

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, January 13, 2009**

**3:30 p.m.**

**Douglas County Public Library – Lake Tahoe Branch  
233 Warrior Way  
Zephyr Cove, 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 County Public Library – Lake Tahoe Branch**  
**Zephyr Cove, Nevada**  
**Tuesday, January 13, 2009**  
**3:30 p.m.**

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<ul style="list-style-type: none"> <li>A. Pledge of Allegiance</li> <li>B. Adoption of Agenda (Action)</li> </ul> <p>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>Election of Officers for 2009: (Action)</b>	<b>3:35 p.m.</b>
	<ul style="list-style-type: none"> <li>A. President</li> <li>B. Vice President</li> <li>C. Clerk</li> </ul>	
<b>3.</b>	<b>Annual Organization: (Action Item)</b>	<b>3:45 p.m.</b>
	<ul style="list-style-type: none"> <li>A. Designate the Record-Courier, as the newspaper to be utilized for all legally required notices.</li> <li>B. Designate regular meetings of the Board of Trustees to be held on the second Tuesday of each month at 3:30 p.m. at the Douglas High School Library or Douglas County Public Library – Lake Tahoe Branch unless otherwise announced as follows:</li> </ul>	

**3-B. Board Meeting Dates - Additional meetings will be scheduled as necessary.**

Date	Location	Time
Friday, January 30, 2009	District Administrative Office	Strategic Planning
Tuesday, February 10, 2009	Douglas High School	3:30 p.m.
Tuesday, March 10, 2009	Douglas High School	3:30 p.m.
Tuesday, April 14, 2009	Lake Tahoe Public Library	3:30 p.m.
Wednesday, May 20, 2009	Douglas High School	3:30 p.m.
Tuesday, June 9, 2009	Douglas High School	3:30 p.m.
Tuesday, July 14, 2009	Lake Tahoe Public Library	3:30 p.m.
Tuesday, August 11, 2009	Douglas High School	3:30 p.m.
Tuesday, September 8, 2009	Douglas High School	3:30 p.m.
Tuesday, October 13, 2009	Lake Tahoe Public Library	3:30 p.m.
Tuesday, November 10, 2009	Douglas High School	3:30 p.m.
Tuesday, December 8, 2009	Douglas High School	3:30 p.m.
Tuesday, January 12, 2010	Lake Tahoe Public Library	3:30 p.m.

<b>4.</b>	<b>Appointment of Board Representatives (Action Items)</b>	<b>3:50 p.m.</b>
	<ul style="list-style-type: none"> <li>A. Debt Management Commission</li> <li>B. Nevada Association of School Boards - Board of Directors</li> <li>C. Nevada Association of School Boards Legislative Committee</li> <li>D. Douglas County Parks and Recreation Board</li> <li>E. Liaison Between Board and County Commission and Planning</li> <li>F. Liaison to Douglas County Education Foundation</li> <li>G. School Safety Task Force</li> <li>H. Expulsion Hearing Subcommittee</li> <li>I. Employee Relations Communications Committee</li> <li>J. Liaison to Parent Teacher Organizations</li> <li>K. Liaison to Tahoe/Douglas Chamber of Commerce</li> <li>L. Liaison to Carson Valley Chamber of Commerce</li> <li>M. Career and Technical Committee</li> <li>N. NIAA Region II Board of Control Representative</li> </ul>	

<b>The following is a list of Board members who served during 2008 as representatives:</b>		
A. Debt Management Commission	Keith Roman	
B. Board of Directors – Nevada Association of School Boards	Cynthia Trigg	
C. Legislative Committee – Nevada Association of School Boards	Sharla Hales Cynthia Trigg	
D. Douglas County Parks and Recreation Board	Thomas Moore	
E. Liaison Between Board of Trustees, County Commission, and Douglas County Planning Commission	John Louritt Teri Jamin	
F. Liaison to Douglas County Education Foundation	Karen Chessell Teri Jamin Cynthia Trigg	
G. School Safety Task Force	John Louritt	
H. Expulsion Hearings Subcommittee	John Louritt Keith Roman Thomas Moore Cindy Trigg Sharla Hales Karen Chessell Teri Jamin Carol Lark	
I. Employee Relations Communications Committee	Teri Jamin Cynthia Trigg Thomas Moore	
J. Liaison to Parent Teacher Organizations	Teri Jamin <u>Alternates:</u> Cynthia Trigg Sharla Hales	
K. Liaison to Tahoe Douglas Chamber of Commerce	Cynthia Trigg	

<b>4.</b>	<b>Appointment of Board Representatives (Action Items) (Continued)</b>	
L. Liaison to Carson Valley Chamber of Commerce	Sharla Hales	
M. Career and Technical Committee	Karen Chessell Keith Roman Thomas Moore	
N. NIAA Region II Board of Control Representative	Keith Roman	

## 5. Consent Items (Action)

<b>5.</b>	<b>Consent Items (Action)</b>	<b>4:00 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.</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><b>A. Minutes of the Regular Meeting of December 9, 2008</b></p> <p>Attached are the Minutes of the Regular Board meeting of December 9, 2008, for your review and approval.</p>		
<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board meeting of December 9, 2008.</b></p>		
<p><b>B. Accounts Payable Voucher No. 1014 for FY 2008 - 2009</b></p> <p>A complete list of payments contained in Voucher Number 1014 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Number 1014 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><b>RECOMMENDATION: Approve payments contained in Voucher No. 1014 for the 2008-2009 fiscal year.</b></p>		
<p><b>C. Personnel Report No. 09-01</b></p> <p>Listed on the attached Personnel Report No. 09-01 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><b>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 09-01.</b></p>		

## 5. Consent Items (Action) (Continued)

### D. AB280

On December 9, 2008, an assistant at Pau-Wa-Lu Middle School used a permissible use of restraint for student safety. The parents have been notified and no further action is required.

**RECOMMENDATION: Approve Corrective Action implementation by the school and assistant.**

### E. AB280

On December 12, 2008, a teacher used a permissible use of restraint at Pau-Wa-Lu Middle School on a seventh grade girl 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.**

### F. 2008-09 Additions to Dual Credit Courses Master List

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 courses. If approved by the Board, these courses would be added to the master list from which students are eligible to receive dual credit.

Included in each Board Member's agenda packet is a copy of the Dual Credit Courses – Additions to Master List with this semester's additions listed.

Class	Course Title	College	Credits	DCSD Credit	Elective/ Graduation
ART 141	Introduction to Digital Photography1	WNC	3	.5	G
DAN 135	Beginning Ballet	WNC	1	.5	E
ENG 101	Composition I	TMCC	3	.5	G
ENG 102	Composition II	TMCC	3	.5	G
ECON 102	Principles of Microeconomics	TMCC	3	.5	G
ECON 103 (formerly ECON 101)	Principles of Macroeconomics	TMCC	3	.5	G
MUS 276	Musical Theatre Practicum	WNC	3	.5	E

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

## 5. Consent Items (Action) (Continued)

### **G. Family Life, Sex Education, AIDS Advisory Council Members**

The composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council is controlled by state statute and the appointment of members are made by the Board under advisement of the Council. Membership should represent the following: parents, students, medicine or nursing, counseling, religion, and teaching.

The following members seek approval of new terms or are returning. New members are approved for an initial term of two years. There is no limit to the number of terms a person may serve on the Council.

Meeting dates for the 08-09 school year are as follows: October 13, 2008, January 12, 2009, March 23, 2009 and May 18, 2009. The family preview nights for the FLSEA materials are on January 20<sup>th</sup> at ZCES, January 27<sup>th</sup> at SES, January 28<sup>th</sup> at GWHS and February 4<sup>th</sup> at CVMS.

Name	Role	New or Returning
Bonnie Dellner	Nurse	Returning
Mary Garcia	Counselor	Returning
Laura Parks	Teacher	Returning
Lisa Fontana	Parent	Returning
Marci Appleton	Parent	Returning
Courtney Appleton	Student	Returning
Michael Caughlan	Counselor	Returning
Rachela Fazio	Religion	Returning
Lyn Gorrindo	Director of Curriculum & Instruction	Returning
Sherry Martin	Counselor	Returning
Leigh Luce	Teacher/trainer	Returning
Deonne York	Parent	Returning

**RECOMMENDATION: Approve the composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council.**

### **H. IRS Lowers Standard Mileage Rate**

Effective January 1, 2009, the IRS is lowering the standard mileage rate from 58.5 cents to 55 cents.

**RECOMMENDATION: Approve Mileage Rate change.**

### **I. Approval of Contract Award for 2 New School Buses for FY2009-10**

The District annually bids and orders school buses mid-way through current fiscal year for delivery in the next fiscal year. It is necessary to order now due to the required amount of lead-time between order and delivery of school buses - approximately six to eight months at a minimum.

In FY2007-08, 4 buses were ordered. In FY2008-09, 3 buses were ordered. Due to current state financial conditions and probably reductions to the District's FY09-10 Budget, the fleet will only be renewed with 2 new buses rather than the previous 3 or 4

## 5. Consent Items (Action) (Continued)

### I. Approval of Contract Award for 2 New School Buses for FY2009-10 (Continued)

annual purchases. This reduced renewal cycle cannot be continued indefinitely, and is not the District's preference. However, given the inevitable budget reductions, the District is submitting a reduced fleet renewal request for 2 new buses.

A summary of the bids received is included in each Board Member's agenda packet. Discussion and possible action of approval of the lowest and responsible bidder meeting the District's specifications.

**RECOMMENDATION: Award a contract for FY2009-10 the lowest responsive and responsible bidder meeting District specifications. Funding to come from the District's 2009-10 General Fund.**

### J. Application for Grant Funding for Fiscal Year 2008 – 2009

The District requests authorization to apply for funding to the programs including, but not limited to:

- No Child Left Behind Act – Title IX, Part C, Sections 9301-9306 of the Elementary and Secondary Education Act
- Title I, Part A – Basic
- Title I, Part A – School Improvement
- Title I, Part A – Comprehensive School Reform Demonstration Projects
- Title I, Part D – Neglected and Delinquent
- Section 2121 – Title II, Teacher Quality (includes Class-Size Reduction)
- Section 3412(a)(s)(A), Title II, Technology Formula Grant
- Section 3412(a)(s)(A), Title II, Technology (Infrastructure or Professional Development) Competitive Grant
- Title III – Limited English Proficient Students
- Title III – Immigrant Subgrant
- Section 4112(b)(1) – Title IV, Safe and Drug-Free Schools
- Section 5112(a) – Title V, Innovative Program
- P.L. 105-17, Special Education Early Childhood
- P.L. 105-17, Individuals with Disabilities Act (IDEA) and related mini grants
- P.L. 105-17, District Assistance Center Subgrants
- P.L. 106-554, School Repair and Renovation Grant
- P.L. 101-382, Carl Perkins Vocational Education Act/Technology Preparation – Formula and Competitive Subgrants



## 5. Consent Items (Action) (Continued)

### J. Application for Grant Funding for Fiscal Year 2008 – 2009 (Continued)

- Adult High School Diploma
- Federal and State School-to-Career Subgrants
- Advanced Placement Incentive Subgrants
- Federal and State Technology Subgrants
- Federal and State Literacy Subgrants
- Federal or State Alternative Education Funding
- Federal and State Special Education-related Subgrants
- Federal and State Remediation Subgrants
- Federal and State Pre-school Education Subgrants
- Federal and State Drug and/or Safety-Related Subgrants
- State Accountability Systems' Information
- Grant funding related to the implementation of the District's Strategic and District Improvement Plans that may have become available during the Nevada legislation Session or Fiscal Year 2009/2010

**RECOMMENDATION: Authorize the District to apply for entitlement and competitive grant funds during 2009-2010.**

<b>6.</b>	<b>Staff Report on Technology and Infrastructure Administrative Report/Program Review</b>	<b>4:10 p.m.</b>
	Eric Ristine, Computer Services Manager, will provide an overview of the District's technology infrastructure, current projects, and future strategies for continued improvement.	
<b>7.</b>	<b>Principal's Report – (George Whittell High School) Administrative Report/Program Review</b>	<b>4:35 p.m.</b>
	George Whittell High School Principal, Sue Shannon, will present a report on progress toward the goals of their School Improvement Plan.	
<b>8.</b>	<b>Pay For Performance Committee Report Administrative Report/Program Review</b>	<b>4:50 p.m.</b>
	The Pay for Performance Committee will update the Board with the progress it has made regarding the development of a Pay for Performance plan.	
<b>9.</b>	<b>Career Research Notetaker Request for Competency/Assessment Modification Item Requiring Discussion and Action (Action)</b>	<b>5:00 p.m.</b>
	Tricia Wentz our District Wide Career and CTE Counselor/Coordinator has requested a modification to the Career Notetaker Competency. The revisions to the Notetaker bring it into alignment with the High School's Career Pathways and the Nevada Career Information System (NCIS) which is used by the students to research careers and aide the students in choosing High School Classes	
	<b>RECOMMENDATION: Accept the modifications to the Career Research Notetaker Competency.</b>	

10.	<b>Business Letter/Request for Competency/Assessment Modification Item Requiring Discussion and Action (Action)</b>	<b>5:10 p.m.</b>
<p>Middle School English teachers are requesting a modification to the business letter competency. The request is to provide a benchmark assessment in the 7<sup>th</sup> grade English class (SpringBoard Unit 4) and provide an additional high stakes assessment opportunity in computer Literacy (Grades 8-12). Computer Literacy teachers have agreed the business letter is appropriate for inclusion into their curriculum. The attached rubrics are provided for review.</p>		
<p><b>RECOMMENDATION: Accept the modifications to the Business Letter Competency.</b></p>		
11.	<b>2009 School Improvement Bond Resolution Item Requiring Discussion and Action (Action)</b>	<b>5:20 p.m.</b>
<p>Consideration and possible adoption of “2009 School Improvement Bond Resolution” declaring the necessity of incurring a bonded indebtedness on behalf of the Douglas County School District for the purpose of acquiring, constructing, improving, and equipping school facilities of the District. The Resolution will authorize the issuance by the District of \$3,500,000 of General Obligation Bonds, as well as authorize the Superintendent or her designee to arrange for the sale of the bonds; and providing other matters relating thereto.</p>		
<p><b>RECOMMENDATION: Approve the “2009 School Improvement Bond Resolution,” #09-01.</b></p>		
12.	<b>Superintendent Evaluation Update Administrative Report</b>	<b>5:30 p.m.</b>
<p>Carol Lark, Superintendent, will present updated data information for review.</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>		
13.	<b>Nevada Association of School Boards (NASB) Report</b>	<b>6:05 p.m.</b>
<p>Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.</p>		
14.	<b>Superintendent’s Report</b>	<b>6:10 p.m.</b>
<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>		
15.	<b>Board Training – Board Member Communication</b>	<b>6:25 p.m.</b>
<p>Mike Malloy will discuss best practices for communication among Board members.</p>		

<b>16.</b>	<b>Correspondence</b>	<b>6:40 p.m.</b>
<b>17.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>6:45 p.m.</b>
	Input from Board Members	
<b>18.</b>	<b>Executive Session</b>	
	If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4).	
<b>19.</b>	<b>Adjournment</b>	
	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.

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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

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](http://www.dcsd.k12.nv.us)