

# DRAFT MINUTES

## REGULAR MEETING OF THE BOARD OF EDUCATION TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT Wednesday, September 21, 2022 (1:00 PM)

---

### ROLL CALL

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

**BOARD MEMBERS**      Cristina Hennessey  
                                 Dianna Driller  
                                 Gaylan Larson  
                                 Kim Szczurek  
                                 Kirsten Livak

### ALSO IN ATTENDANCE

Superintendent Chief Learning Officer Carmen Ghysels, Executive Director of Business Services Todd Rivera, Executive Director of Educational Services Kerstin Kramer, Executive Assistant Lupita Vazquez, Director of Human Resources Joan Zappettini, Director of Information and Technology Ed Hilton.

### 1.0 Call To Order

President Szczurek called the meeting to order at 1:00 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 Public Employee Performance Evaluation GC 54957 - Superintendent Chief Learning Officer**

**3.2 Conference with Labor Negotiators-Government Code 54957.6 Carmen Ghysels, Superintendent CLO, Todd Rivera, Executive Director of Business Services, and Joan Zappettini, Human Resources Director, 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 Szczurek reconvened the meeting at 5:34 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**

A part of Board item 13.1 is changing. You can view report at [tahoetruckeemedia.org](http://tahoetruckeemedia.org).

### 6.0 Approval of Agenda

## 6.1 Approve September 21, 2022, Board Meeting Agenda

**Recommendation:** Approve September 21, 2022, Board Meeting Agenda 13.1 is being revised in part

### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve September 21, 2022, 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
Gaylan Larson	Yes
Kim Szczurek	Yes
Kirsten Livak	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 Chief Learning Officer's report can be viewed at [tahoetruckeemedia.org](http://tahoetruckeemedia.org).

Living Strategy Presentation

Living Strategy provided a presentation with timelines of our TTUSD Strategy.

## 9.0 Resolution

### **9.1 NO ACTION TAKEN. WILL BRING BACK - Delay Resolution No. 2-2022-2023 - Secure Firearm Storage Notification**

Providing our students and staff in TTUSD Schools with a safe educational environment remains one of our top priorities. We are all aware of incidents of gun violence in our surrounding communities, and across the nation. A recent survey found that 57 percent of teens are concerned that there will be a shooting in their school.

**Recommendation:** Delay Resolution No. 2-2022-2023 - Secure Firearm Storage Notification

**No action being taken. Resolution will be brought back at a later date.**

### **9.2 Adopt Resolution No. 6-2022-2023 - Proclaiming National Adult Education and Family Literacy Week - September 19 -23, 2022**

This resolution would designate the week of September 19 - 23, 2022, National Adult Education and Family Literacy Week.

**Recommendation:** Adopt Resolution No. 6-2022-2023 - Proclaiming National Adult Education and Family Literacy Week - September 19 -23, 2022

### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Adopt Resolution No. 6-2022-2023 - Proclaiming National Adult

Education and Family Literacy Week - September 19 -23, 2022'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

### **9.3 Approve Resolution No. 7-2022-2023 Adopting the Gann Limit**

The annual Gann Limit Resolution is being presented to the Board for approval for the 2022-2023 school year.

**Recommendation:** Approve Resolution No. 7-2022-2023 Adopting the Gann Limit

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Resolution No. 7-2022-2023 Adopting the Gann Limit'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

## **10.0 Donation**

### **10.1 Accept Donation from Rotary Club of Truckee for Positive Behavior School Program at Sierra High School**

The Truckee Rotary Community Foundation generously donated \$1,750.00 to fund the Positive Behavior Program at Sierra High School.

**Recommendation:** Accept Donation from Rotary Club of Truckee for Positive Behavior School Program at Sierra High School

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Accept Donation from Rotary Club of Truckee for Positive Behavior School Program at Sierra High 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

## **11.0 Consent Agenda**

### **11.1 Approve Proposed Revisions of Board Policy 5145.7 Sexual Harassment**

Revisions to Board Policy 5145.7, Sexual Harassment, are being presented to the Board for review as per the recommended model provided by CSBA. Administrative Regulation has been provided as information only. This policy was presented to the Board on September 7, 2022, as a first read and is being brought back for approval.

**Recommendation:** Approve Proposed Revisions of Board Policy 5145.7 Sexual Harassment

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Board Policy 5145.7 Sexual Harassment'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

**11.2 Approve Proposed Revisions of Board Policy 5145.3, Nondiscrimination/Harassment**

Revisions to Board Policy 5145.3, Nondiscrimination/Harassment, are being presented to the Board for review as per the recommended model provided by CSBA. Administrative Regulation has been provided as information only. This policy was presented to the Board on September 7, 2022, as a first read and is being brought back for approval.

**Recommendation:** Approve Proposed Revisions of Board Policy 5145.3, Nondiscrimination/Harassment

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Board Policy 5145.3, Nondiscrimination/Harassment'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

**11.3 Approve Proposed Revisions of Board Policy 5141.22 Infectious Diseases**

Revisions to Board Policy 5141.22 Infectious Diseases are being presented to the Board for review as per the recommended model provided by CSBA. Administrative Regulation has been provided as information only. This policy was presented to the Board on September 7, 2022, as a first read and is being brought back for approval.

**Recommendation:** Review Proposed Revisions to Board Policy 5141.22 Infectious Diseases

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Review Proposed Revisions to Board Policy 5141.22 Infectious Diseases'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes

Kirsten Livak Yes

#### **11.4 Approve Proposed Revisions of Board Policy 0430 Comprehensive Local Plan for Special Education**

Revisions to Board Policy 0430 Comprehensive Local Plan for Special Education, are being presented to the Board for review as per the recommended model provided by CSBA. Administrative Regulation has been provided as information only. This policy was presented to the Board on September 7, 2022, as a first read and is being brought back for approval.

**Recommendation:** Approve Proposed Revisions of Board Policy 0430 Comprehensive Local Plan for Special Education

##### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revisions of Board Policy 0430 Comprehensive Local Plan for Special Education'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

#### **11.5 Approve Overnight Field Trip for Alder Creek Middle School Students to Portola, California, September 23-25, 2022**

Alder Creek Middle School plans a field trip to Portola, California, from September 23 to September 25, 2022, to participate in the Rotary Eighth Grade Leadership Program (REGL), a special youth leadership program for selected 8th-grade students. Attendance is by scholarship only; students are selected by their principal.

**Recommendation:** Approve proposed Alder Creek Middle School overnight field trip to Portola, CA from September 23-25, 2022

##### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve proposed Alder Creek Middle School overnight field trip to Portola, CA from September 23-25, 2022'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

#### **11.6 Approve Alder Creek Middle School Overnight Sixth Grade Sierra Nevada Journeys Field Trip from November 14-16, 2022**

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 Alder Creek Middle School Overnight Sixth Grade Sierra Nevada Journeys Field Trip from November 14-16, 2022

##### **ORIGINAL - Motion**

Member (**Dianna Driller**) Moved, Member (**Kirsten Livak**) Seconded to approve the **ORIGINAL** motion 'Approve Alder Creek Middle School Overnight Sixth Grade Sierra Nevada Journeys Field Trip from November 14-16, 2022'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

### **11.7 Approve Consolidated Application and Reporting (CARS) 2022-2023 Application for Funding**

On the Consolidated Application and Reporting (CARS), the Tahoe Truckee Unified School District is required to review and receive approval of the Application for Funding Selection with their local governing board.

**Recommendation:** Review and approve the selections for the application for funding through the Consolidated Application and Reporting (CARS)

#### **ORIGINAL - Motion**

Member (**Dianna Driller**) Moved, Member (**Kirsten Livak**) Seconded to approve the **ORIGINAL** motion 'Review and approve the selections for the application for funding through the Consolidated Application and Reporting (CARS)'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

### **11.8 Approve Personnel Action Report for September 21, 2022**

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 September 21, 2022

#### **ORIGINAL - Motion**

Member (**Dianna Driller**) Moved, Member (**Kirsten Livak**) Seconded to approve the **ORIGINAL** motion 'Approve Personnel Action Report for September 21, 2022'. 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  
Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

## **12.0 Consent Items Pulled for Discussion/Approval**

## **13.0 Personnel**

### **13.1 Approve Changes to the Executive Management and Classified Management Salary Schedules**

Revisions to the Executive Management and Classified Management salary schedules are being presented to the board.

**Recommendation:** Approve changes to the Executive Management and Classified Management Salary Schedules

Minor changes to the salary schedules. Will bring back.

#### **ORIGINAL - Motion**

Member **(Gaylan Larson)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve changes to the Executive Management and Classified Management Salary Schedules'. 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
Gaylan Larson	Yes
Kim Szczurek	Yes
Kirsten Livak	Yes

## **14.0 Business Services**

### **A) Facilities**

#### **14.1 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 published notice in accordance with California Education Code Section 17545.

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

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** 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
Gaylan Larson	Yes
Kim Szczurek	Yes
Kirsten Livak	Yes

### **B) Fiscal Services**

#### **14.2 Approve the 2021-2022 Unaudited Actuals Report**

The education code requires all school districts to submit Unaudited Actuals to the County office of Education by September 15. The Unaudited Actuals report reflects final revenue and expenditures for the 2021-2022 fiscal year prior to review by our external auditor. Please find the attached Unaudited Actuals report for 2021-2022. The report is required to be presented in the State's SACS financial reporting format.

However, the Executive Summary provides detailed explanation of the SACS forms and different revenue and expenditure categories. Highlights from the report will be presented at the Board Meeting.

**Recommendation:** Approve the 2021-2022 Unaudited Actuals Report

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the 2021-2022 Unaudited Actuals 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
Gaylan Larson	Yes
Kim Szczurek	Yes
Kirsten Livak	Yes

## **15.0 Board Business**

### **15.1 Comments of Board Members**

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

## **16.0 Second Closed Session**

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

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

### **16.3 Conference with Labor Negotiators-Government Code 54957.6 Carmen Ghysels, Superintendent CLO, Todd Rivera, Executive Director of Business Services, and Joan Zappettini, Human Resources Director, will conference with the Board regarding negotiations with Tahoe Truckee Education Association (TTEA), California School Employees Association (CSEA), Confidential, and Management**

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

## **18.0 Adjournment**

There being no further business, the meeting was adjourned at 6:41 p.m.