

**MINUTES OF THE MEETING OF THE
CARSON CITY SCHOOL DISTRICT
BOARD OF TRUSTEES**

Tuesday, May 28, 2013

7:00 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 7:00 p.m. by President Lynnette Conrad at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL: Members Present
 Lynnette Conrad, President
 Stacie Wilke-McCulloch, Vice President
 Ron Swirczek, Clerk
 Steve Reynolds, Member
 Laurel Crossman, Member
 Richard Stokes, Superintendent
 Mike Pavlakis, Legal Counsel

Members Absent
 Joe Cacioppo, Member
 District 6 Vacant

Board Vice President, Stacie Wilke-McCulloch led the Pledge of Allegiance.

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Ron Swirczek, seconded by Mr. Steve Reynolds, **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

Mr. Cacioppo arrived at 7:02 p.m.

SUPERINTENDENT'S REPORT

- Mr. Stokes welcomed District retirees and their family members.
- Mr. Stokes introduced Mrs. Michele Lewis, Dean of Students, Carson High School. Mrs. Lewis reminded Board members that all Career and Technical Education programs at Carson High School are associated with a student organization; Career and Technical Student Organization (CTSO). The CTSO provides a variety of skills; leadership, workplace readiness, etc. The Agriculture program is affiliated with the Future Farmers of America (FFA), Business program is affiliated with Future Business Leaders of America (FBLA), Health Science program is affiliated with Health Occupation Students of America (HOSA) and Skills USA. Mrs. Lewis introduced Mrs. Penny Reynolds, Culinary Arts Teacher, Carson High School. Skills USA is the largest skills organization in the world; 365,000 members nationwide. There are 79 members at Carson High School; 56 went to the State competition. Prior to State competitions, students have to compete at the Regional level. The culinary students competing at the Regional level, qualified for the State competition. In addition auto body, photo and welding students must compete at Regionals. Next year, graphic arts and web design will have Regional competitions. Mrs. Reynolds had the Skills USA State Officers introduce themselves. Sarah Christl, 10th grade student in the web design Chapter will be serving as the State Treasurer and Amanda Breen, also a 10th grade student, will serve as the Reporter. Mrs. Reynolds announced that the Chamber of Commerce Leadership program is sponsoring a golf tournament on June 28, 2013 to raise funds to help get student to the State competition next year. The cost for the tournament is \$95.00, which includes dinner. Mrs. Reynolds

- asked the Skills USA State Champions to introduce themselves. Genoa Donaldson, silver medalist, summarized the regional competition; students had 2 ½ hours to make an appetizer, a soup and an entrée. Students also had to fabricate a chicken and a fish. Nyguen Phan, bronze medalist had to complete a four course meal consisting of a soup, an appetizer, entrée, and bread pudding. Andrea Davis, gold medalist, summarized her job demonstration; created ribbon candy, which students have 5 to 7 minutes to teach the judges something. The students summarized their meals and demonstrations. The job demonstration was sponsored by the Air National Guard.
- Mr. Stokes recognized Mariah Whitcome and Karen Stone for serving as School Board Representatives. Karen expressed her appreciation for allowing her to serve on the School Board. Karen plans on attending school at Western Nevada College (WNC). Mariah has enjoyed serving on the Board and plans on pursuing a teaching career.
 - Board Vacancy District 6 deadline has been extended to June 5, 2013; submit letters of interest and a resume to Mrs. Renae Cortez, Executive Administrative Assistant by 5:00 p.m. Applicant must reside in District 6. Appointed Trustee will fulfill the current term, and then may run for election in November, 2014; term is 4 years and trustees receive a salary of \$400 per month. Eligible candidates will be interviewed during the June 11, 2013 Board meeting. Mr. Stokes summarized the boundaries for District 6.
 - Graduation/Promotion Ceremonies:
 - June 5th, Pioneer High School at 6:00 p.m. at the Community Center
 - June 6th, Eagle Valley Middle School 8th grade promotion at 1:00 p.m. in the gym at Eagle Valley Middle School
 - June 7th, Carson Middle School 8th grade promotion at 12:30 p.m. in the gym
 - June 8th, Carson High School at 10:00 a.m. on the football field
 - Last day of school for students on the traditional calendar is Friday, June 7, 2013; classes dismiss at the following times (Minimum Day Schedule):
 - High Schools – 11:30 a.m.
 - Middle Schools – 11:15 a.m.
 - Elementary Schools – 12:30 p.m.
 - Last day for teachers on the traditional calendar is Friday, June 7, 2013
 - Mr. Stokes reminded everyone to have a safe and relaxing summer

BOARD REPORTS

- Jake Jones reported on the following activities at Carson High School:
 - Senator Sound; a new spirit and involvement club was approved and Mariah Whitcome will serve as the leader of the club
 - State Track meet was held two weeks ago; 4 x 800 girl's relay team placed 4th and 4 x 800 boys' relay team placed 2nd, and Cory Reid placed 4th in the high jump
 - Northern Nevada All-Star Girls' and Boys' Basketball games will be played on May 29, 2013 at 5:00 p.m. and 7:00 p.m. in the gym at Carson High School. Coach Carlos Mendeguia will coach the boys' team.
 - Choir Concert will be held at 7:00 p.m. on May 29, 2013 at the Community Center
 - Senior Awards Ceremony in the big gym on May 31, 2013 from 5:30 – 6:30 p.m.
 - Senior Sunset will take place from 6:30 – 9:00 p.m. in the front of the school
 - SAT testing will take place at 8:00 a.m. on June 1, 2013 in the upstairs cafeteria
 - Students will be taking final exams on June 5th – 7th
 - Graduation will be held on June 8, 2013 at 10:00 a.m. on the football field
- Karen Stone reported on the following activities at Pioneer High School:
 - Students in the Elsinore Appeal's class attended a field trip on May 28, 2013 to hear oral arguments regarding Hamlet. Judges Michael Gibbons, James Wilson and Robey Willis presided. The field trip was arranged through the partnership with the Carson City and Douglas County Courts.
 - Graduation is Wednesday, June 5, 2013 at 6:00 p.m. at the Community Center; rehearsal begins at 9:00 p.m. There will be approximately 63 graduates, a 17% increase; 1 honor's diploma and 4 advanced diplomas will be presented to students.

Mr. Reynolds enjoyed the Senior Project presentations made on May 22, 2013 and commented on how they have improved since the projects were initiated several years ago.

Mr. Cacioppo provided a report on the following:

- Carson High School Track and Field Banquet was held on May 28, 2013
- Fall sports meeting and physicals will take place on July 30, 2013 in the big gym at Carson High School
- ACT test will be administered on June 8, 2013 at Carson High School

Mrs. Crossman provided a report for Fritsch Elementary School:

- 5th grade students recently had their rocket launch and 2nd grade students had their egg drop
- 4th grade students will be taking a field trip to Virginia City on May 29, 2013
- Kindergarten promotion will take place on May 31, 2013
- 5th grade promotion will be held on June 5, 2013 at 1:30 p.m.
- Field day and family picnic is June 6, 2013; WATCH DOGS (Dads of Great Students) will be serving hot dogs
- 4th & 5th grade students will be going to Silver Oak golf course to learn how to golf

Mr. Swirczek provided a report for Eagle Valley Middle School:

- 8th grade students participated in career day activities; career professionals made presentations and mock job interviews took place. Students were well prepared.
- Leadership Club held a fundraiser on May 23, 2013 to raise money for the Carson City Animal Services Initiative and the Animal Shelter. Students were able to raise money by choosing to pay a fee instead of wearing Standard Student Attire clothing. Students raised \$150.00 for each organization.

Mrs. Wilke-McCulloch provided a report for Empire Elementary School:

- Mrs. Johanna Tackitt, 1st grade teacher was awarded the 2013 Rotary Excellence Education Award winner for the elementary level
- Ms. Kendra Johnston, 3rd grade teacher was awarded a Bowling to Teachers grant
- Kindergarten readiness workshop for parents is scheduled on May 29, 2013 in the multi-purpose room
- Annual BBQ and family picnic, along with the student talent show will be held on May 30, 2013
- 5th grade promotion will be held on June 4, 2013

Mrs. Wilke-McCulloch announced that volunteers are still needed for the Carson High School Safe Grad, which will be held at 8:30 p.m. – 5:00 a.m. on June 8, 2013.

Mrs. Wilke-McCulloch publicly thanked Carson Educational Support Association (CESA) and Ormsby County Educators Association (OCEA) for the invitation to their annual banquets.

Mrs. Wilke-McCulloch reported that she recently attended the Nutrition Wellness Advisory meeting.

Mrs. Wilke-McCulloch provided a report from the Nevada Association of School Boards:

- Executive Board meeting will be held on May 29, 2013 at 7:30 a.m.
- Legislative Bill updates are available, please email Mrs. Wilke-McCulloch for additional information
- The Pacific Region winter meeting will take place in Las Vegas, Nevada in December, 2013

Mrs. Conrad provided a report on the following:

- Bordewich Bray Elementary School Kindergarten promotion will be held on June 5, 2013 at 6:00 p.m.
- Bordewich Bray Elementary School 5th grade promotion will be held at 9:00 a.m. on June 7, 2013

- Mark Twain Elementary School 5th grade promotion will be held on June 6, 2013

Mrs. Conrad recently attended a Reno Aces baseball game on May 27, 2013, where Abigail Golik, Seeliger Elementary School student sang the National Anthem.

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

There was no public comment.

INTRODUCTION OF 2013 CARSON CITY SCHOOL DISTRICT RETIREES AND EMPLOYEES WHO ARE LEAVING THE DISTRICT AFTER 10 OR MORE YEARS OF SERVICE

Dr. Jose Delfin, Associate Superintendent of Human Resources introduced retiring employees and staff who are leaving the district with ten or more years of service. The honorees were presented with a clock for their years of service. Each retiree in attendance accepted their clocks and expressed their gratitude for the opportunity to work in the district. They also recognized the administration and staff for their support throughout the years.

Carson High School:

- Sgt. Major Robert Baker, NJROTC Instructor
- Ms. Betty Foerster, Computer Lab, Business Teacher
- Mr. Patrick Houlihan, Vice Principal
- Mr. Peter Lathrop, Science Teacher

Carson Middle School:

- Mrs. Ellen Fallon, 8th Grade Math Teacher
- Mr. Kevin Fallon, Physical Education Teacher
- Mr. Terry Parent, 8th Grade Science Teacher
- Mrs. Lisa Schuette, 7th Grade Career, Technical Education, 8th Grade Health Teacher

Eagle Valley Middle School:

- Ms. Yvette Griffith, 7th Grade Math and 8th Grade Spanish Teacher
- Ms. Gaylea Manning, Librarian
- Mr. Stephen "Mike" Mathis, Special Education Teacher
- Ms. Debra Sliger, Para Professional IV

Bordewich Bray Elementary School:

- Ms. Catherine Adams, 2nd Grade Teacher
- Ms. Koni Elliott, Counselor
- Ms. Annette Hodorowicz, 2nd Grade Teacher
- Ms. Pam Miller, Cook/Baker
- Ms. Susan Peterson, 2nd Grade Teacher

Empire Elementary School:

- Ms. Gayle Edwards, Special Education Teacher
- Ms. Maria "Connie" Fotinakis, Para Professional ESL
- Ms. Linda King, 1st Grade Teacher
- Ms. Gayle Magee, 1st Grade Teacher
- Ms. Hollie Miller, Para Professional IV
- Mr. Edward Toniatti, Lead Custodian I

Fremont Elementary School:

- Ms. Martina Akerley, 1st Grade Teacher
- Ms. Carol Brugger, Para Professional IV
- Ms. Robin Ross, Success for All (SFA) Facilitator

Fritsch Elementary School:

- Ms. Diana Easby, 4th Grade Teacher

Mark Twain Elementary School:

- Ms. Darlene McClurg, 3rd Grade Teacher
 - Mrs. Tracy McQuay, 1st Grade Teacher
 - Ms. Margaret Stillwell, Special Education Teacher
- Seeliger Elementary School:
- Ms. Virginia “Karen” Collier, 3rd Grade Teacher
 - Ms. Sydney Hannon, Kindergarten Teacher
- Pioneer High School:
- Mr. Charles Burt, Alternative Education Teacher
- Professional Development Center:
- Mrs. Christine Butson, ESL Administrator
 - Ms. Marsha Nichols, Senior Office Specialist
- Transportation Services
- Ms. Elizabeth LeMay, Bus Driver for Disabled Students
 - Ms. Ruth Mercier, Substitute Bus Driver
- Operation Services
- Mr. William “Bill” Rose, Mail Delivery Driver

In summary, there are 38 staff members retiring this year, with a combined 767 years of service to the district.

Mrs. Conrad called for a 10 minute recess at 8:00 p.m. The meeting reconvened at 8:10 p.m.

PRESENTATION OF CARSON CITY SCHOOL DISTRICT STRATEGIC PLAN END OF YEAR REPORT

Mr. Stokes commented on how quickly time has gone by since the Strategic Plan was introduced. During the latest Strategic Committee meeting, the committee recognized areas of success and areas that need improvement. The committee has identified the opportunity to combine several initiatives and plans, in an effort to consolidate resources; Race to the Top Grant, District Improvement Plan, etc. Mr. Stokes introduced Mr. Ben Contine, Chairperson, Strategic Planning Committee.

Mr. Contine summarized how the Strategic Plan was developed; supported by the School Board and through the leadership of Mr. Stokes and district staff. Mr. Contine publicly thanked and recognized the members of the Strategic Planning Committee; Ms. Rena Huntington, elementary education; Mr. Sven Klatt, manufacturing; Mrs. Karen Simms, Vice Principal, Eagle Valley Middle School; Ms. Letecia Servin, Carson High School and Parent Teacher Association (PTA); Mr. Steve Reynolds, Board member; Mr. Kevin Edwards, Western Nevada College (WNC); Mr. Adam Whatley, Carson High School; Ms. Jody Ostrander, Carson High School student; Mr. Ray English, manufacturing; Mr. Joe McCarthy, Arts and liaison to City Government and Mr. Stokes.

Mr. Contine presented a power point presentation on the annual report for 2013. (A copy is included in the permanent record.)

In the history of the district, this was one of the most comprehensive community efforts. Within the Plan, an annual review identified in Section C, Evaluation and Accountability is to be presented. Mr. Contine presented the findings and recommendations:

- Committee looked at each line, highlighted sections, and brought back suggestions based on the implementation stages
- District and the Plan have many things to celebrate
- Committee doesn't believe they have enough data to accurately assess progress made in different programs
- Committee talked about how the Race to the Top grant provides the infrastructure needed to move the Plan forward

Mr. Contine referenced the Action Steps included on page 19 of the Plan; establish baseline data, designate individuals responsible, determine cost logistics, develop programming infrastructure, and establish facilitator's, market programs to families and community, evaluate each program

and explore grant opportunities. The Plan also includes the recommendation of looking at opportunities of establishing a non-profit corporation to work with families and the district.

The Committee tracked their progress; however, anecdotally the action steps were not followed.

Mr. Contine reviewed the goals and the findings of the Committee:

- Community in Full Partnership; most developed with programs that impact students. Many partnerships have allowed hands on experiences for students at manufacturing companies, at-risk students worked with Brewery Arts center, etc.

Mr. Contine reiterated how the Race to the Top grant provides a lot of the infrastructure in moving ahead with objectives 1.1 and 1.2. The district has opportunities through the grant to have students actively engaged in career exploration, job shadowing, etc.

Mr. Stokes met regularly with the Family Engagement Committee. A parent survey was conducted; however, the Committee doesn't believe there was a broad area of participation. One component of the grant is having a transparent data system, which empowers partnerships with parents and the community. It will also empower students to determine how their goals will be fulfilled.

Mr. Contine commented on the 1:1 pilot program. Students will select a specific pathway towards college and career readiness, aligning enrichment opportunities to the students' personal pathway. An acceleration cohort program was established at Carson Middle School and each secondary school has started the process of rebuilding curriculum assessment, instruction and leadership.

Mrs. Wilke-McCulloch asked for additional information regarding an acceleration cohort program. Mr. Contine explained that additional things need to be done to target a full range of students; high achieving students were identified as not being served as well as they could be. Therefore, Carson Middle School created a high level cohort, which includes their core academic subjects together. The cohort enables teachers to match instruction to their high achieving specific needs. Mrs. Keema referred it to similarities associated with a Gifted and Talented Education (GATE) cluster at the elementary level.

There have been projects that empowered teachers to be innovative in the classroom. The Race to the Top grant has allowed for creating teacher leadership positions, providing opportunities for professional growth, etc.

Mr. Contine reviewed the recommendations of the Committee:

- Make the efforts of the stakeholders more efficient by consolidating the responsibilities of the Strategic Plan Review Committee, District Improvement Team and the required review of the Race to the Top grant, as recommended by Mr. Stokes
- Review the action steps of the Strategic Plan and designate the responsibility to someone to include establishing action steps, timelines in an effort of accountability
- Communication internally and externally must be addressed; develop a communication plan, which is divided into three parts. Research will be completed by the end of June, 2013; plans will be developed by August, 2013, with implementation to begin June 1, 2014
- Consolidate committees to engage stakeholders more efficiently

In an effort to complete and fully implement the Plan, the committee believes the details need to be the main focus. By completing the task, students will take their place as innovators and thinkers in the changing world.

Mr. Reynolds publicly thanked Mr. Contine for his time and expressed his appreciation of consolidating everything into one message. Mr. Reynolds recognized Mr. Swirczek for his enthusiasm and dedication in the process associated with developing the Strategic Plan.

Mr. Swirczek commented on the number of benefits students will be afforded from the process and the Strategic Plan.

Mr. Cacioppo expressed his appreciation for how timely and effectively the Strategic Plan was created and implemented.

Mrs. Conrad commented on the accomplishments that have taken place during the first year of the Plan.

Mr. Stokes recognized staff members for their efforts and support offered during the process.

DISCUSSION AND POSSIBLE ACTION TO APPROVE RENEWAL OF CONTRACT FOR LEGAL SERVICES WITH THE LAW FIRM OF ALLISON, MACKENZIE, PAVLAKIS, WRIGHT & FAGAN, LTD.

Mr. Swirczek disclosed that he will abstain from the vote, as his son in-law is employed by the law firm of Allison, MacKenzie, Pavlakis, Wright & Fagan, Ltd.

Mr. Stokes explained that the current contract with Allison, MacKenzie, Pavlakis, Wright & Fagan, Ltd. expires on June 30, 2013. Mr. Stokes commented on the need to have legal counsel. Mr. Pavlakis represents the district with all necessary legal needs, is reliable and makes himself available anytime there's a need. Mr. Stokes explained that the proposal does not reflect any rate increases. The contract rate is \$200.00 per hour. Mr. Pavlakis attends the School Board meetings for a flat rate vs. an hourly rate. Mr. Stokes expressed his appreciation of the working relationship with Mr. Pavlakis. He is professional and responsible to the needs of the District. Mr. Stokes recommended that Trustees approve the renewal of the contract for July 1, 2013 through June 30, 2015.

It was moved by Mrs. Laurel Crossman, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School District Board of Trustees approve the contract renewal for Legal Services with the law firm of Allison, MacKenzie, Pavlakis, Wright & Fagan, Ltd., for a two year team, July 1, 2013 to June 30, 2015.** Motion carried unanimously. Mr. Swirczek abstained from the vote.

2013 NEVADA LEGISLATIVE UPDATE: REPORT ON ITEMS OF INTEREST RELATING TO EDUCATION; TO INCLUDE THE MOST RECENT INFORMATION ON THE DISTRIBUTIVE SCHOOL ACCOUNT (DSA)

Mr. Stokes explained that the last day of the Legislative Session is June 3, 2013 and commented on how education has been a focus of discussions.

There were two deadline dates; May 17, 2013 and May 24, 2013. However, if Bills were exempted, they are still alive. If other Bills were not passed through both Committees, they were considered dead. Dr. Mary Pierczynski, lobbyist for Nevada Association of School Superintendent's (NASS) has been working to provide a list of Bills no longer being considered.

Mr. Stokes highlighted items of interest related to education:

- AB288 – Eliminates the High School Proficiency Exam (HSPE), replacing it with another accountability measure, specifically mentioned in the Bill is an End of Course exam. In a geometry class, the student would be required to pass a geometry end of course exam. If the HSPE elimination is approved, it would be effective July 1, 2013, requiring approval by the Department of Education and State Board of Education. At this time, there is no universal curriculum or exam used by all districts. The Race to the Top grant allows the district to align its curriculum. As an example, Mr. Stokes explained that Douglas County School District utilizes a uniform math program; not just a geometry class. At this time, no action has been taken on this item.
- The Finance Committee and the Ways and Means Committee met and determined that initial Distributive School Account (DSA) funds received on May 10, 2013 needed a technical adjustment. Approximately \$38 million was removed from the base per pupil

amount of the DSA. With the assistance of Washoe County School District and Clark County School District, a letter was submitted asking for reconsideration of the decision. Fortunately, the Legislators identified the impact this decision had on K-12 education and voted to put the money back into the DSA for the base per pupil amount. Due to their efforts, notification was received that the per pupil funding is \$306 more than originally budgeted for and submitted to the Nevada Department of Taxation. This creates the need to meet with the bargaining groups, making them aware of the change. The amount for fiscal year 2015 will have an increase of \$106 per pupil. The numbers are tentative and may still be adjusted. The increased revenue amount for fiscal year 2014 is approximately \$2.4 million, with an increase for fiscal year 2015 of approximately \$828,000.

- SB182 – Expands full-day kindergarten in public schools; action would change the age of compulsory education from 7 to 5 years of age. At this time, no action has been taken.
- AB162 – Revises provisions associated with class size reduction. Student to teacher ratio under the current law for 1st grade is 15:1. The law does not stop school districts from increasing student to teacher ratios; however, the district would need to ask for a waiver. The new ratios are; 16:1 for K-2 and 18:1 for 3rd grade. The district budgeted for 22:1 for 1st, 2nd and 3rd grade and 28:1 for remaining grades.

Mr. Reynolds asked if there were any new unfunded mandates. Mr. Stokes explained that requests have been made, that no new mandates be implemented, as the district does not have extra funding available. At this time, Mr. Stokes is not aware of any new mandates.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Steve Reynolds, seconded by Mr. Ron Swirczek, **that the Carson City School Board of Trustees approve consent agenda items (A), (D), (J) and (K) as submitted.** Motion carried unanimously.

REQUEST FOR FUTURE AGENDA TOPICS

Present agenda items to Mr. Richard Stokes or President Lynnette Conrad.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, June 11, 2013.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting; President Conrad declared the meeting adjourned at 8:52 p.m.

Ron Swirczek, Clerk

Date