

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, December 13, 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, December 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 November 8, 2011 Attached are the Minutes of the Regular Board Meeting of November 8, 2011 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 8, 2011.</p>	
	<p>B. Accounts Payable Special Run Voucher Number 1210 and Regular Run Voucher Number 1211 for FY11-12 A complete list of payments contained in Special Run Voucher Number 1210 and Regular Run Voucher Number 1211 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 1210 and 1211 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 1210 and Regular Run Voucher Number 1211 for FY11-12.</p>	
	<p>C. Personnel Report No. 11-12 Listed on the attached Personnel Report No. 11-12 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. 11-12.</p>	

Consent Items (For Possible Action) (Continued)

<p>D. Annual Renewal – Stop Loss Insurance</p> <p>Included in each Board Member’s agenda packet is a copy of the Renewal and Marketing Analysis for the District’s self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to staff recommendation of renewal.</p>		
<p>RECOMMENDATION: Allow Business Services to approve the annual renewal of stop loss insurance for the District’s self-funded health insurance plan with HM Life at a stop loss level of \$175,000 with a \$0 Laser Deductible at a premium of \$521,000.</p>		
3.	<p>Special Recognition (Special Recognition)</p>	3:40 p.m.*
<p>The Douglas High School Madrigal singers will join us to perform two songs for the Board.</p>		
4.	<p>Principal’s Report – (Douglas High School) (Administrative Report/Program Review)</p>	3:55 p.m.*
<p>Douglas High School Principal, Marty Swisher, will present a report on progress toward the goals of their School Improvement Plan.</p>		
5.	<p>Review and Update of the District’s Five Year Capital Improvement Plan for 2011-2012 (For Possible Action)</p>	4:15 p.m.*
<p>In preparation for the Amendment of the District’s 2011-2012 Budget, Business Services would like to review with the Board a modified five-year capital improvement plan.</p> <p>Included in each Board Member’s agenda packet is the aforementioned revised five-year capital improvement plan. The plan has been revised principally to accommodate revised cash flow timing and cost estimates of certain projects. The Information Technology Support lines have been specifically revised to include current updates from the new Director of IT.</p> <p>Staff will provide detailed explanations and rationale for proposed changes to the updated Five Year Capital Improvement Plan, and answer any questions that the Board may have.</p>		
<p>RECOMMENDATION: Approve updated FY2011-2012 Five Year Capital Improvement Plan as recommended by Business Services.</p>		
6.	<p>Consideration of 2011-2012 Budget Augmentations/Amendments (For Possible Action)</p>	4:30 p.m.*
<p>Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1 of each year. In accordance with Nevada Revised Statutes and Nevada</p>		

6.	Consideration of 2011-2012 Budget Augmentations/Amendments (Continued) (For Possible Action)	
<p>Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2011-2012 budgets:</p> <p><u>No. 11-04</u> "Resolution to Amend the General Fund Budget for the 2011-12 Fiscal Year"</p> <p><u>No. 11-05</u> "Resolution to Augment and/or Amend Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2011-12 Fiscal Year"</p> <p><u>No. 11-06</u> "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2011-12 Fiscal Year"</p> <p>Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2011-2012 budget changes in detail, and answer Board Members' questions.</p>		
<p>RECOMMENDATION: Adopt each Resolution independently as proposed.</p> <ul style="list-style-type: none"> - Adopt Resolution No. 11-04 in its entirety - Adopt Resolution No. 11-05 in its entirety - Adopt Resolution No. 11-06 in its entirety. 		
7.	Closed Session	5:00 p.m.*
<p>The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).</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>		
8.	First Reading of Recommendations for Redistricting (For Possible Action)	6:05 p.m.*
<p>Following a census year, the Board of Trustees will review updated population data for the County and will review current districting for any appropriate revisions.</p>		
<p>RECOMMENDATION: That the Board of Trustees give preliminary approval to the recommended redistricting of Board Member boundaries.</p>		

9.	Douglas High School Site Option Review Workshop (Information and Discussion)	6:25 p.m.*
Following input from the on-going reviews with the District and Site Committees, as well as input from the Board, site concepts for the Douglas High School modernization and expansion have been developed. The team will present the underlying goals and concepts that have contributed to these concepts, as well as the elements that have created the initial plan. The concepts will be open for discussion, and the team will be available to answer questions regarding this item and receive feedback from the Board.		
10.	Consideration and Approval of Interlocal Agreement (MOU) with Douglas County (For Possible Action)	6:55 p.m.*
The County seeks approval for an Interlocal Agreement with DCSD to utilize the District's Project Manager at an hourly pass-through rate on an annual basis with renewal options based on ability to coordinate with DCSD's anticipated project schedule.		
RECOMMENDATION: Approve Interlocal Agreement with County as presented, and allow the Superintendent (or her designee) to renew as appropriate per the agreement's parameters.		
11.	Superintendent Evaluation Cycle (For Possible Action)	7:05 p.m.*
The Board will decide if the Superintendent's annual evaluation shall be scheduled for December of each year.		
RECOMMENDATION: That the Board of Trustees select December as the month of year to hold the Superintendent's annual evaluation.		
12.	Superintendent Evaluation Scoring Process (For Possible Action)	7:15 p.m.*
The Board will review and discuss the scoring system for the Superintendent's annual evaluation.		
RECOMMENDATION: That the Board of Trustees may take action on any processes they wish to formalize the rating of the Superintendent's performance.		
13.	Superintendent Evaluation (For Possible Action)	7:35 p.m.*
The Board will evaluate the Superintendent's performance for calendar year 2011.		
RECOMMENDATION: That the Board of Trustees find the Superintendent's annual performance to be satisfactory or unsatisfactory.		
14.	Superintendent's Report (Administrative Report)	7:40 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.		
15.	Nevada Association of School Boards (NASB) Report	7:50 p.m.*
Several Board Members will share brief overviews of key sessions from the recent conference held in Reno. Short synopses to be covered include: •Ethics in Nevada		

15.	Nevada Association of School Boards (NASB) Report (Continued)	
	<ul style="list-style-type: none"> •Creating Conditions for Reform and Innovation One Nevada Community at a Time •Improving Achievement and Closing Gaps Between Groups •Nevada Implementation of the Common Core State Standards •How the Nevada Growth Model is Changing the Conversation in K-12 Education •Effective Strategies for Superintendent-School Board Partnerships 	
16.	Correspondence	8:20 p.m.*
17.	Possible Agenda Items for Future Board Meetings	8:25 p.m.*
	Input from Board Members	
18.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
19.	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
April Powell	Nutrition Manager – ZCES	12-05-11	18EE2	Sherry Laughton
Stacy Pimental	Cashier Helper II – PHES	12-12-11	12EE1	Carey Herron
Lisa Schweigert	Cashier Helper II – MES	12-12-11	12EE1	Kim Meglen
2011-2012 CLASSIFIED RESIGNATIONS				
Name	Position Location	Last Day Worked / End of Contract		
Sherry Laughton	Nutrition Manager – ZCES	11-18-11	11-18-11	
Keri Gransbery	Cashier Helper II – CVMS	12-09-11	12-09-11	
Teresa Tompkins	Special Ed IEP Aide – PWLMS	12-02-11	12-02-11	
Danielle Bickmore	Special Ed IEP Aide – PHES	12-08-11	12-08-11	
2011-2012 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
David Monachino	Network Analyst WAN – Information Technology	Network Engineer – Information Technology	07-01-11	N/A
Jeremy Cherpeski	Computer Specialist – Information Technology	Computer Systems Engineer – Information Tech	07-01-11	N/A
Rebecca Winter	Computer Specialist – Information Technology	Computer Specialist II – Information Technology	12-01-11	N/A
Kim Meglen	Cashier Helper II – MES	Classroom/Playground Aide – MES	11-07-11	Renee Bidart
Carey Herron	Cashier Helper II – PHES	Cashier Helper II – CVMS	12-12-11	Keri Gransbery
Chris Eichner	School Computer Technician – ZCES	School Computer Technician – PHES	11-28-11	Jon Van Pelt
Stacy Broaddus	Special Ed IEP Aide – PHES	Special Ed IEP Aide – JVES	12-05-11	Brooke Wood
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
Elizabeth Stockton	Teacher/CVMS	11/29/11	Unpaid Leave
Enid Webb	SLP/DW	11/29/11	Unforeseen
Audrey Ellbogen	Teacher/GES	12/15/11	Unpaid Leave
CERTIFIED HIRES			
Name	Position/Location	School Year	
Teresa Tompkins	SpEd Teacher/PWLMS	2011-2012	
CERTIFIED RESIGNATIONS			
Name	Position/Location		
Virginia DeRosa	SpEd Teacher/GES		