

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, June 10, 2014
3:30 p.m.
Carson Valley Middle School
1477 Highway 395
Gardnerville, 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

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
Carson Valley Middle School
Gardnerville, Nevada
 Tuesday, June 10, 2014
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	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.	
2.	Special Recognition	3:35 p.m.

CONGRATULATIONS !!!

**2013 – 2014
 CLASSIFIED EMPLOYEE OF THE YEAR**

Minden Elementary School:
 Debbie Haskins

**2013-2014
 TEACHER OF THE YEAR**

Gardnerville Elementary School:
 Katie Hill

2013-2014 Classified Employee of the Year Nominations	2013-2014 Teacher of the Year Nominations
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CCMES: Therese Shaw
 GES: Marci Walling
 JVES: Maria Peredo
 MES: Debbie Haskins
 PHES: Vern Narm
 SES: Hayward Allsip
 ZCES: Debora Severns
 CVMS: Tim Grove
 PWLMS: Troy Owen
 DHS: Jason Berry
 GWHS: Lydia McCalister
 ASPIRE/DO/AF: Joe Roybal

Buildings and Grounds: Roy Githens
 Custodial Services: David Garcia
 Health Services: Janna Collins
 Student Nutrition: Rob Gittens

CCMES: Vivian Michalik
 GES: Katie Hill
 JVES: Jackie Hostler
 MES: Shannon Sedlock
 PHES: Denise Bickmore
 SES: Sheri Grove
 ZCES: Brenda Capshaw
 CVMS: Bridget Conrad
 PWLMS: Kristina Erb
 DHS: Jay Frey
 GWHS: None
 ASPIRE: Ron Mogab



Thank You and Best Wishes to

Retirees

the Following Staff!!!

CERTIFIED: Rich Alexander, Michael Caughlan, Diane Drumm, Lyn Gorrindo, Andy Hughes, Leigh Luce, Ron Mogab, Jennifer Pendleton, Wendy Smith, Nancy Valiquette, Arthur Walker, and Mary Weigel

CLASSIFIED: Hayward Allsip, Patricia Burgner, John Glover, Marty Louritt, Robert McClintock, Candy Rooney, Rebecca Sarceda, Janet Simone, and Al Wulf

2.	Consent Items (For Possible Action)	3:50 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.</p> <p>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 Board Meeting of May 21, 2014</p> <p>Attached are the Minutes of the Regular Board Meeting of May 21, 2014 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of May 21, 2014.</p>		
<p>B. Minutes of the Special Board Meeting of May 22, 2014</p> <p>Attached are the Minutes of the Special Board Meeting of May 22, 2014 for your review and approval.</p>		
<p>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of May 22, 2014.</p>		
<p>C. Personnel Report No. 14-06</p> <p>Listed on the attached Personnel Report No. 14-06 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. 14-06.</p>		
<p>D. Annual Renewal of Workers' Compensation Insurance and Bond Renewal</p> <p>Last year, the Board approved the two year renewal with Safety National. The District, through Nexo Insurance, has received a renewal quote for the District's Excess Workers' Compensation Insurance and Workers' Compensation Bond coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates.</p>		

2.	Consent Items (For Possible Action) (Continued)	3:50 p.m.*
<p>D. Annual Renewal of Workers' Compensation Insurance and Bond Renewal (Continued)</p>		
<p>RECOMMENDATION: Approve the second year renewal of the district's Excess Workers' Compensation and Workers' Compensation Bond coverage with Safety National. The first of the two-year period begins July 1, 2014 through June 30, 2015 as detailed in Nexo's summary, and authorize Business Services to prospectively approve changes in coverages required by the State for the bond or due to changes in payroll expenses. The expenses will be funded out of the district's Self-Insured Workers' Compensation Fund.</p>		
<p>E. Annual Renewal of Property and Casualty Liability Insurance</p>		
<p>The District, through agent Stephen Romero of Wells Fargo Insurance Services, has received a renewal quote from the Nevada Public Agency Insurance Pool (NPAIP) for the District's Property and Casualty Insurance coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates from the Nevada Public Agency Insurance Pool.</p>		
<p>RECOMMENDATION: Approve the renewal of the District's property and casualty liability coverage for the period of July 1, 2014 through June 30, 2015 as presented. Additionally, approve the Student Accident Coverage Policy for the period of July 1, 2014 through June 30, 2015 as presented. Funding provided through the General Fund.</p>		
<p>F. Second Reading Board Policy No. 114, "Workers' Compensation"</p>		
<p>Board Policy No. 114, "Workers' Compensation," is offered as a second reading for approval.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 114, "Workers' Compensation."</p>		
<p>G. Second Reading Board Policy No. 225, "Information Technology"</p>		
<p>Board Policy No. 225, "Information Technology," is offered for as a second reading for approval.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 225, "Information Technology."</p>		
<p>H. Approval of Board Meeting Dates and Locations for the 2013-2014 School Year</p>		
<p>As part of its annual organization, at the January 2013 Board Meeting, the Board approved the schedule of Board Meetings for the 2014 calendar year (January – December). The schedule offered extends the meeting location assignments through the school year (January 2014-June 2015).</p>		
<p>RECOMMENDATION: Approve Board Meeting dates and locations for the 2014-2015 school year.</p>		

School Board Meeting Dates and Locations 2013-2014		
DATE	LOCATION	TIME
Tuesday, July 8, 2014	Lake Tahoe Visitors Authority – Visitor Center	3:30 p.m.
Tuesday, August 12, 2014	Carson Valley Middle School	3:30 p.m.
Tuesday, September 9, 2014	Douglas High School	3:30 p.m.
Tuesday, October 14, 2014	Lake Tahoe Visitors Authority – Visitor Center	3:30 p.m.
Tuesday, November 18, 2014	Douglas High School	3:30 p.m.
Tuesday, December 9, 2014	Douglas High School	3:30 p.m.
Tuesday, January 13, 2015	Lake Tahoe Visitors Authority – Visitor Center	3:30 p.m.
Tuesday, February 10, 2015	Douglas High School	3:30 p.m.
Tuesday, March 10, 2015	Douglas High School	3:30 p.m.
Tuesday, April 14, 2015	Lake Tahoe Visitors Authority – Visitor Center	3:30 p.m.
Wednesday, May 20, 2014	Douglas High School	3:30 p.m.
Tuesday, June 9, 2014	Douglas High School	3:30 p.m.
<p>I. Correction to Salary Schedule – Assistant Superintendents and Chief Financial Officer</p> <p>At its April 8, 2014 meeting, the Board of Trustees approved a 2.5% increase for the Chief Financial Officer, and the two Assistant Superintendents. An error was discovered in the calculation of the 2.5% that resulted in a smaller amount of actual increase to salary. The revised salary schedule contains a modification to the calculation process for increases which will result in an actual 2.5% salary improvement.</p> <p>RECOMMENDATION: Approve modification to the Assistant Superintendents and Chief Financial Officer salary schedule.</p>		
<p>J. Accounts Payable Regular and Special Run Vouchers</p> <p>Complete lists of payments contained in Accounts Payable Special Run Voucher Number 1427 and Regular Run Voucher Number 1428 are provided to the Board members via e-mail for review prior to the meeting. Copies of the payments contained in the Vouchers 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 1427 and Regular Run Voucher No. 1428.</p>		

3.	Principal’s Report – (Pau-Wa-Lu Middle School) (Administrative Report/Program Review)	3:55 p.m.*
	Pau-Wa-Lu Middle School Principal, Keith Lewis, will present his report on progress toward school improvement goals.	
4.	Update on Middle School Configurations (Administrative Report/Program Review)	4:20 p.m.*
	The superintendent will provide the board with an update on her recommendations for valley middle schools beginning in 2015-16.	

5.	Status Report of the Implementation of Nevada Academic Content Standards in English Language Arts and Mathematics (Discussion and For Possible Action)	4:40 p.m.*
Rommy Cronin, Director of Curriculum and Instruction, will present a review conducted by Education Services staff in order to provide the Board with a status report of the implementation of the Nevada Academic Content Standards in English Language Arts and Mathematics		
RECOMMENDATION: That the Board of Trustees approve the status report of the Implementation of Nevada Academic Content Standards in ELA and Math.		
6.	Consideration of Final 2013 - 2014 Budget Amendments and Augmentations (Discussion and For Possible Action)	5:00 p.m.*
In accordance with Nevada Revised Statutes, Nevada Administrative Code and Department of Taxation Regulations, it is necessary to consider adoption of the following resolutions in order to make final amendments and augmentations to the District's 2013-14 budgets:		
No. 14-01 "Resolution to Augment and Amend the General Fund for the Fiscal Year 2013-14"		
No. 14-02 "Resolution to Augment and Amend Special Revenue Funds (to which ad valorem taxes are not allocated) for the Fiscal Year 2013-14"		
All budget amendments and augmentations, both revenues and expenditures, included in the Resolutions are adjustments made to reflect financial events that have occurred after December of 2013 –the last time that the District amended District budgets.		
Copies of the Resolutions and supporting data are included in each Board Member's agenda packet. These amendments are intended as final budget adjustments for fiscal year 2013-14, and action is required to make them effective in accordance with Nevada Revised Statutes.		
RECOMMENDATION: By separate actions, (1) Adopt Resolution #14-01 as submitted by Business Services, and (2) Adopt Resolution #14-02 as submitted by Business Services.		
7.	First Reading Board Policy No. 115, "Social Networking (Social Media)" (Discussion and For Possible Action)	5:10 p.m.*
Rich Alexander, Assistant Superintendent Human Resources, will offer for review new Board Policy No. 115, "Social Networking (Social Media)."		
RECOMMENDATION: Adopt for First Reading Board Policy No. 115, "Social Networking (Social Media)."		
8.	First Reading Board Policy No. 108, "Drug- and Alcohol-Free Workplace" (Discussion and For Possible Action)	5:20 p.m.*
Rich Alexander, Assistant Superintendent Human Resources, will offer revisions to Board Policy No. 108, "Drug- and Alcohol-Free Workplace."		
RECOMMENDATION: Approve for First Reading, Board Policy No. 108, "Drug-and Alcohol-Free Workplace."		

9.	Pilot Universal GT Screening for Title I Second Grade Students (Administrative Report/Program Review)	5:30 p.m.*
	Rommy Cronin, Director of Curriculum and Instruction, will present a proposal by the Gifted and Talented Task Force to pilot universal screening for the Gifted and Talented Program of all Title I second grade students on the Naglieri (NNAT-2) during the 2014-2015 school year.	
10.	Closed Session (Information and Discussion)	5:40 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.	
11.	Board Resolution (Discussion and For Possible Action)	6:05 p.m.*
	In preparation for the 2015 Legislative Session and the recommendations forthcoming from the <i>SB 500 Task Force on K-12 Public Education Funding</i> , the enclosed resolution is presented for the Board's consideration.	
	RECOMMENDATION: That the Board of Trustees adopt the resolution and direct the superintendent to provide it to the Task Force prior to their June meeting.	
12.	Structure for Managing New Initiatives (Discussion and For Possible Action)	6:10 p.m.*
	The superintendent will be reviewing a recommended revision to the district's organization chart for increased efficiency and support for schools.	
	RECOMMENDATION: That the Board of Trustees support the adjustments to district level staff assignments for the 2014-15 school year.	
13.	First Reading of Revisions to Board Policy No. 106, "Tobacco-Free Schools" (Discussion and For Possible Action)	6:30 p.m.*
	Lyn Gorrindo, Assistant Superintendent of Education Services, will share with the Board revisions to Board Policy No. 106, "Tobacco-Free Schools." Updates to the policy as well as the addition of electronic nicotine-delivery devices, are included in the revision.	
	RECOMMENDATION: Approve for First Reading Board Policy No. 106, "Tobacco-Free Schools."	

14.	First Reading of Revisions to Board Policy No. 529, “Suspension and Expulsion” (Discussion and For Possible Action)	6:35 p.m.*
Lyn Gorrindo, Assistant Superintendent of Ed Services, will share with the Board revision to Board Policy No. 529 bringing it into alignment with Board Policy 106.		
RECOMMENDATION: Approve for First Reading Board Policy No. 529, “Suspension and Expulsion.”		
15.	First Reading of Revisions to Board Policy No. 543, “Safe and Respectful Learning Environments” (Discussion and For Possible Action)	6:40 p.m.*
Lyn Gorrindo, Assistant Superintendent of Education Services, will share with the Board revisions to Board Policy No. 543, “Safe and Respectful Learning Environments,” bringing it into alignment with Nevada Revised Statue changes resulting from the last legislative session.		
RECOMMENDATION: Approve for First Reading Board Policy No. 543, “Safe and Respectful Learning Environments.”		
16.	Revisions to Administrative Regulation No. 518(f), “Graduation Ceremony Regulations” (Information and Discussion)	7:00 p.m.*
Lyn Gorrindo, Assistant Superintendent of Ed Services, will share with the Board revisions to the Administrative Regulation No. 518(f) which allows for a combination graduation ceremony for alternative education students receiving either an adult standard diploma or a standard diploma.		
17.	Board Bylaw Review and Revision (Information and Discussion)	7:10 p.m.*
The superintendent is working with staff to put all board policies and bylaws on a regular cycle for discussion, review and possible revision. Bylaws 050, 060 and 070 will be open for discussion and possible revision.		
18.	Board Intervention Funds Report Format (Information and Discussion)	7:30 p.m.*
The superintendent will ask the board to discuss their preferences for receiving reports from principals regarding the BIF program.		
19.	Superintendent’s Report (Administrative Report)	7:50 p.m.*
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.		
20.	Nevada Association of School Boards (NASB) Report	7:55 p.m.*
Cynthia Trigg will present details of NASB accomplishments, current issues and goals.		

21.	Possible Agenda Items for Future Board Meetings	8:00 p.m.*
	Requests by Board Members for possible future agenda items.	
22.	Board Reports	8:05 p.m.*
	Brief updates from the Board regarding District activities.	
23.	Correspondence	8:10 p.m.*
24.	Adjournment	
	The Board will make a motion 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.

Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations are asked to notify the District Administration at 1638 Mono Avenue, Minden, Nevada, 89423, or by calling 782-5135, so that such notification is received at least twenty four (24) hours prior to the meeting. 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
Zue Thao	Custodian – JVES	05-23-2014	23EE1	Brian Puckett
2013-2014 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
2014-2015 CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Gina Dye	Special Ed IEP Aide – SES (4.25 hrs)	Special Ed IEP Aide – SES (6 hrs)	08-18-2014	Jeanine Lee
2013-2014 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Alyssa Park	SRCL Kindergarten Aide – PHES	05-30-2014	07-31-2014	
Elise Johnson	SRCL Kindergarten Aide – SES	05-30-2014	07-31-2014	
Lisa Kellogg	SCRL Kindergarten Aide – SES	05-30-2014	07-31-2014	
Stephanie Carney	Classroom/Playground Aide – JVES	05-30-2014	07-31-2014	
Diana Hamada	SRCL Kindergarten Aide – MES	05-30-2014	07-31-2014	
2013-2014 CLASSIFIED LOA				
Name	Position/Location	Effective Date		
Donna Browder	Secretary I – MES (12 month LOA)	05-09-2014		

Certified Personnel

2013-2014 CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Ted Portney	TOSA/CCMES	1yr contract	14-15
Thomas Watson	SPED/PHESES	New Allocation	14-15
Karissa Kondo	Music/Elective/CVMS	Replaces K. Fry	14-15
Daniel Hyden	Teacher/CCMES	Replaces S. Yurtinus	14-15
Janet Crecelius	Teacher/CCMES	Replaces B. Tupa	14-15
2013-2014 CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Jennifer Glick	.6 Sped Teacher/DHS	1 FTE Sped Teacher/DHS	14-15
Donna Harker	Teacher-1 yr contract/GSES	Teacher- 1 FTE/GSES	14-15
2013-2014 CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year