

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, July 10, 2012
3:30 p.m.
Lake Tahoe Public Library
233 Warrior Way
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
Lake Tahoe Public Library
 Zephyr Cove, Nevada
 Tuesday, July 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 style="text-align: center;">A. Minutes of the Regular Meeting of June 12, 2012</p> <p>Attached are the Minutes of the Regular Board Meeting of June 12, 2012 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of June 12, 2012.</p>		
<p style="text-align: center;">B. Minutes of the Special Meeting of June 20, 2012</p> <p>Attached are the Minutes of the Special Meeting of June 20, 2012 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Special Meeting of June 20, 2012.</p>		
<p style="text-align: center;">C. Personnel Report No. 12-07</p> <p>Listed on the attached Personnel Report No. 12-07 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. 12-07.</p>		

2.	Consent Items (For Possible Action) (Continued)	
<p>D. Second Reading Board Policy No. 603, “Budget Preparation”</p> <p>Recommended changes to Board Policy No. 603, “Budget Preparation,” will be offered for a second reading in order 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 second reading, Board Policy No. 603, “Budget Preparation.”</p>		
<p>E. Second Reading Board Policy No. 619, “Fund Balance Accounting and Reporting”</p> <p>New Board Policy No. 619, “Fund Balance Accounting and Reporting” is offered for a second reading. The policy provides categorical allocations of ending fund balances in alignment with Governmental Accounting Standards, specifically, Statement No. 54.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 619, “Fund Balance Accounting and Reporting.”</p>		
<p>F. Surveillance Camera Bid</p> <p>Approve request by Business Services to approve a contract award for purchase of surveillance cameras / equipment for all secondary schools per Information Technology specifications provided by John Endter, Director of IT. Funding to come from the Capital Projects Fund as noted in the approved 5 Year CIP.</p>		
<p>RECOMMENDATION: Approve request by Business Services to award a contract to the lowest, most responsive and responsible bidder. Award will be funded from the Capital Projects Fund.</p>		
<p>G. Asphalt Maintenance Bid</p> <p>Approve request by Business Services to approve a contract award for crack filling and sealing, minor areas of repaving, and restriping impacted areas as needed for PWLMS, CCMES, and JVES to West Coast Paving as the lowest, most responsive and responsible bidder in the amount of \$60,397.50. Funding to come from the budgeted Major Maintenance category (“88” funds) in the General Fund in FY12/13.</p>		
<p>RECOMMENDATION: Approve request by Business Services to award a contract to the lowest, most responsive and responsible bidder, West Coast Paving in the amount of \$60,397.50 for crack filling, sealing, repair and restriping. Award will be funded from the budgeted Major Maintenance category in the General Fund.</p>		
<p>H. Accounts Payable Special Run Voucher Number 1300 for FY12-13 and Regular Run Voucher Number 1301; and Regular Run Voucher Number 1227 for FY11-12</p> <p>A complete list of payments contained in Special Run Voucher Number 1300 and Regular Run Voucher Number 1301 for FY12-13; and Regular Run Voucher Number 1227 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 1227, 1300 and 1301 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 1300; and Regular Run Voucher Numbers 1227 and 1301.</p>		

2.	Consent Items (For Possible Action) (Continued)	
<p>I. Recommendation for Director of Special Services</p> <p>The interview panel consisted of Lyn Gorrindo, Assistant Superintendent for Education Services; Shannon Brown, Principal; Tom Morgan, Assistant Principal; Mary Jo Hollis, Special Education Teacher; Rob Parks, Special Education Teacher; and Rich Alexander, Assistant Superintendent for Human Resources.</p> <p>The top candidate was recommended to Superintendent Lisa Noonan who conducted her own interview and did reference checks. As a result, Christi Hines-Coates is being recommended to the Board as the Director of Special Services.</p> <p>Ms. Hines-Coates has a B.S. degree in Special Education and General Education from the University of Nevada, Reno and a Masters Degree in Administration and Supervision from the University of Phoenix. She has earned a second Masters Degree in Special Education and Certified Special Educator from Grand Canyon University.</p> <p>Her experience includes:</p> <p>2010-Present: Support Services Director for Shelley School District, Idaho 2009-2010: Associate Director of Special Education, Granite School District, Utah 2008-2009: Special Services Director, Lyon County School District, Nevada 2004-2008: Vice Principal, Yerington Intermediate School, Lyon County, Nevada 1999-2004: Special Education Teacher, Yerington Intermediate School, Lyon County</p>		
<p align="center">RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Christi Hines-Coates as Director of Special Services.</p>		
3.	Principal’s Report – (Jacobsen High School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Jacobsen High School Principal, Brian Frazier, will present a report on progress toward the goals of their School Improvement Plan.</p>		
4.	First Reading Board Policy No. 542, “Plan for Serving Students in Transition (SIT) & Unaccompanied Youth (Homeless Children)” (Discussion and For Possible Action)	4:00 p.m.*
<p>Education Services has been working to create procedures and guidance for DCSD schools. This item is brought forward to formalize those continuing improvements to our practices.</p>		
<p align="center">RECOMMENDATION: Approve for first reading, Board Policy No. 542, “Children in Transition (Homeless Children.)”</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)	4:10 p.m.*
<p>At the January 10, 2012 and April 10, 2012 Board meetings, 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.</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) (Continued) (Discussion and For Possible Action)	
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.		
RECOMMENDATION: Consider any properly presented offers (written or oral) for the sale of the property.		
6.	KMS Resolution Amendment (Discussion and For Possible Action)	4:15 p.m.*
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.		
RECOMMENDATION: Adopt the provided amendment to the April Resolution and continue with the effort to sell the former Kingsbury Middle School property.		
7.	First Reading Board Policy No. 514, "Reporting Student Progress – Parent Conferencing" (Discussion and For Possible Action)	4:20 p.m.*
The Assistant Superintendent of Education Services, Lyn Gorrindo, will present proposed changes to Board Policy and Administrative Regulation No. 514. This policy addresses the reporting of academic progress to parents. Revisions to PEP Days (elimination of PEP days), elementary STAR Folders, competency reports, and items that may be included in an academic conference. District administrators have reviewed and approve of the revisions.		
RECOMMENDATION: Approve for first reading Board Policy No. 514, "Reporting Student Progress – Parent Conferencing."		
8.	First Reading Board Policy No. 501, "Guardianship – Eligibility of Out-of-State, Non-Resident Children" (Discussion and For Possible Action)	4:30 p.m.*
The Assistant Superintendent of Education Services, Lyn Gorrindo, will present proposed changes to Board Policy 501. The revision incorporates mandated federal language that addresses students in transition within our District. District administrators have reviewed and approve of the revisions.		
RECOMMENDATION: Approve for first reading Board Policy No. 501, "Guardianship – Eligibility of Out-of-State, Non-Resident Children"		

9.	First Reading Board Policy No. 210A, “Recognition of Religious Beliefs and Customs” (Discussion and For Possible Action)	4:40 p.m.*
	The Assistant Superintendent of Education Services, Lyn Gorrindo, will present a new proposed policy and administrative regulation that addresses recognition of religious beliefs and customs in our schools.	
	RECOMMENDATION: Approve for first reading, Board Policy No. 210A, “Recognition of Religious Beliefs and Customs.”	
10.	Board Self-Evaluation (Discussion and For Possible Action)	4:50 p.m.*
	Various members of the board have been reviewing ideas for a new self-evaluation form. After several discussions and iterations, the form in tonight’s packet is ready for discussion and consideration.	
	RECOMMENDATION: That the Board of Trustees discuss and consider the presented form as an annual tool for continuous improvement.	
11.	Closed Session	5:10 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	6:25 p.m.*
16.	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

Classified Personnel

2012-2013 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Gail Carothers	Health Service Nurse RN – DHS	08-20-12	34EE4	Wendy Adkisson
Janna Collins	Health Service Nurse RN – CCMES	08-20-12	47EE3	Susan Cruz
Debora Severns	Program Aide – ZCES	08-20-12	11EE2	Lucille Santoemma
2011-2012 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Judith Johanson	Cashier Helper II – ZCES	06-04-12	08-31-	
2012-2013 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Autumn Marshall (rescinded)	Occupational Therapist –	Never started		
2012-2013 CLASSIFIED POSITION CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Darlene Rankin	Custodian – PWLMS	Head Custodian – PHES	07-01-12	Don Peterson
Michele Benton	Special Ed IEP Aide – JVES (3.0 hrs)	Special Ed IEP Aide – DHS (5.5 hrs)	08-20-12	Alita Rogers
Deborah Hergenrader	Classroom/Playground Aide – CCMES	SR Kindergarten Aide – CCMES	08-20-12	New Position
Daniel Hyden	School Computer Tech – CCMES	School Computer Tech – CCMES	08-20-12	Rescinded Resignation
2011-2012 CLASSIFIED TERMINATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Kathy Pitzer	Director of Student Nutrition – SNP	06-13-12	06-13-12	

Certified Personnel

CERTIFIED TERMINATION		
Name	Position/Location	
Gary Collier	JROTC Instructor/DHS	
CERTIFIED RESIGNATIONS		
Name	Position/Location	
Jan Visger	Director of Special Services and Support Programs/DW	
Kathleen Regan	Classroom Teacher/GES	
Carrie Horvath	School Psychologist/DW	
CERTIFIED HIRES		
Name	Position/Location	School Year
Kathleen Kixmiller	SR Academic Coach/JHS/ASPIRE	2012 - 2013
Gayle Freeman	SR Lit Coach/CVMS	2012 - 2013
Linda Fields	SR HQSI Specialist	2012 - 2013
Kathleen Gerat	.5 SR Kindergarten – 1 Year/SES	2012 - 2013
Christi Hines-Coates	Dir of Sp Services & Support Programs/DW	2012 - 2013
Renata Giacomini	School Psychologist/DW	2012 - 2013
Barbara Sloan	SR ECE Teacher/COF/JVES	2012 - 2013
Jamie Nerska	SR DBDM Leader/PWLMS/CVMS	2012 - 2013
Christina Brown	Teacher/DHS	2012 - 2013
Alycia Burton	School Psychologist/DW	2012 - 2013
Kira Brown	School Counselor/CVMS	2012 - 2013
Elizabeth Corpier	SR ECE Teacher/COF/CCMES	2012 - 2013
Candace Mapp	SpEd Teacher/DHS	2012 - 2013
Estela Gerlinger	School Counselor/WHS	2012 - 2013
Gina Solri	Teacher – 1 Year/CVMS	2012 - 2013
Carly Smyth	Teacher – 1 Year/CVMS	2012 - 2013
Tracey Hawks	Teacher – 1 Year/JVES	2012 - 2013