

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, September 13, 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. While the Board may impose reasonable restrictions on the time, place and manner of public comments, it may not restrict comments based on viewpoint. Board meetings are generally 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 13, 2011
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
<p>A. Pledge of Allegiance B. Adoption of Agenda (For Possible 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 (For Possible 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 August 9, 2011</p> <p>Attached are the Minutes of the Regular Board Meeting of August 9, 2011 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 9, 2011.</p>		
<p>B. Budget Adjustment Voucher</p> <p>A complete list of budget adjustments, made by the Chief Financial Officer that occurred during the course of business for the month of August 2011, is provided for approval by the Board of Trustees as required by NRS 354.598005.</p>		
<p>RECOMMENDATION: Approve budget adjustments as provided for August 2011.</p>		
<p>C. Accounts Payable Voucher Number 1034 and 1035 for FY10-11; and Voucher Numbers 1203 and 1204 for FY11-12;</p> <p>A complete list of payments contained in Voucher Numbers 1034 and 1035 for FY10-11; and Voucher Numbers 1203 and 1204 for FY11-12 are provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1203, 1204, 1034 and 1035 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 1034 and 1035 for FY10-11; and Voucher Numbers 1203 and 1204 for FY11-12.</p>		

Consent Items (For Possible Action) (Continued)

D. Second Reading Board Policy and Administrative Regulation No. 702, "Gifts, Grants, and Donations"

Board Policy and Administrative Regulation No. 702, "Gifts, Grants, and Donations," are provided for a second reading.

RECOMMENDATION: Approve for second reading, Board Policy No. 702, "Gifts, Grants, and Donations."

E. Approval of Test Administration Guidebook: Procedures and Expectations for the 2011-2012 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 2011-2012 school year.

F. Personnel Report No. 11-09

Listed on the attached Personnel Report No. 11-09 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. 11-09.

G. Second Reading, Board Policy No. 215, "Instructional Field Trips"

Board Policy and Administrative Regulation No. 215, "Instructional Field Trips," are provided for a second reading.

RECOMMENDATION: Approve for second reading, Board Policy No. 215, "Instructional Field Trips."

H. Recommendation for Vice Principal, Douglas High School

An interview panel consisting of Marty Swisher, Principal, Michele Curtis, school secretary, Vanessa Ozolins, counselor, Kelly Lusardi, teacher, Tom Morgan, Vice Principal, and Rich Alexander, Assistant Superintendent of Human Resources, interviewed four candidates for the position of Vice Principal at Douglas High School. The candidates completed an in-basket activity, a video observation and evaluation, an interview, and performed a presentation for the panel.

Mr. Alexander recommended a final candidate to Lisa Noonan who conducted her own interview with the finalist. As a result, Michael Rechs is being recommended to the Board as Vice Principal for Douglas High School.

Consent Items (For Possible Action) (Continued)

H. Recommendation for Vice Principal, Douglas High School (Continued)

Michael has a B.A. degree in Social Science for Teaching from San Diego State and a M. Ed. degree in administration from Grand Canyon University. He is licensed in Nevada for school administration.

His experience includes:

1999-Present: Social Studies Teacher at Carson Valley Middle School

2010-2011: Summer School Principal

RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Michael Rechs as Vice Principal of Douglas High School for the 2011-2012 school year.

I. Recommendation for Information Technology Manager

An interview panel consisting of Heidi Downs and Becca Winter, Computer Specialists; Cathy Denson, Transportation Supervisor; Bob Been, Principal; Kirk Turner, retired Information Technology Manager from Washoe County School District; Holly Luna, CFO; and Lisa Noonan, Superintendent; interviewed four candidates for the position of Information Technology Director.

As a result, Dr. Noonan is recommending John Endter for the position.

John has a BSME degree in Mechanical Engineering from San Jose State University.

His experience includes:

2001-Present: Business Owner, E Squared C, Minden

1999-2001: Information Systems Manager for Douglas County

1998-1999: Information Systems Manager for the Nevada State Department of Information

RECOMMENDATION: Accept the recommendation of the Superintendent and appoint John Endter as Information Technology Manager for the 2011-2012 school year.

J. Recommendation for Project Manager

An interview panel consisting of Joe Gabica, Director of Capital Projects, Planning and Design for Washoe County School District; Fred Drees, retired Chief Safety/Traffic Engineer NDOT; Gary Cullen, Supervisor for Grounds and Maintenance; Rommy Cronin and Shannon Brown, Principals; Holly Luna, CFO; and Lisa Noonan, Superintendent; interviewed four candidates for the position of Project Manager.

As a result, Dr. Noonan is recommending David Scott McCullough for the position.

Mr. McCullough holds a Bachelor of Science degree in Construction Management from California State University at Chico.

His experience includes:

1999-Present: Project Manager for Douglas County

1998-1999: Project Manager for Western Nevada Properties, Minden

1992-1998: Superintendent for Western Nevada Properties, Minden

RECOMMENDATION: Accept the recommendation of the Superintendent and appoint David Scott McCullough as Project Manager for the 2011-12 school year.

Consent Items (For Possible Action) (Continued)

K. Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel for FY11-12

DCSD has applied for grant funding under Assembly Bill 1: Grant Fund for Incentives for Licensed Educational Personnel. This grant continues the current 1/5th 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 1/5th PERS service credit and have a satisfactory performance evaluation. 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.

3.	Introductions of New Personnel and Employee Recognition Special Recognition	3:40 p.m.*
	Dr. Noonan will introduce the newly hired Vice Principal for Douglas High School and the Information Technology Director. The Board will recognize three DCSD employees for their participation in special events this summer. Denise Higgins from the District’s Nutrition Services Department, Steve Rooney and Mike Steele from the District’s Transportation Department.	
4.	Award of High School Diplomas Special Recognition	3:45 p.m.*
	Dr. Noonan will recognize students for completing high school graduation. Adult and regular diplomas earned this summer will be awarded to 2011 graduates.	
5.	Principal’s Report – (<i>Minden Elementary School</i>) Administrative Report/Program Review	4:05 p.m.*
	Minden Elementary School Principal, Ken Stoll, will present a report on progress toward the goals of their School Improvement Plan.	
6.	Report on Summer School Program for 2011 Administrative Report/Program Review	4:25 p.m.*
	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 2011.	
7.	Facilities’ Master Plan Phase 1A, Piñon Hills Elementary School – Request for Additional Funding (Discussion and for Possible Action)	4:45 p.m.*
	Staff is requesting additional funding in the form of change orders to the original contract for work outside the Guaranteed Maximum Price (GMP) with the contractor, CORE Construction Services, Inc. The additional work includes safety items, landscaping, carpeting, and an additive boiler loop. Funding will be attributable to the Bond Fund. Staff will be present to answer questions regarding this matter.	
	RECOMMENDATION: Authorize Business Services to proceed with change orders to the CMAR contract with CORE on a not-to-exceed basis of \$86,944.00 with funding attributable to the Bond Fund.	

8.	Report on Adequate Yearly Progress Designations (Administrative Report/Program Review)	4:55 p.m.*
	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 2010-2011 school year.	
9.	First Reading Board Policy and Administrative Regulation No. 207A, "Service Animals" (Discussion and For Possible Action)	5:25 p.m.*
	The Assistant Superintendent will review recommended changes to Board Policy and Administrative Regulation No. 207A, "Service Animals."	
	RECOMMENDATION: Approve for first reading, Board Policy No. 207A, "Service Animals."	
Public Comment:		6:00 p.m.
	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.	
10.	First Reading Board Policy and Administrative Regulation No. 713, "Animals On District Property" (Discussion and For Possible Action)	6:05 p.m.*
	The Assistant Superintendent for Education Services will review a new Board Policy and Administrative Regulation No.713, "Animals on District Property."	
	RECOMMENDATION: Approve for first reading, Board Policy No. 713, "Animals on District Property."	
11.	Superintendent's Report Administrative Report	6:15 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.	
12.	Nevada Association of School Boards (NASB) Report	6:20 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues, and goals.	
13.	Correspondence	6:25 p.m.*
14.	Possible Agenda Items for Future Board Meetings	6:30 p.m.*
	Input from Board Members	
15.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives 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. Items on the Agenda may be taken out of order. The Board of Trustees may combine two or more agenda items for consideration, and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Generally speaking, the item will be heard no earlier than the time indicated.

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.

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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

Classified Personnel

2011-2012 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL

Name	Position/Location	Effective Date	Salary	Replacing
Rebecca Mitchell	Assistant Cook – JVES	08-17-11	14EE1	Michelle Garcia
James Simpson	Special Ed IEP Aide – JVES	08-17-11	14EE2	New Position
Teresa Tompkins	Special Ed IEP Aide – PWLMS	08-22-11	14EE4	Janet Martin
Brittany Voss	Special Ed IEP Aide – PWLMS	08-22-11	14EE1	Tracey Shepherd
Annette Parsons	Special Ed IEP Aide – JVES	08-17-11	14EE5	New Position
Shannon Dry	Special Ed IEP Aide – PHES	08-17-11	11EE2	Mark Gruver
Tanya Miles-Orozco	Special Ed IEP Aide – GES	08-17-11	11EE2	New Position
Nichole Harrison	Cashier Helper II – CCMES	08-17-11	12EE1	Lisa Berg
John Endter	Director – Information Technology	08-29-11	E(EE)5	Eric Ristine
Kelley Welykholowa	Special Ed IEP Aide – JVES	08-17-11	14EE2	New Position
Michael Steele	Bus Driver – Valley Transportation	08-17-11	EE1	Kimberly Saucedo
Jerry Palmer	Bus Driver – Valley Transportation	08-17-11	EE2	New Route (Title 1)
Jack White	Teacher Assistant – Tahoe Detention Center	08-15-11	31EE2	Mike Kimball (certified)
Daniel Hyden	School Computer Technician – CCMES	08-17-11	23EE1	Mark Johnson
Brooke Wood	Special Ed IEP Aide – JVES	08-17-11	14E2	New Position
Kevin Murry	Custodian – District Wide Rover	08-29-11	23EE1	Tim Grove
Brittani Brooks	Special Ed IEP Aide – GES	08-23-11	14EE1	New Position
Scott McCullough	Project Manager – District Wide	09-30-11	EE5	New Position
Michael Mitchell	Custodian – JVES	09-01-11	23EE1	Joedy Brocchini

2011-2012 CLASSIFIED RESIGNATIONS

Name	Position	Last Day Worked / End of Contract	
Joedy Brocchini	Custodian – JVES/PWLMS	08-26-11	08-26-11
Mark Gruver	Special Ed IEP Aide – PHES	06-06-11	07-31-11
Shari Baughman	Substitute Coordinator – Human Resources	09-02-11	09-02-11

2011-2012 CLASSIFIED TERMINATIONS

Name	Position/Location	Effective Date
Marci Appleton	Secretary II – ASPIRE/PDC	08-10-11

2011-2012 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Randy Thiele	Rover Custodian – District Wide	Custodian – JVES	08-11-11	Ray Steel
Nancy Pieters	Special Ed IEP Aide – PWLMS	Program Aide – JVES	08-22-11	Janet Martin
Lisa Young	Educational Tutor II – GES (3.5 hrs)	Educational Tutor II - GES (7.0 hrs)	08-17-11	N/A
Debra Hyden	Classroom Aide – PWLMS	Secretary II – ASPIRE/PDC	09-12-11	Marci Appleton
Michelle Curtis	Secretary I – DHS	Help Desk Technician – Information Technology	TBD	Mercedez Cueva

2011-2012 CLASSIFIED RETIREMENTS		
Name	Position	Last Day Worked / End of Contract
Janice Moore	Cashier Helper	09-09-11

Certified Personnel

CERTIFIED REQUEST FOR LEAVE (SHORT TERM)		
Name	Position/Location	Dates
Melanie "Sunny" Cassidy-Perez	Reading Specialist/ZCES	9/2/11

CERTIFIED CHANGES		
Name	From Position/Location	To Position/Location
Michael Rechs	Teacher/CVMS	Vice Principal/DHS

CERTIFIED RESIGNATIONS	
Name	2011-2012 Position/Location
Kathy Bomba-Edgerton	Sec Lit Staff Trainer/PDC
Christopher Shorten	Teacher/CVMS

CERTIFIED HIRES	
Name	Position/Location
Jessica McLaren	SLP 1 YR/DW
Brooke Wood	.5 TOSA – 1 YR/JVES
Ana Porras	Teacher/CVMS
Heidi Tran	Teacher 1 YR/CVMS
Kathy Bomba-Edgerton	Sec Lit Staff Trainer/PDC
Bridget Hrica	Teacher/CVMS