

**DRAFT MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT**  
**Wednesday, June 1, 2022 (4:30 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, Incoming Executive Director of Educational Services Kerstin Kramer, Executive Director of Student Services Jeff Santos, 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 4:32 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 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**

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

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

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

President Szczurek reconvened the meeting at 5:38 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 June 1, 2022, Board Meeting Agenda

**Recommendation:** Approve June 1, 2022, Board Meeting Agenda

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve June 1, 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 Superintendent's Report

### 7.1 Superintendent Chief Learning Officer - District Update for the Board

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

## 8.0 Consent Agenda

### 8.1 Approve Personnel Action Report for June 1, 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 June 1, 2022

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Personnel Action Report for June 1, 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 |

### 8.2 Approve Leave of Absence Requests for the 2022-2023 School Year

Human Resources works with site and department administrators to assess staffing and recommend approval of leaves.

**Recommendation:** Approve Leave of Absence Requests for the 2022-2023 School Year

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Leave of Absence Requests for the 2022-2023 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 |

Gaylan Larson Yes  
Kim Szczurek Yes  
Kirsten Livak Yes

### **8.3 Approve Warrants, Contracts, and Donations for the June 1, 2022, Board Meeting**

Warrants, Contracts, and Donations for the June 1, 2022, Board Meeting

**Recommendation:** Approve Warrants, Contracts, and Donations for the June 1, 2022, Board Meeting

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Warrants, Contracts, and Donations for the June 1, 2022, Board Meeting'. 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

### **8.4 Approve April and May 2022 Board Meeting Minutes**

Recap of Board Meeting Minutes

**Recommendation:** Approve April and May 2022 Board Meeting Minutes

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve April and May 2022 Board Meeting Minutes'. 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

### **8.5 Approve Disposal of Obsolete Instructional Materials**

Over the years old, outdated instructional materials have accumulated at the sites and the district, and are no longer being used. These items are not current Board-adopted materials therefore we would like to dispose of these items by following California Education Code Section 60530. As required by Education Code Section 60530(b), a list of materials to be disposed of will be provided to any party requesting a list within 30 days of Board approval for disposal.

**Recommendation:** Approve the disposal of the obsolete instructional materials

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the disposal of the obsolete instructional materials'. 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

## 8.6 Approve Disposal of Surplus Technology Equipment

Obsolete and broken equipment is removed from classrooms to maintain safety and an orderly learning environment. Once surplussed, the technology is prepared for disposal and recycled.

**Recommendation:** Approve the declared list of used technology equipment to be surplus.

### ORIGINAL - Motion

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the declared list of used technology equipment to be surplus'. 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 |

## 9.0 Consent Items Pulled for Discussion/Approval

### 10.0 Association Report and Comment

#### 10.1 CSEA - California School Employees Association

#### 10.2 TTEA - Tahoe Truckee Education Association

### 11.0 Educational Services

#### A) English Learners

##### 11.1 Approve Master Plan for English Learners 2021-2022 and Review English Learner Program Highlights

The English Language Master Plan requires annual board approval

**Recommendation:** Approve the Master Plan for English Learners for the 2021-2022 school year

### ORIGINAL - Motion

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the Master Plan for English Learners for the 2021-2022 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 |
| Gaylan Larson      | Yes |
| Kim Szczurek       | Yes |
| Kirsten Livak      | Yes |

##### 11.2 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

## 12.0 Personnel

### 12.1 Approve Proposed Revisions to Classified Management Job Description for the Director of Facilities, Maintenance, and Operations

The job description for the Director of Facilities, Maintenance, and Operations has been reviewed and revised to align with current and future needs of the district.

**Recommendation:** Approve the proposed revisions to the Classified Management job description for the Director of Facilities, Maintenance, and Operations

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the Classified Management job description for the Director of Facilities, Maintenance, and Operations'. 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

### 12.2 Approve Proposed Revisions to the Classified Management Salary Schedule

Proposed revisions to the Classified Management Salary Schedule are being presented to the Board for review and approval.

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

#### **ORIGINAL - Motion**

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

Gaylan Larson Yes

Kim Szczurek Yes

Kirsten Livak Yes

### 12.3 Approve Proposed Revision to the Last Day of School for the 2022-2023 School Year Calendar

The School Board is responsible for setting the beginning and ending dates for the School Calendar. The Board originally approved the 2022-2023 calendar on January 5, 2022, with the last day of school as June 21, 2023 and the revised date is being presented as June 22, 2023.

**Recommendation:** Approve Proposed Revision to the Last Day of School for the 2022-2023 School Year Calendar

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve Proposed Revision to the Last Day of School for the 2022-2023 School Year Calendar'. 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 |

### **13.0 Public Comment**

**13.1 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.**

The public comment can be viewed at [tahoetruckeemedia.org](http://tahoetruckeemedia.org).

### **14.0 Board Business**

#### **14.1 Comments of Board Members**

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

### **15.0 Second Closed Session**

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

**15.2 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**

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

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

### **17.0 Adjournment**

There being no further business, the meeting was adjourned at 7:11 p.m.