

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

**Tuesday, February 26, 2013**

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

ROLL CALL:    Members Present  
Lynnette Conrad, President  
Stacie Wilke-McCulloch, Vice President  
Ron Swirczek, Clerk  
Joe Cacioppo, Member  
Laurel Crossman, Member  
Barbara Myers, Member  
Steve Reynolds, Member  
Joe Cacioppo, Member  
Richard Stokes, Superintendent  
Mike Pavlakis, Legal Counsel

Members Absent  
None

**ACTION TO ADOPT THE AGENDA**

It was moved by Mr. Ron Swirczek, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously.

Board Vice President Stacie Wilke-McCulloch led the Pledge of Allegiance.

**SUPERINTENDENT'S REPORT**

- Mr. Stokes introduced Mrs. Jan Albertson, Director of Student Support Services. Mrs. Albertson introduced Ms. Karen Allen and Ms. Nicki Aaker, Registered Nurses with Carson City Health and Human Services (CCHHS). Ms. Allen currently coordinates flu vaccination programs. Ms. Aaker oversees the school flu vaccination program, funded through the Center for Disease Control Grant. Information on changes associated with the Tetanus, Diphtheria, Pertussis (Tdap) and flu vaccinations was presented. Two clinics have been scheduled; Carson Middle School on Monday, March 18<sup>th</sup> and Eagle Valley Middle School on Monday, March 25<sup>th</sup>. Ms. Aaker explained that school vaccination clinics are being developed as a way to increase vaccination rates amongst students. Benefits include a reduced number of absences for students and staff and it strengthens the protection of unvaccinated students. Differences this year vs. prior years include; Center for Disease Control (CDC) no longer providing free vaccinations; fees were collected. Grants have been issued to develop and implement financially sustainable school based vaccination programs to support Nevada's vaccination rates of Tdap. Carson City Health and Human Services received the grant through the State of Nevada Health Division. Forms related to the upcoming vaccination clinics will be available in English and Spanish. Frequently Asked Questions (FAQ's) will be available on the website. This will also serve as a pilot program for gathering insurance information, collecting forms, credit card information, checks or cash. The process used to gather forms and collect payments will be similar to what is done when student pictures are taken. Children eligible for vaccines using the Vaccine for Children's

Program (VFC) will pay a \$15.00 fee or whatever they can afford. CCHHS has currently contracted with several insurance companies; children that have insurance with a company that is not contracted with CCHHS will be charged \$40.00, which is discounted from regular rate of \$50.00. In addition to Tdap clinics, flu clinics will be available in the Fall, 2013.

Mrs. Conrad asked for information on the number of vaccinations in 2011 vs. 2012. Ms. Aaker explained that approximately 46% were vaccinated in 2012. Mrs. Conrad inquired about logging the vaccinations. Ms. Aaker explained that vaccines will be logged, as it is a requirement.

Mrs. Wilke-McCulloch asked for additional information regarding billing of insurance. Ms. Aaker explained that the CCHHS will take care of billing the insurance.

Mrs. Conrad inquired about the State of Nevada insurance being on the program. Ms. Aaker explained that CCHHS is currently in negotiations with Hometown Health Plan Insurance.

- Mr. Stokes introduced Mr. Paul Carter, Carson High School Assistant Varsity Wrestling Coach. The Varsity Wrestling Team was named the 2013 Division I State Academic Champions and Sierra League Champions. Mr. Carter explained that this is the second time the team has been named the State Academic Champion. The team Grade Point Average (GPA) was 3.34. For the 5<sup>th</sup> year, the team has won the League Championship. Seven wrestlers qualified for the State Tournament; with two placing at State; Kyle Sharp, 3<sup>rd</sup> placed and Brady Rivera 4<sup>th</sup> placed. Each member of the team introduced themselves.
- Mr. Stokes introduced Mr. Carlos Mendeguia, Carson High School Boys' Varsity Basketball Coach. Mr. Mendeguia introduced members of the Boys' Varsity Basketball Team; comprised of 6 seniors, 4 juniors and 3 sophomores. The team placed 3<sup>rd</sup> in the league and had a GPA of 3.30. The team participated in the playoffs at Spanish Springs High School, winning the game in the final seconds. Carson High School hosted the Regional Tournament, winning against McQueen High School, making it into the zone finals. The last time the Boys' Basketball Team competed in the zone finals was in 1995. 5 team members were honored with "All-League". Each member of the team introduced themselves. Coach Mendeguia introduced his assistant coaches; Mr. Jeremiah Gray and Mr. John Paulson.
- Professional Development for staff is Wednesday, February 27, 2013; no school for students
- Band-O-Rama is Thursday, February 28, 2013 at 7:00 p.m. in the gym at Carson High School
- Kindergarten registration begins on Monday, March 4, 2013 from 9:00 a.m. – 3:00 p.m. The following information is required:
  - Birth certificate and immunization record
  - Must be 5 years of age on or before September 30, 2013
  - Proof of residency in Carson City School DistrictContact your neighborhood school for enrollment packets or additional information
- High School Proficiency Exams (HSPE) begins for 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students at Carson High School and Pioneer High School on March 4<sup>th</sup> – 8<sup>th</sup>; late start days for students at Carson High School are March 4<sup>th</sup> – 7<sup>th</sup>; classes begin at 10:30 a.m. Students at Pioneer High School will attend on a regular bell schedule.
- Early Release Day on Wednesday, March 6, 2013 for students attending Fremont Elementary School; classes dismiss at 1:30 p.m.
- Daylight Savings Time begins on Sunday, March 10, 2013; set clocks ahead one hour
- District's Science Night will be held in conjunction with Eagle Valley Middle School Science/Technology Night on Wednesday, March 6, 2013 from 5:30 – 7:00 p.m.
- Mr. Stokes commented on the wording change associated with Consent Agenda Item I; removal of reference of Nevada Administrative Code (NAC) 354.561, as it did not pertain to reporting the Quarterly Economic Survey
- Mr. Stokes reported that he received a letter from Ms. Dorothy Arraiz, a member of the Lompa family. The property east of Carson High School has been separated and if the

district is interested in the property, it would be available on the "Right of Refusal" for purchase. Mr. Stokes asked that this topic be suggested during the request for future agenda topics.

## **BOARD REPORTS**

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

- Western Nevada College (WNC) Bridge to Success event for junior and senior students was held on Thursday, February 21, 2013. The next event is scheduled for March 14 – 15, 2013; contact Mr. Olson for more details.
- The class preparing appellant briefs and oral arguments regarding Hamlets Guilt welcomed their coaches; 4 members from the Attorney General's Office
- Career and Technical Education (CTE) options for students at Pioneer High School and Carson Online include; Criminal Justice I and II, Construction Management, and Medical Technology
- Special thank you was extended to Ryan Young and Andrew O'Daye for assisting with the successful Pioneer High School Blood Drive
- Congratulations to the following students for being nominated for Outstanding Students of the Month; Daniel Ellis, Hunter Wilfert, Kristian Fountain, Betty Lamas, R.J. Cox, Matthew Linder, Traysen Geraldo, Jose Castillo, and Andrew O'Daye
- Congratulations to the following students for Academic Achievement, 2<sup>nd</sup> Quarter Honor Roll; Amy Arias, Pedro Cano, Francisco Chavez, Matthew Linder, Haley Machell, Sierra Martin, Megan Smith, Hunter Wilfert, Brianna Fawcett, Betty Lamas, Elizabeth Lavelle, Diego Lopez, Christopher Soper, Noemi Venegas and Nathally Resendiz
- Students are using the tablets received from the 1:1 Technology Mobile Grant in their Science and English classes

Mrs. Conrad asked Karen for additional information regarding the 1:1 Technology Mobile Project. Karen provided information based on personal experience; working very good, able to download applications that help with Human Anatomy, as well as other subject areas.

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

- Band-O-Rama is Thursday, February 28, 2013 in the gym from 7:00 – 9:00 p.m.
- Mr. Carson High will be held on Friday, March 1, 2013 at 6:30 p.m. at the Community Center
- Varsity baseball game will be played at 4:00 p.m. on Thursday, March 7, 2013 vs. Elko High School
- Humanity Benefit Concert is Friday, March 8, 2013 at 6:00 p.m. in Senator Square

Mr. Reynolds reported on the following activities at Fremont Elementary School:

- Citi National Bank presented Fremont Elementary School with books worth approximately \$7,200

Mr. Cacioppo provided an update for Carson High School:

- Carson High School:
  - Track & Field activities are beginning; approximately 40 students attended the long distance practice
  - Cross Country students are working to repair their damaged banner
  - Discussions have taken place regarding a Wall of Fame at the football stadium for multiple sports; records that have been set by Carson High School students, records set on Carson High School property by students from other schools, etc.

Mrs. Crossman provided an update for Fritsch Elementary School:

- Fritsch Elementary School:
  - Space Camp fundraiser will be held on Tuesday, March 12<sup>th</sup> at the Gold Dust West Bowling Center from 5:00 – 8:00 p.m.
  - Parent Teacher Association (PTA) meeting on Thursday, March 7<sup>th</sup> at 11:30 a.m.

- A musical play, "Character Matters" was hosted by 4<sup>th</sup> & 5<sup>th</sup> grade students on February 26<sup>th</sup>. Assistance for the production was provided by the Wildhorse Children's Theater.
- PTA is hosting the "Hop on Pop" breakfast at 7:30 a.m. on March 1<sup>st</sup>. The activity will conclude a celebration of reading, Dr. Seuss's Birthday and provide an opportunity for fathers to sign up for the "Watch Dogs" program; donation of time once a year to volunteer in the school.
- Science Fair winners include; 3<sup>rd</sup> place winners; Jared Brio, Ian Fontaine, Emily Wolff, Jens Robison, Gianna Johnson, Andrew Kalicki, Nolan Olsen, Nate Amrhein, Camdyn Meikrantz, Ben Newmeyer, Brian Conner Collier and Sophie Fliedler; 2<sup>nd</sup> place winners; Jonah Toral, Evan Peterson, Parker Lehmann, Riley Patterson, Gabe Crossman, Andrew Morris, Eric Billings, Seanna Lemaster, Kyle Holloway, Gwen Crossman, Cole Johnson, Lauren Trejo; 1<sup>st</sup> place winners; Tanner Hunt, Lily Romans, Bryce Peterson, Alexandra Llamas, Veronica Burson, Eric Tomita, Jasmine Wong-Fortunado, Jacob Crossman, Kyra Brugman, Anni Robison, John Vetrice, Brooke Robinson and Garrett Tibma. The 1<sup>st</sup> place winners will be competing at the District Science Fair on March 6<sup>th</sup>.

Mrs. Myers commented on an application which is available to students on their iPads, iPods and iPhones called "My Homework". The program also identifies areas for Special Education students.

Mr. Swirczek asked Mr. Lee Conley, Principal, Eagle Valley Middle School to provide an update:

- Extended good luck wishes to Jessie Ye as he prepares to travel to Las Vegas for the State Spelling Bee. Mr. Conley also extended good luck wishes to the Science Olympiad team on their upcoming competition.
- Publicly thanked Mr. Dan Brown, Science Fair District Coordinator, Ms. Chris Whitcome, Eagle Valley Middle School Science Teacher and Mrs. Lisa Stocke-Koop, Science, Technology, Engineering and Math (STEM) Facilitator. 23 presenters are confirmed for Science/Technology Night on March 6, 2013.

Mr. Swirczek attended the Grand Opening at the Carson City Library; a learning environment that allows students, parents, etc. the ability to combine academic knowledge and skills with creativity and imagination.

Mrs. Wilke-McCulloch reported on the following items:

- Empire Elementary School Reading Week takes place March 4<sup>th</sup> – 8<sup>th</sup>; members of the public will be reading to students on Thursday, March 7, 2013
- Attended a Senior Project fashion show at the Community Center

Mrs. Wilke-McCulloch provided a report from the Nevada Association of School Boards:

- Attending a meeting with Executive Board on Saturday, March 23, 2013

Mrs. Conrad reported on the following activities:

- Mark Twain Elementary School completed their Reading Week on Friday, March 1, 2013; students read 113,000 pages. A brief student assembly was held encouraging students to read.
- Students at Bordewich Bray Elementary School raised \$1,350.00 for the Nevada Children's' Cancer Fund. Ms. Hodorowicz, 2<sup>nd</sup> grade teacher and Mrs. Heath, Cafeteria Manager, shaved their heads.
- The security change made at Bordewich Bray Elementary School is working out nicely

## **ASSOCIATION REPORTS**

There were no association reports.

## **PUBLIC COMMENT**

There was no public comment.

## **INFORMATIONAL UPDATE ON THE SCHOOL IMPROVEMENT GRANT (SIG) AT EAGLE VALLEY MIDDLE SCHOOL**

Mr. Lee Conley and Mrs. Karen Simms, Vice Principal, Eagle Valley Middle School presented an update on the School Improvement Grant (SIG) at Eagle Valley Middle School.

Mr. Conley commented on two methods of an educational system; Learner Centered vs. Delivery Centered. The four critical traits of the Learner Centered Educational System include; curriculum, assessment, instruction and organizational development.

Mrs. Simms presented information on the components of the model:

- Curriculum – teachers work together collaborating, establish high quality learning targets, and refine targets to meet requirements of Common Core State Standards (CCSS). Social Studies and Career and Technical Education (CTE) are required to have a literacy based piece to their curriculum and assessment. Professional Learning Communities (PLC's) are working together, collaborating with colleagues at Carson Middle School.
- Assessment – Common assessments are in place; 6<sup>th</sup> grade students in Social Studies will have the same unit assessment to assure that the Standards are being taught, that students are proficient with the Standards and that they are reaching mastery. From the assessments, teachers enter data into a main data system called Apperson.
- Learning Guides – every student receives a learning guide from their core curricular teacher at the beginning of a new unit, which includes the objectives, key vocabulary and questions about what the student will know and be able to do upon completion of the unit. Parents are informed quarterly about the unit students will be studying in the core content areas. Ms. Vanessa Macias, Parent Liaison, collects the information during the PLC's, mailing it to families.
- Pacing Guides – have been in place for three years on Rubicon and are also available for parents to view.
- Adjusting Instruction – moving towards data based decision making, reviewing learning expectations, changing focus on student mastery, more learner centered, teachers check for understanding and provide feedback to students to monitor progress towards mastery.

As an example, the English Language Arts (ELA) Department has a quarter test that is given every two weeks to assure students are mastering the information prior to the quarter test.

- Professional Learning Communities – every curricular area meets weekly, facilitated by department chairpersons; compare data, quarterly PLC feedback, etc.

Mr. Conley highlighted their accomplishments:

- Working with Carson Middle School has allowed for the development of common assessments
- Development of data base, allowing for item analysis of tests
- Teachers are sharing data; common direction for teachers
- Teachers changing stance; self-reflection

Mr. Conley presented a graph identifying student ELA performance over the last three years for Individualized Educational Program (IEP), Limited English Proficiency (LEP) and Free and Reduced Lunch (FRL) population. The first two years, the results fluctuated up and down; however, a steady increase has been seen over the last year. The Math results reflect a steady increase of approximately 78% for the school.

Mr. Conley commented on how he believes the Race to the Top Grant application was based on accomplishments made at Eagle Valley Middle School through the School Improvement Grant. Mr. Conley is excited and looking forward to providing assistance to the secondary schools during the implementation process associated with the Race to the Top Grant.

Mrs. Myers commented on gaps between IEP students and other students. Mrs. Myers inquired as to where students are receiving their ELA instruction. Mr. Conley explained that inclusion is utilized, keeping the students in the regular education classroom as much as possible. The School Improvement Grant has allowed for an additional Special Education Teacher. There are currently 4 Special Ed teachers and 2 Para-Professionals that are able to provide assistance to the student's right then or by temporarily pulling them from the class. Based on their Measured Academic Progress (MAP) data, students receive additional skills development and instruction, at their level in Math and Reading in an Academic Strategies class. Students also have access to a Directive Studies class, which provides extra help in the core subjects. Mr. Conley commented on how teachers are utilizing reading skills in the classroom. Some Special Education students receive specialized instruction. Following confirmation that Eagle Valley Middle School has Special Education teachers highly qualified in ELA, Mrs. Myers asked for additional information on the location of the teachers. Mr. Conley explained that Special Education teachers are matched with ELA teachers that they will be "pushing in" with. In addition, there is an after school program for Special Ed students that allows them an additional 1 ½ hour of help. Mrs. Myers inquired about the model being used when teachers "push in" to classrooms. Mrs. Simms explained that Eagle Valley Middle School is utilizing the Inclusion Model. For clarification, Mrs. Simms explained that Special Ed students are in "clusters"; Special Education teacher follows the student throughout the day, allowing, as necessary the teacher to do small group instruction. An additional Reading 180 class, taught by a Special Education teacher is also available for Special Education students.

Mrs. Simms commented on the number of changes to the ELA writing portion of the test over the last several years. Mrs. Myers inquired about the percentage of Learning Disabled students that are fully "included". Mrs. Simms explained that with the exception of Comprehensive Life Skills (CLS) students, 100% are "included". There is also one period of General Studies for each grade level.

Mrs. Crossman asked for the definition of LEP. Mr. Conley explained that LEP means Limited English Proficient.

In relation to Professional Learning Communities, Mr. Reynolds asked Mr. Conley about his comfort level of an assessment by one teacher, by grade, compared to another teacher teaching the same subject. Mr. Conley explained that the assessments are the same. During PLC's, teachers analyze and discuss their assessment results to identify areas for adjustments. Mr. Reynolds commented on methods associated with implementing the Race to the Top Grant. Mr. Conley highlighted common items; assessment, learning guides, transparent data, etc. Mr. Conley also commented on items of importance for new staff associated with the Race to the Grant; meet, plan and openly communicate together. There will be Implementation Specialists; 2 at Eagle Valley Middle, 3 at Carson Middle School and 7 at Carson High School, an Administrator on Special Assignment and a Career and Technical Education (CTE) Teacher on special assignment.

Mr. Cacioppo inquired about how the district is doing on the Criterion Reference Tests (CRT); cause for decreases and projections for the future. Mr. Conley explained that there was a change in the test; therefore, the State had approximately a 20% decrease in proficiency in ELA vs. a 6% decrease at Eagle Valley Middle School. Mr. Conley believes there will be a nationwide decrease due to rigor and the test changing to Smarter Balance Assessment Consortium (SBAC).

Mrs. Conrad commented on student remediation and inquired about how the teacher will fit into the schedule. Mr. Brian Wallace, Teacher, Eagle Valley Middle School explained that open discussions take place during PLC's; what did the student miss and why? They relook at the questions, relevancy, the best answer, etc. In addition to a test taking skill, it is the ability to reason and justify, self-access, etc. The re-teaching opportunity is available, when students just simply didn't understand and/or get it. Teachers are also beginning to spiral the curriculum upwards; re-examine key pieces and re-teach as necessary. Mr. Wallace also commented on the use and importance of pacing guides.

Mrs. Myers asked if the pacing guides are coordinated with ELA and Social Studies. As a teacher, Mr. Wallace commented on how ELA continues to be a moving target. Following two year of teaching English, Mr. Wallace now teaches Social Studies, which he can easily incorporate the two. Mrs. Myers confirmed that other teachers do work with ELA teachers. Mr. Wallace meets with his department chairperson, as well as Carson Middle School, where a joint history research project has been established. The project, which is completed early in the year, includes the historical significance of historical figures. In addition to the ELA component of a research paper, teachers are able to review and grade the paper for content.

Mr. Reynolds asked if any changes in student motivation have been seen. Mrs. Simms believes a majority of students are taking education seriously; self-reflection, students are submitting their learning guides, etc.

#### **DESIGNATION OF INDEPENDENT AUDIT FIRM FOR FISCAL YEAR 2013 AS REQUIRED BY NRS 354.624**

Mr. Anthony Turley, Director of Fiscal Services explained that per Nevada Revised Statue (NRS) the district is required to designate an audit firm and notify the Department of Education by March 30, 2013. As a reminder, a Request for Proposal (RFP) was completed last year. The Bullard Macy Group was selected following the process and a three (3) year agreement, with extensions was approved. The audit for fiscal year 2012 was successful, completed and submitted in a timely manner. They were selected for their expertise and their reduced fees. The fee submitted for fiscal year 2013 increased slightly from \$57,000 to \$59,100. Mr. Turley highly recommends the district's continued work with Bullard Macy Group and the Board's approval of the Engagement Letter for fiscal year 2013.

As a reminder, Mr. Reynolds confirmed that the initial RFP included a two (2) year agreement. Mr. Turley explained that a three (3) year agreement with Bullard Macy Group was approved last year.

Mrs. Myers commented on the fee increase. Mr. Turley explained that the increase was approximately 4%; \$57,000 to \$59,100. Mrs. Myers inquired about the reason for the increase. Mr. Turley explained that there were a few items that made it possible for Bullard Macy Group to begin working right away; previous experience with same financial software, able to begin work immediately, etc. In addition, they have developed a business model that allows the partners to complete audit work at the job location. The rate increase for fiscal year 2013 is associated with fuel, cost of living, etc. They do not charge extra for expenses. Mr. Turley has also utilized Bullard Macy Group for consulting purposes, with no additional fees.

It was moved by Mr. Ron Swirczek, seconded by Mrs. Laurel Crossman, **that the Carson City School District Board of Trustees approve the Audit Firm of Bullard and Macy Group as the auditors for fiscal year 2013 and that the contract will be in the amount, not to exceed \$59,100.** Motion carried unanimously.

#### **2013 NEVADA LEGISLATIVE UPDATE: REPORT ON ITEMS OF INTEREST RELATING TO EDUCATION**

Mr. Stokes reported that the Legislative session is in their fourth week. Dr. Mary Pierczynski is working as a paid lobbyist for Nevada Association of School Superintendents (NASS), providing information to Mr. Stokes on items of importance related to education.

Mr. Stokes highlighted several items of importance:

- Assembly Bill 85 (AB85) – original Bill was presented, however, additional changes to clear the language associated with construction joiner bids
- Senator Ford has put forth an idea regarding a Parent Revolution; concept used in other States that allows parents or a group of parents the opportunity to challenge the ability used in association with the Accountability System. Senator Ford has asked a group of individuals to speak on this subject.

- Senator Kieckhefer, along with Mr. Stokes, Mr. Swirczek and Carson High School administrative staff recognized Mr. Adam Whatley, Nevada State Teacher of the Year on the Senate Floor
- AB163 and Senate Bill 182 (SB182) regarding Early Childhood Education was presented at a Joint Committee meeting. The majority of those testifying stressed the importance of engaging student in learning activities. SB182 is associated with changing the mandatory attendance age for students from age 7 to age 5. There were several opponents of homeschooling in attendance.

Mr. Reynolds inquired about additional information associated with the proposal for different funding sources. Mr. Stokes explained that the topic was brought up during the Joint Committee meeting; however, the funding source is unknown at this time. Mr. Stokes explained that the first Distributive School Account (DSA) hearing is scheduled on Friday, March 1, 2013 at 8:00 a.m. in Room 4100.

- AB161 – is associated with preventing students from going past the 3<sup>rd</sup> grade if they show any deficiencies in reading. Mr. Stokes explained that there are many unknowns at this time; definitions, what determines who should or shouldn't be promoted, etc.

The presentation of iNVEST will be made on Wednesday, March 13, 2013 at 3:30 p.m. The iNVEST document has been endorsed by NASS for the past ten years.

**DISCUSSION AND POSSIBLE ACTION TO APPROVE THE EVALUATION FORMAT TO BE USED TO COMPLETE THE SUPERINTENDENT'S EVALUATION FOR THE 2012 CALENDAR YEAR**

Mrs. Conrad thanked Mrs. Myers and Mrs. Wilke-McCulloch for their work on creating the evaluation forms.

Mrs. Wilke-McCulloch explained that the document she provided is a worksheet with the same information, except it provides an area for comments, supporting data, etc. Mrs. Wilke-McCulloch also believes the definitions for "Need to Improve", "Satisfactory", "Very Satisfactory", and "Superior" need to be explained.

Mrs. Myers explained that she took Mr. Stokes' contract and goals along with information provided by Mr. Swirczek and Mrs. Conrad and created an evaluation form that includes; Employer/Superintendent Relations, Community Relations, Staff/Personnel Relations, Educational Programs, Business/Financial and Professional Leadership Development. In addition, a rating in each area, along with an overall rating must be completed. Mrs. Myers suggested that each board member provide a score for each topic; return them for final tabulation, including an overall average score. Mrs. Myers believes Mr. Stokes should annually provide a verbal and written update on his goals.

Mr. Swirczek commented on the differences between a professional evaluation vs. a clerical evaluation and believes the Superintendent's evaluation should be kept at the professional level.

Mrs. Conrad commented on the revised rating currently included on the report cards.

Mr. Reynolds expressed concerns with what the evaluation form might look like for the coming year. He also views the evaluation as a two-sided process; a standard of operations that could be applied to most Superintendents and goals for the coming year. Mr. Reynolds also commented that there are seven items related to "Board Relations" vs. only two for Educational and Professional Leader.

Mrs. Myers agreed with Mr. Reynolds and asked that additional comments be provided. Mrs. Myers also explained that items resembling a goal were removed from the original draft copy of the document.



For future discussion, Mr. Reynolds presented the idea of identifying how to judge the “State of the District”.

Mrs. Wilke-McCulloch expressed the desire to continue discussions regarding a two part evaluation form for the coming year.

Mrs. Myers suggested that based on his goals, Mr. Stokes should provide the “State of the District” presentation at the 1<sup>st</sup> meeting in March and that the evaluation forms would be provided at the same time of the meeting, allowing Board Members time to complete the evaluation and present it at the last meeting in March.

Mr. Reynolds explained that based on the Superintendent’s agreement, the timing and process of completing the evaluation can be changed.

Mrs. Conrad commented on the standard evaluation form that is available for use from the National Association of Superintendent’s. Mrs. Conrad also commented on the importance of completing an evaluation based on the person’s ability to do the job, keeping the goals separate. Mrs. Conrad agreed with Mrs. Myers’ suggestion of having the “State of the District” presentation, followed by the evaluation. In referencing the document provided by Mrs. Wilke-McCulloch, Mrs. Conrad would like to include information regarding student safety.

Personally, Mr. Reynolds would like to see the goals kept separate.

Mr. Cacioppo would like to use the evaluation format presented; however, he would also like to continue working on the forms that will be used in the future.

Mrs. Myers asked if anyone had anything to add to the “draft” copy of the evaluation form.

Mr. Cacioppo confirmed that the deadline to complete the evaluation is the last meeting in March, 2013.

Mr. Swirczek asked for clarification regarding the goals. Mr. Reynolds explained that he believes there should be yearly expectations of the Superintendent’s job. In addition, there should also be specific goals, some of which may be included in the annual expectations.

Mr. Swirczek asked if the goals for 2012 were included in the evaluation for 2012. Mrs. Conrad expressed the intent; to evaluate Mr. Stokes on his ability to be the Superintendent and do his job. Mrs. Conrad believes the evaluation form should be generic and remain the same yearly, with the goals changing each year.

Mrs. Myers commented on how some of the specific goals were included in the evaluation.

Mr. Reynolds explained that some goals can be taken and included in the evaluation form.

Mrs. Conrad compared qualitative; is one doing their job vs. quantitative; meeting goals, looking at data, etc.

Mr. Cacioppo inquired as to comfort level of the other members as it relates to having only 2 comments in the heading of Educational Professional Leadership. Mr. Cacioppo also commented on the inclusion of tracking student achievement.

Mrs. Myers asked that each Board member review the evaluation form and that comments be submitted to Mrs. Renae Cortez, Executive Administrative Assistant.

Mr. Reynolds asked Mr. Stokes if he is okay with the format. Mr. Stokes believes the evaluation form should be well defined and used annually.

Mrs. Crossman asked for additional information regarding the definitions of “Unsatisfactory, Satisfactory, Need of Improvement, and Superior”.

**APPROVAL OF CONSENT AGENDA**

It was moved by Mrs. Barbara Myers, seconded by Mr. Ron Swirczek, **that the Carson City School Board of Trustees approve consent agenda items (A), (B), (E), (J), and (K) as submitted.** Motion carried unanimously.

**REQUEST FOR FUTURE AGENDA TOPICS**

Mrs. Wilke-McCulloch ask that a presentation on the Lompa Land and Ms. Dorothy Arrazi's letter, including a plot plan be given at a future meeting.

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

**ANNOUNCEMENT OF MEETINGS**

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, March 12, 2013.

**ADJOURNMENT**

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

\_\_\_\_\_  
Ron Swirczek, Clerk

\_\_\_\_\_  
Date