

**Douglas County School District  
Special Meeting  
Administrative Services Building  
Friday, January 9, 2015  
3:00 p.m.**

**MINUTES**

***Minutes Approved  
2/10/15***

Present:

**Board Members:**

Thomas Moore, President  
Karen Chessell, Vice President  
Ross Chichester, Clerk  
Neal Freitas  
Teri Jamin  
Robbe Lehmann

Absent: Cynthia Trigg

Present:

**Personnel:**

Lisa Noonan, Superintendent  
Teri White, Director Human Resources  
Christi Hines-Coates, Education Services Director, Area 1  
Rommy Cronin, Education Services Director, Area 3

**1. Call to Order  
(For Possible Action)**

Mr. Moore called the meeting to order at 3:00 p.m. Mr. Freitas led the Pledge of Allegiance.

Mrs. Chessell moved to adopt the agenda, seconded by Mr. Chichester.

Motion carried, 6/0.

**2. Public Comment No. 1**

There were no members of the public in attendance; therefore, no public comments were offered.

**3. Work Session**

Mr. Moore stated two or more Board Members requested a discussion of the policy revision cycle. Dr. Noonan provided a list of all Board Policies and Administrative Regulations including titles and corresponding categories. Additionally, a spreadsheet was offered that suggested a prioritized review for revisions over a 7 year period. Groups of these documents would be assigned to staff over a 6 month period to allow time for a thorough review. Upon Board approval, the template would be used to maintain a timeline consisting of the year each policy would be reviewed again. As a start, Dr. Noonan placed current topics of concern as top priority. Legislative requirements would occur and some adjustments to the timeline would be necessary over the years.

Mr. Freitas stated he preferred a cycle for review of policies as opposed to revisions occurring mainly due to requirements of the legislature. Consolidation of like topics was desired. Certified and Classified employees had many similar policies that could be reduced by listing requirements for each class of employees under a single policy number. The idea would be to collapse and combine for easier referencing by anyone searching for the information. Some of the documents were noted to reiterate the collective bargaining agreements, while others did not.

Dr. Noonan responded the staff member in charge of rewriting a policy and/or regulation could combine, revise and relocate the documents. Timing of the number of policies coming before the Board was spread out in order to keep from overwhelming Trustees with policy review and staff with the workload involved.

The consensus was this spreadsheet format would be used for tracking. The staff would inform the Board as they brought policies and regulations forward, which documents had been combined, categorized or deleted.

Dr. Noonan stated policies of particular concern could be brought to her attention. Policies were written to state a philosophy; Regulations listed procedures involved with carrying out the philosophy.

Ms. Jamin offered that future board agenda items could be referenced with policy as well as, to the Strategic Plan.

#### **4. Public Comment**

There were no public comments offered.

#### **5. Adjournment (For Possible Action)**

Mr. Chichester moved to adjourn the meeting at 3:28 p.m., seconded by Mrs. Chessell.

Motion carried, 6/0.

Submitted by,

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Carolyn Moore  
Secretary to the Board of Trustees

Approved:

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Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.