

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, April 10, 2012
3:30 p.m.
Zephyr Cove Elementary School
226 Warrior Way
Zephyr Cove, Nevada**

Please Note the
Location
Change

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
Teri Jamin, Vice President
Karen Chessell, Clerk
Ross Chichester, Member
Randy Green, Member
Thomas Moore, 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
Zephyr Cove Elementary School
Multi-Purpose Room
 Zephyr Cove, Nevada
 Tuesday, April 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 March 13, 2012 Attached are the Minutes of the Regular Board Meeting of March 13, 2012 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of March 13, 2012.</p>	
	<p>B. Minutes of the Special Meeting of March 29, 2012 Attached are the Minutes of the Special Meeting of March 29, 2012 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Special Meeting of March 29, 2012.</p>	
	<p>C. Personnel Report No. 12-04 Listed on the attached Personnel Report No. 12-04 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. 12-04.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Second Reading Board Policy and Administrative Regulation No. 545, “Concussion and Head Injuries”</p> <p>Assembly Bill 455 requires districts to adopt policy concerning the prevention and treatment of injuries to the head that may occur during participation in interscholastic sports or activities. Lyn Gorrindo, Assistant Superintendent of Education Services, will review for second reading, Board Policy and Administrative Regulation 545 “Concussions and Other Head Injuries.”</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy #545, “Concussion and Head Injuries.”</p>		
<p>E. Approval of Carson Valley Middle (CVMS) School Re-Roofing Bid</p> <p>Business Services requests consideration and possible action to approve a re-roofing bid in connection with the CVMS “B-Wing.” This section of roofing was identified as a necessary renovation need in connection with the KIDS Committee List and Facilities’ Master Plan. The proposed system and materials are in compliance with the District’s Materials Specifications.</p> <p>Business Services used a cooperative purchasing contract (US Communities) per NRS 332.195 to prepare a Design-Build solution for the replacement of “B-Wing” roof areas. Bids were opened on April 4, 2012.</p> <p>The funding source for this contract, if approved, is the Capital Projects Fund. The project will begin June 4, 2012, and will involve simultaneous abatement of hazardous materials and reinstallation of the new proposed metal roofing system. The project is scheduled to be complete by July 31, 2012.</p>		
<p>RECOMMENDATION: Approve funding from the Capital Projects Fund and allow Business Services to enter into a contract with the lowest, and most responsive and responsible bidder for the new metal roofing system associated with the “B-Wing” of CVMS.</p>		
<p>F. Approval of Carson Valley Middle School (CVMS) Abatement Bid</p> <p>Business Services requests consideration and possible action to approve an abatement bid in connection with the proposed re-roofing of the CVMS “B-Wing.” This section of roofing is known to have extensive asbestos materials requiring abatement, and all abatement will be in compliance with AHERA and other applicable laws.</p> <p>Business Services recently solicited bids for the asbestos abatement of these materials, which is required before the new roofing system can be installed. Bids were opened on April 4, 2012.</p> <p>The funding source for this contract, if approved, is the Capital Projects Fund. The project will begin June 4, 2012, and will involve simultaneous installation of the new proposed metal roofing system. The project is scheduled to be complete by July 31, 2012.</p>		
<p>RECOMMENDATION: Approve funding from the Capital Projects and allow Business Services to enter into a contract with the lowest, and most responsive and responsible bidder for the abatement of hazardous materials associated with the “B-wing” of CVMS.</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>G. Accounts Payable Special Run Voucher Number 1219 and Regular Run Voucher Number 1220 for FY11-12</p> <p>A complete list of payments contained in Special Run Voucher Number 1219; and Regular Run Voucher Number 1220 for FY11-12 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1219 and 1220 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 1219 and Regular Run Voucher Number 1220 for FY11-12.</p>		
3.	Principal's Report – (George Whittell High School) (Administrative Report/Program Review)	3:40 p.m.*
<p>George Whittell High School Principal, Crespín Esquivel, will present a report on progress toward the goals of their School Improvement Plan.</p>		
4.	Consideration of the George Whittell High School Four-Day Week Report and of Whether to Re-Submit the Application for the Alternative Schedule to State Board of Education (Discussion and For Possible Action)	4:00 p.m.*
<p>Dr. Steve Mulvenon will report to the Board regarding the four-day week alternative schedule at Whittell High School. The schedule is in its third year since approval of the pilot in summer 2009.</p> <p>RECOMMENDATION: The Board will hear and consider the report and determine whether to re-submit the District's application for the four-day week alternative schedule at Whittell High School to the State Board of Education.</p>		
5.	Opening of Written Offers, Call for Oral Bids and possible acceptance of qualified offer for the sale of the property located at 1900 Echo Drive, Zephyr Cove, Nevada 89448 (Formerly Kingsbury Middle School) (Discussion and For Possible Action)	5:00 p.m.*
<p>At the January 10, 2012 Board meeting, the Board of Trustees adopted a property sale resolution (Resolution No. 12-02, which disclosed the Board's intention to sell the property located at 1900 Echo Drive in Zephyr Cove. (Formerly Kingsbury Middle School)</p> <p>The administration has published the property sale resolution in newspapers as required by Nevada Revised Statutes and has posted the resolution in public places. Written offers must come to the Board through the District's legal counsel as specified in Resolution 12-02 to ensure proper preparation of an offer. The Board President will open any such written offers. Once any written offers have been announced, the Board will call for oral bids for consideration in accordance with Section 391.280 of the Nevada Revised Statutes. The Board may act to accept the highest qualified offer equaling or exceeding \$4,000,000.00, the appraised value of the property.</p> <p>RECOMMENDATION: Consider any properly presented offers (written or oral) for the sale of the property.</p>		

6.	KMS Resolution Amendment (Discussion and For Possible Action)	5:05 p.m.*
<p>If a buyer is not identified through the prior agenda item, the Board may elect to continue with the 'for sale' status of the property located at 1900 Echo Drive, Zephyr Cove Nevada. An amended resolution will need to be adopted by a majority vote of the Board.</p>		
<p>RECOMMENDATION: Adopt the provided amendment to the January Resolution and continue with the effort to sell the former Kingsbury Middle School property.</p>		
7.	Striving Readers' Grant Update/Acceptance (Discussion and For Possible Action)	5:15 p.m.*
<p>Staff will provide an update on DCSD's application for the Striving Readers' Grant. Douglas County is one of nine school districts in Nevada that was selected to compete for these funds. Only seven states in the nation were selected to receive these federal funds.</p>		
<p>RECOMMENDATION: That the Board accepts the grant award and direct staff to proceed with implementation of the project.</p>		
8.	Full Day Kindergarten Pilot Project (Discussion and For Possible Action)	5:30 p.m.*
<p>Douglas County does not receive state funding for full day kindergarten programs. Administration has been working on plans to offer full day kindergarten in some or all of our elementary schools for the 2012-13 school year. Dr. Noonan will provide an overview of how a combination of grant funding, parent-paid tuition and scholarships might be used for Douglas County students next year.</p>		
<p>RECOMMENDATION: That the Board approves the pilot project if sufficient parent interest and funding is identified.</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>		
9.	Resolution Authorizing the Refinancing of the Installment Purchase Agreement associated with the Energy Services Contract of 2008. (Discussion and For Possible Action)	6:20 p.m.*
<p>Business Services requests review and approval of Resolution #03-12 authorizing the refinancing of the Installment Purchase Agreement (IPA) associated with the Energy Services Contract (ESCO) of 2008. The IPA originally issued in 2008 was for a period of 15 years with principal and interest repayment to be paid from the General Fund with savings initiated by the ESCO. Current interest rates have fallen to the point where it is in the District's best interest to refinance the remaining principal and interest over the next 12 years.</p>		

9.	Resolution Authorizing the Refinancing of the Installment Purchase Agreement associated with the Energy Services Contract of 2008 (Continued) (Discussion and For Possible Action)	
<p>This resolution is required by NRS prior to a review at the local Debt Management Commission and Department of Taxation, and in order to pursue competitive private placement bids. Business Services, in cooperation with JNA Consulting, will return for board approval of the best bid at the May 16th board meeting.</p> <p>RECOMMENDATION: Approve Resolution #03-12 in its entirety.</p>		
10.	Approval of Architect Contract for PHASE 2A (DHS) of the District's Facilities Master Plan (Discussion and For Possible Action)	6:25 p.m.*
<p>Business Services has negotiated a contract with the selected Architect firm, H+K Architects for Phase 2A associated with the DHS project. Business Services is requesting approval of negotiated pricing of \$1.7Million (10% of the \$17Million construction budget estimate) for the architectural contract with funding to come from 2008 voter approved bond funding. Architectural costs are associated with and included in the "soft costs" budget approved by the Board at the Special March 29th meeting.</p> <p>RECOMMENDATION: Approve the negotiated contract with H+K Architects for \$1.7Million to assist the District in the Phase 2A DHS project with funding to come from the Bond Fund.</p>		
11.	Review/Update 5 Year Capital Improvement Plan for 2012-2013 (Discussion and For Possible Action)	6:35 p.m.*
<p>In preparation for completion of the District's 2012-2013 Final Budget, Business Services would like to review with the Board a modified five-year capital improvement plan as required by Nevada Revised Statutes.</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, revised cost estimates of certain projects, and addition of proposed bond funded projects.</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 FY2012-2013 Five Year Capital Improvement Plan as recommended by Business Services.</p>		

12.	Consideration of 2012-13 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 16, 2012 (Discussion and For Possible Action)	7:05 p.m.*
<p>Included in each Board Member's agenda packet is a copy of the District's proposed 2012-2013 tentative budget. NRS 354.596 requires that all school districts approve and file a balanced tentative budget with the Nevada Department of Taxation by April 15. The statute further requires that the District hold a hearing on their tentative budget on the third Wednesday of May, which this year falls on May 16, 2012. The District must file a final budget on or before June 8, 2012 per NRS 354.598.</p> <p>Due to the hold harmless provision contained in the Nevada School Funding Plan (NRS 387.1233), next year's tentative budget is built on the actual weighted apportioned enrollment of FY2011 -2012 of 6,053.8. The District is anticipating non-weighted enrollment in FY2012 -13 to be down slightly from FY2011-12. The actual non-weighted enrollment in FY2011-12 was 6,275, and projected non-weighted enrollment for FY2012 -13 is 6,239.</p> <p>Included in each Board Member's agenda packet is a summary of the General Fund appropriations as well as the projected budgets for all other funds.</p> <p>The tentative budget as presented has a combined property tax rate of \$.8500 per \$100 of assessed valuation, \$.7500 in the District's general fund as required by State law and \$.1000 in the District's debt service fund. The total combined tax rate of \$.8500 remains the same as last year.</p> <p>Staff will be prepared to discuss the prepared tentative budget and answer questions that the Board may have.</p> <p>Input from parents, community and employees is welcome and appropriate during the review of the tentative budget.</p>		
<p>RECOMMENDATION: Approve the FY2012-2013 Douglas County School District Tentative Budget and declare a public hearing on the budget for Wednesday, May 16, 2012, 5:00p.m. at the Douglas High School Library, 1670 Highway 88, Minden, Nevada 89423.</p>		
13.	Student Feedback Surveys (Discussion and For Possible Action)	7:35 p.m.*
<p>At the March 13th Board Meeting, staff were asked to arrange a presentation on the research behind using surveys to collect student feedback. The <i>Tripod Project</i> has been developed and refined over the last ten years to help more than 300,000 students communicate about their classroom experiences.</p>		
<p>RECOMMENDATION: Determine a date and time for a board workshop for a virtual presentation by Cambridge Education, LLC of the Tripod Project.</p>		
14.	Strategic Plan Retreat and Cycle Review (Discussion and For Possible Action)	7:45 p.m.*
<p>The Board will debrief the January 27th Strategic Plan Retreat Day. Consideration of moving the event to a biennium cycle was requested at the January 10th Board Meeting. Discussion will include the objectives of the Strategic Plan, as well as a review of the cycle of integration within district processes.</p>		
<p>RECOMMENDATION: That the Board decides if any changes are appropriate to the goals and/or content of the Strategic Plan, as well as the cycle of planning and report of the Plan.</p>		

15.	Superintendent's Report (Administrative Report)	8:15 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.	
16.	Nevada Association of School Boards (NASB) Report	8:20 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
17.	Possible Agenda Items for Future Board Meetings	8:25 p.m.*
	Input from Board Members	
18.	Correspondence	8:30 p.m.*
19.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
20.	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 Web site: www.dcsd.k12.nv.us