

**LYON COUNTY BOARD OF SCHOOL TRUSTEES
TUESDAY, OCTOBER 14, 2008, 6:30 P.M.
YERINGTON ELEMENTARY SCHOOL – MULTI-PURPOSE ROOM
YERINGTON, NEVADA**

MINUTES

CALL TO ORDER

President Maureen Williss called the meeting to order at 6:30 p.m. and the Pledge of Allegiance followed.

BOARD MEMBERS PRESENT

President Maureen Williss, Clerk Terry Hall, and Members Russ Colletta, James Huckaby, Neal McIntyre, Jerry Peterson, and Charles Shirley

BOARD MEMBERS ABSENT

None

ADMINISTRATORS PRESENT

Superintendent Caroline McIntosh, Associate Superintendent Teri White; and Directors Ron Crawford, Christi Del Porto, and Keith Savage and Legal Counsel Don Lattin

GUESTS PRESENT

Principals Melinda Johnson, Sean Moyle, Jerry Ogolin, Keri Pommerening Rob Jacobson, Pete Chapin Assistant Principals Mark Gradillas and Joel Hoffman; Pete Raisbeck, Eric Bobrick, Jason Sanderson, Bill Penaluna, Steve Fargan, Jerilee Kent, Mandy Bodenstein, Hillary DeMers, Cissy Tucker, Andy Miller, Laura Higgins, Buzz Harris, Warren Stallings, and Keith Trout of Mason Valley News

APPROVAL OF AGENDA

A motion was made by Clerk Terry Hall and seconded by Member Russ Colletta to approve the agenda.

Upon calling for a vote, the motion passed unanimously.

APPROVAL OF MINUTES

None presented.

SUPERINTENDENT REPORT

Yerington Elementary School Principal Melinda Johnson, Yerington Intermediate School Principal Sean Moyle, Yerington High School Principal Jerry Ogolin, and Smith Valley Schools Principal Keri Pommerening introduced their new staff members.

Superintendent Caroline McIntosh went over the hand-outs that she provided on demographics; student enrollment; housing foreclosures; raising high school graduation rates; budget reductions; and thanked Silver Stage Middle School for their presentation at the legislator.

Auxiliary Services Director Keith Savage provided an update on the facility master plan; tracks; Silver Stage High School and Fernley High School concession stands; and Fernley property acquisition.

Human Resource Director Ron Crawford went over his “Teaching Staff Recruitment and Retention Plan” framework.

Superintendent Caroline McIntosh asked for volunteers for the budget committee. Members James Huckaby and Charles Shirley volunteered.

BOARD MEMBER REPORTS

Member Jerry Peterson said that he appreciates the efforts to look at the budget and financial aspect of the District. He then said that he went to Sutro Elementary School and it reminded him of why he is sitting on the Board; it is to create an atmosphere for teachers to teach. He also went to Riverview Elementary and Dayton Intermediate schools and it was exciting to see the education amongst the schools with the differences in procedure, programs, and philosophy but all having the same goal.

Member Russ Colletta said that he had a conversation with Business Finance Director Wade Johnson and feels that he has a good handle on how to approach the variety of issues and is pleased that District is moving forward. He also asked to agendize some of the reports in the Superintendent Report so the public is aware of what is being reported on.

Clerk Terry Hall commented on materials being handed out at meeting instead of being a part of the agenda.

Member Charles Shirley said it was good to feel good enough to be at the meeting; has gone to see some of the projects that have been completed in Phase IA of the master facility plan and is happy that the District is moving forward with the MGT report. He extended his best wishes to the staff and students at Silver Stage High School, especially to the athletes on the football team that they will get healthy enough to play again soon.

Member Neal McIntyre reported the Fernley High School looks very nice

Member James Huckaby thanked Auxiliary Services Director Keith Savage, Human Resource Director Ron Crawford and Superintendent Caroline McIntosh for the reports. He said that he has heard all along “the sky is falling” and now the District has an opportunity to be proactive by building the schools projected in the MGT report and the bond that was passed. He said this can help solve some of the problems with overcrowding, help generate jobs in the community, and circulate some of the money the tax payers have approved.

Member Maureen Williss said that she attended the Yerington High School Music Department’s Oktoberfest. Good job. The funds raised will help to purchase instruments for students that can not afford to buy their own.

PUBLIC PARTICIPATION

None presented.

CONSENT AGENDA

- Item 1 **Discussion and Possible Action on Approval for 16-year old to take the GED**
- Item 2 **Discussion and Possible Action on Request for Early Graduation**
- Item 3 **Discussion and Possible Action on Sick Leave Bank Requests**

Item 4 **Discussion and Possible Action on Students Disciplinary Action and/or Behavioral Contracts**

Item 5 **Reports**

- a. **Homeschool Report {confidential}.**
- b. **Students Excused form Immunization Requirements {confidential}.**
- c. **Use of Aversive Intervention {confidential}.**
- d. **Exemption to LCSD Attendance Policy {confidential}.**
- e. **Highway Safety Report {confidential}.**
- f. **Enrollment Report**
- g. **Seismological Report**
- h. **Out-of-State Travel Report**
 - *Information Services Department Secretary Laurie Bonnet's report on her attendance of the Western Nevada College Tech prep in-service on September 19, 2008 in Carson City, Nevada.*

Item 6 **Discussion and Possible Action to approve out-of-state travel requests:**

Item 7 **Discussion and Possible Action on Acceptance of Donations.**

- *Donation of \$1,000 to Cottonwood Elementary School from Wal-Mart Foundation in honor of Wal-Mart Teacher of the Year, John Yarsley.*

Item 8 **Discussion and Possible Action on Paybill**

Including paybill warrants #134818 through #135263; hand-typed checks #134953, #134954, #134375, and #134386; and fictitious checks #188 – #191; for a total amount of \$2,897,042.84.

Items 1 – 8 A motion was made by Clerk Terry Hall and seconded by Member Neal McIntyre to approve the consent agenda with exception of item #4, Student Behavior/Discipline, and item #7, Donations.

Upon calling for a vote, the motion passed unanimously.

Item 7 **Discussion and Possible Action on Acceptance of Donations.**

A motion was made by Member Neal McIntyre and seconded by Member James Huckaby to accept a donation of \$1,000 to Cottonwood Elementary School from Wal-Mart Foundation in honor of Wal-Mart Teacher of the Year, John Yarsley.

Upon calling for a vote, the motion passed unanimously.

Item 4 **Discussion and Possible Action on Students Disciplinary Action and/or Behavioral Contracts**

A motion was made by Member Russ Colletta and seconded by member Neal McIntyre to go into closed session to discuss student expulsion.

Upon calling for a vote, the motion passed unanimously.

Upon returning from closed session a motion was made by Member Russ Colletta and seconded by Member Neal McIntyre to accept the recommendation provided by the expulsion committee.

Member Russ Colletta said it is a difficult decision to make especially regarding an eleven year old. He asked that due to the student's age that the counselor and/or administrator make additional efforts to work with the student and the parent(s) to be accountable for the student continuing his education.

Upon calling for a vote, the motion passed unanimously.

End of Consent Agenda

Miscellaneous

Item 9

Discussion and Possible Action to accept the presentation provided by Chevron Energy Solutions and approve Chevron Energy Solutions to conduct a free energy analysis for the District.

Bill Ritthaler, Senior Manager for Chevron Energy Solutions provided an overview of the program and benefits. He said that he is here to seek Board approval for a free energy analysis for the District.

A motion was made by Member Russ Colletta and seconded by Clerk Terry Hall to accept the presentation provided by Chevron Energy Solutions and approves Chevron Energy Solutions to conduct a free energy analysis for the District.

Upon calling for a vote, the motion passed unanimously.

Item 10

Discussion and Possible Action to seek bids for hiring a firm to perform a financial management audit of Lyon County School District.

Superintendent Caroline McIntosh said that it was requested by Member Charles Shirley for the audit and that she has been working with Business Finance Director Wade Johnson on the various types of audits: Financial Audit is an investigation into the fair presentation of the financial information in accordance with generally accepted accounting principals; Internal Control Audit is a review and testing of internal controls done while performing the financial audit but only to express an opinion on financial statements; Performance Audit is a review of the organizations administrative operations with a focus on economy and efficiency; and Forensic Audit which is performed if fraud is suspected. Superintendent Caroline McIntosh said it would be her recommendation for the performance audit and that she considers it to be the equivalent of the MGT facility master plan for the district's infrastructure.

Board members discussed the types of audits they thought should be performed and their reasons.

A motion was made by Clerk Terry Hall and seconded by Member Russ Colletta to continue the audit request until the next meeting to reflect the correct type of audit being requested.

Legal Counsel Don Lattin said that as the agenda item reads financial management audit, therefore the categories outlined would fall under the overall management of the district and the Board could take action.

Clerk Terry Hall rescinded his original motion and made a new motion that was seconded by Member Charles Shirley to go out for a Request for Proposal (RFP) for hiring a firm to perform a Performance Audit for Lyon County School District.

Upon calling for a vote, the motion passed unanimously.

Item 11 **Discussion and Possible Action to seek bids for hiring a firm to perform an infrastructure audit covering hardware, software, and tech personnel.**

Superintendent Caroline McIntosh explained how this type of audit is done and what can be expected for recommendations.

A motion was made by Member Neal McIntyre and seconded by Member Charles Shirley to seek bids for hiring a firm to perform an infrastructure audit covering hardware, software, and tech personnel.

Upon calling for a vote, the motion passed unanimously.

Item 12 **Discussion and Possible Action regarding former juvenile probation officer Robert Miller's paying back employment funds to Lyon County School District.**

Legal Counsel Don Lattin explained how this person was still receiving payroll even though he was terminated; explained legal letter and Robert Miller's response.

Board members discussed various options to take to ensure the amount of back employment funds are repaid; whether or not to wait until district attorney's office takes criminal charges; what the acceptance of payback will do to criminal charges; and the District's options of civil action.

A motion was made by Member Russ Colletta and seconded by Member Jerry Peterson to accept the proposal for restitution of the entire amount of employment funds to be paid back over three year period of time of two hundred fifty dollars per month with an annual lump sum payment of seven thousand dollars for a total of ten thousand dollars annually until paid off; and the contract to be drawn up by legal counsel.

Upon calling for a vote, the motion passed 6 – 1 with President Maureen Williss opposing as she wants him to be criminally prosecuted.

Item 13 **Discussion and Possible Action to adopt a resolution in support of the Fernley City Council's efforts to work with the Nevada Division of Transportation to address speed/safety issues on State Route 95 Alternate in front of Fernley High School.**

Auxiliary Services Director Keith Savage explained how the item came on the agenda. He said there are nine hundred students and eighty staff members whose safety is of concern to the District.

A motion was made by Member James Huckaby and seconded by Member Neal McIntyre to adopt a resolution in support of Fernley City Council's efforts to work with Nevada Division of Transportation to specifically identify the area in front of Fernley High School as a school zone.

Upon calling for a vote, the motion passed unanimously.

- Item 14 **Discussion and Possible Action to approve a \$2,000 signing bonus for each new licensed teacher hired for the 2008/2009 school years who meets the state criteria. The Board also authorizes the bonus paid by the District for new licensed employees, other than teachers, shall be equal to the state funded bonus for new teachers.**

A motion was made by Member Russ Colletta and seconded by Member James Huckaby to approve a \$2,000 signing bonus, with the provision that it be instated only if the state funds the bonus, for each new licensed teacher hired for the 2008/2009 school years who meets the state criteria. The Board also authorizes the bonus paid by the District for new licensed employees, other than teachers, shall be equal to the state funded bonus for new teachers.

Upon calling for a vote, the motion passed unanimously.

- Item 15 **Discussion and Possible Action to approve the attached contracts and enter into Contractual Service Agreements with Total Tutoring, Learning Solutions, Alternatives Unlimited Tutoring, and Studentnest.com to provide services to students of Yerington Intermediate School as required through legislation on No Child Left Behind and Title I.**

A motion was made by Member Russ Colletta and seconded by Member James Huckaby to approve the attached contracts and enter into Contractual Service Agreements with Total Tutoring, Learning Solutions, Alternatives Unlimited Tutoring, and Studentnest.com to provide services to students of Yerington Intermediate School as required through legislation on No Child Left Behind and Title I.

Upon calling for a vote, the motion passed unanimously.

- Item 16 **Discussion and Possible Action to accept the documentation and approve adoption of the recommended textbooks for the following subjects: Integrated Science (9th grade), Biology (10th grade), Chemistry (11th – 12th grades), and Proficiency Science (11th or 12th grades); program's textbook account to adopt secondary science books.**

Associate Superintendent Teri White explained the adoption cycle; the adoption budgets; and how the books and quantities are ordered.

A motion was made by Member Jerry Peterson and seconded by Member Charles Shirley to accept the attached documentation and approve adoption of the recommended of attached textbooks.

Upon calling for a vote, the motion passed unanimously.

Policy Considerations

- Item 17 **Discussion and Possible Action to accept the attached Policy IJB, Counselor Duties/Responsibilities and Academic Plan, as a fourth and final reading.**

A motion was made by Clerk Terry Hall and seconded by Member Charles Shirley to accept the attached Policy IJB as a fourth and final reading.

Upon calling for a vote, the motion passed unanimously.

Personnel

Item 18, B, i and ii; item 18, C, i. – vi, and item 18, D

A motion was made by Member Jerry Peterson and seconded by Clerk Terry Hall to approve the personnel reports LIC1001 and CL1001, all dated October 14, 2008.

Upon calling for a vote, the motion passed unanimously.

Member Charles Shirley questioned the new positions proposed for attendance/security officer.

Superintendent Caroline McIntosh reminded the Board that they had previously asked her gather information on security officers at the schools. With the recommendation to terminate the juvenile probation officers, she asked Human Resource Director Ron Crawford to put a job description together for the Board to review and edit.

The general consensus of the Board is that the job description has a lot of duties that they don't feel are appropriate; is ambiguous as to who would be responsible for the security officers; the job description had duties that the attendance secretaries should be doing; and the need for justification of hourly rate and actual need for security officer.

A motion was made by Member James Huckaby and seconded by Member Russ Colletta to table the position of the security guard.

Upon calling for a vote, the motion passed unanimously.

A motion was made by Member Jerry Peterson and seconded by Clerk Terry Hall to approve one new special education aide position at each Sutro Elementary School and Fernley Elementary School and two new special education aide positions at each Fernley Intermediate and Dayton Elementary schools; all for 6.5 hours at \$13.93 per hour.

Upon calling for a vote, the motion passed unanimously.

A motion was made by Member Jerry Peterson and seconded by Member Neal McIntyre to approve the extra-duty contracts, dated October 14, 2008, as presented.

Upon calling for a vote the motion passed unanimously.

President Maureen Williss said that due to elections and Thanksgiving holiday there will be only one meeting in November to be held on the 18th.

Meeting called adjourned @ 9:05 p.m.

MINUTES OF THE MEETING OCTOBER 14, 2008 APPROVED.

Maureen Williss, President

Terry Hall, Clerk