

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, November 19, 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, November 19, 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 October 8, 2013</b>          Attached are the Minutes of the Regular Board Meeting of October 8, 2013 for your review and approval.</p> <p style="text-align: center;"><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of October 8, 2013.</b></p>	
	<p><b>B. Minutes of the Special Meeting of November 12, 2013</b>          Attached are the Minutes of the Special Board Meeting of November 12, 2013 for your review and approval.</p> <p style="text-align: center;"><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of November 12, 2013.</b></p>	
	<p><b>C. Personnel Report No. 13-11</b>          Listed on the attached Personnel Report No. 13-11 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;"><b>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 13-11.</b></p>	

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>D. Corrective Action Plan</b></p> <p>On September 26, 2013, an elementary school reported the use of an aversive intervention for which corrective action was delineated (and included in the Board packet), as required under NRS 388.5295. Pending Board approval, final corrective action implemented on October 30, 2013 will meet the requirements.</p>		
<p><b>RECOMMENDATION: Approve final corrective action implemented October 30, 2013.</b></p>		
<p><b>E. Class Size Reduction</b></p> <p>The District wishes to continue participating in the Class Size Reduction program using the Alternative Plan (also known as the Elko Model) which reduces class size in grades first through third to a district average of 22:1 and grades four through six to 25:1.</p>		
<p><b>RECOMMENDATION: Authorize the District to continue to participate in the Class Size Reduction program using the Alternative Plan.</b></p>		
<p><b>F. High School Equivalency Exam Selection</b></p> <p>Assembly Bill 288 verbiage changed the reference from the “GED” to the “High School Equivalency Exam” as an alternative for high school completion. Three vendors were approved by the State Board as suppliers of the HSE exams. Following participation on the HSE selection committee for the State, Mrs. Gorrindo offers a nationally recognized test that provides a computer accessible and affordable alternative to the GED.</p>		
<p><b>RECOMMENDATION: Approve Educational Testing Center’s HiSET assessment for the high school equivalency exam.</b></p>		
3.	<b>Principal’s Report – (Minden Elementary School) (Administrative Report/Program Review)</b>	<b>3:40 p.m.*</b>
<p>Minden Elementary School Principal, Ken Stoll, will present a report on progress toward the goals of their School Improvement Plan.</p>		
4.	<b>DCSD Self-Insurance Plan – Premium Rates (Discussion and For Possible Action)</b>	<b>4:00 p.m.*</b>
<p>The Advisory Insurance Committee has reviewed the District’s Self-Insurance Fund premium rates based on the last 12 months of claims data, along with actuarial analysis and guidance presented by the District’s Insurance Brokers, L/P Insurance Services. The Committee voted unanimously to continue with current premium rates, no change in benefits level, and adjust the projected increases in costs against the ending fund balance of the Self-Insurance Fund while leaving sufficient balances for Incurred But Not Reported (IBNR) balances.</p>		
<p><b>RECOMMENDATION: Board to review, and may take action to approve or deny unanimous Committee vote to continue current premium rates with no change in level of benefits. Additionally, any increases in costs will be allocated against the ending fund balance of the Self-Insurance Fund.</b></p>		

5.	<b>Presentation and Acceptance of Financial Audit for Fiscal Year ended June 30, 2013</b> (Discussion and For Possible Action)	4:15 p.m.*
<p>Included in each Board Member's agenda packet is a copy of the 2012-13 independent external financial audit report covering all District Funds. Certified Public Accountants representing the firm of The Bullard Macy Group audited the District's financial statements, and will review the audit and highlight specific items within the report. The report presents the District's audited financial position as of June 30, 2013, and the results of financial operations for same. The auditors found no material problems during the course of their audit and, therefore, made no material recommendations. Additionally, there are no findings attributable to the fiscal year 2012-13. External auditors and staff will be available to answer questions.</p>		
<p><b>RECOMMENDATION: Approve the 2012-2013 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624.</b></p>		
6.	<b>First Reading Board Policy No. 231, "Student Health and Safety"</b> (Discussion and For Possible Action)	4:35 p.m.*
<p>Senate Bill 453 requires districts to develop a comprehensive plan for anaphylaxis as well as, allow for auto-injectable epinephrine in the schools. Lyn Gorrindo, Assistant Superintendent Education Services and Jen Ellis, Chief Nurse, will present the new Board Policy and Administrative Regulation that align the requirements set forth in the Senate Bill.</p>		
<p><b>RECOMMENDATION: Approve for first reading, Board Policy No. 231, "Student Health and Safety."</b></p>		
7.	<b>Legislative Report</b> (Administrative Report/Program Review)	4:50 p.m.*
<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. Holly Luna, Chief Financial Officer, will provide a brief summary of pertinent Bills affecting budget and operations in Douglas County.</p>		
8.	<b>Tripod Update</b> (Administrative Report/Program Review)	5:05 p.m.*
<p>Staff will present an update to the Board on the Tripod Student Survey pilot project for 2013-14.</p>		
9.	<b>Closed Session</b>	5:20 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>		

<b>Public Comment:</b>	<b>6:00 p.m.</b>	
<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>		
<b>10.</b>	<b>Strategic Plan (Information/Discussion)</b>	<b>6:05 p.m.*</b>
<p>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. A review of SB157 will be discussed for board consideration.</p>		
<b>11.</b>	<b>Draft Administrative Regulation No. 702(b), "Facilities Planning – School Naming (Information/Discussion)</b>	<b>6:20 p.m.*</b>
<p>Under the category of Facilities Planning, the superintendent will propose draft language for an administrative regulation for guidance in the name of schools.</p>		
<b>12.</b>	<b>School District Property Located at 1900 Echo Drive, Zephyr Cove (For Possible Action)</b>	<b>6:35 p.m.*</b>
<p>The board may choose to discuss the sale price for the property formerly used as Kingsbury Middle School. The current asking price is \$4,000,000.00.</p>		
<p><b>RECOMMENDATION: That the board of trustees adjust the sale price by no more than 5% - 10%."</b></p>		
<b>13.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>6:45 p.m.*</b>
<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>		
<b>14.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>6:55 p.m.*</b>
<p>Cynthia Trigg will present details of NASB accomplishments, current issues and goals.</p>		
<b>15.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>7:00 p.m.*</b>
<p>Requests by Board Members for possible future agenda items.</p>		
<b>16.</b>	<b>Board Reports</b>	<b>7:05 p.m.*</b>
<p>Brief updates from the Board regarding District activities.</p>		
<b>17.</b>	<b>Correspondence</b>	<b>7:10 p.m.*</b>

<b>18.</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

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
Jeremiah Wulf	Health Service Nurse – RN	10-07-13	47EE2	Pat Sturgess
April Ortiz-Cloninger	Educational Tutor II – WCSD	10-07-13	40EE1	Kayla Price
Bonnie Jackson	Hearing Impaired Interpreter – CCMES	10-08-13	23EE1	New Position
Whitney Tynes	Educational Tutor II – CCMES	10-08-13	40EE1	Dane Hedlund
Renae Brixey	Special Ed IEP Aide – MES	10-16-13	14EE1	Cari Craighead
Natalie Shattuck	Special Ed IEP Aide – JVES	10-16-13	14EE1	Brandi Gramolini
Gina Dye	Special Ed IEP Aide – SES	10-28-13	11EE1	New Position
Patricia Vo	Cashier Helper II – CCMES	11-04-13	12EE1	Nichole Harrison
Kelly Benoit	Classroom/Playground Aide – MES	11-08-13	14EE1	Rebekah Dohl

**2013-2014 CLASSIFIED POSITION CHANGES**

Name	Former Position/Location	New Position/Location	Effectiv	Replacing
James Simpson	Special Ed IEP Aide – JVES (5.5 hrs)	Special Ed IEP Aide – PWLMS (5.0 hrs)	09-23-13	Jessica Warren
Brandi Gramolini	Special Ed IEP Aide – JVES (4.0 hrs)	Special Ed IEP Aide – JVES (5.5 hrs)	09-23-13	James Simpson
Caralee White	Teacher Assistant – Special Services (6.5 hrs)	Teacher Assistant – ASPIRE (7.0 hrs)	10-21-13	New Position
Julie Hines	ECE Program Aide – PHES (6.0 hrs)	Clerk Typist – Special Services (4.0 hrs)	10-29-13	Caralee White
Rebekah Langhoff	Special Ed IEP Aide – PWLMS (6 hrs)	Special Ed IEP Aide – PWLMS (5 hrs)	10-28-13	James Simpson
James Simpson	Special Ed IEP Aide – PWLMS (5 hrs)	Special Ed IEP Aide – PWLMS (6 hrs)	10-28-13	Rebekah Langhoff
Sharon Davey	Special Ed IEP Aide – PHES (5.5 hrs)	ECE Special Ed Program Aide – PHES (6 hrs)	11-18-13	Julie Hines

**2013-2014 CLASSIFIED RETIREMENTS**

Name	Position/Location	Last Day Worked / End of Contract
Cathy Smith	Nutrition Manager – JVES	10-11-13
Janet Simone	Bus Driver – Lake Transportation	02-23-14

**2013-2014 CLASSIFIED RESIGNATIONS**

Name	Position/Location	Last Day Worked / End of Contract
Rebekah Dohl	Classroom/Playground Aide – MES	10-30-13      10-30-13
Ronald Monsour	Bus Driver – Transportation	11-15-13      11-15-13

**Certified Personnel**

2013-2014 CERTIFIED NEW HIRES			
Name	Position/Location	School Year	
Elizabeth Eichner	Counselor/Aspire Academy	0.4/Time sheet rest of school year	
Jodi Wass	Counselor/Aspire Academy	.6-New Position	
Allison Smith	Teacher/Music/DHS	0.8/Replaces Bill Zabelsky	
Kristen Peck	ECSE Teacher/PHEs	1 FTE/replaces L.Schilling transfer	
2013-2014 CHANGES			
Name	From Position/Location	To Position/Location	School Year
Shannon Elmquist	.5 Sped/GES	1 FTE Sped/DHS	2013-2014
Lila Schilling	1 FTE ECSE/PHEs	1 FTE Sped Teacher/SES	2013-2014
James Meyers	TOSA CTE/DHS	1 FTE/DHS/Time sheet rest of school year	2013-2014
Jennifer Glick	1 FTE Sped/CVMS	.6 Sped 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
Brett Caron	Teacher/WHS	Resignation	2013-2014
Lisa Marcusson	Teacher/CCMES	Resignation	2013-2014
Trich Wentz	Counselor/DHS/Aspire	Resignation	2013-2014
Katherine Sharp	Teacher/DHS	Resignation	2013-2014