

AGENDA  
CLARK COUNTY SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF SCHOOL TRUSTEES  
EDWARD A. GREER EDUCATION CENTER, BOARD ROOM  
2832 E. FLAMINGO ROAD, LAS VEGAS, NV 89121  
MONDAY, DECEMBER 11, 2006  
8:30 A.M.

WORK SESSION ON LEGISLATIVELY MANDATED AUDIT

**MEMBERS OF THE PUBLIC WISHING TO SPEAK, PLEASE SEE ITEM 2, "PUBLIC HEARINGS" FOR INSTRUCTIONS.**

Note: In conformance with the Open Meeting Law, it is hereby noted that the agenda for the meeting of the Clark County School District Board of Trustees has been posted at the following locations:

Boulder City Library	Moapa Valley Library
Green Valley Library	Mount Charleston Library
Indian Springs Library	North Las Vegas Library
Laughlin Library	Sandy Valley Library
Mesquite Library	West Charleston Library
Moapa Town Library	West Las Vegas Library
Edward A. Greer Education Center	Whitney Library
Sahara Administrative Center	
Clark County School District Website - <a href="http://www.ccsd.net">www.ccsd.net</a>	

Members of the public requiring reasonable accommodations in order to attend this meeting should call 799-1072.

Roll Call: Ruth L. Johnson, President  
Sheila Moulton, Vice President  
Susan C. Brager-Wellman, Clerk  
Larry P. Mason, Member  
Shirley Barber, Member  
Mary Beth Scow, Member  
Terri Janison, Member

Dr. Walt Rulfes, Superintendent of Schools

Policies/regulations under consideration for amendment, adoption, and/or repeal will be posted on the district website and members of the public wishing to submit comments on line should access <http://ccsd.net/directory/pol-reg/reginput.phtml>

***THE MISSION OF THE BOARD OF SCHOOL TRUSTEES***

Clark County School District students will have the knowledge, skills, attitudes, and ethics necessary to succeed academically and will practice responsible citizenship.

***MOTTO***

***TLC--Teaching, Learning, Caring.***

1. ADOPTION OF THE AGENDA. Discussion and possible action on the adoption of the agenda and addenda, as submitted, is recommended. Items may be called out of order.  
*(According to Governance Policy: GP-4: Board Members' Principles of Operation – Conduct and Ethics)*

## **PUBLIC HEARINGS/RESPONSE TO PUBLIC COMMENTS**

2. PUBLIC HEARINGS. At this time, any person who wishes to speak and signed up either in person or telephoned 799-1072 during the hours of 7:00 a.m. until 5:00 p.m. two business days prior to the day of this meeting, shall be allocated time to speak. Since the public speaking portion of the agenda must be completed in less than 60 minutes, each speaker's comments will be limited to not more than three minutes. Speakers are encouraged to submit extended remarks in writing. Individuals who have not called in before the meeting, may sign up to speak when they arrive and will be allocated time to speak. Every effort will be made to allow those who have signed up the opportunity to address the board. If public comments do not consume the presentation time allowed, board members may resume their business.  
*(According to Governance Policy: GP-11: Public Hearings)*

## **OFFICE OF THE SUPERINTENDENT**

### CHAPTER 3.0 FINANCIAL MANAGEMENT

3. RECOMMENDATION 3-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-1: *Centralize the organizational structure of the district's accounting functions by placing all accounting-related staff positions within the Accounting Department*, as submitted.  
[Contact Person: Jim McIntosh] (Ref. A)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
4. RECOMMENDATION 3-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-2: *Develop a comprehensive training program and a change management plan for deploying the new Enterprise Resource Planning (ERP) system at the schools and within departments*, as submitted.  
[Contact Person: Keith Bradford] (Ref. B)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
5. RECOMMENDATION 3-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-3: *Designate a single financial institution for maintaining all student activity funds to maximize their earnings potential*, as submitted. [Contact Person: Jim McIntosh] (Ref. C)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
6. RECOMMENDATION 3-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-4: *Ensure that there are sufficient staff resources throughout the schools, particularly at small high schools and very large middle schools, to handle the banking functions necessary for maintaining custody of student activity funds*, as submitted. [Contact Person: Bill Sampson] (Ref. D)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*

## OFFICE OF THE SUPERINTENDENT (continued)

7. RECOMMENDATION 3-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-5: *Ensure that the ongoing audit efforts to monitor construction expenditures maximize the value to the district through an appropriate combination of audits that identify inappropriate and questionable billings and audits that address the improvement of construction management processes, as submitted.* [Contact Person: C. Monica Robles] (Ref. E)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
8. RECOMMENDATION 3-6. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-6: *Implement an IT audit function within the Internal Audit Department, as submitted.* [Contact Person: C. Monica Robles] (Ref. F)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
9. RECOMMENDATION 3-7. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-7: *Conduct annual budget "kick-off" sessions for all district administrators responsible for developing and administering a budget, as submitted.* [Contact Person: Bill Sampson] (Ref. G)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
10. RECOMMENDATION 3-8. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-8: *Require that the Graphic Arts reproduction services costs be fully allocated to user departments, as submitted.* [Contact Person: Keith Bradford] (Ref. H)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
11. RECOMMENDATION 3-9. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-9: *Create a safety and training function within the Risk Management Department, transferring the safety inspector positions from the Facilities Department, as submitted.* [Contact Person: Keith Bradford] (Ref. I)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
12. RECOMMENDATION 3-10. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-10: *Develop cash reconciliation procedures that require that the employee preparing the cash reconciliation reports sign and date the reports when finished; in addition, procedures should require that a supervisor review, sign, and date the reports, as submitted.* [Contact Person: Jim McIntosh] (Ref. J)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## CHAPTER 4.0 PURCHASING AND WAREHOUSING

13. RECOMMENDATION 4-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-1: *Ensure that adequate purchasing and warehouse resources are allocated to the SAP planning, implementation, and training phases, as submitted.* [Contact Person: Keith Bradford] (Ref. K)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## OFFICE OF THE SUPERINTENDENT (continued)

14. RECOMMENDATION 4-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-2: *Establish communication protocols and feedback between the Purchasing and Warehousing Department and the requestors to resolve problems with purchase requisitions, as submitted.* [Contact Person: Keith Bradford] (Ref. L)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
15. RECOMMENDATION 4-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-3: *Streamline the bid process by eliminating unnecessary steps in the processing of purchase orders, as submitted.* [Contact Person: Keith Bradford] (Ref. M)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
16. RECOMMENDATION 4-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-4: *Update the vendor database annually by deleting firms no longer in business, eliminating those firms who are no longer interested in doing business with the district, and making any other corrections or adjustments that are needed, as submitted.* [Contact Person: Keith Bradford] (Ref. N)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
17. RECOMMENDATION 4-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-5: *Conduct a physical inventory of all FOSS items in the warehouse and enter these items through an automated inventory system, as submitted.* [Contact Person: Keith Bradford] (Ref. O)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
18. RECOMMENDATION 4-6. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-6: *Update items in STOR to reflect current inventory, with correct pricing and listings, as submitted.* [Contact Person: Keith Bradford] (Ref. P)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
19. RECOMMENDATION 4-7. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-7: *Review mail and delivery routes on a regular basis to ensure that the most efficient routes are being taken, as submitted.* [Contact Person: Keith Bradford] (Ref. Q)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
20. RECOMMENDATION 4-8. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-8: *Reorganize the Department of Purchasing, as submitted.* [Contact Person: Keith Bradford] (Ref. R)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

OFFICE OF THE SUPERINTENDENT (continued)

CHAPTER 5.0 FACILITIES MANAGEMENT

21. RECOMMENDATION 5-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-1: *Combine the design functions in the New School and Facility Planning and the Special Projects and Renovation Services Departments into one design and engineering function, as submitted.* [Contact Person: Paul Gerner] (Ref. S)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
22. RECOMMENDATION 5-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-2: *Propose the enactment of state legislation requiring developers to provide land for new schools, as submitted.* [Contact Person: Paul Gerner] (Ref. T)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
23. RECOMMENDATION 5-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-3: *Institute a formal value engineering process, as submitted.* [Contact Person: Paul Gerner] (Ref. U)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
24. RECOMMENDATION 5-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-4: *Adhere to the timelines established for fully deploying the comprehensive computerized maintenance management software package, as submitted.* [Contact Person: Paul Gerner] (Ref. V)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
25. RECOMMENDATION 5-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-5: *Decentralize maintenance services into four locations that correspond to the major geographical zones of the school system, as submitted.* [Contact Person: Paul Gerner] (Ref. W)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
26. RECOMMENDATION 5-6. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-6: *Transfer light maintenance duties to custodians to free maintenance staff for preventative maintenance responsibilities and work order completion, as submitted.* [Contact Person: Paul Gerner] (Ref. X)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
27. RECOMMENDATION 5-7. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-7: *Develop time and task standards for custodial services, as submitted.* [Contact Person: Paul Gerner] (Ref. Y)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*

## OFFICE OF THE SUPERINTENDENT (continued)

28. RECOMMENDATION 5-8. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-8: *Increase the number of custodians to a custodian-per-square-foot ratio of one per 25,000 square feet on a graduated basis, as submitted.* [Contact Person: Paul Gerner] (Ref. Z)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
29. RECOMMENDATION 5-9. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-9: *Include all support facilities in energy conservation plans for the district, as submitted.*  
[Contact Person: Paul Gerner] (Ref. AA)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
30. RECOMMENDATION 5-10. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-10: *Implement an incentive program that rewards schools for achieving water conservation results, as submitted.* [Contact Person: Paul Gerner] (Ref. BB)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
31. RECOMMENDATION 5-11. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-11: *Rewrite the goals for the Water Conservation Plan using the SMART goal format, as submitted.*  
[Contact Person: Paul Gerner] (Ref. CC)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## CHAPTER 6.0 PERSONNEL MANAGEMENT

32. RECOMMENDATION 6-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-1: *Dispose of personnel/employee record documents once those documents are imaged into an electronic personnel record file, as submitted.* [Contact Person: George Ann Rice] (Ref. DD)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
33. RECOMMENDATION 6-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-2: *Review, update, and/or develop job descriptions for each position in the Clark County School District, standardize the format, then systematically review and update all descriptions at least every three years, as submitted.* [Contact Person: George Ann Rice] (Ref. EE)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
34. RECOMMENDATION 6-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-3: *Develop a written recruitment plan, including a mission statement, goals, objectives, budget requirements, a needs assessment, an analysis and evaluation of past efforts, statistical analysis of recruitment efforts, and strategies for future efforts, as submitted.*  
[Contact Person: George Ann Rice] (Ref. FF)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## OFFICE OF THE SUPERINTENDENT (continued)

35. RECOMMENDATION 6-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-4: *Examine the qualifications and incentives for hiring substitutes to enable CCSD to increase its substitute pool*, as submitted. [Contact Person: George Ann Rice] (Ref. GG)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
36. RECOMMENDATION 6-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-5: *Continue to examine beginning teacher salaries as well as all other teacher salaries in comparison to those of competitor school districts and make adjustments as budget allows*, as submitted. [Contact Person: George Ann Rice] (Ref. HH)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

### CHAPTER 8.0 EMPLOYEE BENEFITS

37. RECOMMENDATION 8-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 8-1: *Create a location on the CCSD Web site where current and prospective employees can review benefit options offered by the school district*, as submitted. [Contact Person: Jim McIntosh] (Ref. II)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

### CHAPTER 12.0 COMPUTERS AND TECHNOLOGY

38. RECOMMENDATION 12-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-1: *Move all help desk operations to one central location and cross-train staff on all applications*, as submitted. [Contact Person: Philip J. Brody] (Ref. JJ)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
39. RECOMMENDATION 12-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-2: *Establish self-service help desk operations by maximizing technology with the recently purchased software*, as submitted. [Contact Person: Philip J. Brody] (Ref. KK)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
40. RECOMMENDATION 12-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-3: *Analyze the total technology-related budget in order to make benchmark comparisons*, as submitted. [Contact Person: Philip J. Brody] (Ref. LL)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
41. RECOMMENDATION 12-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-4: *Incorporate in the CCSD Technology Plan timelines, financial resources, and staff positions assigned responsibility for elements of the plan*, as submitted. [Contact Person: Philip J. Brody] (Ref. MM)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## OFFICE OF THE SUPERINTENDENT (continued)

42. RECOMMENDATION 12-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-5: *Incorporate a detailed training plan into any future technology-related system conversions or implementations*, as submitted. [Contact Person: Philip J. Brody] (Ref. NN)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
43. RECOMMENDATION 12-6. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-6: *Replace the air conditioning in the head-end room at Fremont Middle School and continuously check all head-end rooms for proper temperature and cleanliness*, as submitted.  
[Contact Person: Philip J. Brody] (Ref. OO)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
44. RECOMMENDATION 12-7. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-7: *Review each stand-alone application along with current business processes to ensure that the new ERP system can automate the majority, if not all, of these stand-alone systems while verifying that ongoing processes are streamlined for optimum efficiencies and staff productivity*, as submitted.  
[Contact Person: Keith Bradford] (Ref. PP)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
45. RECOMMENDATION 12-8. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-8: *Set purchasing authorization thresholds in accordance to hierarchical needs for all staff*, as submitted.  
[Contact Person: Keith Bradford] (Ref. QQ)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
46. RECOMMENDATION 12-9. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-9: *Discontinue use of the GroupWise e-mail system*, as submitted.  
[Contact Person: Philip J. Brody] (Ref. RR)  
(According to Governance Policy: EL-10: Communication and Support to the Board)
47. RECOMMENDATION 12-10. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-10: *Test school computers periodically to ensure filters are working properly*, as submitted.  
[Contact Person: Philip J. Brody] (Ref. SS)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

## CHAPTER 13.0 FOOD SERVICE

48. RECOMMENDATION 13-1. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-1: *Implement a customer satisfaction survey to determine the reasons behind the low levels of CCSO satisfaction regarding food service*, as submitted. [Contact Person: Keith Bradford] (Ref. TT)  
(According to Governance Policy: EL-10: Communication and Support to the Board)

OFFICE OF THE SUPERINTENDENT (continued)

49. RECOMMENDATION 13-2. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-2: *Implement departmental changes based on needs identified through the customer satisfaction survey*, as submitted. [Contact Person: Keith Bradford] (Ref. UU)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
50. RECOMMENDATION 13-3. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-3: *Implement an annual report card on the Food Service Department of Clark County School District*, as submitted. [Contact Person: Keith Bradford] (Ref. VV)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
51. RECOMMENDATION 13-4. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-4: *Develop a comprehensive board policy for all major areas of responsibility of the Food Service Department*, as submitted. [Contact Person: Keith Bradford] (Ref. WW)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
52. RECOMMENDATION 13-5. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-5: *Reduce food costs to an appropriate percentage of revenue*, as submitted.  
[Contact Person: Keith Bradford] (Ref. XX)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
53. RECOMMENDATION 13-6. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-6: *Require all school-based cafeteria programs to maintain financial sustainability*, as submitted.  
[Contact Person: Keith Bradford] (Ref. YY)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
54. RECOMMENDATION 13-7. Discussion and possible action on the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-7: *Pursue the utilization of cashless vending machines to dispense reimbursable meals*, as submitted.  
[Contact Person: Keith Bradford] (Ref. ZZ)  
*(According to Governance Policy: EL-10: Communication and Support to the Board)*
55. ADJOURN.  
*(According to Governance Policy: GP-10: Construction of the Agenda)*