10 Adequate Yearly Progress (AYP) target percentages for students required to pass; and to increase parent involvement. Progress made toward goals was reported in the areas of reading, writing, and math. Writing scores had dropped over the last two years, science CRT's had fluctuated, and reading and math CRT achievement had steadily increased. AYP goals were reported to have been attained at a met or exceeded status. Sub groups were reported to have increased in proficiency, considerably in math due to incorporation of strategies to specifically address increased achievement in this area. Extra services had also been provided to subgroups in reading, although scores were not yet reflecting increased achievement. Therefore, Mr. Shannon stated a new focus this year had been to revise action steps to ensure that all students were making adequate progress. Cooperative program meetings were underway that resulted in strategy sharing. The incorporation of roving subs was noted to allow various specialists the ability to offer best support to classroom teachers. An example given of increased achievement was Kindergarten students who were receiving additional support from the reading specialist allowing them to move ahead in reading groups, some to the first grade level.

Collaboration time provided for teachers focused on writing and literacy, DesCartes software, Measurement of Academic Progress (MAP) score dissemination, Promethean Board training, grade level group meetings, and math scope and sequence directed toward development of common assessments.

Attendance at events scheduled for families was reported to have been well received. Family events were noted to have increased volunteerism. Mrs. Hales encouraged continuance of the use of high school student volunteers, as well.

4. Consideration of Amendment to Current Energy Savings Performance Contract with Ameresco Discussion and Action (Action)

Focusing on safety needs, Holly Luna, Chief Financial Officer, reported facts in support of gaining approval of an amendment to the current Energy Savings Performance Contract (ESPC) with Ameresco. A change order was reviewed that would allow fire alarm panels to be rewired and replaced at George Whittell and Douglas High Schools.

Mrs. Luna reported that the original agreement would remain as is, and if approved, the amendment in the amount of \$1,006.061 would allow bond funds to be directed to the project. Incorporating funds through the ESCO project would provide a fifteen year performance guarantee. Funding sought through the regular bidding process would provide only a one year warranty.

Mr. Moore raised a concern about NRS bidding language.

Mr. Malloy, attorney, stated he had researched the law with regard to the change in funding and had found no problem with the methodology.

The KIDS Committee was noted to support the use of bond funds for fire alarm system improvements due to safety concerns. Mrs. Lark stated the Committee's desire was to be informed as projects moved forward.

Paul Ira of Ameresco stated the fire alarm projects to take place at GWHS and DHS would include installment of new systems, not repairs to the existing system.

Mrs. Hales moved to allow Business Services to modify the existing Energy Savings Performance Contract (ESPC) with Ameresco to allow support from current bond proceeds to fund the rewiring and replacement of alarm panels at GWHS and DHS in the amount of \$1,006,061, seconded by Ms. Jamin.

There was no further discussion or public comment.

Motion carried, 7/0.

5. Review District-Wide Radon Survey Administrative Report/Program Review

An overview of the results gained from a short term radon survey conducted for the District by Colorado Vintage Companies, Inc., was provided by Mrs. Luna. Maintenance and Business Services personnel were recognized for assisting with implementation of testing at eleven school sites during the month of March. Results determined that with the exception of eleven rooms, at four sites, radon levels were below the Environmental Protection Agency's (EPA) guideline of 4.0 pCi/L. Improved air movement was noted to reduce radon. Therefore, adjustments in airflow to affected rooms would be the first route used for mediation. Further testing would be conducted with considerations for day vs. night radon levels would be used to determine the need for further testing or mediation.

Mrs. Luna reported information requested from Adrian Howe, Nevada State Health Division, including testing cycles for schools vs. residential buildings.

Board members requested that this report be made available to the public on the District Web site.

A question was raised with regard to replacement of the George Whittell High School HVAC system. Mrs. Luna stated the GWHS HVAC system was scheduled for replacement this summer and retesting for radon would follow.

6. Review and Update of the District's Five-Year Capital Improvement Plan for 2009-2010 Discussion and Action (Action)

Mrs. Luna reported that capital project funding, expenditures, and revenues had been reviewed in order to prepare a revised Five Year Capital Plan. An updated capital project fund spreadsheet was provided to the Board at this meeting. Mrs. Luna stated decreasing residential building and governmental service taxes had been considered, monies gained from the sale of PHES land had mostly been expended, funding for the GWHS gym and DHS roof had been included, and funding for radon testing and mitigation, previously approved, had also been listed.

Inclusion of funding for technology on a five year rotation for replacement was reported to continue in the Plan, in order to maintain technology standards. The use of capital project funds for technology was noted to decrease general fund expenditures in areas such as installation of Voice Over Internet Protocol (VOIP).

Funds necessary to obtain a Five Year Master Plan were listed as an additional line item.

The three phase renovation of GES had been removed from the Five Year Plan. Also, funding for movement of ninth grade to high school was not incorporated into this Capital Plan. Mrs. Luna indicated that these will be incorporated in the Master Plan, and the next Five Year Capital Improvement Plan would reflect that.

Reviewing revenues, Mrs. Luna stated the ending fund balance would increase as funds in various categories were not spent. Various expenses were explained as to which fund, the capital project or general fund, would include the encumbrance.

Discussion ensued as to projects currently listed that might need to be reviewed for future planning. This was with respect to a Five Year Master Plan being adopted that might incorporate further change to projects such as roofing buildings. Mrs. Luna replied that she would discuss this type of planning with a consultant. The timeframe for beginning with a new Master Plan was estimated to be six to twelve months. At that time, a new bond might be issued if necessary for implementation of recommended facility changes.

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

No action was taken on this item.

7. Four Day School Week Report – George Whittell High School Administrative Report/Program Review

Sue Shannon, Dan Wold, and Roger Cramer represented GWHS in a presentation of information pertaining to both students and staff, in support of the implementation of a four day week program at GWHS. Site administration, staff, and the parent Boosters group were reported to have brainstormed needs and consequences related to shortening the school week. Seventh and eighth grade Tah Neva sports leagues were reported to have been considered in conjunction with high school level sports.

Group findings indicated that with the number of students involved in sports, the loss of instructional time was significant due to the distance traveled for sports. The delivery of instruction to all students would be improved by restructuring the school schedule to a four day week. Friday was suggested as the day of the week for school closure and would be designated for sports participation. Teachers supported this change, as less repetition would be necessary to teach students. Mrs. Hales requested detailed site and student achievement data that would support the school week change.

Board members inquired about the commitment from teachers, as well as, information regarding changes necessary to the after school tutoring program. Teachers were reported to have volunteered to equalize hours for homework. Mrs. Shannon stated she would be available to administer assessments on Friday, when necessary.

Mrs. Shannon stated the biggest obstacle recognized by staff, was the extra time in the day for 7th and 8th graders. Staff discovered another downside. That was, the need to schedule zero period earlier in the morning. A question was raised as to whether or not zero period might be incorporated in the master schedule differently.

Board members raised additional concerns including the master scheduling of courses; district wide complications, i.e., collaboration days; reviewing special education Individual Education Plans (IEP's) for students; contractual issues including sick days, personal days, substitutes, etc.; and the need for input from the community at large, due to students who were not participating in sports being out of school each Friday. Board members encouraged contacting districts who currently used the four day week and providing them with that input. A request was made to receive research and documentation needed to make an informed decision prior to the typical time Board packets were provided.

Mrs. Krolicki, GWHS parent, provided information regarding a student support system for the extra day students would be off that could be incorporated within the community. Resulting general comments were that community support for kids was very positive, but this could not be a consideration or piece of the proposal for the district.

Mr. Alexander stated his preference would be to work out a Memorandum of Understanding (MOU) with union representatives that would be outside of regular staff contracts.

Mr. Moore conveyed his reasoning for obtaining additional research prior to decision making. This included that there would be no guarantee one individual would remain in a position, such as the principalship, and maintain a status quo. Therefore, programs incorporated were best supported when considered as a piece of the whole system.

Mrs. Hales voiced concern about workload on staff at this busy time. She explained that she could not support the four day work week without further information.

Mrs. Luna reported the change to a four day week may realize a 15% increase in expenses for GWHS.

Mrs. Trigg stated her desired to have community meetings continue in order to determine positives and negatives involved.

There was no further public comment on this item.

Public Comment

Mr. Castino, Lake Transportation Coordinator, expressed concerns regarding the possible loss of bus drivers due to proposed decreases to hours and benefits. Another impact to busing Mr. Castino asked to be considered, involved uncertainty with regard to both capacity and discipline when combining elementary and secondary students on a bus.

Davelyn Miyashiro, DHS parent, thanked Trustees for their support in changing the guidelines for student dress at graduation. Providing copies of written confirmation, from DHS site administrators of approval for her son to wear leis, Ms. Miyashiro expressed appreciation for the resolution of concerns and allowance for students to wear leis.

Martin Potnick, GWHS parent, spoke to the Board regarding the implementation of a four day week. As a parent of an athlete, he stated his support for more classroom student seat time.

A break was taken at 6:25 p.m. The meeting resumed at 6:45 p.m.

8. Superintendent's Report

An informational report was provided by Carol Lark, Superintendent. Touching on several subjects, Mrs. Lark first stated Senator Ensign would be visiting DHS and that she planned to attend. Mrs. Lark also planned to attend the upcoming Western Nevada Regional Training Program Governance Meeting wherein they would address continued state program funding.

A Special Board Meeting was announced that was to be held for the Trustees to consider additional budget reductions, should they become necessary in this time of economic downturn. Mrs. Lark stated three options would be provided. Options were: 1) increasing class size by one for K-6; 2) increasing class size for 6-12; and 3) increasing class size K-12. Discussion ensued as to what was presented previously for Tiers, 1, 2, and 3 including but not limited to, class size increase. Mrs. Lark stated that notices to employees regarding reductions in force would need to be delivered prior to May 1st; therefore, it was necessary to hold a Special Meeting, April 22nd, at 5:00 p.m. Concerns were expressed with the change of how budget cuts were being itemized for presentation to the Board. The need for an actual dollar amount to be targeted was stated. A request was made to incorporate the

three tiers for consideration at the Special Meeting. Following several minutes of discussion, Mr. Malloy stated dialogue would need to end as the budget was a topic unrelated to the Superintendent's Report.

Mrs. Lark continued by providing an update on a potential law suit relating to Douglas High School's use of the tiger logo. Mr. Malloy stated the tiger picture in question would be phased out.

A meeting was reported to have been held that included two Board members to discuss the elimination of the Vice Principalship, for 2009-2010, at GWHS. While savings were identified that might maintain the position, those savings were noted to impact other positions and were not favorable. Mr. Wold, GWHS Vice Principal, was noted to have transferred to DHS due to the resignation of a Vice Principal at DHS.

Mrs. Lark handed out a document from the National Association of State Board of Education with budget information that she obtained at a recent State Department meeting.

In conclusion, the most recent site collaboration day was reported to have been very successful.

9. Consideration of Proposal for External Audit Services Discussion and Action (Action)

External audit service information was noted to be summarized in the agenda and included in Board packets. Mrs. Luna stated her recommendation to the board.

There were no questions or public comment.

Ms. Jamin moved to allow Business Services to contract with Schettler, Macy and Silva for up to three years for external auditing services (FY08-09, FY09-10 and FY10-11), seconded by Mr. Moore.

Ms. Jamin asked for clarification in order to determine that this auditing service would be less expensive than the previous contracted auditor.

Motion carried, 7/0.

10. Consideration of Request for Proposal for Consulting Services Regarding Five Year Master Plan Discussion and Action (Action)

Mrs. Luna stated she had reviewed the Request for Proposal (RFP) with Mr. Moore and had incorporated his input, as well as, a comment stated by Mrs. Hales, prior to presenting this evening. A primary goal was noted in the proposal. The goal was to review unused facilities and research pertaining to future property sales.

A question was raised regarding use of the Kingsbury Middle School facility over the next several years, if not sold due to the economy. Mrs. Luna explained maintenance funding and how that would be incorporated into the five year plan.

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

Mrs. Hales made a motion to direct Business Services to move forward regarding a request for proposal for master plan services, seconded by Mrs. Chessell.

Regarding movement of the ninth grade to high school, Ms. Jamin asked for clarification that importance was placed on a need for construction and consolidation of students at that site. Also, she

requested that the proposal be written to identify experience obtained in consolidation rather than growth, as was currently experienced in the District through declining enrollment.

Mrs. Luna stated the proposal that would be created initially would be broad based and then narrowed down by a committee for specifics. This committee would include Mr. Moore and any other Board members who might have interest in participating, as well as, various community representatives.

There was no public comment.

Motion carried, 7/0.

11. Consideration of 2009-10 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 20, 2009 Discussion and Action (Action)

In light of the State of Nevada budget shortfall, Mrs. Luna, reported that stimulus funds were complicated by a connection to K-16 education, rather than K-12. The budget presented at this meeting was prepared based on the Governor's budget and did not include stimulus funding that might occur. Mrs. Luna understood the Western Nevada Regional Training Program (WNRTP) budget would not continue for FY 09-10, therefore as the fiscal agent the school district budget incorporated that reduction. The Governor's possible 6% decrease in salaries was not reflected in this budget as that would require contract bargaining. A reduction of approximately \$170,000 for unemployment insurance was not included in this budget but would be in the May presentation. The percentage paid to PERS for FY08-09 was 20.5% of employee salaries and was to increase to 21.5%, July 1st. The amount represented in this budget included the increase. Negotiations with unions would be forthcoming and salary changes could result. Mrs. Luna reminded the Board that \$2.2 million in reductions had been incorporated for the biennium, 2008-2010, as a result of the legislative summer 2008 session. Overall, six million dollars in reductions had been absorbed over two years (2007-2009). This amount included the February 11, 2009 Special Meeting reductions. The final state budget would be determined by the legislature in June or July.

Mrs. Luna provided a line item review of the general fund, based on current information received from the State. The ending fund and contingency balances were explained. In a typical year, the ending fund balance would be 7% - 8% of the general fund. This year with the budget shortfall, the ending fund balance was reported to be at 2.5% with a 1% contingency fund. Should it not be necessary to use the 1% contingency (emergency) fund this year, the resulting actual ending fund balance would be 4.5% - 5.5%. A quick reference was stated, in that a \$2 million reserve equated to a 4% ending fund balance, \$1.75 million would equal 3.5%. The current Board Policy and Administrative Regulation would need to be addressed to accommodate a decision made to maintain an actual ending fund balance below 5%, as cited in Administrative Regulation No. 603. Funds previously reserved to pay the EMRB complaint were now included in the budget and not earmarked for obtaining the new Five Year Master Plan. The Board was reminded that bond funds were to be used for major capital projects, not maintenance. An explanation of special education funding was provided.

Discussion ensued as follows with regards to the Department of Taxation's requirement, including dateline, for filing of the budget:

- 1) Budget decisions could be made during a Special Meeting
- 2) A Resolution could be created to address economic concerns forced upon the district for FY 2009-2010, in order to deviate from current Board Policy with regards to ending fund balance.

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

Mrs. Hales moved to approve the FY2009-2010 Douglas County School District Tentative Budget with reservation, including that a special meeting

would be held, if necessary, to address concerns of the low ending fund balance, and that the Board would consider a Resolution with regard to the ending fund balance, and also to declare a public hearing on the budget for Wednesday, May 20, 2009, at 5:00 p.m., in the Douglas High School Library, 1670 Highway 88, Minden, Nevada 89423.

While there was general agreement to approve the tentative budget, clarification was made that the motion was intended to be sympathetic to the discomfort of Board members with regard to the current ending fund balance and that a Special Meeting could be used to resolve concerns, if necessary. Additionally, any results of that Special Meeting could be taken into account when the May budget was presented, before acceptance of the final budget.

There was no public comment.

Motion carried, 7/0.

**12. First Reading of Board Policy and Administrative Regulation
No. 544, "Random Drug Testing of Students in
Cocurricular and Extracurricular Activities"
Discussion and Action (Action)**

Mrs. Lark and Mr. Malloy, attorney, presented to Board members the new Douglas County School District Board Policy and Administrative Regulation No. 544, "Random Drug Testing of Students in Cocurricular and Extracurricular Activities."

Board members considered various changes, stated differing views, and made suggestions to be incorporated into the second reading of the Administrative Regulation. The discussion included whether or not a student would be eligible for testing throughout the school year or for a particular sports season; discipline drug testing timeframes, such as, whether or not to carry over time from one season and sport to the next; the fact that a student's academic record was not to be affected; signing of the Code of Conduct for NIAA and associated policy governance; who would pay for fees for services provided to students for counseling assessments; and language surrounding the time period for maintenance of records for students who tested positive while enrolled in DCSD vs. keeping the record through the year of graduation due to movement of families.

Mrs. Bryant noted that changes would be made to any related Board Policies.

Mr. Moore moved to approve for first reading, with comments as logged by administration, Board Policy No. 544, "Random Drug Testing of Students in cocurricular and extracurricular activities," seconded by Mr. Green.

There was no public comment.

Motion carried, 7/0.

**13. Report on Textbook Selection for Adoption
Discussion and Action (Action)**

Lyn Gorrindo, Director of Curriculum and Instruction, offered an opportunity for Board members to ask questions related to back up material regarding the adoption of a new PreCalculus/Trigonometry textbook. Following a brief discussion, the following motion was made:

Mrs. Chessell moved to approve for adoption, the Houghton Mifflin PreCalculus/Trigonometry textbook for grades 11-12, provided that the textbook was accepted by the Department of Education, seconded by Ms. Jamin.

Motion carried, 7/0.

14. Nevada Association of School Boards (NASB) Report

Mrs. Trigg stated that she made sure alerts from Dotty Merrill, Director of NASB, were forwarded to all Board members. Participation in contacting legislative entities, when necessary, was noted to be of utmost importance in order to support educational issues.

15. Nevada Interscholastic Activities Association (NIAA) Report

Mr. Roman reported information he obtained from the recent NIAA meeting. Grade eligibility requirement changes for the AA league were currently being discussed, as well as, attendance requirements. Financially, the NIAA was reported to be prepared should they need to realign league scheduling due state budget shortfalls.

16. Expulsion Process Discussion and Action (Action)

Training for Board members was provided by Mrs. Hales, Mr. Roman and Mrs. Bryant. This opportunity was provided for Trustees to review, refine, and develop the expulsion hearing process for consistency. Through a PowerPoint presentation, objectives for students involved in the hearings, NRS 392.466 and 392.467 pertaining to expulsions, and the process used in surrounding counties were reviewed.

Some essential elements of the expulsion process were shared. The Board could authorize other personnel to expel students according to the NRS, and could also approve expulsion hearing results on the Consent Agenda if a subcommittee of the Board was not involved in the actual hearing. Also, the required number of Board members for an expulsion hearing, in the case of a student being an elementary (K-6) or special education student (K-12), would be four. It was reported that the Superintendent could not sit in the place of a Board member.

Mr. Malloy added that an expulsion hearing could also be handled during the Executive Session portion of Regular Board Meetings.

Mrs. Bryant stated a summary sheet on the expulsion process would be available for review. The current process was noted to offer support to administrators in discipline decision making.

Mrs. Chessell made a motion to approve the recommendation for the Board to continue utilizing the existing expulsion process, seconded by Mr. Moore.

There was no public comment.

Motion carried, 7/0.

17. Correspondence

Information received by Mrs. Trigg from the Douglas County Democratic Committee regarding nonprofit fund-raising was shared. The request was to have a liaison within the District to assist in development of a program to raise funds, as a non-partisan community service event to help families in need.

18. Possible Agenda Items for Future Board Meetings

Mr. Moore requested a future agenda item to include curriculum based personal finance for students, seconded by Mrs. Trigg.

19. Executive Session

There was no executive session.

20. Adjournment

At 10:18 p.m. Mrs. Chessell moved to adjourn, seconded by Mrs. Hales. Motion carried, 7/0.

Submitted by,

Carolyn Moore
Secretary to the Board of Trustees

Approved:

Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.