

# DRAFT MINUTES

## REGULAR MEETING OF THE BOARD OF EDUCATION TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT Wednesday, March 20, 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 Logan Mallonee, Executive Director of Student Services Annamarie Cohen, Executive Director of Human Resources Mike Shepherd, 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, 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 5:31 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 March 20, 2024, Board Meeting Agenda**

**Recommendation:** Approve March 20, 2024, Board Meeting Agenda

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve March 20, 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.**

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 Presentation

### 9.1 Review and Approve the Facilities Master Plan

Lionakis Architects will present the final Facilities Master Plan for the Board's review. The presentation will include an overview of the Facilities Master Plan process, the overall facility needs of the District, and highlight the priority projects identified in the plan.

**Recommendation:** Approve the Facilities Master Plan.

**ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the Facilities Master Plan'. 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 Resolution

### 10.1 Approve Resolution No. 19-2023-2024 - Authorizing a Contract with A-Z Bus Sales for Purchase of Four Electric School Buses

The District was awarded funding through the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Public School Bus Set-Aside, which accelerates the deployment of zero-emission and plug-in hybrid trucks and buses in California. It is implemented through a partnership between the California Air Resources Board (CARB) and a Grantee, selected via a competitive CARB grant solicitation. The District received

four vouchers for \$375,000.00 each, totaling \$1,500,000.00. The district is planning to purchase four (4) 2023 or newer New Order Blue Bird T3RE 3904S 78-passenger electric school buses totaling \$1,674,893.76 This resolution authorizes the District to purchase four (4) buses through A-Z Bus Sales.

**Recommendation:** Approve Resolution No. 19-2023-2024 authorizing a contract with A-Z Bus Sales for the purchase of four electric school buses.

**ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 19-2023-2024 authorizing a contract with A-Z Bus Sales for the purchase of four electric school buses'. 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 Consent Agenda

### 11.1 Approve Leave of Absence Requests for the 2024-2025 School Year

Requests for certificated leaves are due to the district office by January 15th of each year. The Human Resources office creates a list of leaves, transfer requests, and other requested certificated changes which is used in developing staffing plans at each of the school sites in February and March. The attached leave requests can be accommodated by the various schools within their respective staffing allotments, therefore, the staff is recommending approval.

**Recommendation:** Approve Leave of Absence requests for the 2024-2025 school year

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve Leave of Absence requests 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

### 11.2 Approve Proposed Revisions of Administrative Regulation 5125, Student Records

Proposed revisions to regulations are presented to the Board for review as recommended by the model provided by CSBA. These revisions were reviewed by the Board on March 6, 2024.

**Recommendation:** Approve Proposed Revisions of Administrative Regulation 5125, Student Records

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Administrative Regulation 5125, Student Records'. 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 Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.41, Children with Disabilities Enrolled by their Parents in Private School**

Proposed revisions to regulations are presented to the Board for review as recommended by the model provided by CSBA. This policy was reviewed by the Board on March 6, 2024.

**Recommendation:** Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.41, Children with Disabilities Enrolled by their Parents in Private School

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.41, Children with Disabilities Enrolled by their Parents in Private 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

**11.4 Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.4, Identification and Evaluation of Individuals for Special Education Children with Disabilities Enrolled by their Parents in Private School**

Proposed revisions to regulations are presented to the Board for review as recommended by the model provided by CSBA. These revisions were reviewed by the Board on March 6, 2024.

**Recommendation:** Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.4, Identification and Evaluation of Individuals for Special Education Children with Disabilities Enrolled by their Parents in Private School

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Board Policy and Administrative Regulation 6164.4, Identification and Evaluation of Individuals for Special Education Children with Disabilities Enrolled by their Parents in Private 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

**11.5 Approve the Proposed Revisions to Board Policies 4119.1/4219.1/4319.1 - Civil and Legal Rights**

Proposed revisions to Board Policies were presented to the Board for review on February 7, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Board Policies 4119.1/4219.1/4319.1 - Civil and Legal Rights.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Board Policies 4119.1/4219.1/4319.1 - Civil and Legal Rights'. 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

**11.6 Approve the Proposed Revisions to the Board Policy and Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary**

Proposed revisions to Board Policy and Administrative Regulation were presented to the Board for review on February 7, 2024, as recommended by the model provided by CSBA.

**Recommendation:** Approve the proposed revisions to Board Policy and Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to Board Policy and Administrative Regulation 4218 - 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

**11.7 Approve the Proposed Revision to the Classified Management Salary Schedule**

The Classified Management Salary Schedule has been revised to include the Energy Conservation/Sustainability Manager Range 103.

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

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revision 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

**11.8 Declare List of Equipment to be Surplus and Estimated Values**

The Facilities department is continually evaluating our inventory of furniture and equipment to determine the condition and usability of each asset. In order to dispose

of furniture and equipment, the Board must first declare them surplus. By declaring these items surplus, the District is able to offer these items for sale to the public through a published notice in accordance with California Education Code Section 17545.

**Recommendation:** Declare List of Equipment to be Surplus and Estimated Values  
**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Declare List of Equipment to be Surplus and 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

### **11.9 Approve the 2023-2024 Comprehensive School Safety Plans**

California Education Code (EC) Section 32281(a) requires every kindergarten through grade twelve public school to develop and maintain a Comprehensive School Safety Plan designed to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel. These plans were developed, sent to local law enforcement and fire agencies for review and feedback, and approved at a public School Site Council meeting.

**Recommendation:** Approve the 2023-2024 Comprehensive School Safety Plans.  
**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Dianna Driller)** Seconded to approve the **ORIGINAL** motion 'Approve the 2023-2024 Comprehensive School Safety Plans'. 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 Items Pulled for Discussion/Approval**

### **12.1 Approve Personnel Action Report for March 20, 2024**

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 insure that the district schools, offices, and facilities are properly staffed with quality personnel.

**Recommendation:** Approve the Personnel Action Report for March 20, 2024.  
**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the Personnel Action Report for March 20, 2024'. Upon a roll call vote being taken, the vote was: Aye: **4** Nay: **0** Abstain: **1**. The motion ( ). **4 - 0**

Cristina Hennessey Yes  
Dianna Driller Yes  
Kirsten Livak Yes

Patrick Mooney Abstain  
Denyelle Nishimori Yes

## 13.0 Personnel

### 13.1 Approve the Proposed Job Description for Teacher on Special Assignment (TOSA)

The new job description for Teacher on Special Assignment includes in-house new teacher induction support, work location, and up to ten (10) additional, optional workdays agreed upon throughout the school year; five (5) in August prior to the start of the contracted year and five (5) after the end of the school year.

**Recommendation:** Approve the proposed job description for Teacher on Special Assignment (TOSA).

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed job description for Teacher on Special Assignment (TOSA)'. 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 Business Services

### 14.1 Approve Home-to-School Transportation Service Plan

Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides reimbursement funding for school districts and county office of education based on the prior year eligible transportation expenditures and prior year Local Control Funding Formula transportation related add-on funding. California Education Code (EC) Section 39800.1 (a) As a condition of receiving apportionments under Section 41850.1, a local educational agency shall develop a plan describing the transportation services it will offer to its pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan was adopted by the local educational agency's governing board on March 15, 2023, and will be updated by April 1 each year thereafter.

**Recommendation:** Approve Home-to-School Transportation Service Plan

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve Home-to-School Transportation Service Plan'. 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

## A) Facilities

### 14.2 Approve Reciprocal Parking Agreement By and Between Tahoe Cross-Country Ski Education Association and Tahoe Truckee Unified School District

The Tahoe Cross-Country Ski Education Association (Association) is seeking to construct a new Lodge on property located adjacent to North Tahoe High School and Middle School. Parking space requirements for Lodge activities will exceed the amount of parking currently planned for the Lodge Project. In addition, the District is in need of overflow parking for school events. The District and Association agree that a connector driveway and walking path to and between the shared-use parking spaces on the School Property and Lodge Property, paid for solely by the Association, would be a benefit for both parties. This agreement would allow reciprocal use of the School Property and Lodge parking lots by both parties, as well as construction of a connecting driveway and an ADA compliant walking path.

**Recommendation:** Approve the Reciprocal Parking Agreement By and Between Tahoe Cross-Country Ski Education Association and Tahoe Truckee Unified School District.

#### **ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve the Reciprocal Parking Agreement By and Between Tahoe Cross-Country Ski Education Association and Tahoe Truckee Unified School District'. 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

## B) Fiscal Services

### 14.3 Approve the 2022-2023 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. The District received an extension for the submittal of the 2022-2023 Audit through March 15, 2024. 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 March 15, 2024. The Board of Education must review and approve the annual audit to finalize the process.

**Recommendation:** Approve the 2022-2023 Audit Report.

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve the 2022-2023 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



## **15.0 First Read - Board Policy**

### **15.1 First Read and Proposed Revisions to Board Policies 4140/4240/4340 - Bargaining Units**

Proposed revisions to Board Policies 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.

### **15.2 First Read and Proposed Revisions to Board Policy and Regulation 4141.6/4241.6 - Concerted Action/Work Stoppage**

Proposed revisions to Board Policies and Regulations are being presented to the Board for review as recommended by the model provided by CSBA. Regulations are provided as information only.

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

### **15.3 First Read of Proposed Revisions to Board Policy and Administrative Regulation 0460, Local Control and Accountability Plan**

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

**Recommendation:** First Read of the proposed revisions of Board Policy and Administrative Regulation 0460, Local Control and Accountability Plan.

### **15.4 First Read of Proposed Revisions to Board Policy, 0520, Intervention In Underperforming Schools**

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

**Recommendation:** First Read of the proposed revisions to the Board Policy 0520, Intervention in Underperforming Schools.

### **15.5 First Read of Proposed Revisions to Board Policy and Administrative Regulations 6143, Course of Study**

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

**Recommendation:** First Read of the proposed revisions to the Board Policy and Administrative Regulation 6143, Course of Study.

### **15.6 First Read of Proposed Revisions to Board Policy 1431, Waivers**

Proposed revisions to the policy is presented to the Board for review as recommended by the model provided by CSBA.

**Recommendation:** First Read of the proposed revisions to the Board Policy 1431, Waivers.

## **16.0 Board Business**

### **16.1 Comments of Board Members**

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

## **17.0 Second Closed Session**

**17.1 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**

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

**18.0 Report out Action from Closed Session**

**19.0 Adjournment**

There being no further business, the meeting was adjourned at 7:06 p.m.