

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

Tuesday, February 12, 2013

6:30 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 6:30 p.m. by President Lynnette Conrad at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL: Members Present
Lynnette Conrad, President
Stacie Wilke-McCulloch, Vice President
Ron Swirczek, Clerk
Joe Cacioppo, Member
Laurel Crossman, Member
Barbara Myers, Member
Steve Reynolds, Member
Joe Cacioppo
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.

It was moved by Mrs. Stacie Wilke-McCulloch, seconded by Mrs. Barbara Myers, **that the Carson City School District Board of Trustees adjourn to close session per NRS 288.204(4) to discuss labor relations with the District's Management Representatives.** Motion carried unanimously.

Mrs. Conrad reconvened the meeting to public session at 7:00 p.m.

Board Member Steve Reynolds led the Pledge of Allegiance.

SUPERINTENDENT'S REPORT

- Mr. Stokes introduced Ms. Misty Harris. Carson High School Student Activities Director. Ms. Harris introduced the 2013 Winterfest King and Queen; Sergio Zarate and Kenzie Tillitt. The candidates are nominated and voted on by their peers. Sergio is working on his Senior Project; learning how to make sushi. Sergio is a member of SkillsUSA and Future Business Leaders of America (FBLA). He is also involved in Naval Junior ROTC and will be competing at a National competition in sportsman rifle shooting. He plans on attending a university by using a Naval ROTC scholarship; becoming an Officer in Civil Engineering or Naval Aviation. Kenzie Tillit enjoyed Winterfest week, it was very memorable for her. For her senior project, Kenzie is volunteering with Habitat for Humanity; building four homes in Stead, Nevada. In addition, Kenzie is hosting a benefit concert on March 8, 2013 from 6:00 to 8:00 p.m. at Carson High School. Kenzie was the captain of the Girls' Varsity Soccer team, a member of National Honor Society and recently signed her letter of intent to play soccer at the University of Colorado.

- Mr. Stokes introduced Mr. Lee Conley, Principal, Eagle Valley Middle School and Mr. Gavin Ward, Vice Principal, Carson Middle School. Mr. Conley introduced the 6th grade winner of the Citywide Spelling Bee; Jesse Yi. Jesse will be traveling to Las Vegas, Nevada to compete in the Statewide Spelling Bee. Mr. Conley presented Jesse with a \$410 cash donation to help offset some of the traveling expenses. Jesse thanked Mr. Conley for the donation. Mr. Ward introduced the 7th & 8th grade winners from Carson Middle School; 7th grade, Natalie Anderson and 8th grade, Jiavanna Wong-Fortunato. Natalie thanked her family and is looking forward to competing in Las Vegas. Last year Natalie placed 5th in the State competition.
- In honor of President's Day, there will be no school on Monday, February 18, 2013
- Professional Development for staff is Wednesday, February 27, 2013; no school for students
- Mr. Stokes provided a handout with important, upcoming Legislative hearings; March 1, 2013, Distributive School Account (DSA) hearing. On February 11, 2012, Mr. Stokes provided a brief presentation at the Senate Education Committee.

BOARD REPORTS

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

- Students are preparing for the High School Proficiency Exams (HSPE), which begin on Monday, March 4, 2013; after school tutoring is available for all students
- Western Nevada College (WNC) Bridge to Success event for junior and senior students will be held on Thursday, February 21, 2013; contact Mr. Olson for more details
- Parent Advisory Committee continues to meet monthly with student leadership
- Speech and Debate Club meets on Thursdays after school; contact Mr. Rhodes for additional information
- Student Leadership meets weekly; contact Ms. Lucinian for more information

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

- Boys' Varsity Basketball team will be playing Spanish Springs High School on February 12, 2013 at 7:00 p.m. in the first round of Regional Playoffs
- Girls' Varsity Basketball team will be playing at Carson High School at 7:00 p.m. on February 13, 2013 in first round of Regional Playoffs
- Annual Talent Show will be held on February 13, 2013 at 7:00 p.m. at the Community Center
- Carson High School is hosting a Robotics Competition on Saturday, February 23, 2013 at 3:00 p.m.
- 7 wrestlers qualified for the Regional Competition; Kyle Sharp placed 3rd place and Brady Rivera placed 4th at the State Competition. The Wrestling Team was the Division I Academic State Champion; had the highest Grade Point Average (GPA) from all Division I schools.
- Congratulations to Bailey Barber, 9th grade student and Nick Green, 12th grade student. They will be competing at the State Ski Competition on February 25 - 26, 2013 in Lake Tahoe.

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

- Math night was held on Tuesday, February 5, 2013; 198 parents and students attended; played math games based on Common Core Math Standards

Mr. Cacioppo provided an update for Carson High School and Carson Middle School:

- Carson High School:
 - Culinary Arts program recently made 1,500 pieces of chocolate for the American Association of University Women (AAUW) Feast of Chocolate which was hosted by 3 students
 - Culinary Arts program is hosting the Soroptomist Club meeting on Wednesday, February 13, 2013, along with the upcoming Kiwanis Club meeting
 - Culinary Arts Restaurant is open, please check their website for menu and hours

- Skills USA students will be competing in the Regional Competition beginning March 2, 2013
- Skills USA is hosting a Bingo Night on Friday, March 8, 2013, tickets are \$5.00
- Band-O-Rama will be Thursday, February 28, 2013 at 7:00 p.m.
- Carson Middle School:
 - American Society of Civil Engineers is hosting West Point Bridge Competition; students design a bridge using a computer. Prizes will be awarded to each winner.

Mrs. Crossman reported on the following activities at Early Childhood Center and Fritsch Elementary School:

- Early Childhood Center:
 - 3rd year of implementing Positive Behavior System (PBS); utilized in the classroom to help teachers use positive behavior training. Ms. Janice Lee is the PBS contact.
 - Students will be taking a field trip to the Children’s Museum on Thursday, March 14, 2013
 - Mrs. Sarah Billings has been providing an 8-week Hannon Training Program; Learning Language and Loving It. “It Takes Two to Talk”; training available to families with students who have language delays.
 - Child Find Open Screening Days is the current format used for parents interested in Early Childhood services
- Fritsch Elementary School:
 - Space Camp fundraiser will be held at Gold Dust West Bowling Center; March 12, 2013 from 5:00 – 8:00 p.m.
 - Movie Night on Friday, February 15, 2013 from 5:00 – 8:00 p.m.; hosted by four teachers, Ms. Donaldson, Mrs. Maples, Mrs. O’Neill and Mrs. Valley. The teachers will be participating in the Susan G. Koman 3-Day Walk for the Cure; their team is called “Teachers in Support of ABC’s”, minimum donation of \$10.00.
 - Science Fair will be held on Thursday, February 21, 2013 from 6:30 – 7:30 p.m.
 - Crazy Hair Day is Friday, February 22, 2013
 - 4th & 5th grade students will be working with members of the Wildhorse Children’s Theater on Thursday, February 26, 2013 to present “Character Matters” at 5:30 p.m. in the multi-purpose room

Mr. Swirczek commented on the Race to the Top Grant presentation provided by Mrs. Susan Keema, Associate Superintendent of Educational Services, Dr. Steve Pradere, Director of Transformation Office, and Mr. Brian Wallace, President, Ormsby County Education Association (OCEA) during the Board of Supervisors meeting on Thursday, February 7, 2013. Mr. Swirczek recently observed a classroom at Mark Twain Elementary School. Students were using their tablets issued from the 1:1 technology mobile project.

Mrs. Wilke-McCulloch reported on the following items:

- Thanked the Carson High School drama department on their recent production of “A Children’s Tale”
- Acknowledged the Carson High School student body for their good sportsmanship shown during the Carson vs. Douglas basketball game
- Chamber of Commerce is hosting “Soups On” on Monday, February 25, 2013
- Empire Elementary School is hosting their Bingo and Multicultural Night on Tuesday, February 12, 2013
- Empire Elementary School student pictures will be taken on Wednesday, February 20, 2013
- Empire Elementary School Science Fair will be held on Monday, February 25, 2013 and Tuesday, February 26, 2013

Mr. Lee Conley, Principal, Eagle Valley Middle School provided information on upcoming activities at Eagle Valley Middle School:

- Ms. Vanessa Macias, Miss Carson City and Eagle Valley Middle School Parent Engagement Coordinator participated in a school wide assembly. Ms. Ellie Smith, Miss Nevada Outstanding Teen was invited to speak to parents on the topic of cyberbullying.
- Student led conferences were held on January 30, 2013, with approximately 80% attending. Make-up conferences take place on Thursday, February 21, 2013 from 5:00 – 7:00 p.m.

Mrs. Conrad reported on the following activities at Bordewich Bray Elementary:

- Beginning Tuesday, February 19, 2013 all doors will be locked, except the main entrance on Thompson Street
- Mrs. Susan Squires, Vice Principal has organized a fundraiser for cancer awareness; students can donate 25¢ to guess the number of hearts in a jar, with a goal to raise \$1,000. If the goal is met, Mrs. Hodorowicz, 2nd grade teacher and Mrs. Beverly Heath, Head Cook will shave their heads.
- Annual PTA Bingo and Chili Night fundraiser will be held on Friday, February 15, 2013; bingo cards are \$5.00
- Science Day is Friday, February 15, 2013

Mark Twain:

- Isaac Razor, 3rd grade student initiated a pet food drive
- In support of leukemia, students are collecting “Pennies for Patients”
- During “Reading Week”, PTA is challenging students to read 15,000 pages

ASSOCIATION REPORTS

Mr. Jeff White, President, Carson Educational Support Association (CESA) introduced himself to board members.

Mr. Brian Wallace, President, OCEA thanked the district for allowing the Association to continue working with them on the Race to the Top Grant. In addition, Mr. Wallace publicly thanked district staff for their work during the recent negotiations.

PUBLIC COMMENT

There was no public comment.

DISCUSSION AND POSSIBLE ACTION TO CONSIDER THE RECOMMENDATION OF THE BOND OVERSIGHT COMMITTEE TO MOVE FORWARD WITH THE DESIGN AND PREPARATION FOR CONSTRUCTION OF PHASE II SCHOOL BOND PROJECTS AT PIONEER HIGH SCHOOL AND CARSON HIGH SCHOOL

Mr. Keith Shaffer, Project Manager presented a power point presentation on the recommendation and proposal from the Bond Oversight Committee for Phase II of the 2010 School Bond. (A copy is included in the permanent record.)

The 2010 Master Plan included the Bond Oversight Committees recommendation that Phase II of the Bond would take place during the 2013-2014 timeframe. The projects would total approximately \$10 million, which would include enhancements to educational programs. Specific programs to receive enhancements include; Career & Technical Education (CTE), Performing Fine Arts and Pioneer High School,

During the last year, the Bond Oversight Committee has worked on the direction the district might go to utilize bond funding for Capital Improvements:

- Completed facility utilization and evaluations; main focus was CTE programs at Carson High School, reviewed the comprehensive plan provided by Mr. Jason Zona, Principal, Pioneer High School
- Met with site administrators; Mr. Ron Beck, Principal, Carson High School and Mr. Zona
- Looked at property and site evaluations on the Corbett campus; faults, utilities, etc.
- Feasibility studies, site studies, program integration

- Prepared proposed improvement sketch plans

The Committee's recommendation is to move forward with the design and preparation for construction for improvements to Pioneer High School and Carson High School as conceptually presented, with the budget allocation below, which includes the caveat that security improvements be considered for Fritsch and Bordewich Bray Elementary Schools, as well as Carson High School. The construction timeframe; Fall 2013 – Summer 2015. The Phase II budget is \$10 million; Pioneer High School, \$7 million; Carson High School, \$3 million.

Mr. Shaffer commented on several areas of safety brought forth by district staff; conduct a visual assessment at each site regarding student safety; fencing, locking doors, locks, single point of entry, etc. Some items have been included in the Phase I bond projects, which will continue at Fremont and Mark Twain Elementary Schools. Mr. Shaffer explained that the Phase I bond did not include an allocation for a single point of entry at Bordewich Bray Elementary School or Fritsch Elementary School. Upon evaluating current expenditures related to Phase I, the district has determined that it would be possible to have Fritsch and Bordewich Bray Elementary schools with some level of a single point entry.

Mr. Shaffer explained that the district received an excess of more than \$25 million during the initial sale of the original bonds. Mr. Shaffer believes approximately \$600,000 - \$800,000 will be needed to complete a single point of entry at both Fritsch and Bordewich Bray Elementary schools. A comprehensive review of Carson High School needs to be completed; however, staff is working to make the school more secure, as the school is requiring all access be made through the front door once school starts.

Mr. Swirczek commented on how he believed safety was going to be a priority before any recommendations for Phase II work was made. A description of work, costs associated with the project, funding source, etc. would be completed and provided. Mr. Shaffer explained that additional time is needed to gather and present information. The Bond Oversight Committee is committed to presenting Phase II recommendations and seek Board action.

Mrs. Conrad commented on the importance of keeping safety/security in the forefront. Mrs. Conrad wants to honor the recommendations of the committee; however, she also wants to address safety concerns too.

Mrs. Myers asked if any safety concerns will be addressed at Pioneer High School. Mr. Shaffer explained that any new construction would include safety considerations. The conceptual drawings for Pioneer High School include consideration for a single point of entry.

Mr. Shaffer commented on the difference of the information included in the board packet vs. the power point presentation; minutes from the previous Bond Oversight meeting, etc. Mr. Shaffer commented on the importance of security.

Mr. Swirczek reiterated the importance and seriousness of safety in the schools.

Mr. Shaffer commented on the intent of the agenda item; consideration and possible action to move forward with the design and next level of planning. Mr. Shaffer made the suggestion of continuing with the presentation or tabling it until the safety information could be included to present at a future meeting.

Mrs. Conrad asked Mr. Shaffer to proceed with the presentation.

Mr. Shaffer presented information on Pioneer High School Program and Facility:

- Centrally located, with no busing; close to Mills Park, swim center and community center
- District owns the property and adjacent lots
- Existing programs include:
 - 9 classrooms
 - Administration/offices
 - Kitchen; serving only, no cafeteria

- Library
- Physical Education; travel to Mills Park or other sites, no multipurpose room or locker rooms
- Construction Sciences
- Carson Online/Adult Education
- Proposed Improvements (New Square Footage):
 - Cafeteria/Multi-purpose Room/Gymnasium
 - New serving kitchen
 - Library
 - 4 additional classrooms
 - Permanent administration/offices
 - Circulation/Common areas

Currently there is approximately 7,500 square feet of portables and 14,800 square feet of permanent structures. The committee asked themselves several questions during the process; is the existing large enough, conducive to required improvements in an economical manner, utilities, parking, etc. Based on the findings, it was decided that Pioneer High School is feasible for the proposed improvements. The new construction would give a total of 34,000 square feet of permanent structure, approximately 60 – 70 parking spaces on approximately 2.5 acres of land.

Additional considerations for Pioneer High School included the possibility of finding and acquiring other local property that would be a more cost effective alternative or does the district own property elsewhere that could be improved. Mr. Shaffer spent time with local realtors and it was decided that the district needed more than 30,000 square feet in order to complete a school similar to Pioneer High School. There are possible areas available with acquisition costs ranging from \$2.5 million to \$3.5 million, depending on the size and location. In addition, Mr. Shaffer looked at the 4.5 acres located behind the solar arrays at Carson High School; build administration offices, structures, articulate and share with Carson High School, etc. The property is located in a flood plain and cost prohibitive. In looking at things as a business model and a security standpoint, Mr. Shaffer believes it is important for the district to consider looking at how the district can improve facilities, in providing programs associated with the Strategic Plan, while maintaining the student body.

Mr. Shaffer presented a brief summary of the conceptual floor plan for Pioneer High School:

- Gymnasium with possible expansion
- Classroom space, library space
- Cafeteria and kitchen
- Administration and office area with secure single-point of entry

Pioneer High School budget summary without Adult Education:

- Existing space improvements; upgrade electrical, Heating and Ventilation System, paint, carpet, etc., 12,000 square feet - \$ 1,000,000
- Existing demolition and portable classroom relocation; 2,500 – 5,000 square feet - \$100,000
- Newly constructed space – 22,000 square feet - \$5,200,000
- Site Improvements and Parking – 2 acres - \$700,000
- Totals as Proposed – 34,000 square feet - \$7 million

Mr. Shaffer reiterated that a secure entrance would be located on the Pioneer High Campus.

Carson High School Career and Technical Education and Performing Arts existing programs and levels of service:

- Performing Arts (Drama, Band, Choir) with use of Community Center
- CTE (Welding, Auto Technology, Auto Body)
- Photo
- Culinary Arts
- Agriculture Sciences
- Engineering

- Health Occupation

Mr. Shaffer presented the priority planning items:

- Improve existing space for current CTE programs; ventilation, air conditioning, etc.
- New improvements for emerging CTE; Agriculture Science, Health Occupation and Engineering
- New building for Performing Arts

Mr. Shaffer highlighted the conceptual plan for Carson High School:

- Southeast portion of the building has current Auto Tech, Auto Body, Welding, Black Box Theater and Drama class
- In the process of identifying improvements for the “old” weight room to include an engineering lab, with improvements for an Agriculture Science area
- Health Occupation class could be situated in the same area
- Addition to south side of the school to include a 300 seat performing arts area, a stage for practice and smaller productions
- Parking lot improvements would be necessary
- Location of the performing arts area on the south side of the school would allow for activities on the other side of the building to take place

In addition, Mr. Shaffer believes value added to Carson High School and Pioneer High School provides the opportunity to bring items in the Strategic Plan to realization. The Bond Oversight Committee also looked at collaboration with Western Nevada College (WNC) and other entities; bus students, have them attend classes. Classes associated with CTE programs would still need to remain at Carson High School.

Mr. Shaffer presented the CTE and Performing Arts Budget Summary:

- Existing space tenant improvements; 3,750 square feet - \$350,000
- New construction space and security; 10,000 square feet - \$2.5 million
- Site improvements and parking - \$150,000
- Total estimated costs for Carson High School - \$3 million

Mr. Shaffer commented on the possible need for fencing in the front of the school between the high school and the High Tech Center to accommodate a single point of entry that isolates students from visitors. If necessary, this would be taken into consideration of the allocated budget.

In conclusion, the Bond Oversight Committee recommendations include:

- Proceed with design for Carson High School and Pioneer High School improvements
- Project timeline as follows:
 - 25% design completion – June 2013
 - Construction Manager at Risk (CMAR) selection – September 2013
 - Value engineering and redesign as necessary
 - Start of construction – Spring, 2014
 - End of construction – Summer 2015
 - Occupancy – beginning of 2015-2016 school year

Mr. Swirczek commented on the specifics associated with Phase I of the Master Plan and the understanding of having a Rollover Bond; established a tax rate of .43 for Capital Projects. As priorities change, the Master Plan may need to be revised. Mr. Swirczek is excited about the improvements associated with the project. Prior to committing to Phase II bond projects, Mr. Swirczek expressed the importance of having secure entrances at all the schools.

Mrs. Crossman asked if there was any flexibility in using the bond money at other sites or is it earmarked for Pioneer and Carson High Schools. Mrs. Crossman expressed the same safety concerns as Mr. Swirczek. Mr. Stokes explained that prior to the 2010 Bond going to the voters, a variety of meetings was held with the Master Plan Committee. Community members came together with Mr. Mike Mitchell, Mike Mitchell Management, who facilitated the meetings. In the

end, a document was created, identifying Phase I, Phase II and Phase III of the 2010 Bond. Phase II was not as defined as Phase I, however, Phase II components were identified; possible changes to Pioneer High School and CTE and Performing Arts at Carson High School. Phase III includes an upgrading and technology retrofit within the district. The work associated with Phase I was well outlined and most projects have been completed. The Bond Oversight Committee was also tasked with identifying work associated with Phase II.

Mrs. Myers asked for additional information associated with the CTE programs; driving the need to keep some programs vs. others, are the enrollment numbers increasing or decreasing, etc. Mrs. Myers commented on the possibility of a secure infrastructure being more important than changing the layout of the Carson High School campus. Mrs. Myers expressed concerns with how \$10 million will be spent; \$7 million at Pioneer High School and \$3 million at Carson High School. Mrs. Myers asked if Corbett Street is closed or is it open to drive around the campus at Pioneer High School. Mr. Shaffer confirmed the closure of Corbett Street; it's the City of Carson's right-of-way. Mrs. Myers asked if there was access to Pioneer High School off of William Street. Mr. Shaffer explained that access would be available on John Street. In addition, Mr. Shaffer explained that it is very likely that the fire department would require the district to have access to William Street. Mr. Shaffer reiterated that the campus would be secure. Mrs. Myers asked if lighted parking would be on site. Mr. Shaffer explained that the parking would meet all City Codes and Standards. Mrs. Myers inquired about everything being okay with the residents. Mr. Shaffer explained that those types of details would likely be worked out with a Special Use Permit with the City of Carson. Mrs. Myers asked if \$7 million will cover the work at Pioneer High School, including security. Mr. Shaffer believes the project can be completed using the amount presented. Mr. Shaffer stressed the importance of understanding the Board's definition of security. Mrs. Myers commented on having the Board's approval and direction on what project is first; Pioneer High School at \$7 million or Carson High School at \$3 million. Mrs. Myers believes the projects are not defined enough.

Mr. Reynolds commented on how Phase II bond work would address concerns, not addressed during Phase I or in prior bonds. Pioneer High School has been a priority of the Bond Oversight Committee for Phase II; additions and specific changes have come about recently. In addition, other sites were given consideration. Mrs. Myers confirmed that Pioneer High School has been a priority. Mr. Reynolds explained that Pioneer High School has been a commitment and priority for Phase II.

In light of recent events, Mrs. Crossman has concerns with having the money for security improvements and prioritizing the projects.

Mr. Anthony Turley, Director of Fiscal Services reviewed the sale of the bonds during Phase I:

- Have a favorable credit rating and had good rates
- Sold for a significant premium; \$25 million in projects, bonds sold with a premium of approximately \$1.5 million
- A portion was used for budget overruns from other projects
- Approximately \$1 million in contingency funds, not allocated to bond projects was available
- Approximately \$600,000 is available from Phase I Bond Sales, not allocated to any project at this time

Mr. Turley commented on what would have to be done regarding secure entrances at Bordewich Bray Elementary and Fritsch Elementary School. Mr. Turley also commented on the possibility of using funding already allocated to the sites, in addition to unallocated money from other sites. The district has \$600,000 in bond proceeds that can be allocated for secure entrances at Bordewich Bray Elementary School and Fritsch Elementary School, without impacting the funding for Phase II projects.

For simplicity, Mr. Swirczek asked Mr. Shaffer to bring back information for all schools, including Mark Twain and Fremont Elementary Schools; description of work to be completed for a secure entrance, cost, funding source and a completion date; including Carson High School.

Mr. Shaffer will provide a thorough report on security, as the projects listed from the Master Plan may precede prior events.

Mr. Reynolds commented on concerns associated with security; meaning and investment. In addition, Mr. Reynolds commented on the daytime student population vs. nighttime student population at Pioneer High School. He also inquired if the bond project would provide the ability to serve a larger daytime population. Mr. Shaffer explained that it does provide for a slight increase in daytime student population; will add classrooms and space. Pioneer High School is currently serving approximately 200 students with the desire to serve 400 students. The portables would be replaced with classes under one roof, which has to be within the budget. Mr. Reynolds asked for information on what has been eliminated from the initial budget of \$13 million. Mr. Shaffer explained that the number of classrooms at Pioneer High School have been reduced, increase in facilities to accommodate current activities. Modifications at Carson High School will also need to be taken; change areas associated with performing arts center.

Mr. Cacioppo serves on the Bond Oversight Committee and commented on the growth at Pioneer High School and how it serves the needs of students. He also commented on the importance of staying within the budget. In terms of the 2010 Bond, Mr. Cacioppo asked about the importance of the schedule presented by Mr. Shaffer. Mr. Shaffer deferred to district staff regarding the laws associated with passing a bond initiative.

Mr. Stokes explained that due to the roll-over bond, the district has a ten year period of time to sell the bond. In addition, there is a two year period of time after selling a bond to spend the money on which the bond was sold. Mr. Stokes believes there are no consequences, as long as the money is used during the ten year period. At the end of the ten year roll-over bond, the district would need to consider another school bond, complete a Master Plan to identify new needs and campaign for the projects.

Mrs. Conrad asked for information regarding the current bond market. Mr. Turley explained that if the district goes with a bank qualified offering; an offering under \$10 million, the bond market is very favorable for the district. The district would need to address the Debt Management Commission during their next scheduled meeting in August, 2013 to authorize the sale of the bonds. If approved by the Board, a resolution would be presented during a Board meeting in July, 2013 to sell the bonds.

Mrs. Conrad inquired about the thoughts of the Bond Oversight Committee regarding security. Mr. Shaffer explained that the committee is not in the process of "just" moving forward. Mr. Shaffer is willing to move forward at the direction of the Board. Mr. Shaffer reiterated the importance of security and identifying the meaning of the word.

Mrs. Wilke-McCulloch commented on identifying the importance of security vs. delaying the CTE work until another bond is passed in the future. Mr. Stokes explained that the district qualified for \$35 million during the ten year period of time. When the ten year period of time expires and as the district has projects and needs, the district can propose another school bond. Mrs. Wilke-McCulloch asked if the seating included in the project at Carson High School was included in the \$3 million total. Mr. Shaffer explained that the plan presented is conceptual; a formal plan would be identified to include a budget. If the plan came in over \$3 million, modifications would need to be made; change seating, etc. Mrs. Wilke-McCulloch asked for clarification on the proposed gym at Pioneer High School; half or whole. Mr. Shaffer commented on the discussions that have taken place during the Bond Oversight Committee meetings regarding the need for a gym at Pioneer High School.

As a safety concern, Mrs. Myers commented on legislative changes that took place several years ago regarding 9th grade students being separate from the rest of the student body. Mrs. Myers expressed concerns with identifying items still needed and moving ahead with Phase II. Mr. Shaffer commented on the involvement site administrators have in making decisions for things at their site.

Mr. Reynolds shared his thoughts associated with Pioneer High School being a valid facility to invest funding from Phase II. In summary, Mr. Reynolds reiterated the question of determining whether funding should be invested in Pioneer High School. Mr. Shaffer confirmed Mr. Reynolds understanding of the presentation; concept for the direction in moving forward with work at Pioneer High School and Carson High School. The Committee needs to know the Board's direction, prior to expending costs associated with the projects.

Mr. Swirczek reiterated the importance of identifying safety issues.

It was moved by Mr. Ron Swirczek, seconded by Mr. Joe Cacioppo, **that the Carson City School District Board of Trustees continue the item until such time that a description, cost, funding source and a completion date of secured entrances at our schools, which include Bordewich Bray Elementary School, Fritsch Elementary School, Mark Twain Elementary School, Fremont Elementary School and Carson High School.** Motion carried unanimously.

Mr. Reynolds believes something should be included, which provides the general costs and where the money is coming from. Mr. Reynolds suggested that the motion be general in terms. Mr. Swirczek explained that the costs are approximate, not exact.

Mrs. Conrad personally trusts the Bond Oversight Committee to help guide decisions that are in the best interest of the students and buildings. Mrs. Conrad asked if the Board was willing to move forward with the suggested motion made by Mr. Swirczek.

INFORMATIONAL UPDATE ON MCKINNEY-VENTO STUDENTS IN TRANSITION PROGRAM FOR THE CARSON CITY SCHOOL DISTRICT

Ms. Peggy Sweetland, Special Projects Coordinator/McKinney-Vento Liaison provided a power point presentation.

Ms. Sweetland provided the definition of Students in Transition; children and youth who lack a fixed, regular and adequate night time residence:

- Sharing housing with others; "doubling up"
- Living in a hotel or motel
- Staying in emergency or transitional shelter
- Living in a motor home
- Unaccompanied youth; no longer in the custody of a parent by their choice or parents asking them to leave
- Awaiting foster care placement

Year to date, the district currently has 382 students. In fiscal year 2010, there were approximately 250 students, compared to projections of 600 for the current year, which includes students who have moved in and out of the district throughout the year.

The program provides the following services:

- Academic support, which involves counselors at each site. The counselors have record of their students and track them academically, providing support as needed.
- School of origin; if possible, students are kept in their school of origin, working closely with transportation, nutrition services, etc. If necessary, community bus passes are provided, along with waivers for school fees.
- School supplies and clothing needs are provided
- Provide assistance with summer school and credit recovery classes
- Referral services

Ms. Sweetland commented on research on School Mobility; on average, it takes children 4 to 6 months to recover academically from changing schools. On standard tests, students typically score 20 points lower than non-mobile students. They also suffer psychologically, socially and academically. Ms. Sweetland stressed the importance of mobility during high school.

Community partnerships includes:

- Ron Wood Family Resource Center
- Boys & Girls Club of Western Nevada; waive fees for students
- Carson City Health and Human Services
- Friends in Service Helping (FISH)
- Salvation Army
- Advocated to End Domestic Violence

In looking ahead, Ms. Sweetland explained that this is a silent population and is hopeful there will be a reduction in the number of students facing challenges. Approximately 1.6 million Pre-K through 12th grade children in the U.S. that are homeless.

Mrs. Myers asked if teachers are made aware of students in this situation. Ms. Sweetland commented on the parameters of confidentiality; serving the best interest of the student. Ms. Sweetland meets with the counselors monthly regarding academic tracking for students. After reviewing the data, they identify ways to provide assistance to the student; letter of concern is sent home, counselor meets with the teacher to determine additional assistance for the student. Dr. Steve Pradere, Transformation Office Director explained that elementary counselors are working with teachers to monitor the students. The tracking system at the middle schools includes a data matrix for every student, in each class, including McKinney-Vento students. At the high schools, the counselor works with the classroom teacher. Mrs. Myers asked if the district is continuing to receive new McKinney-Vento students coming from surrounding counties. Ms. Sweetland explained that the numbers are remaining the same each year. Dr. Pradere commented on the number of temporary housing available in Carson City vs. surrounding counties. Therefore, McKinney-Vento students are attending in the Carson City School District. During the intake interview, determinations are made based on what's best for the student; send them back to their school of origin vs. attending in Carson City.

Ms. Sweetland explained that each site receives two McKinney-Vento manuals each year, which include forms, mandates, etc.

Mr. Swirczek publicly thanked Ms. Sweetland for her hard work. Mr. Swirczek asked if consideration of the elementary counselors would be looked at in preparation of the 2013-2014 budget. Based on available funding, Mr. Stokes is willing to review all job opportunities for the district. Dr. Pradere provided information on the funding source; positions supporting McKinney-Vento are funded by a grant, with all resources being donated by the community.

To make donations, please contact Ms. Peggy Sweetland at 775-283-1537 or email at psweet@carson.k12.nv.us. The "Step into Spring" shoe drive is February 13th – March 25th. Prior to spring break, new tennis shoes will be given to each McKinney-Vento student. Monetary donations can be made payable to CCSD Students in Transition.

Mrs. Conrad called for a 5 minute recess at 9:27 p.m. The meeting reconvened at 9:33 p.m.

UPDATE ON CCSD RACE TO THE TOP GRANT; TO INCLUDE INFORMATION PRESENTED TO SCHOOL SITES AND NEW EMPLOYMENT OPPORTUNITIES ASSOCIATED WITH THE GRANT

Dr. Pradere presented a power point presentation to provide an update on the Race to the Top Grant. (A copy is included in the permanent record.)

Over the next two months, an agreement with the U.S. Department of Education (USDOE), outlining the expectations of the grant will need to be met. In addition, signatures will need to be obtained on the Scope and Sequence document, outlining the work that needs to be completed. Dr. Pradere will also provide updates on the Strategic Plan, as they pertain to the Race to the Top Grant, as the same pathway will be followed. Information has been shared with staff at all sites; a sense of excitement has been seen on each campus. Mrs. Susan Keema, Mr. Brian Wallace and Dr. Pradere presented the grant information at a recent Board of Supervisors meeting.

Staffing update:

- Dr. Pradere was hired as the Director of the Office of Transformation, as he will oversee the project
- Informational meetings on job postings have been presented to staff
- Dr. Jose Delfin, Associate Superintendent of Human Resources developed and posted job descriptions; applicants can submit applications
- Interviews will be conducted in late February and early March for the following positions; Carson High School Counselor, Career and Technical Administrator on Special Assignment and the Career and Technical Education Teacher on Special Assignment. Administrative Support staff and 12 Implementation Specialists will be hired in March, 2013.

Dr. Pradere, Mrs. Keema and Dr. Ricky Medina, Director of Assessment and Accountability will be traveling to Washington, D.C. to develop the contract between the district and the USDOE. They will also be meeting with representatives from the GATE Foundation regarding the E-portfolio, etc.

If the staff hired in March can leave their current position, they will begin working immediately on the grant. However, if transition time is necessary, a full-time substitute will be provided for a two week period so they can co-teach for two weeks. The teacher will be out of the class approximately 20% of the time during the first two weeks. During week 3, they will be moving out of the classroom; it will be 50/50, followed by a complete move out of the classroom. The Implementation Specialists will coach the long-term substitute on preparing the class for the remainder of the year. It will also serve as the foundation for coaching and training for themselves.

A million dollars of the funds is available now; with the balance available following an agreement with the USDOE and the district. The curriculum re-design will begin in June, 2013.

Mr. Reynolds asked for details associated with the organization chart; report to Principal, Dr. Pradere, etc. Implementation Specialist will report to Dr. Pradere, this allows Principals to concentrate on the coaching component of the teacher's at their site. The Coach's role is to support the administrator. Mr. Reynolds confirmed that Dr. Pradere would be responsible for making necessary changes. Dr. Pradere provided an example of the process used at Eagle Valley Middle School; Implementation Specialist, Principal and District Office staff meets weekly to look at how improvements can be made. Staff members from the District Office also meet weekly, making sure effective implementation is taking place.

Mr. Swirczek publicly acknowledged Dr. Pradere for his hard work.

DISCUSSION AND POSSIBLE ACTION TO APPROVE PROPOSED NEW CCSD POLICIES: SECOND READING; POLICY 616, FUND BALANCE ACCOUNTING & REPORTING; POLICY 617, OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING

Mr. Anthony Turley, Director of Fiscal Services explained that Policy 616, Fund Balance Accounting & Reporting and Policy 617, Other Post-Employment Benefits (OPEB) Funding were presented for a first reading during the January 26, 2013 Board meeting. The two new policies are in response to recommendations made upon the completion of the audit for fiscal year 2012.

In summary, Government Accounting Standard Board 54 (GASB 54) statement indicates that the governing body of an entity should have a policy to define, prioritize use and govern fund balances. This information is outlined in Policy 616.

GASB 43 pertains to post-employment benefits, other than pensions which are outlined in Policy 617. Policy 617 also includes funding of the post-employment benefits. The district will continue to use the "Pay as You Go" funding for OPEB liabilities.

No additional changes were suggested.

It was moved by Mr. Ron Swirczek, seconded by Mrs. Laurel Crossman, **that the Carson City School District Board of Trustees adopt the new CCSD Policies as read and approve February 12, 2013 as the adopted date on the following policies: Policy 616 and Policy 617.** Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE PROPOSED CHANGES TO THE FOLLOWING CCSD POLICY: SECOND READING: POLICY 611, PETTY CASH

Mr. Turley explained that the first reading of the policy took place during the January 26, 2013 Board meeting. The need to have \$300 in petty cash was no longer necessary, due to the use of procurement cards. The policy change would identify the reduction of petty cash at the sites from \$300.00 to \$100.00. A monthly reconciliation would also be required from each site.

Mrs. Crossman asked if there was a need to have petty cash, if procurement cards are available. Mr. Turley believes that some circumstances could come up.

It was moved by Mr. Joe Cacioppo, seconded by Mrs. Stacie Wilke-McCulloch **that the Carson City School District Board of Trustees adopt the revisions as read and approve February 12, 2013 as the revised date on the following Policy: Policy 611.** Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION ON THE PROCESS TO BE USED TO COMPLETE THE SUPERINTENDENT'S EVALUATION FOR THE 2012 CALENDAR YEAR

Mrs. Conrad explained that the Board is required to evaluate the Superintendent on a yearly basis, typically in December. An evaluation establishes accountability, allows the assessment of performance, etc. Mrs. Conrad would like the process to be transparent and a group effort. Mrs. Conrad provided several examples and commented on the process and evaluation tool that could be used; number system, Satisfactory, Outstanding, etc.

Mr. Reynolds commented on the contractual obligation of using the following rating system; Superior, Very Satisfactory, Satisfactory or Need to Improve.

Mrs. Conrad provided copies of "How to Evaluate the Superintendent", from the book, "How to Be a Better Board Member". In addition, Mrs. Conrad commented on the importance of identifying the direction of the Board; follow the Strategic Plan, look at the Superintendent's goals established in the previous year, etc. Other items considered in an evaluation include looking at policies, planning and assessment, instructional leadership, organizational/management, communication with the public and the Board and professionalism.

Mrs. Myers prefers to use a system which allows individual Board members to provide their own rating. Mrs. Myers is in favor of using a format that includes an area for rating by Board members and the Superintendent. The individual ratings would be compiled and an overall rating would be given. Mrs. Myers is not interested in having input from the Principals'.

Mrs. Wilke-McCulloch asked that a copy of Mr. Stokes' goals be provided to Board members.

Mr. Cacioppo concurred with Mrs. Myers on having the Superintendent and Board members provide individual ratings. To allow for open dialogue, Mr. Cacioppo suggested having a section for the Superintendent to provide comments on obstacles or things that have not allowed him to do his job.

Mr. Swirczek verified the intent that an evaluation document would be created using the information provided. Mr. Swirczek provided an outline to be considered in the evaluation process. The categories include; innovative, visionary and instructional leadership. In association with the Race to the Top Grant, Mr. Swirczek believes Mr. Stokes has risen to the top. Mr. Swirczek referenced the Strategic Plan in formulating the items to be included on the evaluation.

Mrs. Crossman asked Mrs. Wilke-McCulloch about a presentation recently provided at the Nevada Association of School Boards (NASB) meeting regarding Superintendent Evaluations from other districts in Nevada. Mrs. Wilke-McCulloch will forward the information to all Board members. Mrs. Crossman commented on the importance of having Mr. Stokes understand the expectations of the Board.

As new Board members, Mrs. Wilke-McCulloch suggested that Mrs. Crossman and Mr. Cacioppo evaluate Mr. Stokes as a parent and a member of the Master Plan Committee.

Mr. Cacioppo commented on the possibility of using the form that has previously been used.

Personally, Mrs. Conrad was not involved in the evaluation process. She would like to revise the evaluation form and have input from all Board members. Mrs. Conrad agrees with Mrs. Myers and does not want to include input from Principals'.

Mrs. Myers suggested that the bullet points provided by Mr. Swirczek be included in the evaluation document.

Mr. Reynolds expressed his understanding of the discussion; what does one evaluate for 2012 and what will be evaluated in the coming year. Mr. Reynolds suggested that the goals for 2012 be transferred to a rating form to be used for the evaluation of 2012.

Mrs. Conrad stressed the importance of creating a form that works for listing his goals and that can be used in completing the evaluation.

Mr. Swirczek commented on the number of things that took place during the 2012 school year.

Mrs. Conrad suggested that a meeting with herself, Mrs. Myers and Mrs. Wilke-McCulloch take place to create an evaluation form and that a copy would be provided to each Board member.

Mr. Pavlakis expressed concerns with forming a committee and violating the Open Meeting Law. Mr. Pavlakis suggested that Mrs. Conrad appoint one Board member to work with Mr. Stokes on an evaluation document and present it during the February 26, 2013 meeting.

Mrs. Myers asked for clarification regarding several Board members getting together to work on an evaluation form and being in violation of the Open Meeting Law. Mr. Pavlakis recommended the appointment of one Board member to work with Mr. Stokes on the evaluation form and present it during a Board meeting.

Mrs. Conrad would like to have the Superintendents' evaluation completed during the March 26, 2013 Board meeting.

Mr. Reynolds suggested that the evaluation calendar for the coming year be placed on an upcoming agenda.

Mr. Pavlakis explained that the Superintendent's Board Policy Review Committee could get together to review the evaluation document.

APPROVAL OF CONSENT AGENDA

Mr. Cacioppo disclosed that his firm, as a sub-consultant and directly, has an item included in Item A of the Consent Agenda. Therefore, Mr. Cacioppo asked that Item A be removed from the 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 item (A)**. Motion passed 6-0-1. Mr. Cacioppo abstained.

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

REQUEST FOR FUTURE AGENDA TOPICS

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

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, February 26, 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 10:20 p.m.

Ron Swirczek, Clerk

Date