

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

Tuesday, October 9, 2012

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 Steve Reynolds at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL: Members Present
Steve Reynolds, President
Lynnette Conrad, Vice President
Stacie Wilke-McCulloch, Clerk; arrived at 7:16 p.m.
Jim Lemaire, Member
Barbara Myers, Member
Ron Swirczek, Member
Joanna Wilson, Member
Richard Stokes, Superintendent
Mike Pavlakis, Legal Counsel

Members Absent
None

Mrs. Lynnette Conrad led the Pledge of Allegiance.

ACTION TO ADOPT THE AGENDA

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

SUPERINTENDENT'S REPORT

- Free flu vaccine clinics were held at school sites during the week of September 17 – 21, 2012. Approximately 2,945 students and 406 staff were immunized; total of 3,351 compared to 3,921 in 2011.
- Fremont Elementary School is on Fall Break; classes resume on Monday, October 22, 2012
- Early Release Day on Wednesday, October 10, 2012, for students on the traditional calendar; classes dismiss at the following times:
 - Pioneer High School – 12:15 p.m.
 - Carson High School – 12:30 p.m.
 - Middle Schools – 12:50 p.m.
 - Elementary Schools – 1:30 p.m.
- Two Board workshops are scheduled on the following days:
 - October 11th at Carson Middle School Cafeteria, at 7:00 p.m.
 - October 17th at Eagle Valley Middle School Gymnasium, at 7:00 p.m.
- Employee Health Benefits online Open Enrollment begins November 6th through November 20th; information will be available prior to open enrollment

BOARD REPORTS

Karen Stone reported on the following activities at Pioneer High School:

- Open House was held on Thursday, September 27, 2012; a record was set for the number of parents that attended. Extended a thank you to Mr. Stokes and the following

- community partners for attending; Western Nevada College (WNC), U.S. Army, Ron Wood Family Resource Center, and Partnership Carson City
- First Blood Drive was very successful, plans are underway for a future Blood Drive
- In support of Breast Cancer Awareness Month, leadership students will be making bracelets and shirts to be worn on Wednesdays and students will walk to the Capitol Building at the end of the month
- Parent Advisory Committee will meet monthly with Student Leadership, contact the office to sign-up and participate
- Career and Technical Education (CTE) options for students at Pioneer High School and Carson Online include; Criminal Justice, Construction Management, and seven additional classes including Medical Technology
- Dates and additional information for upcoming trips to Ropes Course at Mount Rose and Rock Sports, in Reno, Nevada are being planned; activities are grant funded
- Tutoring for upcoming High School Proficiency Exams (HSPE) exams will be provided for students interested in participating; testing begins on Monday, October 29, 2012
- Pioneer High School will not be participating in a Halloween costume drive; students will be collecting canned foods from October 15 – 30, 2012 for Friends in Service Helping (FISH) Trick or Treat Food Drive

Mariah Whitcome reported on the following activities at Carson High School:

- First annual blood drive was held on Tuesday, October 9, 2012
- Sports Report
 - Girls Soccer team is undefeated
 - 4 boys and 6 girls from the Tennis teams qualified for regionals; playoffs will be held on Wednesday, October 10, 2012 and Thursday, October 11, 2012. Boys will play at Galena High School, with the girls playing at Reno High School.
 - Varsity football game will be played at Galena High School on Friday, October 12, 2012
- Freshman Parent Night will be held in Senator Square on Wednesday, October 10, 2012 at 6:00 p.m.
- Two new clubs; Political Science Club and Making Education the Answer (META); a new Hispanic club
- Cancer awareness campaign has begun: Pink for Breast Cancer, Light Blue for Prostate Cancer, Purple for Pancreatic Cancer, Gray for Brain Cancer and Orange for Leukemia
- Middle School conference for public and private middle schools will be held for 7th and 8th grade students on Saturday, October 20, 2012 from 2:00 – 8:00 p.m.

Mrs. Conrad reported on activities at the following schools:

- Bordewich Bray Elementary School's improvement goal was to improve the health of students; held a Jog-a-Thon, all students participated, raising over \$8,000. Assisted in setting a new world record for "Just a Minute (JAM) World"; on September 27, 2012 students completed one minute of physical exercise. 10 bicycles were donated for the "Cycle and Read" program, which begins soon.

Mr. Reynolds recently attended the Family Engagement meeting and was impressed with ideas and discussions that took place.

ASSOCIATION REPORTS

There were no Association reports.

PUBLIC COMMENT

There was no public comment.

INFORMATIONAL UPDATE FROM THE OWNER'S REPRESENTATIVE ON DISTRICT BOND PROJECTS AT EAGLE VALLEY MIDDLE SCHOOL AND EMPIRE ELEMENTARY SCHOOL

Mr. Mike Mitchell, Owner's Representative, Mike Mitchell Management provided an update on the bond projects at Empire Elementary School and Eagle Valley Middle School.

Mr. Mitchell reported that both schools opened in a timely manner, with little problems. Empire Elementary School has complete occupancy, with items on the "punch list" being approximately 95% complete. The budget vs. actual for Empire Elementary School is 95% complete, however some common costs are associated with Eagle Valley Middle School.

Eagle Valley Middle School is expecting to receive the Certificate of Occupancy on the final portion of the building, which is the gymnasium on October 16, 2012. The floor in the gymnasium is down, the bleachers are being assembled. The "finish" on the floor is expected to be completed by the weekend of October 12 – 14, 2012. The "punch list" has been completed, with work continuing in particular areas.

Mrs. Wilson commented on the Science, Technology, Engineering and Math (STEM) Lab at Eagle Valley Middle School.

Mrs. Conrad toured Eagle Valley Middle School with Mrs. Karen Simms, Vice Principal, Eagle Valley Middle School.

Mr. Mitchell explained that with the exception of simple detail work, the new roof at Eagle Valley Middle School is complete.

Mr. Stokes announced that Eagle Valley Middle School will be holding their Open House on Wednesday, October 24, 2012 at 6:00 p.m.

DISCUSSION AND POSSIBLE ACTION TO CANCEL THE 2ND SCHOOL BOARD MEETING IN DECEMBER, 2012 IN RECOGNITION OF CHRISTMAS DAY, DECEMBER 25, 2012

It was moved by Mrs. Joanna Wilson, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees cancel the 2nd School Board meeting in December, 2012; December 25, 2012.** Motion carried unanimously.

Mr. Lemaire asked if there would be any problems to the district financially, by not having the second meeting in December. Mr. Anthony Turley, Director of Fiscal Services explained that per Nevada Revised Statutes (NRS), items with a purchase order or associated with a contract could be paid and ratified by the Board at the first meeting in January, 2013.

Mr. Reynolds added that if necessary, an additional meeting, with proper notification, could be scheduled on a different day.

DISCUSSION AND POSSIBLE ACTION ON A LETTER TO DISTRICT STAFF IN APPRECIATION OF THE ACHIEVEMENT TOWARDS ANNUAL YEARLY PROGRESS (AYP) MADE DURING THE 2011-2012 SCHOOL YEAR

Mr. Reynolds expressed his appreciation to all district staff. A copy of the proposed letter is included in the permanent record.

Mrs. Conrad concurred with Mr. Reynolds on sending the letter to staff.

It was moved by Mrs. Lynnette Conrad, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees authorize the Superintendent, on behalf of the Board of Trustees to send a letter to district staff in appreciation of the achievements made towards Annual Yearly Progress during the 2011-2012 School Year.** Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION TO CHANGE THE TITLE IN POLICIES AND REGULATIONS SECTION 500 FROM PUPILS TO STUDENTS

Mrs. Susan Keema, Associate Superintendent of Educational Services explained that as policies and regulations have been revised, it has been suggested that the title of Section 500, Pupils be changed to Students. Mrs. Keema expressed support of making the change.

It was moved by Mrs. Lynnette Conrad, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the title change in Section 500 of the Policies and Regulations, from Pupils to Students.** Motion carried unanimously.

Mrs. Myers commented on other words included in Speech tests taken by students. Personally, Mrs. Myers would like the title to remain the same.

DISCUSSION ON APPLICATION FOR GRANT FUNDING FOR “1/5 RETIREMENT CREDIT AND CASH INCENTIVES FOR LICENSED EDUCATIONAL PERSONNEL” MADE AVAILABLE THROUGH ASSEMBLY BILL 579 AND NRS 391.166

Mr. Jose Delfin, Associate Superintendent of Human Resources provided information on Assembly Bill 579 (AB579), formerly Assembly Bill 1 (AB1); incentives for hard-to-fill positions which are typically, Math, Science, English as a Second Language (ESL) and Special Education. The State Legislature has allocated \$15.8 million statewide for 2012-2013. Mr. Delfin reported that the district does not have anyone eligible for the “1/5 retirement credit”, approximately 160 eligible staff will receive the cash incentive. The funding for 2011 was received in May, 2012; maximum amount is \$3,500, however the amount received for eligible staff was \$3,000. The district will be applying for the cash incentive of AB579.

PRESENTATION ON NEVADA EDUCATION PERFORMANCE SYSTEM; NEW ACCOUNTABILITY SYSTEM FOR NEVADA

Mrs. Keema presented information on Nevada’s new Education Performance System. The objective is to provide information and opportunity for discussion. Mrs. Keema presented a power point, provided by the Nevada Department of Education (NDE). (A copy is included in the permanent record.)

The power point includes:

- Three content areas addressed in the “waiver”; familiar term related to State application of a “waiver” with the Elementary Secondary Education Act (ESEA) associated with the “No Child Left Behind” requirements.
- Nevada Education Performance System; title of the new accountability system
- Interconnectedness between the State, district and school efforts to support student learning

ESEA Overview includes Four Principles:

- College and Career Readiness
- Identifying, Rewarding and Supporting School Performance
- Measuring and Supporting Teacher Effectiveness
- NDE evaluation of duplication and streamline reporting; not included in current work at this time

Mrs. Keema reported that accountability as not been waived; new system of accountability is built on multiple measures vs. reaching one bar. The performance of additional students is captured with the new system. In comparison, the old system included the number of 25 students to be counted in any one of the subgroups. The new number will be 10 students, which allows for smaller districts to provide adequate reporting information.

The theory of action, guiding Nevada's next generation accountability system is:

- Purpose of public education in Nevada is to meet the learning need of all students in order to prepare them to be college and career ready

Mrs. Keema reported that at the District Improvement Team meeting, the theory of action was compared to the Learner Centered Model. The entire group found this theory of action to be linked to the model utilized by the District. Everything the district is currently doing is intended to prepare staff and students for the new accountability system.

- Also built on teachers being important in school, while families are most important outside of school
- Building capacity and systems alignment

Principle 1; College and Career Readiness:

- Nevada adoption of Common Core Standards; district currently training on Math, K-9 and English Language Arts (ELA), K-12
- Adoption and change to World-Class Instructional Design and Assessment (WIDA) Standards for English Language Learners (ELL), changing from English Language Performance Assessment (ELPA)
- Teachers are Highly Qualified Sheltered Instruction (HQSI) trained
- State is working with the National Center and State Collaborative (NCSC) for students with significant cognitive disabilities
- Smarter Balanced Assessment Consortium; group making changes to the Criterion Reference Test (CRT) for grades K-12
- Science, Technology, Engineering and Mathematics (STEM) stakeholder committee and subgroups are operational; the reason for STEM lab at Eagle Valley Middle School, engineering class at Carson High School
- Race to the Top Grant; district will be submitting grant application
- Started 1:1 technology project

Mrs. Myers asked if anyone from the NDE has provided information on the Smarter Balance Consortium wanting to have a long vs. a short form test. Mrs. Keema explained that the Test Directors will be meeting soon.

Principle 2; Identifying, Rewarding and Supporting School Performance:

- Nevada Education Performance System is related to all three principles
- Nevada School Performance Framework (NSPF); the assessment within the Performance System
- Shift from Adequate Yearly Progress (AYP) to multiple measures of student achievement
- Change from "High Achieving", "Adequate" to a five star system; 5 is the highest, with 1 as the lowest
- NDE is working on identification of reward, focus and priority schools per federal requirements:
 - Priority Schools are the lowest 5%, with many of the schools being School Improvement Grant (SIG) schools. The Carson City School District has a SIG school; Eagle Valley Middle School. However, they are not a priority school due to the improvements made in student achievement.
 - Focus Schools are schools that have a gap between highest performing sub-group and the lowest performing sub-group, with a graduation rate below 60%
 - Reward Schools are identified in the category of a 4 or 5 star
- NDE is also looking to recognize school success and reinforcing and supporting school improvement. In the previous system, the NDE developed a system that identified ways of providing support depending on the schools identification; "In Needs of Improvement", etc.
- Move from AYP to NSPF:
 - "Sum of the parts is greater than the whole"; schools will not only be accountable to proficiency. It is about growth, gap reduction and other indicators; which equals the schools index score.

- Elementary and middle schools will have an index point weighting; Proficiency = 30%, Student Growth = 40%, Gap Reduction = 20%, Other Indicators = 10%
- Some benchmarks for proficiency have been set; NDE and Accountability Redesign Committee are looking to see if the levels set for districts need to be modified
- Formulas for Student Growth and Gap Reduction were being tested with 2010 data and again with data from 2011. Districts with Measures of Academic Progress (MAP) assessments will be on target, if they look at the growth targets and work with students on meeting the goals. Meeting the growth target with a slight increase will help reduce the gap.

Mrs. Wilson asked for additional information regarding proficiency, gap reduction, etc. Mrs. Keema explained that students are not just being assessed on proficiency, they will be judged in the following areas; gap reduction, proficiency, student growth and other indicators. Growth gap reduction equals the number of students that meet or exceed the standard. Mrs. Wilson inquired about the meaning of gap reduction equaling 20%? Mrs. Keema explained the school performance of Individual Education Plan (IEP), English Language Learner (ELL) and Free and Reduced Lunch (FRL) students were approaching the school average; climbing to reduce the gap by 20%. Mrs. Wilson asked about Student Growth Percentiles. Mrs. Keema explained that ALL students would be looked at, and that they have to have seen growth. To date, the figure, the formula and 40% has not been released by the NDE. The "Other Indicator" is currently attendance, which was also in AYP; however, the NDE is looking to compile a list that might meet local needs. Mrs. Wilson asked about information that will be presented to parents. Mrs. Keema explained that it will not be presented to parents at this point. The NDE has a communications committee. The information presented provides the whole picture, not just one element. Mrs. Wilson asked for the meaning of the scenario in which the district meets the proficiency requirement of 30%; however, does not meet the gap reduction and student growth. Mrs. Keema explained that the Accountability Design team will work to determine how that affects the outcome. Mrs. Keema has asked Principals to look at the "grid" that identifies the number of points available when items are met; growth percentiles, etc. In the future, Principals will have the ability to calculate their own school ranking. The Accountability Design team is continuing to work on the "how to" portion of the framework. Mrs. Keema reported that the implementation of the new framework will allow things to be looked at differently. The sub-groups required for reporting have changed, but have not closed the "gap". The new system will guide schools to look at other opportunities for students; gifted and talented students must grow like their peer group.

Mr. Lemaire commented on No Child Left Behind and schools only having proficiency; having students reach a minimal level and focusing on students that were not proficient. Mr. Lemaire is hopeful that schools will be rewarded for student growth beyond proficiency and for achieving growth in ALL groups, not just the core population. Mr. Lemaire expressed concerns with a 30% proficiency rate. Mr. Lemaire would like to see other options for students once proficiency is achieved; therefore, getting 100% of the value of increasing student performance.

Mrs. Conrad commented on the importance of subpopulation growth gap reduction; incorporate additional community services, etc. Mrs. Keema explained that elements have been included in Carson High Schools Accreditation Plan, which was recently completed. Mrs. Keema stressed the need of having a different approach associated with gap reduction. The focus at the elementary and middle schools is growth; however the focus at the high schools is career and college readiness.

Mrs. Keema reported the high school index point weighting:

- Growth and Proficiency = 30%, Subpopulation Proficiency Gaps = 10%, Subpopulation Graduation Gaps = 15%, Graduation = 15%, College & Career Readiness = 16%, Other Indicators = 14%

Based on a WestEd study with Washoe County School District, the district can look at Washoe County because our demographic data is similar to their percentages in ethnic groups, FRL, LEP, etc. In addition, the study provided information on the necessary requirements for the HSPE to

avoid remediation at the college level; must exceed the standard or receive a score of 365 or above. Mrs. Keema provided examples of establishing remediation or enrichment opportunities as another means of eliminating college remediation for graduating students. College and career readiness information from Senator Harry Reid's office will be available for high school students.

Mr. Reynolds asked for the meaning of "capacity building". Mrs. Keema explained that it is developing teacher leaders; administrators go through the district's coaching process, providing the skills to coach, developing a high quality work force, etc. Mr. Reynolds inquired about the development of the index percentages; did they come from State or Federal recommendations. Mrs. Keema explained that collaboration took place; however, approved by the Federal government. Mr. Reynolds commented on concerns regarding Nevada's college readiness in the past vs. other states. As they have been created, have they been reviewed by the State and compared to others; what is level competition. Mrs. Keema explained that the State is in the process of developing a college and career readiness definition, along with the appropriate attributes. The NDE Career and Technical Education Department is partnered with Virginia, they are working to develop 32 to 36 end-of-course completion assessments for CTE; i.e. take an end of sequence test to be certified or identified as college and career ready. Mr. Reynolds commented on how funding for professional development may continue in the future.

Mr. Delfin presented information on Principle 3; Measuring and Supporting Teachers and Administrators; the main focus for achieving growth, the "how" piece of the framework:

- Assembly Bill 222 (AB222) passed during the 2011 Legislative Session; create a good framework for evaluating teachers and administrators
- Teachers & Leaders Council (TLC) was formed several years ago, originating from AB222. The purpose is to have a good framework for evaluating teachers and administrators, identify expectations on what is being taught, learn as adult learners, moving the system forward. Collaboration, growth and adjustments are an important piece and made along the way.
- State Board of Education to Adopt Regulations in 2013 for Teacher and Administrator evaluation frameworks & system supports for implementation

Typically 100% of a teacher or administrations evaluation is about practice; the framework used in the district has been the Charlotte Danielson model, with four domains. Mr. Delfin provided information regarding the educational practice for teachers; what do they do, how do they act in the classroom to engage students. Per AB222, 50% must come from student achievement in the following categories; student growth – 20%, proficiency – 15%, reducing the gap – 10% and student engagement – 5%. Mr. Delfin explained that the information being presented is subject to change. To date, nothing has been finalized.

The evaluation framework and the way student achievement will be rated as a quantitative measure for schools is not the standard; look at what students are learning, look at the whole student and teacher. Mr. Delfin commented on the importance of including all stakeholders, and within the school system, build a fair system so that the same philosophy is in place across the State, regardless of the evaluation rubric.

Mr. Delfin explained that a different teacher evaluation cycle is being proposed; the old system had two ratings, satisfactory or unsatisfactory. The new system has four tiers; highly effective, effective, minimally effective and ineffective. During the school year, the minimum number of formal observations for teachers is:

- Probationary – 3
- Ineffective – 3
- Minimally effective – 3
- Effective – 2
- Highly Effective – 1

The system does not prohibit additional observations for teachers identified as "highly effective".

Mrs. Wilke-McCulloch asked if a highly effective teacher who was having a bad day and it was noted as such, had any option for another evaluation. Mr. Delfin explained that it would be at the discretion of the teacher and/or administrator.

Mrs. Wilson commented on teachers having only one observation.

Mrs. Conrad asked if other data were included in identifying the teachers' formal evaluation. Mr. Delfin explained that the proposal includes doing one formal observation a year. Mrs. Conrad asked if all teachers will begin with three formal evaluations with the new system. Mr. Delfin commented on the number of effective and highly effective teachers in the district. Historically, probationary teachers receive 3 formal evaluations; December, February and April. The probationary period for teachers will now be three years vs. one year.

Mrs. Wilson asked for an explanation between an observation and evaluation. Mr. Delfin explained that observations can happen anytime and be formal or informal. An informal observation can be a brief visit with a walk-through vs. a formal, which includes observing the class for an hour, taking notes, etc. There are certain Nevada Revised Statute (NRS) requirements regarding formal observations.

The TLC is currently working to introduce the evaluation framework. Eagle Valley Middle School is the pilot school for the new evaluation tool. The staff at Eagle Valley Middle School met to look at the elements included in the framework. Mr. Delfin reported that the district is closely aligned with the TLC expectations. Mr. Delfin believes additional data needs to be included to attain 50% student achievement, within the domains included in the evaluation rubric.

The TLC is looking at three categories of teachers:

- Teachers with a tested area; 3rd, 4th, 5th grade, HSPE, Math, English, etc.
- Non-tested Teachers; Art, Music, CTE, etc.
- Specialized Educators; Speech Pathologists, Counselors, Librarians, Teachers on Special Assignment, etc.

Several years ago, Mr. Delfin met with the Speech Pathologists regarding their concerns with evaluating someone who provides services to children with speech challenges.

Mr. Reynolds commented on evaluations of counselors. Mr. Delfin explained that counselors have a different type of evaluation. The TLC is working to determine what type of framework should be used for specialized personnel.

Mrs. Conrad inquired as to how they are currently being evaluated. Mr. Delfin explained that their evaluations are different from a classroom teacher; evaluations are different for each job, each having their own expectations.

The Teachers and Leaders Council goals for a new system include:

- Support student learning and growth
- Improve educators' effective instructional practices
- Informed human capital decisions; decisions made about personnel
- Engage stakeholders in continuous improvement and monitoring of the system

Additional information is available on the TLC website:

http://nde.doe.nv.gov/PDFs/Teachers/Meetings/2012/7-25/2012-07-25_NV_TLC_Systems_Guidelines_White_Paper_Version.PDF

Mrs. Myers explained that in 2011, Nevada became involved due to "Race to the Top". Mrs. Myers would like information on what is being done at the University level to prepare teachers to be ready to make students be college and career ready. Mrs. Myers believes changes need to begin at the University level.

Mr. Delfin concurred with Mrs. Myers. In addition, Mr. Delfin provided information on what other States are doing regarding funding and changing the relevancy of teacher education programs within higher education.

Mrs. Myers commented on “building capacity”; stuffing staff, administrators to capacity, not a comfortable fit. There should be a level of capacity where one has to stop. In addition, Mrs. Myers commented on a recent article in Newsweek magazine regarding how States are doing with Race to the Top; none of the States have fulfilled their 2 years of the 4 years, having difficulty with the evaluation component.

Mr. Delfin commented on the benefit of not receiving funding from Race to the Top due to the target that needed to be met during the first year, giving Nevada and Carson City time to refine what they do.

Mrs. Conrad commented on some of the good points associated with the evaluation tool; closing the gap, student growth, etc.

Mr. Delfin commented on discussions that have taken place with other districts; everyone working together as a consortium of States to look at what does work.

Mr. Reynolds called for a seven minute recess at 8:35 p.m. Mr. Swirczek excused himself from the meeting at 8:35 p.m. Mr. Reynolds reconvened the meeting at 8:42 p.m.

PRESENTATION OF ACCOUNTABILITY REPORT FOR 2011-2012 SCHOOL YEAR

Mrs. Susan Keema presented the 2011-2012 District Accountability Report. The Accountability Report is required per NRS 385.347 and includes information from each school in the District along with the charter school, Carson Montessori. The report also contains a wide range of information; personnel, fiscal information, testing data, demographics, etc. Most of the information used for reporting is taken from the official count day. Data can also be used from the previous year or previous two years.

Mrs. Keema highlighted several items in the report:

- Student attendance rate for the District was 94.8% this year, compared to the State average of 94.9%. The elementary rate, 95.9%; middle school, 94.6%; Carson High School, 93.7% and Pioneer High School, 86.2%. Schools strive to have an attendance rate of 95% or above; high achieving schools have an attendance rate of 95% or above.
- Transiency rate is based on students who have entered school on or before count day and have left the district sometime throughout the year; State is 27.9%, District is 17.9%. Over the last three years, the State rate has decreased; it was 30% two years ago and 29% last year. The district has also decreased over the last several years; the high was 22% in 2008.
- Special Programs is based on data from count day in September, 2011; however the Free and Reduced Lunch (FRL) this year is 57%, which is based on count day, September 21, 2012

Mr. Reynolds verified how the FRL percentage is calculated.

Mrs. Wilke-McCulloch asked if the district transiency rate included Pioneer High School. Mrs. Keema stated “yes.”

- Student/Teacher Ratio for the district is 22:1, which is the same as last year. District wide kindergarten rate of 22:1, not having changed over the last three years. The report also includes ratios for 6th, 7th and 8th grade. Kindergarten – 22:1, 1st grade – 18:1, 2nd grade – 17:1, 3rd grade – 22:1, 4th grade – 24:1, 5th grade – 24:1, 6th grade – 25:1, 7th grade – 24:1, 8th grade – 28:1.
- Graduation rate for the Class of 2011; method of calculating the graduation rate is different this year vs. previous years. The State will use an adjusted cohort rate. State – 68.8%, District – 80.9%, Carson High School – 86.2%, Pioneer High School – 54.3%

- Completion Indicator; State average for standard diploma is 63% vs. district average of 54%. State average for advanced diploma is 25.8% vs. district average of 39.5%. 22 ½ credits is required for a standard diploma vs. 24 credits for an advanced diploma.
- Pupil expenditures for 2011;
 - Instruction; teacher and material – State 66.1% vs. District 64.5%
 - Instructional support; guidance department, etc. – State 11.1% vs. District 14.2%
 - Operations; utilities, nutrition, etc. – State 15.3% vs. District 16.3%
 - Leadership; school administration – State 7.5% vs. District 5.0%

The accountability report can be accessed online at www.nevadareportcard.com or Carson City School District website at www.carsoncityschools.com. The reports will be posted on individual school websites. Hard copies will be available for pickup in the offices at each school site and at the District Office, 1402 West King Street.

Mrs. Myers commented on the reporting requirements associated with the number of suspensions or expulsions, which need to be presented to the Board of Trustees. Mr. Stokes explained that a program was established as a way of dealing with students recommended for long-term suspension or expulsion. In working with site administrators, students have had the opportunity to use the Carson Online program; therefore no students have been expelled. Mrs. Myers stressed the need for the Superintendent to make recommendations to the Board of Trustees regarding a student expulsion. Mr. Stokes explained that some offenses have additional requirements, making it necessary for recommendations to be presented to the Board of Trustees.

Mrs. Wilke-McCulloch asked for additional information regarding the categories used by Carson Middle School and Eagle Valley Middle School for reporting incidents. Mrs. Keema explained that each school has different student intervention processes. The categories in Power School; student information system, are based on the Department of Education requirements. Mrs. Wilke-McCulloch commented on information from the Nevada System of Higher Education; district had 204 enrolled and 101 being remediated. Mrs. Keema explained that this is addressed in Carson High Schools Accreditation Plan. In preparation of the new Accountability System, as students pass the HSPE, assistance continues, helping them get to the next step. It also includes working with the local colleges; Western Nevada College, University of Nevada, Reno and Truckee Meadows Community College.

Mrs. Conrad commented on the overall student attendance rate vs. the average daily attendance rate for teachers; is time counted when teachers are away from the classroom for professional development, etc. Mrs. Keema explained that the calculations include information from three reports; a short report, if a teacher is out for one period, anytime a student is taught by someone other than the assigned teacher; sick leave, professional development, etc. and if there is a long-term substitute.

INFORMATIONAL UPDATE ON THE ANALYSIS OF PROGRAMS AND DEPARTMENTS IN MAKING BUDGETARY DECISIONS FOR FISCAL YEAR 2013-2014

Mr. Stokes presented a power point presentation to provide information on the steps necessary to reduce operations for fiscal year 2013-2014. (A copy is included in the permanent record.)

For several years, the district was able to manage business by good fiscal management, determining the number of students that would be in the district, using the “Hold Harmless” figure, creating a reserve that has been utilized by the district over the last several years.

Mr. Stokes publicly thanked the employee groups for working closely with district management regarding the fiscal situation. The district has worked in a conservative manner, maintained programs, adhered to staffing standards, gradually used the reserve balance and have benefitted from available federal money; EduJobs and American Recovery and Reinvestment Act (ARRA). There have been national, state and local economic conditions that have negatively impacted the district; loss of revenue from the State, reduced student enrollment and increased costs associated with contractual obligations and general operating expenses.

The district is in a situation where the reserve funds can no longer cover the deficit. To balance the budget for fiscal year 2013-2014, the district is looking at reduce operational costs by \$3.78 million. Mr. Stokes is looking to establish the general fund ending fund balance; 8.3% of the previous year's expenditures, a statutory limit that can be maintained. To maintain that amount, which is equal to approximately a month's worth of operating expenditures, the district will need to have \$4.48 million in the ending fund balance.

Mr. Stokes presented the following timeline:

- Two board workshops are scheduled on the following days:
 - Thursday, October 11, 2012, 7:00 p.m. at Carson Middle School
 - Wednesday, October 17, 2012, 7:00 p.m. at Eagle Valley Middle School
 - Staff and public notifications include; an article in the Nevada Appeal, phone calls using School Messenger and district e-mail to staff
- Board Meetings
 - November 13, 2012 – present initial budget plan
 - November 27, 2012 – present revised budget plan
 - December 11, 2012 – present final budget plan
- February 4, 2013 – Nevada Legislative begins 77th Session
- April 15, 2013 – Tentative budget is due to the Nevada Department of Taxation
- May 1, 2013 – Notify teachers of lay-off, etc., Letters of Intent are due to staff
- May 15, 2013 – Final budget hearing

Mr. Stokes presented items of importance, expectations, etc., that have always been important in the district:

- Sustain services associated with classrooms
- Maintain contractual obligations; benefits associated with collective bargaining, step/column increases or annual pay raises, etc.
- Staffing standards – teachers
 - 1st grade – 18:1, 2nd grade – 19:1, 3rd grade – 21:1, 4th to 12th grade – 25:1
- Staffing standards – administrators; 2.5% lower costs vs. State average
- Maintain curriculum and programs

Mr. Lemaire commented on the districts costs associated with administrators being lower than the State average.

- Maintain the level of support staff and services
- District supported student activities; sports, clubs, CTE competitions, field trips*
 - *field trips have been limited over the last three years to one per class
- Special Education
- Nutrition Services; program managed by ARAMARK, staffing costs maintained by the district
- Transportation
 - 1 mile walk zone for elementary students
 - 2 mile walk zone for secondary students

Assumptions for fiscal year 2013-2014:

- Substantial changes must be expected
- Consider existing contractual obligations
- Student safety remains a high priority
- Student achievement must increase, show growth
- Strategic Plan will assist to drive decisions
- Some services must be reduced
- Economic conditions WILL change

Mr. Stokes reported that Directors, Managers and Principals recently completed departmental and site audits; identifying staff, description of programs, etc. Potential cost-saving considerations include:

- Evaluate impact if services were out-sourced, modified or reduced

- Human Resources, Fiscal Services, Information Technology, Safety Services/Rick Management, Grounds/Maintenance/Custodial, Warehouse, Nutrition Services Staff, etc.
- Develop indirect cost rate in Grants Department; some grants allow a percentage to be used for administrative costs, may be able to use indirect costs for grant operations, reducing funds for programmatic use
- Redirect Title I funds previously used for Supplemental Educational Services (SES); after school tutoring and School of Choice; possibly available to apply to operations
- Reduce Professional Development (PD), unless grant funded
- Reorganize work calendar for some positions
- Eliminate off-campus Physical Education (PE) events; bowling alley, tennis courts, golfing, etc.
- Examine Special Education caseloads against current staffing
- Decrease district office costs
- Decrease all operating budgets
- Increase class size
- Decrease work hours for certain staff
- Decrease ancillary staff and services
- Reduce or eliminate certain programs
- Decrease materials and supplies
- Sharing of personnel

Mr. Stokes encouraged everyone to take a brief survey that is available on the district website; www.carsoncityschools.com. Mr. Stokes commented on why he intentionally omitted fiscal information from his presentation. Mr. Stokes has met often with members of his staff to discuss how full-day kindergarten can be implemented, given the budget condition for fiscal year 2013-2014. Mr. Stokes plans to make a detailed presentation at the November 13, 2012 board meeting.

Mrs. Wilson asked for information on the format for the workshops. Mr. Stokes plans to present the same power point presented tonight and provide baseline information. In addition, time would be given to allow board member comments and questions, as well as public input. Mrs. Wilson inquired as to when Board members will be involved with the proposals made by Directors, Administrators, etc. Mr. Stokes plans to present options and monetary figures associated with the items at the November 13, 2012 board meeting. Mrs. Wilson would like to see information with precise data and budgetary figures.

Mr. Reynolds reiterated the fact that detailed figures would be presented at the November 13, 2012 board meeting.

Mrs. Wilke-McCulloch expressed concerns with waiting until November for information, as there may not be sufficient time to recommend changes. Mrs. Wilke-McCulloch would also like to see specific dollar amounts associated with items for consideration; transportation, Special Education, etc.

Mrs. Conrad suggested that board members refer to the budget report for fiscal year 2012-2013, which would provide detailed costs. Mrs. Conrad questioned whether the workshops were for Board members or community workshops where input can be provided. Mr. Stokes viewed the workshops as a time for everyone to ask questions and to provide ideas and suggestions. The board meetings in November would be used to present a plan, with the second meeting in November used to make modifications from the original plan. During the December 11, 2012 board meeting, Mr. Stokes would seek board approval, so that staff could begin working towards reaching the budget goal for fiscal year 2013-2014.

Mrs. Wilson asked if the workshops would be organized with specific information by programs, etc.

Mrs. Conrad asked that the workshops be directive; what can be cut vs. what cannot be cut.

Mrs. Myers expressed her perception of the first meeting; people will make requests on what they want to keep. In addition, Mrs. Myers believes additional information needs to be presented; identify percentages of the budget and/or how reductions in staff would impact programs.

Mr. Reynolds commented on the districts operational costs being 16% of the budget, the majority of costs are associated with staffing. Mr. Turley explained that a portion of the operational budget is comprised of utilities.

Mrs. Conrad believes the "fluff" needs to be cut; the district is beyond cutting crayons, etc.

Mr. Reynolds suggested that information from previous years, which reflects the 16% operational costs be presented.

Mr. Lemaire explained that \$4 million is equal to 35 certified staff and 35 classified staff combined.

Mrs. Myers offered to provide assistance prior to the workshop on Thursday, October 11, 2012.

Mr. Stokes believes there are other district operational considerations that need to be reviewed.

Mrs. Wilson stressed the importance of identifying other areas of cuts, without impacting the reduction in staff.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Jim Lemaire, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School Board of Trustees approve consent agenda items (A), (B), and (C) as submitted.** Motion carried unanimously. (Mr. Ron Swirczek was not present for the vote.)

REQUEST FOR FUTURE AGENDA TOPICS

In recognition of National Parent Involvement Day, November 15, 2012, Mrs. Conrad requested that the district recognize parent volunteers at the second meeting in November, 2012.

Present agenda items to Mr. Richard Stokes or President Steve Reynolds.

ANNOUNCEMENT OF MEETINGS

There are two Carson City School District Board of Trustees workshops that will be held on the following days:

- Thursday, October 11, 2012, at 7:00 p.m. in the cafeteria at Carson Middle School
- Wednesday, October 17, 2012 at 7:00 p.m. in the gymnasium at Eagle Valley Middle School

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, October 23, 2012.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting; President Reynolds declared the meeting adjourned at 9:46 p.m.

Stacie Wilke-McCulloch, Clerk

Date