

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, April 9, 2013
3:30 p.m.
Lake Tahoe Public Library
233 Warrior Way
Zephyr Cove, 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
Lake Tahoe Public Library
Zephyr Cove, Nevada
 Tuesday, April 9, 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 March 12, 2013</p> <p>Attached are the Minutes of the Regular Board Meeting of March 12, 2013 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of March 12, 2013.</p>		
<p style="text-align: center;">B. Accounts Payable Special Run Voucher Number 1319 and Regular Run Voucher Number 1320 for FY12-13</p> <p>A complete list of payments contained in Special Run Voucher Number 1319 and Regular Run Voucher Number 1320 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 1319 and 1320 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 1319 and Regular Run Voucher Number 1320 for FY 12-13.</p>		
<p style="text-align: center;">C. Personnel Report No. 13-04</p> <p>Listed on the attached Personnel Report No. 13-04 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. 13-04.</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Budget Adjustment Voucher for April 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 April 2013.</p>		
3.	Principal’s Report – (Jacks Valley Elementary School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Jacks Valley Elementary School Principal, Pam Gilmartin, will present reports on progress toward the goals of their School Improvement Plan.</p>		
4.	Superintendent Goals (Information and Discussion)	4:00 p.m.*
<p>The Superintendent will provide a report on her goals for the 2013 calendar year. Alignment between the District’s Strategic Plan Goals and the Nevada Education Performance System will be explained.</p>		
5.	Review and Update of the District’s Five Year Capital Improvement Plan for 2013-2014 (Discussion and For Possible Action)	4:40 p.m.*
<p>In preparation for completion of the District’s 2013-2014 Final Budget, Business Services would like to review with the Board a modified five-year capital improvement plan as required by Nevada Revised Statutes.</p> <p>Included in each Board Member’s agenda packet is the aforementioned revised Five Year Capital Improvement Plan. The plan has been revised principally to accommodate revised cash flow timing, revised cost estimates of certain projects, and addition of proposed bond funded projects.</p> <p>Staff will provide detailed explanations and rationale for proposed changes to the updated Five Year Capital Improvement Plan, and answer any questions that the Board may have.</p> <p>RECOMMENDATION: Approve Updated FY2013-2014 Five Year Capital Improvement Plan as recommended by Business Services.</p>		
6.	Consideration of 2013-14 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 15, 2013 (Discussion and For Possible Action)	5:00 p.m.*
<p>Included in each Board Member’s agenda packet is a copy of the District’s proposed 2013-2014 tentative budget. NRS 354.596 requires that all school districts approve and file a balanced tentative budget with the Nevada Department of Taxation by April 15. The statute further requires that the District hold a hearing on their tentative budget on the third Wednesday of May, which this year falls on May 15, 2013. The District must file a final budget on or before June 8, 2013 per NRS 354.598.</p> <p>Due to the hold harmless provision contained in the Nevada School Funding Plan (NRS 387.1233), next year’s tentative budget is built on the actual weighted apportioned enrollment of FY2012 -2013 of 5,901.0. The District is anticipating enrollment in FY2013 - 14 to be down slightly from FY2012-13. The actual non-weighted enrollment in</p>		

6.	Consideration of 2013-14 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 15, 2013 (Continued) (Discussion and For Possible Action)	5:00 p.m.*
<p>FY2012-13 was 6,124, and projected non-weighted enrollment for FY2013 -14 is 6,052. Included in each Board Member's agenda packet is a summary of the General Fund appropriations as well as the projected budgets for all other funds.</p> <p>The tentative budget as presented has a combined property tax rate of \$.8500 per \$100 of assessed valuation, \$.7500 in the District's general fund as required by State law and \$.1000 in the District's debt service fund. The total combined tax rate of \$.8500 remains the same as last year.</p> <p>There is a timing difference between receipt of legislative-driven revenues, and the requirement for an April Tentative Budget filing. Revisions will be made and reviewed at the May 15th public hearing pending further substantiation. Staff will be prepared to discuss the prepared tentative budget and answer questions that the Board may have.</p>		
<p>RECOMMENDATION: Approve the FY2013-2014 Douglas County School District Tentative Budget and declare a public hearing on the budget for Wednesday, May 15, 2013 at 5:00p.m. at the Douglas High School Library, 1670 Highway 88, Minden, Nevada 89423.</p>		
7.	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)	5:20 p.m.*
<p>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.</p>		
<p>RECOMMENDATION: Consider any properly presented offers (written or oral) for the sale of the property.</p>		
8.	KMS Resolution Amendment (Discussion and For Possible Action)	5:25 p.m.*
<p>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.</p>		
<p>RECOMMENDATION: Adopt the provided amendment to the January Resolution and continue with the effort to sell the former Kingsbury Middle School property until the July 2013 Board Meeting.</p>		
9.	Data Dashboard Revisions (Information and Discussion)	5:30 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>		

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.	First Reading Board Policy No. 529, “Suspension and Expulsion” (Discussion and For Possible Action)	6:05 p.m.*
<p>Staff will review revisions to Board Policy bringing it into alignment with Nevada Revised Statute. Additionally, recommended revisions will provide full credit for student’s completed work during suspension or expulsion.</p>		
<p>RECOMMENDATION: Approve for first reading, Board Policy No. 529, “Suspension and Expulsion.”</p>		
11.	First Reading Board Policy No. 529(a), “Safe Schools” (Discussion and For Possible Action)	6:10 p.m.*
<p>Staff will review revisions to Board Policy bringing it into alignment with Nevada Revised Statute.</p>		
<p>RECOMMENDATION: Approve for first reading, Board Policy No. 529(a), “Safe Schools.”</p>		
12.	Revisions to Bylaws No. 070, “Code of Conduct” (Discussion and For Possible Action)	6:15 p.m.*
<p>Revisions will be discussed for Board Bylaws.</p>		
<p>RECOMMENDATION: Approve for first reading, Board Bylaw No. 070, “Code of Conduct.”</p>		
13.	Nevada Association of School Boards (NASB) Report	6:25 p.m.*
<p>Cynthia Trigg will present details of NASB accomplishments, current issues and goals.</p>		
14.	Superintendent’s Report (Administrative Report)	6:30 p.m.*
<p>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.</p>		
15.	Board Reports and Possible Agenda Items for Future Board Meetings	6:35 p.m.*
<p>Brief updates from the Board regarding District activities, conferences and/or requests by Board Members for possible future agenda items.</p>		

16.	Correspondence	6:40 p.m.*
17.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	

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.

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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
Jennifer Hinnant	Health Service Nurse RN – DHS	03-18-13	47EE4	Gail Carothers
2012-2013 POSITION CHANGES				
Name	Former Position	New Position	Effective Date	Replacing
Martha Hollis	Cashier Helper II – PHES	Assistant Cook – GWHS	03-18-13	Rebecca Valenzuela
2012-2013 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Robert Parodi	Custodian – DHS	03-12-13	03-12-13	
Michele Burke	Senior Library Media Technician – PHES	05-31-13	07-31-13	

Certified Personnel

2012-2013 CERTIFIED REQUEST FOR LEAVE		
Name	Position/Location	Date(s)
Rebecca Ultsch	Speech Pathologist/JVES	2013-2014 School Year
Sarah Corder	Teacher/DHS	2013-2014 School Year
Amy Jackson	Teacher/PHES	2nd Semester 2013-14 School Year

2012-2013 CERTIFIED RESIGNATIONS/RETIREMENT	
Name	Position/Location
Debbie McNeil	Teacher/SES
Elizabeth Mannino-Tully	Teacher/DHS
2012-2013 CERTIFIED RESIGNATION	
Name	Position/Location
Allen Gosselin	Teacher/PWLMS