

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, December 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, December 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 November 6, 2008</p> <p>Attached are the Minutes of the Regular Board meeting of November 6, 2008, for your review and approval.</p> <p>RECOMMENDATION: Approve the Minutes of the Regular Board meeting of November 6, 2008.</p>	
	<p>B. Minutes of the Special Meeting of November 21, 2008</p> <p>Attached are the Minutes of the Special Board Meeting of November 21, 2008, for your review and approval.</p> <p>RECOMMENDATION: Approve the Minutes of the Special Board meeting of November 21, 2008.</p>	
	<p>C. Accounts Payable Voucher No. 1012 for FY 2008 - 2009</p> <p>A complete list of payments contained in Voucher Number 1012 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Number 1010 is available for review by the public at the Superintendent's Office prior to the meeting and also at the time of the meeting.</p> <p>RECOMMENDATION: Approve payments contained in Voucher No. 1012 for the 2008-2009 fiscal year.</p>	

2. Consent Items (Action) (Continued)

D. Personnel Report No. 08-12

Listed on the attached Personnel Report No. 08-12 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. 08-12.

E. Distance Education Program Application

The District has written a Distance Education Program Application for State approval. We are seeking approval to use a competency based on-line Distance Education Program in our ASPIRE and Night School credit recovery program, as well as, in special circumstances with students in the day school program.

RECOMMENDATION: Approve the DCSD Distance Education Program application to be sent to the State for final approval.

F. AB280

On November 19, 2008, a teacher used a permissible use of restraint at JVES on a second grade boy in order to preserve teacher safety. The restraint was minimal and the parents have been informed.

RECOMMENDATION: Approve Corrective Action implementation by the school and teacher.

G. Addendum to Lease Agreement Between Douglas County School District (DCSD) and the Douglas County Historical Society for the "Old High School Building" at Carson Valley Middle School (CVMS)

Several minor changes have been made to the Lease Agreement between DCSD and the Douglas County Historical Society regarding the "Old High School Building" at CVMS. The modifications were prepared to clarify items that have been in effect, but were never added to or documented within the Original Lease document. The changes have been written and reviewed by DCSD Legal Counsel.

RECOMMENDATION: Accept amendment to lease as provided by legal counsel.

3.	Special Recognition	3:40 p.m.
	Teri Jamin, Board President, will recognize John Louritt for his outstanding service as a member of the Board from 2001 to present. Mr. Louritt will conclude his term of service as of January 1, 2009.	
4.	Principal's Report – (Douglas High School) Administrative Report/ Program Review	3:45 p.m.
	Douglas High School Principal, Marty Swisher, will present a report on progress toward the goals of their School Improvement Plan.	

5.	Report on Textbook Selection for Adoption Item Requiring Discussion and Action (Action)	4:00 p.m.								
<p>The District has recently completed the process of review and selection of a new 10th grade Literature textbook. This text was selected by a committee of ten 10th grade English teachers. Alignment with Nevada English Language Arts Standards, as well as, district competencies, in the content area of English was confirmed by the group. The text has been reviewed by teachers and parents, selected according to District guidelines, and will be submitted for adoption to the Nevada State Board of Education.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Textbook Title</th> <th style="text-align: left;">Publisher</th> <th style="text-align: left;">Subject</th> <th style="text-align: left;">Grade Level</th> </tr> </thead> <tbody> <tr> <td>McDougal Littell Literature</td> <td>McDougal Little</td> <td>English</td> <td>10</td> </tr> </tbody> </table> <p>Lyn Gorrindo, Director of Curriculum and Instruction, will present an overview of the review, selection and adoption processes for these materials. Materials will be available for Board and public review.</p> <p>RECOMMENDATION: Approve 10th grade text for adoption.</p>			Textbook Title	Publisher	Subject	Grade Level	McDougal Littell Literature	McDougal Little	English	10
Textbook Title	Publisher	Subject	Grade Level							
McDougal Littell Literature	McDougal Little	English	10							

6.	Staff Report on Status of Performance Contract with AMERESCO Administrative Report/ Program Review	4:20 p.m.
<p>In February 2008, the School Board approved moving forward with Ameresco, an Energy Services Company, into a Financial Grade Audit of all the District's schools and administrative buildings.</p> <p>Based on the findings of the audit, the District signed a Performance Contract with Ameresco for \$5,095,000 in June 2008. The audit identifies several energy conservation measures which, once implemented, will save the District more than \$450,000 annually. These savings are guaranteed by Ameresco and will fund the project debt service, which means this energy services project will pay for itself through the savings it achieves.</p> <p>A Performance Contract is an alternative way to fund major capital projects and still remain budget neutral. A Performance Contract is a project that generates savings in utility costs by bundling together several energy conservation measures that help pay for each other despite the varying paybacks of the individual energy conservation measures.</p> <p>District Staff and representatives from Ameresco will report on the progress of the Performance Contract, and will be prepared to answer Board Members' questions.</p>		

7.	Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2008 Item Requiring Discussion and Action (Action)	4:50 p.m.
<p>Included in each Board Member's agenda packet is a copy of the 2007-08 independent financial audit report covering all District funds. David Silva, CPA representing the firm of Solari and Sturmer, LLC, who audited the financial statements and Holly Luna, Chief Financial Officer, Business Services for the Douglas County School District, will speak on the audit report and answer any questions that Board Members may have about it. The</p>		

7.	Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2008 (Continued) Item Requiring Discussion and Action (Action)	4:50 p.m.
<p>report presents the District's audited financial position as of June 30, 2008, and the results of financial operations for the fiscal year then ended. The auditors found no material problems during the course of their audit and, therefore, made no material recommendations.</p> <p>For the fiscal year ended June 30, 2008, the District's General Fund unreserved ending fund balance increased by \$874,665 from \$3,889,934 at June 30, 2007 to \$4,764,599 at June 30, 2008. The June 30, 2008 unreserved ending balance was 9.3% of the funds 2007-08 expenditures of \$50,992,636, and is in line with Board Policy and NRS.</p> <p>For the fiscal year ended June 30, 2008, the District's Special Education Fund unreserved ending fund balance decreased by \$134,896 from \$705,765 at June 30, 2006 to \$570,869 at June 30, 2007. The June 30, 2008 unreserved ending balance was 8.1% of the funds 2007-08 expenditures of \$7,015,913, and is in line with Board Policy and NRS.</p> <p>In general, the District ended the year in a satisfactory fiscal environment. As a result, the District ended 2007-08 in sound financial condition with fund balances in line with Board Policy and sound financial management standards.</p>		
RECOMMENDATION: Accept the 2007-2008 Independent Audit Report.		

8.	Promethean ActivBoard Demonstration Administrative Report/ Program Review	5:10 p.m.
<p>Brian Mello, a teacher at Jacobsen High School, will provide a demonstration of the Promethean ActivBoard, ActivSlate, and ActivExpression units. Mr. Mello will demonstrate how he incorporates the ActivBoard, ActivSlate, and ActivExpression units in his lessons and how they are used with students.</p> <p>The Promethean ActivBoards have been purchased and installed in our elementary sites and are in the process of being ordered for our secondary sites; for a total of 21 boards. The funds used to purchase the ActivBoards are a combination of State awarded Technology funds and Federal Congressional Earmark funds.</p>		

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>	

9.	Staff Report on Technology and Infrastructure	6:05 p.m.
	Eric Ristine, Computer Services Manager, will provide an overview of the District's technology infrastructure, current projects, and future strategies for continued improvement.	
10.	Review of Competency System at Secondary Level Items Requiring Discussion and Action (Action)	6:20 p.m.
	This is a presentation by the high school principals and the Assistant Superintendent for Education Services on the competency system as implemented at the secondary level. Information will be provided as to the benefits and costs of the program, as well as, the process used to request changes in the system.	
	RECOMMENDATION: To fully support the competency system in Douglas County School District and direct that any recommendations for changes to it go through the request for Competency /Request for Modification process.	
11.	Consideration of 2008-2009 Budget Augmentations and Amendments Items Requiring Discussion and Action (Action)	7:20 p.m.
	<p>Each year, in November or December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1 of each year.</p> <p>In accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2007-2008 budgets:</p> <p>No. 08-07 "Resolution to Amend the General Fund Budget for the 2008-09 Fiscal Year"</p> <p>No. 08-08 "Resolution to Augment and/or Amend Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2008-2009 Fiscal Year"</p> <p>No. 08-09 "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2008-09 Fiscal Year"</p> <p>Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's general fund and a detailed breakdown of general fund resource changes. The</p>	

11.	Consideration of 2008-2009 Budget Augmentations and Amendments (Continued) Items Requiring Discussion and Action (Action)	7:20 p.m.
Administration will be prepared to discuss these 2008-2009 budget changes in detail and answer Board Members' questions.		
RECOMMENDATION: Adopt each Resolution independently as proposed: Adopt Resolution No. 08-07 in its entirety Adopt Resolution No. 08-08 in its entirety Adopt Resolution No. 08-09 in its entirety		
12.	Bond Advisory Committee Recommendation Items Requiring Discussion and Action (Action)	7:35 p.m.
The Superintendent will present her recommendations for the formation of a bond community advisory committee. The role, purpose, operating procedure and suggested make up will be presented.		
RECOMMENDATION: Accept the Superintendent's recommendation for the formation of a bond community advisory committee.		
13.	Superintendent Evaluation Update Administrative Report	7:50 p.m.
Carol Lark, Superintendent, will present updated data information for review.		
14.	District Improvement Plan Items Requiring Discussion and Action (Action)	8:05 p.m.
The District Improvement Planning team has met and reviewed the District's achievement, perception and T4S data, as well as, all School Improvement Plans and has set one goal "Improving academic achievement for all students" for Douglas County. Nancy Bryant, Assistant Superintendent will give the Board an overview of the plan's goals and components		
RECOMMENDATION: Approve the District Improvement Plan		
15.	Nevada Interscholastic Activities Association (NIAA) Report	8:20 p.m.
Keith Roman, NIAA Vice President, will report on information obtained at the recent meeting.		
16.	Nevada Association of School Boards (NASB) Report	8:25 p.m.
Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.		

17.	Superintendent's Report	8:30 p.m.
	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.	
18.	Correspondence	8:45 p.m.
19.	Possible Agenda Items for Future Board Meetings	8:50 p.m.
	Input from Board Members	
20.	Executive Session	
	If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4).	
21.	Adjournment	
	The Board will reconvene in public session and a motion will be made to adjourn.	

(*) Times are estimated. Generally speaking, the item will be heard no earlier than the time indicated.

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.

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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