

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

**Tuesday, April 13, 2010**

**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 Norm Scoggin at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

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

Members Absent  
None

**ACTION TO ADOPT THE AGENDA**

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

**SUPERINTENDENT'S REPORT**

- Marlo Corletto, Cheerleading Advisor, Carson High School informed the Board about the recent State Cheer Competition, where the team received the Silver Spirit Award. The cheerleaders introduced themselves. Throughout the year, the cheerleaders participated in a variety of community services projects. This year the cheerleaders will host the 19<sup>th</sup> annual Mr. Carson High fundraiser on Friday, April 16, 2010 at 6:30 p.m.
- Mr. Stokes introduced Stephanie Kulla, 2<sup>nd</sup> place winner of the Nevada State Poetry Out Loud Competition. Poetry Out Loud is sponsored by the National Endowment for the Arts and Poetry Foundation. Stephanie summarized the competition from the District level to the State level. The State competition was held in Reno, Nevada, consists of three poems and is judged on understanding of poem, accuracy and dramatization of the poem. The top three winners receive cash awards, along with a cash award for their school. Stephanie Kulla recited Cartoon Physics, Part I by Nick Flynn.
- Ms. Casey Gilles, Principal, Fremont Elementary School introduced Mr. David Lowe, Teacher, Fremont Elementary School. Mr. Lowe was nominated by a grandparent and selected by KBUL as their "Feature Teacher of the Week." The radio DJ's, Bob and Bender experienced some of the "magic" that takes place in his classroom. Mr. Lowe was very appreciative of this recognition and thanked the other members of his team.
- Mr. Lee Conley, Principal, Al Seeliger Elementary School introduced Ms. Carol Earle, parent volunteer at Al Seeliger Elementary School. Mr. Conley highlighted several ways that Ms. Earle helps around the school; services on the School Improvement Team, oversees "Word of the Week", has made changes to landscaping around school, assists with Christmas decorations, etc. Ms. Earle was honored to receive this recognition and plans on continuing to volunteer at schools in the District.
- Classes resumed for all students on Monday, April 12, 2010

- There will be an Early Release Day for students on Wednesday, April 28, 2010. Classes will be dismissed at the following times: Carson High School – 12:30 p.m., Pioneer High School – 12:15 p.m., Middle Schools – 12:50 p.m., Elementary Schools – 1:30 p.m.

## **BOARD REPORTS**

Mrs. Conrad reported on the following activities:

- Bordewich Bray Elementary School Family Reading Week; Wild World of Reading had 175 students/families participated in the program
- Recently attended the National School Board Association (NSBA) Conference, where she attended several conferences and received important information

Mr. Carlson reported on the following activities at Carson Middle School:

- Progress Reports will be sent home on Tuesday, April 20, 2010
- Parent Meeting will be held on Monday, April 19, 2010 in the library
- Parent Meeting for incoming 6<sup>th</sup> grade students will be held on Thursday, April 22, 2010

Mrs. Wilke-McCulloch reported on the following activities:

- Recently attended the first District Safety Meeting and found it to be very informative and organized
- Safe Grade Fundraiser Golf Tournament will take place at Thunder Canyon Golf Course on Saturday, April 17, 2010

Mr. Scoggin reported on the following activities:

- Life Flight Helicopter will be landing on the campus at Carson High School on Thursday, April 15, 2010
- Katie McFarren was recently recognized with an award from the Nevada Interscholastic Athletic Association (NIAA)
- Mr. Jim Taplin, Special Education Teacher, built an apartment inside his classroom
- Ms. Erin Been wrote a grant for a Girls Afterschool Fitness Program
- Senior Projects will be presented in May
- Fritsch Elementary School will be hosting their Jog-A-Thon to raise money for different programs at school
- Ocean Science Day is Friday, April 16, 2010
- Ms. Carla Sims was selected as Teacher of the Year for Fritsch Elementary School
- Mr. Jason King was selected by the Northern Nevada Mathematics Council as an Outstanding Math Educator

Jessica Dang reported on the following activities at Carson High School:

- Car Wash to raise money for Senior Prom will take place at Red's 395 Grill from 10:00 a.m. – 2:00 p.m. on Saturday, April 17, 2010

There was no report from Pioneer High School.

## **ASSOCIATION REPORTS**

There were no Association reports.

## **PUBLIC COMMENT**

There was no public comment.

## **PRESENTATION OF CARSON CITY SCHOOL DISTRICT STUDENT ACADEMIC PLAN PER NRS 388.205**

Mrs. Keema reported that during the last Legislative Session, NRS 388.205 was revised to include Academic Plans for middle school students, requiring cooperation with parents/legal guardians, students and school personnel. The plans will be reviewed annually and revised as

necessary. Carson Middle School and Eagle Valley Middle School will present information to Trustees, showing how they plan to implement the requirements. Mrs. Keema introduced Mr. Sam Santillo, Principal, Carson Middle School. Mr. Santillo introduced the counselors from Carson Middle School, Ms. Nicki Hendee, 6<sup>th</sup> grade counselor, Alison Young, 7<sup>th</sup> grade counselor and Ann Felte, 8<sup>th</sup> grade counselor.

Ms. Felte provided information on items that will be implemented to meet the necessary requirements. Student led conferences will be held to increase communication between students and parents, creating ownership of their education. The counselors have attended workshops in Reno, Nevada to show how student led conferences might look. Some information in the conference might include the student's academic plan, review and explain test scores, discuss first quarter grades, etc. Counselors would like to have the conferences at the middle schools and neighborhood feeder schools. Most conferences should last 5 to 7 minutes; allowing parents time to ask questions.

Ms. Hendee explained how the academic plan will look and what will be included; credits required for student promotion, current test scores along with student led personal and educational goals. Parents will also be asked to sign the academic plan. Counselors will be developing the plan as a group, with students in their homeroom classes. The academic plans will be reviewed in a group setting with the 7<sup>th</sup> and 8<sup>th</sup> grade students. If necessary, plans will be reviewed with students on an individual basis.

Ms. Young briefly described additional information on the transition plan; adult mentoring, peer mentoring and small learning communities. Peer mentoring includes academic peer tutors; students assisting students in class who might be struggling with Math, English, Science and Social Studies. There is a leadership class comprised of student leaders who act as positive role models. Adult mentoring is covered in the 6<sup>th</sup> grade Strengthen our Academic Results "SOAR" classes; required for all 6<sup>th</sup> grade students. They learn transition skills that assist in their success academically and socially in middle school. A new school wide program will be implemented in 2010-2011; Positive Behavioral Support (PBS.) Small Learning Communities, also known as "Schools within a School" are divided into sections by grade level. Carson Middle School has a 6<sup>th</sup> grade wing, a 7<sup>th</sup> grade wing and an 8<sup>th</sup> grade wing.

Mrs. Conrad asked for an explanation on the SOAR Program. Ms. Young explained that the SOAR Program is taught by 6<sup>th</sup> grade teachers, it's a quarter long class which covers academic, social and organizational skills. Mrs. Conrad inquired about the possibility of having members of the community come into the school as mentors. Ms. Young explained that a variety of community members are welcome at the school; PTA, volunteers, etc.

Mr. Reynolds inquired about the timeline once the program has been implemented. Ms. Young explained that student led conferences and the development of the academic plan will begin with students in the 6<sup>th</sup> grade at the end of the first quarter, with ongoing visits and reviews of the plan in the 7<sup>th</sup> and 8<sup>th</sup> grade.

Mrs. Wilke-McCulloch commented on the importance of the counselors following the students from grade level to grade level.

Mr. Carlson asked if the counselors would be attending each student led conferences. Ms. Young explained that student led conferences would be led in their homeroom class, with the homeroom teacher facilitating the conference. There should be more than one student led conference going on at any one time in the same room, however, students determined "at risk" will have a one on one conference. The academic plan will be reviewed on an annual basis.

Mr. Lemaire asked how long the program has been required by NRS. Mrs. Keema explained that the bill was revised during the last Legislative Session to become effective for the 2011-2012 school year. Mr. Santillo, for clarification explained that this is a pilot program and does not substitute for traditional parent conferences. Student led conferences will allow parent interaction and is a proactive way to get them involved.

**PRESENTATION AND DISCUSSION ON PROPOSED CHANGES TO THE FOLLOWING CCSD POLICY: FIRST READING: POLICY 514, PROMOTION AND RETENTION**

Mrs. Keema explained that NRS 388.205 allows districts to create or review policies that pertain to academic plans. Carson City School District Policy 514 reflects revisions to meet the necessary requirements. The second reading of the policy will take place during the April 27, 2010 Board Meeting.

Mr. Carlson commented on the clarity of the State Standards as they pertain to the requirements for promoting a student to the succeeding grade level; meeting one, some, or all of the necessary requirements. Mrs. Keema explained that all items are required and will note the suggestion for the second reading of the policy.

Mr. Scoggin believes in the importance of receiving input from the teacher and counselor as it pertains to the promotion or retention of a student.

Mrs. Conrad would like to see additional language in the Policy or Regulation regarding the proficiency of a student; don't promote students just to promote them. Mrs. Keema explained that necessary credit requirements regarding promotion are noted in the Regulation.

**PRESENTATION OF 2010 NEVADA 5<sup>TH</sup> GRADE TRAIT WRITING ASSESSMENT RESULTS FOR THE CARSON CITY SCHOOL DISTRICT**

Mrs. Keema presented the 5<sup>th</sup> Grade Trait Writing Assessment scores. The results count for ½ of the English Language Arts scores, calculated in determining Adequate Yearly Progress (AYP) for the District. 5<sup>th</sup> grade students participate in 3 days of assessments, first day consisting of pre-writing; second day is revision and editing with the third day for proofing and final draft of a one page personal narrative.

This process is the first piece of writing instruction which allows students the opportunity to express themselves through writing. Each year there is a different fifth grade cohort that takes a similar assessment, which may account for variations. The goal is to see an increase each year.

Mrs. Keema reviewed the test scores for each site and explained that the District has been above the State average for the last several years. In 2008, the District Improvement Committee decided it was important to focus on writing assessments. Since that time, the District has had a gain of 14.6%.

- Bordewich Bray Elementary School had an increase from 53.1% to 58%
- Empire Elementary School has had positive growth over the last couple of years, with an increase from 38.2% last year to 65.9% this year. Over the last three years, Empire Elementary School has seen a gain of 43.2%.
- Fremont Elementary School had a slight decrease from 64.3% to 63.5%
- Fritsch Elementary School and Al Seeliger Elementary School both had minimal decreases in their scores
- Mark Twain Elementary School had the second highest increase from 44.1% to 53.9%, with a 9% gain

Mrs. Keema reported that 63.8% is the goal for English Language Arts scores, which is attainable either directly or reached by growth. The scores by various sub-groups; LEP, IEP, Asian, American Indian, Caucasian, etc. was also presented. There are four traits that are looked at; convention, voice, ideas and personal narrative.

Mrs. Keema introduced Ms. Beth Prause, Writing Coach for the District. Ms. Prause works with students in kindergarten through the 8<sup>th</sup> grade. Training is provided to teachers in a variety of ways; Professional Learning Communities (PLC), scoring sessions, etc. Ms. Prause also goes into the classroom, providing hands-on training for the teachers and students.

Mr. Carlson commented on the improvement students have made compared to the State average. He also commented on the number of 5<sup>th</sup> grade students that cannot write at the expected level; 4 out of 10. Ms. Prause commented on the progress made thus far, continue with the process; teach and assess often and better ways of teaching are found each year, therefore another way to achieve the next goal. Mrs. Keema explained that a new writing program was implemented three years ago.

Mr. Scoggin asked what the test results might look like for 12<sup>th</sup> grade students and 8<sup>th</sup> grade students. Mrs. Keema explained that there is no comparison; it's a different type of writing. The 5<sup>th</sup> grade assessment test is personal and a narrative. The 8<sup>th</sup> grade students are tested on expository writing. In order to support the writing portion of the high school proficiency exam, the State has made changes to the 5<sup>th</sup> grade and 8<sup>th</sup> grade writing assessments.

Mr. Carlson recognizes that progress is being made, however, to attain the goal of 90 to 95%, when can he have those results and what do you need to attain them. Ms. Prause commented on the results achieved at Empire Elementary School and the use of an Implementation Specialist; someone who goes in behind the writing coach to verify that the accountability piece is complete. An Implementation Specialist at each school would help with continued growth in test scores. Mrs. Keema commented on the handling of the budget, decision making and allowing student's the opportunities to experience a variety of items; virtual field trips, talk about real life experiences, etc. The Board can help by continuing to support the vast opportunities for students.

Mr. Scoggin believes in the importance of having trainers and coaches in the classroom.

Mr. Carlson again, asked how long will it take for students to achieve 90%. Mrs. Keema explained that during the upcoming Principal's meeting, this topic will be discussed. The District will continue to work on attaining this goal.

Mr. Stokes explained that Ms. Prause was hired using funding from the American Recovery and Reinvestment Act (ARRA.) The District is currently working on completing the "Race to the Top" application. If awarded, the funding might possibly be used to fill similar types of positions.

#### **DISCUSSION AND ACTION TO APPROVE THE 2010 HEALTH AND SCIENCE TEXTBOOK ADOPTION FOR THE CARSON CITY SCHOOL DISTRICT**

Mrs. Keema reported that last fiscal year, textbooks were not adopted. This year by approving and amending the budget, Health and Science Textbooks will be adopted for the 2010-2011 school year. Mrs. Keema reviewed the procedure and process used in selecting the textbooks and supplemental material. Mrs. Keema thanked several parents for participating in the process; Tammy Bean, Nancy Yamamoto and Lucy Kinder. The Family Life Committee also participated in the selection process. At this time, there is no Nevada Revised Statue (NRS) requiring Board approval, however, to expedite the process, it has been recommended that the Board approve the selected titles.

The site allocations are for a seven year contract; \$90 per student for science and \$115 per student for health. The allocation is based on the number of students and the duration of students in the classes. The science courses taught at both high schools was included in the presentation.

The book title includes the title of technology and supplemental material. Each of the books include technology, with negotiations currently taking place for online resources, pricing, free classroom sets and meeting the delivery deadline date. Students without access to a computer, hardback books are available. Online materials include a CD for students, teacher resource material, Advanced Placement (AP) material, etc. In addition, teacher training will include how to use the technology for the particular books.

Mr. Reynolds inquired as to the average life and use of a textbook. Mrs. Keema explained that contracts are for seven years and books sometimes last the duration. In some cases, classrooms sets may be used, with an additional emphasis being placed on utilizing available technology.

Mr. Scoggin asked if there were additional costs associated with the use of technology. Mrs. Keema explained that the cost can vary from \$200.00 to \$500.00 per year. Mr. Scoggin also asked if each student will be getting a textbook or rely on the availability of technology. Mrs. Keema explained that students will have access to textbooks, in addition to computers; however, there are several classes that may require class sets. Mr. Scoggin inquired as to the percentage of students that have access to a computer at home. Mrs. Keema reported that at this time that information is unknown, but there are plans to survey high school students this spring.

It was moved by Mr. Steve Reynolds, seconded by Mr. Randy Carlson **that the Carson City School Board of Trustees approve the selection of the Health and Science Textbooks for the Carson City School District as recommended by the Textbook Adoption Committee.** Motion carried unanimously.

**DISCUSSION AND POSSIBLE ACTION TO APPROVE A ½% SALARY INCREASE TO COVER THE EMPLOYEES' COST OF THE INCREASE IN PERS CONTRIBUTION RATE FOR ASSOCIATE SUPERINTENDENTS, DIRECTORS, MANAGERS AND OTHER EMPLOYEES NOT COVERED BY ASSOCIATION CONTRACTS**

Mr. Stokes reminded Trustees that in February, the final employee group negotiated and reached an agreement. There are several employees working at the District level that are not covered by association groups; Directors, Associate Superintendents and Managers.

Mr. Stokes asked the Board to approve a ½% increase to pay for the increased PERS contribution.

It was moved by Mr. Randy Carlson, seconded by Mrs. Joanna Wilson **that the Carson City School Board of Trustees approve a ½% salary increase to cover the increase in the PERS Contribution for Associate Superintendents, Directors, Managers and other Employees not covered by Association Contracts.** Motion carried unanimously.

**PRESENTATION OF THE TENTATIVE BUDGET FOR FY2011 FOR THE CARSON CITY SCHOOL DISTRICT**

Mr. Turley presented the tentative budget for FY2011. As a District, one focus is to keep the current programs intact for the coming year.

From 2006 to 2008, there were increases to the weighted enrollment; however, since 2009 the weighted enrollment has decreased. The revenue from the Distributive School Account (DSA) will decrease by approximately \$3.4 million.

Mr. Turley presented items considered in determining the tentative budget:

- ½% increase to offset the PERS contribution
- Increases in Steps & Columns for eligible employees
- Purchase a new school bus at approximately \$150,000
- Student enrollment analyzed, decreased from count day in September 2009 by approximately 50 students
- Implementation of Distance Education may increase number of student enrollment
- Reduction in Force (RIF) is not planned in the proposed budget, however attrition will be evaluated on a case by case basis
- Increase in advertising budget for Distance Education program
- Service and supply categories should remain the same, anticipating expenditures to be the same as well
- Anticipation of the ending fund balance to be approximately \$14.5 million, however the budget presentation reduced the ending fund balance to approximately \$10.8 million

Mr. Reynolds inquired as to the full disclosure notation regarding health insurance. Mr. Stokes explained that a state health benefit was established for retired school employees. If the retiree participates in the program, the district is obligated to have a certain dollar amount established to pay for the retiree's benefit. The disclosure shows that the District is in the proper financial situation to meet the liability. The liability to the District is reduced if a retiree leaves the program.

Mr. Lemaire shared his thoughts regarding deficit spending and reducing a portion of the ending fund balance by \$3.6 million. The next biennium may bring additional budget cuts to the District. Mr. Lemaire suggested reducing the amount of proposed over spending by \$1 million, therefore using \$2.6 million of the ending fund balance.

Mr. Scoggin commented on the ability to increase the ending fund balance over the last several years in order to maintain the current programs and staff. Mr. Scoggin believes that if a portion of the ending fund balance is not used, class sizes may need to be increased and additional programs may need to be cut. If those things happen, it would take several years to recover; therefore the time is now to use a portion of the ending fund balance.

Mrs. Wilson agrees with Mr. Scoggin; however she would like to have additional information presented regarding the proposed budget.

Mr. Turley reminded Trustees of the April 15, 2010 deadline to submit the tentative budget. A public hearing to discuss budgetary issues will be held on the third Wednesday in May 2010.

Mr. Scoggin expressed the importance of maintaining as much as possible of the ending fund balance.

Mr. Lemaire asked that additional presentations be made regarding the expenditures of \$3.6 million vs. revenue for FY2011.

Mr. Reynolds suggested that a spreadsheet be provided to show projections on decreased funds from the State over the next 5 years. Mr. Turley will comprise information that will show a range of anticipated decreases, along with projected student enrollment.

Mr. Lemaire suggested keeping the ending fund balance around \$4 to \$5 million; he believes that's as low as one should take the ending fund balance. Mr. Turley explained that the NRS limits the lowest level of funding for expenditures at 4%. The current percent is 23%.

Mrs. Wilke-McCulloch asked if the public has access to the tentative budget. Mr. Stokes explained that copies could be made available.

Mr. Stokes commented on savings projections:

- Proposal for Nutrition Services, \$400,000 - \$700,000 savings
- Submitting application for Photo Voltaic Arrays for the possibility of significant savings
- Staffing for class size reductions in 1<sup>st</sup> and 2<sup>nd</sup> grade; 18:1 and 3<sup>rd</sup> grade; 21:1

Mr. Stokes believes that given the circumstances, difficult choices have to be made. Mr. Stokes explained that the ending fund balance could be available for negotiations, etc.; however he also understands the importance of maintaining a portion of the ending fund balance and making good conservative decisions.

Mr. Lemaire asked about the amount of anticipated savings the district would see if the projections were attained. Mr. Stokes explained that the District has approached the budget very conservatively and budgeted zero as it pertains to savings.

Mr. Turley explained that at this time, it's unknown how many Photo Voltaic Arrays the District might be awarded in determining any savings. The bid award for nutrition services are due next week. The best case scenario would be eliminating a \$400,000 transfer from the General Fund.

Mr. Carlson commented on how the District is out performing other school districts in the area and shared his concerns on using a large portion of the ending fund balance. Mr. Carlson would also like to see presentations on opportunities the District might have to enhance revenue; Distance Education, charge for all-day kindergarten, etc.

Mrs. Conrad doesn't believe additional cuts can be made at this time.

#### **APPROVAL OF CONSENT AGENDA**

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson **that the Carson City School Board of Trustees approve the consent agenda as submitted.** Motion carried unanimously.

#### **REQUEST FOR FUTURE AGENDA TOPICS**

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

#### **ANNOUNCEMENT OF MEETINGS**

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, April 27, 2010.

#### **ADJOURNMENT**

There will be no further business to come before the members of the Board in public meeting; President Norm Scoggin declared the meeting adjourned at 9:05 p.m.

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Steve Reynolds, Clerk

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Date