

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, March 12, 2013
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

Thomas Moore, President

Karen Chessell, Vice President

Ross Chichester, Clerk

Neal Freitas, Member

Sharla Hales, Member

Teri Jamin, 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, March 12, 2013
 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 February 12, 2013</p> <p>Attached are the Minutes of the Regular Board Meeting of February 12, 2013 for your review and approval.</p> <p style="text-align: center;">RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of February 12, 2013.</p>		
<p style="text-align: center;">B. Accounts Payable Special Run Voucher Number 1317 and Regular Run Voucher Number 1318 for FY12-13</p> <p>A complete list of payments contained in Special Run Voucher Number 1317 and Regular Run Voucher Number 1318 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 1317 and 1318 are available for review by the public at the Superintendent's office prior to the time of the meeting.</p> <p style="text-align: center;">RECOMMENDATION: Approve payments contained in Special Run Voucher Number 1317 and Regular Run Voucher Number 1318 for FY 12-13.</p>		
<p style="text-align: center;">C. Personnel Report No. 13-03</p> <p>Listed on the attached Personnel Report No. 13-03 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 style="text-align: center;">RECOMMENDATION: Approve personnel actions described in Personnel Report No. 13-03.</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Second Reading Board Policy No. 318, “Positive Action Review”</p> <p>Board Policy No. 318, “Positive Action Review,” is offered for a second reading. Administrators discussed revisions during the recent meet and confer process. The changes require an informal resolution step and add the opportunity for representation at all levels.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 318, “Positive Action Review.”</p>		
<p>E. Budget Adjustment Voucher for March 2013</p> <p>A complete list of budget adjustments by the Chief Financial Officer that occurred during the recent course of business is provided for review and approval by the Board of Trustees as required by NRS 354. 598005.</p>		
<p>RECOMMENDATION: Approve the Budget Voucher Adjustment for March 2013.</p>		
3.	Principal’s Report – (Carson Valley Middle School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Carson Valley Middle School Principal, Bob Been will present reports on progress toward the goals of their School Improvement Plan.</p>		
4.	Annual Facilities’ Master Plan Update (Administrative Report)	4:00 p.m.*
<p>In April 2010, the Board approved a 10 year Facilities’ Master Plan (FMP). This report serves as the third annual update to include revisions to the overall site scoring based on upgrades, renovations or construction to the facilities since last year’s update.</p>		
5.	Administrative Regulation 518(f), “Graduation Ceremony Regulations” (Information and Discussion)	4:10 p.m.*
<p>Staff will report on information collected regarding graduation ceremony practices in other Nevada school districts and the results of a recent survey of Douglas County students, parents and staff.</p>		
6.	Heritage Building (Discussion and For Possible Action)	4:40 p.m.*
<p>The Heritage Building was the original school on the campus at Gardnerville Elementary. Since the completion of the GES remodel in the fall of 2012, the Heritage Building is no longer in use for students. In order to decide future uses of the building, staff will discuss next steps with the board for preparing to lease or sell this portion of the property.</p>		
<p>RECOMMENDATION: Authorize staff to proceed with costs associated with the preparation to lease or sell the property including the first appraisal through Johnson-Perkins & Associates, Inc.</p>		

7.	Board Committee Additions (Discussion and For Possible Action)	5:00 p.m.*
	<p>The Board maintains a list of committees/events on to which board members are asked to serve/attend throughout the year. The Board may wish to enhance the current list by adding one or more new positions such as “<i>Legislature Representatives</i>” and “<i>Gifted and Talented Committee Representatives</i>.”</p> <p style="text-align: center;">RECOMMENDATION: Add any new positions to the “Board’s Representatives” list and the names of board members who will be serving in those roles for the 2013 calendar year.</p>	
8.	eWalk and Teach for Success (T4S) (Information and Discussion)	5:10 p.m.*
	<p>One of the items requested under “Future Board Agenda Items” was a presentation by staff on eWalk and Teach for Success (T4S). Staff will explain and demonstrate the technology software provided to our administrators that is eWalk and the protocol elements used in observing classroom instruction that is T4S.</p>	
9.	Closed Session	5:30 p.m.*
	<p>The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).</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>	
10.	Nevada School Performance Framework 102 (Information and Discussion)	6:05 p.m.*
	<p>Staff will provide an orientation of the new Nevada School Performance Framework (NSPF). The 100-point index demonstrates how schools are performing using a report card format that is tailored to elementary, middle and high school levels. The board reviewed sample report cards for elementary and middle school levels at their February meeting. The focus tonight will be on the high school sample report.</p>	
11.	Data Dashboard Revisions (Information and Discussion)	6:45 p.m.*
	<p>With the arrival of the Nevada Education Performance System (EPS) the Board will want to consider revisions to the District’s Data Dashboard. A review of options will be discussed following the Nevada School Performance Framework (NSPF) orientations.</p>	

12.	Follow-Up to January 25, 2013 Special Meeting Workshop (Information and Discussion)	7:15 p.m.*
	The Board held a special meeting on January 25 th to discuss their performance. The board may wish to follow up on any topics that were not completed at the special meeting or to set the timing for future special meetings of this nature to be scheduled as the board sees appropriate.	
13.	Superintendent's Report (Administrative Report)	7:30 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.	
14.	Nevada Association of School Boards (NASB) Report	7:35 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
15.	Board Reports and Possible Agenda Items for Future Board Meetings	7:40 p.m.*
	Brief updates from the Board regarding District activities, conferences and/or requests by Board Members for possible future agenda items.	
16.	Correspondence	7:50 p.m.*
17.	Adjournment	
	The Board will reconvene in public session and a motion will be made to adjourn.	

(*) Times are estimated. Items on the Agenda may be taken out of order. The Board of Trustees may combine two or more agenda items for consideration, and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Generally speaking, the item will be heard no earlier than the time indicated.

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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
Brian Gribbin	Cashier Helper II – CVMS	02-25-13	12EE2	Stacy Pimental
Mallory Marshall	Special Ed IEP Aide – SES	02-25-13	11EE2	Michelle Campbell
2012-2013 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Diana Hamada	Cashier Helper II – SES	03-01-13	03-01-13	
Rebecca Valenzuela	Assistant Cook – GWHS	03-07-13	03-07-13	
Bonnie Castiglione	Administrative Secretary – Human Resources	03-04-13	03-04-13	
Gail Carothers	Health Service Nurse RN – DHS	03-15-13	03-15-13	
2012-2013 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Frankie Baiza	Head Custodian – ZCES	06-07-13	06-07-13	

Certified Personnel

2012-2013 CERTIFIED HIRES		
Name	Position/Location	School Year
Ken Stockton	Teacher-Special Ed./ASPIRE/JHS	2 nd Semester 2012-13
2012-2013 CERTIFIED REQUEST FOR LEAVE		
Name	Position/Location	Date(s)
Tammy Rains	Teacher/PWLMS	2/26 and 2/27/13