

CARSON CITY SCHOOL DISTRICT
1402 West King Street
Carson City, Nevada
Tuesday, July 9, 2013

SCHOOL BOARD MEETING

LOCATION OF MEETING: **Sierra Room**
 Community Center
 851 E. William Street
 Carson City, Nevada

CALL TO ORDER – 6:30 P.M.

1. Flag Salute: **Ron Swirczek**

2. Adoption of the Agenda, as submitted – **for possible action (public comment will be taken prior to any action).**
 Please Note: The Board reserves the right to (1) take items in a different order, (2) combine two or more Agenda items for consideration, and (3) to remove an item from the Agenda or delay discussion relating to an item on the Agenda at any time, in or to accomplish the business on the Agenda in the most efficient manner.

3. Adjournment to Closed Session per NRS 288.220(4) to discuss Labor Relations with the District’s Management Representatives – **for discussion only.**

4. **RECONVENE TO PUBLIC SESSION – 7:00 P.M.**

5. Superintendent’s Report – **for information only.**
 *Follow-up on inquiries made to the Superintendent
 - Announcements

6. Board Reports/Board Member Comments – **for information only.**
 - Announcements

7. Association Reports – **for discussion only.**

8. Public Comment – Comments may be made by members of the public on any matter within the authority of this Board. Although members of the Board may respond to questions and discuss issues raised during Public Comment, no action may be taken on such a matter until the matter is placed on an agenda for action at a meeting of the Board. In making Public Comment, speakers are asked to sign in, speak into the microphone at the podium, identify themselves for the record, not simply repeat comments made by others and limit comments to no more than three (3) minutes. Please note that Public Comment will be taken on any item on this agenda on which action may be taken, before action is taken on the item. – **for discussion only.**

9. Informational Update on Construction Projects Associated with Single Points of Entry at Carson High School, Pioneer High School, Fritsch Elementary School, Mark Twain Elementary School, Fremont Elementary School, Bordewich Bray Elementary School and the Early Childhood Center – **for discussion only.**

Keith Shaffer

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| 10. | Informational Update on the Status of Full-Day Kindergarten in the District – for discussion only. | Susan Keema |
| 11. | Informational Update on the Budget for Fiscal Year 2014 – for discussion only. | Anthony Turley |
| 12. | Discussion and Possible Action on the Process to be Used to Complete the Superintendent’s Evaluation for the 2013 Calendar Year – for possible action. | Steve Reynolds |
| 13. | Approval of Consent Agenda – for possible action (public comment will be taken prior to any action). | |

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE AND MAY BE ACTED UPON BY THE CARSON CITY BOARD OF SCHOOL TRUSTEES WITH ONE ACTION AND WITHOUT EXTENSIVE HEARING. ANY MEMBER OF THE BOARD OR ANY CITIZEN MAY REQUEST THAT AN ITEM BE TAKEN FROM THE CONSENT AGENDA, DISCUSSED AND ACTED UPON SEPARATELY DURING THIS MEETING.

- a. Approval and Ratification of Purchase Orders and Payables, and Authorization for Signing of Warrant Registers, Payroll Journals and other orders for goods and services for Processing and Payment.
- b. Approval of Board Meeting Minutes.
- c. Notification of budget transfers for the prior month.
- d. Approval of employee leave requests.
- e. Approval of sick leave bank withdrawals.
- f. Request for permission for 16-year-old to withdraw from school to take GED.
- g. Request for permission for Home School/Charter High School students to participate in athletics at Carson High School.
- h. Request for permission for student exemption of required vaccinations pursuant to NRS 392.437
- i. Approval of Nevada Department of Taxation Quarterly Economic Survey
- j. Notification of Changes in the Classified and Nursing Staff, including New Hires and Terminations
- k. Approval of Offers of Employment to Certified Staff, Notice of Non-Hires, and Notice of Terminations

14. Requests for Future Agenda Topics

15. Adjournment

A copy of the Agenda of this meeting has been posted before 9:00 AM on Wednesday, July 3, 2013, at the following locations: 1) Department of Education, 700 E. Fifth Street; 2) School Administration Office, 1402 W. King Street; 3) Carson City Public Library, 900 N. Roop Street; and 4) Carson City Manager's Office, 201 N. Carson Street.

Copies of supporting material may be requested from Mrs. Renae Cortez, Executive Administrative Assistant, at 1402 W. King Street, Carson City, NV 89703; by mail addressed to Mrs. Cortez at Carson City School District, Administrative Offices, P.O. Box 603, Carson City, NV 89702; by phone at (775) 283-2100 or by email to rcortez@carson.k12.nv.us. Copies of supporting material are available to the public at the District Office, 1402 W. King Street, Carson City, NV 89703, on the District website, www.carsoncityschools.com, and at the meeting on the date and place listed on the first page of this document.

Carson City School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please contact us at 775-283-2100, and we will provide assistance or accommodate you in any way that we possibly can.

BOARD OF TRUSTEES MEETING

July 9, 2013

EXECUTIVE SUMMARY

9. Informational Update on Construction Projects Associated with Single Points of Entry at Carson High School, Pioneer High School, Fritsch Elementary School, Mark Twain Elementary School, Fremont Elementary School, Bordewich Bray Elementary School and the Early Childhood Center

Mr. Shaffer will update the Board on the Construction Manager at Risk (CMAR) selections and briefly review the projects, including scope of work, budget, CMAR Pre-Construction activities and estimated time frame for completion.

10. Informational Update on the Status of Full-Day Kindergarten in the District

Recent legislative action through SB522 has provided funding to implement full-day kindergarten for Nevada School Districts. Schools with the highest number of students on Free and Reduced Lunch (FRL) must be given priority. Class sizes are expected to be at 21:1. Districts may submit a request to the Nevada Department of Education to increase kindergarten class sizes up to 25 students. The Carson City School District was awarded seventeen (17) positions. In addition, SB522 has provided 4.5 positions slated for Class Size Reduction in kindergarten. The award amount for each position is \$66,000.

The kindergarten presentation will consist of providing information on the location of the positions, school facilities, furnishings, and curriculum. A plan for advertising full day kindergarten options will also be discussed.

11. Informational Update on the Budget for Fiscal Year 2014

Discussion of the potential budget augmentation resulting from Full-Day Kindergarten (FDK) and Class Size Reduction (CSR) funding approved during the 77th Legislative Session. The District will be awarded funding to expand full-day kindergarten (at “at-risk” schools) and reduce class sizes in kindergarten to 21:1. The result of the new funding will free-up some General Fund budget. The purpose of this discussion is to solicit input from the Board on how this funding may be allocated.

12. Discussion and Possible Action on the Process to be used to Complete the Superintendent’s Evaluation for the 2013 Calendar Year

As a reminder by Mr. Reynolds, this agenda item provides Board members the opportunity to begin talking about the format that will be used in completing the Superintendent’s evaluation for the 2013 calendar year. Included in your board packet are copies of suggested template, the form used to complete the 2012 evaluation and Superintendent Evaluation Suggestions provided by Mr. Reynolds on March 6, 2013.

Controlled Entry Projects

CMAR Selection & Estimated Budgets

Controlled Entry Project	Selected CMAR Contractor	Estimated Construction Budget	Estimated Completion Date
Carson High School	Miles Construction	\$875,000	<i>Jan 2014</i>
Fremont & Mark Twain Elementary	Shaheen Beauchamp Builders, LLC	\$1,080,000	<i>Jan 2014</i>
Fritsch Elementary	CORE Construction Services of NV	\$650,000	<i>Jan 2014</i>
Bordewich Bray Elementary & Student Support Services	Clark & Sullivan Construction	\$700,000	<i>Jan 2014</i>
Pioneer High School	SMC Construction	\$675,000	<i>Jan 2014</i>



Annual Evaluation of the Superintendent of the Carson City School District 2012

In accordance with the Superintendent's contract, Board evaluation will use a rating scale (see below) for both criteria and overall performance. The evaluation, as required in contract, will include at least the following areas: Employer-Superintendent Relations, Community Relations, Staff and Personnel Relations, Educational Program, Business and Financial Matters, and Professional and Leadership Development. The evaluation shall be "reasonably objective" as required in contract.

Key:

1. Need to Improve
2. Satisfactory
3. Very Satisfactory
4. Superior

Rating Board

Board (Employer)-Superintendent Relationship:

- _____ 1. Keeps the Board informed on issues, needs, and operation of the school system
- _____ 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis
- _____ 3. Has a harmonious working relationship with the Board as a whole and Board members as individual members of the Board
- _____ 4. Understands and accepts his responsibility for maintaining liaison between the Board and district personnel while working toward a high degree of understanding and respect between entities
- _____ 5. Remains impartial toward the Board, treating all Board members alike
- _____ 6. Bases his position with regard to matters discussed by the Board upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he supports the decision of the Board
- _____ 7. Recognizes primary responsibility for executing District policies

Additional Comments:

Board

Professionalism:

- _____ 1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters
- _____ 2. Effectively devotes all of his working time, attention, knowledge, to the business and interest of Employer
- _____ 3. Works in a collegial and collaborative manner with school personnel and the community to promote and support the vision, mission and goals of the school district
- _____ 4. Requires and actively supports a safe, healthful and positive environment for students and staff

Additional Comments:

Board

Relationships with Community Members:

- _____ 1. Establishes business and community networks
- _____ 2. Gains respect and support of the community on the conduct of the school operation
- _____ 3. Solicits and gives attention to problems and opinions of all groups and individuals
- _____ 4. Works collaboratively with staff, families and community members to secure resources and to support the success of a diverse student population

Additional Comments:

Board

Staff and Personnel Relationships:

- _____ 1. Develops and executes sound personnel procedures and practices
- _____ 2. Leads, guides, and directs all staff in setting and achieving the highest standard of excellence in educational programs and operating systems
- _____ 3. Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning

Additional Comments:

Board

Educational and Professional Leadership:

- _____ 1. Provides leadership in communicating a clear vision of excellence and continuous improvement consistent with the goals of the schools, district and community
- _____ 2. Strategically embraces best instructional practices and creating a path for system-wide implementation

Additional Comments:

Board

Business and Finance:

- _____ 1. Seeks to enter into public and private partnerships for the District's benefit
- _____ 2. Develops plans for the effective allocation of fiscal and other resources to ensure student learning and comply with legal mandates
- _____ 3. Develops budget and allocates resources based on strategies consistent with Board expectations

Additional Comments:

Signed: _____ Date: _____
President of the Board of Trustees

Signed: _____ Date: _____
Superintendent

DRAFT

SUPERINTENDENT PERFORMANCE STANDARDS

These are not specific goals, but the everyday requirements of the position.

Leadership and District Culture

- Implement a shared vision that focuses on improved student achievement
- Promotes academic rigor
- Empowers and supports staff to reach high levels of performance to achieve district and school objectives
- Promotes understanding and celebration of educational success
- Promotes safety, tolerance, civility and acceptance
- Develops, implements, monitors and promotes continuous improvement processes.

Policy and Governance/Employer-Superintendent Relations

- Works with the board to formulate internal and external district policy.
- Demonstrates good school governance to staff, students and the community at large.
- Establishes procedures for successful superintendent/board interpersonal and working relationships.
- Takes active responsibility for executing District policies.
- Understands and interprets the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.
- Uses legal and other counsel in governance and procedures to avoid liabilities.

Community Relations and Communication

- Leads staff to establish effective two-way communications with students, staff, parents and community.
- Demonstrates effective communication skills in individual, small- and large-group settings.
- Promotes involvement of all stakeholders to fully participate in effective education.
- Establishes effective school/community relations, school/business partnerships and public service opportunities.
- Understands and uses media opportunities to shape and form opinions and relations.

Organizational Management

- Gathers and analyzes data for decision making and recommendations to the board and other entities.
- Develops and monitors long-range plans for school and district technology and information systems.
- Develops and monitors a successful facility management plan, including security, maintenance and replacement programs. Plans for community financial support for facilities via bond issues.
- Establishes procedures for dealing with emergencies such as weather, threats to schools, student bullying, violence and trauma.

Educational Program/Curriculum Planning Development

- Stays up-to-date in curriculum, teaching practices, learning and testing theories.
- Successfully plans, implements and monitors state-mandated curriculum and testing changes
- Establishes curriculum planning anticipating occupational trends and school-to-career opportunities.
- Assesses and reports student progress using required and appropriate techniques.
- Involves faculty and stakeholders in enhancement and renewal of curriculum to align curriculum, instruction and assessment.

Instructional Leadership, Professional and Leadership Development

- Collaboratively develops, implements and monitors change so that the most effective teaching techniques are in place, following current research and best practices.
- Instructional resources are focused on maximizing student achievement.
- Implements and manages processes to assess teaching methods, classroom management and strategies for student-based learning.
- Analyzes instructional resources and assigns them in cost-effective equitable manner.
- Establishes instructional strategies that include cultural diversity, learning style differences and individual potentials.
- Encourages improved staffing patterns, scheduling, organizational structures and professional training to support improved student outcomes.

Human Resources Management/Staff and Personnel Relations

- Demonstrates successful use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.
- Seeks to employ highly-qualified staff as budget and contractual obligations allow.
- Promotes improved evaluation and compensation programs
- Understands and applies legal requirements, contractual obligations, district and board policies in employment and union negotiations.
- Provide technical advice to the board and representatives during labor negotiations, to keep the board apprised of negotiation status, to understand and effectively administer contracts, and to keep abreast of legislative changes affecting the collective bargaining process, budgets and contracts.

Values and Ethics Leadership

- Understands and models appropriate value systems, ethic and moral leadership. Coordinates with public agencies and human services to help students grow and develop as caring, informed citizens.
- Explores and develops ways to successfully deal with difficult and divisive issues.
- Promotes establishment of moral and ethical practices in every classroom, school and operation of the district.

Financial Management and Business Matters

- Demonstrates successful budget management, including forecasting, planning, cash-flow management and controls.
- Oversees the monetary policy of the district, including revenue projections, budgeting, resource allocation and control.
- With the board, plans financial strategy to maximize district success.
- Directs financial resources to support the goals and requirements of the district.
- Maintain good communication with state and federal financial administrative offices. Maintain transparent financial records.

Provided by Steve Reynolds 3/6/13

TEMPLATE

**Annual Evaluation of the Superintendent of Carson City Schools
2012**

	Notes and Comments	Superior	Very Satisfactory	Satisfactory	Need to Improve
Maintain safe learning and working conditions for students, staff and patrons					
Support a process where student learning is always an expectation. District schools will seek ways and means to close achievement gaps between student groups by meeting the academic needs of individual students.					
Maintain Fiscal Solvency					

<p>Enhance relationships with community members and District staff by improving communication</p>					
<p>Overall</p>					

Superintendent's Comments:

Signed: _____ Date: _____
 President of the Board

Signed: _____ Date: _____
 Superintendent

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

Tuesday, June 11, 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
Steve Reynolds, Member
Laurel Crossman, Member
Richard Stokes, Superintendent
Mike Pavlakis, Legal Counsel

Members Absent
District 6 Vacant
Joe Cacioppo, Member

Board President, Lynnette Conrad led the Pledge of Allegiance.

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Ron Swirczek, seconded by Mrs. Laurel Crossman, **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

Mr. Stokes reminded Board members that agenda item #11, Presentation of Teacher Research Study for Non-English Speaking Parents, funded by International Reading Association would not be presented at this time, as it has been postponed until the June 25, 2013 Board meeting. Mrs. Conrad stated that agenda item #11 would be removed from the agenda.

SUPERINTENDENT'S REPORT

- Mr. Stokes introduced Abby Golik and Serena Dantzler, 4th grade students at Seeliger Elementary School for their fundraising project; "Cute Café". While in class one day, the students learned that their class was running out of money and that teachers were paying for class supplies. In an effort to help raise money for their school, Serena and Abby took it upon themselves to raise money for school activities and supplies. The girls' started the Cute Café, selling lemonade, cookies and cupcakes. Their goal was to raise \$500.00; however, the students raised \$815.25.
- Mr. Stokes recognized and introduced Ms. Laurel Dority, Carson Middle School Teacher for her efforts with the Carson Middle School Habitat. Ms. Dority introduced Ms. Michelle Hunt, US Wildlife Fish & Game Service and Ms. Phyllis Atkinson, Carson Middle School Teacher. Following the remodel at Carson Middle School five years ago, Ms. Dority contacted Ms. Hunt. Over the last two years, Ms. Hunt and Ms. Dority have worked towards an \$8,000 grant for the habitat. Ms. Hunt provided a brief power point presentation. (A copy is included in the permanent record.) The US Wildlife Fish & Game Service has a program called the Schoolyard Habitat Program, designed to engage communities and provide learning opportunities to students. Schoolyard habitats help students become better stewards of the environment. It also helps teachers reach their curricular goals. As a rolling grant, they are always looking for additional schools to

apply for the grant. To develop a habitat, 1,000 square feet of land is needed, along with native plants. In 2011, members of the Habitat Committee held an invitational meeting to identify those interested in proceeding with the habitat. The habitat was initially developed to handle run-off from the school. Over time, seeds from wildlife and birds came in, creating trees, etc. As a result of the project, leadership students created a bulletin board and are now student driven. Ms. Hunt commented on how Nevada has an issue with invasive plants; Russian thistle. Ms. Dority and Ms. Atkinson organized several work days, where students and parents assisted in removing the thistle. The grant will allow mulching to be installed, as it will kill the weeds and allow native plants to be planted. Due to the work of the Committee, the cap on the grant was increased to over \$10,000. There will be three test plots to look at different mulching conditions. The grant has been awarded and over the next several years mulching, planting, etc. will be taking place. The total grant award was \$10,114.00. Mr. Cacioppo was recognized for volunteering his time to draw the plans for the habitat. Ms. Hunt noted that habitats are not just for Science; they are seen as a way to teach all subject areas. Ms. Hunt reviewed several questions that teachers might ask students regarding the outdoor habitat. Ms. Hunt summarized the grant for the 2013-2014; using mulch to kill weeds, growing native plants, planting, weeding, ongoing maintenance and student involvement.

Mrs. Conrad asked for additional information regarding the work days; do students work on the pond for class too? Ms. Dority explained that the three work days have been on Saturdays, where students, teachers, parents, etc. come and do volunteer work. In addition, students serving detention in "Saturday School" worked on the project. The National Junior Honor Society (NJHS) and the leadership group are interested in volunteering for the project.

Mrs. Crossman commented on the possibility of having the trout raised by 5th grade students to release in the pond.

- Mr. Stokes commented on a television program he recently watched on PBS, channel 5 regarding the Greenhouse Project
- Mr. Stokes recognized Mr. Dan Sadler, Principal, Carson Middle School for being selected by the Nevada Commission on Educational Technology as the administrative recipient of the Digital Learning Day Excellence Award. One teacher and one administrator were recognized for their excellence in promoting instructional innovation, creativity, collaboration and critical thinking through the use of digital-age classroom technologies.
- Last day of school for students and teachers at Fremont Elementary School is Thursday, June 20, 2013; students will be dismissed at 1:30 p.m.
- Classes resume for the Early Childhood program on Monday, July 22, 2013
- Summer School Information:
 - Middle Schools, June 10th – July 3rd; all classes at Carson Middle School
 - Carson Online, June 12th – July 26th; classes at Pioneer High School, Building D
 - Carson High School, June 17th – July 12th

BOARD REPORTS

Mr. Reynolds provided a report for Fremont Elementary School:

- Fremont classes end on June 20, 2013
- Staff extended a thank you to the Tiger Sharks Team and parishioners from the First Methodist Church, First Presbyterian Church and Fountainhead Four Square Church for their work at the school on June 2, 2013. They worked on the habitat garden and grounds. Southwest Gas Corporation provided new benches for the garden and habitat areas.
- Final Science instruction and Career Dress-up Day is June 14, 2013
- End of the Year field day and award ceremonies for 1st – 4th grade students will be held on June 17, 2013
- Kindergarten promotion will take place on June 19, 2013

- 5th grade promotion and Drug Awareness Resistance Education (DARE) graduation will take place on June 20, 2013

Mrs. Crossman congratulated Fritsch Elementary School and staff for their 5 star rating received from the Nevada Department of Education (NDOE).

Mrs. Wilke-McCulloch thanked everyone for volunteering and making Safe Grad a memorable time for students.

Mrs. Conrad commented on the recent graduation and promotion ceremonies she attended in the district; Eagle Valley Middle School, Pioneer High School, Bordewich Bray Elementary School and Carson High School.

ASSOCIATION REPORTS

Mrs. Casey Gilles, President, Carson City Building Administrators Association (CCBAA) publicly thanked the Board for their continued support of Administrators.

PUBLIC COMMENT

There was no public comment.

PRESENTATION AND POSSIBLE ACTION TO APPROVE THE RENEWAL OF PROPERTY DAMAGE AND LIABILITY INSURANCE POLICY FOR JULY 1, 2013 THROUGH JUNE 30, 2014

Mr. Kevin Curnes, Safety Services Manager introduced Mr. Gerry Roberts, Senior Vice President, Wells Fargo Insurance Services and Ms. Ann Wiswell, Risk Management Specialist for Nevada Public Agency Insurance Pool.

Nevada Public Agency Insurance Pool includes 112 members and 14 school districts. The district has been with the Pool for 15 years. The Pool provides many services; purchases our insurance, provides risk management services, HR consulting and Health/Wellness consulting, safety and loss control services, claims services. There was less than a 3% increase for the coming year. Mr. Roberts reported that in general, there has been a 10% increase in the overall property and liability insurance market, primarily due to catastrophic events.

Mr. Roberts explained that the district's claims experience is very good due to work efforts of Mr. Curnes and Risk Management.

Mr. Gerry Roberts provided a brief overview of the Property Damage and Liability Insurance coverage:

- \$300 million of coverage for all buildings with no specific limits for schools or buildings; \$25,000 per occurrence deductible
- \$100 million of earthquake and flood coverage, subject to \$25,000 deductible; shared with 100 other members in the POOL. \$10 million limit per year in flood zone A; high risk flood zone.
- \$60 million of Boiler/Machinery Coverage, which includes equipment breakdown and electrical disturbance to equipment that is part of the buildings; \$25,000 deductible
- \$500,000 of Employee Fidelity Coverage and Money's and Security Coverage
- General Liability; \$10 million, subject to \$2,500 deductible per occurrence. The coverage includes auto liability, errors and omission, employment practice, etc.
- Sexual abuse coverage, sub-limited to \$2.5 million; subject to \$2,500 deductible
- Crime Coverage; \$500,000, subject to \$25,000 deductible
- Auto Physical Damage; \$2,500 deductible

Mr. Roberts commented on a new coverage offered to the district and if purchased outside the Pool, premiums would be approximately \$12,000 to \$15,000. Ms. Wiswell will provide additional information.

Mr. Roberts provided information regarding Student Accident Coverage, established approximately ten years ago; provides coverage only for transportation to and from school activities or to school. The policy provides \$10,000 coverage for accidental death or dismemberment, \$10,000 for medical expenses, subject to \$100 deductible and \$1,000 for dental coverage.

Mr. Roberts emphasized how the Pool is seeing an increase in earthquake coverage by other public entities. Mr. Roberts believes the district is well covered; Washoe and Clark County School Districts have their own coverage.

Besides a rate increase, Mr. Reynolds asked if there were any additional changes to the policy this year vs. last year. Mr. Roberts explained that the coverage has remained the same; the Pool tries to renew the policy consistently.

Mrs. Wilke-McCulloch asked if the district had any claims. Mr. Roberts explained that the district has very few claims; a reason why the premium has remained constant. The premium increased by approximately \$12,000.

Mrs. Conrad asked for additional information regarding equipment breakdown. Mr. Roberts explained that the coverage pertains to electrical panels, Heating, Ventilation, and Air Conditioning coverage (HVAC), etc. The coverage would also cover an electrical panel if one happened to arc; equipment that is associated with the buildings. Mrs. Conrad asked if the premiums had increased due to the additional square footage. Mr. Roberts explained that there was a small increase, some due to square footage, but mostly due to exposure.

Ms. Wiswell explained that the Nevada Public Agency Insurance Pool is a non-profit mutual company. The district joined with other public entities several years ago; deciding to self-insure as a large group. The Pool is a member driven, member governed organization that looks at exposures and risks faced by public entities; new types of lawsuits, property risks, not presently covered. They also look for ways to broaden and expand coverage in order for members to have the best coverage. The new coverage added this year includes cyber security event and privacy response expense coverage. The benefit covers an event that involves someone hacking into a database located on a district server that contains personally identifiable information. Typically, monetary damages are not immediately recognized; however, people are offered to have their credit monitored. There is \$500,000 of privacy response expense coverage, which will fund the cost of credit reports, monitoring, etc. There is \$2 million in cyber security event coverage, which pays for a variety of services; use of a computer services security expert, consultants or attorneys to establish the district's obligations which may require notification of the hack, cost of notifications, etc.

Mrs. Conrad asked for information regarding a deductible. Ms. Wiswell explained that there is a \$25,000 deductible.

Mr. Swirczek asked if the Pool has audited financial statements. Ms. Wiswell explained that as a public agency, the Pool's financial statements are available. Mr. Swirczek asked for the name of the Pool's actuarial firm. Ms. Wiswell explained that Bickmore and Associates from Sacramento, California is the Pool's actuarial firm.

It was moved by Mr. Steve Reynolds, seconded by Mrs. Stacie Wilke-McCulloch **that the Carson City School District Board of Trustees approve, as submitted, the proposed Renewal from Nevada Public Agency Insurance Pool Pact for Property Damage and Liability Insurance for July 1, 2013 through June 30, 2014.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

ANNUAL REPORT FROM THE FAMILY LIFE COMMITTEE

Mrs. Susan Keema, Associated Superintendent of Educational Services introduced Mrs. Erin Been, Chairperson of the Family Life Committee. Mrs. Been has been a Health/P.E. Teacher at Carson High School for nine years and worked for Clark County School District for ten years. Mrs. Been has completed her first year as the Chairperson of the Committee and has been responsible in leading the Committee to follow NRS 389.065; which requires a community based citizen group to approve material such as videos, handouts, textbooks, etc. Mrs. Been provided the annual Family Life Committee report to the Board.

Mrs. Been recognized Mrs. Lisa Schuette, former Chairperson, Family Life Committee for her support and assistance she provided.

The committee held several meetings throughout the year, updating curriculum, previewing and approving films and supplemental material:

- Introductions and review of Rules of Procedure took place during the first meeting
- Sexually Transmitted Disease presentation was made by Ms. Courney Bloomer, Carson City Health and Human Services. Presentation is approved for all high school students.
- Presentation of Adoption is an Option was presented by Mr. Buzz and Mrs. Lana Scharmann. The Committee realizes that the district is an abstinence based district; however, students need to understand that there are options. Presentation is approved for all high school students.
- Sex Ed, No Screwin' Around, DVD by Pam Stenzel; DVD approved for 7th grade middle school Health classes. Video was updated from previous version; newer vocabulary, engaging, etc.
- Presentation of Into Puberty Adolescence and Healthy Decisions was presented by Mrs. Sheila Story and Mrs. Lisa Schuette to 5th grade students at Carson Montessori School. The committee approved a parental permission slip.
- The committee will begin looking at additional material to be considered for middle school presentations for the 2013-2014 school year
- Ms. Selena Martínez, a teenage mom and 11th grade student at Carson High School, presented on what it's like to be a teenage mom. Presentation is approved for middle and high school students.

Mrs. Wilke-McCulloch asked about the response that was received when Ms. Martinez presented in the classroom. Mrs. Been deferred to Ms. Bonnie Preston, Health Teacher, Eagle Valley Middle School to answer the question. As a former student, Ms. Preston was familiar with Selena and invited her to speak to her students. Selena addressed the students from their perspective; has been in the same classes, had similar thoughts, dealt with peer pressure, etc. The presentation was relevant and stunning to the students. In addition, she shared what it's like to go to work and attend school, drive your child to a doctor's appointment, etc. As a follow-up to the presentation, students had to complete a writing assignment. Presentation is approved for middle and high school students.

DISCUSSION AND POSSIBLE ACTION ON RE-APPOINTMENT OF MRS. BONNIE PRESTON, TEACHER REPRESENTATIVE; TO SERVE AN ADDITIONAL 3 YEAR TERM ON THE FAMILY LIFE COMMITTEE; AUGUST, 2013 TO AUGUST, 2016

Mrs. Been explained that Family Life Committee Members serve a three year term. Mrs. Preston's current term expires on August 31, 2013 and the position is currently open for renewal. As a parent representative, Mrs. Preston is in good standing and has expressed a desire to continue serving on the Committee for an additional three year term. Mrs. Been recommended Board approval.

It was moved by Mrs. Laurel Crossman, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees approve the appointment of Mrs. Bonnie Preston as the Teacher Representative to serve an additional three (3) year term; August 1, 2013 – August 31, 2016 on the Family Life Committee.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

SELECTION OF FAMILY LIFE COMMITTEE MEMBERS IN THE FOLLOWING CATEGORIES; 2 FOR PARENT CATEGORY, 1 FOR RELIGION CATEGORY AND 1 FOR STUDENT CATEGORY

Mrs. Been explained that the Family Life Committee is comprised of the following: parents, representation from religion, teacher, student, medical and counselor. Mrs. Been explained that Ms. Joan Goddard and Ms. Lucy Kinder, Parent Representatives have resigned their positions on the Family Life Committee. At this time, Ms. Shirley Harris, Religion Representative has moved and cannot be located. The positions were advertised and there are two applicants that have expressed an interest in serving as Parent Representatives; Mrs. Sheryl Tingle and Ms. Hannah McDonald. Another parent applicant, Ms. Julie Tuttle withdrew her application. Mr. Chris White is interested in serving as the Religion Representative. In addition, Javier Tranquillo, Carson High School student would like to serve as the student representative. The applicants are active in the community. Mrs. Been recommended Board approval.

Mr. Reynolds recognized the applicants for taking time to volunteer and serve on the Family Life committee.

Mrs. Wilke-McCulloch asked if there were residential restrictions; students attend schools in the district, applicant lives in Lyon County. There are no known restrictions.

It was moved by Mr. Steve Reynolds, seconded by Mrs. Laurel Crossman, **that the Carson City School District Board of Trustees approve the selection of Mrs. Sheryl Tingle and Ms. Hannah McDonald as the Parent Representatives, Mr. Chris White as the Religion Representative and Javier Tranquillo as the Student Representative to serve on the Family Life Committee for a three (3) year term; August 1, 2013 to August 31, 2016.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

PRESENTATION OF TEACHER RESEARCH STUDY FOR NON-ENGLISH SPEAKING PARENTS, FUNDED BY INTERNATIONAL READING ASSOCIATION

This item was postponed and will be presented at the June 25, 2013 School Board meeting.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE RECOMMENDATION OF MRS. KAREN SIMMS AS PRINCIPAL OF BORDEWICH BRAY ELEMENTARY SCHOOL

Mr. Stokes briefly summarized how the Principal's position became vacant at Bordewich Bray Elementary. Board members were reminded that upon receiving the Race to the Top grant, Dr. Steve Pradere was named as the Transformation Office Director. As a result, a request to fill the position of Manager of Grants and Special Projects was posted and Mrs. Valerie Dockery was named to fill that vacant position. Upon Mrs. Dockery being selected as the Manager of Grants and Special Projects, the Principal position at Bordewich Bray Elementary School became open to fill.

Mr. Stokes explained that the interview to select a Principal for Bordewich Bray Elementary School was held on May 30, 2013. Three candidates, Mrs. Karen Simms, Mrs. Ruthlee Calairio and Mrs. Susan Squires were interviewed by a committee of ten members; administration, association members and a board member. The candidates were interviewed; they provided a presentation, a coaching session and a writing sample. Upon completion of the interview process, the committee selected Mrs. Karen Simms. Mrs. Simms is currently working as the Vice Principal at Eagle Valley Middle School. In addition, she has worked as a high school Social Studies Teacher, served as a Department Chairperson, and served on several district committees. Mrs. Simms helped build and administer the Vision Plan and has been involved in the Eagle Valley Middle School Administrative Team. Mr. Stokes introduced and recommended the Board's approval of Mrs. Karen Simms as Principal for Bordewich Bray Elementary School.

Mrs. Simms expressed her appreciation for the opportunity to serve as Principal at Bordewich Bray Elementary School. Mrs. Simms stated that she is dedicated to the district and committed to giving her very best.

Mrs. Conrad explained that because she has worked with Mrs. Susan Squires, Vice Principal, Bordewich Bray Elementary School she has found herself to be biased. Mrs. Conrad supports Mrs. Simms; however, she believes district staff should review the process for hiring Principals' in the future. Mrs. Conrad would like a set protocol to be established. Mrs. Conrad commented that a parent and staff member from Bordewich Bray Elementary School were not included on the interview committee.

Public Comment:

Mrs. Molly Walt, parent of two students at Bordewich Bray Elementary School addressed the Board and commented on the process that was used to select the Principal. Mrs. Walt commented on the interview process used when Mrs. Dockery was selected as Principal, Bordewich Bray Elementary School and if a Principal was selected in the future that staff would be involved in interviews. Mrs. Walt explained that at a Parent Teacher Association (PTA) meeting, parents were told that a parent would also be included in the interview process. Mrs. Walt commented on how district staff wants parent involvement; however, she believes it only applies in certain conditions. Mrs. Walt asked that Board Members, as elected officials, not approve the recommendation of Mrs. Simms and that staff be directed to establish another interview committee that consists of parents and staff from Bordewich Bray Elementary School. Mrs. Walt recognized that a parent did serve on the committee; however, they served a dual role, Board Member and parent. Mrs. Walt believes that by taking action, the Board is closing the door on parents that have been involved at Bordewich Bray Elementary School.

Mr. Swirczek asked for information as to who mentioned that parents would be involved.

For clarification, Mrs. Dockery explained her comments made at a PTA meeting; she assumed parents would serve on the interview committee.

Mrs. Walt asked Dr. Jose Delfin, Associate Superintendent, Human Resources if a parent representative from Bordewich Bray Elementary School served on the interview committee. Dr. Delfin explained that there wasn't a parent representative and followed up by outlining the interview process; Mr. Brian Wallace, President, Ormsby County Education Association (OCEA) and Mr. Jeff White, President, Carson Educational Support Association (CESA) were asked to gather information on what staff was looking for in a Principal. They provided their findings to the interview committee. Board Trustees, Mrs. Laurel Crossman and Mr. Joe Cacioppo were both invited to serve on the interview committee; however, due to a conflict, only Mrs. Crossman could serve on the Committee. Dr. Delfin explained that in the 21st Century, the interview process is different, a rigorous process; Instructional Leadership model. Dr. Delfin explained that only district staff was considered and interviewed for the position, which was a 4-part process; 20 minutes of typical questions, 30 minute presentation based on data, completed a coaching scenario and they completed a written assignment. Several hours is set aside for each interview. Dr. Delfin noted that staff knows how to score the coaching scenarios and they also look to see how well the data was presented. Prior to using the performance based interview process, the district had a large panel of people that participated; which doesn't necessarily get you the right person for the job. By using the performance based interview process it allows the panel to see what the candidate is made of vs. just answering questions. In order to be efficient and score the applicants appropriately, it was determined that staff members trained in the process would serve on the interview committee.

Mrs. Walt was not questioning the process or procedures within the interview; however, she did question the interview panel; there was no parent or staff member from Bordewich Bray Elementary School involved in the process. Mrs. Walt stressed the importance of having parent involvement in the schools. Mrs. Walt does not question Mrs. Simms; she questioned the process used in selecting the Principal. Mrs. Walt commented on Bordewich Bray Elementary Schools uniqueness; Title I school, etc. Again, Mrs. Walt asked the Board to direct staff to form a new committee to include a staff member and parent from Bordewich Bray Elementary School.

Mrs. Wilke-McCulloch asked Dr. Delfin if a staff member or PTA member have previously participated in selecting a Principal. Dr. Delfin explained that he tried to ask Mr. Cacioppo to serve on the committee. Mrs. Wilke-McCulloch explained that when she served on a previous committee, PTA assisted in having a parent serve on the committee. Mrs. Wilke-McCulloch asked if this in the only time a parent or teacher was not represented on a committee. Mr. Stokes explained that this is a new process; Principals have been asked to go through a performance based interview vs. a typical interview, answering questions. The district is asking candidates to go through a processes that they might encounter as Principals'. During the previous interview process, the panel would have between 14 to 17 people, which included a parent, school staff and members from the association groups. Mr. Stokes noted his responsibility as Superintendent; make sure the best candidate is selected for the job. Mr. Stokes doesn't believe opening the position again would be the appropriate thing to do.

Mrs. Wilke-McCulloch inquired as to the district's last Principal position. Mr. Stokes explained that it was either Carson Middle School or Seeliger Elementary School.

Mrs. Angila Golik, Teacher, Carson High School addressed the Board on three points:

- As a taxpayer, she doesn't believe the district should reconvene another committee
- As a teacher and colleague of Mrs. Simms, she commented on Mrs. Simms professionalism, dignity and respectfulness
- As a parent, Mrs. Simm's immediately handled any situation involving her two daughters. Mrs. Golik believes the recommendation of Mrs. Karen Simms should be approved.

Mrs. Gilles served on the interview committee and also served on the committee the last time a Principal was selected. The performance based process was the same for both interviews; however, some of the questions relating to data were different. The process, activities and steps taken were the same. In addition, the representatives from the OCEA and CESA were asked to provide information following their interviews with staff; both came well prepared, explaining what teachers and classified staff were looking for in a Principal.

Mr. Reynolds expressed his appreciation of Mrs. Walt's work in the public and his understanding of her concern. However, he also commented on how the interview process is changing; dedicated and professional process, measuring the capabilities of the applicant. In addition, Mr. Reynolds commented on the previous interview process; likeability vs. right background to do the job.

As a parent and School Board member, Mrs. Wilke-McCulloch served on the committee that selected the Principal for Carson Middle School. In looking back and reflecting on advice given by Mrs. Gilles, Mrs. Wilke-McCulloch believes it would have been good to include a PTA member. Mrs. Wilke-McCulloch commented on how a parent might be more partial than they should be and how they may not be able to identify the qualifications needed for the position. Mrs. Wilke-McCulloch is in favor of the new process used in selecting Mrs. Simms.

Mrs. Conrad reiterated the need to create a policy that identifies the process to be used for future interviews. Mrs. Conrad also recognized that it is not a good idea to have a Board member and/or an involved parent participate in the interview process. At this time, Mrs. Conrad believes things should move forward.

It was moved by Mr. Ron Swirczek, seconded by Mr. Steve Reynolds, **that the Carson City School District Board of Trustees approve the selection of Mrs. Karen Simms as Principal of Bordewich Bray Elementary School.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

Mr. Swirczek has worked with Mrs. Simms and has found her to be thoughtful, kind and considerate.

Mrs. Simms commented on the importance of working with parents to ensure student success.

INTRODUCTION OF MRS. VALERIE DOCKERY, MANAGER OF GRANTS AND SPECIAL PROJECTS

Mr. Stokes explained that Mrs. Valerie Dockery served as the Manager of Grants and Special Projects several years ago. She has also worked as a middle school Vice Principal and Principal at Bordewich Bray Elementary School for the last 6 years.

Mrs. Dockery expressed her gratitude for allowing her the opportunity to work as the Manager of Grants and Special Projects. As Mrs. Simms starts her journey as Principal at Bordewich Bray Elementary School, Mrs. Dockery presented her with several items; T-shirt, vest, a hat for crazy hat day, poncho and a set of goggles.

INFORMATIONAL UPDATE ON THE CARSON CITY SCHOOL DISTRICT RACE TO THE TOP GRANT

Dr. Steve Pradere, Transformation Office Director provided a power point presentation on an update for the Race to the Top Grant. (A copy is included in the permanent record.)

Dr. Pradere outlined the following:

- All 15 trainers have completed their training; Cognitive Coaching, initial Professional Learning Communities (PLC) groups, etc.
- Each campus has a School Support Team which is comprised of the Principal, Vice Principal and Dean(s), Implementation Specialist(s), Transformation Office Director, Director of Accountability and Associate Superintendent of Educational Services. Meetings are held weekly and each component of the Race to the Top grant is reviewed. At this time, they are reviewing curriculum and assessment development, along with the hiring of staff to fill vacant positions.
- Secondary Counseling Team, a new group, will consist of a Lead Counselor for each site, Director of Accountability, Transformation Office Director, Career and Technical Education (CTE) Implementation Specialists and CTE teacher representatives. There focus will be on two areas; academic development and career development, which will help students align to one of six career pathways. The team will meet weekly, beginning in August, 2013. Once things are established, they will meet once a month. They will help with the freshman transition class at Carson High School, which will assist with the 4-year plan for students.

Mrs. Wilke-McCulloch asked if this applies at the middle school level. Dr. Pradere explained that the middle schools are working on career interest inventories and providing students with opportunities to be involved in and/or out in the community. The middle school project is a smaller scale project. Both high schools will have the high scale project; students select career pathway and receive the school to career experience.

Mr. Reynolds commented on the number of students needing counsel vs. the number of counselors; 15 minutes. Mr. Reynolds asked if there was information on the student ratio. Dr. Pradere explained that as part of the Race to the Top grant, they added one counselor going from 5 to 6. Dr. Pradere did not have information regarding the student: counselor ratio. However, the freshman transition class will include an initial counseling component, allowing students the opportunity to go through the counseling process for the 1st semester. Further counseling support will be provided as needed, allowing the counselors more time to work with students over the next three years. In addition, Mr. Ben Contine, CTE Implementation Specialist and Mrs. Michele Lewis, CTE Administrator on Special Assignment will support the process.

Mrs. Wilke-McCulloch asked if students will be stuck in their career pathway or will they have the opportunity to change. Dr. Pradere explained that the student career pathway is not set in stone; students will begin on a pathway, but will have the opportunity to change. Students interested in high level careers; engineering, medical field, etc., are encouraged to get involved early in the core classes, which improves their chance of pursuing the career. Dr. Pradere is hopeful that

students will receive some experience through the Career Interest Inventory Experiences at the middle school level.

Mrs. Conrad asked for information on how things being done by Mrs. Lewis and Mr. Contine will be incorporated; will students be connected with local businesses in the community. Dr. Pradere explained that Mrs. Lewis and Mr. Contine are recruiting businesses to begin providing opportunities to students. Dr. Pradere is hopeful that the six career pathways will be filled throughout the year. At least one time, prior to a student leaving Carson High School, they will have the off-campus experience in their particular area. A data base with a number of options for students is being built. An internal infrastructure is being built at Carson High School and as students select a pathway, one step includes getting ready to go into the community. The steps are being built inside Carson High School, while building partnerships in the community. Three Administrative Assistants have been hired to assist with the Race to the Top grant; they will also assist in monitoring and aligning the experiences for students. The students also have to be monitored while out in the community, as well as when they return.

Mrs. Conrad commented on how minority students may not know what to do in pursuing their dreams and asked if counselors will be providing suggestions. Dr. Pradere commented on the importance of building a community of leaders amongst the teachers, leaders, etc., by providing teachers the training necessary to have those types of conversations with students. Dr. Pradere also stressed the importance of the Freshman Transition Class,

Mr. Reynolds commented on the opportunity that was recently afforded the teachers when they visited local manufacturing companies.

In perspective to the Strategic Plan and the Race to the Top grant, Mr. Swirczek commented on job shadowing and student internships. One objective of the Strategic Plan is to provide exposure to students to see what a business is; manufacturing, medical, etc.

- Current curriculum and assessment development; freshman transition course and 7th grade computer literacy should be available to students at the beginning of the 2013-2014 school year
- Hiring Practices; Performance interviews is being used in hiring all teaching positions, including a transfer, consistency at all campuses, and an expert panel is involved in the hiring
- Next Steps; communicate with staff members on expectations for the coming school year, there will be a platform for staff to follow, etc.

INTERVIEW AND POSSIBLE ACTION ON APPOINTMENT OF APPLICANTS TO FILL THE BOARD TRUSTEE VACANCY IN DISTRICT 6

Mrs. Lynnette Conrad asked each applicant to introduce themselves; Ms. Candace Stowell, Mr. Michael Vanderbeck and Mr. Randy Carlson. Mrs. Conrad reviewed the interview process to be used in filling the vacancy.

Mr. Carlson served briefly as a Board member, and has lived in Carson City for 30 years. He would like the opportunity to give back to the community and school system. Mr. Carlson shared his view of a Board member; the Board holds the Superintendent accountable for the performance of the schools. Mr. Carlson believes a good boss should ask two questions; when can I have it and what do you need. Mr. Carlson commented on the importance of the Board supporting Mr. Stokes' selection of Principal for Bordewich Bray Elementary School.

Mrs. Conrad asked Mr. Carlson to provide his background information. Mr. Carlson is educated as an engineer and has worked for 40 years as a consultant, primarily in the medical and space business.

Ms. Stowell has lived in Carson City for one year and has worked for 30 years in the area of urban planning and development. In the early 1990's, Ms. Stowell lived in southern Nevada, where her son attended public schools. Ms. Stowell has been committed to supporting public

schools; PTA, volunteering, etc. Ms. Stowell believes schools and the City have to be strong and work together. In addition, Ms. Stowell was involved in schools in Harrisburg, Pennsylvania, along with community organizations and advocacy groups. Ms. Stowell will be leaving her position in Douglas County in July, 2013.

Mr. Vanderbeck has been a resident of Carson City for 6 years and worked for Alameda County Public Works, in California and put two daughters through college. Mr. Vanderbeck served on the Oakland Diocese School Board and is interested in the education system in Carson City.

Mr. Reynolds suggested that each candidate answer each question asked by Board members. During the interview, the candidates sat in the seats of Mr. Anthony Turley, Director of Fiscal Services; Mrs. Keema and Mrs. Janice Towns, Director, Information Technology.

Public Comment:

Mr. Walker Barnett explained that he applied for the School Board position; however he missed the deadline, as his application was received on June 10, 2013. Mr. Barnett asked if he too could be considered for the position. Mr. Barnett provided some background information; graduated from Carson High School in June, 2013 and was not aware of the deadline. Mr. Stokes notified the Board that a second applicant missed the deadline also; both candidates were notified that they had missed the deadline, therefore, their application materials were not provided to the Board. In fairness to the other candidate that is not in attendance, Mr. Stokes believes it would be improper to accept Mr. Barnett's application at this time.

Mrs. Conrad asked Mr. Pavlakis for the age requirement. Mr. Pavlakis explained that the required age is 18 and a resident of Carson City for 6 months and resided for 30 days within the district.

Mr. Barnett turned 18 years old in October, 2012 and has attended schools in the district for the last 12 years. Mr. Barnett is also registered to vote.

Mrs. Wilke confirmed that the information was communicated twice and asked Mr. Pavlakis if there were any limitations. In reference to legal requirements, Mr. Pavlakis explained that notice was given and he concurred with comments made by Mr. Stokes. Mr. Pavlakis explained that the appointed trustee will face elections during the next general election.

Mrs. Conrad agreed with the recommendation made by Mr. Pavlakis.

The interviews continued and Mr. Reynolds asked the following question: "What is your view of the role of the School Board and the role as the Superintendent?"

- Ms. Stowell believes the role of the Superintendent is similar to a County Manager. Elected officials are there to set policy, the Superintendent is charged to run the departments. Ms. Stowell explained how she's seen elected officials micromanage at the department level, causing problems. She also believes the Board wants to be involved in the district, however, the Superintendent should be allowed to run the schools and hire staff to do so.
- Mr. Carlson believes the Board sets the direction and objectives of education for the district, including input from the community. He also believes the Board needs to operate as a good boss and ask two questions; when can I have it and what do you need? Mr. Carlson believes it's the Boards job to ask questions and oversee that resources are available. It is the Superintendent that has to do the work.
- Mr. Vanderbeck believes the Board has to work with the Superintendent, hand in hand, to deal with issues. They should also work together to make it pleasant for everyone.

Mrs. Crossman asked the following question: "How will you, as one member, contribute to effective implementation of that role?"

- Ms. Stowell explained that as a new member she has to learn, read and understand basic information; number of students per school, etc. She also believes a new member should learn, listen and assist in implementing the Strategic Plan. As a planner, actions are critical. Identify problems, help address the issues in the district and assist in making things in the district better.
- Mr. Carlson believes it is important for Board members to talk to administration and those doing the work to better understand the issues; budget, etc., and how things are being applied towards objectives set by the district. He also believes an informed Board member puts themselves in a position to ask questions of administration to understand the direction the district may want to go. However, as a Board member, he doesn't believe that they can understand things by looking at the district from outside, reading things about the district in the newspaper, etc. Mr. Carlson reiterated the importance of getting involved, talking with administration, etc. to better understand what's happening in the district.
- Mr. Vanderbeck explained that for him, it would be a process of research, study, getting to know fellow Board members, along with the Superintendent and staff. Have an understanding of projections that are being sought, working hand in hand with the other Board members, not as an individual.

From the National School Boards Association (NSBA), Mr. Swirczek read an article "The Key Work of a School Board"; improve school achievement, increase community engagement to promote student achievement, hire the Superintendent, and ensure effectiveness of the management of the district. Mr. Swirczek asked each candidate to provide their definition of "What is school achievement and success?"

- Ms. Stowell believes student achievement for a school district include reducing the drop-out rate, ensuring student safety when they come to school, ensuring stability in the neighborhood, keeping up with their peers, opportunities for advance placement in a class, making sure students have the tools to be successful and move forward, etc.
- Mr. Carlson believes the place to begin is to decide what do we want the schools to achieve. In addition, schools are going to achieve what the student achieves. Student achievement is the end product of everything that is done in the district. Mr. Carlson would measure success against an objective in seeing that each student going through the district is educated to the limit of their ability. As a school, we can equip students with the knowledge and skills, with values and attitudes that will empower them to run the world.
- Mr. Vanderbeck believes student achievement provides students with the equipment, guidance, and understanding that is needed to achieve what they want to do in life. Mr. Vanderbeck shared a personal story about being in high school and how he went to college, something his father never did. It is important to show students that they have the tools, to show them where to go, and how to do it.

Based on the 2nd point of the article, as mentioned above, Mr. Swirczek asked each candidate what suggestions they would have for increasing community engagement to promote student achievement and success.

- Mr. Vanderbeck would go to the schools, talk to students and get students involved. He would also get their parent and community involved.
- In addition to PTA's, Ms. Stowell believes the schools are the hub to have more community activities and involvement. It is important for the community to be aware of what the schools are doing and how important the school is to the neighborhoods, city, etc. Ms. Stowell also commented on the possibility of having different classes and resources for families at the schools.
- Mr. Carlson believes there are two aspects of engaging the community that are different, however, important to the schools. Make the industrial and business community available to students in an effort to use more community resources to accomplish the educational mission. Another important piece is to get students and parents, that are typically less involved in schools and education, more involved. Mr. Carlson referenced the before and after school program at Bordewich Bray Elementary School, which

provided 12 hours of educational opportunities every day; tutoring, enrichment programs, etc. Mr. Carlson believes the district may have a marketing problem, which he believes the Board can provide assistance in marketing the programs in the district. Mr. Carlson provided a marketing example.

Based on comments from the previous two questions, Mr. Swirczek asked each candidate to explain what their ideal school district would look like to them. He reminded the candidates that they are Board members, making policies that would benefit students.

- To Mr. Carlson, the ideal school district is defined by what the schools focus on. It is important that students receive a broad general education about the world they live in. It is also important that they receive specific skills, i.e.; in teaching social studies subjects if the objective is that students score well on the standardized test, Mr. Carlson believes the district has it wrong. If classes are taught well, and students leave the schools empowered, if there's something they don't like, they will know how to write a letter to the editor, etc.
- Ms. Stowell believes everyone should feel positive, excited, confident, etc., regardless if you're a teacher, administrator or student. There should be parent and community involvement, each school year is fun and inviting, and by the time students graduate, they will have a good foundation. It is important that everyone support their schools and that School Board members would be tireless ambassadors for the district.
- Mr. Vanderbeck would like to see everything function as a whole, bringing everything together; Superintendent, School Board, schools, students, teachers and parents.

Mrs. Wilke-McCulloch explained that she has served on the School Board two previous times and that the Board wasn't always cohesive. The Board may not always agree, but they respect each other's views. Mrs. Wilke-McCulloch asked the candidates if they had served on other Board's, and if so, which ones and how they would act if things didn't go their way.

- Mr. Carlson has served on a homeowner's association board, which was unpleasant and he also served on the Carson City School District Board of Trustees, which was very pleasant. Mr. Carlson believes Board members need to respect the view point of other members. In addition, he believes Board members need to articulate their portion of the vision, while getting other Board members to understand and possibly accept. Mr. Carlson commented on how the Open Meeting Law places restrictions on interaction between Board members on areas of policy; need to be cautious about what is said.
- Mr. Vanderbeck served for 4 years on St. Felicitas Catholic School Board in San Leandro, California and the Oakland Diocese of Catholic Schools. In addition, Mr. Vanderbeck served on the Board for Stream Restoration and Improvement for Alameda County.
- Ms. Stowell has been involved on several Boards; currently serving as Secretary of American Planning Association, worked with PTA in Clark County, served as President of Ben Franklin Academic Prep in Harrisburg, Pennsylvania, served on the Wake Housing and Homeless Coalition, in Raleigh, North Carolina, etc. In addition, Ms. Stowell is currently serving as President of a Townhome Association.

Mrs. Conrad commented on the diversity of the District; 40% Hispanic population, small Native American population, etc. Based on cultural barriers, Mrs. Conrad asked each candidate to provide suggestions on what they would do to get more Hispanic and/or Native American parents involved in the schools.

- Ms. Stowell believes it is a marketing issue; know what your base is and reach out to the different population groups. Verify that all materials going home are in Spanish, see if there are opportunities to have multi-cultural events at the schools when families are not working, etc. Explain how the educational system works and communicate to families new to Carson City and/or the country. It is also important to reach out to all families through PTA's, etc.
- In serving on the Board several years ago, Mr. Carlson commented on the importance

of having intercultural activities at the schools, build participation in Pre-K and All-Day Kindergarten. Mr. Carlson believes the district is aware of the diverse population and that they have great programs for students. Another outreach is advertising; communicate and connect with parents to get their kids involved in the programs.

- Mr. Vanderbeck believes the best way to get more involvement is to implement programs/activities for all groups; Hispanic, African Americans, etc. It is important to bring everyone together at once, not have separate evenings designated for each ethnic group.

Mrs. Conrad asked the candidates if they had any conflicts of interest that would jeopardize their decisions on issues that come before the Board and if they had personal commitments that might conflict with Board activity.

- Mr. Vanderbeck has no conflicts of interest; however, he will be traveling to Europe for a month and not available during the month of July
- Mr. Carlson responded no to both questions
- Ms. Stowell explained that she has no conflict, as she will be semi-retired from Douglas County on July 5, 2013

Mrs. Conrad publicly thanked the candidates for expressing their interest in serving on the Board.

Mr. Reynolds expressed his appreciation to each candidate for taking the time to interview for the vacant position. Personally, Mr. Reynolds values the experience that Mr. Carlson would bring to the Board.

Mrs. Conrad called for a five minute recess at 9:42 p.m. The meeting reconvened at 9:47 p.m.

Mrs. Crossman thanked the candidates and believes they all did a great job. However, she believes Ms. Stowell brings a lot of experience in public service and planning. Mrs. Crossman expressed concerns with only have one year of residency in Carson City.

Mr. Swirczek thanked the candidates for coming forward. Mr. Swirczek has served on the Board for 2 ½ years and is pleased with his experience of serving the Board. Mr. Swirczek acknowledged Ms. Stowell for being prepared by reading the Strategic Plan. Mr. Swirczek believes Ms. Stowell is a team player and at this time, would be leaning towards Ms. Stowell.

Mrs. Wilke-McCulloch concurred with the previous comments. Mrs. Wilke-McCulloch highlighted the responses made from each candidate.

Mrs. Conrad believes each candidate would bring something unique to the Board. Mrs. Conrad expressed her appreciation for the responses made by each candidate. She also believes that Ms. Stowell's experience in city planning would be an asset. At this time, Mrs. Conrad would go with Ms. Stowell.

Mr. Reynolds explained that he nominated Mr. Carlson for the position.

Mrs. Conrad asked if there were other nominations for Mr. Carlson.

Mr. Pavlakis commented on the process and asked if anyone else supported Mr. Carlson's recommendation made by Mr. Reynolds. Mr. Pavlakis asked if there was a second to the motion to appoint Mr. Carlson. For lack of a second, the motion died.

It was moved by Mr. Ron Swirczek, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School District Board of Trustees approve the appointment of Ms. Candace Stowell to fill the vacancy in District 6, created by the resignation of Mrs. Barbara Myers.** Motion carried unanimously. (Mr. Cacioppo was not present for the vote.)

Ms. Stowell thanked the Board for allowing her the opportunity to serve on the Board.

INFORMATIONAL FOLLOW-UP ON THE LOCKDOWN SITUATION AT CARSON MIDDLE SCHOOL

Mr. Stokes reported that on May 29, 2013 between 1:05 p.m. and 4:50 p.m. Carson Middle School was in a lockdown situation. Initially, a student reported to his teacher that he saw two students loading a handgun while in the restroom. The teacher followed procedures and immediately sent the student to speak with administration. At the time of the report, a detective happened to be on campus and began speaking with the student in an effort to gather additional information. Following input from the Carson City Sheriff's Office and Carson Middle School administration it was decided to lockdown the school. During the lockdown, administration worked with law enforcement officials to verify the story. At the time, 911 was called, emergency personnel responded to the school, where they secured the perimeter of the school and neighborhood.

Initially, the Sheriff's Office thought they were looking for two individuals, which took some time. As time went on, it was determined that school would not be dismissed on time; busses and parents began arriving at the school. At this time, there was still uncertainty inside the school as to whether the students could be located and/or legitimacy of the story. As the interview with the student continued, the information was not consistent with the initial report. The events in the school began to wind down; however, the events outside the school were increasing. Once the school received the "all clear" call, students were reunited with their parents/guardians, beginning with 6th grade students which were released to the gymnasium. The process continued with 7th and 8th grade students. Students that typically walk home were allowed to do so and students that did not walk home or who were not picked up were transported home on the bus.

During the lockdown situation, feedback was received from parents and community members. Mr. Stokes received several emails and phone messages regarding the situation. Mr. Stokes explained that the district is interested in the feedback so that improvements can be made. The greatest concern was the lack of communication; everyone would have liked additional information.

As a district, several changes will take place; use the School Messenger system in any lockdown situation, use system to give the all clear notification, etc. Mr. Stokes explained how the use of the system was contemplated; not knowing all the details, how much information should be shared, etc. Based on feedback, members of the community would have preferred to have initial information at the beginning of the lockdown, along with updates during the situation. It was also suggested that the School Messenger system be used to provide an "all clear" signal once the event was over. Mr. Stokes noted that in the event of a similar situation, the district will work to provide information. Unfortunately, some information said was not necessarily true, which caused some difficulty. To keep the community informed of the situation, a scrolling alert was posted on the district website; however, community members reported having difficulty in see the alert.

Principals' were notified of the lockdown; however, staff members at the warehouse were missed in the notification process. Staff members throughout the district requested additional lockdown drills. The district currently has one lockdown drill per year and two earthquake drills. In completing the lockdown drill early in the year, staff shared thoughts that things might not be clear or that they might not remember what their responsibilities might be during an actual lockdown situation. The district will eliminate one earthquake drill and have an additional lockdown drill, with district office staff being more involved in the drill. In addition, comments were also received on streamlining the reunification process. The district will continue to work with the Sheriff's Office to better understand the processes to be used in the district.

Mr. Stokes explained that not all feedback was negative; there was comments noting the quick response and actions taken to assure the safety of all students. Mr. Stokes thanked the students and staff for the way they handled the situation. He also thanked the local authorities for their quick response and parents for their cooperation during this time.

Mr. Swirczek commented on the number of parents that were appreciative that their children were taken of. Overall, Mr. Swirczek believes the district did a great job.

Mrs. Wilke-McCulloch asked for information on how long it takes to send a message when using School Messenger. Mr. Stokes explained that a specific time can be set; however one challenge is the area of translating the message into Spanish. If no one is available to translate the message, the system uses a "Robo Voice" to translate it; however, the district typically has a district staff member translate the message. Mrs. Janice Towns, Director, Information Technology, explained that if the emergency button is selected, which would have been done in this situation, every number on file would have been called, including a text message being sent, etc. This can be accomplished within 5 minutes.

As a member of the Safety Committee, Mrs. Wilke-McCulloch suggested that a Twitter and/or Facebook account be established. In reviewing the steps of the Safety Plan, Mrs. Wilke-McCulloch believes the parent notification portion should be reviewed. Mrs. Wilke-McCulloch believes everyone did a good job; however, she believes we need to be a little more up to date in the area of technology.

Mrs. Conrad commended the Carson Middle School teachers for keeping students calm during the situation and Mr. Dan Sadler, Principal, Carson Middle School for taking the report seriously and acting upon it.

Mrs. Crossman asked if messages to be sent could be limited to students and/or families for a specific school. Mrs. Towns confirmed that the system could be set up so that messages are sent only to a specific school.

2013 NEVADA LEGISLATIVE UPDATE: REPORT ON ITEMS OF INTEREST RELATING TO EDUCATION; TO INCLUDE THE MOST RECENT INFORMATION ON THE DISTRIBUTIVE SCHOOL ACCOUNT (DSA)

Mr. Stokes provided a brief report on Legislative Bills that have been reviewed and/or signed by the Governor. The items presented are considered to be passed as of the Legislative Session.

As the Session nears completion, additional information is being received regarding items of interest relating to education. Mr. Stokes commented on the Distributive Student Account (DSA) Bill, which funds education for the biennium; per pupil amount which the district stands to receive is in excess of what the district budgeted. The original number identified at the May 15, 2013 Budget Hearing is \$306 more per pupil, which totals approximately \$2.2 million for next year.

Mr. Stokes reminded Board members that the district entered into a negotiated agreement with the four employee groups that if additional money other than what was budgeted, that the district would go back to the employee groups and re-open negotiations. Another area for consideration is that the district is spending portions of the ending fund balance. Although tempting to consider things the district can add back, there are still considerations that need to be considered.

Mr. Stokes reported that additional funding may also be received in several areas; full-day kindergarten. The NDOE sent information indicating possible benefits associated with the Bill. Mr. Stokes explained that the district may see additional funding for full-day kindergarten and class-size reduction.

The Nevada Association of School Superintendents (NASS) will be meeting on Monday, June 16, 2013, where Ms. Rorie Fitzpatrick, Interim State Superintendent will present additional information.

Mr. Reynolds asked for the difference between the district's recent procedure and the State's requirements in setting up the criteria in determining the budget. Mr. Stokes explained that he will need to familiarize himself with the Bill. Mr. Stokes explained that he needs the support of the Board to carry out the programs and operations in the district. If the Board has a specific

direction, Mr. Stokes will have Mr. Anthony Turley, Director of Fiscal Services build the budget accordingly. In thinking out loud, Mr. Stokes referenced the Strategic Plan that has priorities and believes would be the direction of the Board.

In regards to DSA funding and additional direction by the Board, Mr. Swirczek asked when Board members can expect to have final information on additional revenue. Mr. Stokes explained that as soon as the information is received, it will be presented. Currently the district has a known per pupil amount, but what is unknown is what additional conditions may need to be taken into account and how it might release other General Fund money.

Mr. Turley explained that the district has the DSA, which affects the General Fund and availability to transfer to other funds; however, the categorical funding, restrictions and impact is unknown at this time.

Mr. Stokes commented on some of the categorical areas associated with the Bills.

Mr. Swirczek inquired as to when the four bargaining groups will be meeting. Mr. Stokes explained that they will be meeting on June 24, 2013.

Mr. Stokes reminded Board members that following the last day of the Legislative Session, the Governor has ten days to sign the Bill. If the Governor does not sign the Bill in ten days, it becomes law. Mr. Stokes is hoping to have additional information by June 18th and/or 19th.

APPROVAL OF CONSENT AGENDA

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

REQUEST FOR FUTURE AGENDA TOPICS

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

Mrs. Wilke-McCulloch would like to see a policy on hiring Principals. Mr. Stokes asked if their desire was to have a Board member serve on a committee or if they wanted staff to create a policy and present it for discussion. Mrs. Conrad did some research and expressed an interest in participating.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, June 25, 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 10:30 p.m.

Ron Swirczek, Clerk

Date

**CARSON CITY SCHOOL DISTRICT
 CONSENT AGENDA ITEM SUMMARY
 July 9, 2013**

EMPLOYEE LEAVE REQUESTS			
Name	Position/Subject	Location	Type of Leave

REQUEST WITHDRAWAL TO TAKE GED			
Name	Grade	School	

REQUEST ATHLETIC PARTICIPATION FOR HOMESCHOOL/CHARTERSCHOOL STUDENTS			
Name	Grade	School	Sport

REQUEST VACCINATION EXEMPTION PER NRS 392.437			
Grade	School	Personal	Religious
Kindergarten	Bordewich Bray Elementary		x

CARSON CITY SCHOOL DISTRICT - STAFF INFORMATION

July 9, 2013

ADMINISTRATIVE STAFF

2013-2014 - NEW HIRES				
Name	Position/Subject	Location	Hire Date	New/Replace
None				

2012-2013 - RESIGNATIONS/RETIREMENTS					
Name	Position/Subject	Location	Hire Date	Term Date	Resign/Retire
None					

CERTIFIED STAFF

2013-2014 - NEW HIRES				
Name	Position/Subject	Location	Hire Date	New/Replace
Tearra Bobula	TOSA/Curriculum Specialist (1 Yr ONLY)	Districtwide	8/23/2002	New - FY 14
Angela Maw	Health Teacher	Carson Middle School	TBD	Replace - FY 14
Christopher Shorten	7th Grade Social Studies Teacher	Carson Middle School	TBD	Replace - FY 14
Roberta Siracuse	School Psychologist	Student Support Services	TBD	Replace - FY 14
Rosalee Swezey	1st Grade Teacher	Mark Twain Elementary	TBD	Replace - FY 14

2012-2013 - RESIGNATIONS/RETIREMENTS					
Name	Position/Subject	Location	Hire Date	Term Date	Resign/Retire
None					

CARSON CITY SCHOOL DISTRICT - STAFF INFORMATION

July 9, 2013

CLASSIFIED STAFF

2013-2014 - NEW HIRES				
Name	Position/Subject	Location	Hire Date	New/Replace
Cheri Hall	Sr. Office Specialist - RTT-D	Grants Department	TBD	New - RTT-D - FY 14
Nikki O'Brien	Library Media Technician	Fremont Elementary	TBD	Replace - FY 14

2012-2013 - RESIGNATIONS/RETIREMENTS					
Name	Position/Subject	Location	Hire Date	Term Date	Resign/Retire
Marsha Nichols	Sr. Office Specialist	PDC	8/21/1998	6/30/2013	Retirement
William Rose	Mail Delivery Driver	Operation Services	9/10/1990	6/30/2013	Retirement
Winnford Teeter	Custodian	Eagle Valley Middle School	9/18/2012	6/30/2013	1 Yr ONLY Position Ended
Edward Toniatti	Lead Custodian I	Empire Elementary	8/30/1976	6/30/2013	Retirement

NURSING STAFF

2013-2014 - NEW HIRES				
Name	Position/Subject	Location	Hire Date	New/Replace
None				

2012-2013 - RESIGNATIONS/RETIREMENTS					
Name	Position/Subject	Location	Hire Date	Term Date	Resign/Retire
None					

EXECUTIVE STAFF

2013-2014 - NEW HIRES				
Name	Position/Subject	Location	Hire Date	New/Replace
None				

2012-2013 - RESIGNATIONS/RETIREMENTS					
Name	Position/Subject	Location	Hire Date	Term Date	Resign/Retire
None					