

**Douglas County School District
Board of Trustees Meeting
Carson Valley Middle School
Tuesday, March 13, 2018
4:00 p.m.**

MINUTES

Present:

Trustees:

Thomas Moore, President
Robbe Lehmann, Vice President
Keith Byer, Board Member/**PRESENT BY PHONE**
Ross Chichester, Board Clerk
Karen Chessell, Board Member
Carey Kangas, Board Member
Linda Gilkerson, Board Member

Present:

Personnel:

Teri White, Superintendent
Keith Lewis, Executive Director Human Resources
Jacque Matteoni, Executive Director Area 1
Brian Frazier, Executive Director Area 2
Rommy Cronin-Mack, Executive Director Area 3
Brandon Swain, Executive Director Area 4
Susan Estes, Director Business Services
Melissa Rains, Assistant Director Special Services, Area 1

Others Present:

Mike Malloy, Legal Counsel

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

Mr. Moore called the meeting to order at 4:00 p.m. Dalton Nixon and Giana Zinke, students from Gardnerville Elementary School, led the Pledge of Allegiance.

Member Byer was not in attendance, but was present by phone.

Motion made by Mrs. Chessell to adopt the agenda, seconded by Mr. Chichester.

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

Motion carried, 7-0.

2. Consent Items (For Possible Action)

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

Mr. Moore pulled item 2-E, Second Reading Board Policy No. 117 (New), "Early Notification of Retirement Incentives for Teachers," as DCPEA raised objection to this policy so further discussion is needed.

Mr. Chichester made a motion to adopt the Consent Agenda, and pull item 2-E, Second Reading Board Policy No. 117 (New), "Early Notification of Retirement Incentives for Teachers," seconded by Mr. Kangas.

Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of February 13, 2018.
- B. Approve Special Run Voucher Numbers 1850, 1851, 1852, 1853, 1854, 1856; and Regular Run Voucher Number 1855 was provided to the Board Members via e-mail for review prior to the meeting.
- C. Approve Personnel Report No. 18-03.
- D. Approve Budget Vouchers as recommended by the Director of Business Services for March 2018.
- E. Approve Second Reading of Board Policy No. 117 (NEW), "Early Notification of Retirement Incentives for Teachers."
- F. Approve Second Reading of Board Policy No. 030, "Functions."
- G. Approve Second Reading of Board Policy No. 529, "Suspension and Expulsion."
- H. Approve the Monthly Update Enrollment Counts.

Mr. Chichester made a motion to table item 2-E, Second Reading Board Policy No. 117 (New), "Early Notification of Retirement Incentives for Teachers", seconded by Mrs. Gilkerson.

Motion carried. 7/0.

Mrs. White introduced Douglas County School District's new School Resource Officer (SRO), Deputy Ryan Grant, and welcomed him to the team.

3. Nevada Association of School Boards (NASB) Report (Information and Discussion)

Mrs. Chessell reported that the joint teleconference held March 12, 2018 was very informative and shared a packet of information for the Board.

Mrs. Chessell reminded the Board that the NASB Award Nominations will be sent out soon and the deadline for those nominations will be August 15, 2018. She also reminded the Board of the upcoming NASB School Safety Workshop with POOL/PACT, which will take place on April 20-21, at the Plaza Hotel in Carson City.

Mrs. Chessell commented that approximately four to five School Superintendents in Nevada will be retiring this year.

Mrs. Chessell reported that the NASB committee was informed by Bart Thompson, NIAA Executive

Director, that there will be a vacancy for the Region II representative effective the end of June 2018. In order to establish a process for filling a vacancy for NIAA Regions, excluding Washoe and Clark, the Association adopted Bylaws to select a school board member from one of the counties to represent those school districts in the Region on the Board of Control. If any Board members are interested in submitting their nomination to the Representative Region II of the NIAA Board of Control, nomination forms and letters of support must be received no later than 5:00 p.m. on March 30, 2018.

4. Board Reports (Information and Discussion)

Mr. Kangas reported that he attended the National Junior Honor Society (NJHS) Induction at Pau-Wa-Lu Middle School and that was very well organized. He also conducted site visits at GWHS and ZCES, and attended the Parent Advisory Council (DPAC) meeting.

Mr. Moore reminded the Board members that when they are invited to speak in the public, they speak as individuals and not representatives of the Board of Trustees.

5. Correspondence

No correspondence was reported.

6. Superintendent's Report (Administrative Report)

Mrs. White, Superintendent, updated the Board about the Superintendent's meeting with Governor Sandoval in Carson City. The conversation focused on Safety in the Schools. The Governor will be creating a Council to look at school safety in Nevada.

Mrs. White commented that she will be attending a Safety Training on March 19, 2018, hosted by POOL/PACT in Carson City. District Cabinet members and SRO's will attend also.

Mrs. White recognized the donation to the Food Services Angel Fund for needy students from the PoBoB Motorcycle Club in the amount \$347.00 and Douglas High School Interact Club for the donation of \$500.00 to the same fund at Douglas High School. Mrs. White thanked the donors as this is very appreciated.

Mrs. White had no news on the sale of Kingsbury Middle School, but stated that the due diligence was coming up soon.

Mrs. White commented that Gardnerville Elementary Principal, Mr. Brown, hosted the Nevada Leadership Network Committee to review data and conduct walk-throughs of the school. The activity provided Mr. Brown with feedback about instruction in his school.

Mrs. White commented that Mr. Eric Twadell will be here on March 26-27, to work with Administrators on moving our PLC activities forward.

Mrs. White commented that PHES has been invited to the MEGA Conference, and will be recognized for their work in order to achieve National Blue Ribbon Award.

7. AP World History Textbook Adoption Committee (Discussion and For Possible Action)

Mrs. Cronin-Mack, Education Services Director Area 3, and Mr. Petite, DCSD Educator, presented

information regarding the adoption of a new AP World History textbook. The Committee recommended the adoption of Pearson, World Civilizations: The Global Experience to be used in DCSD AP World History courses. This selection is in alignment with Nevada Academic Content, and the Standards for social studies and AP World History Framework. This adoption will be implemented in the 2018-2019 school year.

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

Motion made by Mrs. Chessell to recommend that the Board approve the Committee's recommendation for adoption of AP World History Textbook, seconded by Mr. Kangas.

Motion carried, 7-0.

8. Principal's Report-Gardnerville Elementary School (Administrative Report/Program Review)

Mr. Brown, Principal of Gardnerville Elementary School, and Mr. Spires, Assistant Principal, gave an overview of Gardnerville Elementary School.

The focus for GES has been on Professional Learning Communities (PLC). PLC's are focusing on either Mathematics or writing instruction.

Student Learning Objectives (SLO) are driving the PLC process, and teachers are utilizing their time to collaborate, review data, and are beginning to unwrap standards and identify learning targets.

Mr. Brown commented that GES has earned the 4 star rating from Nevada Department of Education.

State testing data shows areas of growth in math, and the weakest area is in writing. Only 17% of students are proficient in writing. Teams are seeing growth over time with interim assessments and adjusting instructional focus.

GES has ongoing Professional Development for teachers on a consistent basis throughout the school year through that PLC process. Teams are turning empty classrooms into Makerspaces and working together in PLC to develop reading and writing strategies.

New this year is Mystery Skype in the classroom: the school is connecting students at GES with students in other schools and states. Two students from Mrs. Hill's class gave a brief description of how Mystery Skype works in the classroom.

Mr. Brown commented on the Office Discipline Referrals (ODR) and that GES has 395 students enrolled and 296 of those students have zero or one ODR's. He attributed the reduction to their work through PBIS protocols.

Mr. Moore thanked GES for a job well done.

9. Principal's Report-Gene Scarselli Elementary School (Administrative Report/Program Review)

Ms. McNeall, Principal of Gene Scarselli Elementary School, and Assistant Principal, Mr. Harvey gave an overview of GSES.

Ms. McNeall congratulated Mr. Brown and Gardnerville Elementary School for reaching the 4 Star Rating.

Ms. McNeall commented that school performance goals are met through the PLC process.

The 2016-2017 SBAC Assessment for GSES students shows the strongest claim is speaking and listening, while the weakest is research and inquiry. The school plans is to strengthen instruction with Reader's Workshops, on-site professional development, addition of thousands of books, promoting reading through Parent Education nights (Food For Thought), Family Literacy Night, and literacy resources provided to families through Title 1 and Read By Grade Three (RBG3) grants.

All teachers have been trained to use Kagan Cooperative Learning Strategies to increase student discourse in all subjects, especially math.

Several students from Miss Park's class explained their work with Claim, Evidence and Reasoning in Mathematics.

All teams meet for PLC's at GSES weekly or every other week and focus on student learning. Ms. McNeall is participating in training through the Nevada Department of Education Leadership Network, including work with Eric Twadell and the New York Leadership Academy, is part of GES training.

Cody Cahn of the Boy Scout Troop 33 built a mini library at GSES for his Eagle Scout project. The Eagle Scout project is an opportunity for Boy Scouts to demonstrate leadership while completing a project that will benefit the community.

The Board thanked Mrs. McNeall and GSES for a job well done.

10. Contract for Architectural Services for Tate Snyder Kimsey (TSK) for Carson Valley Middle School Project (Discussion and For Possible Action)

Mrs. White commented to the Board that the District has some indirect costs for additional work at Carson Valley Middle School. The architectural fees were not addressed with the May 2017 changes and need to be approved by the Board.

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

Motion made by Mr. Chichester to authorize the Superintendent to pay the architectural firm of Tate Snyder Kimsey (TSK) an amount not to exceed \$87,000.00 for the additional design work required with added scope of the Comprehensive Life Skills Classroom, Multi-Purpose Room flooring, and Gymnasium upgrades, seconded by Mr. Lehmann.

Motion carried, 7-0.

11. Budget Discussion (Information and Discussion)

Mrs. White Superintendent, and Director of Business Services, Sue Estes, lead a discussion with the Board to prioritize needs in the District for planning of the General Fund. The Board has prioritized all items of school safety, asphalt replacement, school bus replacement, white fleet replacement, and general maintenance of facilities for next budget cycle.

Several Board members agree that school safety is a priority.

12. Public Comment

Mr. Moore called for public comment at 5:30 p.m. There was none.

13. Security Discussion (Information and Discussion)

Mrs. White, Superintendent, and Mr. Brandon Swain, Education Services Director, Area 4, gave an update on security in the District, making safety the number one priority. Mr. Moore organized a team to tour the Nevada Department of Transportation and observe their Keyless Entry System. Mr. Moore stated that he realized this would be a high cost to the District but something he feels passionate about, in the terms of the safety of our students.

Mr. Moore called for questions.

Mr. Lehmann asked about the drills in the classroom.

Mrs. White commented that fire drills are performed monthly per State Law, and that lockdown drills are required four times a year. The District uses an emergency information sheet, and Principals are reminded to notify parents in the school newsletters.

Mr. Moore stated that we need to be proactive and maybe have an additional resource officer, as we are getting more calls on the Safevoice calling program.

Mr. Moore would like to see additional counselors in the District.

Mrs. White commented that the Nation has shifted, and we want to teach our students and staff to run, hide, and fight in serious situations, and give the staff the permission to react in the moment and do what needs to be done.

Five-Minute break was taken at 6:02 p.m.

Meeting resumed at 6:15 p.m.

14. Strategic Plan Retreat Review (Information and Discussion)

Mrs. White, Superintendent, presented the Board information from the Strategic Plan Retreat Meeting. She suggested having two subcommittees, Creating Connections, that would include communications and social emotional learning, and Learner Centered Group, to include instruction and student achievement to focus on the work of the next Strategic Plan activities on communication, engagement, relationships, curriculum, and empowering learners.

Trustee Chessell and Trustee Gilkerson offered to serve on the committee, Trustee Moore volunteered as the back up. If any Board members wish to volunteer on one of the sub-committees please email Superintendent White.

15. Douglas County Professional Education Association Agreement for 2017-2020 (Discussion and For Possible Action)

Mr. Lewis, Director of Human Resources, and Andrew Fromdahl, presented the Board with changes to the agreement that the teachers have ratified. The two teams have come together in agreement with the following proposed changes to the contract between the District and DCPEA:

Related to Grievances

Added a step to include an Informal Discussion phase to try to resolve issues.

Reduced the timeline from 20 days to 10 days to initiate a grievance.

Leave

Revised language to align with NRS as it relates to Association Leave.

Teaching Conditions

Eliminated the requirement for teachers to be present during instruction provided by other licensed educators, or activities supervised by Media Specialists.

Unassigned Time

Defined “unassigned time” as time before and after the instructional student contact day.

Financial Terms

The term of the Agreement shall be August 1, 2017-July 31, 2019.

2.00% Salary Increase for 2017-2018 retroactive to July 1, 2017.

1.00% Salary Increase for 2018-2019.

The cost of Association Leave (approximately \$8000.00 per year) is offset by concessions made by the Association for the 2017-2018 and 2018-2019 school years.

Should DCSD identify additional revenue for fiscal year 2019, the District will offer to engage in negotiations to discuss increased compensation. A priority will be placed on ensuring comparability through salary and contract language.

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

Motion made by Mr. Chichester to approve the agreement with the Douglas County Professional Education Association for 2017-2020, seconded by Mrs. Chessell.

Motion carried, 7-0.

**16. Formal Superintendent Evaluation
(Discussion and For Possible Action)**

The Board discussed their individual and collective ratings of the Superintendent and awarded Mrs. White a rating of Highly Effective, with a score of 36.63.

The Board agrees that Mrs. White has met her goals and earned on a 40 point scale a rating of Highly Effective.

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

Motion made by Mr. Chichester that the Board has reviewed the individual ratings for the Superintendent and has assigned an overall rating for the performance of the Superintendent as Highly Effective, seconded by Mrs. Chessell.

Motion carried, 7-0.

**17. Superintendent Contract
(Discussion and For Possible Action)**

Mr. Moore commented that Mrs. White has done an excellent job as Superintendent, and would like to offer a four year contract with a 3% raise the first year.

Mr. Chichester agreed with the term and the 3% raise. Mr. Chichester recommends making the salary increase consistent with other Associations.

Mr. Moore commented that Mrs. White is the lowest paid Superintendent in Nevada and agrees with the 3% increase. He stated that the Board needs to have a conversation about addressing the transparency with the rate that Mrs. White is receiving and making it comparable in the State.

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

Motion made by Mrs. Chessell to approve the contract as a four- year renewal with 3% raise in the first year for Superintendent, Teri White, seconded by Mr. Kangas.

Motion carried, 7-0.

18. Douglas County School District Executive Directors-Cabinet Raises (Discussion and For Possible Action)

Mrs. White proposed a 3% increase to the Director's salary and noted the Directors did not have a raise last year. She commented that the District needs to address the comparability of salaries for this group in the future.

The Board agreed that the District needs to be fair, and should provide similar increases to other employee groups.

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

Motion made by Mrs. Chessell to approve the 3% increase to the salary of the Executive Directors for 2017-2018, seconded by Mrs. Gilkerson.

Motion carried, 7-0.

19. Closed Session

Closed session was not needed.

20. Prioritizing Agenda-Possible Items for Future Board Meetings (Discussion and For Possible Action)

Mr. Lehmann would like to see added for future meetings the salaries for all the Associations including a breakdown of compensation, and comparisons to other districts, seconded by Mr. Chichester.

Mr. Byer would like to add for future meetings a discussion on the the "Opt-Out Testing Policy," seconded by Mr. Lehmann.

21. Public Comment

Mr. Moore called for public comment.

Andrew Fromdahl, JVES Educator, commented on school safety and encouraged all schools to have their backup plan in place.

22. Adjournment

Mr. Lehmann made a motion to adjourn the meeting at 6:50 p.m., seconded by Mrs. Gilkerson.

Motion carried, 7-0.

Submitted by,

Michele Curtis
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.