

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, December 11, 2012  
3:30 p.m.  
Douglas High School  
1670 Hwy 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.

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.

**Douglas County School District**  
 Regular Meeting  
**Douglas High School**  
**Minden, Nevada**  
 Tuesday, December 11, 2012  
 3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
<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>		
<b>2.</b>	<b>Consent Items (For Possible Action)</b>	<b>3:35 p.m.*</b>
<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;"><b>A. Minutes of the Regular Meeting of November 13, 2012</b></p> <p>Attached are the Minutes of the Regular Board Meeting of November 13, 2012 for your review and approval.</p>		
<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 13, 2012.</b></p>		
<p style="text-align: center;"><b>B. Accounts Payable Special Run Voucher Number 1311 and Regular Run Voucher Number 1312 for FY12-13</b></p> <p>A complete list of payments contained in Special Run Voucher Number 1311 and Regular Run Voucher Number 1312 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 1311 and 1312 are available for review by the public at the Superintendent's office prior to the time of the meeting.</p>		
<p><b>RECOMMENDATION: Approve payments contained in Special Run Voucher Number 1311 and Regular Run Voucher Number 1312 for FY 12-13.</b></p>		
<p style="text-align: center;"><b>C. Personnel Report No. 12-12</b></p> <p>Listed on the attached Personnel Report No. 12-12 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><b>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 12-12.</b></p>		

<b>2.</b>	<b>Consent Items (For Possible Action)(Continued)</b>	<b>3:35 p.m.*</b>
<p><b>D. Minutes of the Special Meeting of November 8, 2012</b></p> <p>Attached are the Minutes of the Special Board Meeting of November 8, 2012 for your review and approval.</p> <p><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of November 8, 2012.</b></p> <p><b>E. Annual Renewal - Stop Loss Insurance</b></p> <p>Included in each Board Member's agenda packet is a copy of the Renewal and Marketing Analysis for the District's self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to staff and Health Advisory Committee recommendations of renewal to accept Symetra's proposal of stop loss level of \$175,000 with a \$0 Laser Deductible at a premium of \$405,352. Funding to come from the Self-Insured Health Insurance Fund.</p> <p><b>RECOMMENDATION: Direct Business Services to approve the excess stop loss insurance for the District's self-funded health insurance plan with Symetra at a stop loss level of \$175,000 with a \$0 Laser Deductible at a premium of \$405,352. Funding to come from the Self-Insured Health Insurance Fund.</b></p>		
<b>3.</b>	<b>Special Recognition</b>	<b>3:40 p.m.*</b>
<p>The Board will recognize Randy Green for his years of service as a Trustee. Mr. Green's term on the Board will be concluding this month.</p>		
<b>4.</b>	<b>Principal's Report – (Douglas High School) (Administrative Report/Program Review)</b>	<b>3:50 p.m.*</b>
<p>Douglas High School Principal, Marty Swisher will present reports on progress toward the goals of their School Improvement Plan.</p>		
<b>5.</b>	<b>Graduation Report (Administrative Report/Program Review)</b>	<b>4:10 p.m.*</b>
<p>Brian Frazier, Director of Assessments and Grants, will provide a report on our most recent graduation data components for Douglas County School District.</p>		
<b>6.</b>	<b>Review of Graduation Requirements – Types of Diplomas (Administrative Report/Program Review)</b>	<b>4:25 p.m.*</b>
<p>Douglas County School District Board members have asked for a review and discussion of Policies and Administrative Regulations related to graduation.</p>		
<b>7.</b>	<b>Closed Session</b>	<b>5:00 p.m.*</b>
<p>The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).</p>		

<b>Public Comment:</b>	<b>6:00 p.m.</b>
<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>	
<b>8.</b>	<p><b>Revisions to Secondary Writing Rubrics (Discussion and For Possible Action)</b></p>
<p>Rommy Cronin, Director of Curriculum and Instruction, will present secondary writing rubrics aligned to the Common Core State Standards. The rubrics are to be used as Common Summative Assessments that reflect the rigor expected in the Common Core for each grade level.</p>	
<p><b>RECOMMENDATION: Adopt the rubrics as Common Summative Assessments for 7th through 12th grade English Courses.</b></p>	
<b>9.</b>	<p><b>Review and Approval of DCSD Elementary Playground Standards and Budget for Repair of Equipment, Materials and Installation (Discussion and For Possible Action)</b></p>
<p>Business Services has developed an in-depth District-Wide Elementary Playground Standards, has had a Risk Assessment of each elementary playground, and has a proposed budget for the replacement (and/or repairs) of non-compliant equipment, materials, and installation. Targeted timeline for completion and compliance to proposed Standards is summer of 2013 with an estimated budget of \$600,000 and funding to come from the Bond Fund, and is in alignment with the Revised 5 Year CIP as approved by the Board October 9, 2012.</p>	
<p><b>RECOMMENDATION: Approve the DCSD Elementary Playground Standards as presented and direct Business Services to align all elementary playground equipment and sites to the Standards. Additionally, approve a budget not to exceed \$600,000 for the repair and replacement of playground equipment, fall zone material, and installation costs. Funding to come from the Bond Fund and is in alignment with the current 5 year CIP.</b></p>	
<b>10.</b>	<p><b>Budget Augmentations and Amendments 2012-13 (Discussion and For Possible Action)</b></p>
<p>Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1 of each year.</p>	
<b>10.</b>	<p><b>Budget Augmentations and Amendments 2012-13 (Continued)</b></p>
<p><b>6:50 p.m.*</b></p>	

	<b>(Discussion and For Possible Action)</b>	
	<p>In accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2012-2013 budgets:</p> <p>No. 12-09 "Resolution to Amend the General Fund Budget for the 2012-13 Fiscal Year"</p> <p>No. 12-10 "Resolution to Augment and/or Amend Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2012-13 Fiscal Year "</p> <p>No. 12-11 "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2012-13 Fiscal Year"</p> <p>Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2012-13 budget changes in detail, and answer Board Members' questions.</p>	
<p><b>RECOMMENDATION: Adopt each Resolution independently as proposed.</b></p> <p><b>Adopt Resolution No. 12-09 in its entirety</b></p> <p><b>Adopt Resolution No. 12-10 in its entirety</b></p> <p><b>Adopt Resolution No. 12-11 in its entirety</b></p>		
11.	<p><b>First Reading Board Policies No. 322, "Administrative Job Expenses" – delete; No.416 "Job Related Expenses" – delete and No. 813; and "Reimbursement of Business Related Expenses," - NEW POLICY</b></p> <p><b>(Discussion and For Possible Action)</b></p>	7:00 p.m.*
	<p>Business Services has reviewed old policies (BP322 and 416) and standardized and combined into a new policy (BP813) under the Operations sub-category to provide consistency and application to all District employees.</p>	
<p><b>RECOMMENDATION: Approve the deletion of Board Policies 322 and 416 and substitute with BP813, "Reimbursement of Business Related Expenses". Approve for first reading, BP813, "Reimbursement of Business Related Expenses."</b></p>		
12.	<p><b>Superintendent Evaluation</b></p> <p><b>(Discussion and For Possible Action)</b></p>	7:05 p.m.*
	<p>Dr. Noonan will present an overview of the major efforts and results for the District in 2012. Perception survey data has also been collected from key groups in the District and has been provided for the Board's review before their surveys have been completed.</p>	
<p><b>RECOMMENDATION: That the Board select an overall rating for the performance of the Superintendent in 2012.</b></p>		

<b>13.</b>	<b>Superintendent Contract (Discussion and For Possible Action)</b>	<b>7:35 p.m.*</b>
	The superintendent's current contract will expire on June 30, 2013. Dr. Noonan is recommending that the current contract be renewed for another three year period without increase or changes to the current compensation.	
	<b>RECOMMENDATION: That the Board approve the extension of the superintendent's current contract through June 30, 2016.</b>	
<b>14.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>7:45 p.m.*</b>
	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.	
<b>15.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>7:50 p.m.*</b>
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
<b>16.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>7:55 p.m.*</b>
	Input from Board Members	
<b>17.</b>	<b>Correspondence</b>	<b>8:00 p.m.*</b>
<b>18.</b>	<b>Adjournment</b>	
	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](http://www.dcsd.k12.nv.us)

**Classified Personnel**

2012-2013 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Kayla Price	Educational Tutor II – District Wide	11-16-12	40EE1	Margaret Craig
Paige Lloyd	Special Ed IEP Aide – JVES	11-19-12	14EE2	Annette Parsons
James Wallace	Rover Custodian – District Wide	11-19-12	23EE1	Kevin Murry
Diane Hamada	Cashier Helper II – SES	11-19-12	12EE2	Lisa Frankiewich
Renee Foster	Cashier Helper I – PWLMS	11-26-12	10EE2	Mary McNamara
2012-2013 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
None				
2012-2013 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Gloria Johnson	Program Aide – GWHS	Special Ed IEP Aide – DHS	11-26-12	Stephanie Murry
Deborah Johnson	Secretary I – SES	Secretary I – Curriculum & Instructions	12-03-12	Renee Bidart
Ora Hearn	Special Ed IEP Aide – MES (3.0 hrs)	Special Ed IEP Aide – MES (6.0 hrs)	12-03-12	New Position
Craighead, Carilynn	Assistant Cook – CCMES	Special Ed IEP Aide – MES	12-03-12	Ora Hearn
2012-2013 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Theresa Karlowitsch	Custodian – CVMS	01-07-13		

**Certified Personnel**

CERTIFIED HIRES		
Name	Position/Location	School Year
John T. Downs	JROTC Instructor/DHS	2 <sup>nd</sup> Sem 2012-2013
CERTIFIED RESIGNATIONS		
Name	Position/Location	
Jennifer Caires	RPDP Trainer/PDC	