

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, November 9, 2010  
3:30 p.m.  
Douglas High School  
1670 Hwy 88  
Minden, 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**

**Teri Jamin, President**

**Thomas Moore, Vice President**

**Keith Roman, Clerk**

**Karen Chessell, Member**

**Randy Green, Member**

**Sharla Hales, Member**

**Cynthia Trigg, 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 1638 Mono Ave., 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 High School**  
 Minden, Nevada  
 Tuesday, November 9, 2010  
 3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<p>A. Pledge of Allegiance          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 October 12, 2010</b></p> <p>Attached are the Minutes of the Regular Board Meeting of October 12, 2010, for your review and approval.</p> <p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of October 12, 2010.</b></p>	
	<p><b>B. Minutes of the Special Meeting of October 18, 2010</b></p> <p>Attached are the Minutes of the Special Board Meeting of October 18, 2010, for your review and approval.</p> <p><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of October 18, 2010.</b></p>	
	<p><b>C. Accounts Payable Special Run Voucher Number 2010 and Regular Run Voucher Number 1011 for FY10-11</b></p> <p>A complete list of payments contained in Special Run Voucher Number 2010 and Regular Run Voucher Number 1011 for FY10-11 are provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 2010 and 1011 are available for review by the public at the Superintendent's office prior to the time of the meeting.</p> <p><b>RECOMMENDATION: Approve payments contained in Voucher Numbers 2010 and 1011 for FY10-11.</b></p>	
	<p><b>D. Class Size Reduction</b></p> <p>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.</p> <p><b>RECOMMENDATION: Authorize the district to continue to participate in the Class Size Reduction program using the Alternative Plan.</b></p>	

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

### **E. Personnel Report No. 11-10**

Listed on the attached Personnel Report No. 11-10 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.

**RECOMMENDATION: Approve personnel actions described in Personnel Report No. 11-10.**

### **F. Budget Adjustment Voucher for October 2010**

A complete list of budget adjustments by the Chief Financial Officer that occurred during the course of business for the month of October 2010 is provided for approval by the Board of Trustees as required by NRS 354.598005.

**RECOMMENDATION: Approve budget adjustments as provided for October 2010.**

### **G. Second Reading Board Policy No. 504, "Attendance"**

Proposed changes to Board Policy No. 504, "Attendance," are provided for second reading.

**RECOMMENDATION: Approve for second reading, changes to Board Policy No. 504, "Attendance."**

### **H. AB56 Incident**

On October 7, 2010, an elementary school reported the use of a non-permissible physical restraint for which corrective action was delineated as required under AB56. Pending Board approval, final corrective action will be implemented with the assistance of the Superintendent.

**RECOMMENDATION: Approve final corrective action to be implemented by the Superintendent.**

### **I. AB56 Incident**

On October 11, 2010, a middle school reported the use of an aversive action for which corrective action was delineated as required under AB56. Pending Board approval, final corrective action will be implemented with the assistance of the Superintendent.

**RECOMMENDATION: Approve final corrective action to be implemented by the Superintendent.**

### **J. Correction to Indebtedness Report**

As required by NRS 350.0035, an updated Debt Management Policy and Indebtedness Report were submitted by the District to multiple agencies. Through a review, it was discovered that the Indebtedness Report had an incorrect principal amount reported in the FY2011 column (see page 5 in provided documentation).

The Indebtedness Report has been corrected, and re-submitted to the Department of Taxation. There are no revisions necessary at this time to the Debt Management Report or Five Year Capital Plan.

**RECOMMENDATION: Formally adopt the District's revised Indebtedness Report as provided.**

3.	<b>Principal's Report – (Piñon Hills Elementary School) Administrative Report/Program Review</b>	<b>3:40 p.m.*</b>
Piñon Hills Elementary School Principal, Rommy Cronin, will present a report on progress toward the goals of their School Improvement Plan.		
4.	<b>Transportation Pilot Project Board Policy No. 809, "Transportation" Waiver Discussion and Action</b>	<b>4:00 p.m.*</b>
The approval of a waiver for Board Policy No. 809, "Transportation," will allow the district to pilot a project for the remainder of the school year, providing mid-day transportation for kindergarten students who live 10 or more miles from their zoned school. The pilot will be implemented at Minden Elementary School only. A review of the project will be brought back to the Board in Spring 2011 for consideration in the 2011-12 budget and a possible formal change to Board Policy No. 809, "Transportation."		
<b>RECOMMENDATION: Approve a waiver to Board Policy No. 809, "Transportation" for the remainder of 2010-11 in order to conduct a pilot project at Minden Elementary School for students living ten or more miles from school.</b>		
5.	<b>First Reading of Board Policy No. 807, "Free and Reduced Rate Meals" Discussion and Action</b>	<b>4:10 p.m.*</b>
Holly Luna, Chief Financial Officer, in conjunction with the Student Nutrition Program Supervisor, Denise Higgins, and the Director of Grants and Assessments, Brian Frazier, have reviewed Board Policy No. 807, "Free and Reduced Rate Meals." Revisions have been made based on best practices, as well as current terminology and direction provided by the USDA 7 CFR 245 (Code of Federal Regulations pertaining to Free and Reduced Meals).		
<b>RECOMMENDATION: Approve for first reading proposed changes to Board Policy No. 807, "Free and Reduced Rate Meals."</b>		
6.	<b>Facilities Master Plan Background and Process Administrative Report/Program Review</b>	<b>4:20 p.m.*</b>
A brief review of the KIDS Committee recommendations and background of the Facilities Master Plan (FMP) will be provided. The Board will also review and discuss a formal process for the implementation of the FMP as the District prepares for their first phase of projects. An Executive Summary template will be provided for Board review and discussion. Once established, this process will provide the structure in which the staff will implement the Facilities Master Plan.		
7.	<b>Elementary Education Specifications Document Discussion and Action</b>	<b>4:40 p.m.*</b>
An important step in moving forward with Phase I of the Facilities' Master Plan (FMP) is to develop key documents. The "Ed Specs" are a communication tool that conveys the needs of the educational professionals to the design professionals. The document has been created through the input of many staff members from site and district levels. The superintendent and staff will take the Board through an executive overview (highlights) and discussion.		
<b>RECOMMENDATION: Adopt the Elementary Education Specifications for Douglas County School District.</b>		

8.	<b>Materials Standards Discussion and Action</b>	4:55 p.m.*
<p>Just as the Ed Specs are necessary to guide the work of the FMP, a Materials Standards document is also needed for all phases and projects in the District. The standards express the building materials the District will be using for future improvements to school sites. It allows for standardization of parts and training, creating on-going efficiencies for the District. The operations staff provided input through meetings and written communications. The document was also influenced by industry standards for educational facilities and recommendations received through the District's ESCO work.</p>		
<p><b>RECOMMENDATION: Adopt the Materials' Standards document for Douglas County School District.</b></p>		
9.	<b>Approval of Architect Contracts for Phase IA of the District's Facilities Master Plan Discussion and Action</b>	5:10 p.m.*
<p>Business Services has negotiated contracts with the selected Architect firms for Phase 1A projects, Gardnerville Elementary (Collaborative Design) and Piñon Hills Elementary (LPA). Business Services is requesting approval of negotiated pricing of the architectural contracts with funding to come from 2008 voter approved bond funding.</p>		
<p><b>RECOMMENDATION: Approve negotiated contracts with Collaborative Design and LPA to assist the District in Phase IA projects: Gardnerville Elementary (Collaborative Design) and Piñon Hills Elementary (LPA).</b></p>		
10.	<b>Review of Phases and Concepts Under Facilities Master Plan Discussion and Action</b>	5:25 p.m.*
<p>There are several concept recommendations in the FMP that will require analysis and discussion before final decisions should be made. First up is the concept of a PK-8 location for one of the District's elementary schools. This concept was rejected last year for Gardnerville and Piñon Hills Elementary Schools. Consideration of a single PK-8 location needs to be finalized in coming months for the District's other 5 elementary schools. The superintendent will seek direction from the Board on next steps for a potential PK-8 location.</p>		
<p><b>RECOMMENDATION: That the Board provide the superintendent with direction on a possible PK-8 site for Douglas County School District.</b></p>		
<b>Public Comment:</b>		6:00 p.m.
<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>		
11.	<b>Executive Session</b>	6:05 p.m.*
<p>The Board will recess to executive session in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4).</p>		

<b>12.</b>	<b>First Reading of Board Policy No. 406A, "Layoffs of Confidential Staff"</b> Discussion and Action	<b>6:35 p.m.*</b>
	Rich Alexander, Assistant Superintendent Human Resources will discuss proposed changes to Board Policy No. 406A, "Layoffs of Confidential Staff."	
	<b>RECOMMENDATION: Approve for first reading changes to Board Policy No. 406A, "Layoffs of Confidential Staff."</b>	
<b>13.</b>	<b>First Reading of Board Policy No. 406B, "Layoffs of Supervisory/Professional Salary Schedule Staff"</b> Discussion and Action	<b>6:40 p.m.*</b>
	Rich Alexander, Assistant Superintendent Human Resources will discuss proposed changes to Board Policy No. 406B, "Layoffs of Supervisory/Professional Salary Schedule Staff."	
	<b>RECOMMENDATION: Approve for first reading changes to Board Policy No. 406B, "Layoffs of Supervisory/Professional Salary Schedule Staff."</b>	
<b>14.</b>	<b>Superintendent's Report</b> Administrative Report	<b>6:45 p.m.*</b>
	Superintendent Dr. Lisa Noonan will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.	
<b>15.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>6:55 p.m.*</b>
	Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	
<b>16.</b>	<b>Correspondence</b>	<b>7:00 p.m.*</b>
<b>17.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>7:05 p.m.*</b>
	Input from Board Members	
<b>18.</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)

**Classified Personnel**

<b>2010-2011 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL:</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Effective Date</b>	<b>Salary</b>	<b>Replacing</b>
Kyle Horvath	Special Ed Aide / IEP – PHES	10-21-10	14EE2	30 day emergency
Francine Gonzales	Special Ed Aide / IEP - MES	10-18-10	14EE15	30 day emergency
Shannon Dry	Special Ed Aide / IEP - PHES	11-02-10	11EE2	30 day emergency
<b>2010-2011 CLASSIFIED RESIGNATIONS:</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Last Day Worked / End of Contract</b>		
Shelli Belanger	EC Special Ed Aide – ZCES (3.5 hrs)	10-22-10	10-22-10	
Shelli Belanger	Classroom/Playground Aide – ZCES (3.0 hrs)	10-22-10	10-22-10	
<b>2010-2011 CLASSIFIED CHANGES</b>				
<b>Name</b>	<b>Former Position/Location</b>	<b>New Position/Location</b>	<b>Effective Date</b>	<b>Replacing</b>
Carol Klivers	Special Ed Aide IEP – PHES (4.0 hrs)	Special Ed Aide IEP – PHES (6.0 hrs)	10-18-10	N/A
Teresa Gibbs	Custodian – District wide Rover	Custodian – DHS	10-25-10	Tyler Mathers
John Redd	Custodian – Airport / District Office	Custodian – GES	10-25-10	Nick Giththens
Nick Giththens	Custodian – GES	Head Custodian – GES	10-18-10	Joe Roybal
Joe Roybal	Head Custodian – GES	Custodian – Airport / District Office	10-21-10	John Redd
Sharon Hekhuis	Hearing Interpreter – DHS (Range 23)	Educational Tutor I – DHS (Range 39)	10-18-10	N/A
Isabel Pfister	Hearing Interpreter – DHS (Range 23)	Educational Tutor I – DHS (Range 39)	10-18-10	N/A
Michele Byington	Special Ed Aide / IEP – CCMES (4 hrs)	EC Special Ed Program Aide – ZCES (3.5 hrs)	11-03-10	Shelli Belanger
Michele Byington	Special Ed Aide / IEP – CCMES (4 hrs)	Classroom/Playground Aide – ZCES (3 hrs)	11-03-10	Shelli Belanger
<b>2010-2011 CLASSIFIED POSITIONS ENDING</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Effective Date</b>		
Michele Byington	Special Ed Aide IEP – CCMES	10-28-10		

**Certified Personnel**

<b>CERTIFIED HIRES</b>		
<b>Name</b>	<b>Position/Location</b>	<b>School Year</b>
Ronald Mogab	TOSA/PWLMS & ASPIRE	2010-2011
Stormy Herald	.8 Teacher/DHS	2010-2011