

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

**Thursday, October 11, 2012**

**7:00 p.m.**

**CALL TO ORDER**

The Board Workshop meeting of the Carson City School District Board of Trustees was called to order at 7:01 p.m. by President, Steve Reynolds at the Cafeteria, Carson Middle School, 1140 W. King Street, Carson City, Nevada.

ROLL CALL:    Members Present  
Steve Reynolds, President  
Lynnette Conrad, Vice President  
Stacie Wilke-McCulloch, Clerk  
Joanna Wilson, Member  
Barbara Myers, Member  
Ron Swirczek, Member  
Jim Lemaire, Member  
Richard Stokes, Superintendent  
Mike Pavlakis, Legal Counsel

Members Absent  
None

Board Member, Joanna Wilson led the Pledge of Allegiance.

**ACTION TO ADOPT THE AGENDA**

It was moved by Mr. Jim Lemaire, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously.

**PUBLIC COMMENT**

There was no public comment.

**INTRODUCTION ON THE PURPOSE OF THE WORKSHOP; TO DISCUSS POSSIBLE COST SAVINGS MEASURES FOR FISCAL YEAR 2013-2014**

Mr. Stokes welcomed everyone to the meeting. Mr. Stokes presented a power point presentation. (A copy is included in the permanent record.)

Mr. Stokes presented the general fund analysis for fiscal year 2013-2014 budget and percentages:

- Salaries and Benefits - \$43.59 million or 83.5%
- Professional/Purchased Services - \$3.36 million or 6.4%
- Utilities - \$1.54 million or 3%
- Insurance - \$476,000 or .9%
- Other Supplies - \$3 million or 5.8%
- Capital and other - \$185,500 or .4%
- Operating Expenditures Subtotal - \$52.2 million
- Transfers - \$7.24 million
- Total Expenditures - \$59.4 million

There have been national, state and local economic conditions that have negatively impacted the district; loss of revenue from the State, reduced student enrollment and increased costs associated with contractual obligations and general operating expenses. The district is in a situation where the reserve funds can no longer cover the deficit. At the October 9, 2012 School Board meeting, Mr. Stokes reported that in order to balance the budget for fiscal year 2013-2014, the district needed to reduce the operational costs by \$5.5 million. Since that time, the amount has been revised to \$5.5 million, which includes the amount for step/column increases for eligible staff. Mr. Stokes is looking to establish the general fund ending fund balance, which is equal to 8.3% of the previous year's expenditures, a statutory limit that can be maintained.

Mr. Stokes presented the following timeline:

- Two board workshops are scheduled on the following days:
  - Thursday, October 11, 2012, 7:00 p.m. at Carson Middle School
  - Wednesday, October 17, 2012, 7:00 p.m. at Eagle Valley Middle School
  - Staff and public notifications include; an article in the Nevada Appeal, phone calls using School Messenger and district e-mail to staff
- Board Meetings
  - November 13, 2012 – present initial budget plan
  - November 27, 2012 – present revised budget plan
  - December 11, 2012 – present final budget plan
- February 4, 2013 – Nevada Legislative begins 77<sup>th</sup> Session
- April 15, 2013 – Tentative budget is due to the Nevada Department of Taxation
- May 1, 2013 – Notify teachers of lay-off, etc., Letters of Intent are due to staff
- May 15, 2013 – Final budget hearing

Mr. Stokes presented items of importance, expectations, etc., that have always been important in the district:

- Sustain services associated with classrooms
- Maintain contractual obligations; benefits associated with collective bargaining, step/column increases or annual pay raises, etc.
- Staffing standards – teachers
  - 1<sup>st</sup> grade – 18:1, 2<sup>nd</sup> grade – 19:1, 3<sup>rd</sup> grade – 21:1, 4<sup>th</sup> to 12<sup>th</sup> grade – 25:1
- Staffing standards – administrators; 2.5% lower costs vs. State average
- Maintain curriculum and programs
- Maintain the level of support staff and services
- District supported student activities; sports, clubs, CTE competitions, field trips\*
  - \*field trips have been limited over the last three years to one per grade level classroom
- Special Education
- Nutrition Services; program managed by ARAMARK, staffing costs maintained by the district
- Transportation
  - 1 mile walk zone for elementary students
  - 2 mile walk zone for secondary students

Assumptions for fiscal year 2013-2014:

- Substantial changes must be expected
- Consider existing contractual obligations
- Student safety remains a high priority
- Student achievement must increase, show growth
- Strategic Plan will assist to drive decisions
- Some services must be reduced
- Economic conditions WILL change

Mr. Stokes explained that the budget process is a work in progress and input from the public is desired. Scenarios presented in the future will be provided in greater detail. Two scenarios were presented:

- Impacts to staffing only; 10% across the district for an approximate savings of \$5.5 million

- 1 Executive - \$122,000, 3 Administrators - \$366.00, 50 Teachers - \$3.6 million, 10 classified (twelve month) - \$450.00, 22 classified (ten/eleven month) - \$616.00, 1 nurse - \$35,000, professional and purchase services - \$336,200
- Impacts include a combination of reductions to staff and services, programs, etc.

Mr. Stokes encouraged everyone to take a brief survey that is available on the district website; [www.carsoncityschools.com](http://www.carsoncityschools.com) .

**ROUND TABLE DISCUSSION AMONGST BOARD MEMBERS AND PRESENTATION BY STAFF OUTLINING THOUGHTS AND IDEAS ON ANY COST SAVING MEASURES TO THE DISTRICT FOR FISCAL YEAR 2013-2014. THE PUBLIC IS INVITED TO OFFER IDEAS OR SUGGESTIONS ON COST SAVING MEASURES FOR THE CARSON CITY SCHOOL DISTRICT. AT THE END OF THE DISCUSSION, THERE WILL BE AN OPEN QUESTION AND ANSWER SESSION AMONG BOARD MEMBERS. ANY QUESTIONS TO AND FROM THE SUPERINTENDENT WILL BE INCLUDED DURING THIS DISCUSSION.**

Mrs. Conrad inquired about “other services” that are listed on the scenarios. Mr. Stokes explained that it is associated with professional purchased services. In addition, Mr. Stokes commented on a pay to play option for sports which could generate a total of \$50,000.

Mr. Reynolds opened the meeting up to public comment.

A comment was shared on the importance of classified employees. In addition, it was suggested that the district look at a four-day school week for a savings of approximate 20%; gas, utilities, etc. This would also allow students additional instruction time and reduce student absenteeism. The district was encouraged to complete a study.

Ms. Alice Mueller, District 7 School Board candidate commented on having a four-day school week, which in other districts has enhanced their sports programs, etc.

Mrs. Wilson asked if anything had been done regarding sports or after school programs. Mr. Stokes explained that through the collective bargaining agreements, the district has tried to fill coaching positions; information is not reflected in the material presented. As things in the district have changed, the number of field trips has been reduced. In most cases, athletic teams fundraise for their own trips. The district provides transportation for league sponsored activities, regional competitions, etc.

Mr. Lemaire commented on outsourcing; limits quick response time by district employees vs. contracted employees, slow services, etc. In the event the district outsources some staff members, Mr. Lemaire publicly thanked the custodians and nutrition service staff for their hard work and dedication. Mr. Lemaire asked if anyone had counted the number of classrooms the district would not be using and if so, does it total an elementary school. How much savings would there be if a school was closed? Mr. Lemaire commented on the possibility of additional budgets cuts for fiscal year 2014-2015; make two year cut in one year. Mr. Stokes explained that the district has not completed a count on the number of classrooms that might not be used.

Mrs. Wilson concurred with Mr. Lemaire and would like have the information.

Mr. Reynolds reiterated that the meetings are to allow for suggestions, that at this time, there is no plan in place.

Mr. Reynolds asked for clarification on bus transportation; it would only be available for Special Education students and Students in Transition. Mr. Stokes explained that Jump Around Carson City (JAC); public transportation would be available for all other students. In addition, Mr. Stokes commented on a recent survey from Washoe County School District regarding student transportation; 61% of parents who responded, drive their students to school.

As a Board Member, Mrs. Myers would like to see Board Trustees provide guidance, not specifics in the area of reducing salaries and benefits by 84%. Due to time, outsourcing and 4-day school weeks would not be in place by September, 2013. Mrs. Myers commented on the 20% savings related to 4-day school weeks being in classified staff, not certified staff. Mrs. Myers stressed the importance of identifying what can be in place by September, 2013. Mrs. Myers also expressed an interest in looking at increasing class sizes. She also commented on the possibility of eliminating one class period at the middle schools and high schools, which represents a 1/6<sup>th</sup> or 1/7<sup>th</sup> reduction of staff. Mrs. Myers is in favor of only making cuts for the first year, not two year cuts at once.

Mr. Swirczek suggested that Mr. Larry Werner, City Manager and Mr. Rob Hooper, Northern Nevada Development Authority (NNDA) be invited to the board workshop on Wednesday, October 17, 2012 to find out where they see Carson City going in the next several years; new building permits, new businesses interested in the area, etc. Mr. Swirczek commented on how the increase in kindergarten enrollment may be associated with the increased birth rate prior to the economic downturn.

Mrs. Wilke-McCulloch asked that someone from Carson City Parks and Recreation also be invited to the workshop on October 17, 2012. Mrs. Wilke-McCulloch believes we should encourage students to take advantage of utilizing Carson Online.

Mr. Reynolds asked if anyone from the public had questions for Board Trustees.

Mrs. Conrad commented on the sensitivity of the topic; loss of jobs, etc. She also suggested that during the workshop on October 17, 2012, attendees be given time to break out into groups to discuss the issues. Mr. Stokes commented on the success of using this process during the Strategic Planning meetings.

Mr. Rod Butler, Carson Middle School Teacher and parent of two students in the district commented on the suggestion that 85% of the budget cuts should come from staff reductions; equaling approximately \$4.7 million. In that case, Mr. Butler believes the district should use scenario #1. As a parent, Mr. Butler is not in favor of this scenario, as he believes it will put too much stress on the district. In the suggested scenarios, a number of staff at each level was identified for potential cuts. Mr. Butler asked if attrition was included in the figure. Mr. Stokes explained that the district typically sees a 10% reduction in staff due to retirement or resignations. Throughout the summer, the district is typically made aware of resignations or retirements. If a resignation or retirement is received after a letter regarding the Reduction in Force is received by staff, according to contractual obligations, they could be called back for service in the district. Mr. Butler is opposed to the concept of "pay to play"; many sports require athletes to pay to play on the team.

Mr. Swirczek commented on staff taking a 5% pay cut. Mr. Reynolds explained that the Board is not in a position to discuss any type of cuts.

Dr. Jennifer Ward-DeJoseph, Eagle Valley Middle School Teacher commented on the possibility of staff taking a 5% pay cut vs. staff layoffs. Mr. Stokes commented on the working relationship the district has with all bargaining groups. Mr. Stokes explained that ideas such as pay reductions, etc. need to be made to association representatives.

Mrs. Myers expressed her understanding of what can and cannot be done without negotiations. She also explained that there is less than 10 months to make the necessary changes for the start of the 2013-2014 school year. Mrs. Myers explained the role of the Board; set policy and parameters, with the determination of the budget up to administration, staff, etc.

Ms. Bonnie Preston, 8 year veteran teacher at Eagle Valley Middle School asked for additional information regarding cuts to Career Technical Education (CTE), elimination of band, P.E., Gifted and Talented Education (GATE) program, etc. Those types of cuts effect student education. Mr. Stokes explained that information on the number of students enrolled in CTE classes is available through Power School; student information system. The information would be reviewed prior to making reductions.

Mrs. Wilson explained that a reduction in staff is not pleasant; however, the largest cuts need to come from reducing staff. In addition, Mrs. Wilson commented on how Nevada needs to increase property taxes or pay an income tax as a means to fund education in the State. Mrs. Wilson explained that the district cannot reach a \$5.5 million reduction without reducing staff. Mrs. Wilson encouraged everyone to work together and to provide good, solid ideas.

Mr. Butler, recognizing that staff layoffs will take place, prefers scenario 2. Mrs. Wilson explained that outsourcing means a reduction in staff; custodial, nutrition services, etc. Mr. Stokes commented on the number of emails received regarding outsourcing and the potential savings it could bring.

Mrs. Linda Csiga, 4<sup>th</sup> grade teacher at Seeliger Elementary School provided several cost saving suggestions; reduce the number of teacher trainings, utilize early release days for training, combine the jobs of consultants and Teachers on Special Assignment, provide staff with on/off switch for adjusting classroom temperature; not a company in Reno, offer teacher buyout, reduce Success for All (SFA) consumable material for kindergarten and 1<sup>st</sup> grade students, reduce number of assessment (tests) for students and share administrators between schools.

Mrs. Myers commented on teacher buyouts as a potential cost savings measure. Mrs. Myers encouraged district staff to create a plan regarding buyouts and provide the information to Board members.

Mr. Lemaire commented on the value that veteran teachers bring to the classroom and to the district; mentor other teachers, leadership, etc. Mr. Lemaire suggested shorting the school year by having fewer school days. In addition, Mr. Lemaire encouraged instruction using technology as an option.

Mr. Butler commented on the costs incurred by the district several years ago when additional days were added on the front end of their contract. Mr. Butler suggested reducing the number of days teachers are required to be at work at the start of the school year.

Mr. Reynolds suggested that at the October 17, 2012 workshop, that there be someone to serve as an intermediary; to make suggestions in the event someone is not comfortable addressing the Board.

Mr. Stokes provided notecards to those wanting to provide additional suggestions.

### **ADJOURNMENT**

There will be no further business to come before the members of the Board in public meeting; President Steve Reynolds declared the meeting adjourned at 8:20 p.m.

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Lynnette Conrad, Clerk

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Date