

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, August 13, 2013  
3:30 p.m.  
Douglas High School  
1670 Highway 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 copies of the complete agenda (and supporting materials) are desired in advance, they may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. Please contact Carolyn Moore at 775-782-5134 or [cmoore@dcsd.k12.nv.us](mailto:cmoore@dcsd.k12.nv.us). 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, August 13, 2013  
 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><b>A. Minutes of the Regular Meeting of July 9, 2013</b>          Attached are the Minutes of the Regular Board Meeting of July 9, 2013 for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of July 9, 2013.</b></p>	
	<p><b>B. Accounts Payable Special Run Voucher Number 1402 and Regular Run Voucher Number 1403 for FY12-13; and Special Run Voucher Number 1327 and Regular Run Voucher Number 1328 for FY13-14.</b>          A complete list of payments contained in Special Run Voucher Number 1402 and Regular Run Voucher Number 1403 for FY12-13; and Special Run Voucher Number 1327 and Regular Run Voucher Number 1328 for FY 13-14 are provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1402, 1403, 1327 and 1328 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 Numbers 1402 and 1327; and Regular Run Voucher Numbers 1403 and 1328.</b></p>	
	<p><b>C. Personnel Report No. 13-08</b>          Listed on the attached Personnel Report No. 13-08 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. 13-08.</b></p>	

<b>2.</b>	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
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**D. Additions To Dual Credit Master Courses**

Each semester, high school students register for courses with area community colleges for which they are eligible to apply dual credit toward their high school graduation requirements. Nevada Revised Statutes 389.160 requires that the Board of Trustees of each county school district prescribe the courses for which students may receive credit and the amount of credit allowed. The Board of Trustees approves additions to the master list of dual credit courses for Western Nevada and Truckee Meadows Community College courses. If approved by the Board, these courses would be added to the master list from which students are eligible to receive dual credit.

Included in each Board Member’s agenda packet is a copy of the Dual Credit Courses – Additions to Master List with this semester’s additions.

Class	Course Title	College	Credits	DCSD Credit	Elective/Graduation
CIT 161	Essentials Info Security	WNC	3	.5	E
ENG 99	Basic Writing Strategies	WNC	6	.5	E
ET 131	Dc for Electronics	WNC	4	.5	E
MUS 124	Hist Amer Musical Theatre	WNC	3	.5	E

**RECOMMENDATION: Approve the dual credit course additions to master list as submitted.**

**E. Contract Award for Three New School Buses for FY13/14**

The district will utilize a joinder contract (“MA812” with State of Utah) under the authority of NRS 332.195 and AR606(b) and Resolution #83-5. Vehicle Maintenance and Business Services requests board approval to submit a purchase order for (3) Type D buses with specifications as noted in the supplied documentation, totaling \$295,224 (\$98,408 per bus).

**RECOMMENDATION: Approve Business Services to participate in Joinder Contract “MA812” for (3) Type D buses as specified for a total of \$295,224 with funding to come from Vehicle Maintenance – Bus Fleet budget.**

<b>3.</b>	<b>Honorarium Award – Dr. F. Gregory Betts (Special Recognition)</b>	<b>3:40 p.m.*</b>
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The Dr. F. Gregory Betts Education Honorarium Award will be presented by Doris Betts and Blaine Spires, President Douglas County Education Foundation.

<b>4.</b>	<b>Award of High School Diplomas (Special Recognition)</b>	<b>3:50 p.m.*</b>
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Dr. Noonan will recognize students for completing high school graduation. Adult and regular diplomas earned this summer will be awarded to graduates who are in attendance.

<b>5.</b>	<b>Principal’s Report – (Jacobsen High School) (Administrative Report/Program Review)</b>	<b>4:20 p.m.*</b>
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Jacobsen High School Principal, Brian Frazier, will present a report on progress toward the goals of their School Improvement Plan.

<b>6.</b>	<b>Board Intervention Fund Reports (Administrative Report/Program Review)</b>	<b>4:50 p.m.*</b>
	Site administrators who received Board Intervention Funds will present a brief evaluation of the interventions provided during the 2012-13 school year.	
<b>7.</b>	<b>CRT and HSPE Assessment Results (Administrative Report/Program Review)</b>	<b>5:20 p.m.*</b>
	Brian Frazier, Director of Assessments and Grants will present a report on State CRT and HSPE data from the 2012-13 school year.	

<b>Public Comment:</b>		<b>6:00 p.m.</b>
	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.	

<b>8.</b>	<b>Facility Project Report</b>	<b>6:05 p.m.*</b>
	Douglas County School District's Project Manager, Scott McCullough, will provide the board a brief report with regards to current activities/status of two projects: the Gardnerville Elementary School Heritage Building and the district's Airport Facilities.	
<b>9.</b>	<b>Report on Summer School Program for 2013 (Administrative Report)</b>	<b>6:15 p.m.*</b>
	Miki Trujillo, DCSD Summer School Administrator, will present to the members of the Board of Trustees an administrative report on the Douglas County School District Summer School/Credit Recovery program for 2013.	

<b>10.</b>	<b>Closed Session</b>	<b>6:30 p.m.*</b>
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	

<b>11.</b>	<b>Approval of Non-Represented Groups for Step Increases (Discussion and For Possible Action)</b>	<b>6:50 p.m.*</b>
	The Classified Supervisors and the Confidential Employees are non-represented groups who are not members of a bargaining unit. A meet and confer process is used instead. The Board is requested to approve step (experience) increases for those non-represented employees who are eligible for them.	
	<b>RECOMMENDATION: Approve</b>	

<b>12.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>7:05 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>13.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>7:10 p.m.*</b>
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
<b>14.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>7:15 p.m.*</b>
	Requests by Board Members for possible future agenda items.	
<b>15.</b>	<b>Board Reports</b>	<b>7:20 p.m.*</b>
	Brief updates from the Board regarding District activities.	
<b>16.</b>	<b>Correspondence</b>	<b>7:25 p.m.*</b>
<b>17.</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.

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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 (Continued)**

2013-2014 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Eric Pacheco	Custodian – GWHS/ZCES	07-10-13	23EE1	Paul Pedroza
Darryl Dixon	Custodian – District wide Rover	08-12-13	23EE1	Meghan Proffitt
Justin Moore	Custodian – District wide Rover	08-12-13	23EE1	Josh Adkisson
Sabrina Martin	Cashier Helper II – CVMS	08-19-13	12EE1	Brian Gribbin
Robbin Connolly	Cashier Helper II – SES	08-19-13	12EE1	Lisa Frankiewich
2013-2014 CLASSIFIED POSITION CHANGES				
Name	Former Position/Location	New Position/Location	Effective	Replacing
Josh Adkisson	Custodian – DHS	Custodian - SES	07-29-13	Robert McClintock
Troy Owen	Head Custodian – CVMS	Head Custodian – PWLMS	07-29-13	Randy Ragsdale
Tim Grove	Head Custodian – ZCES	Head Custodian – CVMS	08-05-13	Troy Owen
Nichole Harrison	Cashier Helper II – CCMES	Cashier Helper II – PHES	08-19-13	Martha Hollis
Dane Hedlund	Hearing Interpreter – District wide	School Computer Tech - CCMES	08-19-13	Daniel Hyden
Danielle Reid	Special Ed IEP Aide – GES	Kindergarten Aide – GES	08-19-13	New Position
Mary McNamara	Assistant Cook – MES (2.25)	Assistant Cook – MES (4.25)	08-19-13	N/A
2013-2014 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Randy Ragsdale	Head Custodian – PWLMS	07-26-13	07-26-13	
Patrick Casteel	Bus Driver – Valley Transportation	07-26-13	07-26-13	
2013-2014 CLASSIFIED TERMINATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Gary Crocker	Head Custodian - JVES	08-02-13	08-02-13	
2013-2014 CLASSIFIED POSITIONS REINSTATED				
Name	Position/Location	Effective Date	Salary	
Rachel Hedgecock	SRCL Kindergarten Aide - SES	08-19-13	14EE3	
Connie Kohler	SRCL Kindergarten Aide - JVES	08-19-13	14EE3	
Clarissa Weaver	SRCL Kindergarten Aide - CCMES	08-19-13	14EE5	

**Classified Personnel (Continued)**

2012-2013 CLASSIFIED RESIGNATIONS			
Name	Position/Location	Last Day Worked / End of Contract	
Daniel Hyden	School Computer Technician – CCMES	05-31-13	07-31-13
Rebecca Mitchell	Assistant Cook – JVES	05-31-13	07-31-13
Carol Mortensen	Health Aide – JVES	05-31-13	07-31-13

**Certified Personnel**

2013-2014 CERTIFIED NEW HIRES		
Name	Position/Location	School Year
Poly Endle	1yr English/DHS	1yr English/DHS
Katherine Sharp	1FTE/Sped/DHS	1 FTE/Sped/DHS
Caren Levine	1 Yr/DHS Math	1 Yr/DHS Math
Phillip Bryant	Sub/WHS	.6 PE Teacher/WHS
Kari Drew-Barker	.6 /CVMS	.6 /CVMS
Ogechi Violet Nwordu	1 FTE/Psychologist/DW	1 FTE/Psychologist/DW
Heidi Koster	1yr .5K/.5K	1yr .5K/.5K/MES
Elizabeth Rechs	1Yr Elem. Teacher	1 Yr/PHES/Replaces Laura Williams
Kasey Fry	.6 Music Teacher/CVMS	.6 Music/CVMS/Replaces S.Holland
Calin Bartlett	Psychologist	1 FTE/DW
Sara Jacobsen	SLP	1 FTE/DW
Julie Gansberg	1 yr .5K./.5K Teacher	1 yr .5K./.5K Teacher/GES
Joshua Lang	1 yr .5K./.5K Teacher	1 yr .5K./.5K Teacher/GES
Johanna Tackitt	1 yr .5K./.5K Teacher	1 yr .5K./.5K Teacher/MES
Devin Ruby	1 yr./ .5 ECE/ZCES	1 yr./ .5 ECE/ZCES
Alissa Kirk-Teachout	.5 Music/MES/GES	.5 Music/MES/GES/Replaces C. Thorup

**2013-2014 CERTIFIED REQUEST FOR LEAVE**

Name	Position/Location	Reason	School Year
Michelle Kreith	Teacher/Sped/PWLMS	L.O.A.	2013-2014

**2013-2014 CERTIFIED RESIGNATIONS/RETIREMENT**

Name	Position/Location	School Year
Judy Muren	Teacher/GES	Retired
Jeanne Blum	GT Teacher/PHES	Resignation
Rebecca Ultsch	SLP/DW	Resignation
William Zabelsky	Music/DHS/Elem.	Resignation