

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

Tuesday, November 13, 2012

7:00 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 7:00 p.m. by President Steve Reynolds at the Sierra Room, Community Center, 851 E. William Street, Carson City, Nevada.

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

Members Absent
Stacie Wilke-McCulloch, Clerk

Board Member Ron Swirczek led the Pledge of Allegiance.

ACTION TO ADOPT THE AGENDA

It was moved by Mr. Ron Swirczek, seconded by Mr. Jim Lemaire, **that the Carson City School District Board of Trustees adopt the agenda as submitted.** Motion carried unanimously. (Mrs. Stacie Wilke-McCulloch was not present for the vote.)

Mrs. Wilke-McCulloch arrived at 7:07 p.m.

SUPERINTENDENT'S REPORT

- Mr. Mehdi Samii, Varsity Boys' Soccer Coach, Carson High School was unable to attend, therefore, Michael Samii and Jose Gonzales, Team Captains thanked the district and Carson High School for their support throughout the year. The Varsity Boys' Soccer team is the Northern Nevada Division I Regional Champions. It has been eight years since they have won the regional championship. The Captains also thanked Coach Samii and Mr. Cary Jordan, Assistant Coach. Each member of the team introduced themselves.
- Mr. Greg Lehman, Varsity Girls' Soccer Coach, Carson High School introduced members of the Northern Nevada Division I Regional Champions Team. Mr. Lehman thanked everyone for their support. The team had a season record of 16 wins, 2 losses and tied twice. The team consists of honor roll students, leadership students, student body president, etc. Kenzie Tillit was named Offensive Player of the Year, Shannon Flaherty was named Defensive Player of the Year, Emmy Heller and Michelle Sandage were both named to the 1st Team. Several students also received honorable mentions and were named to the 2nd Team. Each member of the team introduced themselves. Mr. Lehman thanked the members of his coaching staff. Kenzie Tillit will be attending and playing soccer at a Division I School; University of Colorado at Boulder, Colorado.
- Mrs. Valerie Dockery, Principal, and Mrs. Susan Squires, Vice Principal, Bordewich Bray Elementary School presented a short video clip from "Let Them Be Kids"; non-profit community based organization. Awards are set aside each year to help build playgrounds, skate parks and fitness parks; applications are received from across North

- America. Two sisters submitted a letter on behalf of their brother; a Bordewich Bray Elementary School student, who has autism. Bordewich Bray Elementary School is the recipient of the "Let Them Be Kids" award; a playground will be installed in the kindergarten area for students with developmental delays. The district is responsible for raising approximately \$3,000, which will cover the shipping costs. The playground will be built by members of the community beginning at 8:00 a.m. on Saturday, December 8, 2012. Additional information is available at the following website www.bordewichbray.ltbk.ca. Mrs. Dockery encouraged the community to help with this project and recognized Mr. Michael Hohl, for his generous donation of \$1,000. To date, approximately \$1,500 has been raised. Any additional money raised, will go back into the playgrounds at Bordewich Bray Elementary School.
- 18th annual Carson High School Holiday Craft Fair is Friday, November 16, 2012 from 5:00 – 8:00 p.m. and Saturday, November 17, 2012 from 9:00 – 4:00 p.m. Everyone is encouraged to attend; visit Santa, buy raffle tickets, enjoy over 130 vendors, great food will be available from vendors and Carson High School Culinary Arts students. All proceeds benefit Carson High School students and staff. On Saturday bring a canned food item for Friends in Service Helping (FISH) and get in for \$1.00; K-12 students are free.
 - Early Release Day on Wednesday, November 21, 2012 for students at Fremont Elementary School; students dismiss at 1:30 p.m.
 - No school on Thursday, November 22, 2012 and Friday, November 23, 2012 for the Thanksgiving holiday
 - Employee Health benefits online Open Enrollment is currently ongoing; last day to enroll is Tuesday, November 20, 2012; information is available online at the district website; www.carsoncityschools.com

BOARD REPORTS

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

- Student Leadership is hosting a canned food drive in preparation of making Thanksgiving baskets
- Student Leadership is collecting toys for special needs children at Carson Tahoe Hospital
- Parent Advisory Committee will meet monthly with Student Leadership, contact the office to sign-up and participate

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

- Annual scavenger hunt for FISH will begin at 6:00 p.m. on Thursday, November 15, 2012
- Annual Holiday Craft Fair will be held on Friday, November 16, 2012 at 5:00 p.m. and Saturday, November 17, 2012 at 9:00 a.m.
- Student Council will be presenting two workshops at Western Regionals in Reno, Nevada on Saturday, November 17, 2012, with hopes of attending the State competition in Winnemucca, Nevada
- Winter sports practices began on Tuesday, November 13, 2012
- Rehearsals for Children's Hour and Little Shop of Horrors begin during the week of November 12, 2012
- One new club; Gay, Straight Alliance was formed last month. There are two club proposals for the upcoming meeting; Lacrosse Club and Body Image Club
- Candyland is the theme for Winterfest, 2013

Mrs. Myers commented on the Veteran's Day program that took place at Carson High School on Wednesday, November 7, 2012.

Mrs. Wilke-McCulloch reported on activities at the following schools:

- Mark Twain Elementary School
 - Dads and Donuts is from 7:30 – 8:30 a.m. on Friday, November 9, 2012
- Carson Middle School
 - In honor of Veteran's Day, posters are on display on the lawn in front of the school

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

- Annual conference will be held on Thursday, November 16, 2012 and Friday, November 17, 2012 at the Atlantis Hotel in Reno, Nevada

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

Mr. Hal Hanson, Executive Director, Western Nevada Boys and Girls Club introduced Mr. Jeff Vathayanon, President, Boys and Girls Club of Western Nevada. Mr. Vathayanon publicly thanked the district for continuing to provide student transportation to the Club. In 2004, a \$200,000 donation was made to support the transportation program.

DISCUSSION AND POSSIBLE ACTION, AS THE SPONSOR, TO GRANT PERMISSION TO CARSON MONTESSORI SCHOOL TO PROCEED WITH SECURING A SITE LOCATION FOR FUTURE CONSTRUCTION OF CARSON MONTESSORI SCHOOL

Mrs. Jessica Daniels, Principal, Carson Montessori School, Mr. Shane Watson, Technology Director and Ms. Raquel Abowd, Elementary Teacher presented a brief video and power point presentation. (A copy is included in the permanent record.)

Mrs. Daniels explained that Carson Montessori School is recognized amongst their families and staff for the "48 hour launch"; if an idea is innovative, feasible, and doable, it is launched within 48 hours. Students are directly involved and have ownership of their learning.

Mrs. Daniels expressed the purpose of attending the meeting; to obtain permission from their sponsor, Carson City School District, to proceed with securing a location to build a new facility. Mrs. Daniels met with officials from the City, Planning Department, etc. and it was clear that Carson Montessori School could not occupy an existing building due to zoning restrictions and retrofitting requirements. It was decided that their best option is to purchase acreage and build a new facility. In support of proceeding with this project, several students provided explanations as to why a new school should be built.

Mrs. Daniels explained that meetings with bank lenders have taken place to complete the lending process. Carson Montessori School is a government entity, therefore eligible for good interest rates. A contingency plan is in place if costs are higher; a surplus fund specifically designated and approved by their Board and auditors. The annual budget is based on a zero roll-over balance; they live on what they receive.

The next step upon approval from the Carson City School District is to meet with neighboring property owners in the area where the property is located. A Master Plan review will then need to take place with the Planning Commission. If approved at this level, they plan to begin investing money in the project. Mrs. Daniels reiterated the fact that to date, no money has been spent on this project. In addition, every offer made is contingent upon being able to secure a Special Use Permit and have permission to build at the designated location.

Mrs. Daniels explained that this might seem like an expensive proposal for the Carson City School District; however, there will be no expense to the district. In addition, the district will not be liable or held accountable for this project.

Mrs. Daniels commented on how the students at Carson Montessori School come back to the Carson City School District and that they are independent, reflective and analytical thinkers.

Mr. Swirczek commented on his recent visit at Carson Montessori School. Mr. Swirczek inquired about funding for the project and asked if enrollment is based on first come, first serve. Mrs. Daniels explained that due to their current location, capacity is limited. However, if necessary a "lottery" policy is in place. Mr. Swirczek explained that he has reviewed the audited financial statement and it appears that the funding has been identified. Mr. Swirczek asked if any members of their governing board were in attendance at the meeting. Mr. Swirczek asked Mr. Pavlakis if the district would be liable for any costs and clarified that as the sponsor, the Board is granting permission to proceed. Mr. Pavlakis explained that an agreement is in place between Carson Montessori School and the District, where Carson Montessori School agrees to indemnify and hold the District harmless against any liabilities. Carson Montessori is not permitted to contract in the name of the Carson City School District. According to Statutes, any liabilities incurred by Carson Montessori School, which are covered by insurance, cannot be brought against the Carson City School District. The district has a responsibility of overseeing Carson Montessori School, which requires reports, etc. to be received and reviewed. Mr. Pavlakis explained that no specific offer or plan of finance has been heard. Mr. Pavlakis commented on how, if necessary, the Board could delegate administration to review the plan of finance and payment. Mrs. Daniels explained that the District will be notified of each step during the process.

Mr. Swirczek disclosed that his daughter teaches kindergarten at Carson Montessori School.

Mrs. Conrad asked for the current number of students enrolled and the number of anticipated students expected. Mrs. Daniels explained that 223 student are currently enrolled, with an anticipated increase in square footage from 10,000 to 25,000; allowing student enrollment to double. Mrs. Conrad confirmed that they currently have a waiting list.

Mrs. Wilson inquired as to the current number of special needs students. Mrs. Daniels explained that 5% are Special Education students. Mrs. Wilson confirmed that a Special Education teacher is provided. Mrs. Daniels explained that Special Education services are provided based on Individualized Education Program (IEP); Speech Pathologist, School Psychologist and a Resource Teacher.

Mrs. Myers asked for the percentage of students that come from Carson City. Mrs. Daniels explained that the majority of students come from Carson City; however, they serve the following counties, Lyon, Washoe, Storey, Douglas, and Carson City. Mrs. Myers asked if information was being tracked as students from Carson Montessori School re-enter the public school system. Mrs. Daniels explained that 88% of Carson Montessori School students re-entering middle school are placed in advanced math. Mrs. Daniels also explained that a Fall Status Report is provided each year to Mr. Stokes and Mrs. Susan Keema, Associate Superintendent of Educational Services.

Mrs. Wilke-McCulloch congratulated Mrs. Daniels for the accomplishments at Carson Montessori School.

Mrs. Daniels explained that she is seeking permission from the district, as the sponsor, to proceed to the next step. Mrs. Wilson expressed concerns with needing permission from the district, without being fiscally responsible for the project. Mrs. Daniels commented on how the initial Charter School agreement was written in Nevada and how she notifies the Superintendent before entering into a contract. Mrs. Daniels believes that at the time when Charter Schools were new, that district's worked to monitor Charter Schools. Mrs. Myers explained that only four districts have Charter Schools sponsored by districts; leaving all others to be sponsored by Nevada.

Mrs. Conrad is in favor of the relationship currently in place with Carson Montessori School. Mrs. Daniels also expressed her appreciation for the working relationship with the district.

For clarification, Mrs. Wilson confirmed that there is no financial burden to the district; lawsuit, etc.

Mr. Pavlakis suggested that the Board approve the concept of proceeding to locate land for the purchase and construction of a new school; approval could be given to move forward to identify property to build a new Carson Montessori School and request that Carson Montessori School come back with the financial plan and proposed purchase agreements.

Mrs. Wilson asked if the Board had the authority to stop the process. Mrs. Daniels explained that the charter renewal will be presented in March, 2013.

Mr. Pavlakis explained that the district has the option to say "yes" or "no." In addition, Mrs. Daniels also has options if the Board does not approve the request.

Mr. Reynolds asked Mr. Stokes if the financial statements have been reviewed. Mr. Stokes has reviewed the most recent audit statement; \$345,000 has been identified to put forth on this project. Mr. Stokes expressed an interest in seeing the financial disclosures associated with the venture.

Public Comment:

Mr. Devin Gildark commented on the experience and the decision he made to have his daughter attend Carson Montessori School. His daughter is in 1st grade, doing 2nd grade work. Mr. Gildark encouraged the Board to allow Carson Montessori School the opportunity to grow.

Mr. Josh Bainton explained that his son, a 2nd grade student is reading and comprehending at a 4th grade level, also working on Algebra at home.

It was moved by Mrs. Stacie Wilke-McCulloch, seconded by Mrs. Lynnette Conrad, **that the Carson City School District Board of Trustees, as sponsors, allow Carson Montessori School to proceed with securing a site location for the future construction of Carson Montessori School, and request a return with a financial plan in the future.** Motion carried unanimously.

Mr. Lemaire commented on the suggestion made by Mr. Pavlakis; secure site location vs. site procurement.

Mrs. Daniels explained that a site has been located, waiting approval to proceed. The site is located off of Clearview Drive and Edmonds Drive; adjacent to church property and the freeway. Mrs. Daniels provided a map identifying the location. The selection of the property was based on a Special Use Permit obtained by the church.

Mr. Lemaire asked if the money set aside; \$345,000 would cover the cost or a portion of the cost for the land. Mrs. Daniels explained that if the offer is accepted, the property could be paid for.

Mrs. Myers believes it would be a good use of the property.

Mr. Reynolds called for a brief recess at 8:05 p.m. The meeting reconvened at 8:09 p.m.

DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF RECOMMENDATIONS OF BENEFITS COMMITTEE REGARDING GROUP HEALTH CARE INSURANCE PLAN DESIGN AND RENEWAL OF COVERAGE FOR THE CALENDAR YEAR, JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

Dr. Jose Delfin, Associate Superintendent, Human Resources explained that through Interest Based Bargaining which took place during the summer, the initial 23% rate increase was reduced to an 11% increase. Mr. Anthony Turley, Director of Fiscal Services, has included in the budget, the insurance renewal with the increased rates. Dr. Delfin reminded staff to complete their benefits enrollment by Tuesday, November 20, 2012, for assistance, please call (775) 283-2130. Dr. Delfin introduced Ms. Valerie Clark, Insurance Broker, Clark and Associates of Nevada, Inc.

Ms. Clark provided a summary of the current plan and commented on the high utilization of the plan for the previous year. The renewal process initially began with approximately a 24% rate increase from the current provider, Saint Mary's Health Plans. Following negotiations, a Request for Proposal (RFP) was sent out to bid to various carriers; some declined to quote and some proposals were received from other carriers. At the last minute, Saint Mary's reduced their renewal to a 17% rate increase. Through continued efforts of the benefits committee, an agreement was reached to change some of the plan designs, for an overall rate increase of approximately 11.5%.

The plan design changes are minor; however, they represent a substantial amount of savings to the district. A handout reviewing the ancillary plans; dental, life insurance and vision, was provided. Ms. Clark reported that they are working on a rate guarantee with the current carrier; therefore there was no rate increase on the plans.

Mrs. Wilson confirmed that the dental plan is good until 2015 and that the medical plan is only good for one year.

Mr. Reynolds asked Ms. Clark if she thought there would be an increase if the program was the same and the high usage hadn't occurred. Ms. Clark commented on several factors that affect the possibility of negotiating a lower renewal rate; reducing the loss ratio to 70 or 80. In addition, Carson City does not have many Health Maintenance Organization (HMO) options, making it difficult to negotiate rates. Ms. Clark commented on the number of good years the district has had over the last ten years.

Mrs. Wilke-McCulloch inquired about the rate increase to the Health Savings Account (HSA) compared to the other plans. Ms. Clark explained that the HSA received a significant rate increase, which is attributed to the difference between the lowest and highest price plan. To prevent adverse selection from occurring, the carrier reduced the rate increase to half of the initial rate increase of 45%.

Mrs. Conrad commented on the increases for out-of-pocket expenses for employees and expressed her personal frustrations with the rate increases. Ms. Clark commented on the amount of time spent with the benefit committee members reviewing co-pays, deductibles, etc. If no plan changes were made, there would have been a 17% rate increase. Ms. Clark, due to the budget, believes that a compromise had to be made. She also commented on the amount of savings received by changing the low-option Preferred Provider Organization (PPO) to a low-option HMO.

Based on the number of employees, Mrs. Myers asked if it would benefit the district to have fewer options. Ms. Clark explained that during the benefit committee meetings, a solution for all employees was a high priority. The high option plans are available for employees wanting a rich benefit; the low option plans were established to give employees with dependents an affordable option. The district's most popular plan is the HMO plan.

Mr. Swirczek commented on Health Care Reform; will the State Health Exchange be involved next year. Ms. Clark explained that due to the size of the district, it will not be available. However, it will be available in 2014 to groups with fewer than 50 employees and in future years, to groups having fewer than 100 employees.

It was moved by Mrs. Lynnette Conrad, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School District Board of Trustees accept and approve the recommendations of the Benefits Committee, as submitted, for the renewal of coverage for the calendar year of January 1, 2013 through December 31, 2013.** Motion carried unanimously.

PRESENTATION OF NEVADA DEPARTMENT OF EDUCATION ALTERNATIVE EDUCATION PROGRAM EVALUATION FOR PIONEER HIGH SCHOOL AND CARSON ONLINE; DISTANCE EDUCATION PROGRAM

Mr. Jason Zona, Principal, Pioneer High School reported that they receive a visit each year from the Nevada Department of Education and they have to reapply to be an Alternative Education High School, which includes Carson Online.

Mr. Zona highlighted the program:

- Focus is to look at the quality, outcomes, compliance and innovation of all alternative schools in Nevada
- Monitor the following areas; adherence to Nevada policy, meeting student needs, sampling student records, physical environment, staff and student input, evaluation of reports and quality of program data
- Follow accreditation process similar to Northwest Accreditation Commission (NWAC)

The representative, Mr. Jeff Wales, Nevada Department of Education Programs Professional visited Pioneer High School and Carson Online on Monday, October 1, 2012. During the visit, Mr. Wales commented that Pioneer High School and Carson Online were considered one of the top two Alternative Education High Schools in Nevada.

Mr. Zona read the mission statement of Pioneer High School; to provide young adults with "Alternative Routes to Success". Mr. Zona reviewed the focus areas of the school:

- Environment; smaller campus and classes, choices are student driven
- Curriculum and instruction; student centered, standards based and students have off-campus experiences
- Flexible scheduling; Carson Online and classroom format with three different schedules; traditional, hybrid; classroom and online, or full-time distance education
- Character building; partnership with Project Discovery, community projects and student volunteering
- College and career readiness; addition of Career and Technical Education (CTE), criminal justice, construction and medical technology
- Diplomas; standard, advanced and honors

Student schedules at Pioneer High School are based on the choices made by students; every quarter they choose their electives. In 2008-2009, students had approximately 30 class choices at Pioneer High School, in 2012-2013; students have 58 choices, not including Carson Online. The students must earn 22.5 credits and pass all High School Proficiency Exams (HSPE) in order to graduate. In 2006, Pioneer High School had 23 graduates and 48 in 2012; since 1998, 419 students have graduated from Pioneer High School with standard diplomas.

Student demographics since 2010:

- 99.6% of Pioneer High School students enrolled by application
- Students are zoned for Carson High School, but choose to attend Pioneer High School
- 82% are credit deficient
- 83.9% transiency rate
- 49.5% free and reduced lunch
- 20% IEP
- 9% Limited English Proficient (LEP)

Mr. Zona presented information on the 100th day enrollment count over the last several years; 99 students in 2005-2006, 164 in 2010-2011 and 181 for 2011-2012. The total student enrollment for 2011-2012 was 282. The student count by grade level for the current school year is; 8, 9th grade; 33, 10th grade; 54, 11th grade; 65, 12th grade and 18, 5th year seniors.

Student demographics for 2011-2012, as reported by the Nevada Department of Education (NDE) Accountability Report:

- White; Pioneer High School, 58%; Carson High School, 52%
- Hispanic; Pioneer High School, 37.5%; Carson High School, 40%
- American Indian; Pioneer High School, 3.4%; Carson High School, 2.3%
- Multiracial; Pioneer High School, .6%; Carson High School, 3.3%
- African American; Pioneer High School, 6%; Carson High School, .4%
- Asian/Pacific Islander; Pioneer High School, 0%; Carson High School .2%
- 48.9% Free and Reduced Lunch
- Transiency Rate; District 76%; Pioneer High School, 18%

Mr. Zona reported that 78% of students attending Pioneer High School come from Carson City, with 22% coming from out of county or district. The lowest average daily attendance (ADA) was 78.8% in 2007-2008, highest of 96.4% in 2010-2011, with 86.2% in 2011-2012. As reported in the 2012 Accountability Report, it seems to be less expensive to educate a student at Pioneer High School.

Grant funding at Pioneer High School is utilized for:

- Staff; counselor and math teacher
- Field Trips/off-campus learning experiences
- P.E. options; Project Discovery, Rock Sport, High Altitude Fitness
- Partnership contracts
- Technology

In 2010-2011, Pioneer High School was recognized by the Nevada Department of Education as a Nevada Highlighted School, based on increased achievement and graduation rate. Student highlights include; IEP students increased their standard diploma completion by 21% in 2011, millennium scholarship candidates increased by 10% in 2011 and students earned scholarships from local businesses and families. Pioneer High School students have continued in life, becoming successful in many career choices; Screen Play Writer, nurses, social workers, etc.

The students provide services and volunteer work in the community; canned food drive for FISH, blood drives, etc. Current partnerships include; Western Nevada College (WNC), United Blood Services, Carson City Sheriff's Office, etc.

Mr. Zona presented information related to student achievement over the last several years:

- Writing in 2011; 54% meet or exceeded standards vs. 66% in 2012
- Math in 2011; 42% vs. 63% in 2012
- Growth of non-proficient students in math by 50%
- 100% participation in HSPE in Math and English Language Arts (ELA)

Mrs. Jill Council, Distance Education Coordinator provided a brief overview for Carson Online:

- Serves students in grades 6 – 12 for both middle schools and high school
- One computer lab with 21 work stations, located at Pioneer High School
- Based on the current growth rate, a second lab will be needed
- The location provides a smaller setting, with teachers available to provide assistance to students
- Allows for flexible scheduling and enrollment

The program began in January, 2009 and has seen an increase in students using Carson Online; 240 total students in 2010-2011 and 305 in 2011-2012. As of the first quarter of 2012-2013, there are a total of 134 students using the program. In comparing credits, students earned 167 credits in 2010-2011 and in 2011-2012, 226 students completed at least one course, 429 courses were completed, with students earning 214.5 credits. The pass rate in 2011-2012 for full-time students was 96% and 99% for part-time students. The overall pass rate for the district in 2011-2012 was 97%, compared to other schools in Nevada and California, which average 80%. In addition to courses offered at Carson High School and Pioneer High School, Carson Online offers 204 courses.

Mrs. Council provided several highlights:

- 200 courses were added for secondary students
- Honors and AP diplomas are offered; one student will be graduating with an Honors diploma
- In the last two years, 83 students from Carson High School and Pioneer High School have graduated using Carson Online
- Total credits earned in the last two years is 381.5
- Overall passing rate of 97% vs. 80% for other schools in California and Nevada
- 33 additional graduates in 2010-2011 and 50 in 2011-2012

Mr. Lemaire asked if students can work at home on their personal computers. Mrs. Council explained that most students work at home; however, if needed, they can come to the lab for assistance.

Mrs. Conrad asked if any students have graduated from Carson Online or is the program used mostly by students taking AP classes or by students that are credit deficient. Mrs. Council explained that some students earn all credits through Carson Online. Sophomores that started the program three years ago will be graduating this year. Mrs. Conrad asked if students out of district are accepted for the program. Mrs. Council explained that students from Douglas County, Lyon County, Washoe County and Churchill County are utilizing the program. Mrs. Conrad commented on the importance of making the information available to others. Mrs. Council commented on how the students are sharing information with their friends.

Mr. Lemaire commented on the cost of educating students online vs. in the classroom; as participation increases, hopefully the cost goes down, allowing for the purchase of additional products. In addition, Mr. Lemaire asked if it were possible to join with other districts and purchase online services at a lower rate. Mrs. Keema will be meeting with the advisory committee in the near future to review products with some of the vendors. Mrs. Keema commented on the importance of preserving the current pass rate. The district has a different pass rate than the surrounding districts.

Mrs. Wilson commended Mrs. Council for her dedication to the students and the program. In addition, she commented on her son's experience using Carson Online.

Mr. Reynolds commented on the remarks made by Mr. Wales and asked if Mr. Zona knew how he came to that conclusion. Mr. Zona believes he was impressed with the programs and statistics that were presented. Mrs. Keema added that the staff and Mr. Zona also contribute to the schools success.

Mr. Reynolds suggested to Mrs. Keema that the Advisory Committee consider having a requirement, that each freshman take an online class. Mrs. Keema explained that the Advisory Committee will be meeting on Thursday, November 15, 2012.

DISCUSSION AND POSSIBLE ACTION ON APPLICATION FOR GRANT FUNDING FOR "1/5 RETIREMENT CREDIT AND CASH INCENTIVES FOR LICENSED EDUCATIONAL PERSONNEL" MADE AVAILABLE THROUGH ASSEMBLY BILL 529 (2011 LEGISLATIVE SESSION) AND NRS 391.166

Dr. Delfin explained that an update on AB1, also referred to AB579 was presented last month during a board meeting. Following calculations, 197 staff members qualify for the cash incentive this year. Dr. Delfin is hopeful that the application will be funded fairly soon.

It was moved by Mr. Jim Lemaire, seconded by Mrs. Joanna Wilson, **that the Carson City School District Board of Trustees authorize the Carson City School District to apply for the grand funding made available through AB579 and NRS 391.166.** Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION ON 2012-2013 CLASS SIZE REDUCTION PLAN AS REQUIRED PER NRS 388.720

Mrs. Susan Keema reported that the Class Size Reduction Plan has to be submitted to the Nevada Department of Education. The report provides information on how the district utilizes the Class Size Reduction funds in kindergarten through 3rd grade. The data is based on information taken on count day; September 21, 2012, which is a district wide average. Due to the economic conditions in 2011, the Legislature allowed leniency to districts for fiscal year 2011-2012 and 2012-2013.

The class sizes are as follows:

- Plan – 1st and 2nd grade, 18:1 vs. district at 17.4 for 1st grade and 17.5 for 2nd grade
- Plan – 3rd grade, 21:1 vs. district at 22:1

The plan has been recognized by the following Associations; Administrative, Certified and Classified, as well as the Superintendent.

Mr. Swirczek inquired about the amount of funding the district receives for Class Size Reduction. Mr. Turley explained that the district receives approximately \$2.5 million, which does not cover the full costs for 41 teachers.

It was moved by Mr. Jim Lemaire, seconded by Mr. Lynnette Conrad, **that the Carson City School District Board of Trustees approve the 2012-2013 Class Size Reduction Plan as submitted for grades kindergarten through 3rd, to comply with NRS 388.720.** Motion carried unanimously.

DISCUSSION AND ACTION ON SUPERINTENDENT'S INITIAL PROPOSED BUDGET REDUCTION PLAN FOR FISCAL YEAR 2013-2014, INCLUDING POSSIBLE ACTION TO APPROVE A DISTRICT-WIDE VOLUNTARY SEPARATION PLAN FOR CERTAIN EMPLOYEES

Mr. Stokes explained that a significant amount of time has been spent in obtaining information from the community and staff on ideas regarding ways to reduce spending for fiscal year 2013-2014. Mr. Stokes commented on the power point presentation; first presentation includes suggestions from board members, members of the community, staff, etc. (A copy is included in the permanent record.)

Mr. Stokes presented an analysis on revenue projections for fiscal year 2013-2014:

- Distributed School Account (DSA) - \$45,109,655; weighted enrollment of 7369.4 students at \$6,109 per student
- Property taxes and other revenues - \$9,407,605
- Projected general fund revenue \$54,427,270
- Projected beginning fund balance - \$6,401,405
- Projected available resources in the general fund - \$60,828,675

Expenditures:

- Salaries and benefits - \$45,971,452; includes impact of step/column increase and health care cost increases
- Services and supplies - \$8,614,269
- Projected operating expenditures - \$54,585,721
- Transfer to other funds; Special Education, Nutrition Services, etc. - \$7,244,455
- Projected general fund total expenditures - \$61,830,176

Mr. Stokes commented on the scenario related to projected revenues vs. expenditures; if no changes are made, the district would be in a deficit spending situation of approximately \$1 million. Mr. Stokes also commented on the percentage allowed by Nevada Revised Statute (NRS) and Nevada Administrative Code (NAC) of your ending fund balance. The district has identified that 8.3% is a conservative amount, which would allow for enough cash on hand to operate for a period of one month. The ending fund balance target is \$4.5 million; 8.3% of budgeted expenditures. The amount of expenditures needing to be reduced in the general fund is \$5.5 million.

Mr. Stokes presented a proposal to reduce expenditures in the general fund:

- Reduce Superintendent's salary by 5 days, taking salary reduction agreed to by bargaining units - \$2,775
- Reduce "at-will" staff salaries by 5 days; not covered by an employee group - \$18,000
- Eliminate Administrative position at Professional Development Center (PDC) - \$50,000; replace with a Teacher on Special Assignment (TOSA)
- Place a Vice Principal at every elementary school – (\$163,111); 1.2 Full-Time Employees (FTE)
- Eliminate counselors at elementary level - \$262,613; 4 FTE's
- Add an At-Risk Counselor at Pioneer High School – (\$21,613); cost off-set by State funding, position would also be the District Community Partner Coordinator
- Apply for overhead funding in federal grants - \$172,000; will cover the district grants department staff salaries
- Eliminate a district Instructional Coach - \$72,000; 1 FTE
- Reduce 1 Reading Specialist and 2 tutor positions at Fremont Elementary School - \$136,900; 3 FTS's
- Eliminate 1 Vice Principal at Carson High School - \$122,000; 1 FTE
- Increase student/teacher ratios for 1st – 3rd grades to 22:1 - \$504,000; effecting 7 FTE's. A transitional 1st grade program is currently at three elementary schools. Mr. Stokes proposed that those teachers be assigned to a full-day kindergarten position, allowing full-day kindergarten offerings at Seeliger Elementary School, Fremont Elementary School and Mark Twain Elementary School.
- Reduce Eagle Valley Middle School teaching staff by 2 FTE's - \$144,000
- Reduce Pioneer High School teaching staff by 1 FTE - \$72,000
- Reduce Carson High School teaching staff by 9 FTE's - \$648,000
- Reduce classified staff at Carson High School - \$42,600
- Consolidate Central Receiving/Mail Services - \$45,000; 1 FTE
- Re-organize library services to classified positions - \$167,000
- Reduction in professional development/school business days - \$150,000; savings in certified substitute costs
- Eliminate paid duty aides - \$165,000; will require changes to schedules and duty free lunch benefit
- Reduction in custodial staff district wide by 3 FTE's - \$135,000
- Combine receptionist duties at the district office - \$45,000; 1 FTE

Services and Supplies:

- Limit travel for middle school competitions to the Tah-Neva Regional Tournaments - \$1,000; east to Fallon, west to Truckee
- Eliminate field trips - \$10,000; work with community partners to identify best interest based on the Strategic Plan
- Establish a "Pay to Participate" at the high school level - \$50,000; \$25.00 per participate per activity, \$75.00 max per student
- Reduction in district wide travel - \$65,000
- Reduced curriculum adoption - \$304,000
- Reduce Principal allocation for instructional supplies - \$120,000; for middle and high schools
- Eliminate district cell phones - \$50,000
- Reduction in professional service contracts - \$95,000

Fund Transfers:

- Reduce transfer to Special Education fund - \$500,000; limit Special Education expenditures to fiscal year 2012 maintenance of effort level
- Remaining gap is \$1.56 million; equal to approximately 22 certified FTE's

Mr. Stokes reported that the Nutrition Services department is feeding more students; however, it is too early to know how that will impact the transfer to the program. In addition, Mr. Stokes commented that several staff members have expressed an interest in getting together with district staff, along with the other employee groups to look at possible concessions that might exist in the district. If successful, it could potentially affect the number of staff reductions. Mr. Stokes explained that they are scheduled to meet with the Interest Based Bargaining groups to begin discussions. The proposal for reducing the district expenditures does not include a Voluntary Separation plan.

Mr. Swirczek reiterated the information presented is the initial plan. Mr. Swirczek commented on having a Vice Principal at every elementary school and the responsibilities associated with counselors. Mr. Stokes explained that elementary school counselors perform a variety of duties; not consistent throughout the district, work at the direction of the site administrator. Based on Mr. Stokes' recommendation, the services would be assumed by the administrators at the sites. Mr. Swirczek commented on the addition of an At-Risk Counselor at Pioneer High School and the shared duties of a Community Partnership Coordinator. Mr. Swirczek believes the intention is good; however, thinks it falls short and shortchanges the students and staff. Mr. Swirczek commented on a letter Mr. Stokes provided during the March 13, 2012 School Board meeting regarding the Strategic Plan and Community Partnerships. Mr. Swirczek believes the position of a Community Partnership Coordinator needs to be someone that can work well with teachers, community members, business leaders, etc. He also believes this should be a full-time position, not part-time. Mr. Swirczek also commented on reducing one Reading Specialist and two tutors at Fremont; keep the positions, changing the funding source. Mr. Stokes clarified that those positions would remain, but the source of funding would change. Mr. Swirczek asked for clarification associated with increasing student/teacher ratios; no loss of funding. Mr. Stokes explained that he contacted the Nevada Department of Education regarding student/teacher ratios; a change in the Class Size Reduction report would be noted, keeping the district in compliance, with no risk of losing funding. Mr. Swirczek commented on reorganizing library positions to classified staff. Mr. Stokes explained that when he first came to the district, the elementary libraries were operating with classified employees. However, an effort was made to change from classified staff to certified staff. The district currently has certified and classified staff working in the libraries. One area for consideration is Carson High School; loss of accreditation if they do not have a certified librarian.

Mrs. Conrad does not care for anything included in the presentation; palatable, but painful.

Mr. Lemaire is in favor of hearing from the public regarding the proposed presentation.

Mrs. Myers expressed concerns with the remaining gap of \$1.5 million; approximately 22 FTE's. As a board member, Mrs. Myers is not in favor of going through each item; what are the other 22 FTE's. Prior to employees making concessions, Mrs. Myers believes the ending balance should be reduced by another 3% or approximately \$1.5 million, not keeping the maximum amount allowable by NRS.

Mrs. Wilson believes reducing the ending fund balance below the allowable amount by NRS is fiscally irresponsible. Mrs. Myers asked about the plan for the balance of \$1.5 million. Mrs. Wilson explained that there is currently no plan; the district negotiating team wants to meet with the employee groups to see if they can provide any suggestions. Mrs. Myers commented on the possibility of not reaching an agreement. Mrs. Wilson explained that the Board is not approving anything tonight. Mrs. Myers would like to hear ideas on other places where cuts can be made to obtain the \$1.5 million shortfall vs. small items; no assumptions can be made. Mrs. Wilson believes that all the small things have been cut and that Mr. Stokes is working to leave an opening to allow for discussions with the employee groups. Mrs. Myers commented on the difficulty associated with basing something that the Board has no control of, without having an

alternative plan. Mrs. Wilson stressed the importance of not spending below the allowable ending fund balance. Mrs. Myers commented on the percentage approved by Legislation vs. the district saying it is not a viable amount. Mrs. Wilson commented on what the district has done to prevent this scenario from happening.

Mr. Reynolds believes all Board members may need to add to the discussion regarding the ending fund balance. Mrs. Myers believes it will be difficult to move forward, when one board member is against reducing the ending fund balance to 4%. Mrs. Wilson, if necessary, is willing to come to a compromise.

Mr. Lemaire noted that in addition to decreasing the ending fund balance by \$5.5 million this year, the district will have another \$2 million that will need to be cut in the following fiscal year. Mr. Lemaire would like to maintain the ending fund balance for a "softer" landing.

Mrs. Wilke-McCulloch commented on the Vice Principal position at Carson High School and asked if any other eliminated positions were due to retirement.

Mr. Stokes explained that he is prepared to present the next portion of the agenda; Voluntary Separation Incentive Plan (VSIP). The proposed plan does not financially afford staff the opportunity to purchase a year of service with Public Employees Retirement System (PERS). As a separation incentive, the district is planning to offer \$10,000 to up to 25 post-probationary full-time employees, meeting certain criteria. The intent of the one-time offer is to see if there might be individuals, based on different stages in their career, take the money, voluntarily resign their position, allowing the district the opportunity not to have to go through the Reduction in Force process with other staff. The combination of the two proposals should allow Mr. Stokes to obtain the necessary savings.

Mr. Stokes commented on several highlights from the VSIP:

- Application from particular staff will not be considered; Math, English as a Second Language (ESL), etc.
- District staff has said that probationary staff applications will not be received; however, if there is a Math, ESL, etc., teacher who is looking to retire, they would also be included in the process

Mrs. Conrad asked why the district would pay someone \$10,000, if they were already planning on retiring. Mr. Stokes explained that it is the employees' choice to retire; the district cannot make them do it. The VSIP provides an incentive to staff. Mrs. Conrad clarified that an employee accepting the \$10,000, also removes them from the health insurance. Mr. Stokes explained that they would have the same rights as any other. Mrs. Conrad asked for additional information, as she does not understand how this is going to save the district any money; why is the district paying \$10,000 to someone already planning to retire. Mr. Stokes commented on some of the difficulties associated with making the program available to staff; someone may have thought about retiring, but due to insurance benefits has decided to stay. This program provides the employee the opportunity to move on, taking the money, allowing the district, if necessary to fill the position. Dr. Delfin commented on the timing of when Human Resources receive a notice of retirement.

Mr. Lemaire commented on the value of balancing the district with new teachers and veteran teachers. Mr. Lemaire inquired as to the number of teachers in the district; senior/very senior teachers vs. junior/very junior. Dr. Delfin explained that the district has more veteran teachers and staff. Mr. Turley explained that approximately 70% of classified staff are at the top of the salary schedule; step and column. Mr. Lemaire commented on the possibility of hiring new staff, while retaining some good quality teachers. Mr. Stokes explained that a retirement span is usually 30 years for certified staff.

Mrs. Myers clarified that 25 post-probationary includes classified and certified staff. Mrs. Myers believes paragraph 4 in the VSIP document should be eliminated. In addition, Mrs. Myers commented on the definition of "hard to fill" positions.

Mrs. Wilke-McCulloch asked for information on who will be selecting the 25 recipients. Mr. Stokes explained that they will self-select.

Mr. Reynolds commented on paragraph 4; does the district have to work harder to fill the following positions; Math, Science, Special Education, etc. Mr. Stokes stated, "Yes", including bus drivers. Mrs. Myers commented on the difficulty of eliminating certain positions; top level of retirement, etc.

Mr. Stokes suggested that public comment be taken at this time.

Mr. Reynolds opened the meeting to any public comment.

Public Comment:

Mrs. Casey Gilles believes that for those willing to retire, the \$10,000 incentive could potentially assist in purchasing insurance for two years; however, she doesn't believe it will change the mind of those wanting to continue teaching or working for the district. In addition, she believes the intent of the program is worth working out the details. Mr. Reynolds asked Mrs. Gilles for her opinion related to "hard to fill" positions. Mrs. Gilles believes, for the good of the district, that people in "hard to fill" positions should stay. In the end, it should be about "what's best for the kids".

Mrs. Myers commented on the number of current job openings in the district. Dr. Delfin commented on a report he presented on "hard to fill" positions; they do receive money to stay in the positions.

Mr. Patrick Mobley, Teacher, Carson High School, commented on the amount of time employees have to make this decision and submit the application. In addition, he believes it should be open to all groups of teachers, not just one.

It was moved by Mrs. Barbara Myers, seconded by Mrs. Joanna Wilson, **that the Carson City School District Board of Trustees approve the district-wide Voluntary Separation Incentive Plan in the draft form as submitted, with the exception of removing everything related with Item #4.** Motion carried by a vote of 6 ayes and 1 nay.

Mr. Lemaire clarified that the document would be accepted with the removal of Item #4, changing it from "draft" to "approved".

Mr. Stokes commented on employee group contracts as it relates to a Reduction in Force for probationary staff. Mrs. Myers explained that the criteria included; up to 25 "post-probationary" employees, therefore, making it unnecessary to include paragraph 4 in the document.

Mr. Reynolds called for public comment on the budget proposal:

Mrs. Linda Csig, Teacher, Seeliger Elementary School commented on her previous suggestion of eliminating Success for All (SFA) program, including the facilitators. Mr. Stokes explained that as SFA has been implemented throughout the district, the cost of implementation is reduced each year. There is one school, where one more year is required to implement SFA in full capacity; Fritsch Elementary School. Seeliger Elementary School is in their first year of implementation, still having two additional years. Mr. Stokes believes the program is a valuable tool for the students and is encouraged by the results he has seen thus far. Mrs. Keema commented on the improved scores at each school. Mr. Reynolds clarified that SFA is included in the proposed budget for fiscal 2013-2014. Mr. Stokes explained that SFA is identified in "Service and Supplies" category.

Mrs. Ananda Campbell-Richards, Library Media Specialist, Carson Middle School explained that she is highly qualified to teach multiple subjects, also having a second master's degree in Library Science. Ms. Campbell-Richards references the library to a Media Center because it offers, more than a library. Mrs. Campbell-Richards manages a library collection worth over \$350,000. As of today, Mrs. Campbell-Richards has completed approximately 4,672 circulations. As a certified teacher, Mrs. Campbell-Richards collaborates and co-teaches across the curriculum; teaching Information Literacy Standards, which are not covered in core curriculum. Mrs. Campbell-Richards believes a certified teacher is necessary in the library in order to cover that portion of the Standards. Mrs. Campbell-Richards is currently collaborating with 8th grade Social Studies and English students, working on a common core literacy research project. The Social Studies teachers are teaching the writing aspect and Mrs. Campbell-Richards is teaching information literacy skills; with all three teachers, teaching at the same time. In addition, Mrs. Campbell-Richards is the main link between content and information literacy and is also involved in the 1:1 mobile project. The Library Media Specialist also supports the Strategic Plan for Career and College readiness. Mrs. Campbell-Richards is hoping to use her expertise to support core curriculum and connect students to books, making them lifelong readers. Mrs. Campbell-Richards is also able to teach across the curriculum and serves as a good resource for Carson Middle School. In closing, Mrs. Campbell-Richards stressed the importance of having Library Media Specialists in the schools.

Mrs. Lisa Schuette, Teacher, Carson Middle School commented on the amount of data that has been collected over the last several years vs. teaching. Mrs. Schuette suggested this as an area that could be reviewed in an effort to save money.

Mrs. Myers commented on the difficulty associated with quantifying data. She also suggested looking at how much data is too much.

Ms. Jennifer Tartan, Math Teacher, Carson High School encouraged the Board to listen to the stakeholders, teachers, etc. Ms. Tartan commented on the number of ideas and things teachers and staff could do, if all educational programs were eliminated. Ms. Tartan believes teachers can continue utilizing the training they have already received. Ms. Tartan also commented on the reduction of certified staff vs. all staff to obtain the additional \$1.5 million reduction.

Mr. Stokes explained that certified staff is not the only employee group being considered; it was for illustrative purposes.

Mr. Joe Cacioppo commented on the potential savings associated with changing the schedules at Fremont Elementary School and Early Childhood at Bray Elementary School to the traditional schedule and increasing the walk zones. Mr. Cacioppo asked if the district was at a place where district staff could provide training vs. having SFA provide the training. Mrs. Keema explained that there is flexibility in the SFA contract with the individual schools, based on the needs. Mrs. Keema commented on several things that took place this year regarding their contracts; there were revisions for the kindergarten program this year, two schools received updates for the "Wings" version and implementation at Seeliger Elementary School. Mr. Stokes explained that all schools, except Early Childhood at Bray Elementary School will be on the traditional calendar for 2013-2014 school year. Mr. Stokes explained that increasing the walk zones does not create a lot of savings; it generates human capital issues associated with getting the students to and from school.

Mr. Mobley doesn't believe the district has used enough foresight in planning for budget cuts. In addition, Mr. Mobley commented on several things, he believes were unnecessary, that took place during the summer and at the beginning of the school year; new internet and phone system and a guest speaker at Carson High School. Mr. Mobley expressed his dissatisfaction with keeping SFA vs. staff reductions; saving staff should be a priority over a program.

Mrs. Mary Garey, Principal, Fritsch Elementary School believes the district has been a wonderful, supportive district, which has enjoyed a “Cadillac” plan for many years. However, given the economic times, it has become necessary to make budget cuts. Mrs. Garey commented on how her budget has been reduced over the last six years and that she has not had a counselor for a year. Mrs. Garey expressed her appreciation of the district in providing SFA, allowing for a uniform reading program and staff development.

Mrs. Conrad, as a parent, explained how she personally likes SFA. As a district, a lot of money has been spent on the program; is it cost effective to eliminate the program and start over. Mrs. Conrad believes the district should look to see if it can be done within the district, utilizing our own staff vs. SFA consultants.

Mrs. Garey commented on the possibility of obtaining specific services through SFA, while reducing the number of visits from SFA for professional development.

Mrs. Conrad suggested that staff look to see if there are any ways of saving money with the SFA program.

Mrs. Wilke-McCulloch asked Mrs. Garey how things work without having a counselor at the elementary school. Mrs. Garey explained that test administration was the primary job of the counselor at Fritsch Elementary School. The counselor does not provide one on one; they provide small group counseling; anti-drug, smoking, bullying, etc.

Mrs. Myers commented on how the laws changed several years ago regarding test administration; cannot have counselors in charge of testing. Mrs. Myers sees the need to have a Vice Principal at the elementary schools. In addition, she doesn’t believe one reading program is appropriate for all students. Mrs. Garey commented on the importance of having uniform expectations and material associated with the SFA program.

Ms. Tara Bobula, 5th Grade Teacher, Mark Twain Elementary started in the district as a Resource Teacher, going into the classroom with other teachers working with students in multi-level groups on their reading. As a teacher, SFA was a good choice, as it allowed flexibility. Ms. Bobula taught, using SFA for four years, going on to work for the Success for All Foundation as a trainer. Ms. Bobula commented on removing SFA and replacing it with another program. SFA is researched based, making it difficult for district staff to train the teachers. Ms. Bobula teaches in the district because it is an SFA school district.

Mr. Swirczek commented on the possibility of having a part-time counselor at Pioneer High School and part-time Community Partnership Coordinator. Mr. Swirczek would like to see the Community Partnership Coordinator as a separate position.

Mrs. Wilke-McCulloch commented on the remaining gap of \$1.5 million and asked if any programs have been identified for possible cuts vs. staff.

Mr. Reynolds explained that at this time, no other cuts have been identified.

Mrs. Wilke-McCulloch publicly thanked the association groups for coming together; however, she also expressed concerns with additional cuts since health care costs were increased by 11%.

Mrs. Conrad commented on the Superintendent’s reduction of 5 days; however, Mrs. Conrad would like to see more regarding administration. Mrs. Conrad would like to see job descriptions for administrative positions.

Mrs. Myers asked Mr. Stokes if he would like to have other suggestions and if so, when he would like them.

Mr. Reynolds believes suggestions from Board members can be made at any time.

Compared to other districts, Mrs. Myers believes that the district has too many Associate Superintendent's; therefore, she suggested eliminating one Associate Superintendent. Following a brief discussion, there was clarification of staff titles; Mr. Turley, Director of Fiscal Services; Mrs. Susan Keema, Associate Superintendent of Educational Services and Dr. Jose Delfin, Associate Superintendent of Human Resources. Mrs. Myers inquired as to the number of Directors and Managers. Dr. Delfin listed the following positions; Director of Information Technology, Director of Student Support Services, with Managers serving in other positions.

Mrs. Wilson commented on how efficiently the district has operated over the years with the current number of management staff.

APPROVAL OF CONSENT AGENDA

It was moved by Mrs. Lynnette Conrad, seconded by Mrs. Stacie Wilke-McCulloch, **that the Carson City School Board of Trustees approve consent agenda items (A), (B), (C), (D), (H), 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, November 27, 2012.

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 10:52 p.m.

Stacie Wilke-McCulloch, Clerk

Date