

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, October 8, 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 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  
**Lake Tahoe Public Library**  
**Zephyr Cove, Nevada**  
 Tuesday, October 8, 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 September 10, 2013</b>          Attached are the Minutes of the Regular Board Meeting of September 10, 2013 for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of September 10, 2013.</b></p>	
	<p><b>B. Accounts Payable Regular and Special Run Vouchers</b>          Complete lists of payments contained in Accounts Payable Regular and Special Run Vouchers are provided to the Board members via e-mail for review prior to the meeting. Copies of the payments contained in the Voucher are available for review by the public at the Superintendent's office prior to the time of the meeting. The Voucher numbers will be announced.</p>	
	<p><b>RECOMMENDATION: Approve payments contained in the Regular and Special Run Vouchers.</b></p>	
	<p><b>C. Personnel Report No. 13-10</b>          Listed on the attached Personnel Report No. 13-10 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. 13-10.</b></p>	

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>D. Keeping Schools Safe Manual</b></p> <p>NRS 392.624 requires an annual review of the manual by the Board of Trustees. The manual is extensively reviewed and updated annually by the District's School Safety Task Force.</p>		
<p><b>RECOMMENDATION: Approve the 2013-14 Keeping Schools Safe Manual.</b></p>		
<p><b>E. Progressive Discipline Plans</b></p> <p>In accordance with NRS 392.4644, a compilation of Progressive Discipline Plans for the schools in Douglas County School District is provided for your review.</p>		
<p><b>RECOMMENDATION: Approve the District Implementation Report to be submitted to the Superintendent of Public Instruction.</b></p>		
3.	<b>Principal's Report – (Gardnerville Elementary School) (Administrative Report/Program Review)</b>	<b>3:40 p.m.*</b>
<p>Gardnerville Elementary School Principal, Shannon Brown, will present a report on progress toward the goals of their School Improvement Plan</p>		
4.	<b>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)</b>	<b>4:00 p.m.*</b>
<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><b>RECOMMENDATION: Consider any properly presented offers (written or oral) for the sale of the property.</b></p>		
5.	<b>KMS Resolution Amendment (Discussion and For Possible Action)</b>	<b>4:05 p.m.*</b>
<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><b>RECOMMENDATION: Adopt the provided amendment to the January Resolution and continue with the effort to sell the former Kingsbury Middle School property until the January 2014 Board Meeting.</b></p>		
6.	<b>Legislative Report (Administrative Report/Program Review)</b>	<b>4:10 p.m.*</b>
<p>The 2013 Nevada State Legislature enacted a number of measures related to education that are of interest to all educational stakeholders. The provided legislative summary serves as a quick reference to the newly enacted statutes passed by the legislature and is posted on our website for parents and employees to reference. Dr. Noonan, Superintendent, and Lyn Gorrindo, Assistant Superintendent, will provide a brief summary of pertinent Bills affecting education in Douglas County.</p>		

<b>7.</b>	<b>Child Internet Protection Act (CIPA) (Administrative Report/Program Review)</b>	<b>4:40 p.m.*</b>
	Staff will provide the board with an overview of the Child Internet Protection Act. Several features are in place to ensure that DCSD students are safe during their educational use of the Internet at school and additional training programs are available for teaching students about safety beyond classroom time. The use of <i>Cyber Smart!</i> Lessons will be recommended in elementary classrooms as supplemental activities for educating minors about appropriate online behavior.	
<b>8.</b>	<b>Closed Session</b>	<b>4:55 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>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>9.</b>	<b>Count Day Report – DCSD Student Enrollment (Not Certified) (Administrative Report/Program Review)</b>	<b>6:05 p.m.*</b>
	The District's official student enrollment count date for the 2013-14 school year was September 12, 2013 for George Whittell High School, and September 13, 2013 for all other sites. Enrollment and enrollment trends are critically important to the District as they drive staffing levels, operational funding and facility needs. Holly Luna, Chief Financial Officer, will review the uncertified student counts taken, enrollment history, and possible future implications to the District based on current enrollment trends.	

<b>10.</b>	<b>Review January Strategic Plan Retreat Progress (Administrative Report/Program Review)</b>	<b>6:10 p.m.*</b>
	The superintendent will have an update on draft agenda options for the Board's January Strategic Plan retreat. Discussion will provide further direction for staff in their work to prepare for the January event.	

<b>11.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>6:20 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>12.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>6:25 p.m.*</b>
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	

<b>13.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>6:30 p.m.*</b>
	Requests by Board Members for possible future agenda items.	
<b>14.</b>	<b>Board Reports</b>	<b>6:35 p.m.*</b>
	Brief updates from the Board regarding District activities.	
<b>15.</b>	<b>Correspondence</b>	<b>6:40 p.m.*</b>
<b>16.</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 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.**

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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](http://www.dcsd.k12.nv.us)

**Classified Personnel**

**2013-2014 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL**

Name	Position/Location	Effective Date	Salary	Replacing
Michael Garedakis	Custodian – JVES	09-05-13	23EE1	Meghan Proffitt
Michael Moore	Custodian – DHS	09-06-13	23EE1	Teresa Gibbs
Kayle Bell	Classroom/Playground Aide – CCMES	09-11-13	11EE1	Sandra Still
Jody Dobney	Bus Driver – Transportation	09-09-13	EE3	New SpEd Route
Celia Johnson	Bus Aide – Transportation	09-09-13	11EE1	New SpEd Route

**2013-2014 CLASSIFIED POSITION CHANGES**

Name	Former Position/Location	New Position/Location	Effectiv	Replacing
Martha Stetler	Bus Aide – Lake Transportation	Nutrition Manager – GWHS	09-23-13	Ann Warrell
Ann Warrell	Nutrition Manager – GWHS	Assistant Cook – GWHS	09-23-13	Martha Hollis

**2013-2014 CLASSIFIED RETIREMENTS**

Name	Position/Location	Last Day Worked / End of Contract
None		

**2012-2013 CLASSIFIED TERMINATIONS**

Name	Position/Location	Last Day Worked / End of Contract
None		

**Certified Personnel**

**2013-2014 CERTIFIED NEW HIRES**

Name	Position/Location	School Year
None		

**2013-2014 CHANGES**

Name	From Position/Location	To Position/Location	School Year
Allison Lammiman	.6 Teacher/DHS	1 FTE/Teacher DHS	2013-2014

**2013-2014 CERTIFIED REQUEST FOR LEAVE**

Name	Position/Location	Reason	School Year
None			

**2013-2014 CERTIFIED RESIGNATIONS/RETIREMENT**

Name	Position/Location	Reason	School Year
None			