

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, March 8, 2011
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 achieve excellence in education, character and citizenship.

Board of Trustees

Sharla Hales, President

Thomas Moore, Vice President

Karen Chessell, Clerk

Ross Chichester, Member

Randy Green, Member

Teri Jamin, 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, March 8, 2011
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	<p>A. Pledge of Allegiance B. Adoption of Agenda (Action) 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. 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 February 8, 2011 Attached are the Minutes of the Regular Board Meeting of February 8, 2011 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of February 8, 2011.</p>	
	<p>B. Accounts Payable Special Run Voucher Number 1019 and Regular Run Voucher Number 1020 for FY10-11 A complete list of payments contained in Special Run Voucher Number 1019 and Regular Run Voucher Number 1020 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 1019 and 1020 are available for review by the public at the Superintendent's office prior to the time of the meeting.</p>	
	<p>RECOMMENDATION: Approve payments contained in Voucher Numbers 1019 and 1020 for FY10-11.</p>	
	<p>C. Minutes of the Strategic Plan Meeting January 28, 2011 Attached are the Minutes of the Strategic Plan Meeting held January 28, 2011 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Strategic Plan Meeting held January 28, 2011.</p>	

Consent Items (Action) (Continued)

D. Personnel Report No. 11-03

Listed on the attached Personnel Report No. 11-03 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 -03.

E. Budget Adjustment Voucher for March 2011

A complete list of budget adjustment(s) by the Chief Financial Officer that occurred during the course of business for the month of March 2011 is provided for approval by the Board of Trustees as required by NRS 354.598005.

RECOMMENDATION: Approve budget adjustments as provided for March 2011.

F. Second Reading Board Policy No. 415, "Overtime Classified Non-Supervisory Personnel"

Proposed changes to Board Policy No. 415, "Overtime Classified Non-Supervisory Personnel," are provided for a second reading.

RECOMMENDATION: Approve for second reading Board Policy No. 415, "Overtime Classified Non-Supervisory Personnel."

G. Approval of Capital Fund Expenditure – Auto Chains for School Buses

The Board approved with the December Amendment, several capital purchases related to student transportation and safety related items, one of which was auto chains for all school buses. The District went to bid for this item, and received one bid from Insta-Chain which is recommended for Board approval.

RECOMMENDATION: Approve Business Services to expend \$61,311.80 payable to Insta-Chain, to equip all school buses with auto chain capability to improve student and driver safety. Funding to come from the Capital Projects Fund.

H. Change Order Request to Contract for Phase One Lock Installation

The first phase of the lock installation, at Pau-Wa-Lu Middle School and Scarselli Elementary School, has been completed providing a new level of security at both sites. During the installation, several incremental changes were required for additional components. Additionally, during installation several door openings at SES were noted to not meet fire code or were so badly damaged that replacement is recommended. The proposed replacement components have been verified with the local fire department to be code compliant. Staff does not recommend waiting for the Facilities' Master Plan phasing for this item at SES, and has requested change order pricing.

RECOMMENDATION: Approve Business Services to expend \$33,556.90 for additional components for the PWLMS and SES lock installations, as well as the door materials and labor at SES. Funding to come from the Bond Fund.

3.	Principal's Report – (Jacks Valley Elementary School) Administrative Report/Program Review	3:40 p.m.*
Jacks Valley Elementary School Principal, Pam Gilmartin, will present a report on progress toward the goals of their School Improvement Plan.		
4.	Annual Facilities' Master Plan Update Administrative Report/Program Review	4:00 p.m.*
<p>In April 2010, the Board approved a 10 year Facilities' Master Plan. Staff has revisited the site scoring tabulations, and updated each facility's scores with regards to condition and technology readiness. Additionally, given the changes in site scores, staff has recalculated the proposed budget associated with each site's renovations as originally calculated by MGT when submitting the FMP. Several discrepancies in proposed capacity and estimated construction costs have also been adjusted. Overviews have been provided to the Board for review, and will be posted to the District's Web site.</p> <p>Proposed next steps and an overview of Phase 1B and Phase 2 scheduling will be reviewed with the Board.</p>		
5.	Proposal for Phase II Facilities' Master Plan – Next Steps Discussion and Action	4:20 p.m.*
<p>Staff has prepared a proposal to begin Educational Specifications for Douglas High School, as well as a detailed, Site and Building Development - key first steps to begin Phase II of the FMP. SKW + Derickson facilitated the Elementary Educational Specifications utilized as the basis for the work now underway at GES and PHES, as well as the Visioning and Options Development process.</p> <p>It is staff's recommendation to continue to utilize SKW's in-depth knowledge of the District and their K-12 background, and extend their current contract with an option to develop the Douglas High School Educational Specifications, and the detailed Site and Building Development for DHS, with expenditures to be paid from the Bond Fund.</p> <p>RECOMMENDATION: Approve extended contract option in the amount of \$146,100 to SKW + Derickson to develop DHS School Educational Specifications, as well as the detailed Site and Building Development planning. Funding to come from the Bond Fund.</p>		
6.	Common Core Standards Administrative Report/Program Review	4:30 p.m.*
<p>The Douglas County School District will be using the state adopted Common Core State Standards to drive instruction. These new standards will replace all ELA and Math standards within the next three years. Kerry Pope, Director of Curriculum and Instruction, will present information regarding the Common Core State Standards and the rollout plan we will use in Douglas County. The presentation focus will be on Mathematics and is for informational purposes only.</p>		
7.	SpringBoard Pilot Results Discussion and Action	4:50 p.m.*
<p>The Superintendent will give a presentation on the results of the 12th grade English pilot for SpringBoard and an overview of its integration with the arrival of Common Core State Standards for English Language Arts.</p> <p>RECOMMENDATION: That the Board of Trustees approve the CollegeBoard's SpringBoard for senior English as the core material for Douglas County School District in grade 12.</p>		

8.	Budget Discussion Information and Discussion	5:10 p.m.*
<p>The Superintendent and Chief Financial Officer will provide a ‘first look’ at potential budget impacts for school year 2011-12. Although the legislature is not expected to recommend a final budget until the end of the Session, school districts must begin to prepare preliminary budgets.</p>		
Public Comment:		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>		
9.	Board Resolutions Discussion and Action	6:05 p.m.*
<p>The recent proposal to use Debt Service Funds to off-set revenue shortfalls in K-12 education’s general education could have serious unintended consequences. A discussion will take place regarding testimony given at recent hearings in the legislature.</p> <p>RECOMMENDATION: That the Board of Trustees considers a Resolution in opposition to the use of Debt Service Funds for general fund operations.</p>		
10.	Strategic Plan Update Administrative Report/Program Review	6:15 p.m.*
<p>The Superintendent will provide the Board with a draft of the updated Strategic Plan for 2011. Revised goals and high priority focus areas will be reviewed.</p>		
11.	ASPIRE Location for 2011-12 Discussion and Action	6:45 p.m.*
<p>Lyn Gorrindo, Assistant Superintendent of Education Services, and Holly Luna, Chief Financial Officer, will provide an overview of possible new locations for ASPIRE, Douglas County School District’s alternative program for the 2011-12 school year. A recommendation in support of the new location will be made by staff for final approval by the Board of Trustees.</p> <p>RECOMMENDATION: Provide staff direction in pursuing an alternative location for ASPIRE.</p>		
12.	George Whittell High School Four Day Week Update Discussion and Action	7:15 p.m.*
<p>The 2011 Legislative Session is faced with significant budget challenges. It will likely be June before school districts know the final impact on our available funds for the 2011-12 school year. Calendars, schedules and positions may all be affected by budgets in the next biennium. The Superintendent will lead a conversation that explains the reason for delaying the full review and analysis of the four day week schedule until next year.</p> <p>RECOMMENDATION: Approve George Whittell High School for continuation of the Four Day Week schedule for school year 2011-2012 pending outcome of the 2011 Legislative Session and renewal of related Memorandums of Understanding.</p>		

13.	Superintendent's Report Administrative Report	7:30 p.m.*
	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.	
14.	Nevada Association of School Boards (NASB) Report	7:45 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	
15.	Correspondence	7:50 p.m.*
16.	Possible Agenda Items for Future Board Meetings	7:55 p.m.*
	Input from Board Members	
17.	Closed Session: Consideration of a Level III Grievance and a Possible Meeting with the Board's Management Representative	8:00 p.m.*
	The Board, in its role as a fact finder, will convene in closed session pursuant to NRS 288.220(3) to hear a Level III grievance brought by Stacy Harrell, school counselor, objecting to the Superintendent's Level II decision regarding a Letter of Reprimand. The Board may also meet with its management representative pursuant to 288.220(4).	
18.	Decision in Open Session Regarding the Level III Grievance	
	The Board will reconvene in open session to possibly take action on the grievance described in Agenda Item 17.	
19.	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

Personnel Report Number 11-03
 Presented to the Board of Trustees for Approval on March 8, 2011

2010-2011 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL:				
Name	Position/Location	Effective Date	Salary	Replacing
None				
2010-2011 CLASSIFIED RESIGNATIONS:				
Name	Position/Location	Last Day Worked / End of Contract		
Shannon Dry	Special Ed IEP Aide – PHES	02-17-11	02-17-11	
Virginia Peterson	Benefits Coordinator – Human Resources	03-04-11	03-04-11	
2010-2011 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Caryn Harper	Special Ed IEP Aide – GES	Secretary II – GES	02-17-11	Raquel Johnson
2010-2011 CLASSIFIED TERMINATIONS				
Name	Position/Location	Effective Date		
None				
2010-2011 CLASSIFIED POSITIONS ENDING				
Name	Position/Location	Effective Date		
Susan Divird	Educational Tutor II – CCMES	02-28-11	02-28-11	

Certified Personnel

2010-2011 CERTIFIED HIRES / RESIGNATIONS / REQUEST FOR LEAVE (SHORT TERM):		
Name	Position/Location	School Year
None		