

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

Tuesday, December 22, 2009

7:00 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 6:15 p.m. by Vice President Norm Scoggin at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL: Members Present
 Norm Scoggin, Vice President
 Joanna Wilson, Clerk
 Jim Lemaire, Member
 Steve Reynolds, Member
 Randy Carlson, Member
 Stacie Wilke-McCulloch, Member
 Mr. Richard Stokes, Superintendent
 Mike Pavlakis, Legal Counsel

Members Absent
 Lynnette Conrad, Member

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Jim Lemaire, seconded by Mr. Steve Reynolds **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously.

Vice President Scoggin adjourned the meeting to closed session per NRS 288.220(4) to discuss labor relations with the District's Management Representatives.

The meeting reconvened from closed session at 7:00 p.m.

SUPERINTENDENT'S REPORT

- Mr. Stokes announced that due to the recent "Snow Day", the make-up day for students on the traditional schedule is Friday, June 4, 2010 and Monday, June 7, 2010 for staff. The schedule for students attending year-round classes will be Friday, June 11, 2010 and Monday, June 14, 2010 for staff.
- Classes resume for all students, including Fremont and Early Childhood on Monday, January 4, 2010
- Mr. Stokes wished everyone a Happy Holiday season

BOARD REPORTS

- There was no report from Carson High School.
- There was no report from Pioneer High School.

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

There was no public comment.

RATIFICATION OF CLASSIFIED CONTRACT; CARSON EDUCATIONAL SUPPORT ASSOCIATION (CESA) FOR JULY 1, 2009 – JUNE 30, 2011

Mr. Delfin recommended that Board Trustees approve the Carson Educational Support Association tentative agreement. The association reached an agreement on November 23, 2009.

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees approve the 2009-2011 agreement with the Carson Educational Support Association (CESA) and authorize the Board Vice President to sign the final agreement subject to prior review and approval by District legal counsel and signature by the Classified Association.** Motion carried unanimously.

DISCUSSION AND ACTION ON APPROVAL OF A LETTER OF INTENT FOR THE "GREENHOUSE PROJECT" TO BE LOCATED ON THE CAMPUS AT CARSON HIGH SCHOOL

Mrs. Karen Abowd provided a copy of a Letter of Intent that was drafted by legal counsels for both parties; Mr. Bryce Alstead, Holland and Hart, LLP and Mr. Mike Pavlakis, Allison, MacKenzie, Pavlakis, Wright & Fagen, Ltd. A copy of an aerial view and tentative location for the Greenhouse project was also provided. Mr. Stokes requested final approval on the location of the project. Mrs. Abowd would like the School Board to approve the Letter of Intent.

Mr. Carlson asked about student liability with regards to the project. Mrs. Abowd explained, according to the Letter of Intent, the District has been indemnified and the Greenhouse Project will provide liability insurance. Mr. Stokes also added that anyone acting as an agent for the District, i.e. teacher, instructional assistance, etc. and making decisions within the scope of their duty, the District does provide coverage regarding liability concerns.

Mr. Reynolds commented on selling the Greenhouse products to the general public. Mrs. Abowd explained that students will participate in a Community Supported Agriculture (CSA) program allowing them to solicit subscribers to purchase cut flowers. Mr. Stokes expressed additional concerns regarding traffic flow and monitoring visitors on school grounds.

Mrs. Wilke-McCulloch asked if the Master Plan Committee had reviewed the project. Mr. Mitchell explained that the Master Plan Committee has knowledge of the project, but has not reviewed the plans thus far. At this time, the Master Plan Committee sees no problem with the project.

Mr. Alstead reviewed several changes to the Letter of Intent:

- Signature line added for Jeanette Bloom
- Provide a draft lease changed from 30 days to 60 days
- Approval of draft lease changed from 60 days to 90 days

Mrs. Wilson asked where funds would be coming from to fund the project. She is also supportive of the project. Mrs. Abowd commented through private donations, fundraisers, and grants. Mr. Stokes requested an electronic version of the latest revised Letter of Intent be sent to his office.

It was moved by Mrs. Stacie Wilke-McCulloch, seconded by Mr. Randy Carlson **that the Carson City School District Board of Trustees approve the Letter of Intent with the "Greenhouse Project" as submitted and authorize Mr. Stokes to sign its acceptance.** Motion carried unanimously.

It was suggested by Mr. Ryan Russell, Allison, MacKenzie, Pavlakis, Wright & Fagen, Ltd. that the motion be modified to note the changes presented tonight as they pertained to the change in the number of days in the Letter of Intent.

It was moved by Mrs. Stacie Wilke-McCulloch, seconded by Mr. Jim Lemaire **that the Carson City School District Board of Trustees approve the Letter of Intent with the “Greenhouse Project” subject to approval of the changes from 30 days to 60 days and 60 days to 90 days and authorize Mr. Stokes to sign its acceptance.** Motion carried unanimously.

INFORMATIONAL UPDATE ON THE MASTER PLAN COMMITTEE

Mr. Mike Mitchell, Master Plan Consulting Manager presented information on the Master Plan Committee. The committee has met twice and work is continuing with various sub-committees. The chairpersons for the sub-committees have been selected. Members of the Facilities Committee began touring school sites and have met with site Administrators to discuss particular needs for individual sites. Committee members have had several discussions regarding the vision and goals of the District. The next Master Plan Committee meeting will be Thursday, January 14, 2010 at 11:30 a.m.

DISCUSSION AND ACTION ON THE ANNUAL EVALUATION OF THE JOB PERFORMANCE OF THE SUPERINTENDENT

Mr. Scoggin shared his comments regarding the evaluation of Mr. Stokes:

- Item 1 - **Employer-Superintendent Relations** – Very Satisfactory
- Item 2 - **Staff and Personnel Relations** – Superior
- Item 3 - **Community Relations** – Very Satisfactory
- Item 4 - **Educational Program** – Very Satisfactory
- Item 5 - **Business and Financial Affairs** – Superior
- Item 6 - **Professional and Leadership Development** – Very Satisfactory
- **Overall** – Very Satisfactory

Mrs. Wilke-McCulloch was in agreement with the comments made by Mr. Scoggin.

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees on the basis of our discussions this evening, we determine the performance of Mr. Stokes, Superintendent of the Carson City School District is deemed Very Satisfactory bordering on Superior as of the date of this evaluation, and we authorize Board acting President, Mr. Scoggin to summarize our findings in writing and deliver them to Mr. Stokes.** Motion carried unanimously.

Mr. Stokes extended a thank you to the Board, welcomes their feedback and looks forward to another year. Mr. Scoggin publicly thanked Mr. Stokes for his dedication and hard work.

DISCUSSION AND ACTION ON THE DEVELOPMENT OF GOALS FOR THE SUPERINTENDENT FOR THE 2010 CALENDAR YEAR

Mr. Scoggin explained that Mr. Stokes had provided a list of goals for the 2010 calendar year. He also suggested that Mr. Reynolds and Mrs. Wilson schedule time to meet with Mr. Stokes to review, discuss, and revise, if necessary, goals for the coming year. The finalized list of goals will be presented at the January 12, 2010 School Board Meeting.

Mr. Carlson believes it would be helpful if Mr. Stokes would define an explicit vision for the School District as it relates to the Master Plan Committee and the community.

Mr. Scoggin recommended the number of goals be limited to 4 or 5.

Mr. Reynolds asked if the evaluation of the Superintendent was being completed during the appropriate time of year. Mr. Stokes explained that, if the Superintendent chose to leave the position or the Board was dissatisfied with the job performance, this allowed enough time for the Board to hire someone for the position.

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees direct Mr. Reynolds and Mrs. Wilson to meet with Mr. Richard Stokes to develop goals for the Superintendent for the 2010 calendar year and return to the Board, recommendations at the January 12, 2010 Board Meeting for review and approval.** Motion carried unanimously.

PRESENTATION AND DISCUSSION OF AMENDED BUDGET FOR FY2010 TO INCLUDE REVISIONS FOR CERTIFIED ENROLLMENT, AUDITED FUND BALANCE, CARRY FORWARD AMOUNTS AND RECOMMENDED AUGMENTATIONS TO SPECIFIC FUNDS

Mr. Stokes recognized and publicly thanked Mrs. Fe Boether, Special Program Accountant for her assistance and work on the amended budget. Mr. Stokes presented a power point presentation. (A copy is included in the permanent record.)

Mr. Stokes outlined changes to the amended budget for FY2010:

- An attendance audit reflected a reduction in the weighted count by 4 students to 7.742.8
- Per Pupil Amount increased from \$5,846 to \$6,228, to reflect an additional \$382 per student
- Special Education Units increased from 78 to 81. A unit is recognized by the Department of Education as a full-time equivalent, to assist in the instruction of students that fall under the Individuals with Disability Education Act (IDEA).
- Legislative Special Education Funding was originally estimated to be \$38,763 with the amendment reflecting \$39,768 for a difference of \$158,930
- Basic Support Guarantee was originally estimated to be \$48,350,070 with the amendment reflecting \$51,442,366 for an increase of \$2.9 million

General Fund:

- Major Revenue Adjustments:
 - Increase in Basic Support - \$2,957,750
 - Decrease of 4 students - (\$23,384)
 - Basic Support Guarantee \$2,934,366
- Mr. Stokes recommended the following major expenditure adjustments:
 - Increase in \$50 fenced-off spending of \$1,650,287; if the money is spent as suggested by Legislature, the District may receive an additional \$50 per student. Within the \$1.6 million is money for textbook adoption and the software package for Distant Education
 - Approximately 6% or \$3,327,217 to be placed in a contingency fund in the event a reversion is requested from the State. If the money is not asked for, it is then carried forward into the next year in the general fund.
 - Place \$28,061 in the fund for the Year-Round Kindergarten program

For clarification, Mr. Carlson asked if the district will receive an additional approximate \$3 million vs. suggested expenditures of the additional funds. Mr. Stokes explained that the District will spend more money than what will be received. The \$3.3 million placed in the contingency fund will only be spent if requested by the Governor. If the additional \$1.6 million is not spent, the District stands to lose approximately \$387,000 in the following year.

Mr. Stokes explained that the Debt Management Commission requested that the Capital Improvement Project List reflect the available revenue. Therefore, medium term financing is removed as potential revenue and the list of projects has been modified.

For clarification, Mr. Reynolds asked if the per pupil amount of \$5,846 used on the final budget in May, 2009 is a requirement of State Statute or a choice of the District. Mr. Stokes explained that you want the per pupil amount to match what will be received. The per pupil amount was

increased in July, 2009. If another change is made to the per pupil amount, another amended budget would be presented to the Board.

It was moved by Mrs. Wilke-McCulloch, seconded by Mr. Jim Lemaire **that the Carson City School District Board of Trustees adopt the amended budget for FY2010 by approving the resolution and instructing the Superintendent to file the documents as necessary to comply with NRS Chapter 354.** Motion carried unanimously

DISCUSSION AND ACTION ON THE USE OF THE \$500 AWARD RECEIVED FOR BEING NAMED "SCHOOL BOARD OF THE YEAR" DURING THE ANNUAL NEVADA ASSOCIATION OF SCHOOL BOARDS (NASB) FALL CONFERENCE

Mr. Scoggin explained that when the School Board was recently named "School Board of the Year" by the Nevada Association of School Boards, they received a \$500 check. Mr. Scoggin recommended the \$500 check be applied to the Board Sponsored "American Citizen Essay Contest."

Mr. Reynolds was supportive of the suggested idea.

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees approve the \$500 award check to be used for the annual CCSD Board sponsored "American Citizen Essay Contest."** Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Jim Lemaire, seconded by Mr. Steve Reynolds **that the Carson City School Board of Trustees approve the consent agenda.** Motion carried unanimously.

REQUEST FOR FUTURE AGENDA TOPICS

Mr. Scoggin suggested that given the number of new Board Members, that a Board Retreat be held in the near future.

Present agenda items to Mr. Richard Stokes or Vice President Norm Scoggin.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, January 12, 2010.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting; Vice President Norm Scoggin declared the meeting adjourned at 7:45 p.m.

Joanna Wilson, Clerk

Date