

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

**Tuesday, November 27, 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  
Joanna Wilson, Member  
Jim Lemaire, Member  
Barbara Myers, Member  
Ron Swirczek, Member  
Richard Stokes, Superintendent  
Mike Pavlakis, Legal Counsel

Members Absent  
None

Board Member Barbara Myers led the Pledge of Allegiance.

**ACTION TO ADOPT THE AGENDA**

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

**SUPERINTENDENT’S REPORT**

- Early Release Day on Wednesday, November 28, 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.
- The District’s 5<sup>th</sup> grade music students will perform on Friday, December 7, 2012 at the annual Silver and Snowflake Tree Lighting Ceremony. The festivities begin at 5:30 p.m. at the Capitol Building.
- There are several upcoming holiday programs scheduled at the schools. Additional information is available on the website; [www.carsoncityschools.com](http://www.carsoncityschools.com) .
- Saturday, December 8, 2012 from 8:00 a.m. – 2:00 p.m. a playground will be built at Bordewich Bray Elementary School by a donation received from “Let Them Be Kids”
- Notice was received from the Department of Education that the Carson City School District is one of 61 finalists eligible for the “Race to the Top” grant. The district applied for \$10 million of an available \$400 million. Mr. Stokes recognized the work of the staff, the grants department and the community for their work on the application.

Mrs. Wilson asked if the funds were assigned. If successful in receiving the funds, Mr. Stokes explained that there are certain expectations; particular “turn-around” activities at the schools. The money will not go into the General Fund; however, staff laid off as a result of budget cuts for 2013-2014, could be considered for jobs associated with the grant.

## **BOARD REPORTS**

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

- Student Leadership prepared and delivered 18 Thanksgiving baskets to families in need
- Student Leadership is collecting toys for special needs children at Carson Tahoe Hospital
- Parent Advisory Committee continues to meet monthly with Student Leadership, contact the office to sign-up and participate

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

- Basketball teams played their first games on Tuesday, November 27, 2012
- Student council will be hosting their annual Dodgeball Tournament
- SAT test will be given on Saturday, December 1, 2012
- Wrestling team will be hosting the Capital City Duals on Saturday, December 1, 2012 in the gym
- Varsity Basketball teams will host their first home game against Galena High School on Monday, December 3, 2012; Girls play at 5:15 p.m., Boys play at 7:00 p.m.
- Carson High School will host the Capital Classic Basketball Tournament from Thursday, December 6 - Saturday, December 8, 2012

Mrs. Wilke-McCulloch reported on the following activities:

- USA Today is hosting a contest on the countries "Best Rivalry"; Carson vs. Douglas is included in the test; to vote go to [www.usatodayhss.com](http://www.usatodayhss.com)
- Carson High School Craft Fair held on November 16 – 17, 2012 was very successful

Mrs. Wilke-McCulloch provided a report on Nevada Association of School Boards (NASB):

- Annual conference was held on Thursday, November 16, 2012 and Friday, November 17, 2012 at the Atlantis Hotel in Reno, Nevada. Ms. Chris Miller from Storey County is the new President-Elect.

## **ASSOCIATION REPORTS**

There were no association reports.

## **PUBLIC COMMENT**

There was no public comment.

## **PRESENTATION OF 2012-2013 CCSD BOARD SPONSORED "AMERICAN CITIZEN ESSAY CONTEST" WINNERS**

Mr. Stokes introduced the winners of the 2012-2013 "American Citizen Essay Contest". Mr. Stokes introduced Ms. Lynn Heislein, Vice President & Relationship Manager, Wells Fargo Bank. Wells Fargo Bank sponsored one of the \$125 cash prizes. There were 229 entries from public, private and homeschooled students in the area; 62 elementary school, 82 middle school and 85 high school. Last year there were 102 entries. The topic this year was *What do the following words from the National Anthem mean to you?...that our flag was still there.* The essays were judged in each grade level on adherence to topic, quality of writing and originality of thought. A panel of six judges read the essays; Ms. Lynn Heislein and Carson City School District Teachers; Mrs. Cheryl Macy, Mrs. Hilary Mendeguia, Mrs. Tracy McQuay, Ms. Linda Csiga and Ms. Amy Jensen. All winners were presented with a Certificate of Appreciation. The 3<sup>rd</sup> place winners received a cash prize of \$15.00, 2<sup>nd</sup> place winners received \$30.00 and 1<sup>st</sup> place winners in each school level read their essays and received a cash prize of \$80.00. The winners were:

- Elementary School – 1<sup>st</sup> place – Jaden Earle, 4<sup>th</sup> grade, Seeliger Elementary School  
2<sup>nd</sup> place – Damian Branco, 5<sup>th</sup> grade, Fritsch Elementary School  
3<sup>rd</sup> place – Citlaly Acosta, 5<sup>th</sup> grade, Fritsch Elementary School
- Middle School – 1<sup>st</sup> place – Claire Benson, 7<sup>th</sup> grade, Bethlehem Lutheran School  
2<sup>nd</sup> place – Joseph Gallo, 6<sup>th</sup> grade, Bethlehem Lutheran School  
3<sup>rd</sup> place – Rachel Hall, 7<sup>th</sup> grade, Bethlehem Lutheran School

- High School – 1<sup>st</sup> place – Noemi Ortiz, 9<sup>th</sup> grade, Carson High School
- 2<sup>nd</sup> place – Maddison Saarem, 12<sup>th</sup> grade, Carson High School
- 3<sup>rd</sup> place – Emily Chandler, 9<sup>th</sup> grade, Carson High School

**PRESENTATION OF CARSON CITY'S PROCLAMATION OF "NATIONAL PARENTAL INVOLVEMENT DAY" ON NOVEMBER 15, 2012 AND RECOGNITION OF PARENT VOLUNTEER, GLEN MARTEL**

Mrs. Lynnette Conrad explained that National Parent Involvement Day was Thursday, November 15, 2012. Every year the third Thursday in November is identified as National Parent Involvement Day. The day allows for recognition of parent volunteers and to encourage other parents to volunteer. This also ties into the Strategic goal of empowering families to positively impact their child's education. Mrs. Conrad commented on information available on the internet pertaining to Parent Involvement and the number of studies that identify how well students do when families get involved in their child's education. As a parent, Mrs. Conrad believes it is the responsibility of the parent to talk with their child and get involved.

In recognition of National Parent Involvement Day, Mr. Reynolds presented a plaque to parent volunteer, Mr. Glen Martel for volunteering his time at Carson High School. Mr. Martel helped on the Carson High School Accreditation Oversight Committee and participated in the accreditation visit. Mr. Martel outlined several Accreditation sub-committee meetings that were recently held:

- Schedule and procedures; establishing several surveys, discussions amongst teachers
- Technology and College, Career Readiness; working together to create a digital portfolio for students
- Communications; how does the school communicate with parents, families, community etc.
- Health and Wellness; looking at schedule to determine how that can be incorporated
- FYP Committee; coordination of homework and class work
- Accomplishment and Needs; looking at ways to consolidate

Mr. Martel encouraged other parents to get involved with the schools. In closing, Mrs. Conrad encouraged others to volunteer and become involved in their student's education.

**PRESENTATION AND ACTION ON FY2012 ANNUAL INDEPENDENT AUDIT AND REPORT OF FINANCIAL STATEMENTS AS REQUIRED UNDER NRS 354.624**

Mr. Anthony Turley, Director of Fiscal Services explained that the district is required to present the annual audit report. Mr. Turley reported that for the first time in several years, the district is in compliance with NRS 354.624. Mr. Turley explained that he has received and distributed a copy of the Management Letter, which will not be included in the audit report. This information will be presented at a future Board meeting.

Mr. Turley introduced Mr. Jason Bullard, Accountant and Mr. Dave Silva, Managing Partner with Bullard Macy Group. Mr. Bullard provided a power point presentation to detail the Independent Audit and Financial Statements for FY2012. (A copy is included in the permanent record.)

Mr. Bullard provided a report on various sections included in the audit report:

- Management's Discussion and Analysis (MD and A); perspective from management, provides an overview of the financial statement
- Basic Financial Statements; government financial and major funds statement, budget to actual schedules and balance sheet information
- Notes to Financial Statements; provides additional detail
- Supplemental Schedules; comprised of non-major budget to actual schedule, information on Student Activity Funds
- Compliance Section

The document includes three audit reports:

- Report on Financial Statements
- Report on Internal Control & Compliance; Government Auditing Standards
- Report on Federal Award Program Compliance and Internal Controls over Compliance; OMB Circular A-133

Mr. Bullard reported that information regarding the Report on Internal Control & Compliance and Federal Award Programs is associated with internal controls; daily duties and tasks performed by the finance department to record transactions accurately. Due to time constraints, the audit firm does not look at every transaction that took place throughout the year. The audit team reviews the system of internal control; interview and talk with staff from various departments. A test on the internal controls is conducted to verify that the controls in place are operating effectively. Mr. Bullard explained that they do not give an opinion on the internal controls; however, they do report on material weaknesses or an instance of non-compliance that would be of importance to the financial statements. Mr. Bullard reported that no material weaknesses were found or instances of non-compliance; a clean report.

Mr. Bullard explained that a single audit is completed regarding major programs associated with federal grants and the report includes compliance requirements associated with federal programs; direct and material compliance requirement. There were no material weaknesses or instances of non-compliance were found.

In the area of the financial statements, a review of major accounts is performed to identify any possible material misstatements. If any were identified, an audit adjustment would be suggested. In conclusion, there was no material misstatement, which is referred to as an unqualified or clean report. This report provides the highest level of assurance; the financial statements are very good.

Mr. Bullard commented on the six major federal award programs; Special Education, Title I, Part A, Title I; School Improvement, Title II, Part A; Improving Teacher Quality; Education Jobs Fund and Child Nutrition. There were no major findings in these programs and they make up a large portion of the total federal assistance for the year.

Mr. Bullard provided additional highlights from the audit:

- Bond issuances and refunding; \$10 million issued in July, 2011 and a refunding of approximately \$4 million
- Energy rebates received; approximately \$8.2 million in photo voltaic rebates received and used to pay down medium term bonds
- Major capital asset activity; provides detail in and out of Construction in Progress
- Fund balances and Governmental Accounting Standards Board (GASB) 54; implemented in 2011 to reclassify fund balances in accordance with new criteria and classifications
- GASB 45 implementation and prior period adjustment; financial reporting for employers with post-employment benefits other than pensions. There is an actual liability that should be recognized on the financial statements. The information comes from an actuarial evaluation, which provides information on the financial liability, which is reported on the financial statement. An actuarial evaluation was performed in October, 2012, and back dated to July, 2008 for fiscal year 2008-2009, when it was originally required to be implemented. As a result, a prior period adjustment was made which effects the government wide financial statement; does not affect the fund balance.

Mr. Bullard briefly reviewed the fund balance with 5 year comparisons:

- General and Special Revenue funds; operating funds – as of June 30, 2012, the 2<sup>nd</sup> year the fund balance declined; expenditures exceeded revenues
- Government Finance Officers Association (GFOA) provides recommendations regarding the level for general fund, ending fund balance; 2 months or 17% of the subsequent years budget to account for variations in revenue and possible budget shortfalls
- As of June 30, 2012, the general fund level was 20%, which reflects a good fund balance

Mr. Bullard commented on a required letter that is sent to the Board, which includes information and a schedule of audit adjustments. In addition, a Management Letter is required which includes observations and recommendations in particular areas noted throughout the audit. The letter also provides a "heads up" on future accounting standards; currently, they do not apply, however, a standard has been issued which may become effective in 1 to 3 years.

Mr. Bullard publicly thanked district staff for their work during the audit process.

Mr. Lemaire asked for clarification between unqualified vs. qualified. Mr. Bullard explained that unqualified, is good, there are no qualifications on the opinion; highest assurance one can receive.

Mrs. Myers commented on information, regarding obligations for past employees. Mrs. Myers asked for information on how a 403b affects the district; is there a liability. Mr. Bullard explained that the 403b, Deferred Compensation Plan is money already set aside, the district does not have any ongoing responsibility or reporting requirement. Mrs. Myers asked why the information is included in the audit. Mr. Bullard explained that the information is required in the notes for informational purposes.

Mrs. Conrad commented on the different amount identified in the original special programs and instruction of \$449,870 vs. the final amount. Mr. Bullard explained that corrections were made when it was discovered that they were coded incorrectly. Mr. Turley explained that in fiscal year 2011, the statewide standard chart of accounts was implemented. As the budget for fiscal year 2012 was created, not all of the accounts had been impacted. The State chart of accounts changed some of the classifications for some of the programs; therefore creating the need to "clean-up" the accounts.

Mrs. Wilke-McCulloch asked for additional information regarding co-curricular activity. Mr. Turley explained that it is activities other than regular instructional programs; not athletic teams, i.e., speech and debate teams, student leadership, etc.

Mr. Swirczek asked for clarification on the terminology between Government Service Tax vs. Motor Vehicle Privilege Tax. Mr. Turley believes the correct terminology is Government Service Tax.

Mr. Reynolds commented on having an ending fund balance of 20% vs. the recommended 17%; is a portion obligated to projected expenses. Mr. Turley referenced the notes on the financial statement; is an assigned balance for next year's expenditures of approximately \$5.5 million. The budget plan adopted by the Board for fiscal year 2013 is considered an assigned fund balance. Mr. Reynolds commented on the amount identified in the workers compensation insurance fund. Mr. Turley explained that the district is now self-insured for workers compensation insurance. As a result of doing so, the district has built a reserve, as the district has a reinsurance limit of \$300,000. Anything above that amount would be covered by the reinsurance. The plan is, to continue to grow the balance, anticipating a balance of \$450,000 in the coming year.

It was moved by Mr. Jim Lemaire, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the 2012 audit report and instruct the Director of Fiscal Services to file the report as public record in accordance with NRS 354.624.** Motion carried unanimously.

**PRESENTATION FROM OWNER'S REPRESENTATIVE ON DISTRICT BOND PROJECTS AT CARSON HIGH SCHOOL, EAGLE VALLEY MIDDLE SCHOOL AND EMPIRE ELEMENTARY SCHOOL; INCLUDING A REPORT ON THE BUDGET FOR THESE BOND PROJECTS**

Mr. Mike Mitchell, Owner's Representative, Mike Mitchell Management provided an update on the bond projects at Empire Elementary School, Eagle Valley Middle School and the wrestling/weight room addition at Carson High School. Mr. Mitchell recognized Mr. Bill Miles, Miles Construction for managing the construction projects. Mr. Mitchell outlined the partners associated with a Construction Manager at Risk (CMAR); owner; Superintendent and School Board, user; teachers,

students, etc.; and the contractor. Mr. Mitchell also recognized Mr. Kevin Monsey, Partner, Mike Mitchell Management for his knowledge in construction and the budget.

Mr. Mitchell presented a power point presentation outlining the budget for the projects. (A copy is included in the permanent record.)

On all three projects, Mr. Mitchell commented on the first allocation from the Master Plan for the Bond in addition to items presented to the Board as additional scopes of work during construction. The requests were brought back before the Bond Oversight Committee for review and in some cases, during construction; opportunities were taken to include enhancements to older portions of the school that were presented to the Board, evaluated and approved.

Mr. Mitchell commented on the CMAR concept and the available incentive the contractor could participate in, if they come in under the guarantee maximum price. The goal was to stay within the guarantee maximum.

Empire Elementary School:

- \$7.6 million allocated in the Master Plan (MP) for removal of portable classrooms
- \$800,000 for additional mechanical work

During the course of construction at Empire Elementary School the following was added:

- \$30,000 for carpet
- \$35,000 for painting
- \$30,000 for fencing
- \$80,000 for low voltage; technology enhancements to old system
- \$50,000 for Furniture, Fixtures and Equipment (FF&E)
- \$75,000 for temporary set-up for portables
- \$1.1 million total added to Empire Elementary School

Eagle Valley Middle School:

- \$5.9 million originally allocated in the MP
- \$3.1 million for design change to include modified entry, new lockers, enlarge the gymnasium, new administration area, etc.
- \$800,000 for additional mechanical work

During the course of construction at Eagle Valley Middle School the following was added:

- \$75,000 for carpet
- \$300,000 for new roof
- \$100,000 for duct work
- \$125,000 for low voltage
- \$100,000 for FF&E
- \$4.6 million total added to Eagle Valley Middle School

Carson High School:

- \$1.05 million originally allocated in the MP for one-story wrestling room
- \$425,000 for design change to include 2<sup>nd</sup> floor

Added during the course of the construction:

- \$35,000 for site paving/drainage
- \$35,000 to paint existing building
- \$35,000 remodel existing, with conditions originally unknown
- \$530,000 total added to Carson High School

Mr. Mitchell recapped the project costs:

- Eagle Valley Middle School:
  - Master Plan - \$5.9 million; added scope - \$4.6 million; total - \$10.5 million
- Empire Elementary School:

- Master Plan - \$76. Million; added scope \$1.1 million; total - \$8.7 million
- Carson High School wrestling and weight lifting:
  - Master Plan - \$1.05 million; added scope - \$500,000; total - \$1.58 million
- Totals:
  - Master Plan - \$14.55 million; added scope - \$6.23 million; total - \$20.78 million

Mr. Mitchell explained that he has worked with Mr. Turley and the money is accounted for in other funds, within the overall budget established, following the request for additional money. There are several issues that are unresolved at Empire Elementary School and Eagle Valley Middle School; air-lock issue in the main entrance.

Mrs. Wilson publicly thanked Mr. Mitchell, Mr. Monsey and Mr. Miles for their hard work over the last twelve years.

Mr. Lemaire concurred with the comments made by Mrs. Wilson. Mr. Lemaire commented on the differences associated with funding for construction vs. funding for staff, benefits, programs, etc.

Mrs. Myers commented on what she remembered approving as a citizen, prior to serving as a Carson City School District Trustee; having a card lock system at all the schools. Mrs. Myers believes people remember information associated with approving bonds. Mrs. Myers expressed concern with some of the items; wrestling/weight room addition at Carson High School; however, she is pleased to see that some of the sites have improved the main entrance and modified how people are entering the schools.

Mr. Swirczek believes “safe and secure” entrances at each school is yet to be completed, it has not been eliminated. The presentation for Eagle Valley Middle School, Empire Elementary School and Carson High School provided information regarding Phase I Bond projects. In addition, Mr. Swirczek commented on the positive changes associated with the construction work. He also commented on the importance of having safe and secure entries at each school.

Mr. Mitchell explained that a card-lock system had been considered very early in the Master Plan. As work began on the design, comparing systems, etc., it was determined that the long-term maintenance and operation of the system was not cost effective. The decisions regarding the card-lock system was evaluated through the Bond Oversight Committee. Discussions on how the system would work took place with the administrators, teachers, etc. Mr. Mitchell believes the keying system currently in place, allows for non-expensive, efficient operations. In addition, Mr. Mitchell believes the right decision regarding the card-lock system was made. Mr. Mitchell commented on possible delays associated with taking every line item back to the public; decisions such as this were made by the Bond Oversight Committee, with major changes presented to the Board.

Mrs. Conrad commented on the importance of the Bond Oversight Committee; thoughts are considered by the public, teachers, etc., prior to making decisions. Mrs. Conrad suggested that updates be provided by the Bond Oversight Committee regarding decisions made during the bond projects.

Mr. Reynolds commented on several objectives regarding the bond projects; projects were started in a timely manner and they provided jobs in the community. Mr. Reynolds inquired about what happens if a CMAR comes in to far under budget. Mr. Mitchell explained that when the guaranteed maximum is set, a reasonable amount is determined and not artificially raised, making sure the full value for the dollar established for the guaranteed maximum is received. Mr. Mitchell provided a scenario using the card-lock system; if a recommendation were made to eliminate the card-lock system as a way to save money, the request would be looked at from the owner’s perspective along with the site administrator to identify what is best for the district. In the case of the card-lock system, they were trying to stay within budget vs. saving money. Mr. Monsey commented on the shared savings clause typically used with CMAR’s.

**PRESENTATION OF SUPERINTENDENT'S REVISED BUDGET REDUCTION PLAN FOR FISCAL YEAR 2013-2014, INCLUDING AN UPDATE ON THE VOLUNTARY SEPARATION INCENTIVE PLAN**

Mr. Stokes commented on the plan presented during the November 13, 2012 School Board meeting associated with possible cost savings through modifications of staffing, purchases of material/services and current practices. Since that time, several things have occurred and should be considered.

Mr. Stokes provided information regarding costs associated with Success for All (SFA) reading program:

- SFA will be implemented over the next four years
- Cost projections for 2013-2014 are \$217,010; 2014-2015 is \$198,729; 2015-2016, when fully implemented at all schools, the cost will be \$180,000 or \$30,000 per site, which includes the purchase of material, site visits, etc. When the number of students enrolled at the elementary schools is included, excluding personnel costs, the cost for the program would be approximately \$52.00 per student, per year.

Mr. Stokes believes upon full implementation, that the district should review how the program is serving the students, compare information included in data from the previous year and that discussions should take place with staff regarding their experience with SFA and consideration given regarding the continued use of the program. Mr. Stokes thinks the district should have a unified reading program.

Mrs. Conrad shared a suggestion made by a teacher at Bordewich Bray Elementary School; have site coordinators from the schools go to other schools and complete the site evaluations vs. having the cost of SFA representatives complete the evaluations. Mrs. Conrad inquired about modifying the SFA program for the district. Mrs. Keema commented on that being one of the reasons they were chosen. Mrs. Keema will discuss this item with representatives from SFA.

Mr. Stokes explained that the SFA contracts are renewed annually; costs associated with training, etc. can be discussed.

Mrs. Myers commented on \$45,000 costs at Bordewich Bray and Empire Elementary Schools this year vs. \$30,000 for 2013-2014. Mrs. Keema explained that costs are associated with program updates; revised kindergarten program, reading instruction using technology, etc. The updates are also aligned with the Common Core State Standards (CCSS). Mrs. Myers verified that the costs presented are only associated directly to SFA. Mrs. Keema explained that the costs for Bordewich Bray were less in 2011-2012. Mrs. Myers verified that the presented costs do not include personnel costs. Mrs. Keema stated "yes", and reminded everyone that the classroom teacher's salary would be paid anyway. Mrs. Keema explained that tutors at the Title schools are paid for using Title I funds, not the general fund. Mrs. Myers inquired about Reading Specialists. Mrs. Keema explained that there is only one Reading Specialist for the district and that each site has a reading facilitator, which is paid for from the general fund. The Reading Specialist is certificated.

Mrs. Conrad inquired about differences from the Reading Specialist. Mrs. Keema explained that prior to her tenure, elementary schools had reading specialists and that the Title schools implemented the SFA program. At that time, Reading Specialists became known as an SFA Facilitator; changing their role. Non-Title schools kept the position title of Reading Specialist. As staff has retired over the years, the Reading Specialist position has been phased out. In addition, when SFA was implemented at Fremont Elementary School, the Reading Specialist became the Reading Facilitator. When the district adopted SFA, they were dedicated to providing one facilitator at each site.



Mr. Swirczek commented on the funding source and the number of Reading Specialists and tutors at Fremont Elementary School. Mrs. Keema explained that Ms. Robin Ross was a Reading Specialist at Fremont Elementary School; however, when SFA was implemented at Fremont Elementary School, Ms. Ross became the Reading Facilitator. In addition, Fremont Elementary School had two people during that time; arrangements for next year are currently underway. Mrs. Keema commented on the difference regarding Fremont Elementary School; as a non-title school, In Needs of Improvement, the district is required to provide additional support above and beyond the support for other schools. Therefore, the district provided support in the area of two tutors, allowing the position to remain at the school. However, given the current budget situation and no longer having No Child Left Behind (NCLB), Fremont Elementary Schools scores have improved, allowing flexibility in how the district provides support for the school.

Mr. Stokes added that Fritsch Elementary School and Seeliger Elementary School do not have a tutor, as they do not have Title I funding. Therefore, no tutoring positions have been established. Mrs. Keema explained that Seeliger Elementary School has a Native American tutor, who is being trained and paid for through a grant.

Dr. Jose Delfin, Associate Superintendent of Human Resources added that the district went from a partial to a full SFA district; Reading Specialist positions are now referred to as a Reading Facilitator.

Mr. Swirczek referenced information presented at the November 13, 2012 board meeting vs. comments regarding Reading Specialists. Dr. Delfin explained that the Reading Facilitator position and title will remain; the Reading Specialist will be phased out. Mrs. Keema explained that Fremont Elementary School had two people; one was identified as a Reading Facilitator, but due to their designation of "In Needs of Improvement", additional support was provided using American Recovery and Reinvestment Act (ARRA) funding.

Mr. Swirczek asked for clarification on the funding source for the three positions at Fremont Elementary; two tutors and one Reading Specialist. Dr. Delfin explained that one person will be reassigned at Fremont Elementary School. The goal Mr. Stokes was trying to identify is that three positions could be saved using Title I funding vs. the General Fund, regardless of what they are called.

Mrs. Myers shared information from her notes taken during the November 13, 2012 meeting; reduce one Reading Specialist and two tutor positions at Fremont Elementary School, with funding going to Title I. Mrs. Myers thought there was only one Reading Specialist; however a Reading Facilitator was already on staff. Mrs. Myers confirmed that Fremont Elementary School will have a Reading Facilitator and inquired as to the position that will be funded from Title I. Mr. Stokes explained that one certificated Full-Time Equivalent (FTE) and two classified positions will be funded from Title I. Mr. Stokes commented on how Principals are allowed to select and staff their sites within a given figure.

Mr. Stokes provided information comparing student/teacher ratios within districts in Nevada, including how the district looks. During the November 13, 2012 School Board meeting, Mr. Stokes proposed increasing student/teacher ratios to 22:1 in the primary grades. The information shows that the district is aligned with other districts.

Mr. Reynolds asked if the ratio of 22:1 is the projection next year for the district vs. ratios as of December 1, 2011. Mr. Stokes believes actual numbers were reported as of December 1, 2011.

Mrs. Myers commented on increasing student teacher ratios in grades 1<sup>st</sup> – 3<sup>rd</sup> to 22:1 vs. the ratios identified in the handout; 1<sup>st</sup> grade, 18:1; 2<sup>nd</sup> grade, 17:1; 3<sup>rd</sup> grade, 22:1. As a way to identify the seven FTE's as presented by Mr. Stokes on November 13, 2012, Mrs. Myers asked if the district was planning to do better regarding staffing. Mr. Stokes explained that if students were added to 1<sup>st</sup> and 2<sup>nd</sup> grade classes at the elementary schools, the number of teachers would be reduced; 3<sup>rd</sup> grade classes are already at 22:1. The district would staff according to the 22:1 student teacher ratio. Mrs. Myers inquired as what the district had been staffing to. Mr. Stokes explained that the district has been staffing; 1<sup>st</sup> grade – 18:1, 2<sup>nd</sup> grade – 19:1 and 3<sup>rd</sup> grade –

21:1, trying to stay within the Class Size Reduction (CSR) parameters. Mrs. Myers commented on the possibility of the overall ratio being higher across the district.

Mr. Stokes provided information related to district level management and staff, trying to clarify their assignments based on the number of staff and students serviced in the district. There are Principals, Managers, Directors and Associate Superintendents that have specific duties and departments they supervise. Mr. Stokes explained that over time, some titles have been changed, not necessarily the same title used when they were originally hired. Mr. Stokes identified the executive level of staff that comprise the Management Team; 2 Associate Superintendents and 2 Directors. There are also district-wide staff that have specific duties and responsibilities that pertain to the operational functions in the district.

Mrs. Conrad commented on the difficulty and sensitive nature of talking about positions in the district. Mrs. Conrad is focused on items that will have the least impact on students. Mrs. Conrad asked for additional information regarding the job of the Statistician vs. librarians. Mr. Stokes explained that Nevada has completed an update of the accountability system. The district has an individual that was first hired as a Statistician, but as information associated with NCLB and education became more involved regarding assessment, the position was reclassified to a Director of Assessment and Accountability. The district is required to publish a "Report Card", an assignment completed by Dr. Ricky Medina, Director of Assessment and Accountability. In addition, Dr. Medina assisted in building the new accountability system, which will be an asset to the district as we transition from NCLB to the new system. Through the State of Nevada, the district qualified for a federal school improvement grant for Eagle Valley Middle School, which included specialized training through the University of Virginia. Dr. Medina created a document that allows teachers in a classroom setting to take the students they are responsible for and converse with other teachers regarding grades, scores, etc., allowing the school to be student centered. Mr. Stokes believes Dr. Medina is an important part in continuing to move students forward.

Mrs. Keema explained that Dr. Medina is important in keeping the district current in building a great educational system. In addition, Mrs. Keema commented on the importance of having a unified evaluation and data system.

Mrs. Myers clarified that the district no longer has a Statistician and verified through the Nevada Appeals website, that Dr. Medina is now referred to as the Director of Accountability and Assessment. Mrs. Myers followed up with Mr. Stokes and learned that approximately one year ago, that Dr. Medina was reclassified to the Director of Assessment and Accountability. Mr. Stokes explained that Dr. Medina was originally hired as a Statistician; however, as the job duties changed, the title was changed to Director of Assessment and Accountability. Mrs. Myers commented on the confusion associated with Statistician vs. Director of Assessment and Accountability; however she does believe the district should have someone in charge of accountability and assessment. Mrs. Myers commented on the executive summary regarding the Race to the Top grant and the position associated with data collection and twelve Implementation Specialists. Mrs. Keema verified that Dr. Medina will build the system, it will not be necessary to seek an outside contract for this type of service. Mrs. Myers inquired about funding Dr. Medina's position out of the Race to the Top grant.

Mr. Swirczek invited trustee elects Mr. Joe Cacioppo and Mrs. Laurel Crossman to participate in the discussions.

Mr. Stokes explained that since the November 13, 2012 School Board meeting, the district received notification from the Public Employees Retirement System (PERS) of a 2% increase to the contribution rate for employees; a value of approximately \$400,000 for ½ of the increase. The process typically has the employer and employee splitting the increase; however, in the past, the district has paid the full amount of any contribution increase. The impact could be as high as \$800,000.

Mrs. Wilson asked if the collective bargaining agreement included information related to the district paying 100%. Mr. Stokes explained that the language in the agreement reflects the Statute; upon an increase the employer and employee share equally; however, it doesn't restrict other arrangements from being made.

Mr. Stokes reported that all four bargaining groups met on Monday, November 19<sup>th</sup> and Tuesday, 20<sup>th</sup> and was facilitated by Mr. Steve Kessler, Federal Mediation and Conciliation Service. Mr. Stokes publicly thanked the employee groups for coming together. The groups will meet again on Thursday, December 6, 2012.

Mr. Stokes provided an update on the Voluntary Separation Incentive Plan (VSIP); 32 employees have submitted the paperwork. The forms will be accepted until Friday, November 30, 2012. The impact on the district will not be known until all forms have been submitted. Some employees will be permitted to leave the district, some positions may be denied, due to operations within the district. Applications have been received from the following; 1 administrator, 23 certified staff, 7 classified staff and 1 nurse.

Mr. Stokes commented on the timeline and the number of things that need to be considered. A plan for potential cost-saving measures has been presented; however, it doesn't eliminate the option of doing other things. There are several items that could change the approach to the cost-saving measure. The plan is established on information that is understood to be accurate and if desired, Mr. Stokes is ready to move forward. With collective bargaining just beginning, additional time may need to be given.

Mrs. Wilson asked how the Race to the Top grant might impact the budget for the district. Mr. Stokes explained that the district applied for \$10 million over a 3 to 4 year period. If awarded, the district would employ 12 Implementation Specialists, which would be funded through a different source.

Mrs. Conrad asked if the positions would only be at Eagle Valley Middle School. Mr. Stokes explained that the positions would be at the secondary level; Carson Middle School, Carson High School and Eagle Valley Middle School. Mrs. Conrad confirmed that the positions would be in place through the term of the grant.

Mr. Swirczek commented on the December 11, 2012 self-imposed deadline that staff placed on themselves regarding the approval of the proposed budget reduction plan. In addition, Mr. Swirczek believes the deadline should be extended until new trustees begin serving in January, 2013.

Mr. Stokes explained that updates on the proposed budget reduction plan are scheduled for each board meeting until January 22, 2013.

Mrs. Myers asked Mr. Stokes if he wanted to wait to approve the entire plan until a later date or at the December 11, 2012 approve the items that have been presented during the last three meetings, leaving the unaccounted portion until a later date.

Mr. Reynolds expressed his understanding; recommendations made thus far, remain as such unless changes are made, which are possible until it is finalized and submitted to the appropriate entities. The remaining balance of \$1.1 million would be the main focus at this time; however, if necessary, a preliminary vote could be taken during the December 11, 2012 meeting.

During the December 11, 2012 Board meeting, Mrs. Myers would like to confirm the proposed budget as it has been presented, moving forward to finalize the remaining portion of the budget after January 1, 2013.

Mr. Lemaire explained that a vote could be taken, unless the majority of the Board decided to make changes in the future. Mr. Lemaire added that if a portion of the budget is finished and not submitted to the appropriate entities until a later date, modifications could take place if motions were made and approved by a vote.

Mrs. Wilke-McCulloch would like to see if other options are available; she is not comfortable with some items included in the plan.

Mr. Reynolds encouraged Board members to begin discussions on the areas they were concerned with, as decisions will need to be made soon.

Mrs. Conrad explained that there are several items included in the document that she is not in favor of, with the hope of avoiding particular reductions. Mrs. Conrad asked if other options were available, as she does not want to eliminate librarians. Mrs. Wilson asked where other cuts should be made. Mrs. Conrad believes a staff member from the district office should be eliminated.

Mrs. Myers suggested that the topic of reducing one administrative staff member at the district office be placed on the agenda for the December 11, 2012 Board meeting.

Mr. Reynolds commented on how an item can be placed on an agenda. Mr. Reynolds expressed his opinion regarding equality of positions in the district vs. what their job is and its importance to the operation of the district. Mr. Reynolds posed the following thoughts; are we a better district because we have this person or position, does the work not need to be completed, can someone else be successful in completing the job or do we not need someone at that particular level.

Mrs. Wilke-McCulloch commented on how the plan talks about people, with no mention of how programs will be impacted.

Mrs. Myers commented on the lack of background information included in the proposed budget reduction plan.

Mrs. Wilson explained that input was received during meetings with staff; principals, managers, etc.

Mrs. Myers thought a position at the district office was "offered up" to be eliminated.

Mrs. Wilson expressed concerns with Mrs. Myers continued focus on eliminating staff at the district office.

Mrs. Conrad clarified that she is responsible for bringing up the topic of eliminating staff at the district office. In addition, she commented on topics and items that are brought up by members of the community that need to be addressed.

Mrs. Wilson concurred that the topic needs to be addressed; however, not because they are located at district office.

Mr. Swirczek asked Mr. Stokes for additional information regarding his plans for the January 22, 2013 Board meeting; present a tentative final budget. Mr. Swirczek would like time to have everything in place, with a budget presentation for discussion and possible action by Board members.

Mr. Reynolds clarified Mr. Swirczek's comment to have three or four meetings prior to the January 22, 2013 Board meeting.

Mr. Swirczek explained that the additional time would allow Board members time for more discussions.

Mr. Stokes asked if the Board intended to through each line item, "picking and choosing", prior to the January 22, 2013 meeting.

Mr. Swirczek explained that budgets are based on values; take time to discuss areas or items of concern. Mrs. Myers believes that process has already been completed. Mr. Swirczek stated that public comment had been taken; however, the Board has not gone through each item. Mrs. Myers explained that time was given for Board input during the November 13, 2012 meeting, which she provided.

Mr. Lemaire commented on Boardsmanship 101; Board establishes goals and objectives for the district, sets policies and procedures and selects the Superintendent. In addition, if board members begin "picking and choosing" through each line, the Superintendent cannot be held accountable. Mr. Lemaire believes it is important to have input from the public and discussions with staff; however, in the end, it goes back to the Superintendent.

Mrs. Myers concurred with Mr. Lemaire and suggested that an item be placed on the agenda for possible action at the December 11, 2012 Board meeting regarding the proposed budget for 2013-2014. Mrs. Myers commented on the number of discussions that have taken place regarding the 2013-2014 budget. Mr. Stokes has provided a proposed budget plan, which Mrs. Myers provided suggestions for other reductions; reduce staff at the district office and spend down the ending fund balance.

Mrs. Wilke-McCulloch asked for clarification on the remaining balance; \$1.1 million or \$1.5 million. Mr. Turley explained that approximately \$1.5 million was presented; however if the district utilized the standard operating procedure and paid the PERS increase, in lieu of a pay increase, the balance would be approximately \$2.3 million.

Mr. Lemaire asked Mr. Stokes if he thought he had ample time before the December 11, 2012 board meeting to balance and finalize a budget to present to Board members. The difficulty Mr. Stokes recognizes pertains to the employee groups coming together and meeting with staff from the district office. Mr. Stokes expressed concern with having a plan to balance the budget, which could possibly affect employee groups.

Mrs. Myers asked Mr. Stokes if he is confident with the proposed budget plan as presented and prepared to recommend Board action to approve \$5.5 million of the plan, excluding the balance of \$2.3 million at the December 11, 2012 meeting. Mr. Stokes explained that he created the proposed budget plan based on discussions with principals, staff, along with input from the community, etc. Mrs. Myers asked again, if Mr. Stokes was comfortable making a recommendation to the Board by December 11, 2012. Mr. Stokes stated that he was comfortable with the presentation when it was presented the first time on November 13, 2012.

Mrs. Wilson clarified that follow-up discussions would need to take place regarding the balance of \$2.3 million. Mr. Stokes explained that if the district is budgeting for an 8.3% ending fund balance and by April 1<sup>st</sup> the target isn't reached, then add back or eliminate where you have to.

Mr. Reynolds didn't think a vote was necessary to determine a topic for the December 11, 2012 agenda, as the direction of the board has been made known.

Mr. Reynolds called for Public Comment:

Mr. Cory King, Library Media Specialist, Carson High School provided a document (a copy is included in the permanent record) and on behalf of the students, shared comments. Mr. King commented on information included in Carson High Schools accreditation document; library services are provided by a certified media specialist, schools with more than 500 students have a full-time library media specialist and additional personnel, and that students and staff have access to the library. Mr. King noted that changes in service would change the intent of the accreditation document, which is approved until 2017.

Mrs. Wilson verified that the Library Media Specialist at the high school was not included in the proposed budget reduction plan.

Mrs. Myers explained that the presentation noted the reorganization of library services from certified staff to classified positions, for a savings of approximately \$167,000.

Mr. King also explained that Carson High School is the only accredited high school in the district. He provided a sample job description from the American Association of School Librarians; describes them as leaders, teachers, information specialist, etc. Mr. King highlighted goals of a librarian; ensure that students and staff are effective users of information, empower students to be critical thinkers, instill love of learning, collaborate with teachers, etc. Mr. King also provided a few points from the American Library Association which is based on research; students learn 21<sup>st</sup> learning skills with a state-of-the-art library program, students and teachers make effective use of the internet after learning about them from librarians, etc. The librarians meet together to plan on their services to the schools in the district. Mr. King stressed the importance of having a certified Library Media Specialist working in the library media centers and/or school libraries.

Mr. Swirczek summarized the library media center as a 21<sup>st</sup> century learning center.

Mr. Lemaire asked Mr. King to compare the library with his services vs. an aide; effect on the student. Mr. King has a master's degree in Library Science and training in the use of information technology, use of internet and other data bases. Mr. King identifies how to manipulate the research process to be more effective and has classroom management skills.

Mrs. Wilke-McCulloch provided a scenario in which a student goes into the library; what differences will they see if there's Mr. King vs. an aide, how will this impact students? Mr. King explained that he assists in selecting resources for students. In addition, he manages the digital collection, print collection and other media.

Mr. Lemaire provided a scenario in which 10 students come into the library; how many will get what they are looking for with Mr. King there vs. him absent? Mr. King explained that he was introducing data bases to a class of senior students; showed group how to refine their searches, provided additional suggestions to improve searches, etc.

Mrs. Wilke-McCulloch asked Dr. Delfin how it might be different if a classified staff member were in the library vs. a certified staff member. Dr. Delfin acknowledged Mr. King for his knowledge of information management. Dr. Delfin also added that not everyone with a master's degree is able to be effective in what they do. There is classified and certified staff in the libraries; some people are better than others in what they do, as it depends on ability, skills, etc. In having both classified and certified staff in the libraries, the district has been able to provide programs, etc. as needed.

Mrs. Wilson commented on the number of staff with master's degrees in the district. As a way of understanding, Mrs. Wilson asked Mr. King for suggestions on positions the district should eliminate. The district is not looking at librarians because of the job; non-certificated employees cannot be placed in a classroom. The library is one of a few places where that can happen. Mrs. Wilson questioned where changes would occur, if they weren't made in the libraries, as the classroom requires a certified teacher. Mrs. Wilson asked Mr. King to identify things he does that library aides can't do. In addition, she also commented on things that Library Media Specialist can do and without training, library aides won't be able to.

Mr. King recognized that they are all doing a good job; certified or classified. Certified staff have a teaching license; certification is available in Nevada, which waives the need for a master's degree.

Mrs. Myers believes there are people with Master's Degrees and Bachelor's Degrees in Library Science that do not have teaching licenses. Mrs. Myers commented on the difference of having classified staff vs. certified staff in the library; they are not providing a grade in the class. Mrs. Myers provided a personal example when she worked in California; could not work as a Speech Pathologist, could only work in regular education on a waiver because a Clinical Rehabilitative license was required vs. Nevada, where she is a teacher of language impaired children, due to her 40 years of teaching experience. The intent is not to lower what a person can or cannot do.

The district can choose to have a classified employee job description; High School Media Library Specialist. They do not teach or provide a grade; position and salary could remain similar to current situation. Mrs. Myers agreed with Mrs. Wilson; there are not a lot of places to make-up the differences. Classified staff in the library doesn't mean unqualified staff will be in there.

Mr. King clarified that there are no library programs at the level of a Bachelor's Degrees, only a Master's Degree. Mr. King received his Master's Degree several years ago, working in public libraries for approximately 6 – 8 years. Based on his experience, Mr. King was able to apply for a "special" license to be a media specialist; he does not have the "teaching" credential. Mr. King added that if he had a teaching degree initially, he believes he would be more effective.

Mrs. Conrad expressed her understanding of an aide in the library; someone with work experience, but not likely to have a master's degree. Mrs. Conrad inquired as to who will be in the library, if it's not a teacher or librarian; a librarian, someone who has studied Library Science or an aide that has worked in the school and loves the library? Dr. Delfin explained that classified staff rising up from other positions that do not have degrees have received on the job training. In addition, Dr. Delfin commented on the different areas of expertise, talents, abilities, etc. Mrs. Conrad stressed the importance of identifying a librarian vs. an aide. Dr. Delfin provided a personal example of his wife working in another school district; working full-time in a classified position and she has a master's degree in education. She took the classified position due to the district's budget restrictions. Dr. Delfin stressed the importance of keeping programs for all students; ultimately what can we afford.

Mrs. Ananda Campbell, Library Media Specialist, Carson Middle School provided information on several differences between a Library Media Specialist and a media clerk. The media clerk processed and cataloged books, shelved the books, etc. Carson Middle School no longer has a media clerk; therefore, Mrs. Campbell acts as the media clerk and the teacher. Mrs. Campbell shared details of a typical day; co-teaching, taught students' information literacy skills, had an in-school suspension student, teacher requested a book cart, provided audio support, etc. In addition, Mrs. Campbell has students that are assigned to her; she has standards that are followed and students receive a grade. Mrs. Campbell is responsible for approximately 1,200 students and 100 staff members.

### **APPROVAL OF CONSENT AGENDA**

It was moved by Mr. Jim Lemaire, seconded by Mrs. Lynnette Conrad, **that the Carson City School Board of Trustees approve consent agenda items (A), (B), (D), (H), and (J) as submitted.** Motion carried unanimously.

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

Mr. Reynolds commented on the possibility of including the Superintendent's evaluation on the agenda for the December 11, 2012 meeting.

Mr. Swirczek requested that the schedule for all schools to have safe and secure entrances be on the agenda for the next meeting. He also requested that an informal board workshop be scheduled during the first week in January, 2013.

Mrs. Myers agreed that a board workshop should be scheduled in January, 2013.

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, November 27, 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 10:26 p.m.

\_\_\_\_\_  
Stacie Wilke-McCulloch, Clerk

\_\_\_\_\_  
Date