

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Wednesday, May 16, 2012**

3:30 p.m.

**Douglas High School
1670 Highway 88
Minden, Nevada**

AGENDA REVISED
MAY 10, 2012

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
Douglas High School
 Minden, Nevada
 Wednesday, May 16, 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 April 10, 2012 Attached are the Minutes of the Regular Board Meeting of April 10, 2012 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of April 10, 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. Minutes of the Special Meeting of May 1, 2012 Attached are the Minutes of the Special Meeting of May 1, 2012 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Special Meeting of May 1, 2012.</p>	
	<p>D. Personnel Report No. 12-05 Listed on the attached Personnel Report No. 12-05 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. 12-05.</p>	

2.	Consent Items (For Possible Action) (Continued)	
<p>E. Budget Adjustment Voucher for May 2012</p> <p>A complete list of budget adjustments by the Chief Financial Officer that occurred during the course of business for the month of April 2012 is provided for approval by the Board of Trustees as required by NRS 354.598005.</p>		
<p>RECOMMENDATION: Approve budget adjustments as provided for May 2012.</p>		
<p>F. Distance Education</p> <p>The District is applying for State approval of a Distance Education Plan that utilizes <i>OdysseyWare</i> on a limited basis for distance learning.</p>		
<p>RECOMMENDATION: Allow Education Services to apply to the State Department of Education for Distance Education using <i>OdysseyWare</i>.</p>		
<p>G. Accounts Payable Special Run Voucher Number 1221 and Regular Run Voucher Number 1222 for FY11-12</p> <p>A complete list of payments contained in Special Run Voucher Number 1221; and Regular Run Voucher Number 1222 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 1221 and 1222 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 1221 and Regular Run Voucher Number 1222 for FY11-12.</p>		
3.	<p>Principal's Report – (<i>Scarselli Elementary School</i>) (Administrative Report/Program Review)</p>	<p>3:40 p.m.*</p>
<p>Scarselli Elementary School Principal, Brandon Swain, will present a report on progress toward the goals of their School Improvement Plan.</p>		
4.	<p>Possible Alternative Schedule for Zephyr Cove Elementary and Whittell High School to Eliminate Three Emergency Make Up Days. (Discussion and For Possible Action)</p>	<p>4:00 p.m.*</p>
<p>A proposal for adding 5 minutes per day to the Zephyr Cove student day and 8 minutes per day to the Whittell student day would allow the schools to not make up three emergency days at the end of the school year in the event of emergency school closures. Any change is subject to final approval by the State Superintendent of Education.</p>		
<p>RECOMMENDATION: Discuss the possible alternative schedule and provide further direction.</p>		

5.	Renewal and Approval of Douglas County Parks and Recreation Vehicle Lease Agreement / Memorandum of Understanding (MOU) (Discussion and For Possible Action)	4:30 p.m.*
<p>Business Services requests the renewal of the Vehicle Lease MOU with Douglas County Parks and Recreation. The original agreement was incorporated in February 2006. The MOU specifies each party's duties and responsibilities.</p> <p>Revisions include changes to language regarding ownership of liability issues, as well as mileage and hourly rate updates. The Board has been provided a copy of the proposed MOU for review, in addition to the previous MOU. There will also be a requirement for any third party to complete a liability waiver – also enclosed in the board packet.</p> <p>The Superintendent, or designee, requests approval to adjust the charges for mileage and hourly rates in future years. Should significant changes to verbiage occur, the MOU will be reviewed in total by the Board prior to submittal to Douglas County.</p>		
<p>RECOMMENDATION: Approve the revised Lease Agreement with Douglas County Parks and Recreation, and allow the Superintendent, or designee, to adjust mileage and hourly rates in future fiscal years.</p>		
6.	Administrative Report on AB551, Consolidating or Sharing Services (Discussion and For Possible Action)	4:40 p.m.*
<p>Assembly Bill 551 requires each school district to determine whether consolidating or sharing services, functions, or personnel with other school districts is feasible. Each School District is required to report on progress made in this area. A report on Douglas County School District's progress will be presented.</p>		
<p>RECOMMENDATION: Hear the report and provide any additional input.</p>		
7.	Public Hearing on the District's FY12-13 Tentative Budget and Adoption of FY2012-2013 Final Budget (Discussion and For Possible Action)	5:00 p.m.
<p>At the Board meeting held on April 10, 2012, Staff proposed the 2012-2013 Tentative Budget. At the meeting, Staff informed the Board that the proposed 2011-2012 Tentative Budget had been carefully constructed to include most current estimates for all revenues and expenditures anticipated for 2012-2013.</p> <p>Due to the "hold harmless" provisions contained in the Nevada School Funding Plan (beginning FY09 enrollment is evaluated – current year and previous year – and funded at highest assessed enrollment), FY2012-2013 final budget is built on the weighted enrollment of the current 2011-2012 school year of 6,053.8 pupils (excludes transfers out). The District is again anticipating enrollment to decline in 2012-2013. The actual non-weighted enrollment in FY2011-12 was 6,275 and projected non-weighted enrollment for FY2012 -13 is 6,239.</p> <p>The revised 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 is the same rate as the previous year.</p>		

7.	Public Hearing on the District's FY12-13 Tentative Budget and Adoption of FY2012-2013 Final Budget (Continued) (Discussion and For Possible Action)	
Staff will be prepared to discuss the revised Tentative Budget with regards to what changed (revenue or expenditure) and why, and answer questions that the Board may have related to these matters.		
RECOMMENDATION: Following a public hearing, adopt the revised Tentative Budget as Final for 2012-2013.		
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.		
8.	Approve Resolution #04-12 to Refinance the Installment Purchase Agreement Associated with the Energy Services Contract of 2008 (Discussion and For Possible Action)	6:05 p.m.*
A Request for Proposals (RFP) was issued based on the April 10, 2012 Board approval of Resolution #03-12 authorizing the refinancing of the Installment Purchase Agreement (IPA) associated with the Energy Services Contract (ESCO) of 2008. The Debt Management Commission also approved the refinancing through the Debt Management Commission Resolution 2012R-02 on April 23, 2012.		
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.		
Business Services, in cooperation with JNA Consulting, has reviewed the private placement bid offerings. Results and subsequent recommendation will be shared with the Board.		
RECOMMENDATION: Approve Resolution No. 04-12 as submitted.		
9.	Closed Session	6:15 p.m.*
The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220.		
10.	Decision in Open Session (Discussion and For Possible Action)	7:15 p.m.*
The Board may consider action on a request from the Douglas County Administrators' Association to be recognized as a bargaining unit in Douglas County School District.		
RECOMMENDATION: The Board of Trustees may take action on the DCAA's request to be recognized as a bargaining unit in Douglas County School District.		

11.	Superintendent's Report (Administrative Report)	7:25 p.m.*
	Superintendent Dr. Lisa Noonan will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.	
12.	Nevada Association of School Boards (NASB) Report	7:30 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
13.	Possible Agenda Items for Future Board Meetings	7:35 p.m.*
	Input from Board Members	
14.	Correspondence	7:40 p.m.*
15.	Closed Session: Consideration of a Level III Grievance and a Possible Meeting with the Board's Management Representative	7:45 p.m.*
	The Board in its role as a fact finder will convene in closed session pursuant to NRS 288.220(3) to hear a Level III grievance brought by Cari Craighead, Assistant Cook, objecting to the Step II decision regarding her termination. The Board may also meet with its management representative pursuant to 288.220(4).	
16.	Decision in Open Session Regarding the Level III Grievance (Discussion and For Possible Action)	
	The Board will reconvene in open session to possibly take action on the grievance described in Agenda Item 15.	
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.

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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