

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Wednesday, May 18, 2011  
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 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  
 Wednesday, May 18, 2011  
 3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<p>A. Pledge of Allegiance and JROTC Color Guard          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>JROTC Presentation and Inspection Award Recognition Special Recognition</b>	<b>3:40 p.m.*</b>
	<p>Dr. Noonan will recognize the Douglas High School JROTC Tiger Battalion for receiving the highest rank for inspection, "Honor Unit With Distinction."</p>	
<b>3.</b>	<b>Consent Items (Action)</b>	<b>3:45 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 April 12, 2011</b></p> <p>Attached are the Minutes of the Regular Board Meeting of April 12, 2011 for your review and approval.</p> <p style="background-color: black; color: white; text-align: center;"><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of April 12, 2011.</b></p>	
	<p><b>B. Minutes of the Special Meeting of March 30, 2011</b></p> <p>Attached are the Minutes of the Special Board Meeting of March 30, 2011 for your review and approval.</p> <p style="background-color: black; color: white; text-align: center;"><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of March 30, 2011.</b></p>	
	<p><b>C. Accounts Payable Regular Run Voucher Number 1026 and Special Run Voucher Numbers 1024 and 1025 for FY10-11</b></p> <p>A complete list of payments contained in Regular Run Voucher Number 1026 and Special Run Voucher Numbers 1024 and 1025 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 1024, 1025, and 1026 are available for review by the public at the Superintendent's office prior to the time of the meeting.</p> <p style="background-color: black; color: white; text-align: center;"><b>RECOMMENDATION: Approve payments contained in Voucher Numbers 1024, 1025, and 1026 for FY10-11.</b></p>	

## Consent Items (Action) (Continued)

### **D. Renewal and Approval of Alpine County Unified School District (ACUSD) Memorandum of Understanding (MOU) for School Year 2011-12**

Business Services requests the renewal of the MOU with ACUSD of the State of California. The agreement incorporates specific SPED designations, derivation of the tuition, verbiage regarding liabilities/responsibilities, and allows for reciprocity between the two Districts.

Last year the Board approved the option for billing by the District-wide allocation averages. The Board has been provided a copy of the proposed MOU for review.

Per NRS 392.010, the Nevada Superintendent of Public Instruction must annually review and approve this MOU. The MOU will also be subject to review and approval from ACUSD.

**RECOMMENDATION: Approve District-wide average basis for billing of tuition, as well as approve the requested MOU for reciprocal tuition with ACUSD contingent on Business Services receiving agreement and signed originals of the Agreement from ACUSD as well as the Nevada Superintendent of Public Instruction.**

### **E. Personnel Report No. 11-05**

Listed on the attached Personnel Report No. 11-05 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. 11-05.**

### **F. Budget Adjustment Voucher for April 2011**

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

**RECOMMENDATION: Approve budget adjustments as provided for April 2011.**

### **G. George Whittell High School Water Project Bid**

Approve request by Business Services to approve a contract award for the water system and asphalt pavement improvements at GWHS. This project derives from Douglas County requirements to improve the water main, valves, and tanks. This project will be paid for with Capital Project Funds, and is in alignment with the April 2011 Board approved 5 Year Capital Improvement Plan. The lowest and most responsive and responsible bidder was V&C totaling \$171,043.35.

**RECOMMENDATION: Approve request by Business Services to award a contract to V&C Construction, the lowest, most responsive and responsible bidder for the water system and asphalt pavement improvements at GWHS. The contract award is for \$171,043.35 and will be paid for from the Capital Fund.**

4.	<b>Principal's Report – (Pau-Wa-Lu Middle School) Administrative Report/Program Review</b>	<b>3:50 p.m.*</b>
Pau-Wa-Lu Middle School Principal, Keith Lewis, will present a report on progress toward the goals of their School Improvement Plan.		
5.	<b>First Reading Board Policy No. 809, "Transportation" Discussion and Action</b>	<b>4:10 p.m.*</b>
Dr. Noonan, Superintendent, will present recommended changes to Board Policy No. 809 "Transportation," to memorialize the temporary waiver approved by the Board at the November 2010 Board meeting to allow transportation for Kindergarten students to and from school if the approved bus stop is 10 or more miles from their zoned school site. The Policy was previously revised in June 1986.		
<b>RECOMMENDATION: Approve for first reading, Board Policy No. 809, "Transportation."</b>		
6.	<b>First Reading Board Bylaw No. 050, "Article V – Organization" Discussion and Action</b>	<b>4:25 p.m.*</b>
At the March 30, 2011 Special Meeting a Board Subcommittee reviewed Bylaw No. 050, "Article V - Organization" for possible revisions. Suggested changes and revisions are offered for approval.		
<b>RECOMMENDATION: Approve for first reading, Bylaw No. 050, "Article V – Organization."</b>		
7.	<b>First Reading Board Bylaw No. 060, "Article VI – Meetings" Discussion and Action</b>	<b>4:30 p.m.*</b>
At the March 30, 2011 Special Meeting a Board Subcommittee reviewed Bylaw No. 060, "Article VI - Meetings" for possible revisions. Suggested changes and revisions are offered for approval.		
<b>RECOMMENDATION: Approve for first reading, Bylaw No. 060, "Article VI – Meetings."</b>		
8.	<b>First Reading Board Bylaw No. 070, "Article VII – Code of Conduct" Discussion and Action</b>	<b>4:35 p.m.*</b>
At the March 30, 2011 Special Meeting a Board Subcommittee reviewed Bylaw No. 070, "Article VII – Code of Conduct" for possible revisions. Suggested changes and revisions are offered for approval.		
<b>RECOMMENDATION: Approve for first reading, Bylaw No. 070, "Article VII – Code of Conduct."</b>		
9.	<b>Health Insurance Advisory Committee Update Discussion and Action</b>	<b>4:40 p.m.*</b>
Included in the April Tentative Budget were two proposed premium holidays from DCSD's Self-Insured Health Insurance Fund – one in FY10-11 and the other in FY11-12. The Health Advisory Committee reviewed this recommendation at the April 26, 2011 meeting. Holly Luna, CFO, will review recommendations with the Board.		
<b>RECOMMENDATION: No separate action at this time. This will be addressed within the scope of the Adoption of the FY11-12 Final Budget.</b>		

<b>10.</b>	<b>Public Hearing on the District's 2011-2012 Tentative Budget and Adoption of 2011-2012 Final Budget Discussion and Action</b>	<b>5:00 p.m.*</b>
<p>At the Board meeting held on April 12, 2011 the Staff and Superintendent thoroughly discussed with the Board a proposed 2011-2012 Tentative Budget. At the meeting, Staff and Superintendent informed the Board that the proposed 2011-2012 Tentative Budget had been carefully constructed to include all known revenues and expenditures anticipated for 2011-2012.</p> <p>Due to the on-going budget discussions under review at the Legislature, revenues had not been finalized at a state and local level for the Tentative Budget as presented at the April Board Meeting. No revised estimates have been provided, and as such the revenue estimates are unchanged from the Tentative Budget as presented at the April Board Meeting.</p> <p>However, based on Board input at the April Board Meeting, revised expenditures for the General Fund have been prepared with the following changes: revisions to specific certified and classified positions previously identified as RIFs, as well as reduction in athletics offset by an increase in Board Intervention Funds.</p> <p>Included in each Board Member's agenda packet is a summary of the revised Tentative General Fund appropriation highlights, as well as a revised Tentative Budget presented in its entirety. (Copies of the General Fund summary as well as all Funds will be available at the meeting for all interested parties).</p> <p>Due to the "hold harmless" provisions contained in the Nevada School Funding Plan (beginning 2008-2009, enrollment is evaluated – current year and previous year – and funded at highest assessed enrollment), FY2011-2012 final budget is built on the weighted enrollment of the current 2010-2011 school year of 6,117.4 pupils (excludes transfers out). The District is again anticipating weighted enrollment to decline in 2011-2012 to 5,984.8 pupils (excludes transfers out).</p> <p>The revised Tentative Budget, as presented, has a combined property tax rate of \$.8500 per \$100 of assessed valuation, \$.7500 in the District's general fund as required by State law and \$.1000 in the District's Debt Service Fund. The total combined tax rate of \$.8500 is the same rate as the previous year.</p> <p>Staff will be prepared to discuss the revised Tentative Budget, and answer questions that the Board may have related to these matters.</p>		
<b>RECOMMENDATION: Following a public hearing, adopt the revised Tentative Budget as Final for 2011-2012.</b>		

<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>11.</b>	<b>Closing Audit Agreement Discussion and Action</b>	<b>6:05 p.m.*</b>
	Holly Luna, CFO, will review with the Board a Closing Audit Agreement from the 2009 audit conducted by the IRS.	
	<b>RECOMMENDATION: Accept the recommended audit agreement, and direct the Board Clerk to sign the letter on behalf of the Board.</b>	
<b>12.</b>	<b>Superintendent's Report Administrative Report</b>	<b>6:10 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>Nevada Association of School Boards (NASB) Report</b>	<b>6:20 p.m.*</b>
	Cynthia Trigg will present details of NASB accomplishments, current issues, and goals.	
<b>14.</b>	<b>Correspondence</b>	<b>6:25 p.m.*</b>
<b>15.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>6:30 p.m.*</b>
	Input from Board Members	
<b>16.</b>	<b>Closed Session</b>	
	The Board will recess to closed session in order to discuss matters pertaining to negotiations pursuant to NRS 288.220(4).	
<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)

**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>
None				
<b>2010-2011 CLASSIFIED RESIGNATIONS</b>				
<b>Name</b>	<b>Position</b>	<b>Last Day Worked / End of Contract</b>		
Eric Ristine	Information Systems Manager – Computer Services	04-15-11	04-15-11	
Sean Taylor	Computer Systems Analyst – Computer Services	05-06-11	05-06-11	
Lauren Tucker	Special Ed IEP Aide – SES	05-13-11	05-13-11	
Kimberly Saucedo	Bus Driver – Valley Transportation	05-13-11	05-13-11	
<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>
Nikki Bertone	Bookkeeper/Payroll – Business Services	Bookkeeper /Payroll & Benefits – Human Resources	04-01-11	Virginia Peterson
<b>2010-2011 CLASSIFIED POSITIONS ENDING</b>				
<b>Name</b>	<b>Position</b>	<b>Effective Date</b>		
Michele Byington	Hearing Interpreter – Community Preschool / ZCES (3.0 hrs)	04-27-11		
<b>2011-2012 LEAVE OF ABSENCE</b>				
<b>Name</b>	<b>Position</b>	<b>Last Day Worked / End of Contract</b>		
Mary Jo Palmer	Bus Driver – Valley Transportation	06-30-11	06-30-11	
<b>2010-2011 CLASSIFIED RETIREMENTS</b>				
<b>Name</b>	<b>Position</b>	<b>Last Day Worked / End of Contract</b>		
Carla Kacirek	Special Ed IEP Aide – DHS	02-28-11	02-28-11	
Linda Lopez	Secretary II – Student Nutrition Program	04-12-11	04-12-11	
Richard Spence	Bus Driver – Valley Transportation	06-30-11	06-30-11	
Margaret Herman	Bus Driver – Valley Transportation	06-30-11	06-30-11	
Larry Wilson	Custodian – CVMS	06-30-11	06-30-11	
<b>2011-2012 CLASSIFIED POSITIONS ELIMINATED</b>				
<b>Name</b>	<b>Position</b>	<b>Effective Date</b>		
Karen Myers	Senior Library Media Technician – MES	07-31-11		
Angela Wold	Senior Library Media Technician – PHES	07-31-11		
Ruth Cummins	Library Assistant – DHS	08-31-11		
Mark Gruver	Classroom Aide – ASPIRE	08-31-11		
Dana Killion	EDK Aide – SES	07-31-11		
Leslie Myers	Clerk Typist – CVMS	08-31-11		
Greg John	Security Person – CVMS	08-31-11		
Ken Moore	Security Person – DHS	08-31-11		
Terry Meath	Security Person – DHS	08-31-11		



**Certified Personnel**

CERTIFIED REQUEST FOR LEAVE (SHORT TERM)		
Name	Position/Location	Dates
Dena Tompson	Teacher/CCMES	4/29/11
Mikell Peacock	Teacher/ZCES	4/25/11
Leslie Campbell	Teacher/SES	6/6/11
Alecia Shackleton	Teacher/WHS	5/9/11 2.5 Hours
Jennifer Caires	Teacher/GES	6/6/11
Breanne Sarrow	Teacher/JVES	5/12/11 .5
Linda Lipovsky	Teacher/ GES	6/3/11
CERTIFIED RETIREMENT		
Name	Position/Location	
Dennis Murphy	Teacher/DW	
Don Frensdorff	Teacher/PWLMS	
Linda Ladendorff	SpEd/CCMES	
Karen Pavlakis	Teacher/PHES	
Garth Pintler	Teacher/PWLMS	
David Vasick	Teacher/PWLMS	
Barbara Kampstra	Speech Path/DW	
2010-2011 CERTIFIED RESIGNATIONS		
Name	Position/Location	
Katie Green	SpEd/CVMS	
CERTIFIED RIF		
Name	Position/Location	School Year
Christine Crawshaw	Teacher/CCMES	2011-2012
Dena Tompson	Teacher/CCMES	2011-2012
Danielle Esquivel	Teacher/DHS	2011-2012
Breanne Sarrow	Teacher/JVES	2011-2012
Sara Tomlin	Teacher/CVMS	2011-2012

Personnel Report Number 11-05  
 Presented to the Board of Trustees for Approval on May 18, 2011

CERTIFIED RIF (Continued)		
Kathy Bluethman	Dean/AD/WHS	2011-2012
Sarah Stewart	Teacher/ZCES	2011-2012
Mary Kay Dale	Teacher/JVES	2011-2012
Jennifer Glick	Teacher/CVMS	2011-2012
Roxanne Usher	Teacher/MES	2011-2012
Amy Peraldo	Teacher/PHES	2011-2012
Rod Smalley	Teacher/PHES	2011-2012
Jennifer Caires	Teacher/GES	2011-2012
Chelsey Hawkins	Teacher/GES	2011-2012
Jamie Peters	Teacher/DW	2011-2012
Valerie Wilkinson	Teacher/SES	2011-2012
Rebecca Thompson	Teacher/PWLMS	2011-2012
Alisha Cummins	Teacher/CCMES	2011-2012
Debra Harris	Teacher/DHS	2011-2012
Alecia Shackleton	Teacher/WHS	2011-2012
Amy Sando	Teacher/DHS	2011-2012
Sarah Holland	Teacher/CVMS	2011-2012
Lynn Keasling	Teacher/SES	2011-2012
Kathryn Carr	Teacher/DHS	2011-2012
Karena Merrithew	Teacher/CCMES	2011-2012
Lori Korzeniewski	Teacher/DHS	2011-2012
Cathy Wendell	Teacher/JVES	2011-2012
Melissa Miller	Teacher/CCMES	2011-2012
Jacklynn Michelle Norris	Teacher/PHES	2011-2012
Aubrey McDonald	Teacher/ZCES	2011-2012
Cynthia Patmont	Teacher/MES	2011-2012
Kathleen Regan	Teacher/PHES	2011-2012
Denise Bickmore	Teacher/PHES	2011-2012
Dave Giorgi	Teacher/JVES	2011-2012
Sharon Fast-Yurtinus	Teacher/CCMES	2011-2012
Charles Pope	Teacher/ASPIRE	2011-2012