

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, January 10, 2012
3:30 p.m.
Lake Tahoe Public Library
233 Warrior Way
Zephyr Cove, 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
Lake Tahoe Public Library
 Zephyr Cove, Nevada
 Tuesday, January 10, 2012
 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 December 13, 2011 Attached are the Minutes of the Regular Board Meeting of December 13, 2011 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of December 13, 2011.</p>	
	<p>B. Minutes of the Special Meeting of November 29, 2011 Attached are the Minutes of the Special Board Meeting of November 29, 2011 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of November 29, 2011.</p>	
	<p>C. Accounts Payable Special Run Voucher Number 1212 and Regular Run Voucher Number 1213 for FY11-12 A complete list of payments contained in Special Run Voucher Number 1212 and Regular Run Voucher Number 1213 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 1212 and 1213 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 1212 and Regular Run Voucher Number 1213 for FY11-12.</p>	

2. Consent Items (For Possible Action) (Continued)

D. Personnel Report No. 12-01

Listed on the attached Personnel Report No. 12-01 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. 12-01.

E. Recommendation for School Nutrition Program Supervisor

An interview panel consisting of Denise Higgins, School Nutrition Program Supervisor; Holly Luna, Chief Financial Officer; and Rich Alexander, Assistant Superintendent for Human Resources; interviewed four candidates for the position of School Nutrition Program Supervisor.

The interview team recommended a final candidate to Lisa Noonan, Superintendent, who, along with the Cabinet, conducted her own interview with the finalist. As a result, Kathleen Pitzer is being recommended to the Board as the School Nutrition Program Supervisor for Douglas County School District.

Ms. Pitzer has a B.S. degree in Nutrition and Food Systems Management from Oregon State University. She is a certified Food Management Professional.

Her experience includes:

1992-2010: Director of Dining Services, Hermiston School District, Oregon

RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Kathleen Pitzer as the School Nutrition Program Manager.

F. Certificate Page for School Nutrition Program – New Signature Authority for Kathleen Pitzer

In order to ensure continuation of business processes in a timely manner, the Nevada Department of Education requires signature authority for the School Nutrition Program. Kathleen Pitzer has been selected by the District as the replacement for the Supervisor of the Student Nutrition Program as Denise Higgins has retired. Post Board approval of this replacement and personnel selection, Business Services requests signature authority for Kathleen Pitzer for purposes of DCSD’s continuing participation in the Child Nutrition Program. Enclosed in the Board packets for review is the certification page for signature authority.

RECOMMENDATION: Approve the signature authority for Kathleen Pitzer.

G. Family Life, Sex Education, AIDS Advisory Council Members

The composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council is controlled by state statute and the appointment of members are made by the Board under advisement of the Council. Membership should represent the following: parents, students, medicine or nursing, counseling, religion, and teaching.

The following members seek approval of new terms or are returning. New members are approved for an initial term of two years. There is no limit to the number of terms a person may serve on the Council. The Family Preview Night for valley elementary schools was October 18th at Jacks Valley Elementary School from 6:00 – 7:30 pm. Middle school Family Preview Night was November 16th at CVMS from 5:30 – 6:30. A date in the Spring is yet to be determined for the Preview Night at the Lake. Meeting

2. Consent Items (For Possible Action) (Continued)

G. Family Life, Sex Education, AIDS Advisory Council Members (Continued)

dates for FLSEA Council for the 11-12 school year are as follows: January 26, February 22, and March 7th.

Name	Role	New or Returning
Jennifer Ellis	Nurse- Chief Nurse DCSD	New
Mary Garcia	Parent/School Counselor	Returning
Michelle Costarella	Parent	Returning
Logan Peterson	Student	Returning
Val Sonneman	Parent	Returning
Rachela Fazio	Religion	Returning
Kerry Pope	Director of Curriculum & Instruction	Returning
Sherry Martin	Counselor	Returning
Leigh Luce	Teacher/trainer	Returning
Deonne York	Parent	Returning
Ellen Dausher	Parent	Returning

RECOMMENDATION: Approve the composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council.

H. Budget Adjustment Voucher for January 2012

One budget adjustment by the Chief Financial Officer occurred during the course of business for the month of December 2012 is provided for approval by the Board of Trustees as required by NRS 354.598005.

RECOMMENDATION: Approve budget adjustments as provided for January 2012.

I. Right-of-Way PHES Deed to County – Requirement for School Improvement Plan

In order to receive final approval of the PHES Site Improvement Permit (SIP), the County requires a Right-of-Way (ROW) deed granting the County ten (10) feet of public ROW along the PHES property fronting Stephanie Way. DCSD's legal counsel, along with review by the County and legal description provided by R.O. Anderson, has prepared and submitted for Board approval the required public street ROW deed.

RECOMMENDATION: Approve the Right-of-Way Deed for Piñon Hills Elementary School.

2. Consent Items (For Possible Action) (Continued)

**J. Application for Grant Funding for Fiscal Year 2012-2013
January 2012**

The District requests authorization to apply for funding for the programs including, but not limited to:

- No Child Left Behind Act – Title IX, Part C, Sections 9301-9306 of the Elementary and Secondary Education Act
- Title I, Part A – Basic
- Title I, Part A – School Improvement
- Title I, Part A – Comprehensive School Reform Demonstration Projects
- Title I, Part D – Neglected and Delinquent
- Section 2121 – Title II, Teacher Quality (includes Class-Size Reduction)
- Section 3412(a)(s)(A), Title II, Technology Formula Grant
- Section 3412(a)(s)(A), Title II, Technology (Infrastructure or Professional Development) Competitive Grant
- Title III – Limited English Proficient Students
- Title III – Immigrant Subgrant
- Section 4112(b)(1) – Title IV, Safe and Drug-Free Schools
- Section 5112(a) – Title V, Innovative Program
- P.L. 105-17, Special Education Early Childhood
- P.L. 105-17, Individuals with Disabilities Act (IDEA) and related mini grants
- P.L. 105-17, District Assistance Center Subgrants
- P.L. 106-554, School Repair and Renovation Grant
- P.L. 101-382, Carl Perkins Vocational Education Act/Technology Preparation – Formula and Competitive Subgrants
- Adult High School Diploma
- Federal and State School-to-Career Subgrants
- Advanced Placement Incentive Subgrants
- Federal and State Technology Subgrants
- Federal and State Literacy Subgrants
- Federal or State Alternative Education Funding
- Federal and State Special Education-related Subgrants
- Federal and State Remediation Subgrants
- Federal and State Pre-school Education Subgrants
- Federal and State Drug and/or Safety-Related Subgrants
- State Accountability Systems' Information
- Grant funding related to the implementation of the District's Strategic and District Improvement Plans that may become available during a Nevada Legislative Session or Fiscal Year 2011-2012.

RECOMMENDATION: Authorize the District to apply for entitlement and competitive grant funds listed above as well as, other grant opportunities that may arise during 2012-2013.

2.	Consent Items (For Possible Action) (Continued)	
	<p>K. Community Foundation of Western Nevada Donation</p> <p>The Community Foundation of Western Nevada has generously completed the Promethean roll-out to the remaining elementary site. The additional donation, above and beyond the original \$989,326, up to \$355,000 will cover the remaining purchases of equipment and professional development needed to finish the final and seventh elementary school. Per Board Policy, Business Services is notifying the board of the donation award.</p> <p style="text-align: center;">RECOMMENDATION: Accept the Community Foundation of Western Nevada's donation of up to \$355,000.</p>	
3.	Election of Officers for 2011: (For Possible Action)	3:40 p.m.*
	<ul style="list-style-type: none"> A. President B. Vice President C. Clerk 	
4.	Annual Organization: (For Possible Action)	3:50 p.m.*
	<ul style="list-style-type: none"> A. Designate the Record-Courier, as the newspaper to be utilized for all legally required notices. B. Designate regular meetings of the Board of Trustees to be held on the second Tuesday of each month at 3:30 p.m. at the Douglas High School Library or Douglas County Public Library – Lake Tahoe Branch unless otherwise announced as follows: 	

**4-B. Regularly Scheduled Board Meeting Dates –
Additional meetings will be scheduled as necessary.**

Date	Location	Time
Friday, January 27, 2012	Genoa Lakes – Strategic Planning	8:00 a.m.
Tuesday, February 14, 2012	Douglas High School	3:30 p.m.
Tuesday, March 13, 2012	Douglas High School	3:30 p.m.
Tuesday, April 10, 2012	Lake Tahoe Public Library	3:30 p.m.
Wednesday, May 16, 2012	Douglas High School	3:30 p.m.
Tuesday, June 12, 2012	Douglas High School	3:30 p.m.
Tuesday, July 10, 2012	Lake Tahoe Public Library	3:30 p.m.
Tuesday, August 14, 2012	Douglas High School	3:30 p.m.
Tuesday, September 11, 2012	Douglas High School	3:30 p.m.
Tuesday, October 9, 2012	Lake Tahoe Public Library	3:30 p.m.
Tuesday, November 13, 2012	Douglas High School	3:30 p.m.
Tuesday, December 11, 2012	Douglas High School	3:30 p.m.
Tuesday, January 8, 2013	Lake Tahoe Public Library	3:30 p.m.

5.	Appointment of Board Representatives (For Possible Action)	3:55 p.m.*
<ul style="list-style-type: none"> A. Debt Management Commission B. Nevada Association of School Boards - Board of Directors C. Douglas County Parks and Recreation Board D. Liaison Between Board and County Commission and Planning E. Liaison to Douglas County Education Foundation F. School Safety Task Force G. Expulsion Hearing Subcommittee H. Employee Relations Communications Committee I. Liaison to Parent Teacher Organizations J. Liaison to Tahoe/Douglas Chamber of Commerce K. Liaison to Carson Valley Chamber of Commerce L. Career and Technical Committee 		

The following is a list of Board members who served during 2011 as representatives:

A. Debt Management Commission	Ross Chichester
B. Board of Directors – Nevada Association of School Boards	Cynthia Trigg
C. Douglas County Parks and Recreation Board	Thomas Moore
D. Liaison between Board of Trustees, County Commission, and Douglas County Planning Commission	Randy Green Teri Jamin, Alternate
E. Liaison to Douglas County Education Foundation	Karen Chessell Teri Jamin Cynthia Trigg
F. School Safety Task Force	Randy Green
G. Expulsion Hearings Subcommittee	Randy Green Keith Roman Thomas Moore Cindy Trigg Sharla Hales Karen Chessell Teri Jamin
H. Employee Relations Communications Committee	Teri Jamin Thomas Moore
I. Liaison to Family Involvement Team	Randy Green <u>Alternates:</u> Cynthia Trigg Teri Jamin
J. Liaison to Tahoe/Douglas Chamber of Commerce	Cynthia Trigg
K. Liaison to Carson Valley Chamber of Commerce	Randy Green
L. Career and Technical Committee	Teri Jamin Ross Chichester Thomas Moore

6.	Principal's Report – (Piñon Hills Elementary School) (Administrative Report/Program Review)	4:05 p.m.*
Piñon Hills Elementary School Principal, Rommy Cronin, will present a report on progress toward the goals of their School Improvement Plan.		
7.	Progress Updates on Piñon Hills Elementary School and Gardnerville Elementary School Construction (Administrative Report/Program Review)	4:25 p.m.*
Douglas County School District Project Manager, Scott McCullough will present the Board with a brief update on the construction projects underway at Piñon Hills and Gardnerville Elementary Schools.		
8.	Closed Session	4:35 p.m.*
The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).		
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.		
9.	Redistricting (For Possible Action)	6:05 p.m.*
The Board of Trustees will review updated population data using the 2010 Census Count. Redistricting Options 1, 2 and 3 will be considered. District Counsel will advise the Board on legal latitude for the redistricting requirements.		
RECOMMENDATION: That the Board of Trustees select Option 1, 2 or 3 to be "Exhibit A" and adopt the corresponding Resolution 12-01 for the redistricting of board member boundaries in Douglas County.		
10.	Kingsbury Middle School Board Resolution (For Possible Action)	6:35 p.m.*
Adoption of Resolution to sell the property at 1900 Echo Drive, Zephyr Cove, Nevada (formerly Kingsbury Middle School)		
RECOMMENDATION: That the Board of Trustees adopt Resolution "12-02" and direct staff to advertise the property located at 1900 Echo Drive, Zephyr Cove, Nevada as an open listing for sale.		

11.	Superintendent Evaluation Scoring Process (For Possible Action)	6:55 p.m.*
	The Board will review and discuss the results of the sub-committee meeting that took place on Thursday, January 5 th .	
	RECOMMENDATION: That the Board of Trustees take action on any processes they wish to formalize in the rating of the superintendent's performance.	
12.	Superintendent's Report (Administrative Report)	7:20 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	7:30 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
14.	Correspondence	7:35 p.m.*
15.	Closed Session	7:40 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
16.	Possible Agenda Items for Future Board Meetings	
	Input from Board Members	
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