

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, September 10, 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. 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, September 10, 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>A. Minutes of the Regular Meeting of August 13, 2013 Attached are the Minutes of the Regular Board Meeting of August 13, 2013 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 13, 2013.</p>	
	<p>B. Accounts Payable Regular Run Voucher Number 1329 for FY12-13; Special Run Voucher Numbers 1330 and 1404 and Regular Run Voucher Number 1405 for FY13-14. Complete lists of payments contained in Regular Run Voucher Number 1329 for FY12-13; and Special Run Voucher Numbers 1330 and 1404 along with Regular Run Voucher Number 1405 for FY 13-14, is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1329, 1330, 1404 and 1405 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 Numbers 1330 and 1404; and Regular Run Voucher Numbers 1329 and 1405.</p>	
	<p>C. Personnel Report No. 13-09 Listed on the attached Personnel Report No. 13-09 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. 13-09.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Minutes of the Special Meeting of August 16, 2013</p> <p>Attached are the Minutes of the Special Board Meeting of August 16, 2013 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of August 16, 2013</p>		
<p>E. Recommendation for ASPIRE/Alternative Education Principal</p> <p>An interview panel consisting of Lisa Noonan, Superintendent, Holly Luna, chief Financial Officer, and Rich Alexander, Assistant Superintendent for Human Resources, interviewed 4 candidates for the position.</p> <p>After the committee deliberated on the candidates and reference checks were completed, the Superintendent selected Michelle Trujillo as Principal for ASPIRE and Alternative Education.</p> <p>Ms. Trujillo has a B.S. degree in Physical Education and Athletic training from Pepperdine University and a Master's Degree in Educational Leadership from Concordia University.</p> <p>Her experience includes:</p> <p>2008-Present: Teacher in the ASPIRE program. 1994-2008: Teacher at Pau-Wa-Lu Middle School</p>		
<p>RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Michelle Trujillo as ASPIRE/Alternative Education Principal.</p>		
<p>F. Recommendation for Elementary School Vice Principals</p> <p>An interview panel consisting of Lisa Noonan, Superintendent, and the elementary school principals (except for ZCES), interviewed 7 candidates for the positions.</p> <p>After the committee deliberated on the candidates and reference checks were completed, the Superintendent selected Susan McNeall, Wendi Yankoskie, and Victoria Blakeney for the positions.</p> <p><u>Susan McNeall (1.0 position, GES/MES)</u></p> <ul style="list-style-type: none"> •BA in Business Administration, UNR •MA in Education Administration, University of Phoenix <p>Her experience includes:</p> <ul style="list-style-type: none"> •2002-Present: Teacher, STEM Coordinator, Dean of Students, Washoe School District 		

F. Recommendation for Elementary School Vice Principals (Continued)

Wendi Yankoskie (1.0 position, CCMES/SES)

- BA in Special Education, UNR
- MA in Educational Supervision and Administration, University of Phoenix

Her experience includes:

- 2005-Present: Transition Specialist, DCSD
- 2000-2005: Special Education Teacher, DCSD

Victoria Blakeney (.5 position, JVES)

- BA in Education, Western Washington University
- MA in Educational Leadership, University of Alaska

Her experience includes:

- 2012-Present: Independent Contractor, Social and Emotional Learning for DCSD
- 2004-2012: Social and Emotional Learning Coordinator, Anchorage School District
- 1998-2004: English Teacher, Anchorage, Alaska

RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Susan McNeill, Wendi Yankoskie and Victoria Blakeney as Elementary School Vice Principals.

G. Northwest Regional Professional Development Program Annual Report

In compliance with NRS 391.556, a report is provided of the Northwest Regional Professional Development Program (NWRPDP), professional Development training in our district. The full report is available for anyone to review.

RECOMMENDATION: Approve submission of the NWRPDP Annual Report to the State Board, the Commission and the Legislative Bureau of Educational Accountability and Program Evaluation.

H. Approval of Test Administration Guidebook: Procedures and Expectations for the 2013-14 School Year

Each district in the state has been required by the Nevada Department of Education to develop a test security manual. The manual's content needs to address test security issues related to the administration of state-required examinations. The District has also chosen to include district test security procedures in the manual as well. This document will be submitted to the Nevada Department of Education and the State Board of Education. District administrators are required to present this information to staff. Each staff member will receive a copy of the manual and will be required to sign an acknowledgement contained in the document that he/she understands the information presented.

RECOMMENDATION: Approve the Douglas County School District Test Administration Guidebook: Procedures and Expectations for the 2013-2014 school year.

3.	Introduction of New Administrators (Special Recognition)	3:40 p.m.*
	Dr. Noonan will introduce the newly hired principal of alternative education and the three new elementary vice principals for Douglas County School District.	
4.	Airport Facilities (Discussion/For Possible Action)	3:50 p.m.*
	Scott McCullough, Project Manager, will present the schematic level drawings associated with the Airport Facilities renovations. The associated budget and project description will be provided in board packets. The 5 Year Capital Improvement Plan (CIP), last approved April 2013, provides funding from Bond Funds.	
	RECOMMENDATION: Approve schematic design, and provide authorization to proceed with Airport Facilities renovations. Funding previously approved in 5 Year CIP Bond Funding	
5.	Nevada School Performance Framework - Overview (Administrative Report/Program Review)	4:05 p.m.*
	Staff will provide an overview of 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.	
6.	Data Dashboard Revisions (Administrative Report/Program Review)	4:25 p.m.*
	With the arrival of the Nevada Education Performance System (EPS) the Board will want to consider revisions to the District's Data Dashboard. A draft will be presented reflecting input from the Board last spring.	
7.	Music Curriculum Report (Administrative Report/Program Review)	4:45 p.m.*
	Rommy Cronin, Director of Curriculum and Instruction, will present a report on K-12 music education in Douglas County School District.	
8.	Closed Session	5:05 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
Public Comment:		6:00 p.m.
	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.	

9.	Consideration of 2013 School Improvement Bond Resolution (Discussion/For Possible Action)	6:05 p.m.*
	<p>Consideration and possible adoption of “2013 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 \$8,500,000 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 providing other matters relating thereto.</p> <p>NRS requires an adoption by a simple majority vote of the Board.</p> <p style="text-align: center;">RECOMMENDATION: Approve the “2013 School Improvement Bond Resolution,” #13-04 as submitted.</p>	
10.	Superintendent’s Report (Administrative Report)	6:15 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>	
11.	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>	
12.	Possible Agenda Items for Future Board Meetings	6:30 p.m.*
	<p>Requests by Board Members for possible future agenda items.</p>	
13.	Board Reports	6:35 p.m.*
	<p>Brief updates from the Board regarding District activities.</p>	
14.	Correspondence	6:40 p.m.*
15.	Adjournment	
	<p>The Board will reconvene in public session and a motion will be made to adjourn.</p>	

(*) 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

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

2013-2014 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL

Name	Position/Location	Effective Date	Salary	Replacing
Angela Chandler	SRCL Kindergarten Aide – SES	08-19-13	14EE1	New Position
Carmen Bailey	SRCL Kindergarten Aide – GES	08-19-13	14EE1	New Position
Brandi Gramolini	Special Ed IEP Aide – JVES	08-19-13	14EE1	New Position
Diane Hamada	SRCL Kindergarten Aide – MES	08-19-12	14EE1	New Position
Tamara Stein	SRCL Kindergarten Aide – PHES	08-19-13	11EE1	New Position
Karen Gemmet	Bus Driver – Valley Transportation	08-19-13	EE4	Patrick Casteel
Les Imelli	Bus Driver – Valley Transportation	08-19-13	EE1	Tracy Goheen-Masters
Richard Coates	Bus Driver – Valley Transportation	08-26-13	EE1	Jeremy Falconer
Harold Cary	Custodian – DHS	08-30-13	23EE1	Josh Adkisson
Jennifer Stevenson	Special Ed IEP Aide – GES (1 year)	08-30-13	11EE1	Lacey Tank
Roberta Bunn	Special Ed IEP Aide – GES (1 year)	08-30-13	14EE1	Danielle Reid
Kathy Goheen	Special Ed IEP Aide – PHES (1 year)	08-28-13	11EE1	Sharon Jenks
Rebekah Dohl	Classroom/Playground Aide – MES (1 year)	09-03-13	11EE1	Michelle Galliett

2013-2014 CLASSIFIED POSITION CHANGES

Name	Former Position/Location	New Position/Location	Effectiv	Replacing
Lacey Tank	Special Ed IEP Aide – GES	SRCL Kindergarten Aide – GES	08-19-13	New Position
Pat Sturgess	Health Service Nurse RN – CCMES	Health Service Nurse RN – JVES	08-19-13	Carol Mortensen
Michelle Galliett	Classroom/Playground Aide – MES	SRCL Kindergarten Aide – MES	08-19-13	New Position
Sharon Jenks	Special Ed IEP Aide – PHES	SRCL Kindergarten Aide – PHES	08-19-13	New Position
Suzanne Otsuka	EC Special Ed Program Aide – ZCES	SRCL Kindergarten Aide – ZCES	08-19-13	New Position
Randy Thiele	Custodian – JVES	Head Custodian – JVES	08-15-13	Gary Crocker
Meghan Proffitt	Custodian – JVES	Head Custodian – ZCES	08-19-13	Tim Grove
Diane Griffin	Classroom/Playground Aide – MES (2.5hrs)	Classroom/Playground Aide – MES (3.0hrs)	08-21-13	N/A
Martha Hollis	Assistant Cook – GWHS	Assistant Cook – JVES	09-03-13	Rebecca Mitchell
Teresa Gibbs	Custodian – DHS	Custodian – JVES	09-09-13	Randy Thiele
Jessica Warren	Special Ed IEP Aide – PWLMS (5.0 hrs)	Special Ed IEP Aide – PWLMS (6.0 hrs)	09-09-13	Tina Reger
Jennifer Mason	Cashier Helper II – ASPIRE (2.5 hrs)	Cashier Helper II – ASPIRE (4.25 hrs)	09-03-13	N/A

Classified Personnel (Continued)

2013-2014 CLASSIFIED RESIGNATIONS			
Name	Position/Location	Last Day Worked / End of Contract	
Jeremy Falconer	Bus Driver – Valley Transportation	06-30-13	07-15-13
Gary Crocker	Head Custodian – JVES	08-02-13	08-02-13
Christina Reger	Special Ed IEP Aide – PWLMS	09-06-13	09-06-13
Carilynn Craighead	Special Ed IEP Aide – MES	08-30-13	08-30-13
Jill Andrews	Occupational Therapist – District Wide	09-16-13	09-16-13
2012-2013 CLASSIFIED POSITIONS ELIMINATED			
Name	Position/Location	Last Day Worked / End of Contract	
Martha Stetler	Bus Aide – Lake Transportation (To Sub Bus Aide)	05-31-13	05-31-13
Suzanne Otsuka	EC Special Ed Program Aide (To K Aide / ZCES)	05-31-13	05-31-13
2012-2013 CLASSIFIED RESIGNATIONS			
Name	Position/Location	Effective Date	
Sandra Still	Classroom/Playground Aide – CCMES	07-31-13	

Certified Personnel

2013-2014 CERTIFIED NEW HIRES		
Name	Position/Location	School Year
Jennifer Spohr	GT Teacher/PHES	Replaces Jeanne Blum
Kelly O'Donnell	GT Teacher/JVES	Replaces Krisata Lukas
April Slobogin	1 yr .5K/.5K FDK	New Posotion
Lyndsey Bednar	1 yr Teacher/GES	Replaces Nicole Price
Michelle Trujillo	Principal/Aspire Academy	New position
Victoria Blakeney	.5 Vice-Principal/JVES	New position
Wendi Yankoskie	1 FTE Vice-Principal/SES/CCMES	New position
Susan McNeall	1 FTE Vice-Principal/GES/MES/PHES	New position

2013-2014 CHANGES			
Name	From Position/Location	To Position/Location	School Year
Alissa Kirk-Teachout	.5 Music/MES/GES	.8 Music/MES/GES/Replaces C. Thorup	2013-2014

2013-2014 CERTIFIED REQUEST FOR LEAVE			
Name	Position/Location	Reason	School Year
Nicole Price	Teacher/GES	LOA-Semester 2	2013-2014

2013-2014 CERTIFIED RESIGNATIONS/RETIREMENT			
Name	Position/Location	Reason	School Year
Devin Ruby	ECE/ZCES	Resignation	2013-2014