

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

Tuesday, December 11, 2012

6:30 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 6:36 p.m. by President Steve Reynolds at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

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

Members Absent
Lynnette Conrad, Vice President

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. (Mrs. Lynnette Conrad was not present for the vote.)

Board President Steve Reynolds adjourned the meeting to closed session per NRS 288.220(4) to discuss labor relations with the District's Management Representatives.

Mrs. Conrad arrived at the meeting at 6:47 p.m.

The meeting reconvened from closed session at 7:01 p.m.

Board Member Joanna Wilson led the Pledge of Allegiance.

SUPERINTENDENT'S REPORT

- Mr. Stokes introduced Mr. Kyle Kimber, Music Teacher, Fremont Elementary School. The music students performed several Christmas songs.
- Mrs. Michele Lewis, Dean of Students, Carson High School introduced Mikayla Story. Carson High School started an agriculture program last year. Mrs. Lewis publicly thanked Mr. Stokes and Board Trustees for supporting the agriculture program. Mikayla is the President of the Future Farmers of America (FFA) Chapter at Carson High School and represented Nevada at the National Competition in Indianapolis, Indiana in Dairy Showmanship. The contest consisted of showing dairy cattle to various judges, presenting the cow in relation to how you would sell the cow. There were approximately 30 competitors from other States, with over 50,000 attending the convention. Mikayla won a silver emblem. There were three different breeds and you needed to know how to show each one. Mikayla would like to participate in cheerleading at a four year university and study geophysics.
- The Bordewich Bray kindergarten playground was completed on Saturday, December 8, 2012; approximately 140 volunteers participated in building the playground. Mr. Stokes publicly thanked the "Let Them Be Kids" organization.

- Pioneer High Schools Accreditation visit is scheduled on Thursday, December 13, 2012
- Mr. Stokes announced that the Carson City School District was selected as a recipient of the Race to the Top grant. In addition, the district had the highest ranked application. Dr. Steve Pradere, Director of Grants and Special Projects publicly thanked the committee that worked on the grant application: Mr. Joe McCarthy, Community Member; Mr. Anthony Turley, Director of Fiscal Services; Ms. Kari Pryor, Implementation Specialist, Eagle Valley Middle School; Dr. Ricky Medina, Director of Assessment and Accountability; Dr. Jose Delfin, Associate Superintendent of Human Resources; Mrs. Laura Valley, P.E. Teacher, Fritsch Elementary School; Mrs. Susan Keema, Associate Superintendent of Educational Services; Mrs. Valerie Dockery, Principal, Bordewich Bray Elementary School; Mrs. Sue Moulden-Horton, Nevada Department of Education; Ms. Lupe Schofield, Math Teacher, Carson High School; Mr. Ron Beck, Principal, Carson High School; Mrs. Karen Simms, Vice Principal, Eagle Valley Middle School; Mrs. Teri Cantley, Office Manager, Student Support Services; Mrs. LeAnn Saarem, Parent Representative; Ms. Jennifer Tartan, Math Teacher, Carson High School; Mr. Mike Walker, Dean of Students, Carson Middle School; Mrs. Sheila Story, Nurse, Carson High School; Mr. Jason Zona, Principal, Pioneer High School; Mrs. Stacy Vandenberg, Administrative Assistant, Grants Department and Ms. Jessica Greener, Administrative Assistant, Grants Department. The members met over a two month period and gathered information to include in the application. The application was well designed and modeled after the Eagle Valley Middle School project. The application also received the highest score. The award will allow the district to expand the Eagle Valley Middle School project to the other secondary schools; allow students in the district to have a college and career opportunities and redesign the curriculum. The exact amount has not been determined at this time; however, \$10 million was requested in the application. Dr. Pradere also acknowledged Senator Reid's office for their support during the application process. In addition, Mayor Crowell's office reviewed and approved the application. The funding will be available January 1, 2013.

Mr. Swirczek publicly thanked for Dr. Pradere for his work and leadership during the application process.

- Professional Development for staff on Wednesday, December 12, 2012; no school for students
- Minimum Day on Thursday, December 20, 2012 for secondary schools only; students dismiss at the following times:
 - Middle Schools – 11:15 p.m.
 - High Schools – 11:30 p.m.
- Winter break begins for ALL students on Friday, December 21, 2012. Classes resume for students on the traditional calendar on Monday, January 7, 2013 and Fremont Elementary School students return on Monday, January 14, 2013.
- Mr. Stokes extended Happy Holiday wishes to everyone

BOARD REPORTS

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

- Mission at Pioneer High School is to provide young adults an alternative route to success
- Students will be assisting with the Northwest Accreditation site visit
- Thursday, December 20, 2012 is Ugly Sweater Day
- Speech and Debate Club will be meeting afterschool on Fridays. They will attend the Northern Nevada Forensics League event at Douglas High School on Friday, January 4th and Saturday, January 5th, 2012.
- Student Leadership is collecting toys for special needs children at Carson Tahoe Hospital
- Parent Advisory Committee continues to meet monthly with Student Leadership, contact the office to sign-up and participate

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

- Sports Activities

- NJROTC Rifle competition at McQueen High School on Thursday, December 13, 2012
- JV and Freshman Basketball games for both boys' and girls' on Friday, December 14, 2012 at Spanish Springs High School
- Varsity wrestling team will participate in the Tournament of Champions at Lawlor Events Center on Saturday, December 15, 2012
- JV wrestling team will be competing at North Valleys High School
- December dress-up days
 - Friday, December 14, 2012 – Fancy Friday
 - Wednesday, December 19, 2012 – Ugly Holiday Sweater
- Student Council will be collecting items beginning Thursday, December 13, 2012 for Austin's House; basketballs, socks, craft kits, lip gloss, etc.
- Alumni breakfast for former student council members will be held on Wednesday, December 19, 2012 in the upstairs cafeteria

Mrs. Wilke-McCulloch thanked everyone for voting in the USA Today rivalry contest; Carson is in the finals. Mrs. Wilke-McCulloch encouraged everyone to vote, the winner receives \$10,000 for their school.

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

- Several emails have been sent from Dr. Dotty Merrill, Executive Director

Mrs. Conrad commented on the number of community members that volunteered and participated in the playground project at Bordewich Bray Elementary School. Mrs. Conrad recently attended a Greenhouse Project meeting; cut flowers will be offered soon. They are \$12.00 per bunch, for sixteen weeks, starting in June. Food for Thought recently held their fundraiser and Mrs. Conrad encouraged everyone to contribute.

Mr. Stokes recognized Mrs. Joanna Wilson and Mr. Jim Lemaire for their contributions to the district and their numerous years of service.

Mr. Reynolds presented Mrs. Joanna Wilson with a plaque for her twelve years of service as a Board Member. Mayor Crowell recognized Mrs. Wilson and presented her with a Nevada/Carson City flag pin and a Carson City coin.

Mr. Reynolds presented Mr. Jim Lemaire with a plaque for his eight years of service as a Board Member. Mr. Reynolds also acknowledged Mr. Lemaire for the many hours he has contributed to the Nevada Association of School Boards (NASB). Mayor Crowell recognized Mr. Lemaire and presented him with a Nevada/Carson City flag pin and a Carson City coin.

Mrs. Wilson is hopeful that everyone remembers that the students are the reason for all that is done in the district.

Judge Wilson presented Mrs. Wilson with a bouquet of flowers.

Mr. Stokes recognized Mr. Reynolds for serving as President of the Board during the 2012 calendar year. Mayor Crowell recognized Mr. Reynolds and presented him with a Nevada/Carson City flag pin and a Carson City coin.

ASSOCIATION REPORTS

Mr. Brian Wallace, President, Ormsby County Education Association publicly thanked Mr. Lemaire and Mrs. Wilson for their years of service to the students and staff in the district. In addition, Mr. Wallace acknowledged everyone for coming together in receiving the Race to the Top Grant.

Mrs. Casey Gilles, President, Carson City Building Administrators Association publicly thanked Mr. Lemaire and Mrs. Wilson for their years of dedicated service.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF FISCAL YEAR 2012 MANAGEMENT LETTER FROM AUDITORS: BULLARD AND MACY GROUP, TO INCLUDE OBSERVATIONS AND RECOMMENDATIONS

Mr. Anthony Turley, Director of Fiscal Services presented the Management Letter for fiscal year 2012 audit. This is the first year that Bullard and Macy Group performed the audit for the district. A letter provided with the audit did not identify any misstatements of internal control. However, observations were made, with recommendations in areas for improvement. The recommendations were discussed with members of management. For clarification purposes, Mr. Turley explained that the correct wording should be processes or procedure, not a policy.

Mr. Turley presented the observations and managements responses:

- Budgeting for contingencies, as identified in Nevada Revised Statute (NRS) 354.506; to be used for items not budgeted for, i.e., a natural disaster that caused the district to expend funds that would not necessarily have been spent. The district has typically built a cushion in the budget, not using the contingency line item. The recommendation is to modify the procedure by establishing a contingency line item, which can be between 1% and 3%. Mr. Turley will create and present to the Board for consideration and approval, a budget policy, outlining the percentage and use of a contingency account.

Mr. Swirczek inquired about the amount that was to be used for contingency. Mr. Turley explained that the amount was equal to approximately 1% to 1.5%; \$500,000 to \$600,000.

Mrs. Wilke-McCulloch asked Mr. Turley if he is comfortable with 1% or would he prefer 3%. Given the financial situation, Mr. Turley suggested having 1%, as the district has not had events causing the need to increase the percentage.

- Budget transfers and augmentations are identified in NRS 354.598005, Nevada Administrative Code (NAC) 354.360 and 354.450 as needing to be complete by July 30th. The district typically prepares amendments by June 30th, seeking Board approval. Transfers with-in funds had been completed until the records were closed, cleaning particular line items. The recommendation is to seek full compliance.
- Internal audits on Student Activity funds; in fiscal year 2011, the district implemented new internal control policies and procedures. The policies provide specific procedures for annual internal audits for all elementary schools and semi-annual internal audits for secondary schools. Upon review, it was noted that the second audit was not performed for the secondary schools. The recommendation is to follow the established procedures, completing the audits by June 30th. A schedule for the audit dates is included in the permanent record.

Mrs. Conrad asked why two audits were necessary for the secondary schools. Mr. Turley commented on the risk involved of possible misappropriations if only one audit were completed annually. Due to the volume of transactions processed, Mr. Turley believes two audits are necessary.

Mrs. Myers commented on the amount of cash and coin processed in the different accounts. Mrs. Myers inquired about the procedure for balancing and what do they balance against; register receipts. Mr. Turley explained that they typically don't have a register to balance against; however, procedures have been established where more than one person is involved in the balancing process. In addition, bank accounts are reconciled monthly and submitted to the district office for review.

Mrs. Conrad inquired as to reasons for having large balances. Mr. Turley clarified that the balance is not \$1 million dollars; transactions throughout the year total approximately \$1 million. The balance, which is comprised of many accounts, totals approximately \$300,000. Several balances are lower this year vs. last year and some funds are intended for multiple years. Mr. Turley also commented on several accounts that have upfront costs associated with them; yearbook, athletic funds, etc. Most funds at the elementary schools are expended each year.

Unless there's a concern, Mr. Reynolds doesn't believe modifications need to be made at this time. Mr. Turley commented on findings identified during the first audit; spending funds on items not approved in the student activity funds. Since that time, training has been provided.

- Governmental Accounting Standards Board (GASB) 54, Fund Balance Reporting and Governmental Fund Type Definitions; changed the classifications of fund balance for fiscal year ending June 30, 2011. Recommendations include the Boards adoption of a policy regarding the five classifications of the ending fund balance and the order of the use of the fund balance. Mr. Turley will prepare and present a board policy at a meeting no later than February 11th.
- Other Post-Employment Benefits (OPEB) GASB 45 adopted in fiscal year 2012. An actuarial study was completed to determine the district's OPEB liability. A copy is included in the permanent record. Mr. Turley commented on the importance of adopting a board policy associated with funding the OPEB obligation. There are three different funding sources. The district is currently utilizing "Pay As You Go"; the current obligation is paid for each year; providing the most flexibility. Mr. Turley provided information on partially funding and/or fully funding the resource; locks in a favorable rate for calculating the long-term obligation. Pre-funding has to be in an irrevocable trust situation, with no control of the money; a negative option. The auditors are recommending a board policy to determine the funding source for the OPEB liability. Mr. Turley will prepare and present a board policy regarding OPEB funding. Mr. Turley explained that there is approximately \$2.3 million in the health care fund ending fund balance. There are two components of the OPEB liability; subsidized health care costs for retirees and liability for Public Employees' Benefits Program (PEBP). There are a significant number of employees on PEBP; employees cannot directly retire into PEBP; however, an employee could leave the district, go to work for the State of Nevada, qualify and retire on PEBP and the district would have a portion of the liability.

Mr. Reynolds asked for additional information regarding "Pay As You Go"; monthly payment vs. annual payment. Mr. Turley explained that PEBP is paid on a monthly basis; Post Retirement Insurance Subsidy (PRIS) deduction/payment made by the district on behalf of the employees on the benefit plan is evaluated to offset future costs.

- Future Government Accounting Standards provide a listing of possible standards that will be implemented over the next several years, which will affect the reporting process in the government financial statements; definition changes, etc. They will not change the daily operations.

Mr. Swirczek commented on the contingency account and inquired about the amount that was carried forward or were there expenditures from the account. Mr. Turley explained that approximately \$800,000 was carried forward.

DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO APPROVE AN AMENDED BUDGET FOR FY2013, TO INCLUDE REVISIONS FOR CERTIFIED ENROLLMENT, AUDITED FUND BALANCE, CARRY FORWARD AMOUNTS AND RECOMMENDED AUGMENTATIONS TO SPECIFIC FUNDS

Mr. Turley explained that NRS 354.598005(9) requires Board adoption of an amended budget on or before January 1st of each fiscal year following the official student count. The hold harmless amount has been used over the last several years for student funding. The district has seen a decline in enrollment for the last several years; however, this year, the weighted average was up by 17.2 students, increasing the Distributive School Account (DSA) allocation by \$105,075. The

amendment to the budget is addressing the increase in the DSA amount, not the audit carry forward. The audit carry forward amount has implications that are associated with the plan for FY2014; funding for the Voluntary Separation Incentive Plan (VSIP). Mr. Turley recommended Board approval of a Resolution to amend the revenue by \$105,075 and that the amount is carried forward to the ending fund balance, with no changes to appropriations at this time. The amendment only affects the General Fund.

It was moved by Mrs. Barbara Myers, seconded by Mr. Ron Swirczek, **that the Carson City School District Board of Trustees adopt the amended budget for FY2013 by approving the Resolution and instructing the Director of Fiscal Services to file the documents as necessary to comply with NRS Chapter 354.** Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SUPERINTENDENT'S REVISED PROPOSED BUDGET REDUCTION PLAN FOR FISCAL YEAR 2013-2014; INCLUDING AN UPDATE ON THE VOLUNTARY SEPARATION INCENTIVE PLAN

Mr. Stokes reported that at the November 13, 2012 School Board meeting he presented a plan that identified assumptions, projected revenues and expenditures for the 2013-2014 school year. The presentation also included areas for potential savings associated with reductions of staff and materials and supplies.

Mr. Stokes explained that he has received input from several sources following the November 13, 2012 board meeting and that this date was established earlier in the year to determine Board action on possible cost savings measures for fiscal year 2013-2014.

Mr. Stokes identified several assumptions from the current year that he projected forward for fiscal year 2013-2014, with no new funding.

Revenue projections for the General Fund:

- DSA - \$45.1 million; weighted enrollment of 7,369.4 students at \$6,109 per student
- Property taxes and other revenue - \$9.4 million
- Projected beginning fund balance - \$6.4 million
- Total - \$60.8 million

Mr. Stokes explained that the district is targeting an ending fund balance target of 8.3% of expenditures, which will be maintained yearly. This amount equals approximately one month's operating cash for the district.

Mrs. Wilson commented on the amount of money that has been lost over the last twelve years; \$20 to \$25 million.

Mr. Stokes commented on the amount of reductions in revenue, declining student enrollment and the increased costs associated with operating the district. Since the last presentation, the district has been notified of a 2% increase in the Public Employees Retirement System (PERS) contribution rate; potentially impacting the district by \$827,160. Mr. Stokes explained that if no changes to staff and operations are made, the district will exceed the ending fund balance by approximately \$1.83 million.

Mr. Stokes commented on how expenditures are reduced do to the following; including the target of 8.3% of expenditures as a budget figure, identified reductions in staff, changes in operations, and expenditure reductions due to projections to fiscal year 2014. If the district has lower expenditures next year, they will also have a lower ending fund balance; \$4.1 million represents 8.3% of expenditures, including changes to the budget. The new target amount equals the addition of the contribution rate for PERS and the revised ending fund balance, which equals approximately \$5.9 million.

Changes to salaries and benefits since November 13, 2012:

- Gap amount of \$5.9 million includes the 2% PERS rate increase

- \$122,000 – reduction of one district-wide administrative position; not identified at this time. There are possibilities associated with the Race to the Top grant regarding certain staff members.
- (\$21,613) – initially identified as an At-Risk Counselor at Pioneer High School and part-time position that would be the District Community Partner Coordinator; position will be fully funded through Race to the Top for 4 years

Mr. Swirczek asked for additional information related to the At-Risk Counselor at Pioneer High School. Mr. Stokes explained that his initial presentation included the need to place a counselor at Pioneer High School, which has previously been filled with retired staff serving the role as a substitute. If counselors are eliminated at the elementary schools, the district has a \$50,000 grant for “at risk” counseling that comes from the Department of Education. A portion of the grant would go towards paying the “at risk” counselor at Pioneer High School. Counselors at the secondary schools are normally staffed at a ratio of 450:1. The original proposal suggested the placement of a ½ time At-Risk Counselor at Pioneer High School, with the other ½ time being used as the Community Partnership Coordinator. As a recipient of the Race to the Top grant, the Community Partnership Coordinator will be funded in a different manner.

- \$136,900 – change funding for 3 FTE’s at Fremont Elementary School from general fund to grand funding through Title I
- Reduction of 7 positions at the elementary schools by increasing primary grade student/teacher ratios to 22:1. Following the review of the Voluntary Separation Incentive Plan (VSIP) the district will be able to obtain the vacancy savings vs. a reduction in force; a projected savings of \$1.4 million.

Services and Supplies; no changes were noted.

Transfers:

- \$750,000 – 7 classified and certified FTE’s requested the VSIP. Mr. Stokes asked that the Board approve an additional \$70,000 to allow the 7 Special Education staff members the opportunity to take advantage of the VSIP.
- \$1.6 million – final gap to obtain through negotiations or additional cuts

Mrs. Wilke-McCulloch asked if there was any information from Washoe County School District regarding freshman sports programs. Mr. Stokes has not heard anything from school officials.

Public Comment:

Ms. Rhonda Burning and Ms. Susan Hoffman, parents of district students and community members stressed the importance of having a wonderful library; well used and the most important thing at a school. Ms. Burning and Ms. Hoffman believe Carson Middle School has a wonderful library due to Mrs. Ananda Campbell-Richards, Librarian. Mrs. Campbell-Richards is an educated, highly trained, Library Specialist, not a classified employee. Both parents believe she is an inspiration to the students and provides them with the knowledge and experience necessary to be actively connected with learning to be prepared for life. Ms. Burning and Ms. Hoffman believe the impact to not having certified Library Media Specialists at the secondary level will be detrimental to student learning.

Mrs. Ananda Campbell-Richards, Library Media Specialist, Carson Middle School commented on the number of pilot programs that have been introduced in the district over the years. As a former student in the district and a staff member, Mrs. Campbell-Richards has seen many changes in the district; students “first” has always been the priority. Mrs. Campbell-Richards stressed the importance of the position, not a job. As a parent, Mrs. Campbell-Richards commented on the importance of her children receiving their education in the Carson City School District. Mrs. Campbell-Richards stressed the importance of media literacy instruction at all levels; elementary, middle and high school. As a member of the community, Mrs. Campbell-Richards asked Board members to consider providing suggestions to the budget proposal, specifically reorganizing library services. Mrs. Campbell-Richards expressed concerns with the removal of information literacy. If all positions are not maintained, Mrs. Campbell-Richards would like to have

discussions on sharing a certified staff member with a different site, maintaining integrity and importance of information literacy.

Mr. Reynolds noted the importance and recommended that the Board take action on the agenda item. In addition, Mr. Reynolds commented on the number of times the information has been presented and suggested that questions, issues or changes be made at this time. Due to the town hall meetings and suggestions made thus far, Mr. Reynolds believes that staff should be allowed to move forward. Mr. Reynolds suggested that Board members share their thoughts and/or concerns at this time and asked if there were other concerns, in addition to the library services.

For clarification, Mrs. Wilson asked if an item could be removed from the document, still approving the remaining portion of the document. Mr. Stokes explained that until the Board approves a final budget, they have the ability to make changes. Mrs. Wilson confirmed that it would be okay to remove the library item to allow for further discussion next year and still approve or disapprove the remaining budget plan.

Mr. Lemaire commented on approving the proposed budget plan at this time due to possible negotiations with the association groups and asked Mr. Stokes if he had any concerns regarding this matter. Mr. Stokes explained that regardless if action is taken tonight, the district will have exceeded the budget. There is a known amount of revenue that will be received and that a reduction in operational budget is necessary. The recommendation includes a gap of \$1.6 million, which can be reduced through negotiations; however, if that is not successful, additional reductions in the district will be necessary. Mr. Stokes agreed with Mr. Reynolds, that Board action tonight, allows the district the ability to move forward in the planning process. Mr. Lemaire confirmed that approving a portion of the budget plan would not create the problem during the negotiation process. Mr. Stokes commented on the trusting and working relationship with staff.

Mr. Reynolds asked again if there were other areas not associated with library services.

Mr. Swirczek commented on the number of months left in the current school and budget year and asked Mr. Stokes if any budget augmentations, freezing position, etc. will take place during that time, as that could impact things in the future. Mr. Stokes explained that over the last six years, consideration is given when a vacant position becomes available. If a teaching position is involved, Principals are consulted to determine the need to fill the position. Mr. Swirczek inquired about supplies, travel, etc. Mr. Stokes explained that Principals have been allowed to use their budget money as they see fit and available funds have been carried forward. Principals have not been asked to restrict spending; a philosophy the district has had for some time. Given the current budget situation, Mr. Swirczek asked if that philosophy currently makes sense. Mr. Stokes explained that the Principals' have been given the responsibility to be the leader of their building; expenditures are made based on what's best for their school.

Since the last meeting, Mr. Swirczek spent time with the librarians, observing what takes place in the libraries. Mr. Swirczek also explained that he researched other libraries across the country; some are referred to as Dynamic Learning and Research Centers. Mr. Swirczek highlighted the qualifications; professionals who hold a teachers license and a Master's Degree in Library Science. Mr. Swirczek referenced the Strategic Plan; student achievement and success. Mr. Swirczek read some information from Colorado; focus of library programs, moved from the library being a confined place to having fluid boundaries, layered by diverse needs and influenced by an interactive global community, having no boundaries. Build a flexible learning environment with a goal to produce successful learning skills. Effective librarians work with teachers to align 21st century skills; core curriculum, etc. As a way to make up the difference, Mr. Swirczek suggested sharing services, having only 3 Vice Principals at the elementary schools, keeping the focus on the students.

Mrs. Conrad agreed with Mr. Swirczek regarding the librarians, however, Mrs. Conrad expressed concerns with eliminating the counselors and Vice Principal's at the elementary schools. If counselors are no longer at the elementary schools, Vice Principal's will need to do their job. Mrs. Conrad stressed the importance of having a Vice Principal or a counselor at each site.

Mr. Lemaire explained that he views the librarians as an asset. Mr. Lemaire encouraged Mr. Stokes to consider the librarians. He also commented on the sensitivity of making the budget cuts and is hopeful that Mr. Stokes is allowed to build the budget as he sees fit.

Mr. Swirczek disagreed with the comments made by Mr. Lemaire, as he believes it's the Board's responsibility to make policy decisions.

Mr. Lemaire encouraged Mr. Swirczek to ask questions; however, he also reminded him that the Superintendent has the budget authority and in order to hold him accountability and responsible, the budget authority should be with Mr. Stokes.

Mrs. Wilson asked Mr. Swirczek for suggestions on where additional cuts should be made. Mr. Swirczek reiterated his suggestion of sharing Vice Principals' at the elementary schools. Mr. Swirczek reminded Mrs. Wilson that the proposed budget plan included having one Vice Principal at each elementary school. Mrs. Wilson believes libraries are important; however, where else will cuts be made. Mrs. Wilson stressed the importance of having a plan and believes that teachers are the first place where students learn; libraries and counselors are supplemental to the curriculum.

Mr. Reynolds reminded Trustees that the recommendation to have Vice Principals at the elementary schools was made by the Principals; allowing them to do their best job. Mr. Reynolds recognizes that certified librarians have a value; however, Nevada allows districts the option of not having certified librarians. Mr. Reynolds commented on the possible number of highly skilled applicants that might be available, if classified staff is placed in the libraries. Mr. Reynolds noted the suggestion made by Mr. Swirczek regarding Vice Principals; however, he does not agree with it. At this time, Mr. Reynolds asked Board members to share comments regarding this item of the proposed budget plan.

Mrs. Conrad likes everything, with the exception of cutting the librarians. She commented on the possibility of utilizing funding from the Race to the Top grant. As a parent and Trustee, Mrs. Conrad cannot support the proposed budget plan without keeping the librarians.

Mrs. Wilke-McCulloch suggested having classified staff in the libraries at the elementary level; however, due to the reduction of teachers, she believes certified staff needs to stay at the secondary level.

Mrs. Wilson asked if the elementary schools had certified staff in the libraries. Mr. Stokes explained that there are currently three (3) certified staff and three (3) classified staff in the elementary libraries.

Based on her experience, Mrs. Myers believes that a certificated position is fine if the librarian and/or media specialist is working with a class, without having the teacher there. However, as a teacher, Mrs. Myers expressed her ability to work with students on whatever projects were assigned. Mrs. Myers believes that the district should move forward based on the proposed budget plan presented; however, identify items or areas that could be added back if additional funding became available. Mrs. Myers commented on how the district has listened and heard from staff regarding library services.

Mr. Swirczek inquired as to the number of counselors. Mr. Stokes explained that the district currently has 4 counselors at the elementary level; intentionally not filling 2 vacant positions. Mr. Swirczek asked if the 4 counselors are shared amongst the schools. Mr. Stokes explained that at this point, counselors have not been shared; help has been brought in on a substitute basis. Mr. Swirczek asked for information regarding the job duties of an elementary counselor. Mr. Stokes explained that the job varies; create groups for students with like issues to allow for discussions, assist with testing, can participate in Individualized Education Plans (IEP's), etc. Mr. Swirczek asked if there are job descriptions. Dr. Jose Delfin, Associate Superintendent of Human Resources explained that when hired, qualifications are provided. In addition, Dr. Delfin also relies on the Administrator to identify the needs of their school. Mr. Swirczek commented on the number of things a counselor should be doing to help students. He also questioned how the

decision to eliminate counselors was decided. Mr. Stokes explained that the decision to eliminate counselors was not taken lightly. Administration has looked at individuals and assignments that are directly associated with accountability, school performance, etc. so that students are reading at grade level, etc. Mr. Stokes commented on the decisions that need to be made and the budget conditions the district is facing. Mr. Swirczek believes additional time needs to be given prior to voting on the proposed budget plan.

Mr. Reynolds believes that every available day and week needs to be given to address the budget condition. Personally, Mr. Reynolds understands the concerns; however, he is trusting in the knowledge of the site administrators and does not have any issues with the proposed budget plan.

Mrs. Wilke-McCulloch concurred with Mr. Reynolds and believes there is an urgency to move forward.

Mr. Reynolds commented on the possibility of having several potential motions; make a motion eliminating the area of library services, addressing this area in the future or make a motion reflecting the suggestions made, with an addendum associated with looking at library services if additional funding becomes available.

It was moved by Mrs. Joanna Wilson, seconded by Mrs. Barbara Myers, **that the Carson City School District Board of Trustees approve the proposed Budget Reduction Plan for Fiscal Year 2013-2014, including the request to increase the Voluntary Separation Incentive Plan from 25 to 32 staff members.**

Discussion:

Mr. Lemaire explained that even though a motion has been made, it is the framework for planning and discussions; voting does not make it permanent until the third Wednesday in May, 2013.

It was moved by Mrs. Lynnette Conrad, seconded by Mrs. Stacie Wilke-McCulloch **to remove the librarians from the proposed budget plan.** Motion passed, 4 – 2. Mr. Reynolds did not participate in the vote.

For the record, Mr. Reynolds read the amended motion; The Carson City School District Board of Trustees approve the proposed Budget Reduction Plan for Fiscal Year 2013-2014, including the request to increase the Voluntary Separation Incentive Plan from 25 to 32 staff, also removes the suggested savings of the library change from the recommendations. Motion passed unanimously.

Mr. Stokes extended his appreciation for their comments and discussions.

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

Mr. Reynolds suggested that the evaluation of the Superintendent be postponed until sometime in March, 2013.

Mrs. Myers commented on information included in the evaluation tool used by Douglas County; major efforts, results and perceptions. Mrs. Myers suggested that the annual evaluation be completed in March.

Mr. Lemaire asked if there was a Nevada Revised Statue (NRS) requiring the Superintendent's evaluation be completed by a certain date. Mr. Pavlakis explained that Mr. Stokes' contract states that an evaluation will be completed annually. It has historically been completed in December.

Mrs. Conrad asked if Mr. Stokes was okay with postponing the evaluation. Mr. Stokes would value the input of Mr. Lemaire and Mrs. Wilson; however, he is okay with postponing until the Spring.

Mrs. Wilson expressed her pleasure in working with Mr. Stokes and commented on the dignity in which he has conducted himself during the last year. Mrs. Wilson publicly thanked Mr. Stokes and his administration for all their efforts and time spent working on the budget for fiscal year 2013-2014. In addition, Mrs. Wilson has enjoyed working with and alongside of Mr. Stokes.

It was moved by Mrs. Lynnette Conrad, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School District Board of Trustees postpone the evaluation of Mr. Richard Stokes, Superintendent of the Carson City School District to a proposed date in March, 2013.** Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

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

REQUEST FOR FUTURE AGENDA TOPICS

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

Mr. Stokes explained that an invitation has been extended to Board Member Elects, Mr. Joe Cacioppo and Mrs. Laurel Crossman to attend a holiday gathering and brief orientation at the district office on December 20, 2012. In addition, Mr. Stokes commented on the possibility of having a brief orientation at a future board meeting.

Mr. Swirczek explained his understanding of having a meeting prior to the first formal board meeting in January, 2013.

Mr. Stokes explained that the Swearing In ceremony for new Trustees is scheduled on Monday, January 7, 2013 at 11:00 a.m.

Mr. Swirczek suggested that a brief informal meeting be held with new Trustees prior to the first Board meeting in January, 2013.

Mrs. Myers suggested that the January 8, 2013 meeting begin at 6:00 p.m. with a workshop/informational meeting for new board members, with the regular Board meeting beginning at 7:00 p.m.

Mr. Swirczek suggested that a schedule be provided on making all school entrances safe and secure. Mr. Stokes explained that schools constructed to date; Empire Elementary School, Carson Middle School, Eagle Valley Middle School have secure entrances. Work has begun at Seeliger Elementary School, with Fremont and Mark Twain Elementary Schools on the schedule for work in the future. Currently there are no plans at Bordewich Bray Elementary School to build a secure entrance, a decision based on the design of the school. There was no bond money or capital plan to build a separate entrance at Bordewich Bray Elementary School. Mr. Swirczek inquired about Fritsch Elementary School. Mr. Stokes explained that the public has to go into the main entrance to gain access to Fritsch Elementary School.

Mrs. Conrad inquired about the possibility of having PayPal on the website as a way to receive donations from the public.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, January 8, 2013.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting;
President Reynolds declared the meeting adjourned at 9:32 p.m.

Stacie Wilke-McCulloch, Clerk

Date