

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, November 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. 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, November 8, 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 October 11, 2011 Attached are the Minutes of the Regular Board Meeting of October 11, 2011 for your review and approval.</p> | |
| | <p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of October 11, 2011.</p> | |
| | <p>B. Accounts Payable Special Run Voucher Number 1208 and Regular Run Voucher Number 1209 for FY11-12 A complete list of payments contained in Special Run Voucher Number 1208 and Regular Run Voucher Number 1209 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 1208 and 1209 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 Special Run Voucher Number 1208 and Regular Run Voucher Number 1209 for FY11-12.</p> | |
| | <p>C. Job Descriptions for Computer Specialist 2, Computer Systems Engineer and Network Engineer In an effort to increase efficiency and reduce costs, the District wishes to reduce one position in the Information Technology Department (formerly Computer Services) and add responsibilities to the remaining job descriptions adjusting salary accordingly. The reduction is the result of attrition and was not part of the RIF process. The employees have been consulted prior to this recommendation and it is supported by the Director of Information Technology and the Superintendent. The new job descriptions are attached.</p> | |
| | <p>RECOMMENDATION: Approve the new job descriptions for Computer Specialist 2, Computer Systems Engineer, and Network Engineer.</p> | |

Consent Items (For Possible Action) (Continued)

| |
|--|
| <p>D. Personnel Report No. 11-11</p> <p>Listed on the attached Personnel Report No. 11-11 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.</p> |
| <p>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 11-11.</p> |
| <p>E. Class Size Reduction</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>RECOMMENDATION: Authorize the District to continue to participate in the Class Size Reduction program using the Alternative Plan.</p> |

| | | |
|---|---|-------------------|
| 3. | <p>Employee Recognition (Special Recognition)</p> | 3:40 p.m.* |
| <p>The Board will recognize an employee for his contribution to Douglas County School District Goal Number 6, Implementing Effective and Efficient Systems. Bill Blumenthal, Custodial Supervisor, will be recognized for the continuous improvement of the custodial services department.</p> | | |
| 4. | <p>Principal's Report – (<i>Gardnerville Elementary School</i>) (Administrative Report/Program Review)</p> | 3:45 p.m.* |
| <p>Gardnerville Elementary School Principal, Shannon Brown, will present a report on progress toward the goals of their School Improvement Plan.</p> | | |
| 5. | <p>Douglas High School Education Specifications Document (For Possible Action)</p> | 4:05 p.m.* |
| <p>An important step in moving forward with Phase 2A of the Facilities' Master Plan (FMP) is to develop a baseline guidance document. The "Ed Specs" are a communication tool that convey the needs of the educational professionals to the design professionals. The document has been created through the input and review of many staff members from site and district levels with the guidance of SKW Architects. It is important to understand, while the document is a guide that outlines the design intent of all modernization and capacity expansions to Douglas High School, the actual construction project proposed for Phase 2A will be a balance of the highest prioritized needs and available budget from bond funds. The Superintendent and staff will take the Board through an executive overview (highlights) and discussion, and will be available to answer questions.</p> | | |
| <p>RECOMMENDATION: Adopt the Douglas High School Education Specifications Document.</p> | | |

| | | |
|---|--|------------|
| 6. | CMAR Selection for PHASE 2A of the District's Facilities Master Plan (For Possible Action) | 4:25 p.m.* |
| <p>Business Services requests approval to begin contract negotiations with the selected Construction Manager At Risk (CMAR) candidate, Turner Construction, for the preconstruction services of Phase 2A Facilities Master Plan including modernizations and capacity expansions to Douglas High School. The construction phase(s) of the project will be funded by 2008 voter approved bond funding, and will result in a Guaranteed Maximum Price (GMP) proposed by the CMAR candidate for the construction of this project post project design. The GMP price will be brought before the Board for final approval at a later date once construction documents are 100% complete. The CMAR construction delivery method is regulated by NRS 338.169 - 1699, as well as the newly enrolled legislation of SB268, AB144, and AB574. This action item is solely intended for preconstruction services, and is subject to negotiations by Business Services with the CMAR.</p> <p>RECOMMENDATION: Approve request by Business Services to execute contract negotiations with the selected CMAR candidate, Turner Construction, for preconstruction services for Phase 2A Facilities Master Plan to include modernizations and capacity expansions to Douglas High school. The preconstruction contract is set at \$0, and there will not be any charges to the bond funds attributable to the CMAR during the preconstruction phase.</p> | | |
| 7. | Third Party Administrator Renewal – DCSD Self-Insurance Plan (For Possible Action) | 4:45 p.m.* |
| <p>The Advisory Insurance Committee has reviewed the proposal from the District's current Self-Insurance Plan Third Party Administrator (TPA), Hometown Health, and unanimously voted to present to the Board of Trustees a renewal contract for three years with a renewal date of 01/01/12. The proposed fixed administrative fees are as follows for the next three years on a per plan participant on an annual fee basis: Year 1 = \$18.52, Year 2 = \$19.41, Year 3 = \$20.34. Year 1 is 0% increase to current fees, and at a 4.8% increase each of the following years. The fees include all medical, dental and vision TPA fees.</p> <p>RECOMMENDATION: Allow Business Services to contract with Hometown Health for the next three years as the District's Self-Insurance Plan Third Party Administrator with the annual fees as presented.</p> | | |
| 8. | DCSD Self-Insurance Plan - Premium Rates (For Possible Action) | 4:50 p.m.* |
| <p>The Advisory Insurance Committee has reviewed various options for the District's Self-Insurance Fund premium rates based on the last 12 months of claims data, along with actuarial analysis and guidance presented by the District's Insurance Brokers, LP Insurance Services. Various options have been reviewed and discussed over the last four committee meetings including changes in benefits, changes in premium rates and the equitable distribution of said rates, utilization of the unrestricted fund balance of the Self-Insurance Fund, effects of the Health Care Reform Act, effects of the past and upcoming Premium Holidays to the unrestricted fund balance of the Self-Insurance Fund, potential</p> | | |

| | | |
|---|--|-------------------|
| 8. | DCSD Self-Insurance Plan - Premium Rates (Continued) (For Possible Action) | |
| <p>effects to the change in the plan population due to the recent revamping of the Public Employees Benefit Program (PEBP) where several hundred District retirees currently participate, potential effects to the General Fund if premiums paid by the employer are increased, etc. The Committee voted 5 to 3 to resolve the setting of the premium rate first during negotiations prior to the Advisory Committee members determining how to best utilize that set premium rate to deliver the benefit package to the plan users. Committee members will be present to answer questions that the Board may have.</p> | | |
| <p>RECOMMENDATION: Board to review with potential action on the following: Committee voted 5-3 to allow negotiations to resolve the employer paid premium, with the benefit levels and benefit package to be subsequently determined by the Committee once the employer paid premium rate is established.</p> | | |
| 9. | DCSD Property Located at 1900 Echo Drive in Stateline, NV (Former Kingsbury Middle School) (For Possible Action) | 5:05 p.m.* |
| <p>Under NRS 393.220, the Board of Trustees shall have the power to sell, rent or lease such real property, whether acquired by purchase, dedication or otherwise when the board of trustees of a school district determines that the sale, rental or lease of real property belonging to the school district is necessary for the best interests of the school district. The Superintendent will discuss options and next steps with the Board.</p> | | |
| <p>RECOMMENDATION: That the Board of Trustees decide whether to list the property for sale at this time.</p> | | |
| 10. | Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2011 (For Possible Action) | 5:35 p.m.* |
| <p>Included in each Board Member's agenda packet is a copy of the 2010-11 independent financial audit report covering all district funds. David Silva, Zeth Macy, and Jason Bullard, CPAs representing the firm of Schettler, Macy & Silva, LLC, audited the District's financial statements, and will highlight specific items within the audit report and answer questions regarding the audit. The report presents the District's audited financial position as of June 30, 2011, and the results of financial operations for same. The auditors found no material problems during the course of their audit and, therefore, made no material recommendations. Additionally, there were no findings attributable to the fiscal year 2010-11.</p> | | |
| <p>For the fiscal year ended June 30, 2011, the District's General Fund unreserved ending fund balance decreased by \$99,242 from \$5,446,806 at June 30, 2010 to \$5,347,563 at June 30, 2011. However, \$2,865,613 of the fund balance, or 53.6%, is restricted or assigned to eliminate a projected budgetary deficit for the 2012 fiscal year. The June 30, 2011 unreserved ending balance was 10.9% of the funds expended, or \$47,989,260, up from 10.8% last year on expenditures of \$49,209,564.</p> | | |
| <p>For the fiscal year ended June 30, 2011, the District's Special Education Fund unreserved ending fund balance decreased by \$319,959 from \$765,725 at June 30, 2010 to \$445,766 at June 30, 2011. The June 30, 2011 unreserved ending balance was 6.6% of the funds expended, or \$6,738,815, down from 11.3% last year on expenditures of \$6,774,783.</p> | | |

| | | |
|------------|---|--|
| 10. | Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2011 (Continued) (For Possible Action) | |
| | In general, the District ended the year in a satisfactory fiscal environment. As a result, the District ended 2010-11 in sound financial condition with fund balances in line with Board Policy and sound financial management standards. | |
| | RECOMMENDATION: Approve the 2010-2011 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624. | |

| | |
|---|------------------|
| 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. | |

| | | |
|------------|---|-------------------|
| 11. | Discussion on Student Surveys Providing Feedback to Teachers (Information and Discussion) | 6:05 p.m.* |
| | Last year a pilot project took place with students at the secondary level completing surveys about their teachers. The information was given to the teachers for their review. The purpose of this item is to discuss the pros and cons to conducting a mandatory survey of all or some students in order to provide feedback to teachers and/or administrators. The District administration is asking for indications as to what the Board sees as the next steps in this process. | |
| 12. | Superintendent's Report (Administrative Report) | 6:35 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. | |
| 13. | Nevada Association of School Boards (NASB) Report | 6:40 p.m.* |
| | Cynthia Trigg will present details of NASB accomplishments, current issues and goals. | |
| 14. | Correspondence | 6:45 p.m.* |
| 15. | Possible Agenda Items for Future Board Meetings | 6:50 p.m.* |
| | Input from Board Members | |
| 16. | Closed Session | |
| | The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4). | |
| 17. | 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.

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 P.O. Box 1888, Minden, Nevada, 89423, or by calling 782-5135, so that such notification is received at least twenty four (24) hours prior to the meeting.

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 |
| Alyssa Park | Classroom Aide – PHES (One Year) | 10-14-11 | 14EE1 | New Position |
| Tracey Kumagai | Secretary I – DHS | 10-26-11 | 23EE1 | Andi Navin |
| Elizabeth Biasotti | School Computer Technician – GES | 10-17-11 | 23EE1 | Susan King |
| Diana Bolton | Bus Driver – Valley Transportation | 10-17-11 | EEP | Jerry Palmer |
| Kim Jackson-Leo | Bus Driver – Valley Transportation | 10-17-11 | EEP | Cathy Tison |
| 2011-2012 CLASSIFIED RESIGNATIONS | | | | |
| Name | Position Location | Last Day Worked / End of Contract | | |
| Brooke Wood | Special Ed IEP Aide – JVES | 10-21-11 | 10-21-11 | |
| Kelley Welykholowa | Special Ed IEP Aide – JVES | 10-27-11 | 10-27-11 | |
| Jon Van Pelt | School Computer Technician – PHES | 11-14-11 | 11-14-11 | |
| 2011-2012 CLASSIFIED CHANGES | | | | |
| Name | Former Position/Location | New Position/Location | Effective Date | Replacing |
| Rene Bidart | Classroom/Playground Aide – MES | Clerk Typist – ASPIRE | 11-01-11 | New Position |
| Michelle Galliett | Classroom/Playground Aide – MES (3.0 hrs) | Classroom/Playground Aide – MES (3.5 hrs) | 10-31-11 | N/A |
| 2011-2012 CLASSIFIED TERMINATIONS and RETIREMENTS | | | | |
| Name | Position/Location | Effective Date | | |
| None | | | | |

Certified Personnel

| CERTIFIED REQUEST FOR LEAVE (SHORT TERM) | | | |
|--|---------------------|-------------|------------|
| Name | Position/Location | Date | Action |
| Christine Groman | Teacher/CVMS | 9/29/11 | Unforeseen |
| CERTIFIED HIRES | | | |
| Name | Position/Location | School Year | |
| Ashley Sullivan | 1 YR DW TOSA/MES | 2011-2012 | |
| Mary Beilstein | .5 1 YR DW TOSA/GES | 2011-2012 | |