

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, September 14, 2010  
3:30 p.m.  
Douglas High School  
1670 Highway 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, September 14, 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</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 August 10, 2010</b></p> <p>Attached are the Minutes of the Regular Board Meeting of August 10, 2010, for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 10, 2010.</b></p>	
	<p><b>B. Second Reading of Board Policy No. 506, "Withdrawal From School"</b></p> <p>Board Policy No. 506, "Withdrawal From School," is provided for the second reading.</p>	
	<p><b>RECOMMENDATION: Approve for second reading, changes to Board Policy No. 506, "Withdrawal From School."</b></p>	
	<p><b>C. Accounts Payable Special Run Voucher Numbers 1005 and 1006 and Regular Run Voucher Number 1007 for FY10-11; and Regular Run Voucher Number 1137 for FY09-10</b></p> <p>A complete list of payments contained in Special Run Voucher Numbers 1005 and 1006 and Regular Run Voucher Number 1007 for FY10-11; and Regular Run Voucher Number 1137 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 Numbers 1005, 1006, and 1007 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 1105, 1006, and 1007 for FY10-11; and Voucher Number 1137 for FY09-10.</b></p>	

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

### **D. Recommendation for Principal of C.C. Meneley Elementary School**

An interview panel consisting of Lisa Noonan, Superintendent; Lyn Gorrindo, Assistant Superintendent of Education Services; Holly Luna, Chief Financial Officer; and Rich Alexander, Assistant Superintendent of Human Resources, interviewed three candidates for the position of Principal of C.C. Meneley Elementary School. The candidates completed an in-basket activity, a video observation and evaluation, an interview, and performed a presentation for the panel.

Superintendent Noonan performed a thorough reference check on the candidates after the interviews were completed. As a result, Becky Rugger is being recommended to the Board as Principal of C.C. Meneley Elementary School.

She has a Masters Degree in Educational Leadership from University of Nevada, Reno, and a Bachelors Degree in Early Childhood Education and Elementary Education from the University of Northern Iowa, Cedar Falls, Indiana.

Ms. Rugger's background is:

2009-2010: District Director of Instructional Services and Principal, Alpine County, CA

2005-2009: Vice Principal, Douglas High School, Douglas County School District

2003-2005: Vice Principal, Carson Valley Middle School, Douglas County School District

1998-2003: Teacher, CCMES, Douglas County School District

**RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Becky Rugger as Principal of C.C. Meneley Elementary School.**

### **E. Personnel Report No. 10-09**

Listed on the attached Personnel Report No. 10-09 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. 10-09.**

### **F. Approval of Test Administration Guidebook: Procedures and Expectations for the 2010-2011 School Year**

Each district in the state has been required by the Nevada Department of Education to develop a test security manual. The manual's content needs to address test security issues related to the administration of state-required examinations. The District has also chosen to include district test security procedures in the manual as well. This document will be submitted to the Nevada Department of Education and the State Board of Education. District administrators are required to present this information to staff. Each staff member will receive a copy of the manual and will be required to sign an acknowledgement contained in the document that he/she understands the information presented.

**RECOMMENDATION: Approve the Douglas County School District Test Administration Guidebook: Procedures and Expectations for the 2010-2011 school year.**

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

### **G. Budget Adjustment Voucher for August 2010**

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

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

### **H. Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel for FY09-10**

DCSD has applied for grant funding under Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel. This grant continues the current 1/5<sup>th</sup> PERS service credit program for personnel in “hard to fill” positions and adds a cash incentive program for those personnel in “hard to fill” positions who do not qualify for the 1/5<sup>th</sup> PERS service credit and have a satisfactory performance evaluation. The Program Narrative for the grant is attached for your information. The cash incentive program was negotiated and agreed to by DCPEA through a Memorandum of Understanding.

**RECOMMENDATION: Approve the application for Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel.**

### **I. AB 56 Incident**

On August 31, 2010, an elementary school reported the use of an aversive for which corrective action was delineated as required under AB 56. 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.**

<b>3.</b>	<b>Award of Adult and Regular High School Diplomas Special Recognition</b>	<b>3:45 p.m.*</b>
	Dr. Noonan will recognize students for completing high school graduation. Adult and regular diplomas earned this summer will be awarded to 2010 graduates.	
<b>4.</b>	<b>Principal’s Report – (<i>Minden Elementary School</i>) Administrative Report/Program Review</b>	<b>4:00 p.m.*</b>
	Minden Elementary School Principal, Ken Stoll, will present a report on progress toward the goals of their School Improvement Plan.	
<b>5.</b>	<b>Report on DCSD Summer School Program for 2010 Administrative Report/Program Review</b>	<b>4:30 p.m.*</b>
	Mike Rechs, DCSD Summer School Administrator, will present to the members of the Board of Trustees an administrative report on the Douglas County School District Summer School/Credit Recovery program for 2010.	

<b>6.</b>	<b>Report on Adequate Yearly Progress Designations Administrative Report/Program Review</b>	<b>4:40 p.m.*</b>
	Brian Frazier, Director of Assessments, Grants, and Special Programs, will present the District's Adequate Yearly Progress designations to the Board of Trustees for the 2009-2010 school year.	
<b>7.</b>	<b>Executive Session</b>	<b>5:10 p.m.*</b>
	If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4).	

<b>8.</b>	<b>Ratification of Positive Action Review and Reduction in Force Language with the Douglas County Administrators Association (Discussion and Action)</b>	<b>5:40 p.m.*</b>
	The Douglas County Administrators Association, in a meet and confer process, reached a tentative agreement regarding changes to Board Policy No. 317, "Management Team;" Administrative Regulation No. 317, "Management Team Reduction in Force;" and Board Policy No. 318, "Positive Action Review – Administrative Personnel."	
	<b>RECOMMENDATION: Ratify the changes to Administrative Regulation 317 and accept for first reading the changes to Board Policy 317, "Management Team" and Board Policy 318, "Positive Action Review – Administrative Personnel."</b>	

<b>Public Comment:</b>		<b>6:00 p.m.</b>
	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.	

<b>9.</b>	<b>Board Formation of Subcommittee to review District Mission and Vision Statements Discussion and Action</b>	<b>6:10 p.m.*</b>
	Ms. Jamin will discuss with Board members the next steps they wish to take in forming a Board subcommittee on mission and vision statements.	
	<b>RECOMMENDATION: Provide direction as to a Board level committee.</b>	
<b>10.</b>	<b>First Reading of Administrative Regulation 812(a), "District Cellular Device Service Reimbursement Program" Information and Discussion</b>	<b>6:15 p.m.*</b>
	Holly Luna, Chief Financial Officer, will present and review a new addition to Administrative Regulations through No. 812(a), "District Cellular Device Service Reimbursement Program." The regulation covers guidelines for the reimbursement program, eligibility, and appropriate usage and procedures.	

<b>11.</b>	<b>EduJobs Application and Douglas County School District Plan Discussion and Action</b>	<b>6:25 p.m.*</b>
	Dr. Noonan will present recommendations for using the funds assigned to DCSD under the Education Jobs Bill (P.L. No III – 226). The \$1,137,284.00 is to be used for saving or creating education jobs.	
	<b>RECOMMENDATION: Approve the plan for use of EduJobs funds in DCSD.</b>	
<b>12.</b>	<b>Superintendent’s Report Administrative Report</b>	<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>13.</b>	<b>Selection of Board Member to Help Present at the Next State Board Meeting Information and Discussion</b>	<b>6:55 p.m.*</b>
	Teri Jamin, Board President, will inquire about a volunteer to represent the Board at the next State Board Meeting.	
<b>14.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>7:05 p.m.*</b>
	Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	
<b>15.</b>	<b>Correspondence</b>	<b>7:10 p.m.*</b>
<b>16.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>7:15 p.m.*</b>
	Input from Board Members	
<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)