

**APPROVED MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT**  
**Wednesday, January 22, 2025 (4:30 PM)**

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## **ROLL CALL**

ROLL CALL UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:

**BOARD MEMBERS**      Cristina Hennessey  
                                 Dianna Driller  
                                 Kirsten Livak  
                                 Patrick Mooney  
                                 Denyelle Nishimori

### **ALSO, IN ATTENDANCE**

Superintendent Chief Learning Officer Kerstin Kramer, Assistant Superintendent Chief Business Officer Todd Rivera, Assistant Superintendent of Educational Services Shaun Roderick, Executive Director of Student Services Annamarie Cohen, Executive Director of Human Resources Mike Shepherd, Chief Technology Officer Edward Hilton, and Executive Assistant Lupita Vazquez.

## **1.0 Call to Order**

President Driller called the meeting to order at 4:30 p.m.

## **2.0 Public Comment on Closed Session**

**2.1 No action or discussion shall be undertaken on any item not appearing on the posted agenda except the Members of the Board or the Tahoe Truckee Unified School District Staff may briefly respond to statements made or questions posed. (Government Code 54954.2) Three (3) minutes per comment is the time limit for any audience member comment for a total of 30 minutes.**

## **3.0 Closed Session**

**3.1 Conference with Labor Negotiators-Government Code 54957.6 Kerstin Kramer, Superintendent CLO, Todd Rivera, Assistant Superintendent Chief Business Officer, and Mike Shepherd, Executive Director of Human Resources, will conference with the Board regarding negotiations with Tahoe Truckee Education Association (TTEA), California School Employees Association (CSEA), Confidential, and Management**

**3.2 Public Employment Certificated, Classified, Confidential, and Management**

## **4.0 Call to Order, Pledge of Allegiance, and Roll Call**

President Driller reconvened the meeting at 5:30 p.m.

## **5.0 Open Session/Report out Action Taken in Closed Session**

**5.1 Open Session - President will Report out any Action Taken in Closed Session**

No reportable action was taken in closed session.

## **6.0 Approval of Agenda**

**6.1 Approve January 22, 2025, Board Meeting Agenda**

**Recommendation:** Approve January 22, 2025, Board Meeting Agenda

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve January 22, 2025, Board Meeting Agenda'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

**7.0 Public Comment**

**7.1 No action or discussion shall be undertaken on any item not appearing on the posted agenda except the Members of the Board or the Tahoe Truckee Unified School District Staff may briefly respond to statements made or questions posed. (Government Code 54954.2) Three (3) minutes per comment is the time limit for any audience member comment for a total of 30 minutes.**

**8.0 School Showcase**

**8.1 Tahoe Lake Elementary School Showcase**

The Principal of Tahoe Lake Elementary School provided an update to the board.

**9.0 Superintendent's Report**

**9.1 Superintendent Chief Learning Officer - District Update for the Board**

The Superintendent's report can be viewed at [tahoetruckeemedia.org](http://tahoetruckeemedia.org).

**10.0 Resolution**

**10.1 Approve Resolution No. 19-2024-2025 - School Board Appreciation Month January 2025**

Resolution recognizing the significant role the board members play in a representative democracy, and decisions made by local boards of education directly influence instruction in Tahoe Truckee Unified School District's public schools and in our community.

**Recommendation:** Approve Resolution No. 19-2024-2025 - School Board Appreciation Month January 2025 - and acknowledge Tahoe Truckee Unified School District's excellent school Board.

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 19-2024-2025 - School Board Appreciation Month January 2025 - and acknowledge Tahoe Truckee Unified School District's excellent school Board'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

**10.2 Approve Resolution No. 20-2024-2025 - Tahoe Truckee Unified School Sites as Safe Places For All**

Tahoe Truckee Unified School District has heard from some students and families expressing anxiety about attending school due to immigration enforcement concerns. TTUSD remains steadfast in its commitment to serving all students, regardless of their immigration status, and promoting a safe and secure environment for all.

**Recommendation:** Approve Resolution No. 20-2024-2025 - Tahoe Truckee Unified School Sites as Safe Places For All

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 20-2024-2025 - Tahoe Truckee Unified School Sites as Safe Places For All'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## 11.0 Donation

### 11.1 Accept Donation from Tahoe Truckee Community Foundation to the STEPP Program for Supplies and Enrichment Activities

This is a Tahoe Truckee Community Foundation donation to the STEPP Program through the Wiesner Family Endowment Fund. The funding is used for supplies and enrichment activities for the STEPP Program.

**Recommendation:** Accept the donation from Tahoe Truckee Community Foundation to the STEPP Program for supplies and enrichment activities.

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Accept the donation from Tahoe Truckee Community Foundation to the STEPP Program for supplies and enrichment activities'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### 11.2 Accept Donation from DonorsChoose.Org for the Alder Creek Middle School "Whiteboard Tables for 6th Grade Math Classes" Project

Staff Report Donation Form Donation Letter

DonorsChoose.Org is composed of various donors who are generously donating 3- Dry Erase Paint- 200 sq ft Clear Dry Erase Multi Surface Whiteboard Paint to the Alder Creek Middle School for the "Whiteboard Tables for 6th Grade Math Classes" Project.

**Recommendation:** Accept the DonorsChoose.Org donation for the Alder Creek Middle School "Whiteboard Tables for 6th Grade Math Classes" Project.

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Accept the DonorsChoose.Org donation for the Alder Creek Middle School "Whiteboard Tables for 6th Grade Math Classes" Project'.

Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **11.3 Accept Donation from NFL Foundation, Inc. for North Tahoe High School's Football Team**

The NFL Foundation, Inc. is generously providing a donation for the North Tahoe High School's Football Team.

**Recommendation:** Accept the NFL Foundation, Inc. donation for the North Tahoe High School's Football Team.

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Accept the NFL Foundation, Inc. donation for the North Tahoe High School's Football Team'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## **12.0 Grant**

### **12.1 Accept Grant from Truckee Optimist Club for Mobile Vision Van**

This donation will be used to partner with Vision to Learn for the use of their mobile vision van.

**Recommendation:** Accept the grant from Truckee Optimist Club for the Mobile Vision Van.

#### **ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Accept the grant from Truckee Optimist Club for the Mobile Vision Van'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **12.2 Accept Grant from First Push Syndicate for the Alder Creek Middle School's "Get on Board" Skateboard Program**

First Push Syndicate is generously providing a grant to Alder Creek Middle School's "Get on Board" Skateboard Program.

**Recommendation:** Accept the grant from First Push Syndicate for the Alder Creek Middle School's "Get on Board" Skateboard Program.

#### **ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Accept the grant from First Push Syndicate for the Alder Creek Middle School's "Get on Board" Skateboard Program'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## 13.0 Consent Agenda

### 13.1 Approve Personnel Action Report for January 22, 2025

The personnel action report is a summary of all personnel actions for the preceding month. Various individuals are hired and released or resigned each month, and these changes must be approved by the Board. By approving the Personnel Action Report the Board finalizes all actions planned or taken to ensure that the district schools, offices, and facilities are properly staffed with quality personnel.

**Recommendation:** Approve the Personnel Action Report for January 22, 2025.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the Personnel Action Report for January 22, 2025'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### 13.2 Approve Quarterly Report on Williams Uniform Complaints - October through December 2024 Report

The Williams Act ensures public transparency by requiring all California school districts to submit a quarterly report for board approval and make it available to the public.

**Recommendation:** Approve the Quarterly Report on Williams Uniform Complaints.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the Quarterly Report on Williams Uniform Complaints'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### 13.3 Approve the proposed Truckee High School Overnight Field Trip to Folsom, CA, from February 7 through February 9, 2025

Truckee High School's Drama Club is embarking on an exciting overnight adventure to Folsom, California, from February 7 to 9, 2025. Our talented students will attend the renowned Lenaea Festival, a thrilling early-season event where aspiring theater artists across the Golden State come together.

**Recommendation:** Approve the Truckee High School overnight field trip to Folsom, CA, from February 7 through February 9, 2025.

#### **ORIGINAL - Motion**

Member (**Kirsten Livak**) Moved, Member (**Cristina Hennessey**) Seconded to approve the **ORIGINAL** motion 'Approve the Truckee High School overnight field trip to Folsom, CA, from February 7 through February 9, 2025'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **13.4 Approve the proposed North Tahoe High School Overnight Field Trip to Folsom, CA, from February 7 through February 9, 2025**

North Tahoe High School's Drama Club is embarking on an exciting overnight adventure to Folsom, California, from February 7 to 9, 2025. Our talented students will attend the renowned Lenaea Festival, a thrilling early-season event where aspiring theater artists across the Golden State come together.

**Recommendation:** Approve the Truckee High School overnight field trip to Folsom, CA, from February 7 through February 9, 2025.

#### **ORIGINAL - Motion**

Member (**Kirsten Livak**) Moved, Member (**Cristina Hennessey**) Seconded to approve the **ORIGINAL** motion 'Approve the Truckee High School overnight field trip to Folsom, CA, from February 7 through February 9, 2025'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **13.5 Ratify Contract with Licensed Staffing Company, ProCare Therapy**

ProCare Therapy is an agency that provides services to school districts to address unmet staffing needs. The Special Education Department currently has a deaf and hard of hearing teacher vacancy that we have not been able to fill. ProCare can provide us with appropriate temporary personnel for the school year.

**Recommendation:** Ratify Contract with Licensed Staffing Company, ProCare Therapy.

#### **ORIGINAL - Motion**

Member (**Kirsten Livak**) Moved, Member (**Cristina Hennessey**) Seconded to approve the **ORIGINAL** motion 'Ratify Contract with Licensed Staffing Company, ProCare Therapy'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **13.6 Approve Proposed North Tahoe School Overnight Field Trip to Participate in the CMEA Northern Section Honor Band, Chico State University, Chico, CA, from January 24 to 25, 2025**

North Tahoe School has a select group of talented students who will have the opportunity to rehearse under the guidance of a world-class collegiate conductor and perform in a high-caliber concert with up to 100 of the region's best young musicians. **Recommendation:** Approve the proposed North Tahoe School overnight field trip to Chico, CA, to participate in the CMEA Northern Section Honor Band at Chico State University, Chico, CA, from January 24 to 25, 2025.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed North Tahoe School overnight field trip to Chico, CA, to participate in the CMEA Northern Section Honor Band at Chico State University, Chico, CA, from January 24 to 25, 2025'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

**13.7 Approve Proposed Revisions to the Classified Management Salary Schedule**

An updated Classified Management Salary Schedule is being presented to the board. The update corrects an error in the calculations for Range 103 Energy Conservation/Sustainability Manager on the schedule that was originally presented on December 18, 2024.

**Recommendation:** Approve the proposed revisions to the Classified Management Salary Schedule.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the Classified Management Salary Schedule'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

**14.0 Consent Items Pulled for Discussion/Approval**

**15.0 Business Services**

**A) Fiscal Services**

**15.1 Approve the 2023-2024 Audit Report**

Not later than December 15, a report of each local educational agency audit for the preceding fiscal year shall be filed with the county superintendent of schools of the county in which the local educational agency is located and the State Controller unless an extension is granted. Crowe LLC, the District's independent audit firm, has prepared the attached audit report and will present its findings. The Audit Report was submitted to the California Department of Education and State Controller's

Office on December 13, 2024. The Board of Education must review and approve the annual audit to finalize the process.

**Recommendation:** Approve the 2023-2024 Audit Report.

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the 2023-2024 Audit Report'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## 16.0 Educational Services

### A) Assessment

#### 16.1 Approve the 2023-2024 School Accountability Report Cards (SARCs)

In November 1988, California voters passed Proposition 98, the Classroom Instructional Improvement and Accountability Act. This landmark legislation established a stable funding source for California's public schools. As a result, all public schools are required to produce annual School Accountability Report Cards (SARCs). These reports provide the public with essential information about each school's performance and progress toward its goals.

**Recommendation:** Approve the 2023-2024 School Accountability Report Cards (SARCs).

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve the 2024-2025 School Accountability Report Cards (SARCs)'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## 17.0 Personnel

#### 17.1 Approve Memorandum of Understanding No. 3 with California Employees Association Chapter No. 383 - New Job Description - Administrative Assistant to Assistant Superintendent of Educational Services

The Memorandum of Understanding No. 3 with California School Employees Association Chapter No. 383 - New job description - Administrative Assistant to Assistant Superintendent of Educational Services is being presented for review.

**Recommendation:** Approve the Memorandum of Understanding No. 3 with California School Employees Association Chapter No. 383 - New job description - Administrative Assistant to Assistant Superintendent of Educational Services.

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve the Memorandum of Understanding No. 3

with California School Employees Association Chapter No. 383 - New job description - Administrative Assistant to Assistant Superintendent of Educational Services'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

### **17.2 Approve Memorandum of Understanding No. 4 with California Employees Association Chapter No. 383 - New Job Description - Medi-Cal Billing Specialist**

The Memorandum of Understanding No. 4 with California School Employees Association Chapter No. 383 - New job description - Medi-Cal Billing Specialist is being presented for review.

**Recommendation:** Approve the Memorandum of Understanding No. 4 with California School Employees Association Chapter No. 383 - New job description - Medi-Cal Billing Specialist.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the Memorandum of Understanding No. 4 with California School Employees Association Chapter No. 383 - New job description - Medi-Cal Billing Specialist'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

## **18.0 First Read - Board Policy**

### **18.1 First Read of Proposed Revision to Board Policy and Administrative Regulation 5131.7 Weapons and Dangerous Instruments**

Proposed revisions to board policy and regulations are presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

### **18.2 First Read of Proposed Revision to Administrative Regulation 5141.3 Health Examinations**

Proposed revisions to regulations are presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

### **18.3 First Read of Proposed Revision to Board Policy and Administrative Regulation 5142 Safety**

Proposed revisions to board policy and regulations were presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

#### **18.4 First Read of Proposed Revision to Administrative Regulation 5142.2 Safe Routes to School Program**

Proposed revisions to regulation are presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

#### **18.5 First Read and Proposed Revisions to Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification**

Proposed board policy and administrative regulation are being presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** Review the proposed revisions to Board Policy and Administrative Regulation and provide direction to bring back to the next regular Board Meeting for approval.

### **19.0 Board Business**

#### **19.1 Comments of Board Members**

The board members' comments can be viewed at [tahoetruckeemedia.org](http://tahoetruckeemedia.org).

### **20.0 Second Closed Session**

#### **20.1 Public Employment Certificated, Classified, Confidential, and Management**

**20.2 Conference with Labor Negotiators-Government Code 54957.6 Kerstin Kramer, Superintendent CLO, Todd Rivera, Assistant Superintendent Chief Business Officer, and Mike Shepherd, Executive Director of Human Resources, will conference with the Board regarding negotiations with Tahoe Truckee Education Association (TTEA), California School Employees Association (CSEA), Confidential, and Management**

### **21.0 Report out Action from Closed Session**

#### **22.0 Adjournment**

There being no further business, the meeting was adjourned at 6:54 p.m.