

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

Tuesday, October 14, 2008

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 Vice President Barbara Howe at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL: Members Present
Barbara Howe, Vice President
Norm Scoggin, Clerk
Bob Crowell, Member
John McKenna, Member
Joanna Wilson, Member
Joe Enge, Member
Richard Stokes, Superintendent
Mike Pavlakis, Legal Counsel

Members Absent
 Jim Lemaire, President

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Norm Scoggin seconded by Mr. Bob Crowell **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously. (Mr. Jim Lemaire was not present for the vote.)

SUPERINTENDENT'S REPORT

- Mr. Bob Anderson announced that the Benefits Fair will be held on Thursday, October 23, 2008 from 1:00 – 5:00 p.m. in the small gym at Carson High School. Flu Shots will be available along with various vendors and group health care vendors. The benefit enrollment packets will also be available for pick-up.
- Mr. Mike Mitchell updated the Board on the recent mercury spill at Carson High School. The mercury was contained to a storage closet with no exposure to students; however two staff members were exposed. Additional efforts are now in place to eliminate this in the future. Mr. Stokes commented that a new form has been provided and given to all teachers. They must sign the form to verify they have checked their classrooms, boxes, storage areas, etc. and to their knowledge there is no mercury in those locations.
- October 22nd is Professional Development Day; there will be no school for students.

BOARD REPORTS

Gus DeBacco reported on the following activities at Carson High School:

- Homecoming Week; theme is "Around the World"; a lot of student activities before the Homecoming game on Friday, October 17th against Damonte Ranch
- Black Light Dance will be Saturday, October 18th from 7:00 – 10:00 p.m.
- Fall Choral Concert will be October 21st at 7:00 p.m. at the Community Center
- Fall Blood Drive will be October 28th
- Fall Band Concert will be November 4th at 7:00 p.m. in the big gym
- Annual ROTC Military Inspection will be November 7th
- Veterans Recognition Ceremony will be November 10th at 10:45 a.m. in Senator Square
- Academic Letter Ceremony will be on November 13th at 7:00 p.m. in Senator Square

Mrs. Joanna Wilson reported that the Pumpkin Patch held at Al Seeliger Elementary School was very successful. Parents of Al Seeliger Elementary School students will have the opportunity to attend an ESL adult conversational class on Tuesday and Thursday nights from 6:00 – 8:00 p.m. There is a \$10.00 materials fee, refundable if all of the classes are attended. Teachers have volunteered for the after school Enrichment Program; a variety of club activities for students. The “Red Ribbon” Campaign will begin on October 27th. The Al Seeliger Elementary School PTO is sponsoring a Parent University on November 8, 2008. This is open to all parents. The conference is from 9:00 a.m. – 3:30 p.m. and will cover a variety of topics. The cost is \$15.00; single and \$25.00 per couple. The event is free for Al Seeliger Elementary School parents.

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

Mr. Bob Crowell asked if there was a way to track students taking the General Equivalency Diploma (GED) and if those numbers are reported on the Accountability Report. Mr. Stokes will provide Mr. Crowell with more information.

REPORT ON SECRET WITNESS PROGRAM

Mr. Phillip Harrison and Lieutenant Bob White gave a three part presentation on the Secret Witness Program in the district; phone number, text messaging and instant reward program.

The phone number to use when calling Secret Witness is 283-1799, which is at an offsite location. The purpose of the program is to allow students the opportunity to call in information for providing a safe environment at school. Anyone can call the number 24 hours a day, 7 days a week. The caller will be given an ID number; the date and time of the call. The tips are investigated and if solved, a reward will be given to the student.

Students may also send text message tips to 274-637, enter TIP725 along with the message. The message goes to an internet based company that monitors the messages. The program is offered in Washoe County and Carson City. The caller can remain anonymous if they choose to.

The reward money is based on donations. Secret Witness has been in existence for approximately thirty years. For various languages, someone could call the adult tip line at 322-4900, however, in the event of an emergency the caller should call 911.

Flyers were provided during the open house events held at each school. The flyers have also been posted around several campuses.

It was suggested by Mrs. Barbara Howe that the information be placed on the district website.

Several months ago, Ms. Ronni Hannaman, Executive Director of the Chamber of Commerce received \$1,000 from Partnership Carson City. \$500.00 was given to each of the two middle schools to purchase gift cards, gift certificates, etc. The Instant Rewards program is mainly for the middle schools. Wal-Mart has also donated several \$10.00 gift cards to be used for the Instant Rewards program.

UPDATE ON STEWART STREET EXPANSION PROJECT

Mr. Mike Mitchell gave a brief presentation on the extension of Stewart Street from Highway 50 north to Roop Street. This item was originally presented to the Board several years ago. This project is important to the District because of the partnership with the City of Carson. It's the intent of both parties, that neither one will have to come up with any cash. The City has hired an appraiser to appraise their portion of the land. Mr. Mitchell reviewed the overall plan.

Mr. Dan Leck, Appraiser, has been hired to review the City's appraisal. Mr. Leck gave a brief overview of the preliminary appraisal. The process is under the guidance of Eminent Domain; a government agency taking property. Mr. Leck presented several areas of concern regarding the project; compensation for the taking of the land and the City is looking at abandoning a portion of Corbett Street. It is Mr. Leck's opinion that, it is in the best interest of the School District that Corbett Street would be abandoned and the property to be connected. The City is in the process of addressed several concerns posed by Mr. Leck. At this time, the value of the project would offset one another.

Mr. McKenna expressed some concerns he had regarding the project; noise, slope of the street, fencing, etc. Most of the issues posed by Mr. McKenna have been discussed. Mr. Leck is waiting for the latest copy of the appraisal. It is the opinion of Mr. Leck that the project will be a win, win for both entities.

Mr. Mitchell reviewed the proposed outside design completed by Hannafin Design Associates. The City of Carson would overlay a portion of the parking lot; provide some of the fencing, lighting, etc.

Mr. Darren Burger, Architect with Hannafin Design Associates has been working on the plans for the project. Mr. Burger reviewed the current design; the Fire Department requires a 90 foot turn around, fencing is noted on the drawing, pedestrian crossing, grading would have to be completed to level the ground, along with safety and security concerns. Discussions are still ongoing with the Planning Department. A portion of the site is currently zoned multi-family. As the zone changes, it would require bringing the standards up to code for lighting, landscaping, etc.

Mr. McKenna suggested making a park and area for the community. Mr. Mitchell commented on a joint-use agreement with the City for the use of the parking lot. If no joint-use agreement, then fencing should be placed around the site.

Mr. Scoggin asked if there would be any new buildings to replace the old Prison Program Building. At this time, site administration does not anticipate a need for any additional buildings.

Mr. Mitchell reviewed the plans for any future building on the Corbett property; additional square footage, etc. There is a lot of flexibility regarding the property. Mr. McKenna asked if the property could be sold, as surplus land to pay off bonds. Mr. Mitchell commented that the City of Carson is going to require the property re-zoned for public use. All school district property is zoned, public use.

This topic will be presented at a future board meeting in November. Mr. Pavlakis has also been involved in the project.

PRESENTATION ON THE "FOOD FOR THOUGHT" PROGRAM BEING OFFERED IN THE CARSON CITY SCHOOL DISTRICT

Ms. Rebecca Rund, Founder and Executive Director of "Food for Thought" gave a brief presentation on the program. Ms. Rund reported that there are approximately 400 students deemed homeless in the Carson City School District. The program provides four meals a day for students to have on weekends. The meals are discretely given to the students at school. The meals are light weight and do not require a stove, refrigerator, etc. There are approximately 200 "backpack" programs across the United States. On a study completed in Texas has shown that test scores have improved by 23 – 30%. The program has grown and now able to provide food to all elementary schools in the Carson City School District.

The program now has a website; www.nvfoodforthought.org. The program does not receive any grants; the program is funded on monetary donations, food donations and volunteers. For the month of October approximately 5000 meals will be provided to students. Monetary donations can be made via PayPal at the website.

Mrs. Wilson asked if direct food donations can be received and if so, what types of food. Also, is there a preference of donations between monetary versus food? There are three drop off centers that accept food donations. A list of preferred food items are listed on the website. Monetary donations are preferred. There are approximately 50 volunteers working with the organization. Ms. Rund can be contacted by calling (775) 883-1011 or the website; www.nvfoodforthought.org.

On December 18th, the "Food for Thought" fundraiser will be held from 6:30 – 9:30 p.m. at the First Presbyterian Church. Senator Harry Reid has been invited to be the guest speaker along with other entertainment.

Mrs. Howe publicly invited all other Board members to visit the "Food for Thought" warehouse at 3579 Hwy 50 East, Unit 302. Ms. Rund publicly thanked Mr. John Serpa for donating the building used by "Food for Thought".

DISCUSSION AND ACTION ON CLASS SIZE REDUCTION PLAN AS REQUIRED BY NRS 388.720 FOR 2008-2009

Mrs. Susan Keema presented the Class Size Reduction Report for 2008-2009 as required by NRS 388.720. The report explains how the district utilizes the class size reduction funding for kindergarten through third grade.

Mrs. Keema reviewed the ratios for the District; First Grade is 14.6:1; Second Grade is 14.7:1 and Third Grade is 18.7:1. The averages are district wide, not school averages. The plan has been reviewed by the following Associations; Administrative, Certified and Classified as well as the Superintendent.

It was moved by Mr. John McKenna seconded by Mr. Bob Crowell **that the Carson City School District Board of Trustees approve the plan submitted to comply with the Class Size Reduction for grades Kindergarten through 3rd in accordance with NRS 388.720.** Motion carried unanimously. (Mr. Jim Lemaire was not present for the vote.)

REPORT ON COMPLIANCE OF SCHOOL PROGRESSIVE DISCIPLINE PLANS PER NRS 392.4644

Mrs. Susan Keema reported that every year, each school site is required to submit a school progressive discipline plan by the October 1, 2008 due date. All schools including Carson Montessori had their plan submitted before the deadline. Each plan has been posted on the individual school websites. The discipline plans are also published in the elementary school peechees and in student handbooks at the secondary level.

PRESENTATION ON PROPOSED CHANGES TO POLICY #903; COMPLAINTS AND GRIEVANCES; FIRST READING

Mr. Richard Stokes reported that Mr. Joe Enge requested this topic be placed on the agenda. Mr. Stokes explained that there are two manuals; one for Policies and one for Regulations. He also remarked that any edits, changes, or the creation of any new policies is under purview of the Board which also requires two readings to be done in public at a Board meeting. A change to regulations is generally done by the administrative staff, with the changes then presented to the School Board.

Mr. Enge commented that he found Policy 903 did not allow for any due process. He also found the language of Policy 519.7 to be contradictory of the regulation. Mr. Enge would like to see a regulation supporting Policy 903, along with changes to Regulation 519.7. Mr. Enge distributed a copy of a complaint form used in the Washoe County School District. A copy is included in the permanent record.

Mr. Bob Crowell asked if Policy 519.7 was used for Parent/Student complaint and how would Policy 903 would be implemented. Mr. Stokes commented that most complaints are handled at the Superintendent level. Mr. Crowell asked Mr. Enge for his vision with regards to Policy 903 and Policy 519.7. Mr. Enge stated he feels they should be all encompassing for the community, parents and students with everyone using the same grievance process.

Mr. Crowell expressed his concerns with combining Policy 903 and Policy 519.7. It is the belief of Mr. Crowell that Board Members should not participate at the disciplinary level because it could possibly contaminate their view if it were to go before the Board on a formal basis.

Mr. Enge commented on the remarks made by Mr. Crowell. He believes the process should be equitable for everyone involved and by having a Board member participate if necessary, everyone receives a fair hearing.

Mrs. Wilson feels that if necessary, all complaints should be able to come before the Board as a body. It is the opinion of Mrs. Wilson, that the Board should not micro-manage the schools.

There was discussion amongst Mr. John McKenna and Mr. Enge regarding the wording of Policy 519.7. Mr. Enge believes that one should have the ability to appeal a ten day suspension. Mr. Stokes requested the discussion be referred back to Policy 903.

Mr. Scoggin commented it is his belief that items and/or appeals could be brought before the Board at anytime. He also opposes the suggestion of a Board member sitting in a meeting with a parent and the Superintendent.

Mr. Crowell suggested that legal counsel review Policy 903. Mr. Mike Pavlakis, Legal Counsel commented that Policy 519.7 deals with student disciplinary issues. It is the suggestion of Mr. Pavlakis, not have Board Members attend the appeals process. Mr. Pavlakis outlined Policy 903; anyone can come before the Board to file a complaint, after following the Administrative process. Mr. Pavlakis suggested keeping the two policies; 903 and 519.7 separate.

Mr. Enge asked Mr. Pavlakis if the District faced any potential legal liability for not having the ability to appeal to a higher level. Mr. Pavlakis suggested looking at how things have been handled historically. However, one can also look to see if there are areas that need to be improved upon. Policy 903 does not set the Board up for reviewing disciplinary decisions made at the site or Superintendent level.

Public Comment: Ms. Ann Bednarski inquired as to who enforces the discipline plan in the district. She also feels that decisions should be in writing and suggested that the language of Policy 903; say that a Board Member can be present.

Mr. John McKenna suggested that the language of Policy 903 remain the same without modifications. Mr. Stokes reviewed his understanding of the discussion; the current language of Policy 903 remains as is and at the next board meeting there be discussion on a draft copy of a Regulation for 903 along with a complaint form.

UPDATE ON 2006 BOND PROJECTS

Mr. Mitchell reminded everyone that the ribbon cutting ceremony at Carson Middle School was held last week, with a good turnout of community members and parents.

Along with the bond projects, Mr. Mitchell also gave a brief update on Capital Projects. The bond projects are approximately 98% complete. There are still a few items on the punch list to be completed.

Bond Analysis:

Projected Bond Fund:

\$25 million + \$1.1 million in interest for a total of	\$26.1 million
Total projected expenditures	\$26.65 million

Bond Change Orders on hold waiting finalization of committed cost analysis:

Choir Room, Stage Lighting and Sound System (not a part of original bond)	\$65,000
Flag Pole/Signage	\$25,000
Widen Hallway in a portion of the old building (high priority item)	\$55,000
Art Rooms' Kilns	\$15,000
Dust Collection System	\$35,000
Enhance Air Circulation	\$15,000
Total of proposed change orders	\$200,000

Some funds from 2008-2009 Capital Projects could be available to complete the change orders that are currently on hold.

Total Revenue Projected (short-fall expected)	\$ 708,406
Beginning Fund Balance (Icon conversion)	\$ 757,386
Undesignated Ending Fund Balance (Accumulating savings account) (Consideration for project allocation)	\$ 330,872

Mr. Mitchell proposed placing a hold on several Capital Improvement Projects, which would allow for the completion of the bond change orders. His proposal would include using the \$330,000 in the Undesignated Fund Balance to complete the items.

Total Budgeted	\$1,135,000
Capital Projects completed and/or encumbered	\$ 669,092
Net un-encumbered	\$ 465,908

Capital Project (Consideration for postponement) Addition to building maintenance/grounds	\$ 321,000
Capital Project (Consideration of elimination) Kindergarten pick-up/drop off parking area at Mark Twain	\$ 145,000

Mr. Mitchell will provide additional information at the next board meeting.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Norm Scoggin, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees approve the consent agenda as submitted.** Motion carried unanimously. (Mr. Jim Lemaire was not present for the vote.)

REQUEST FOR FUTURE AGENDA TOPICS

Present future agenda topics to Mr. Stokes or President Lemaire.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, October 28, 2008.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting;
Mrs. Barbara Howe declared the meeting adjourned at 9:47 p.m.

Norm Scoggin, Clerk

Date