

**DRAFT MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT**  
**Wednesday, August 2, 2023 (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 Logan Mallonee, Executive Director of Student Services Annamarie Cohen, Executive Director of Human Resources Mike Shepherd, Director of Technology Ed 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.**

No public comment

### **3.0 Closed Session**

**3.1 Conference with Labor Negotiators-Government Code 54957.6 Kerstin Kramer, Superintendent CLO, Todd Rivera, Executive Director of Business Services, 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 5:31 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 August 2, 2023, Board Meeting Agenda**

**Recommendation:** Approve August 2, 2023, Board Meeting Agenda

### **ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve August 2, 2023, 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.**

No public comment

## **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](http://tahoetruckeemedia.org).

## **9.0 Educational Services**

### **A) English Learners**

#### **9.1 Annual Report from District English Learner Advisory Committee (DELAC)**

The District English Learner Advisory Committee (DELAC) advises the district on English Learner Programs and Services.

**Recommendation:** Recommend that the Board takes the DELAC input under advisement and consider it for future policy discussions.

## **10.0 Resolution**

### **10.1 Resolution No. 1-2023-2024 of the Governing Board of the Tahoe Truckee Unified School District to Establish August as Immunization Awareness Month**

National Immunization Awareness Month was established to encourage people of all ages to make sure they are up to date on the vaccines recommended for them. Communities use the month of August each year to raise awareness about the important role vaccines play in preventing serious, sometimes deadly, diseases.

**Recommendation:** Approve Resolution No. 1-2023-2024 of the Governing Board of the Tahoe Truckee Unified School District to establish August as Immunization Awareness Month

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 1-2023-2024 of the Governing Board of the Tahoe Truckee Unified School District to establish August as Immunization

Awareness Month'. 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 SWEP to Implement Sustainability Goals in Food Services

This donation is from SWEP to support TTUSD equipment purchases related to reducing food waste and expanding sustainability measures in each kitchen.

**Recommendation:** Accept donation from SWEP to implement sustainability goals in Food Services

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Accept donation from SWEP to implement sustainability goals in Food 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

### 11.2 Accept Donation from Sierra Harvest to Implement Nutrition and Culinary Education for Food and Nutrition Staff Members

This donation is from Sierra Harvest to support TTUSD culinary training for Food and Nutrition staff members.

**Recommendation:** Accept Donation from Sierra Harvest to Implement Nutrition and Culinary Education for Food and Nutrition Staff Members

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Accept Donation from Sierra Harvest to Implement Nutrition and Culinary Education for Food and Nutrition Staff Members'. 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 Excellence in Education to Support Nurtured Heart Approach Professional Development

The grant from Excellence in Education for \$5,000 to fund additional training of Nurtured Heart Approach Trainers due to the positive response and ongoing demand in our community for this type of behavioral and relational approach

**Recommendation:** Accept Grant from Excellence in Education to Support Nurtured Heart Approach Professional Development

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Accept Grant from Excellence in Education to Support Nurtured Heart Approach Professional Development'. 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 Ratify Contract with Licensed Staffing Company, Soliant Health, LLC

Soliant Health, LLC is an agency that provides services to school districts to address unmet staffing needs. The Special Education Department currently has speech and language therapist vacancies that we have not been able to fill. Soliant Health can provide us with appropriate temporary personnel for the school year.

**Recommendation:** Ratify Contract with Licensed Staffing Company, Soliant Health, LLC

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Ratify Contract with Licensed Staffing Company, Soliant Health, LLC'. 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 - Second Quarter 2023

The Williams Act requires all districts in California to submit a public report for approval by the school board on a quarterly basis.

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

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve 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 Proposed New High School Course Emergency Medical Responder for 2023-2024

This introductory course is designed to have students learn the basic skills for emergency medical responders. The Emergency Medical Responder (EMR) course will include comprehensive training in oxygen therapy and delivery, essential airway adjuncts, positive pressure ventilation, bleeding control, extremity splinting, and spinal immobilization.

**Recommendation:** Approve new High School Course Emergency Medical Responder for 2023-2024

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve new High School Course Emergency Medical Responder for 2023-2024'. 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

**13.4 Approve Personnel Action Report for August 2, 2023**

The personnel action report is a summary of all personnel action 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 agenda, 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 Personnel Action Report for August 2, 2023

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Personnel Action Report for August 2, 2023'. 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 Approve the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for Participation in the Assessment and Program Planning for the Student Behavioral Health Incentive Program**

Participating in Student Behavioral Health Incentive Program (SBHIP) will allow TTUSD to significantly expand its Wellness Program. Specifically, TTUSD will achieve the following outcomes through a multiphase approach over the next 2 years.

**Recommendation:** Approve the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for participation in the Assessment and Program planning for the Student Behavioral Health Incentive Program

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the MOU between Tahoe Truckee Unified School District and Placer County Office of Education for participation in the Assessment and Program planning for the Student Behavioral Health Incentive 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

## 14.0 Consent Items Pulled for Discussion/Approval

## 15.0 Association Report and Comment

### 15.1 CSEA - California School Employees Association

### 15.2 TTEA - Tahoe Truckee Education Association

## 16.0 Personnel

### 16.1 Approve Proposed Revisions to Job Description for Assistant Superintendent of Educational Services

The original job description for the Executive Director of Educational Services has been revised to align with the Board Approved title of Assistant Superintendent of Educational Services. Additional revisions have been included in the areas of supervision and evaluation responsibilities and preferred experience.

**Recommendation:** Approve Proposed Revisions to Job Description for Assistant Superintendent of Educational Services

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions to Job Description for 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

### 16.2 Approve Amendment to Employment Agreement Between the Tahoe Truckee Unified School District and Kerstin Kramer, Superintendent Chief Learning Officer

The Board of Education of the Tahoe Truckee Unified School District has determined the need to amend the Employment Agreement of the Superintendent Chief Learning Officer.

**Recommendation:** Approve Amendment to Employment Agreement Between the Tahoe Truckee Unified School District and Kerstin Kramer, Superintendent Chief Learning Officer

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Amendment to Employment Agreement Between the Tahoe Truckee Unified School District and Kerstin Kramer, Superintendent Chief Learning Officer'. 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 Business Services

### A) Fiscal Services

#### 17.1 Approve 2023-2024 Dry Period Financing Application through County of Placer

Due to the intermittent nature of revenue receipts, school districts may experience cash shortages at various times throughout the fiscal year. The Placer County Treasurer offers dry period financing to public agencies to accommodate these shortages as they occur. This alleviates the need to borrow from external sources.

**Recommendation:** Approve the 2023-2024 Dry Period Financing Application through the County of Placer.

#### **ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve 2023-2024 Dry Period Financing Application through County of Placer'. 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 Student Services

#### 18.1 Approve Contract with School Innovations and Achievement for Use of Attention2Attendance Software and Services

TTUSD is partnering with School Innovations and Achievement with Attention2Attendance, a software and service solution with embedded best practices that, when implemented with rigor and consistency, will improve student attendance. Attention2Attendance provides communication and education, intervention letters and support, and analytics that allow us to monitor and target student attendance across the continuum.

**Recommendation:** Approve the contract with SI&A for the use of Attention2Attendance software and services.

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve contract with SI&A for use of Attention2Attendance software and 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

## 19.0 First Read - Board Policy

### **19.1 First Read and Proposed Revisions to Board Policy 4030 Non-Discrimination in Employment**

Proposed revisions to Board Policy 4030 are being presented to the Board for review as recommended by the model provided by CSBA.

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

### **19.2 First Read and Proposed Revisions to Board Policy 4216 Probationary/Permanent Status**

Proposed revisions to the Board Policy 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.

## **20.0 Board Business**

### **20.1 Comments of Board Members**

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

## **21.0 Second Closed Session**

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

**21.2 Conference with Labor Negotiators-Government Code 54957.6 Kerstin Kramer, Superintendent CLO, Todd Rivera, Executive Director of Business Services, 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**

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

### **23.0 Adjournment**

There being no further business, the meeting was adjourned at 6:34 p.m.