

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, April 14, 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

Cynthia Trigg, President

Thomas Moore, Vice President

Keith Roman, Clerk

Karen Chessell, Member

Randy Green, Member

Sharla Hales, Member

Teri Jamin, 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, April 14, 2009
 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)	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 March 10, 2009</p> <p>Attached are the Minutes of the Regular Board meeting of March 10, 2009, for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board meeting of March 10, 2009.</p>	
	<p>B. Accountability and Grants Specialist</p> <p>The District is recommending the addition of an Accountability and Grants Specialist within the District Office staff in order to facilitate the previously proposed (February 10th Board Meeting) District Office reorganization and budget reduction. This restructuring allows for more comprehensive job responsibilities that meet the expanding accountability needs of the district more efficiently and cost effectively.</p>	
	<p>RECOMMENDATION: Approve the addition of the Accountability and Grants Specialist at the salary Range 28 on the Classified Salary Schedule.</p>	
	<p>C. Accounts Payable Voucher No. 1021 for FY 2008 - 2009</p> <p>A complete list of payments contained in Voucher Number 1021 is provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Number 1021 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. 1021 for the 2008-2009 fiscal year.</p>	

2. Consent Items (Continued) (Action)

D. Personnel Report No. 09-04

Listed on the attached Personnel Report No. 09-04 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. 09-04.

E. AB 280

An emergency use of restraint was used by staff at Pau-Wa-Lu Middle school on a ninth grade girl for staff safety. The parents have been notified and the appropriate steps have been taken.

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

F. AB 280

There was a non-permissible use of physical restraint on a kindergartener with a disability on the school bus at ZCES. Due to the fact that an emergency did not exist, a violation of NRS Sections 388.521-388.5315 did occur. A corrective action plan has been submitted for Board approval and the parents have been notified in compliance with the statute.

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

G. AB 280

A Pau-Wa-Lu staff member used a permissible use of restraint on a ninth grade special education student. Minimal restraint was used to stop the student from pulling the hair of a female staff member. The parents have been notified and no further action is required at this time.

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

H. Second Reading of Revisions to Board Policy No. 529, "Suspension and Expulsion"

Proposed revisions to Board Policy No. 529, "Suspension and Expulsion," have been incorporated in order to align the policy with NRS 392.466 and 392.4655, and to include an equivalent definition of consistency as listed in other policies.

RECOMMENDATION: Approve for second reading changes to Board Policy No. 529, "Suspension and Expulsion"

2. Consent Items (Continued) (Action)

I. 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.

J. Memorandum of Understanding (MOU) with Sierra Crest Academy (SCA)

There exists some confusion with the initial date of SCA’s Charter. The Charter initially received Board approval on February 10, 2003 under Section 4 of NRS 386.527. Subsequently, SCA received full approval to commence operation on June 28, 2004. The District is requesting approval to enter into a MOU with SCA acknowledging June 28, 2004 as the official approval date and the commencement of the six year time period for which Sierra Crest Academy charter is valid. This would indicate that SCA’s charter will expire on June 28, 2010. Application for renewal must be made to the District 90 days prior to the June 28th date.

RECOMMENDATION: Direct the Assistant Superintendent of Education Services to enter into a Memorandum of Understanding with Sierra Crest Academy acknowledging June 28, 2004 as the official approval date of Sierra Crest Academy’s Charter.

3.	Principal’s Report – (<i>Gardnerville Elementary School</i>) Administrative Report/Program Review	3:40 p.m.
	Gardnerville Elementary School Principal, Shannon Brown, will present a report on progress toward the goals of their School Improvement Plan.	
4.	Consideration of Amendment to Current Energy Savings Performance Contract with Ameresco Discussion and Action (Action)	3:55 p.m.
	Discussion and possible action to approve an amendment to the current Energy Savings Performance Contract (ESPC) project with Ameresco. Business Services requests an amendment, via a change order, to allow Bond Funds to be directed to the ESPC project to complete the high priority of fire alarm panels and rewiring at GWHS and DHS. Project to be completed by mid-August. Holly Luna, as well as, various Ameresco and Celtic personnel will be available to answer any questions the Board may have.	
	RECOMMENDATION: Allow Business Services to modify the existing ESPC with Ameresco to allow support from current bond proceeds to fund the rewiring and renewal of alarm panels at GWHS and DHS in the amount of \$1,006,061.	

5.	Review District-Wide Radon Survey Administrative Report/Program Review	4:25 p.m.
<p>From March 16-March 20, 2009, a district wide radon survey was conducted by Colorado Vintage Companies (CVC). Business Services is proud to report that this district-wide survey was conducted smoothly and thoroughly despite school being in session, and allowed CVC to sample the air quality for traces of radon gas during normal occupancy hours. This provided a “time in motion” study to determine any risks for students and staff.</p> <p>CVC has completed their report on the findings of this survey (see attached). District-wide radon levels are below the EPA’s action guideline of 4.0 pCi/L with the exception of 11 rooms at 4 sites. Details are listed in report provided, and will be published on the District’s website.</p> <p>CVC recommends additional testing with a Continuous Radon Monitor (CRM) to more accurately determine the need for mitigation efforts. If additional testing continues to show elevated results during times of occupancy, these areas will be more thoroughly investigated to determine proper functioning of the HVAC systems before more in-depth remediation efforts can be ascertained.</p> <p>Business Services plans to pursue CRM for the rooms / sites noted in the report. Results will be shared at a future date when available.</p>		
6.	Review and Update of the District’s Five-Year Capital Improvement Plan for 2009-2010 Discussion and Action (Action)	4:45 p.m.
<p>In preparation for completion of the District’s 2009-2010 Final Budget, Business Services would like to review with the Board a modified five-year Capital Improvement Plan. A five-year Capital Improvement Plan is also required by Nevada Revised Statutes.</p> <p>Included in each Board Member’s agenda packet is a revised five-year Capital Improvement Plan. The plan has been revised principally to accommodate revised cash flow timing, higher cost estimates of certain projects, and addition of proposed bond funded projects.</p> <p>Holly Luna will provide detailed explanations and rationale for proposed changes to the updated Five Year Capital Improvement Plan, and answer any questions that the Board may have.</p>		
RECOMMENDATION: Approve Updated FY2009-2010 Five Year Capital Improvement Plan as recommended by Business Services.		
7.	Four Day School Week Report – George Whittell High School Administrative Report/Program Review	5:05 p.m.
<p>Sue Shannon, Principal of George Whittell High School, will present a report that provides the rationale for possible consideration of moving to a four day school week. The primary purpose would be to save academic time.</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>		

8.	Superintendent's Report	6:05 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.</p>		
9.	Consideration of Proposal for External Audit Services Discussion and Action (Action)	6:15 p.m.
<p>Discussion and possible action to approve external audit services for FY2008-09 with an available option of two consecutive years.</p> <p>Business Services issued a Request for Proposal for Professional Audit Services on March 2, 2009. This RFP was released to eight consultants. Proposals were received on March 27, 2009 at 2:00 p.m. At the time of the bid opening, Business Services was in receipt of three proposals.</p> <p>Per evaluation of the proposals by Sue Estes and Holly Luna, the consultant with the highest evaluation score was contacted for an interview to provide additional clarification of their proposal, and to ensure that this firm was the best choice for DCSD. This interview was conducted on April 7, 2009.</p> <p>After the completion of the interview, it was determined that this firm, Schettler, Macy and Silva, best meets the District's needs, and the requirements of the Request for Proposal.</p> <p>The proposed fees include time, materials, and out-of-pocket expenses. Each year is noted as a "Not-To-Exceed" contract amount.</p> <p>Fees for FY08-09 audit = \$67,800 Fees for FY09-10 audit = \$70,500 Fees for FY10-11 audit = \$73,300</p>		
<p>RECOMMENDATION: Allow Business Services to contract with Schettler, Macy and Silva for up to three years for external auditing services (FY08-09, FY09-10 & FY10-11).</p>		
10.	Consideration of Request For Proposal for Consulting Services regarding Five Year Master Plan Discussion and Action (Action)	6:20 p.m.
<p>Discussion and possible action regarding consulting services to provide Douglas County School District with a Five (5) Year Master Plan.</p> <p>Per the instruction of the Board of Trustees, Business Services has begun drafting a Request for Proposal for Master Plan Services. The intent of this RFP is to secure the services of a consultant to develop a five year facilities master plan for DCSD.</p> <p>A draft of this RFP is complete, and a copy has been included in each Board Member's agenda packet.</p> <p>Additionally, based on current fiscal projections, the 2009-2010 preliminary budget has no funding set aside for this endeavor. Should the Board decide to pursue this RFP, budget discussions must be held prior to the release of the RFP in order to allocate the necessary funds.</p>		
<p>RECOMMENDATION: Provide Business Services with further direction on how to proceed regarding changes, funding, and release of Request For Proposal.</p>		

11.	Consideration of 2009-10 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 20, 2009 Discussion and Action (Action)	7:00 p.m.
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Included in each Board Member’s agenda packet is a copy of the District’s proposed 2009-2010 tentative budget. NRS 354.596 requires that all school districts approve and file a balanced tentative budget with the Nevada Department of Taxation by April 15. The statute further requires that the District hold a hearing on their tentative budget on the third Wednesday of May, which this year falls on May 20, 2009. The District must file a final budget by June 8, 2009 per NRS 354.598.

Due to the hold harmless provision contained in the Nevada School Funding Plan (NRS 387.1233), next year’s tentative budget is built on the actual weighted enrollment of FY2008 -2009 of 6,321. The District is anticipating non-weighted enrollment in FY2009 - 10 to be down from FY2008-09. The actual non-weighted enrollment in FY2008-09 was 6,548, and projected non-weighted enrollment for FY2009 -10 is 6,352.

The proposed tentative budget has been prepared in all operating funds **based on the Governor’s Budget submitted to the 2009 Legislature with two exceptions:** the proposed 6% decrease to teachers’ salaries and the discontinued support of retirees’ benefits. To support the Governor’s Budget the proposed tentative budget includes approximately \$2.5 million in reductions of General Fund expenditures and positions approved at the February 11th Board Meeting. Included in each Board Member’s agenda packet is a summary of General Fund appropriation highlights of the proposed tentative budget.

The tentative budget as presented has a combined property tax rate of \$.8500 per \$100 of assessed valuation, \$.7500 in the District’s general fund as required by State law and \$.1000 in the District’s debt service fund. The total combined tax rate of \$.8500 remains the same as last year.

Holly Luna, Chief Financial Officer, will be prepared to discuss the prepared tentative budget and answer any questions that the Board may have.

(Copies of the General Fund summary, budget, and approved reductions from the February 11th Board Meeting will be available at the meeting for all interested parties.)

RECOMMENDATION: Approve the FY2009-2010 Douglas County School District Tentative Budget and declare a public hearing on the budget for Wednesday, May 20, 2009 at 5:00 p.m. in the Douglas High School Library, 1670 Highway 88, Minden, Nevada 89423.

12.	First Reading of Board Policy and Administrative Regulation No. 544, “Random Student Drug Testing of Students In Cocurricular and Extracurricular Activities” Discussion and Action (Action)	8:00 p.m.
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Carol Lark, Superintendent, will present Board Policy and Administrative Regulation No. 544, “Random Drug Testing of Students in Cocurricular and Extracurricular Activities,” as a new Policy, Administrative Regulation, and related forms. This would be implemented in the 2009-2010 school year for all 9th through 12th grade students.

RECOMMENDATION: Approve for first reading Board Policy No. 544, “Random Drug Testing of Students in Cocurricular and Extracurricular Activities.”

13.	Report on Textbook Selection for Adoption Discussion and Action (Action)	8:15 p.m.								
<p>The District has recently completed the process of review and selection of a new PreCalculus/Trigonometry textbook. This text was selected by a committee of four math teachers. Both Douglas High School and George Whittell High School were represented. Alignment with Nevada Math Standards, as well as, district competencies in the area of PreCalculus/Trig 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" data-bbox="321 499 1442 583"> <thead> <tr> <th data-bbox="321 499 662 531">Textbook Title</th> <th data-bbox="667 499 922 531">Publisher</th> <th data-bbox="927 499 1268 531">Subject</th> <th data-bbox="1273 499 1442 531">Grade Level</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 548 662 579">PreCalculus 7th Edition</td> <td data-bbox="667 548 922 579">Houghton Mifflin</td> <td data-bbox="927 548 1268 579">PreCalculus/Trigonometry</td> <td data-bbox="1273 548 1442 579">11-12</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>			Textbook Title	Publisher	Subject	Grade Level	PreCalculus 7 th Edition	Houghton Mifflin	PreCalculus/Trigonometry	11-12
Textbook Title	Publisher	Subject	Grade Level							
PreCalculus 7 th Edition	Houghton Mifflin	PreCalculus/Trigonometry	11-12							
<p>RECOMMENDATION: Approve for adoption the Houghton Mifflin PreCalculus / Trigonometry textbook for grades 11-12.</p>										
14.	Nevada Association of School Boards (NASB) Report	8:20 p.m.								
<p>Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.</p>										
15.	Nevada Interscholastic Activities Association (NIAA) Report	8:25 p.m.								
<p>Keith Roman, NIAA Vice President, will report on information obtained at the recent meeting.</p>										
16.	Expulsion Process Discussion and Action (Action)	8:30 p.m.								
<p>Previously, the Board requested an overview and training in how the Douglas County School District conducts expulsions. Mrs. Hales, Mr. Roman, and Mrs. Bryant will review the District's expulsion process. This training will take the Board through the steps of the expulsion process. Board members will be asked to evaluate DCSD's process and provide input on whether or not the process is meeting District's goals and responsibilities.</p>										
<p>RECOMMENDATION: It is recommended that the Board continue utilizing the existing expulsion process.</p>										
17.	Correspondence	9:15 p.m.								
18.	Possible Agenda Items for Future Board Meetings	9:20 p.m.								
<p>Input from Board Members</p>										
19.	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.</p>										
20.	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. 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

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