

# **DRAFT MINUTES**

## **REGULAR MEETING OF THE BOARD OF EDUCATION TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT Wednesday, October 16, 2024 (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 Public Employee Performance Evaluation GC 54957 - Superintendent Chief Learning Officer**

**3.2 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**

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

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

President Driller reconvened the meeting at 5:32 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 October 16, 2024, Board Meeting Agenda

**Recommendation:** Approve October 16, 2024, Board Meeting Agenda

### **ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve October 16, 2024, 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.**

Public comments can be viewed at [tahoetruckeemedia.org](https://tahoetruckeemedia.org).

## 8.0 Superintendent's Report

### **8.1 Superintendent Chief Learning Officer - District Update for the Board**

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

## 9.0 Resolution

### **9.1 Approve Resolution No. 12-2024-2025 - Authorizing a Contract with Creative Bus Sales for the Purchase of One School Bus Pursuant to Public Contract Code Section 20118**

The District was awarded a grant from the Placer County Air Pollution Control District for \$165,000.00 to purchase one (1) low NOx school bus. The district is planning to purchase one (1) 2025 IC Bus CE3402 school bus, totaling \$232,739.54. The pricing for this bus is based on a formal bid process performed by the South County Support Services Agency and their awarded contract to Creative Bus Sales (dba Model 1) on November 3, 2021, with subsequent approvals to extend the contract by one-year periods with the most recent approval occurring on November 1, 2023. The awarded contract included a clause allowing other districts to receive the same pricing (i.e., a piggyback clause per PCC 20118). This resolution establishes the intent of the District to purchase one (1) bus under the pricing structure identified in the South County Support Services Agency Contract. This agreement is for the purchase of one 2025 IC Bus CE3402 school bus. This resolution authorizes the District to: 1) Participate in the South County Support Services Agency pricing contract per Public Contract Code 20118. 2) Purchase one (1) bus through Creative Bus Sales.

**Recommendation:** Approve Resolution No. 12-2024-2025 authorizing a contract with Creative Bus Sales for the purchase of one school bus pursuant to public contract code section 20118.

### **ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 12-2024-2025 authorizing a contract with Creative Bus Sales for the purchase of one school bus pursuant to public

contract code section 20118'. 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

## 10.0 Donation

### 10.1 Accept Donation from Optimist Club of Truckee for Truckee Elementary School's Campus Beautification Project

The Optimist Club of Truckee is generously making a donation to provide outdoor learning experiences and support for their campus beautification project.

**Recommendation:** Accept the Optimist Club of Truckee donation for the Truckee Elementary School's Beautification Project.

#### **ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Accept the Optimist Club of Truckee donation for the Truckee Elementary School's Beautification 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

## 11.0 Grant

### 11.1 Approve the Placer County Air Pollution Control District Grant Agreement SCN107334 to Replace Bus #05-6

The District was awarded a grant from the Placer County Air Pollution Control District for \$165,000.00 to purchase one (1) low NOx school bus. The district is planning to purchase one (1) 2025 IC Bus CE3402 school bus, totaling \$232,739.54. The pricing for this bus is based on a formal bid process performed by the South County Support Services Agency.

**Recommendation:** Approve the Placer County Air Pollution Control District Grant Agreement SCN107334 to Replace Bus #05-6

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the Placer County Air Pollution Control District Grant Agreement SCN107334 to Replace Bus #05-6'. 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 Consent Agenda

### **12.1 Approve Proposed Alder Creek Middle School Overnight Field Trip to Portola, CA, from November 14 to November 15, 2024**

Sierra Nevada Journeys Overnight Outdoor Leadership program ensures that learning is hands-on, experiential, inquiry-based, and addresses students' various learning styles. Alder Creek Middle School is dedicated to sending every 6th-grade student on this trip to help build community within the homeroom classes and the grade level.

**Recommendation:** Approve the proposed Alder Creek Middle School overnight field trip to Portola, CA, from November 14 to November 15, 2024.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed Alder Creek Middle School overnight field trip to Portola, CA, from November 14 to November 15, 2024'. 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 Ratify the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for Participation in the Assessment and Program Planning for the Children and Youth Behavioral Health Initiative**

This MOU outlines the roles and responsibilities of PCOE and TTUSD as TTUSD moves forward with operational readiness to participate in the Multi-Payer Fee Schedule under the Children and Youth Behavioral Health Incentive (CYBHI). This is a Capacity Building Grant granted under CYBHI in order for the district to expand its ability to recoup some of the costs for delivering targeted mental and behavior health services provided by our Mental Health Specialists through our Wellness Centers.

**Recommendation:** Ratify the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for Participation in the Assessment and Program Planning for the Children and Youth Behavioral Health Initiative

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Ratify the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for Participation in the Assessment and Program Planning for the Children and Youth Behavioral Health Initiative'. 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

### **12.3 Declare List of Used Vehicles and Equipment to Be Surplus and Approve Estimated Values**

The transportation department is continually evaluating our inventory of vehicles and shop equipment to determine the condition and usability of each asset. Many vehicles and equipment items were deemed obsolete or unusable, unable to be repaired, or too costly to repair. These items are no longer needed by the District. In addition, the District is the recipient of one PCAPCD bus replacement grant and two EV bus replacement grants through HVIP. The District must surplus and destroy the buses as a

requirement of the grant and vouchers. In order to dispose of these vehicles and equipment, the Board must first declare them surplus. By declaring these items surplus, we are able to offer these items for sale to the public through a published notice in accordance with California Education Code Section 17545.

**Recommendation:** Declare the list of used vehicles and equipment to be surplus and approve the estimated values.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Declare the list of used vehicles and equipment to be surplus and approve the estimated values'. 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

**12.4 Approve Proposed Revisions to Board Policies 4111/4211/4311 - Recruitment and Selection**

Proposed revisions to Board Policies were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Board Policies 4111/4211/4311 - Recruitment and Selection.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Board Policies 4111/4211/4311 - Recruitment and Selection'. 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

**12.5 Approve the Proposed Revisions to Administrative Regulations 4112.5/4212.5/4312.5 and Exhibit (1) 4112.5 - Criminal Record Check and Adopt Exhibits (1) 4212.5/4312.5 - Criminal Record**

Proposed revisions and exhibits to Administrative Regulations were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Administrative Regulations 4112.5/4212.5/4312.5 and Exhibit (1) 4112.5 - Criminal Record Check, and adopt Exhibit (1) 4212.5/4312.5 - Criminal Record Check as recommended by the model provided by CSBA.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Administrative Regulations 4112.5/4212.5/4312.5 and Exhibit (1) 4112.5 - Criminal Record Check, and adopt Exhibit (1) 4212.5/4312.5 - Criminal Record Check as recommended by the model provided by CSBA'. 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

### **12.6 Approve the Proposed Revisions to Board Policy 4118 - Dismissal/Suspension/Disciplinary Action**

Proposed revisions to Board Policy were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Board Policy 4118 - Dismissal/Suspension/Disciplinary Action.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Board Policy 4118 - Dismissal/Suspension/Disciplinary Action'. 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

### **12.7 Approve the Proposed Revisions to Board Policies 4140/4240/4340 - Bargaining Units**

Proposed revisions to Board Policies were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Board Policies 4140/4240/4340 - Bargaining Units.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Board Policies 4140/4240/4340 - Bargaining Units'. 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

### **12.8 Adopt the Proposed New Board Policies 4157/4257/4357 - Employee Safety**

Proposed new Board Policies were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Adopt the proposed new Board Policies 4157/4257/4357 - Employee Safety.

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Adopt the proposed new Board Policies 4157/4257/4357 - Employee Safety'. 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

## **12.9 Approve the Proposed Revisions to Administrative Regulations 4157/4257/4357 - Employee Safety**

Revisions to Administrative Regulations 4157/4257/4357 - Employee Safety were presented to the Board for review on October 2, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Administrative Regulation 4157/4257/4357 - Employee Safety.

### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Administrative Regulation 4157/4257/4357 - Employee Safety'. 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

## **12.10 Approve Personnel Action Report for October 16, 2024**

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 October 16, 2024.

### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the Personnel Action Report for October 16, 2024'. 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

## **12.11 Approve the Proposed Revision to the Classified Management Salary Schedule to include a Bilingual Stipend**

Board Item Staff Report Proposed Salary Schedule

The Classified Management Salary Schedule has been revised to include a Bilingual Stipend for those who use their bilingual skills significantly in the course of their normal day.

**Recommendation:** Approve the proposed revision to the Classified Management Salary Schedule to include a Bilingual Stipend.

### **ORIGINAL - Motion**

Member (**Kirsten Livak**) Moved, Member (**Cristina Hennessey**) Seconded to approve the **ORIGINAL** motion 'Approve the proposed revision to the Classified Management Salary Schedule to include a Bilingual Stipend'. 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 Items Pulled for Discussion/Approval

### 14.0 Educational Services

#### 14.1 Review and Approve School Plans for Student Accountability (SPSA) for the 2024-2025 School Year

The SPSA is a detailed roadmap guiding our school's efforts to achieve student success. It outlines specific actions, expenditures, and their alignment with the district-wide Local Control Accountability Plan (LCAP), ensuring a cohesive approach to improving educational outcomes.

**Recommendation:** Approve School Plans for Student Achievement (SPSA) for the 2024-2025 school year.

#### **ORIGINAL - Motion**

Member (**Denyelle Nishimori**) Moved, Member (**Kirsten Livak**) Seconded to approve the **ORIGINAL** motion 'Approve School Plans for Student Achievement (SPSA) for the 2024-2025 school year'. 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

### 15.0 Business Services

#### A) Facilities

#### 15.1 Approve Agreement #24-26-05M with Snow Pros, LLC for 2024-2025 Snow Removal Services for Truckee Elementary School

Snow Pros, LLC is a new snow removal vendor that was selected through a Request for Proposal (RFP) process for 2024-2025 snow removal services for Truckee Elementary School.

**Recommendation:** Approve Agreement #24-26-05M with Snow Pros, LLC for 2024-2025 Snow Removal Services for Truckee Elementary School.

#### **ORIGINAL - Motion**

Member (**Patrick Mooney**) Moved, Member (**Cristina Hennessey**) Seconded to approve the **ORIGINAL** motion 'Approve Agreement #24-26-05M with Snow Pros, LLC for 2024-2025 Snow Removal Services for Truckee Elementary School'. 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 First Read - Board Policy**

### **16.1 First Read and Proposed Revisions to Board Policy and Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action**

Proposed revisions to 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 and provide direction to bring back to the next regular Board Meeting for approval.

### **16.2 First Read and Proposed Revisions to Administrative Regulations 4157.1/4257.1/4357.1 - Work-Related Injuries**

Proposed Administrative Regulations are being presented to the Board for review as recommended by the model provided by CSBA.

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

### **16.3 First Read and Proposed Revisions to Exhibits (1) 4112.9/4212.9/4312.9 - Employee Notification**

Proposed revisions to Exhibits in Board Policies are being 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.

### **16.4 First Read and Proposed Revisions to Administrative Regulation and Board Policy 4121 - Temporary/Substitute Personnel**

Proposed Administrative Regulation and Board Policy are being presented to the Board for review as recommended by the model provided by CSBA.

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

## **17.0 Board Business**

### **17.1 Comments of Board Members**

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

## **18.0 Second Closed Session**

### **18.1 Public Employee Performance Evaluation GC 54957 - Superintendent Chief Learning Officer**

**18.2 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**

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

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

## **20.0 Adjournment**

There being no further business, the meeting was adjourned at 6:10 p.m.