

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

Tuesday, March 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
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 Member Ron Swirczek led the Pledge of Allegiance.

SUPERINTENDENT'S REPORT

- Mr. Stokes introduced Mr. Josh Billings, 8th grade Science Teacher at Eagle Valley Middle School. Mr. Billings explained that Science Olympiad is a national event, held yearly, with 23 events for student competition. The events range from engineering to science knowledge, to testing their ability to solve problems. Eagle Valley Middle School has a long history of competing, taking 1st place for many years; however, they placed 3rd in the State this year. Eagle Valley Middle School is the only public school in Nevada to place in the top three. They competed against highly competitive magnet schools in Clark County; teaching Science Olympiad during the day. Students meet once a week and had one parent volunteer, Ms. Sandy Hawkins. One student built an instrument and composed his own music, while another built a carbon fiber gravity restriction device for an egg. Mr. Billings introduced the members of the Science Olympiad Team. The students in attendance summarized their projects.
- Mr. Stokes introduced Mrs. Lisa Stocke-Koop, Science, Technology, Engineering and Math (STEM) Lab Teacher at Eagle Valley Middle School. The first Science and Technology Night was held at Eagle Valley Middle School on Wednesday, March 6, 2013, as a way to celebrate STEM in the schools. All Eagle Valley Middle School students participated with a project from their Science class. The District Science Fair winners also participated in the event. Mrs. Stocke-Koop recognized all the community members for their attendance and presentations. She also thanked administration and staff for helping make the event a success. In addition, Mrs. Stocke-Koop recognized her family for their hard work.

Mr. Cacioppo has participated in the Science and Technology Night for 7 years and has seen the event grow during that time. Mr. Cacioppo encouraged everyone to attend and participate in the future.

Mr. Swirczek recognized Mrs. Stocke-Koop for her dedication and hard work.

Mrs. Crossman attended the event as a parent, Cub Scout Leader and Board member. Mrs. Crossman publicly thanked Mrs. Stocke-Koop for allowing her to participate as a parent.

- Kindergarten registration is taking place between 9:00 a.m. – 3:00 p.m. each day. 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
- Elementary Parent Teacher Conferences:
 - Traditional Schools – March 26th & 27th; classes dismiss at 12:30 p.m.
- Spring Break:
 - Fremont Elementary School – March 25th – April 12th; classes resume on Monday, April 15, 2013
 - Traditional Schools – March 29th – April 5th; classes resume on Monday, April 8, 2013
- Big Blue Welcome, formally known as 8th grade orientation will be Thursday, April 11, 2013 from 6:00 – 7:00 p.m.
- Upcoming Student Testing; all students are encouraged to get plenty of rest and eat a healthy breakfast:
 - Writing; excluding Fremont Elementary School, 5th grade and 8th grade students will be testing during the week of April 15th – 22nd
 - Writing; Fremont Elementary School only, 5th grade students will be testing during the week of April 22nd – April 29th
 - Criterion Reference Test (CRT); excluding Fremont Elementary School, 3rd – 8th grade students will be testing during the week of April 22nd – 26th
 - CRT; Fremont Elementary School only, 3rd – 5th grade students will be testing during the week of May 13th – 17th
 - High School Proficiency Exam (HSPE) for 12th grade students will be given during the week of April 29th – May 2nd
- Standard Student Attire (SSA) meeting will be held at Carson High School on Wednesday, March 27, 2013 at 6:00 p.m. in Senator Square
- First formal Community Partnerships with businesses, volunteers and community organizations were formed with teams of school administrators, students and teachers during a meeting held on March 19, 2013. The teams from the schools, along with the partners discussed opportunities and programs available to students. Several examples include:
 - Micromanipulator's provided information on relating school content to real world applications, offer internships, job shadowing opportunities, etc.
 - Carson City District Attorney's Office is willing to assist students in conducting mock trials based on children's literature; allowing students the opportunity for critical thinking
 - Brewery Arts Center has ways of demonstrating core content knowledge through the arts
 - Western Nevada College (WNC) met with the middle schools to discuss partnerships on ways of increasing college readiness. They also commented on the possibilities of having students mentor other students and having a parent workshop to empower parents on ways of planning and working through their academic studies.
 - Sustainability group in the area of alternative energy would provide opportunities for students to learn science and technology
 - Carson City Library Digital Learning Center has the ability for students to learn about movie making, music production, etc.

Mr. Stokes recognized Mr. Ben Contine for his hard work in organizing and planning the Community Partnership meeting.

BOARD REPORTS

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

- A thank you was extended to student Francisco Chavez and Mr. Tony Brown, Pioneer High School Teacher for attending the Community Partnership meeting on March 19, 2013
- Students in the Criminal Justice Career class will be visiting the Supreme Court on April 18, 2013
- Prom has tentatively been scheduled on Saturday, May 4, 2013

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

- Standard Student Attire meeting will be held in Senator Square from 6:00 – 7:00 p.m. on March 27, 2013; parents and members of the community are invited to attend
- JV and Varsity Baseball play the following games at home:
 - Thursday, March 28, 2013 against Galena High School; JV at 3:45 p.m., Varsity at 6:00 p.m.
 - Saturday, March 30, 2013 against Hug High School; Varsity at 11:00 a.m.
- 9 groups of students qualified for National History Day and will be presenting at University of Nevada, Reno (UNR) on March 30, 2013
- Congratulations to the 20 Health Occupation Students of America (HOSA) students who competed in the State competition; Abigail Hersey, Silver award for Outstanding HOSA Chapter; Tony Cacioppo, Outstanding Chapter Member; Mariana Yanez, Teresa Soto, Yvette Torres and Itzel Salizar, 5th place for their Health Science Presentation; Jasmine Reynolds 4th place in Job Seeking Skills and Vanessa Rauch placed 4th in Pharmacology. In Fire Science, Nicholas Greene won silver and Michael Leikin won gold. Shannon Flaherty, HOSA President also won gold in Veterinary Science.

Mr. Cacioppo provided an update on the following:

- Attended a brief SSA Committee meeting at Carson High School; anyone interested in serving on the committee should contact Mr. Ron Beck, Principal, Carson High School
- Carson Middle School Parent Teacher Association (PTA) Chili/Bingo Fundraiser was held on March 22, 2013. There were 22 chili entries and approximately 500 people in attendance.
- 8th grade students participated in Career Day on March 22, 2013, where 16 guest speakers participated
- Mock Job Interviews were conducted for 8th grade students on March 25 – 26, 2013
- Tah-Neva Wrestling Championships take place in Fallon, Nevada on March 30, 2013
- First 6th grade track meet takes place at Carson Middle School at 2:30 p.m. on April 11, 2013
- Carson Middle School Talent Show will be held on April 16, 2013 at 7:00 p.m.

Mrs. Crossman provided an update on the following:

- Early Childhood Center, "Child Find" date is April 19, 2013
- Fritsch Elementary School:
 - PTA is hosting a Read-A-Thon over Spring Break
 - PTA is hosting Mom's and Muffins at 7:30 a.m. on April 12, 2013
 - 5th grade students took a field trip to Bailey's Pond to release trout they raised in class. They also learned about native grasses, water pollution and the watershed.

Mrs. Myers provided an update on the following:

- Seeliger Elementary School had a Spaghetti Feed dinner on March 26, 2013
- Attended the Carson High School drama production of Little Shop of Horrors; students did an outstanding job
- Attended SSA meeting at Carson High School on March 19, 2013

Mr. Swirczek commented on a Community Partnership pilot program meeting that was held on March 19, 2013 at Carson High School. Mr. Swirczek believes the Partners want to give students the opportunity to learn beyond the classroom so that they will be better prepared for the world upon graduation. He also believes the program will afford all 7500 students this opportunity.

Mrs. Wilke-McCulloch reported that she attended the production of Little Shop of Horrors and the Standard Student Attire meeting.

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

- Executive Board meeting was held on March 23, 2013; copies of handouts from the meeting were provided to Board members
- Executive Committee usually consists of past Presidents; however, there are three liaison positions currently open. Any board member can apply. The position is for one year, you can vote on items at the Executive Committee; however, not at the general meeting. Applications are due to Dr. Dotty Merrill, Executive Director by April 10, 2013.
- Annual Fall Conference begins on November 21, 2013 and will be held at the Atlantis Hotel
- New website available that has Legislative Updates, etc.

Mrs. Conrad provided an update on the following:

- Mark Twain Elementary School:
 - Parent Teacher Conferences are taking place and going well
 - Rosetta Stone English Program has been purchased and will be available for English Language Learner (ELL) students
 - Ice Cream Social and Book Fair was held during the week of March 18 – 22, 2013
- Bordewich Bray Elementary School:
 - Student led conferences are taking place and enjoyable for parents
 - PTA recently sponsored a Craft Fair and Family Night that included a Chili Feed and Bingo

Mrs. Conrad and Mrs. Crossman recently attended a fundraiser for Food for Thought, which was held at the home of a woman who was mentoring a student with her Senior Project. Chef Mo and the senior student provided cooking demonstrations from several menus.

Mrs. Conrad also attended the Community Partnership meeting that took place on March 19, 2013.

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

Danny Dudley, 8th grade student at Eagle Valley Middle School addressed the Board regarding his concerns with implementing Standard Student Attire at Carson High School. Following discussions in his history class, Danny decided to make a difference, by creating a petition for students to sign. In addition, Danny wrote a letter that he plans on sending to Mr. Beck. For the record, Danny read the letter that he wrote. In addition, Danny circulated a petition and collected 253 student signatures from Eagle Valley Middle School and 106 from Carson Middle School.

Ms. Ariel Borgman, English as a Second Language (ESL) aid at Jacks Valley Elementary School addressed the Board regarding the counselor positions at the Elementary Schools. Ms. Borgman is also attending Nevada State College, where she is working on her Bachelor's Degree in Elementary education. Ms. Borgman addressed the Board regarding the possible elimination of counseling positions at the elementary schools. Ms. Borgman read into the record, an assignment she wrote for one of her classes; "A day in the life of Jackie Hostler, Certified School Counselor at Jacks Valley Elementary School". Her interview consisting of three questions was

conducted in person on December 6, 2012; "What are the most highest and rewarding parts of your job." Mrs. Hostler response included the highlights of student behavior changing for the good through her counsel and involvement in various other activities. She also enjoys helping families by providing them resources they can utilize in their lives. Second question for Mrs. Hostler was to describe some of the lowest and most difficult parts of her job. Her response included the two things she finds most difficult to deal with; sexual and physical abuse cases that begin at home. Mrs. Hostler also commented on several other areas difficult to deal with; lack of community resources, issues of personal hygiene and unfounded abuse. Another difficult area includes suicide threats; they should never be taken lightly. For the final question, Mrs. Hostler was asked about the most difficult legal issues she deals with. Her response was confidentiality issues; students not able to talk with their parents need to know they have someone they can go to. In closing, Ms. Borgman stressed the importance of having counselors at the elementary school level.

INFORMATIONAL UPDATE ON THE NUTRITION SERVICE PROGRAM AND INTRODUCTION OF ARAMARK REPRESENTATIVE

Mr. Mark Korinek, Manager of Operation Services commented on the participation report provided by the Nevada Department of Education; 2010-2011, Nevada ranked 51st in participation in breakfast and lunch programs. In 2011-2012, programs were implemented through the State Nutrition Association and Nevada now ranks 35th in participation; a 40% increase. The District was 1 of 10 districts that increased their breakfast participation and number one in the last six months. In addition, the district was 1 of 6 that had an increase in their lunch participation. Mr. Korinek introduced Ms. Chris Cooper, Nutrition Coordinator.

Ms. Cooper presented a power point presentation. (A copy is included in the permanent record.) The information is comparisons from October 2011 to October 2012.

In June, 2012 all school districts in Nevada met in Reno, Nevada and completed a Nutrition Program expansion plan; how to increase participation district wide. The district set a goal of 7%, however, the district had a 12% increase.

The district set six action steps:

- Action Step 1:
 - Began serving breakfast in the classroom at Empire Elementary School on September 10, 2012
 - Average breakfast was 135, now averaging 460 daily
 - Several challenges include; not a lot available to serve, need to have individually wrapped food items
- Action Step 2:
 - Beginning August 27, 2012, Carson High School closed the campus; October 2011 breakfast served was 3,804 compared to 4,578 for October, 2012. Lunches served increased by 2,207. Daily average breakfast served is 208, daily average lunches served is 469; daily total meals served is 677.
 - Students have several options; Main Choice, Deli Station and Tortilla Stop

Ms. Cooper explained that the number of lunches served at Carson High School for March, 2013 has decreased due to pulling the kiosk located at the north end of the school.

- Action Step 3:
 - Eagle Valley Middle School introduced a new "Scramble" serving area on August 27, 2012
 - Kitchen was redesigned by Ms. Sandy Powers, ARAMARK Representative; students serve themselves
 - Breakfast has decreased by 281 meals; however, lunches have increased by 1,662 meals
 - Student options include pizza, salad bar and a deli station

- Action Step 4:
 - Meet and Greet in the lunch room at Pioneer High School which included a “Menu Sample Survey”; spicy popcorn chicken, pizza, breakfast sandwiches, etc.
- Action Step 5:
 - To support parents with the meal application process, nutrition service staff attended Open Houses at three elementary schools; Bordewich Bray Elementary School, Fritsch Elementary School and Mark Twain Elementary School
 - On-line meal application was also implemented, with an increase of 251 applications for October, 2012
- Action Step 6:
 - Created, printed and placed posters at all sites; “Have you eaten your breakfast yet?”
 - Elementary level; “Got Breakfast?”
 - High School; picture of a yogurt parfait, as they are available at the high school
 - Middle schools and high schools have two additional posters related to eating breakfast

Ms. Cooper reported that as of February 1, 2013, the district nutrition program received an extra 6 cents per lunch meal for being in compliance with the new meal pattern.

Ms. Cooper introduced Mr. Fred Ellis, District Manager, ARAMARK Education. Mr. Ellis recognized the accomplishments he has seen over the last three years. Mr. Ellis introduced Ms. Rose Wolterbeek, ARAMARK Food Service Consultant. Ms. Wolterbeek is looking forward to working with the nutrition service staff.

Mr. Cacioppo asked for clarification regarding the extra 6 cents per meal. Ms. Cooper explained that the new meal pattern requirement was met; therefore, the extra 6 cents per meal will be coming from the Nevada Department of Education. In order for the meal to be in compliance, students must have a fruit or vegetable on their tray as they approach the point of service. In addition, grains had to be increased.

Based on the increase, Mr. Swirczek inquired about the projected transfer from the general fund. Mr. Anthony Turley, Director of Fiscal Services explained that a transfer from the general fund will be within the established budget. Mr. Swirczek asked if the transfer will be reduced. Mr. Turley explained that work continues in an effort to reduce the amount of the transfer. Mr. Turley will analyze the impact of the additional 6 cents. In addition, Mr. Turley will analyze ARAMARK’s contract, as the new requirements have also increased their costs for purchasing food. Mr. Swirczek commented on the tangible impact of the additional meals being served. Mr. Turley reminded Board members that step and column increases were granted in the current fiscal year. The increase helps; however, it does not reflect a “break even” point.

Mrs. Wilke-McCulloch inquired as to where the district is in the current contract. Mr. Ellis explained that the ARAMARK is concluding their third year of a five year contract.

Mr. Reynolds asked for information regarding the number of lunches served at Empire Elementary School. Mr. Turley explained that the overall increase is in daily meals served. Approximately 4,100 meals per day district wide were served during the 2011-2012 school year vs. approximately 4,700 meals per day district wide this year. Ms. Cooper explained that 515 lunches are being served at Empire Elementary School. In addition, all lunches served at Empire Elementary School are Provision 2. In the future, Mr. Reynolds would like to see information as to why students are not participating in the lunch program. Mr. Reynolds is pleased with the increases, but would like additional information. Ms. Cooper explained that of the 584 students enrolled at Empire Elementary School, 515 lunches are being served.

Mrs. Wilke-McCulloch asked if there has been an increase in free/reduced lunches at Carson High School. Ms. Cooper did not have that information available; however, she was hoping for 39%. Mrs. Susan Keema, Associate Superintendent of Educational Services added, that she thought it was at 40%, due to the requirements associated with the Race to the Top Grant.

Mrs. Conrad commented on the importance of having healthy meals vs. non-healthy meals. Mrs. Conrad also suggested looking into Farm to School Grants in the future. Ms. Cooper explained that Churchill County School District will be starting with this grant, due to the number of farms in their area.

Mr. Cacioppo asked how quality and healthy foods are quantified; calories, sodium, etc. and are presentations being made at the Board level. Ms. Cooper explained that a presentation on how menus are created could be a topic for a future meeting.

Mrs. Myers commented on how the nutrition program needs to be self-sufficient, not relying on transfers from the General Fund. In addition, she would like to have an update from ARAMARK.

In closing, Ms. Cooper explained that they plan on having an Asian Station at Carson High School and a made to order Deli Station at Carson Middle School.

PRESENTATION FROM ELEMENTARY SCHOOL COUNSELORS TO DESCRIBE THEIR WORK EFFORTS AT THE SCHOOLS

Mr. Warren Wish worked as a counselor in the District for 36 years at the middle school and high school level. Mr. Wish has been working at Mark Twain Elementary School this year. Mr. Wish shared some of the experiences he has had while serving as an elementary school counselor; students having access to guns, broken families, incarcerated parents, homelessness, etc. Mr. Wish suggested that Board Members ask themselves two questions:

- Is it important for schools to reach out to students and families and respond to the teachers with kids coming to school with problems
- Who else at the elementary school would have the time and/or skills to make a difference

Mr. Wish recognizes the difficult budgetary decisions facing the District; however, he encouraged Board members to listen to the presentations in an effort to make an informed decision.

Mr. Wish introduced Mrs. Cindy Reyes, Counselor, Seeliger Elementary School. Mrs. Reyes and the other counselors will provide information on the four components within the delivery system of a comprehensive school counseling program.

Mrs. Reyes summarized concerns and items that she has been dealing with, after being out of the office for one day; student depression, threats of suicide, friendship issues, child abuse, absent father in the home, etc. These items are typical within a day of an elementary counselor.

The first component of a comprehensive counseling program is School Guidance Curriculum. This component increases academic achievement, is preventative, teaches life skills that empowers students, and benefits students as they enter into the work force as adults. The curriculum includes content in three areas; academic achievement, career development and personal/social growth. That also includes problem solving, handling bullying, dealing with peer pressure, handling conflict, managing difficult feelings, etc. In addition, counselors plan, design, implement, and evaluate their own curriculum. The curriculum is also aligned and cross-walked with State and American School Counselor Association (ASCA) standards, along with the goals of the school and District. There are a variety of methods of instruction; classroom, small group discussions, parent/guardian presentations, etc. Throughout the year, Mrs. Reyes presents in every classroom at Seeliger Elementary School; a 30 to 45 minute guidance lesson, nine times a year. This is enhanced by lessons that teachers provide, which is included in the Success for All (SFA) reading program. If necessary, for intensive interventions, Mrs. Reyes provides small group counseling. Mrs. Reyes believes it is important to teach these types of skills at the elementary school level, as students are most receptive at a young age. In closing, Mrs. Reyes explained that besides the Nye County School District, the Carson City School District is the only district in the State that has not been able to find money in their budget to keep elementary school counselors.

Mrs. Reyes introduced Mrs. Dori Draper, Counselor, Fremont Elementary School. Mrs. Draper provided information on Individual Student Planning; homework guidance, workshops for students needing additional assistance, work with students and teachers to develop a work completion plan, etc. Mrs. Draper shared an experience she recently had with several students regarding external rewards. Mrs. Draper also works with staff and students on behavior plans. In addition, information on careers and colleges is provided to students. The counselors manage the 504 plans; students needing accommodations in school. Mrs. Draper provided examples of several issues students needing a 504 plan deal with; paranoia, etc. The Plan is their plan, which provides students with hope and information that is relevant to them.

Mr. Roger Churchill, Counselor, Empire Elementary School shared information on Responsive Services. The services consist of consultation, individual and small group counseling, referrals to outside agencies, etc. To help students in their learning process, consultations are held with teachers, parents/guardians, community agencies, etc. Counselors also serve as student advocates and serve on their schools intervention teams; help teachers develop strategies that will help student achievement in school. In addition, they meet students individually and in small groups. Students visit counselors for a variety of reasons; relationships with friends/family, help students identify the problem, explore alternatives, etc. The role of a counselor is not to provide therapy; however it may be therapeutic. Mr. Churchill shared several challenges that students may come to school with; living with one parent, living with another family/grandparents, abusive situations, etc. They are also trained to handle crisis situations and provide crisis counseling; death of a loved one, school shooting, suicide, etc. In addition, referrals are made to outside agencies, counselors are mandated to report child abuse, work with Child and Family Services, work with homeless students, and develop leadership programs. Empire Elementary School has implemented Kids Court; 5th grade students are trained to be judges; listen to problems, provide mediation and any necessary consequences regarding the matter. In closing, Mr. Churchill commented on the important role counselors have in the elementary schools.

Mr. Churchill introduced Mrs. Koni Elliott, Counselor, Bordewich Bray Elementary School. Mrs. Elliott provided information on the final element, the Support System, which includes professional development, consultation, collaboration, program management and operation. In the area of professional development, Mrs. Elliott provides in-service training for staff. The philosophy at Fritsch Elementary School is Love and Logic, which Mrs. Elliott has attended and provided training. She also teaches Love and Logic classes to parents. Collaboration is done with staff, parents, students, etc. Mrs. Elliott works with students, parents and teachers, providing them with information; loss of a relative or parent, attends meetings with staff, businesses, and social services. She is involved in community outreach programs, serves on various committees within Bordewich Bray Elementary School that provides support for staff and students. Data on student achievement and how they are doing is analyzed to see if further assistance is necessary. Mrs. Elliott also coordinates and delivers Food for Thought to students, is a member of Parent Teacher Association (PTA), as well as monitors and tracks the McKinney-Vento students. Eight years ago, Mrs. Elliott developed and coordinated the 5th grade leadership program at Bordewich Bray Elementary School. In closing, Mrs. Elliott shared a brief story regarding the leadership program.

Mr. Swirczek commented on the information presented vs. research studies on the effectiveness on the job of a counselor. The purpose of education is equal access and opportunity for student success. Mrs. Swirczek questioned who will fill the void without elementary school counselors; will vice principals assume the duties of the counselors. Based on the information presented and research, Mr. Swirczek believes it is important to find a way to keep the elementary school counselors. Mr. Swirczek inquired as to the number of reading coaches there are associated with SFA; eliminate those positions and keep the counselors, as he believes the counselors are more meaningful. Mr. Swirczek offered his assistance in creating the final budget for fiscal year 2014.

Mrs. Myers confirmed that Fritsch Elementary Schools currently does not have a counselor. Mrs. Myers asked Mrs. Reyes if the curriculum is district curriculum, if so, is every school doing the same thing. Mrs. Reyes explained that it is not a district curriculum; as Principals may want their counselors doing other things; therefore, they may not all get into the classroom. The counselors design their own curriculum, do their own research and analyze their own data. However, the curriculum is based on Nevada State Standards, which are based on the American School

Counselor Association (ASCA). They are also based on the developmental level of the student. Mrs. Myers asked if she could assume that every counselor goes into the classroom nine times a year. Mrs. Reyes explained that her assumption would be wrong. Mrs. Reyes is supported by the teachers at Seeliger, welcoming her into their classroom, as they see the importance of the lesson. Over the last few years, Mrs. Reyes has seen a decrease in the number of incidents and referrals. As students change elementary schools in the district, Mrs. Myers asked if students are receiving similar curriculum or programs at each school. Mrs. Reyes explained that some counselors teach some lessons; however, it is different at each school. Over the last several years, the counselors were working to coordinate the curriculum; however, they found it difficult to complete due to the job differences at each school.

Mrs. Myers asked the counselors, to identify by a show of hands, if they were teaching an SFA group. Mrs. Draper has taught SFA; however, if there are not enough substitute teachers, she does teach a group. In addition, even though it is not a counselor assignment, she is the Instructional Consultation (IC) Facilitator at Fremont Elementary School. Incorporated in the IC model, SFA teachers are brought in with other teachers for problem solving, etc. Mrs. Myers asked for additional information regarding behavior plans. Mrs. Draper referenced a situation where the student distracts others, is out of their seat, etc. Mrs. Draper confirmed that it is not an IEP; it is related to increasing position behaviors. Mrs. Myers asked for the difference between a 504 plan vs. an IEP. Mrs. Draper explained that IEP's are established to make accommodations in instruction to help students that are not achieving to their potential. The 504 plan provides modifications to the learning environment; books in braille, use of word processor vs. paper, etc. Mrs. Myers explained that a 504 plan is for a student that is not identified as having special needs, only needing accommodations; they cannot have modifications. An IEP student can have modifications and accommodations. Mrs. Myers inquired about the number of 504 students at a site. Mrs. Draper explained that it varies, as she has had from 4 to 5, increasing to as many as 10 to 12.

Mrs. Myers inquired as to how often counselors are interacting with Occupational Therapist, School Psychologists, Speech Language Pathologists, etc. Mrs. Draper speaks with the Occupational Therapist on a weekly basis, as she is finding that some students have sensory issues. In addition, Mrs. Draper interacts with Speech Language Pathologists on a daily basis and the School Psychologists is on campus two days a week.

Mrs. Wilke-McCulloch inquired about the possibility of having counselors at the elementary schools associated with the Race to the Top Grant.

Mrs. Conrad commented on the importance of the elementary school counselor jobs and stressed the importance of moving forward to finalize the budget for fiscal 2013-2014.

Mr. Swirczek commented on the responsibility of the Board to look at alternatives regarding elementary school counselors.

Mr. Reynolds commented on information presented previously at the budget hearings; sites would be better served by spending additional money to have a Vice Principal at each elementary school. Mr. Stokes confirmed Mr. Reynolds comments. Mr. Reynolds confirmed the assumption that the Vice Principals' will assume the counseling duties at the elementary schools. Mr. Stokes stressed how difficult it has been in making these decisions; however, discussions have taken place regarding administrators assuming those duties. In addition to serving students, services that could be provided by an administrator include; assisting Principals' with evaluations.

Mrs. Myers commented on the decision made by Mr. Stokes two years ago about not replacing retirees in the area of elementary school counselors. Mrs. Myers asked Mr. Stokes if he would change the decision. In addition, Mrs. Myers commented on legislative changes made several years ago about counselors handling testing. Mr. Stokes explained that all positions associated with retirement and resignations were looked at with each site administrator. In addition, as the district began spending into the ending fund balance, following discussions with district office staff and site Principals, the decision was made.

Mrs. Conrad commented on how the district has tried to have a plan vs. waiting until the last minute, as they have done in previous years.

Mr. Wish commented on the importance of notifying staff prior to July 1, 2013.

Mr. Swirczek asked for the amount necessary to keep the elementary counselors in place. Mr. Turley explained that the savings of \$264,000 has been identified in the budget. Mr. Swirczek verified that the legal requirement associated with the ending fund balance is 4%. Mr. Turley explained that the Nevada Administrative Code (NAC) requires 4% in the budget. Mr. Swirczek confirmed that the Board has approved Mr. Turley's recommendation of 8.3%. Mr. Swirczek strongly believes that if the district cares about students, then they have the ability to keep professionals in place at the cost of approximately \$260,000. Mr. Turley reminded Board members that the ending fund balance will be reduced by approximately \$2.5 million for fiscal year 2014. In addition, the district will be faced with reducing expenditures by approximately \$2.5 million in order to balance the budget.

Mr. Reynolds expressed his appreciation to everyone involved in the education system.

DISCUSSION AND POSSIBLE ACTION OF PHASE I SCHOOL BOND PROJECTS ASSOCIATED WITH SINGLE POINTS OF ENTRY AND CONTROLLED ACCESS FEATURES AT EACH SCHOOL IN THE DISTRICT

Mr. Keith Shaffer, Projects Manager introduced Mrs. Beth Ann Dunning, Administrative Assistant for Mr. Shaffer. Mr. Shaffer presented a power point presentation which included an update on the following:

- Phase I 2010 Bond Project expenditures and available budget
- District wide security assessment review; definitions and summary report by school
- Proposed Safety and Security Improvements with estimated budgets and time of completion for:
 - Carson High School
 - Pioneer High School
 - Bordewich Bray Elementary School
 - Student Support Services
 - Fremont Elementary School
 - Mark Twain Elementary School
 - Fritsch Elementary School

The original 2010 Master Plan budgeted projects totaled approximately \$25.8 million dollars, with expenditures to date of \$20.8 million dollars, for a balance of approximately \$5 million dollars. The initial contingency amount equals \$1.1 million dollars; Phase I bonds were sold and the district received a premium due to interest rates, which netted the district an additional amount of \$1 million dollars. Due to change orders, etc., the current contingency balance equals approximately \$635,000. The funds available equal \$5 million from the bond plus the contingency balance of \$635,000, for a total of \$5.6 million dollars.

Mr. Shaffer stressed the importance of having the Bond Oversight Committee to get through this process. One area of discussion relates to possible liabilities if they deviate from some of the projects that were identified in the Master Plan. Mr. Shaffer commented on the list of projects established for each site and if some of the projects are not completed, what the public perception might be.

Mr. Shaffer reviewed the definitions related to safety at a school site:

- Single Point of Entry
 - Main entry with a check-in lobby to include automatic locking doors into school and office
 - Automated door locks and releases
 - Cameras
- Secure Area Around Site
 - Fencing or structure with lockable or controlled gates and doors

- Continuous perimeter around all or a portion of the site which can be secured
- Interior Safe Haven
 - Available location for barricade and hide, in case of intruder
 - Intruder function locks (lockable from the inside) on active doors for each classroom and student gathering areas

Mr. Shaffer reported that successfully, the construction and building has taken place at the following schools; Carson Middle School, Eagle Valley Middle School, Empire Elementary School and Seeliger Elementary School. The following schools still need to have work completed; Carson High School, Pioneer High School, Student Support Services, Bordewich Bray Elementary School, Fremont Elementary School, Fritsch Elementary School and Mark Twain Elementary School.

Mr. Shaffer provided a map for each site:

- Carson High School – identified current secure area, proposal to add fencing around the south side of the school, which creates a single point of entry. An entry way would be added, with some remodeling to relocate the attendance office.

Mrs. Wilke-McCulloch commented about the number of ways to get into Carson High School. Mr. Shaffer explained that egress doors are required per identified codes. Some doors that exit the school are locked from the outside. Mr. Shaffer confirmed that the square footage addition, fencing needs and appropriate site work will be completed within the budget to be presented. Mrs. Wilke-McCulloch inquired about the accessibility during the school day; gym on the north end of Carson High School. Mr. Shaffer explained that the decision will be a site based decision; allow students to enter that portion of the building before school begins.

- Pioneer High School – consist of portables, with no perimeter fencing. Proposals include creating new office space and moving front office for a single point of entry.
- Carson Middle School – completed
- Eagle Valley Middle School – completed
- Bordewich Bray Elementary School and Student Support Services – additional square footage would be added; enter in a vestibule
- Empire Elementary School – completed
- Mark Twain and Fremont Elementary Schools – have secure site envelope, counter would be built with another set of doors for single point of entry
- Fritsch Elementary School – currently three building not connected, policy might include having intruder function locks to corridors, with all exterior being locked from the outside. The proposal includes covering identified areas, so students can go from the library to others areas without going outside. The only way to access the kindergarten room is through an exterior door; therefore, the proposal includes covering that area.
- Seeliger Elementary School – completed

Mr. Shaffer presented the improvement budgets and timeline. The estimated budget for the projects totals approximately \$3.1 million dollars, with the completion dates varying for each project. The remaining budget from Phase I priority projects equals \$2.3 million dollars.

Mr. Shaffer met with Mr. Turley and Mr. Korinek to identify some of the highest needs throughout the district, which total approximately \$2.3 million dollars. Mr. Shaffer commented on the \$675,000 dollar amount for safety improvements for Pioneer High School; a portion of the bond for Phase 2 was sold, with \$1.4 million being generated from the sale. Approximately \$800,000 is unallocated from the Phase 2 bond. Mr. Shaffer believes the Pioneer High School improvements should be applied to funding from Phase 2, making available another \$675,000 for Phase I priority items. Original Master Plan items associated with Heating, Ventilation and Air Conditioning (HVAC) at Fremont and Mark Twain Elementary Schools are included in the total.

In closing, Mr. Shaffer provided a budget summary and review:

- Available Phase I Bond Funds - \$5.6 million
- Budget for Safety Improvements - \$3.1 million

- Budget for remaining Phase I priority projects - \$2.3 million
- Total - \$5.5 million
- Balance of Phase I Bond Funds - \$133,072

Mrs. Conrad expressed her appreciation to Mr. Shaffer for his work and time put forth to provide the information. Mrs. Conrad also commented on the differences associated with the bond vs. general fund money for staffing, programs, etc.

Mrs. Myers publicly thanked Mr. Shaffer and the Bond Oversight Committee for their hard work in this area.

Mr. Cacioppo serves on the Bond Oversight Committee and he commented on the number of conversations that have taken place regarding school security. Mr. Cacioppo commented on the various perceptions regarding the bond. In working on several bond projects, Mr. Cacioppo commented on how easy it was to come and go at a school site, without anyone knowing you were on their campus. Mr. Cacioppo believes these are the right steps that should be taken.

Mr. Swirczek publicly thanked Mr. Shaffer for his hard work on the projects.

Mr. Turley commented on the importance of spending Phase 2 bond money at Pioneer High School, as the money is available for bricks and mortar.

Prior to the motion, Mrs. Myers asked if wording associated with Phase 2 should be included in the motion. Mr. Pavlakis commented that funding from Phase 2 could be included in the motion.

It was moved by Mrs. Barbara Myers, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the Phase 1 and Phase 2 use of School Bond Projects associated with single point entries and controlled access features at each school in the District as presented.** Motion carried unanimously.

Mr. Swirczek asked Mrs. Mary Garey, Principal, Fritsch Elementary School if the proposal presented met with her approval.

Mrs. Garey expressed her satisfaction with the proposal. She also commented on the layout of the school; "A" Building on the east, "B" Building in the center and "C" Building on the west. She also explained that people would enter into the "A" building to use the restroom. Since that time, the door is now locked and fencing has been installed. Mrs. Garey also commented on the Joint Use Agreements with Carson City Parks and Recreation Department and the use of the fields for athletic events.

Mrs. Conrad called for a five minute recess called at 9:51 p.m. The meeting reconvened at 9:56 p.m.

DISCUSSION AND POSSIBLE ACTION ON PROPOSED TRADITIONAL AND NON-TRADITIONAL CALENDARS FOR THE 2013-2014 SCHOOL YEAR

Mrs. Susan Keema, Associate Superintendent of Educational Services presented the proposed traditional and non-traditional calendars for 2013-2014. Board Policy 803 requires Board Trustees to approve the school calendar each year. The Early Childhood program will use the non-traditional calendar, which has a proposed start date of July 22, 2013 and an ending date of June 12, 2014. The traditional calendar has a proposed start date of August 19, 2013, ending on May 29, 2014. The holidays are identified on both calendars. Items of importance include Fremont Elementary School moving to the traditional calendar and 1st semester ending December 20, 2013; start of Winter Break.

Mrs. Myers commented on having the last day of school on May 29, 2014, following the Memorial Day holiday on May 26, 2014. Mrs. Myers was not in favor of the calendar as presented. Mrs. Myers asked when classes begin in Washoe County School District. Mrs. Keema explained that classes begin on August 12, 2013 for Washoe County School District students.

Mr. Stokes explained that traditionally, school in the Carson City School District has begun on the third Monday in August. However, this year due to construction projects, school began on the fourth Monday. Mrs. Myers commented on the number of students that transfer from California, assuming that school begins after Labor Day.

Mrs. Crossman commented on changing the Professional Development days to a Friday or Monday, so parents can take advantage of the extra day.

Mrs. Wilke-McCulloch confirmed that Fremont Elementary School will begin using the traditional calendar for the 2013-2014 school year.

It was moved by Mr. Steve Reynolds, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the 2013-2014 Traditional and Non-Traditional Calendars as submitted.** Motion carried unanimously.

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

Mr. Stokes provided a handout from Dr. Mary Pierczynski, Nevada Association of School Superintendents (NASS) Lobbyist that had additional information related to the Legislative session.

As of Monday, March 25, 2013, 235 Bills were introduced to Legislators in various areas; concealed weapon permits, seeking permission to carry firearms on school grounds, new classification of employees to support students with diabetes, etc.

Mr. Stokes heard the final reports through the Joint Ways and Means Committee that was associated with the Distributive School Account (DSA). Due to the number of cuts associated with education, areas of concerns include the Legislators point of view regarding class sizes. Class size reduction is no longer being seen as a primary grade issue. Due to the number of teacher layoffs, it is now an issue across the State.

Mr. Stokes commented on the Teacher Leaders Council (TLC); directive from the group to have ready this year, a system of teacher and administrator evaluations. At this time, a request to delay the implementation of the program, which is associated with performance pay and enhanced compensation for teachers and administrators, has been submitted.

Mrs. Myers provided handouts from the Education Weekly publication, which is associated with the evaluation system.

Mr. Reynolds asked if there is a penalty for not being in compliance. Mr. Stokes explained that at this time, he has not heard of anything. Mr. Stokes added that the sense in legislative session has been different; discussions have been on finding ways to improve education, not take away from it.

Mrs. Wilke-McCulloch commented on discussions that took place during the recent Nevada Association of School Boards (NASB) meeting which pertained to the current atmosphere in the legislative session.

Mrs. Conrad asked Mr. Stokes to keep Board Members informed of important legislative matters.

INFORMATIONAL UPDATE ON BUDGET ASSUMPTIONS FOR FISCAL YEAR 2013-2014

Mr. Stokes reported that the tentative budget will be presented at the April 9, 2013 Board meeting. This meeting serves as a time to review additional information and to look at any changes. Mr. Stokes spoke with Ms. Deborah Cunningham, Deputy Superintendent of Finance, Nevada Department of Education (NDE) and Ms. Julia Teska, Director of Finance and Planning, NDE. They both commented on the possibility of having preliminary numbers.

The district does not feel confident in moving forward with in the numbers they are working with, as they are based on unconfirmed assumptions and projections. Mr. Stokes expects modifications; therefore, it is very likely that there will be changes. Mr. Stokes explained that the district is trying to be fiscally responsible and conservative.

ANNUAL EVALUATION OF THE JOB PERFORMANCE OF THE SUPERINTENDENT FOR THE 2012 CALENDAR YEAR

Mrs. Conrad asked Board members if they had any comments.

Mr. Reynolds did not have any discrepancies with the information included in the Board packets. He believes that Mr. Stokes works very hard to satisfy all stakeholders, taking appropriate action where needed and listens and pays attention to new information and/or opportunities.

Mr. Cacioppo expressed his satisfaction with the evaluation. Mr. Cacioppo suggested that student achievement be identified in the goals for the future. As a parent and committee member, his door is always open. Mr. Cacioppo believes we are lucky to have him.

Mrs. Crossman had no disagreements with the content of the evaluation. Mrs. Crossman complimented Mr. Stokes on the letter that he sent out following the tragic events at Sandy Hook Elementary School.

Mrs. Myers believes the evaluation is consist with the areas the district has been focused.

Mr. Swirczek commented on the reasons for giving Mr. Stokes a ranking of Superior in the categories of Professionalism and Board Relationships:

- Professionalism – recent presentations provided at the Legislative session, respected by colleagues, he represents what and who we are, etc., conducts himself in a professional manner
- Board Relationships – personally has done a remarkable job

Due to unforeseen circumstances, Mrs. Wilke-McCulloch did not complete an evaluation form.

Mrs. Conrad agreed with everything that was said. She also believes his greatest quality, is that he listens to everyone. In determining the overall rating, Mrs. Conrad added up all the points from the original evaluations for a total rating of 3.34; Very Satisfactory.

It was moved by Mr. Joe Cacioppo, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the annual evaluation of the Superintendent for 2012 as presented and deems the overall performance of the Superintendent for the 2012 calendar year to be “Very Satisfactory.”** Motion carried unanimously.

Mr. Stokes expressed his gratitude for working in and for the District. He also thanked members of the district staff, certified staff and classified staff. Mr. Stokes commented on what brought him to Carson City.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A LETTER OF APPRECIATION TO STAFF FOR THEIR COOPERATION DURING RECENT NEGOTIATIONS

Mr. Stokes reminded Board members that during the March 12, 2013 meeting, a discussion took place about creating a letter that would be sent to all district employees, thanking them for work effort and consideration that took place during recent collective bargaining sessions. Mr. Stokes read into the record the letter that was drafted.

Mrs. Conrad acknowledged Mr. Reynolds for the idea of sending a letter. Mrs. Conrad publicly thanked all district staff.

Mrs. Myers noted one correction in the second sentence, second paragraph; “for the benefit of our district.” The suggested correction; “We know of no other district, who’s employee groups came forward individually and joined together collectively for the benefit of an entire district.”

Mrs. Wilke-McCulloch asked that the spelling of her name be corrected.

It was moved by Mr. Steve Reynolds, seconded by Mr. Joe Cacioppo, **that the Carson City School District Board of Trustees approve, as corrected, the letter of appreciation to staff for their cooperation during recent negotiations.** Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Mrs. Myers inquired about the approval of Certified Staff. Mr. Stokes explained that Mrs. Michele Lewis, Dean of Students, Carson High School was hired as an Administrator on Special Assignment as part of the Race to the Top Grant. Mrs. Myers asked why Ms. Amy Burton is noted as “To Be Determined” (TBD). Mr. Stokes explained that Ms. Burton is an employee in Washoe County. Human Resources is waiting to receive acceptance of her resignation from Washoe County, as one cannot have contracts in two different places. Mrs. Keema explained that Ms. Burton has submitted her letter of resignation to Washoe County and she is clear and eligible for hire.

Mr. Swirczek stressed the importance of the Race to the Top Grant and suggested that the names associated with the Grant be read into the record. Mrs. Keema explained that the employees hired to implement the Race to the Top Grant will be introduced during the May 14, 2013 Board meeting.

Mrs. Wilke-McCulloch inquired as to how Carson High School was dealing with the “holes” in the English Language Arts Department. Mr. Stokes noted the difficulty associated with taking the teachers away from their classes. For several weeks, the teachers will work with a long-term substitute that has been placed in classes, eventually stepping away. They will however, keep in contact with the substitute and students. Mrs. Wilke-McCulloch asked if the teachers will come back to the classes. Mr. Stokes explained that employees will be hired to fill the vacant positions. Due to the number of years associated with the Grant, the newly hired staff would become employees of the district. If changes; movement, transfers, etc. need to be made, language in the contract would be referenced. Mrs. Wilke-McCulloch asked if a substitute will be used to fill the vacant Dean’s position. Mr. Stokes explained that staff at Carson High School is working to assist in this area. At this time, there are no plans to add staff at Carson High School. Mrs. Wilke confirmed that the Vice Principal position at Carson High School would not be filled next year.

It was moved by Mrs. Laurel Crossman, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School Board of Trustees approve consent agenda items (A), (B), (D), (F), (J), and (K) as submitted.** Motion carried unanimously.

REQUEST FOR FUTURE AGENDA TOPICS

Mrs. Wilke-McCulloch would like to have ARAMARK provide a presentation, as their contract is eligible for renewal. Mr. Turley explained that the district has 5, one year contracts, with the option to move at any time. At the beginning of the 5th year, the district would be obligated to obtain a Request for Proposal (RFP).

As it pertains to ARAMARK, Mrs. Conrad commented on the district’s decision to retain staff, which includes paying their salary and benefits.

Mr. Reynolds asked that the evaluation of the Superintendent for the current year, be placed on the agenda for a future meeting.

Present agenda items to Mr. Richard Stokes or President Lynnette Conrad.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, April 9, 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 10:40 p.m.

Ron Swirczek, Clerk

Date