

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, November 13, 2012
3:30 p.m.
Gardnerville Elementary School
1290 Toler Ave
Gardnerville, 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.

Public Comment: During regular Board meetings, for any matter that is not specifically identified as a matter to be heard, 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.

For each item on the agenda on which action may be taken, public comment will be allowed after the Board discusses the item, but before taking action. Members of the public who wish to address the Board on any item on the agenda on which action may be taken can be assured of being heard during this time.

The Board reserves the right to limit the amount of time that will be allowed for each member of the public to speak during any public comment period.

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.

Revised 10/9/12

Douglas County School District
 Regular Meeting
Gardnerville Elementary School
Gardnerville, Nevada
 Tuesday, November 13, 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.	Gardnerville Elementary School Ribbon Cutting, Tour and Reception (Special Recognition)	3:35 p.m.*
<p>Through the funding provided by the Bond Rollover program, the remodel project at GES is now complete. The Board will host a brief ribbon cutting ceremony and facility tour to include any interested members of the community.</p>		
3.	Consent Items (For Possible Action)	4:05 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 October 9, 2012 Attached are the Minutes of the Regular Board Meeting of October 9, 2012 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of October 9, 2012.</p>		
<p>B. Accounts Payable Special Run Voucher Number 1309 and Regular Run Voucher Number 1310 for FY12-13 A complete list of payments contained in Special Run Voucher Number 1309 and Regular Run Voucher Number 1310 for FY12-13 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1309 and 1310 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 1309 and Regular Run Voucher Number 1310 for FY 12-13.</p>		

3.	Consent Items (For Possible Action)(Continued)	4:05 p.m.*
<p>C. Personnel Report No. 12-11</p> <p>Listed on the attached Personnel Report No. 12-11 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. 12-11.</p>		
<p>D. Progressive Discipline Plans</p> <p>In accordance with NRS 392.4644, a compilation of Progressive Discipline Plans for the schools in Douglas County School District is provided for your review.</p>		
<p>RECOMMENDATION: Approve the District Implementation Report to be submitted to the Superintendent of Public Instruction.</p>		
<p>E. Recommendation for Student Nutrition Program Director</p> <p>An interview panel consisting of Denise Higgins, former Student Nutrition Program Director; Holly Luna, CFO; and Rich Alexander, Assistant Superintendent for Human Resources, interviewed 3 candidates for the position.</p> <p>Reference checks were conducted and the Superintendent was consulted. The committee is pleased to recommend Phyllis Hasner to the Board as the Student Nutrition Program Director.</p> <p>Ms. Hasner has been a Nutrition Services Assistant Supervisor in Washoe County School District since 1996. She also has served as a cook for the Kid's Café after school youth program in Sparks since 1997.</p>		
<p>RECOMMENDATION: Accept the recommendation of the committee and appoint Phyllis Hasner as Student Nutrition Program Director.</p>		
<p>F. Class Size Reduction</p> <p>The District wishes to continue participating in the Class Size Reduction program using the Alternative Plan (also known as the Elko Model) which reduces class size in grades first through third to a district average of 22:1 and grades four through six to 25:1.</p>		
<p>RECOMMENDATION: Authorize the District to continue to participate in the Class Size Reduction program using the Alternative Plan.</p>		
<p>G. Northwest Regional Professional Development Program Annual Report</p> <p>In compliance with NRS 391.556, a report is provided of the Regional Professional Development Program (RPDP), professional development training in our district.</p>		
<p>RECOMMENDATION: Approve submission of the RPDP Annual Report to the State Board, the Commission and the Legislative Bureau of Educational Accountability and Program Evaluation.</p>		

3.	Consent Items (For Possible Action)(Continued)	4:05 p.m.*
<p>H. Certification Page for School Nutrition Program, Revised Signature Authority</p> <p>In order to ensure continuation of business processes in a timely manner, the Nevada Department of Education requires signature authority for the School Nutrition Program. Phyllis Hasner has been named Director of the Student Nutrition Program. Business Services requests signature authority for Phyllis Hasner for purposes of DCSD's continuing participation in the Child Nutrition Program. Enclosed in the Board packets for review is the certification page for signature authority.</p> <p>RECOMMENDATION: Request the Board Clerk to authorize certification page naming Phyllis Hasner as an authorized signatory for purposes of the Child Nutrition Program.</p>		
4.	Special Recognition	4:10 p.m.*
<p>Barbara McCue will be recognized for her contributions to the District through her service in the Transportation Department.</p>		
5.	Principal's Report – (Gardnerville Elementary School) (Administrative Report/Program Review)	4:15 p.m.*
<p>Gardnerville Elementary School Principal, Shannon Brown will present reports on progress toward the goals of their School Improvement Plan.</p>		
6.	Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2012 (Discussion and For Possible Action)	4:35 p.m.*
<p>Included in each Board Member's agenda packet is a copy of the 2011-12 independent external financial audit report covering all district funds. David Silva, Zeth Macy, and Jason Bullard, CPAs representing the firm of The Bullard Macy Group, audited the District's financial statements, and will review the audit and highlight specific items within the report. The report presents the District's audited financial position as of June 30, 2012, and the results of financial operations for same. The auditors found no material problems during the course of their audit and, therefore, made no material recommendations. Additionally, there are no findings attributable to the fiscal year 2011-12.</p> <p>For the fiscal year ended June 30, 2012, the District's Special Education Fund unreserved ending fund balance decreased by \$198,512 from \$445,766 on June 30, 2011 to \$247,254 on June 30, 2012. However, per Board Policy 619 in accordance with GASB 54, 100% of the balance is assigned for the 2013 fiscal year. The June 30, 2012 unreserved ending balance was 3.7% of the funds expended, or \$6,741,360, down from 6.6% last year on expenditures of \$6,738,815.</p> <p>The District ended 2011-12 with fund balances in line with Board Policy and sound financial management standards. External auditors and staff will be available to answer questions.</p>		
<p>RECOMMENDATION: Approve the 2011-2012 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624.</p>		

7.	Consideration of 2012 School Improvement Bond Resolution (Discussion and For Possible Action)	4:55 p.m.*
<p>Consideration and possible adoption of “2012 School Improvement Bond Resolution” declaring the necessity of incurring a bonded indebtedness on behalf of the Douglas County School District for the purpose of acquiring, constructing, improving, and equipping school facilities of the District. The Resolution will authorize the issuance by the District of \$9,000,000 of General Obligation (Limited Tax) School Improvement Bonds (PSF Guaranteed), as well as authorize the chief financial officer of the District to arrange for the sale of the bonds; and provide other matters relating thereto.</p> <p>NRS requires an adoption by two-thirds majority vote of the Board.</p>		
<p>RECOMMENDATION: Approve the “2012 School Improvement Bond Resolution #12-08,” as submitted.</p>		
8.	Sick Leave Usage Report (Administrative Report/Program Review)	5:00 p.m.*
<p>As per Board request, a review of Classified and Certified leave usage from 2010-11 to the present will be presented.</p>		
9.	District Improvement Plan (Discussion and For Possible Action)	5:20 p.m.*
<p>The District Improvement Planning team has met and reviewed the District’s achievement data for 2011-12. Lyn Gorrindo, Assistant Superintendent of Education Services, will provide the Board with an overview of the Plan and action steps that will guide School Improvement Plans for the 2012-2013 school year</p>		
<p>RECOMMENDATION: Adopt the 2012-2013 District Improvement Plan.</p>		
10.	Douglas High School Schematic Design Review and Approval - Placeholder (Discussion and For Possible Action)	5:40 p.m.*
<p>The Board approved a Master Plan option for Douglas High School (DHS) in March. Staff, CMAR and Architects have been working to complete a Schematic Design aligned with Phase 1 components of the DHS Master Plan, and the \$17 million construction budget. The Board reviewed the Schematic Design in a Special Board Meeting on November 8th. This agenda item serves as a placeholder for additional discussion should there be any revisions to the proposed Schematic Design as a result of Board input on November 8th. Staff will be available to answer questions.</p>		
<p>RECOMMENDATION: Approve Schematic Design for the DHS Phase 1 Master Plan project with incorporated revisions from the November 8, 2012 presentation.</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>		

11.	Student Representative at Board Meeting (Discussion and For Possible Action)	6:05 p.m.*
Discussion on this concept was tabled at a previous meeting.		
RECOMMENDATION: That the Board requests that the superintendent send agendas to the teachers of leadership classes each month and invite students to attend meetings as interested throughout the year. Students in attendance at board meetings will be recognized and welcome to speak during public comment.		
12.	Calendar Parameters (Discussion and For Possible Action)	6:25 p.m.*
As a district calendar for the next 3 years is being developed for recommendation to the Board in December, staff is requesting a discussion with the Board as to its preferences for any parameters staff should follow in developing the calendar.		
RECOMMENDATION: Approve the recommendation to remain within the current calendar parameters or provide direction as to budget allocations should new parameters be desired that incur additional costs.		
13.	Board Self-Evaluation Form (Discussion and For Possible Action)	6:55 p.m.*
A Special Meeting of the Board was held on August 24th to further discuss the implementation of a system for Board self-evaluation. The full Board will have an opportunity to review and discuss the ideas from that meeting.		
RECOMMENDATION: That the Board schedules a Special Meeting on the last Friday of January in odd-numbered years to discuss and review their work.		
14.	Administrative Regulation No. 219(b), "Challenges Made to Textbooks/Instructional Materials" (Discussion and For Possible Action)	7:15 p.m.*
Administrative Regulation 219(b) requires Board approval of the committee selected to review and reconsider selected instructional materials. Rommy Cronin, Director of Curriculum and Instruction, will recommend members to serve on this committee for the 2012-13 school year. Changes to the Administrative Regulation guiding this process will also be provided.		
RECOMMENDATION: Approve the committee for review and reconsideration of challenged instructional materials.		
15.	Superintendent's Report (Administrative Report)	7:35 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	7:45 p.m.*
Cynthia Trigg will present details of NASB accomplishments, current issues and goals.		

17.	Possible Agenda Items for Future Board Meetings	7:50 p.m.*
	Input from Board Members	
18.	Correspondence	7:55 p.m.*
19.	Closed Session	8:00 p.m.*
	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.

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

1.	Call to Order	3:30 p.m.
2.	Gardnerville Elementary School Ribbon Cutting, Tour and Reception (Special Recognition)	3:35 p.m.*
3.	Consent Items (For Possible Action)(Continued)	4:05 p.m.*
4.	Special Recognition	4:10 p.m.*

Classified Personnel

2012-2013 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Rachel Hedgecock	SR Kindergarten Aide – SES	10-05-12	14EE2	New Position
John Reilly	Special Ed IEP Aide – CVMS	10-15-12	11EE2	Jeffrey Ortega
Brenda Boyer	Bookkeeper – Business Services	10-22-12	32EE3	Nikki Bertone
Phyllis Hasner	Director of Student Nutrition Program	10-29-12	CEE5	Kathy Pitzer
2012-2013 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Kevin Murry	Custodian / Rover – District Wide	10-17-12	10-17-12	
Annette Parsons	Special Ed IEP Aide – JVES	10-18-12	10-18-12	
Stephanie Murry	Special Ed IEP Aide – DHS	10-31-12	10-31-12	
2012-2013 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Dina Parra	Secretary I – JHS	Secretary II – JHS	10-22-12	N/A
Renee Bidart	Clerk Typist – PDC / ASPIRE	Secretary II – ASPIRE	11-01-12	Debra Hyden
Mary McNamara	Cashier Helper I – PWLMS	Assistant Cook – MES	11-01-12	Martha Hollis
2012-2013 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Debra Hyden	Secretary II – ASPIRE	10-17-12		
Annette Parson	Special Ed IEP Aide - JVES	10-18-12		

Certified Personnel

CERTIFIED REQUEST FOR LEAVE (SHORT TERM):			
Name	Position/Location	Date(s)	Action
Nicole Colquhoun	Teacher/GES	November 19 & 20, 2012	Nicole Colquhoun
Theresa Eymann	Teacher/ZCES	November 9, 2012	Theresa Eymann
CERTIFIED HIRES			
Name	Position/Location	School Year	
Stephanie Abbate	.5 1 YR SpEd/MES	2012-2013	
CERTIFIED RESIGNATIONS			
Name	Position/Location		
Chuck Pope	Teacher/ASPIRE		