

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

Tuesday, December 9, 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 President Jim Lemaire in the Sierra Room, Community Center, 851 East William Street, Carson City, Nevada.

ROLL CALL: Members Present
 Jim Lemaire, President
 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
 None

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Joe Enge seconded by Mr. Bob Crowell **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously.

SUPERINTENDENT'S REPORT

- The annual Craft Fair was held at Carson High School, over \$15,000 was raised. Mr. Stokes publicly thanked Mrs. Cathy Barbie for her work on this fundraiser.
- The Special Legislative Session convened and ended on December 8, 2008.
- There will be a Board Meeting on December 23rd in the Sierra Room at the Community Center. The meeting begins at 7:00 p.m.
- Information has been received from the State Department of Education, that the Norm Reference Test scheduled for February, 2009 has been suspended.
- As a reminder, there are a number of Christmas programs at the schools, the listing has been posted on the website at www.carsoncityschools.com

BOARD REPORTS

Chelsea Keating reported on the following activities at Carson High School:

- December 8th – 12th was a “Week of Giving Back”, with various activities
- Winter Ball was held on December 13th at the Carson Nugget
- Finals will be given the week of December 15th – 19th
- Friday, December 19th is an all-period day, with classes dismissing at 11:30 a.m.
- Winter Break is December 20th – January 4th

Mr. Joe Enge commented on unfunded and under funded mandates placed on the District from the State of Nevada and the Federal Government. Mr. Enge suggested contacting the other 17 School Districts through the Nevada Association of School Boards (NASB) to address some concerns during the 2009 Legislative Sessions.

Mr. John McKenna commented that he, Mr. Stokes, Mr. Lemaire, and Mr. Anderson met with a representative from the Treasurers Office to discuss the District's money in the Local Government Invest Pool (LGIP). There will be additional information provided under Agenda Item #11.

Mr. Jim Lemaire announced that the Career & Arts Education Committee is planning to give a presentation during at the second School Board Meeting in January, 2009.

ASSOCIATION REPORTS

Mr. Sam Santillo, Principal at Carson Middle School and member of the Carson City Builders Administrators Association recognized Mr. Mike Mitchell for all his efforts in the Operations Department and the schools in the District. Mr. Ferd Mariani, Director of Adult Education also commented on his leadership and hard work. They presented Mr. Mitchell with a gift card.

PUBLIC COMMENT

There was no public comment.

PRESENTATION ON THE CARSON CITY SCHOOL DISTRICT SAFE ROUTES TO SCHOOL PROGRAM

Mr. Dan Allison spoke briefly about the current Safe Route to Schools grant along with ideas for a future grant. The current grant will provide some of the following to the schools in the District; third grade students at Bordewich Bray Elementary School will receive bicycle helmets, ideas for additional safety measures at Fremont Elementary School and Seeliger Elementary School has made changes to the traffic flow. In the spring, there will be "Walk to School Days"; the students will have the ability to walk to school. During recess, students are participating in walking programs at the schools. The District will have speed signs that will be put in place in front of several of the school.

The following are ideas and items for future grants; Mr. Allison would like all schools to be included in the grants with the exception of Carson High School. If changes are made to the walk zone distance for students, Safe Routes to School may be a possible solution to any concerns in the grant for 2009–2011. There could be some additional professional development for the P.E. teachers at the elementary and middle schools. They would like to see the "Walk to School Days" continued. In addition, talks have begun with the Reno Transportation Commission and Carson City Public Works to align grant proposals.

Mr. Allison's contact information is 997-4937 or his e-mail address is srts.carson@gmail.com. You can also contact the site principals with any concerns. Mr. Allison has a webpage at www.srts.raincloudpub.com.

Mr. Allison invited The Board to attend the stakeholders meeting on Wednesday, December 10, 2008 from 3:00 – 5:00 p.m. at the Professional Development Center on Musser Street.

PRESENTATION ON FINAL 2006 BOND PROJECTS INCLUDING BUDGET VS. ACTUAL EXPENDITURES ANALYSIS

Mr. Mike Mitchell gave a presentation on the final accounting of the 2006 Bond Projects. Mr. Mitchell introduced Mr. Kevin Monsey, Project Manager with Miles Construction and Mr. Greg Deines, Superintendent for Miles Construction. Mr. Deines was on the job during the project at Carson Middle School.

Mr. Mitchell reminded the Board that there were four basic projects that were presented for the 2006 Bond:

- Carson Middle School with estimated costs of \$12 million dollars
- Heating Ventilation and Air Conditioning (HVAC) projects district wide, estimated at \$7 million dollars
- Miscellaneous roofing projects on the sites; estimated at \$4 million dollars

- Site improvements at Carson High School; drainage system, with estimates at \$2 million dollars, for a tax neutral bond of \$25 million dollars. There was \$1.1 million dollars in interest income, for a total of \$26.1 million dollars to be spent.

Mr. Mitchell highlighted some of the project expenses and totals by site. The total spent at Carson Middle School was \$14.6 million dollars; with the original projection at \$12 million dollars. Some of the increased costs were due to anticipating the project in 2007-2008 along with some enhancements on the project; eliminate the glass block, installing energy efficient store front, new carpet in the old building, new roof, painting the entire building, etc. The savings on other projects allowed for the changes at Carson Middle School.

The roofing project at Carson High School was originally estimated at \$1.1 million dollars; the actual cost was \$551,816. There is \$406,266 in the ending fund balance of the bond fund. That money will be used to complete additional projects at several sites; HVAC and minor roof repairs in the multi-purpose room at Bordewich Bray Elementary School. Mechanical system repairs at Empire Elementary School will not be completed at this time.

Mr. Mitchell introduced Mr. Chet Alexander, Bond Advisory Committee Member. Mr. Alexander spoke briefly about the bond project at Carson Middle School. He would also like to work on any additional bond projects.

Mr. John McKenna asked if there were any projects promised to the taxpayers that have not been completed. Mr. Mitchell commented that everything has been completed, with the exception of the minor roofing and mechanical repairs at Bordewich Bray and Empire Elementary Schools.

Mr. Dave Ruf, Greenhouse Garden Center commented that the time spent with Mr. Mike Mitchell has been great, he has enjoyed working with him and he is sorry to see him go.

Mr. McKenna asked Mr. Mitchell about the savings to the District with the efficiency enhancements to the buildings. Mr. Mitchell commented that the day lighting system at Carson Middle School should save approximately 80% in lighting costs; a reduction of \$40,000 - \$50,000 in annual electricity costs. Mr. Monsey commented that Carson Middle School was designed to the Leadership in Energy and Environmental Design (LEED); however the school is not certified.

Mrs. Barbara Howe asked if Carson Middle School were certified; what level would it be. Mr. Monsey stated; there are four levels; certified, silver, gold and platinum. He believes that Carson Middle School would have been certified with the possibility of receiving a level of silver.

Mrs. Joanna Wilson asked how the soccer and football teams received the new field at Carson High School. Mr. Mitchell explained that there has been positive feedback from the teams regarding the new field.

PRESENTATION ON CHANGES TO THE ORGANIZATION OF DISTRICT OFFICE STAFF

Mr. Richard Stokes updated the Board on several changes that have been made to the organization of staff at the District Office. Mr. Stokes reported that upon the retirement of Mr. Mike Mitchell and Ms. Joan Ogilivie, the district will not be replacing those positions. Their job duties have been reassigned to other staff members. The potential savings to the district is \$185,000 in salaries and benefits.

Mrs. Janice Arthur-Towns has been promoted to a member of the Executive Team. Mrs. Towns will have additional responsibility; a new student information system. There will be two Associate Superintendent's; Mrs. Susan Keema, Educational Service and Mr. Jose Delfin, Human Resources, along with Mr. Bob Anderson, Director of Fiscal Services.

Mr. Stokes highlighted some of the staff and job duties in the different departments:

- Mrs. Towns will also oversee information technology, as well as radios and cell phones for transportation, custodians and administration.
- Mrs. Sarah Adler, Grants Manager and Mr. Ricky Medina, Statistician, will also work closely with Mrs. Keema. Mrs. Keema also has the clerical support of Mrs. Gina Heinz and Mrs. Susie Kane.
- Mr. Kevin Curnes, Safety Services Manager and Mr. Mark Korinek, Operation Services Manager have assumed some of Mr. Mitchell's job responsibilities. Mr. Curnes will become a part of the Human Resources Department, who will report to Mr. Delfin. Mr. Curnes will continue his work with Risk Management. Mrs. Jolie Conn-Roberts is the Administrative Assistant for Mr. Delfin. The employee insurance benefits have been reassigned to Mr. Delfin, allowing Mr. Anderson to work on Capital Projects and some of the Bond Projects.
- Mr. Bob Anderson will be supervising Mr. Mark Korinek, who is responsible for purchasing in the District. Mr. Korinek will also oversee the custodians, grounds and maintenance employees in the District.
- Ms. Jessica Greener will continue to manage the fiscal portion of grants. She has also assumed the Public Employees Retirement System (PERS) reporting. Ms. Greener will report to Mrs. Kathie Smith, Account Technician. She also becomes an important person in the payroll department.

Mr. Norm Scoggin clarified that Mr. Korinek would be completing and prioritizing the various projects in the District. Mr. Stokes explained that Mr. Anderson and Mr. Korinek have been working with Mr. Mitchell on familiarizing themselves with the different projects that have been completed in the District.

Mrs. Barbara Howe expressed her concern that there is no administrative assistance for Mrs. Adler. Mr. Stokes commented that Mrs. Adler has shared that same concern with the Executive Team. There is the possibility of paying for clerical support through grant funding. Mrs. Lily Reedy will offer some clerical support to Mrs. Adler. Mrs. Reedy has assumed the responsibility of making travel arrangements for the District.

Mr. Jim Lemaire shared the same concern regarding administrative assistance for Mrs. Adler. He also publicly congratulated Mr. Stokes on the changes made at the District Office.

Mr. John McKenna recommended that Mr. Stokes consider how things are done at the District Office, with no preconceived notions; possibly moving payroll, computers, etc. to outside resources.

Mr. Bob Crowell commented that he will be looking at having shared service agreements with the City of Carson and the School District that could possibly result in savings for both entities.

DISCUSSION AND ACTION ON THE SELECTION AND APPOINTMENT PROCESS FOR FILLING THE BOARD MEMBER VACANCY IN DISTRICT 4

Mr. Jim Lemaire reminded everyone that Mr. Bob Crowell, Mayor Elect has tenured his resignation effective January 5, 2009.

The cut-off date for any interested in the Board vacancy is January 7, 2009 at 5:00 p.m. The candidates will be interviewed during the Board Meeting on Tuesday, January 13, 2009. The announcement has to be advertised in the newspaper for two weeks.

Mrs. Joanna Wilson asked if each Board Member would be given the opportunity to ask an interview question. Mr. Norm Scoggin suggested that after the interviews and discussion, Board Members would vote openly. Mr. Scoggin asked Mr. Stokes to explain the application process. Mr. Stokes explained the following requirements; the interested person has to reside in District 4 and submit a letter of interest and a resume to the District Office by 5:00 p.m. on Wednesday, January 7, 2009.

Mr. McKenna mentioned several things to be considered; if an interested person cannot make the January 13th meeting, will they still be considered for the position and/or if the person does not get their resume and letter submitted by the January 7th deadline date, will they still be considered? Mr. Lemaire suggested that anyone interested in the position, must have their resume and letter of interest submitted at the District Office by 5:00 p.m. The interested person must also attend the meeting on January 13th for the interview process.

It was moved by Mr. Norm Scoggin, seconded by Mrs. Barbara Howe **that the Carson City School District Board of Trustees open the position for District 4, the applications must be in the office on January 7, 2009 by 5:00 p.m., the selection will be made at the regular School Board Meeting on January 13, 2009, after a public interview, the actual process will be determined by the Board President, the individual will be required to fulfill the duties of the Trustee of the Carson City School District.**

Mr. Mike Pavlakis for clarification asked if applicants would be required to attend the January 13, 2009 Board Meeting for the interview process and do their applications have to be submitted in order to qualify for the vacancy? Mrs. Howe commented that she does not want to miss out on any candidates if someone were to be sick and miss the meeting.

Mr. Scoggin made a motion to amend the previous motion; candidates must attend the January 13th School Board meeting to be considered for the vacancy position. The amended motion was seconded by Mr. Joe Enge.

The final motion reads as follows: **the Carson City School District Board of Trustees will accept all letters of interest and resumes from interested persons for the Board Member Vacancy in District 4 by 5:00 p.m. on January 7, 2009, the interested person(s) must also attend the January 13, 2009 School Board Meeting for the interview process.** Motion carried unanimously.

REPORT AND DISCUSSION ON ACTIVITY ASSOCIATED WITH THE DECEMBER 8, 2008 SPECIAL LEGISLATIVE SESSION AND THE POTENTIAL IMPACT ON DISTRICT RESOURCES

Mr. Lemaire remarked that if items are discussed about closing a school, reducing busing, etc., people should not feel threatened. The topics discussed are items that are being considered, there are no final decisions at this point; they are simply ideas to make the public aware of the possibilities.

Mr. Richard Stokes reminded everyone that there are uncertainties regarding budget cuts. The District is working on an e-mail address that will be set up on the District website so that the public can submit concerns and or comments regarding budget issues.

Mr. Anderson provided each Board Member with a chart that outlines the latest possible budget reductions of 34%. (A copy is included in the permanent record.) Last year, the District issued a check back to the State of Nevada in the amount \$582,000. The amended budget will be presented at the December 23, 2008 School Board meeting. The tentative budget for FY2010 is due April 15, 2009. The executive team plans on proposing a tentative budget that has a \$10.9 million dollar reduction on ways of saving money. The district could use a portion of the \$11.9 million dollars of the ending fund balance to offset the budget reductions.

Mr. Norm Scoggin asked Mr. Anderson his opinion; if the District chose to use the ending fund balance, what would that do for the District. He also shared his concerns about exhausting the entire ending fund balance. Mr. Anderson believes that the District should reserve their resources, yet maintain full employment in the District. Mr. Anderson also suggested using half of the ending fund balance in 2010, with the other half in 2011.

Mr. Joe Enge asked about the subsidy of the nutrition program. Mr. Anderson reminded the Board that \$700,000 was transferred from the general fund last year to the nutrition program. Due to the ending fund balance in nutrition services, the anticipated \$400,000 transfer from the general fund will not need to be made. The amended budget will show the \$400,000 transfer eliminated.

Mr. Scoggin asked Mr. Stokes if the District should be publicly announcing any priorities. Mr. Stokes believes that once we have the budget from the Governor, there are several things that should be considered. The executive team has spent a considerable amount of time on this matter.

Mr. Lemaire commented on the possibility of having a special meeting prior to the first meeting in January, 2009.

Mr. McKenna commented on a meeting that was held with the Treasurers Office. The District has \$13 million dollars in the Local Government Investment Pool (LGIP). The LGIP has approximately \$750 million dollars. The LGIP is going to loan the State of Nevada \$150 to \$160 million dollars, with the money being paid back to LGIP. The District considered moving their money from the LGIP and placing it elsewhere. However, Mr. Stokes decided to leave the money in the LGIP. With the Legislative Special Session, the budget is currently balanced for the remainder of the year.

Mr. Crowell agreed and complimented Mr. Stokes and Mr. Anderson on their decision to leave the District's money in the LGIP.

Mr. Sam Santillo, Principal at Carson Middle School asked where INVest money comes from. Mr. McKenna explained that INVest is a program that the Superintendent's and School Board Association have; the money comes from the Distributive School Account (DSA). Mr. Santillo also asked if there would be a reduction in work force for the remainder of this year. Mr. Anderson commented that the staffing standard is 9:1; the District is currently at 8.76:1. Based on the formula Mr. Anderson explained, the district is overstaffed by 18 people. The District is looking at ways to keep positions vacant as they come open. With the recent retirement of two employees and another expected in March at the District Office, there still needs to be another 19 people reduced before the end of June, 2009 by retirement, termination or moving. By the end of June, 2009, the District would like to reach the target of 894 employees. It is not the intention of the District to issue any pink slips at this time.

Mr. Anderson commented on the following; if the Governor recommends a 34% reduction to the DSA, Mr. Anderson will propose the tentative budget with a 34% reduction in resources, which would require a reduction in salaries, taxes and benefits.

Mr. Crowell commented on a poll that was recently published in the newspaper regarding the fiscal responsibility of the District.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Joe Enge, seconded by Mrs. Barbara Howe **that the Carson City School District Board of Trustees approve the consent agenda as submitted.** Motion carried unanimously.

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, December 23, 2008.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting; Mr. Jim Lemaire declared the meeting adjourned at 9:10 p.m.

Norm Scoggin, Clerk

Date