

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, September 9, 2014
3:30 p.m.
Douglas High School
1670 Highway 88
Minden, Nevada 89410**

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
Douglas High School
Minden, Nevada
 Tuesday, September 9, 2014
 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 Board Meeting of August 12, 2014 Attached are the Minutes of the Regular Board Meeting of August 12, 2014 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 12, 2014.</p>	
	<p>B. Personnel Report No. 14-09 Listed on the attached Personnel Report No. 14-09 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. 14-09.</p>	
	<p>C. Directors Salary Schedule During the Board Meeting on June 10, 2014, the Board approved a new structure for managing new initiatives which had an impact on the length of the work year and the salary schedule for Directors in Education Services and Human Resources. (Item 12) This is the follow-up documentation to that change in contract year and salary.</p>	
	<p>RECOMMENDATION: Approve the revised work year and salary schedule for Directors.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Second Reading Board Policy No. 308, “Supervision of Licensed Non-Management Personnel”</p> <p>Board Policy No. 308, “Supervision of Licensed Non-Management Personnel,” is offered as a second reading for approval.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 308, “Supervision of Licensed Non-Management Personnel.”</p>		
<p>E. Second Reading Board Policy No. 513, “Grading”</p> <p>Board Policy No. 513, “Grading,” is offered as a second reading for approval.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 513, “Grading.”</p>		
<p>F. Approval of Test Administration & Security Guidebook: Procedures and Expectations for the 2014-2015 School Year</p> <p>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.</p>		
<p>RECOMMENDATION: Approve the Douglas County School District Test Administration Guidebook: Procedures and Expectations for the 2014-2015 school year.</p>		
<p>G. Douglas High School Donation</p> <p>DHS has received up to a \$10,000 matching donation from Fairweather Foundation for Marching Band uniforms and instruments. Backup documentation supplied in board package.</p>		
<p>RECOMMENDATION: Accept the Fairweather Foundation matching donation of up to \$10,000 to DHS for Marching Band uniforms and instruments.</p>		
<p>H. Accounts Payable Special and Regular Run Vouchers</p> <p>Complete lists of payments contained in Accounts Payable Special Run Voucher Numbers 1435 and 1504; and Regular Run Voucher Numbers 1436 and 1505 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 Numbers 1435 and 1504; and Regular Run Voucher Numbers 1436 and 1505.</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>I. Recommendation for Principal of Scarselli Elementary School</p> <p>Following the paper-screening of qualified applicants, interviews were held on August 28 and 29 for the open elementary principal position. As a result, Susan McNeall is being recommended to the Board as the new principal for Scarselli Elementary School. Ms. McNeall earned her Bachelor of Science degree in Business Administration from the University of Nevada in 1998. She also holds two Masters' Degrees. (She completed a M.Ed. in 2003 from UNR and a Masters of Educational Administration in 2008 from the University of Phoenix.) She is licensed by the State of Nevada for Teaching K-8 and as a School Administrator, K-12. Ms. McNeall's professional experience in public education includes:</p> <p>2002-2010: Elementary Classroom Teacher, Washoe County School District</p> <p>2010-2013: Lead Teacher, STEM Coordinator and Dean of Students, Washoe County School District</p> <p>2013-Present: Elementary Vice-Principal, Gardnerville ES, Minden ES and Piñon Hills ES, DCSD.</p>		
<p>RECOMMENDATION: Accept the recommendation of the Superintendent and appoint Susan McNeall as Principal of Scarselli Elementary School.</p>		
3.	Introduction of New Human Resources Director (Special Recognition)	3:40 p.m.*
<p>Dr. Noonan will introduce Teri White, Human Resources Director. Mrs. White's recommendation came to the board at the August 12, 2014 meeting.</p>		
4.	Recognition (Special Recognition)	3:45 p.m.*
<p>The After-School Tutoring Program at Douglas High School will be highlighted for their good work.</p>		
5.	Award of High School Diplomas (Special Recognition)	3:55 p.m.*
<p>Dr. Noonan and Mr. Swisher, Principal Douglas High School, will recognize students for completing high school graduation. Adult and regular diplomas earned this summer will be awarded to graduates who are in attendance.</p>		
6.	Douglas High School Update (Administrative Report)	4:15 p.m.*
<p>Marty Swisher, Principal of Douglas High School, will present an update on the projects completed and those underway at the DHS campus at this time. Preliminary discussions of categories for 9-12 planning will be reviewed</p>		
7.	Middle School Update (Administrative Report)	4:25 p.m.*
<p>Bob Been, Principal Carson Valley Middle School, and Keith Lewis, Principal Pau-Wa-Lu Middle School, will present an update on the actions that have been taken to prepare for the 2015-2016 school year when the two valley middle schools will both house 6th – 8th grade students.</p>		

8.	CRT and HSPE Results (Administrative Report/Program Review)	4:40 p.m.*
	Brian Frazier, Director Area 2, will present a longitudinal report on State CRT and HSPE data including results from the 2013-14 school year.	
9.	Nevada School Performance Framework – Overview (Administrative Report/Program Review)	4:55 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.	
10.	First Reading Bylaw No. 070, “Code of Conduct” (Discussion and For Possible Action)	5:15 p.m.*
	Bylaw No. 070, “Code of Conduct” is offered for a first reading.	
	RECOMMENDATION: Approve for first Reading, Bylaw No. 070, “Code of Conduct.”	
11.	Policy Revision Prioritization (Discussion and For Possible Action)	5:20 p.m.*
	Two or more board members requested an agenda item so that discussion and prioritization of policies relating to personnel could be determined.	
	RECOMMENDATION: The Board of Trustees will provide staff with the priority order of review and revision of personnel policies.	
12.	Closed Session	5:35 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.	
13.	Superintendent’s Report (Administrative Report)	6:05 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.	
14.	Nevada Association of School Boards (NASB) Report	6:10 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
15.	Possible Agenda Items for Future Board Meetings	6:15 p.m.*
	Requests by Board Members for possible future agenda items.	

16.	Board Reports	6:20 p.m.*
	Brief updates from the Board regarding District activities.	
17.	Correspondence	6:25 p.m.*
18.	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.

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Gardnerville Post Office, Gardnerville, NV
Minden Post Office, Minden, NV
Douglas County School District Office, Minden, NV
State of Nevada website: <https://notice.nv.gov/>

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

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Mekoh Benbrooks	Classroom/Playground Aide – GES	08-18-2014	11EE1	Shirley Mendoza
Amy McCormick	Special Ed IEP Aide – SES	08-19-2014	14E1	Rachel Hanson
Shannon Wentz	Health Service Nurse RN – PWLMS	08-14-2014	34EE4	Cherie Alexander
Robert Dorr	Rover Custodian – DW	08-18-2014	23EE1	Dane Hansen
Michael Cowan	Bus Driver – Transportation	08-18-2014	EE1	New Route - ASPIRE
Curt Lueck	Bus Driver – Transportation	08-18-2014	EE1	Merritt Lord
Richard Norlie	Bus Driver – Transportation	08-18-2014	EE1	Danielle Nishiguchi
Cathy Salie	Bus Driver – Transportation	08-18-2014	EE1	Mark Heidt
Lisa Herman	Bus Aide – Transportation	08-18-2014	11EE1	Charles Ray
Stephanie Martin-Avent	Clerk Typist – CVMS	08-25-2014	17EE2	Rebecca Gore
Aimee Duffy	Cashier Helper II – PHES	08-25-2014	12EE1	Nichole Harrison
Alison Wiggins	Special Ed Aide – PWLMS	09-02-2014	14EE3	Maggie Kleine
Blair Madden	Physical Therapist – District Wide	11-17-2014	E5EE	New Position
CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Daniel Nadler	Rover Custodian – District Wide	08-22-2014	08-22-2014	
Lacey Tank	SRCL Kindergarten Aide - GES	08-29-2014	08-29-2014	
Kayle Bell	Classroom/Playground Aide – CCMES	09-05-2014	09-05-2014	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Rebecca Gore	Clerk Typist – CVMS	Secretary I – GWHS	08-13-2014	Marie Parola
Kelly Benoit	Playground Aide – MES	Clerk Typist – DHS	08-25-2014	New Position
Gina Dye	Special Ed Aide – SES (4.5 hrs)	Special Ed Aide – SES (6.0 hrs)	08-18-2014	Erin Alvarez
Lisa Berg	Classroom/Playground Aide – CCMES	ESL Aide – CCMES/SES	08-28-2014	Teresa Reyes
CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Teresa Reyes	ESL Aide – CCMES/SES	05-30-2014	07-31-2014	
Deborah Duffy	Cashier Helper II – ZCES	05-30-2014	08-31-2014	
Adrianna Cota	Clerk Typist – CVMS	05-30-2014	08-31-2014	

Certified Personnel

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Mark Nair	Teacher/ASPIRE Academy High School	Replaces R. Cramer	2014-2015
Telsche Saunders Hipple	Teacher/ASPIRE Academy High School	Replaces M. Trujillo	2014-2015
Nicole Webb	Teacher .8/Adult Education	Replaces A. Laca	2014-2015
Monique Vaughn	Teacher/GSES	Replaces J. Smith	2014-2015
Ashley Koontz	Teacher .5K/.5K/MES	Replaces J. Tackitt	2014-2015
CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Maria Falconieri	Teacher/GSES	Teacher/PWLMS	2014-2015
Corey Thacker	Teacher/CVMS	Teacher/DHS	2014-2015
Josh Lang	Teacher/GES	Teacher/CCMES	2014-2015
Hollie Harvey	Teacher/PHES	Teacher/GSES	2014-2015
Becky Tupa	Teacher/CCMES	Teacher/PHES	2014-2015
Shelby Young	Teacher/CVMS	Teacher/DHS	2014-2015
Sarah Corder	Teacher/DHS	Teacher/CVMS	2014-2015
Susan Van Doren	Teacher/CVMS	Teacher/GWHS	2014-2015
Heather Broderdorf	Teacher/GSES	Teacher/DHS	2014-2015
Stacy Harrell	Counselor/CCMES	Counselor/JVES	2014-2015
Karianne Harbottle	Tutoring Interventionist/GSES	Teacher/GSES	2014-2015
Reggell Bertolone	Counselor 1yr/PHES	Counselor Ongoing/PHES	2014-2015
Susan McNeall	Vice-Principal/GES/PHES/MES	Principal/GSES	2014-2015
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Francesca Alcamo	Teacher 1yr/JVES	Resignation	2014-2015
Thomas Watson	Sped Teacher/PHES	Resignation	2014-2015