

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, July 14, 2009**

**3:30 p.m.**

**Douglas County Public Library – Lake Tahoe Branch  
233 Warrior Way  
Zephyr Cove, Nevada**

**Mission Statement**

**The Douglas County School District, in partnership with parents and community, will ensure that all students are competent in the basic skill areas, demonstrate continuous achievement toward educational excellence, and reach their highest potential as productive, responsible citizens.**

**Board of Trustees**

**Cynthia Trigg, President**

**Thomas Moore, Vice President**

**Keith Roman, Clerk**

**Karen Chessell, Member**

**Randy Green, Member**

**Sharla Hales, Member**

**Teri Jamin, Member**

**1638 Mono Avenue, P.O. Box 1888, Minden, Nevada 89423**

**DOUGLAS COUNTY SCHOOL DISTRICT**  
**Information Concerning Board Policy and Procedures**  
**For Communication with the Board of Trustees**

We, the Members of the Board of Trustees, welcome visitors at our meetings and appreciate constructive suggestions and comments, which help to meet the educational needs of the District. The Board has a scheduled order of business to follow. The agenda, which is usually lengthy, has been available for study by the Members of the Board since the previous Thursday. The Board may take action on items not on the published agenda only when it finds that the need to discuss or act upon an item was truly unforeseen at the time the meeting agenda was posted and mailed and the matter requires immediate action and is found by unanimous vote to be an emergency as defined by Nevada Revised Statutes.

The Board may make approval of consent items with one motion. They will be approved in total by one action unless a Trustee, individual, or organization interested in one or more consent items has questions or wishes to make a statement. In that event, the Chairperson of the Board may defer action on the particular matter or matters and place the same on the regular agenda for consideration separately.

Although each Trustee represents a geographical area of the District, Trustees are elected at large and, as such, represent all citizens of Douglas County. All actions of the Board are taken in open meeting. It is the desire of the Board to avoid making decisions that will be detrimental to the best interests of the District, even when such decisions might please individuals or a small group. In arriving at decisions, Members of the Board attempt to be guided by the desire to provide a program that will meet the needs of every student enrolled in Douglas County schools and will best serve the interests of the entire District.

Members of the Board of Trustees are locally elected state officials and serve four-year terms of office. They are responsible for conducting the school system in accordance with requirements of: Nevada Revised Statutes (NRS) and Board Policies adopted by the Board of Trustees of the Douglas County School District.

If a copy of the complete agenda is desired in advance, it may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. Communication with the Board of Trustees as a unit may be either in writing, by personal appearance at a meeting of the Board, or by verbal communication through the District Superintendent.

Scheduled Public Comment: During regular Board meetings, public comment will always be scheduled to occur at 6:00 p.m. Members of the public who wish to address the Board on items not on the agenda can be assured of being heard at this time.

Written Communication: Written communication addressed to the Board of Trustees related to an action item on the agenda should reach the office of the District Superintendent no later than 12:00 noon on the Tuesday prior to the next Tuesday meeting in order that the communication may be available to the Board for review. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

Personal Appearance at a Board Meeting: When an individual or group desires to communicate with the Board of Trustees by means of personal appearance at a meeting of the Board, the District Superintendent shall be notified no later than 12:00 noon on the Tuesday prior to the Tuesday meeting, and the Board President and Superintendent, in their discretion, will determine whether the subject of the communication will be placed on the agenda. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

1. At the time of the meeting, the Superintendent, who is chief administrative officer, shall secure the names of those wishing to be heard. The Board may set a reasonable time limit for each speaker and for answering questions.
2. When a statement to be presented to the Board is extensive or is a formal request for consideration of a specific item or items, the statement should be written.

Public input is encouraged on action items on the agenda. Public comment is taken prior to Board deliberation and action. Individuals who wish to address the Board may do so by securing recognition from the Chair. Public comment will be generally limited to three minutes, though the Board President has discretion to extend or further limit the time as deemed necessary. Anyone with comments that will take more than three minutes is encouraged to put their testimony in writing and provide a copy to the Board prior to or at the meeting. Board meetings are conducted according to Roberts Rules of Order. No action may be taken on a matter raised during public comment that is unrelated to any agenda item. No person shall orally initiate charges or complaints against individual employees of the District at a public meeting of the Board. All such charges or complaints must be presented to the Superintendent in writing, signed by the complainant. The Superintendent may in his or her discretion determine whether the complaint will be placed on the agenda and heard by the Board. Any hearings by the Board of Trustees on a complaint against a District employee other than the Superintendent shall be held in closed session in compliance with the Open Meeting Law, unless the employee requests the session to be open to the public.

Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations at a meeting of the Board of Trustees are asked to notify the District Administration at P. O. Box 1888, Minden, Nevada 89423, or by calling 782-7177, so that such notification is received at least twenty-four hours prior to the meeting.

**Douglas County School District**  
**Regular Meeting**  
**Douglas County Public Library – Lake Tahoe Branch**  
 Zephyr Cove, Nevada  
 Tuesday, July 14, 2009  
 3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<p>A. Pledge of Allegiance</p> <p>B. Adoption of Agenda (Action)</p> <p>The Trustees reserve the right to take items in a different order to accomplish business in the most efficient manner.</p>	
<b>2.</b>	<b>Consent Items (Action)</b>	<b>3:35 p.m.</b>
	<p>Information concerning the following consent items has been forwarded to each Board Member for study prior to this meeting. Unless a Trustee or member of the audience has a question concerning a particular item and asks that it be withdrawn from the consent list, the items are approved at one time by the Board of Trustees.</p> <p>Note: If one of the following items is removed for discussion, it will be heard at the end of the consent items:</p>	
	<p><b>A. Minutes of the Regular Meeting of June 9, 2009</b></p> <p>Attached are the Minutes of the Regular Board Meeting of June 9, 2009, for your review and approval.</p> <p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of June 9, 2009.</b></p>	
	<p><b>B. Minutes of the Special Meeting June 17, 2009</b></p> <p>Attached are the Minutes of the Special Board Meeting of June 17, 2009, for your review and approval.</p> <p><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of June 17, 2009</b></p>	
	<p><b>C. Accounts Payable Voucher No. 1029 for FY08-09 and Voucher No. 1101 for FY 09-10</b></p> <p>A complete list of payments contained in Voucher Number 1029 for FY08-09 and Number 1101 for FY09-10 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Number 1029 and 1101 is available for review by the public at the Superintendent's office prior to and at the time of the meeting.</p> <p><b>RECOMMENDATION: Approve payments contained in Voucher No. 1029 for FY08-09 and Voucher No. 1101 for FY09-10.</b></p>	

## 2. Consent Items (Action) (Continued)

### D. Personnel Report No. 09-07

Listed on the attached Personnel Report No. 09-07 are personnel actions presented for consideration by the Board of Trustees. Salaries for individuals employed will be determined in accordance with salary regulations of the District.

**RECOMMENDATION: Approve personnel actions described in Personnel Report No. 09-07.**

### E. Recommendation for Principal, Carson Valley Middle School

An interview panel consisting of Carol Lark, Superintendent; Nancy Bryant, Assistant Superintendent of Education Services; and Holly Luna, Director of Business Services, interviewed two candidates for the position of Principal of Carson Valley Middle School. The candidates completed an in-basket activity, a video observation and evaluation, an interview, and performed a presentation for the panel.

As a result, Mrs. Lark announced her intention to recommend Robert Been to the Board as Principal of Carson Valley Middle School.

Robert Been has a B.S. degree in Business Administration from the University of Illinois and a M. Ed degree in Administration from Nova University. He is licensed in Nevada for school administration. His experience includes:

2005-2009: Assistant Principal, Carson Valley Middle School  
2000-2005: Assistant Principal, Desert Pines High School, Clark County  
1998-2000: Dean of Students, Clark County  
1990-1998: Teacher, secondary science and math, Clark County

**RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Robert Been as Principal of Carson Valley Middle School for the 2009-2010 school year.**

### F. Recommendation for Vice Principal, Douglas High School

An interview panel consisting of Marty Swisher, Principal; Dave Baumgartner, Parent; Anita Ovard; Registrar; Ernie Monfiletto, Teacher; Dave Pyle, Vice Principal; and Tom Morgan, Vice Principal interviewed three candidates. The candidates completed an in-basket activity, a video observation and evaluation, an interview, and performed a presentation for the panel.

As a result, Mr. Swisher recommended to Carol Lark, Superintendent, that Laura Parks be accepted as Vice Principal for Douglas High School. Superintendent Lark conducted her own interview of Ms. Parks and is supporting Mr. Swisher's recommendation.

Ms. Parks has a B.A. degree in Literature from California State University at Fullerton and a M.A. degree in Curriculum and Instruction from UNR. Her administrative license is pending.

Her experience includes:

2002-present: Professional Development Center Trainer, DCSD  
1989-1996: English Teacher, 9-12, Douglas High School

**RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Laura Parks as Vice Principal of Douglas High School for the 2009-2010 school year.**

## 2. Consent Items (Action) (Continued)

### **G. Changes to the AB280 Reporting Requirements and Responsible Parties**

AB 280 reporting requirements changed in the last legislative session. The legislature increased reporting requirements at the school, district, and state level and also gave districts the latitude to designate a responsible party to fill the previous notification requirements. A compiled report would be provided to the Board for review in July of each year.

**RECOMMENDATION: Designate the Director of Special Services as the AB280 reporting designee.**

### **H. Adoption of an Updated Debt Management Policy and the Five-Year Capital Improvement Plan**

Included in each Board Member's information packet is a copy of this District's Debt Management Policy and Indebtedness Report. NRS 350.0035 requires that our policy be updated annually. Within the Debt Management Report is the updated Five-Year Capital Plan that the Board approved in May of this year. The Debt Management Plan has been updated with the assistance of JNA Consulting Group, District Financial Advisors. The Debt Management Plan has been updated to accurately reflect the recent 2009 General Obligation Bonds.

NRS 350.0035 requires that the updated Debt Management Policy, Indebtedness Report, and the Five-Year Capital Plan be filed with the Douglas County Debt Management Commission and the Nevada Department of Taxation by August 1, 2009.

**RECOMMENDATION: Adopt the District's updated Debt Management Plan and Indebtedness Report, which includes the already approved (May 20, 2009 Board Meeting) Five-Year Capital Improvement Plan.**

<b>3.</b>	<b>Principal's Report – (Jacobsen High School) Administrative Report/Program Review</b>	<b>3:40 p.m.</b>
	Jacobsen High School Principal, Brian Frazier, will present a report on progress toward the goals of their School Improvement Plan.	
<b>4.</b>	<b>Report on Boys and Girls Club Western Nevada Administrative Report/Program Review</b>	<b>3:55 p.m.</b>
	A Boys and Girls Club representative will provide an update on the activities and progress of the program currently in place in the Douglas County School District.	
<b>5.</b>	<b>Four Day Week Pilot Calendar at Whittell High School for the 2009-2010 School Year Discussion and Action (Action)</b>	<b>4:05 p.m.</b>
	Whittell High School has proposed a four day week calendar for the 2009-2010 school year. The school submitted a new calendar that has been reviewed and approved by the Education, Business, and Human Resources departments. Memorandums of Understanding (MOU) that allow for the pilot calendar, and which sunset by June 30, 2010, have been agreed to by the Douglas County Bus Drivers Association, the Douglas County Support Staff Organization, and the Douglas County Professional Educators Association. An accountability model will be established by the Education Services Department. The	

5.	<b>Four Day Week Pilot Calendar at Whittell High School for the 2009-2010 School Year (Continued)</b> <b>Discussion and Action (Action)</b>	4:05 p.m.
<p>Board is required to conduct a review of the calendar on or before December 31 following the end of the school year in which the calendar has been enacted and submit a written report to the Superintendent of Public Instruction (NAC 387.125).</p> <p><b>RECOMMENDATION: Approve a pilot four day week calendar for Whittell High School for the 2009-2010 school year.</b></p>		
6.	<b>Renewal of District Excess Worker's Compensation Insurance Coverage</b> <b>Discussion and Action (Action)</b>	4:25 p.m.
<p>The District, through broker Gary Rimler of Nexo Insurance (formerly of FirsTier General Agency), has received renewal quotes for the District's Excess Workers' Compensation and Workers' Compensation Bond coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates.</p> <p>The District's Excess Workers' Compensation coverage through Safety National will decrease from \$20,189 to \$19,529 – a decrease of \$660 or 3.3%. The Workers' Compensation Bond, also through Safety National, will be continued at a reduced rate negotiated as a result of utilizing the same carrier for both. The Workers' Compensation Bond will decrease from \$4,800 to \$1,845 – a decrease of \$2,955 or 61.6%. The coverage will be funded out of the District's Self-Insured Workers' Compensation Fund. The District's control of claims and good loss experience has earned us a reduction in the amount of our Self Insurer's Bond in addition to the reduction in the rate the District is charged.</p> <p>Additionally, the Self Insured Retention (SIR) was continued at \$350,000 after reviewing the District's 7 year loss history. No claim has ever exceeded \$100,000 per occurrence. The District is protected in the event of a large claim in that the Excess Workers' Comp. policy includes a cash flow protection endorsement that reduces the SIR for PAID CLAIMS per-occurrence in a given year to \$135,000.</p> <p><b>RECOMMENDATION: Approve the renewal of the District's Excess Workers' Compensation coverage for the period of July 1, 2009 through June 30, 2010 as detailed.</b></p>		
7.	<b>Budget Add-Backs</b> <b>Discussion and Action (Action)</b>	5:25 p.m.
<p>Business Services will provide an overview of the Legislative Bills governing Education Funding (AB563 and SB429), and quantify the allowance for add-backs against the Governor's recommended budget that was employed to finalize the FY09-10 budget in May. The Superintendent will provide the Board with her recommendations for budget reduction add-backs. The Board will then discuss and decide what is to be added back to the current budget.</p> <p><b>RECOMMENDATION: Approve the budget reduction add-backs as recommended by the Superintendent.</b></p>		

<b>Public Comment:</b>	<b>6:00 p.m.</b>
<p>Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. The Board reserves the right to limit the amount of time that will be allowed for each individual to speak. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.</p>	

<b>7.</b>	<b>Budget Add-Backs (Continued) Discussion and Action (Action)</b>	<b>6:05 p.m.</b>
<p>Business Services will provide an overview of the Legislative Bills governing Education Funding (AB563 and SB429), and quantify the allowance for add-backs against the Governor's recommended budget that was employed to finalize the FY09-10 budget in May. The Superintendent will provide the Board with her recommendations for budget reduction add-backs. The Board will then discuss and decide what is to be added back to the current budget.</p> <p><b>RECOMMENDATION: Approve the budget reduction add-backs as recommended by the Superintendent.</b></p>		

<b>8.</b>	<b>Master Plan Consultant Recommendation Discussion and Action (Action)</b>	<b>6:30 p.m.</b>
<p>The District, through the Business Services Office, received seven responses to the District's Master Plan Request for Proposal. A thorough vetting process narrowed the responses to two – which were interviewed at the District Office on June 22, 2009. As a result of the paper review and interviewing, MGT of America Inc. was chosen as the finalist.</p> <p>Included in each Board Member's agenda packet is back-up related to the RFP, and the proposed work-plan and fees by MGT of America, Inc. Also included, is an estimate of funding that will be allocated from the General Fund versus possible Capital Projects or Bond Funding.</p> <p><b>RECOMMENDATION: Allow Business Services to move forward with a contract with MGT of America, Inc. to originate a DCSD Master Plan and approve a contract for services in an amount not to exceed \$200,000.</b></p>		

<b>9.</b>	<b>PHES Modular Leasing or Purchase Options Discussion and Action (Action)</b>	<b>7:30 p.m.</b>
<p>Per the June Board Meeting request, Business Services will present possible options regarding the leasing or purchase options of a modular for PHES.</p> <p><b>RECOMMENDATION: The Superintendent recommends no action at this time. Due to similar needs at other sites, as well as, the fact that other options such as rezoning exist to alleviate this situation, the most fiscally responsible course is to not take action until the Master Plan is in place. The Master Plan will evaluate all sites, capacities, needs, and priorities, and will help to determine appropriate timelines and available funding.</b></p>		

<b>10.</b>	<b>Paperless Board Meetings Discussion and Action (Action)</b>	<b>7:50 p.m.</b>
	Board members will be introduced to a new paperless system for receipt and organization of the monthly agenda and supporting documentation. Access to materials, when ready each month, can be made available from home computers through an access code on the District Web site. An explanation will be given in support of "going green." Laptops have become available to the Board, at no cost, due to previous SB404 funds allocated for District use. A dozen used laptops with an expected lifetime of several years would be configured for quick, directed usage at Board Meetings offering minimal confusion.	
	<b>RECOMMENDATION: Approve a new paperless system for Board Meetings, with printed materials provided to the public at each meeting, and as requested by individual Board members.</b>	
<b>11.</b>	<b>Superintendent's Report</b>	<b>8:00 p.m.</b>
	Superintendent Carol Lark will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.	
<b>12.</b>	<b>Nevada Interscholastic Activities Association (NIAA) Report</b>	<b>8:10 p.m.</b>
	Keith Roman, NIAA Vice President, will report on information obtained at the recent meeting.	
<b>13.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>8:20 p.m.</b>
	Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	
<b>14.</b>	<b>Correspondence</b>	<b>8:25 p.m.</b>
<b>15.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>8:30 p.m.</b>
	Input from Board Members	
<b>16.</b>	<b>Executive Session</b>	
	If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220.	
<b>17.</b>	<b>Adjournment</b>	
	The Board will reconvene in public session and a motion will be made to adjourn.	

(\*) Times are estimated. Generally speaking, the item will be heard no earlier than the time indicated.

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

Gardnerville Post Office, Gardnerville, NV  
Minden Post Office, Minden, NV  
Douglas County School District Office, Minden, NV

Douglas High School, Minden, NV  
Genoa Post Office, Genoa, NV  
Zephyr Cove Post Office, Zephyr Cove, NV  
Stateline Post Office, Stateline, NV  
District website: [www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us)