

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, September 9, 2008
3:30 p.m.
Douglas High School
Minden, Nevada**

Mission Statement

The Douglas County School District, in partnership with parents and community, will ensure that all students are competent in the basic skill areas, demonstrate continuous achievement toward educational excellence, and reach their highest potential as productive, responsible citizens.

Board of Trustees

Teri Jamin, President

Cynthia Trigg, Vice President

Thomas Moore, Clerk

Karen Chessell, Member

Sharla Hales, Member

John Louritt, Member

Keith Roman, Member

1638 Mono Avenue, P.O. Box 1888, 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 a copy of the complete agenda is desired in advance, it may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. 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.

Scheduled Public Comment: During regular Board meetings, 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.

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. Board meetings are 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 P. O. Box 1888, 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, 2008
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	<p>A. Pledge of Allegiance</p> <p>B. Adoption of Agenda (Action)</p> <p>The Trustees reserve the right to take items in a different order to accomplish business in the most efficient manner.</p>	

2. Consent Items (Action)

2.	Consent Items (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.</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 Meeting of August 12, 2008</p> <p>Attached are the Minutes of the Regular Board meeting of August 12, 2008, for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board meeting of August 12, 2008.</p>	
	<p>B. 2008-09 Additions to Dual Credit Courses Master List</p> <p>Each semester, high school students register for courses with area community colleges for which they are eligible to apply dual credit toward their high school graduation requirements. Nevada Revised Statutes 389.160 requires that the Board of Trustees of each county school district prescribe the courses for which students may receive credit and the amount of credit allowed. The Board of Trustees approves additions to the master list of dual credit courses for Western Nevada and Lake Tahoe Community College. If approved by the Board, these courses would be added to the master list from which students are eligible to receive dual credit.</p> <p>Included in each Board Member's packet is a copy of the Dual Credit Courses – Additions to Master List with this semester's additions listed.</p>	

B. 2008-09 Additions to Dual Credit Courses Master List (Continued)

Class	Course Title	College	Credits	DCSD Credit	Elective/ Graduation
HE 201	Foundations of Personal Health and Wellness	WNC	4	.5	E
SPAN 103B	Conversational Spanish III	WNC	3	.5	E

RECOMMENDATION: Approve the dual credit course additions to master list as submitted.

C. Personnel Report No. 08-09

Listed on the attached Personnel Report No. 08-09 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.

RECOMMENDATION: Approve personnel actions described in Personnel Report No. 08-09.

D. Accounts Payable Voucher No. 1033 for FY 2007-2008 and Voucher No. 1005 for FY 2008-2009

A complete list of payments contained in Voucher Numbers 1033 and 1005 were provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1033 and 1005 is available for review by the public at the Superintendent's Office prior to the meeting and also at the time of the meeting.

RECOMMENDATION: Approve payments contained in Voucher Number 1033 for the 2007-2008 fiscal year and Voucher Number 1005 for the 2008-2009 fiscal year.

E. Approval of Test Administration Guidebook: Procedures and Expectations for the 2008-2009 School Year

Each district in the state has been required by the Nevada Department of Education and the Legislative Council Bureau 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 2008-2009 school year.

3. Administrative Reports and Program Reviews

3-A.	Principal's Report – (<i>Minden Elementary School</i>)	3:40 p.m.
Minden Elementary School Principal, Ken Stoll will present a report on progress toward the goals of their School Improvement Plan.		
3-B.	Western Nevada Regional Training Program Report (WNRTP)	3:55 p.m.
Roy J. Casey, Director for the Western Nevada Regional Professional Development Program will present a summary of trainings and work completed by the Region for the Douglas County School District (2007-08). He will also present to the members of the Board course offerings for administrators and teacher leaders for the upcoming school year (2008-09). Mr. Casey will review, briefly, how the District and/or its schools can access future WNRTP professional development services through submission of a request for services.		
3-C.	KIDS Committee Report	4:25 p.m.
Cheryl Blomstrom, President, Keep Improving Douglas Schools Committee (KIDS), will provide an update on the progress being made toward passage of the bond.		
3-D.	Report on DCSD Summer School Program for 2008	4:35 p.m.
Rob Parks, DCSD Summer School Administrator, will present to the members of the Board of Trustees an administrative report on the Douglas County School District Summer School/Credit Recovery program for 2008.		

4. Items Requiring Discussion and Action (Action)

4-A.	Budget FY2008-2009 Impact	5:05 p.m.
Continued from the August Board Meeting: Staff will present additional information regarding budget reductions, as well as, return with fact-finding information from previous board requests. Careful examination of prior and current Fiscal Years' revenues and expenditures will be shared. Furthermore, input has been collected from District Administration and is reflected in data to be shared. Recommendations will be presented for consideration of the Board, up to and including repayment of loan to Self-Insurance Fund from the General Fund in the amount of \$500,000.		
RECOMMENDATION: Discussion and Action resulting in further budget reductions to Fiscal Year 2008-09 in order to accommodate current legislative mandates.		

Public Comment:	6:00 p.m.
<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>	

3. Administrative Reports and Program Reviews (Continued)

3-E.	Report on Results of the Scholastic Aptitude Test (SAT) and American College Test (ACT)	6:20 p.m.
<p>High School students who wish to enroll in community colleges and universities participate in the SAT and ACT assessment process. Brian Frazier, Director of Assessments and Grants, will share with the Board the performance of students who were members of the Class of 2008.</p>		
3-F.	Nevada Association of School Boards (NASB) Report	6:40 p.m.
<p>Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.</p>		
3-G.	Superintendent's Report	6:45 p.m.
<p>Superintendent Carol Lark will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them. An update on radon will be included.</p>		
5.	Correspondence	6:55 p.m.
6.	Possible Agenda Items for Future Board Meetings	7:00 p.m.
<p>Input from Board Members</p>		
7.	Executive Session	
<p>If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4).</p>		
8.	Adjournment	
<p>The Board will reconvene in public session and a motion will be made to adjourn.</p>		

(*) Times are estimated. 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
Kingsbury Middle School, Stateline, NV

Douglas High School, Minden, NV
Genoa Post Office, Genoa, NV
Zephyr Cove Post Office, Zephyr Cove, NV
Stateline Post Office, Stateline, NV
District website: www.dcsd.k12.nv.us