

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, October 13, 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, 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, October 13, 2009
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	<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>	
2.	Consent Items (Action)	3:35 p.m.
	<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>A. Minutes of the Regular Meeting of September 8, 2009</p> <p>Attached are the Minutes of the Regular Board Meeting of September 8, 2009, for your review and approval.</p> <p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of September 8, 2009.</p>	
	<p>B. Accounts Payable Voucher No. 1111 for FY 09-10</p> <p>A complete list of payments contained in Voucher Number 1111 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 1111 is available for review by the public at the Superintendent's office prior to and at the time of the meeting.</p> <p>RECOMMENDATION: Approve payments contained in Voucher No. 1111 for FY09-10.</p>	
	<p>C. Personnel Report No. 09-10</p> <p>Listed on the attached Personnel Report No. 09-10 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.</p> <p>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 09-10.</p>	

Consent Items (Action) (Continued)

D. Time Notations on Board Meeting Agendas

A sample agenda has been provided for review reflecting proposed changes to procedures listed as information within the agenda. Changes reflect that certain items could be marked with an asterisk to note they would be addressed at estimated times. The time for Public Comment would be changed to read, "at or around 6:00 p.m." and notated on the information portion of the agenda, as well as, at the end of the agenda, denoted by an asterisk.

RECOMMENDATION: Approve changes to the agenda with regard to estimated times.

E. Class Size Reduction

The District wishes to continue participating in the Class Size Reduction program using the Alternative Plan (also known as the Elko Model) which reduces class size in grades first through third to a district average of 22:1 and grades four through six to 25:1.

RECOMMENDATION: Authorize the district to continue to participate in the Class Size Reduction program using the Alternative Plan.

3.	Principal's Report – (Zephyr Cove Elementary School) Administrative Report/Program Review	3:40 p.m.
	Zephyr Cove Elementary School Principal, Nancy Cauley, will present a report on progress toward the goals of their School Improvement Plan.	
4.	Borrowing Programs and Options Discussion and Action (Action)	4:00 p.m.
	Marty Johnson, JNA Consulting, will provide information regarding the various funding options currently available. Discussion will include, but not be limited to, Qualified School Construction Bonds (QSCBs), Build America Bonds (BABs), and the extension of Qualified Zone Academy Bonds (QZABs) and other ARRA borrowing programs. Additionally, information will be provided on General Obligation Bonds.	
	RECOMMENDATION: Business Services respectfully requests that the Board provide direction and approval for Holly Luna to pursue available options with final recommendations returning to the Board for approval.	
5.	Master Plan - Update Administrative Report/Program Review	4:30 p.m.
	Staff, along with consultants from MGT of America, Inc. will provide an update as to current and future actions taken to support the planning process of the formation of the District's Facilities Master Plan.	
6.	DCSD Student Enrollment and Trends Administrative Report/Program Review	5:10 p.m.
	The District's official student enrollment count date for the 2009-10 school year was September 17 for GWHS, and September 18, 2009 for all other sites. Enrollment and enrollment trends are critically important to the District, as they drive the District's staffing levels, operational funding and facility needs. Holly Luna, CFO, Business Services, will review the official student counts taken, enrollment history, and possible future implications to the District based on current enrollment counts.	

7.	First Reading of Changes to Board Policy No. 809 – “Transportation” Discussion and Action (Action)	5:20 p.m.
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Holly Luna, CFO, Business Services, will share with the Board a revision to Board Policy No. 809, “Transportation,” that allows for the consistent application of “designee.”

RECOMMENDATION: Business Services respectfully requests that the Board approve Board Policy No. 809, “Transportation,” with changes as noted.

8.	Administrative Report - Transportation Information and Discussion	5:25 p.m.
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Administrative Regulation 809(b) – “School Bus Transportation Procedures”

Mrs. Luna will share with the Board revisions to Administrative Regulation 809(b), “School Bus Transportation Procedures” that updates program designation.

Administrative Regulation 216(a) – “Athletic, Extracurricular, Co-Curricular and Club Activity Travel and Per Diem Travel”

Mrs. Luna will share revisions to Administrative Regulation 216(a), “Athletic, Extracurricular, Co-Curricular and Club Activity Travel and Per Diem Travel” that establishes criteria for travel waivers, and revises parameters of transportation costs and restrictions of travel.

Administrative Regulation 809(c) – “Field Trip or Extra Activity Trip Procedure”

Mrs. Luna will share revisions to Administrative Regulation 809(c), “Field Trip or Extra Activity Trip Procedure” that revises criteria for booking transportation, mode of transportation, and restrictions of route planning.

Administrative Regulation 809(d) – “Non-Bus Student Transportation”

Mrs. Luna will share revisions to Administrative Regulation 809(d), “Non-Bus Student Transportation” that revises criteria and the definition of non-bus student transportation.

Public Comment:	6:00 p.m.
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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.

9.	Board Training - Use of Laptops for Future Paperless Board Meetings Information/Discussion	6:20 p.m.
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The usage of laptops to provide agendas and supporting documentation for the Board was decided upon at the July meeting in an attempt to “go green.” Agenda packets would be organized and disseminated via the District Web site for Trustees to review at home and at their regular meetings. Printed materials would be available for the public at all meetings and upon request, as needed, by Board members. A short time will be taken to familiarize the Board with the software, setup, and process involved with the new laptops. For ease, both paper and electronic information will be available for several meetings.

10.	Senate Bill 152 – DCSD’s Submittal Discussion and Action (Action)	6:35 p.m.
	Holly Luna, CFO, Business Services, will present the District’s Submittal in response to the Legislative Mandate of Senate Bill 152 (SB 152). The intent of the bill was to provide an avenue for receipt of American Recovery and Reinvestment Act of 2009 (ARRA) funds in order to “...weatherize and retrofit public buildings... and to otherwise use sources of renewable energy to serve those buildings...” The bill requires each school district’s Board of Trustees to provide a report to the Interim Finance Committee that describes the proposed projects that fit the bill’s requirements. This submittal is merely a compliance matter to submit description of the projects. This is not a request for funds nor does it commit the District to initiate any projects.	
	RECOMMENDATION: Holly Luna respectfully requests that the Board approve the SB 152 submittal to the Legislative Counsel Bureau as presented.	
11.	Nevada Association of School Boards (NASB) Report	6:55 p.m.
	Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	
12.	Jim Huge Information and Discussion	7:05 p.m.
	Jim Huge, consultant, will update his progress in working with the Superintendent, Board and Cabinet.	
13.	Correspondence	7:30 p.m.
14.	Possible Agenda Items for Future Board Meetings	7:35 p.m.
	Input from Board Members	
15.	Executive Session	
	The Board will recess to executive session in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4).	
16.	Adjournment	
	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