

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, June 12, 2012
3:30 p.m.
Douglas High School
1670 Highway 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

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
 Tuesday, June 12, 2012
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	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.	
2.	Special Recognition	3:35 p.m.

CONGRATULATIONS !!!

2011 – 2012
CLASSIFIED EMPLOYEE OF THE YEAR

Zephyr Cove Elementary School:
 Angela Wold

2011-2012
TEACHER OF THE YEAR

Carson Valley Middle School:
 Janae Ballingham

2011-2012 Classified Employee of the Year Nominations	2011-2012 Teacher of the Year Nominations
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CCMES: Daniel Hyden
 GES: Caryn Harper
 JVES: Kristy McBroom
 MES: Donna Lonnegren
 PHES: Lisa Kynett
 SES: Michelle Campbell
 ZCES: Angela Wold
 CVMS: Theresa Karlowitsch
 PWLMS: Daria Essary
 DHS: Cathy Conner
 GWHS: Bernadette Esquivel

CCMES: Karena Merrithew
 GES: Leslie Flynn
 JVES: Carol Kamholz
 MES: Mary Garcia
 PHES: Kimberly Robinson
 SES: Renee McCreary
 ZCES: Damon Kixmiller
 CVMS: Janae Ballingham
 PWLMS: Tammy Owens
 DHS: Joe Andrews
 GWHS: Larry Reilly

Buildings and Grounds: Ed Freund
 Custodial Services: Jason Berry
 Health Services: Susan Cruz
 Transportation: Barbara McCue



*Thank You and Best Wishes to
the Following Staff!!!*



CERTIFIED: Richard Axmear, Special Services; Todd Davis, District Wide; Daniel Dixon, GES; Barbara Doherty, DHS; Jan Fischer, GES; Earleen Issel, DHS; Michael Kimball, CVMS; Larry Lippmann, DHS; Karlua McHargue, DHS; Marilyn Pope, GES; Lacy Rezek, Special Services; Michael Rippee, DHS; Linda Schaan, MES

CLASSIFIED: Denise Higgins, Student Nutrition Program; Gregory Hixson, Vehicle Maintenance; Helen Kennedy, CVMS; Jan Moore, DHS; Steven Pruitt, Transportation; Patricia Rublaitus, SES; Lucille Santoemma, ZCES; Gerald Wensmann, Transportation

3.	Special Recognition	3:55 p.m.
Rebecca Winter will be recognized for her contributions to the District through her service in the Information Technology Department.		

4.	Consent Items (For Possible Action)	4:00 p.m.*
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:		
A. Minutes of the Regular Meeting of May 16, 2012		
Attached are the Minutes of the Regular Board Meeting of May 16, 2012 for your review and approval.		
RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of May 16, 2012.		
B. Minutes of the Special Meeting of May 29, 2012		
Attached are the Minutes of the Special Meeting of May 29, 2012 for your review and approval.		
RECOMMENDATION: Approve the Minutes of the Special Meeting of May 29, 2012.		
C. Personnel Report No. 12-06		
Listed on the attached Personnel Report No. 12-06 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. 12-06.		

4.	Consent Items (For Possible Action) (Continued)	4:00 p.m.*
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D. Annual Renewal of Workers' Compensation Insurance and Bond Renewal

Last year, the Board approved a two year renewal with Safety National. The District, through Nexo Insurance, has received a renewal quote for the second year for the District's Excess Workers' Compensation Insurance and Workers' Compensation Bond coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates.

The District's Excess Workers' Compensation coverage through Safety National was quoted last year (based on estimated payroll at the time) as an increase from \$22,509 to \$25,000 – an increase of \$2,491 or 11.1%. However, increased differential in payroll will push the increase to \$28,622 – an increase of \$6,113 or 27.2%. The coverage will be funded out of the District's Self-Insured Workers' Compensation Fund.

Additionally, the Self Insured Retention (SIR) was increased, as projected last year, to \$375,000 after reviewing the District's 7 year loss history. The District is protected in the event of a large claim in that the Excess Workers' Comp policy includes a cash flow protection endorsement that reduces the SIR for PAID CLAIMS per-occurrence in a given year to \$150,000.

RECOMMENDATION: Approve the renewal of the District's Excess Workers' Compensation and Workers' Compensation Bond coverage for the second year of the two-year period of July 1, 2011 through June 30, 2013 as detailed in Nexo's summary for the amount of \$28,622 in Year 2 (FY12-13) for the Excess Coverage only with Bond coverage to be determined by State requirements. Additional coverage required by the State for the bond or due to increased payroll expenses is approved prospectively. Funding to be provided through the Self-Insured Workers' Compensation Fund.

E. Annual Renewal of District Property and Casualty Liability Insurance

The District, through agent Stephen Romero of Wells Fargo Insurance Services, has received a renewal quote from the Nevada Public Agency Insurance Pool (NPAIP) for the District's Property and Casualty Insurance coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates from the Nevada Public Agency Insurance Pool.

As the summary indicates, premiums through NPAIP for Property and Casualty insurance coverage will increase from \$532,068.03 to \$546,111.08, an increase of \$14,043.05 or 2.6%. This increase is largely due to increases in property valuation, and increases in square footage. The previous year's increase was 3.4%, and two years ago was 2.9%.

Additionally, the District maintains a Student Accident Coverage Policy. This policy provides coverage for District transportation of students to and from school and to and

4.	Consent Items (For Possible Action) (Continued)	4:00 p.m.*
<p>E. Annual Renewal of District Property and Casualty Liability Insurance (Continued)</p> <p>from school activities. No coverage is provided for student participation in school activities. The policy cost will decrease \$25.00 from \$7,505.00 to \$7,480.00, or 0.3%, and is included in the coverage summary detail.</p>		
<p>RECOMMENDATION: Approve the renewal of the District’s property and casualty liability coverage for the period of July 1, 2012 through June 30, 2013 as presented. Additionally, approve the Student Accident Coverage Policy for the period of July 1, 2012 through June 30, 2013 as presented. Funding provided through the General Fund.</p>		
<p>F. Annual Renewal of Life/Accidental Death and Dismemberment Insurance</p> <p>The District, through L/P Insurance Services, has received a renewal quote from multiple vendors for the District’s Life / Accidental Death & Dismemberment Insurance coverage. Included in each Board Member’s agenda packet is a summary of the renewal coverage and rates as quoted. There were eight responses not presented as they were uncompetitive.</p> <p>As the summary indicates, premiums from four bids ranged from the renewal with Standard at a 32.5% increase to three others presented with quotes less than the current rate ranging from 9-25% reductions compared to current premium. However, the terms for each quote varied. Due to loss history with the District, Standard cannot renew at current cost of \$51,662 in annual premiums. Although Dearborn was presented with the lowest annual premium at a 25% savings, the term was for two years versus the three years presented by Lincoln Financial at a 15% savings. Staff recommends guaranteeing the savings with Lincoln Financial for the three year term with annual savings of \$5,849 at the 15% reduction of current premium, or \$33,142.</p>		
<p>RECOMMENDATION: Approve the renewal of the District’s Life / Accidental Death & Dismemberment Insurance coverage for the three year term of July 1, 2012 through June 30, 2015 with Lincoln Financial and annual premiums of \$33,142. Funding provided through the Self-Insurance Fund.</p>		
<p>G. Recommendation for Coordinator Striving Readers’ Comprehensive Literacy Grant</p> <p>An interview panel consisting of Lyn Gorrindo, Assistant Superintendent for Education Services; Kerry Pope, Director for Curriculum and Instruction and Brian Frazier, Director for Grants and Assessment interviewed 2 candidates for the position.</p> <p>The final candidate was recommended to Lisa Noonan who conducted her own interview. As a result, Katherine Bomba-Edgerton is being recommended to the Board as the Program Coordinator for the Striving Readers Grant.</p> <p>Ms. Bomba-Edgerton has a B.A. degree in English from Sierra Nevada College and a</p>		

4.	Consent Items (For Possible Action) (Continued)	4:00 p.m.*
<p>G. Recommendation for Coordinator Striving Readers’ Comprehensive Literacy Grant (Continued)</p> <p>Masters Degree in Educational Leadership from the University of Nevada at Reno. She is currently working on her PhD in Child and Educational Psychology and expects to be completed in 2013. She holds a Professional License with endorsements in English, School Administrator and Reading Specialist. Her experience includes:</p> <p>2009-Present: Professional Development Trainer for Douglas County School District 2008-2009: English Teacher, Douglas High School 2005-2008: Literacy Coach and English Teacher, Carson City School District</p>		
<p>RECOMMENDATION: Accept the recommendation of the Superintendent to hire Kathy Bomba-Edgerton as Program Coordinator for the Striving Readers’ Comprehensive Literacy Grant.</p>		
<p>H. Accounts Payable Special Run Voucher Numbers 1223, and 1224; and Regular Run Voucher Number 1225 for FY11-12</p> <p>A complete list of payments contained in Special Run Voucher Numbers 1223 and 1224; and Regular Run Voucher Number 1225 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 1223, 1224 and 1225 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 Numbers 1223 and 1224; and Regular Run Voucher Number 1225.</p>		
<p>I. Memorandum of Understanding (MOU) for Alpine County</p> <p>The superintendents of the two county school systems (DCSD and ACUSD) have developed and agreed upon the enclosed Memorandum of Understanding for the 2012-13 school year.</p>		
<p>RECOMMENDATION: Approve the Memorandum of Understanding for the 2012-13 school year.</p>		
<p>J. Bid Award - Rekeying Materials Contract (Installation)</p> <p>Approve request by Business Services to approve a contract award for installation of new District Standard locks at CVMS and JVES. Project will be paid for with Capital Projects Funding as approved in the 5 Year Capital Improvement Plan.</p>		
<p>RECOMMENDATION: Approve request by Business Services to award a contract in the amount of \$27,085 to the lowest, most responsive and responsible bidder, Opening Solutions, for installation of new locks at CVMS and JVES. Award amount not to exceed \$29,785, including Owner Contingency, with funding to come from the Capital Projects Fund.</p>		
<p>K. Bid Award – Rekeying Contract (Materials)</p> <p>Approve request by Business Services to approve a contract award for materials (including doors and frames) needed to complete the new District Standard locks at CVMS and JVES. Project will be paid for with Capital Projects Funding as approved in the 5 Year Capital Improvement Plan.</p>		

4.	Consent Items (For Possible Action) (Continued)	4:00 p.m.*
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K. Bid Award – Rekeying Contract (Materials) (Continued)

RECOMMENDATION: Approve request by Business Services to award a contract in the amount of \$31,094 to the lowest, most responsive and responsible bidder, Anchor Door and Hardware, for materials for the door and lock replacement at CVMS and JVES. Award amount not to exceed \$34,294, including Owner Contingency, with funding to come from the Capital Projects Fund.

L. Approval of Board Meeting Dates and Locations for the 2012-2013 School Year

As part of its annual organization, at the January 2012 Board Meeting, the Board approved the schedule of Board Meetings for the 2012 calendar year (January – December). The schedule offered extends the meeting location assignments through the school year (January 2013-June 2013).

RECOMMENDATION: Approve Board Meeting dates and locations for the 2012-2013 school year.

School Board Meeting Dates and Locations 2012-2013

DATE	LOCATION	TIME
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.
Tuesday, February 12, 2013	Douglas High School	3:30 p.m.
Tuesday, March 12, 2013	Douglas High School	3:30 p.m.
Tuesday, April 9, 2013	Lake Tahoe Public Library	3:30 p.m.
Wednesday, May 15, 2013	Douglas High School	3:30 p.m.
Tuesday, June 11, 2013	Douglas High School	3:30 p.m.

5.	Principal’s Report – (Pau-Wa-Lu Elementary School) (Administrative Report/Program Review)	4:05 p.m.*
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Pau-Wa-Lu Middle School Principal, Keith Lewis, will present a report on progress toward the goals of their School Improvement Plan.

6.	Strategic Plan Revisions (Discussion and For Possible Action)	4:25 p.m.*
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The Board will be presented with a draft of the revised 2012 DCSD Strategic Plan. The Board may choose to further adjust and/or approve the document for the next school year.

RECOMMENDATION: That the Board of Trustees approve the 2012 Strategic Plan.

7.	First Reading Board Policy No. 603, “Budget Preparation” (Discussion and For Possible Action)	4:35 p.m.*
<p>Holly Luna, Chief Financial Officer, will present recommended changes to Board Policy No. 603, “Budget Preparation” to align the policy with current practice, Nevada Revised Statutes, and Governmental Accounting Standards Board guidance. The policy was last revised January 1999.</p> <p>RECOMMENDATION: Approve for first reading Board Policy No. 603, “Budget Preparation.”</p>		
8.	First Reading Board Policy No. 619, “Fund Balance Accounting and Reporting” (Discussion and For Possible Action)	4:45 p.m.*
<p>Holly Luna, Chief Financial Officer, will present a new Board Policy No. 619, “Fund Balance Accounting and Reporting.” to provide categorical allocations of ending fund balances in alignment with Governmental Accounting Standards Board guidance – specifically, Statement No. 54.</p> <p>RECOMMENDATION: Approve for first reading Board Policy No. 619, “Fund Balance Accounting and Reporting.”</p>		
9.	AB 551 Board Report to the Legislative Council Bureau (Discussion and For Possible Action)	4:55 p.m.*
<p>Assembly Bill 551 requires school districts 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 no later than July 1 to the Legislative Council Bureau.</p> <p>RECOMMENDATION: Approve sending the report to the Legislative Council Bureau.</p>		
10.	Consideration of Final 2011-2012 Budget Amendments and Augmentations (Discussion and For Possible Action)	5:10 p.m.*
<p>In accordance with Nevada Revised Statutes, Nevada Administrative Code and Department of Taxation Regulations, it is necessary to consider adoption of the following resolutions in order to make final amendments and augmentations to the District’s 2011-12 budgets:</p> <p>No. 12-05 “Resolution to Augment and Amend the General Fund for the Fiscal Year 2011-12”</p> <p>No. 12-06 “Resolution to Augment and Amend Special Revenue Funds (to which ad valorem taxes are not allocated) for the Fiscal Year 2011-12”</p> <p>The General Fund Amendment makes adjustments to expenditure accounts as detailed on the highlights summary. In general, all budget changes included in the Resolutions are adjustments made to reflect financial events that have occurred after December of 2011 –the last time that the District amended District budgets.</p> <p>Copies of the Resolutions and supporting data are included in each Board Member’s agenda packet. These amendments are intended as final budget adjustments for fiscal year 2011-12, and action is required to make them effective in accordance with Nevada Revised Statutes.</p> <p>RECOMMENDATION: By separate actions, (1) Adopt Resolution #12-05 as submitted by Business Services, and (2) Adopt Resolution #12-06 as submitted by Business Services.</p>		

11.	Closed Session	5:20 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.		

12.	Superintendent's Report (Administrative Report)	6:05 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	6:10 p.m.*
Cynthia Trigg will present details of NASB accomplishments, current issues and goals.		
14.	Possible Agenda Items for Future Board Meetings	6:15 p.m.*
Input from Board Members		
15.	Correspondence	6:20 p.m.*
16.	Closed Session: Consideration of a Level III Grievance and a Possible Meeting with the Board's Management Representative	6:25 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).		
17.	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 16.		
18.	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 Regular Board Meeting

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 1638 Mono Avenue, 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 Web site: www.dcsd.k12.nv.us