

**DRAFT MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT**  
**Wednesday, August 16, 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 5:30 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 16, 2023, Board Meeting Agenda**

**Recommendation:** Approve August 16, 2023, Board Meeting Agenda

**ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Patrick Mooney)** Seconded to approve the **ORIGINAL** motion 'Approve August 16, 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.**

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

## 9.0 Grant

### 9.1 Accept Excellence in Education Foundation Spring 2023 Grants

The Excellence in Education Foundation has selected the grant recipients for the spring 2023 grant cycle. The Excellence in Education Foundation will present the grants awarded to the Tahoe Truckee Unified School District to the board.

**Recommendation:** Accept Excellence in Education Spring 2023 Grants awarded to TTUSD

**ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Accept Excellence in Education Spring 2023 Grants awarded to TTUSD'. 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 Consent Agenda

### 10.1 Approve Placer County Health and Human Services Operation of Tahoe Wellness Centers Contract HHS000775 for 2023-2025

This is the 11th year of receiving the Placer County Contract for Wellness Services. The wellness programs began in 2013. They provide essential support for our students and are now firmly embedded in the school culture.

**Recommendation:** Approve Placer County Health and Human Services Operation of Tahoe Wellness Centers Contract HHS000775 for 2023-2025.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve Placer County Health and Human Services Operation of Tahoe Wellness Centers Contract HHS000775 for 2023-2025'. 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

**10.2 Approve Warrants, Contracts, and Donations for the August 16, 2023, Board Meeting**

Warrants, Contracts, and Donations for the August 16, 2023, Board Meeting

**Recommendation:** Approve Warrants, Contracts, and Donations for the August 16, 2023, Board Meeting

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve Warrants, Contracts, and Donations for the August 16, 2023, 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  
Kirsten Livak Yes  
Patrick Mooney Yes  
Denyelle Nishimori Yes

**10.3 Approve KidZCommunity 2023-2024 Early Head Start Child Care Center Annual Contract**

KidZCommunity 2023-2024 Early Head Start Child Care Annual Contract supports the TTUSD STEPP and NEXT STEPP programs to provide childcare for our TTUSD student parents. Contract is not to exceed \$183,781.

**Recommendation:** Approve KidZCommunity 2023-2024 Early Head Start Child Care Center annual contract.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve KidZCommunity 2023-2024 Early Head Start Child Care Center annual contract'. 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

**10.4 Approve Proposed Minor Revisions to Administrative Regulation 5116.1 - Intradistrict Open Enrollment**

Educational Services is presenting the following revisions to the current AR 5116.1 to include updated TK eligibility dates.

**Recommendation:** Approve the proposed minor revisions to Administrative Regulation 5116.1 - Intradistrict Open Enrollment.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed minor revisions to Administrative Regulation 5116.1 - Intradistrict Open Enrollment'. 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

**10.5 Approve Personnel Action Report for August 16, 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 insure that the district schools, offices and facilities are properly staffed with quality personnel.

**Recommendation:** Approve the Personnel Action Report for August 16, 2023.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve the Personnel Action Report for August 16, 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

**10.6 Approve Proposed Revisions to Board Policy 4030 Non-Discrimination in Employment**

First Read of proposed revisions to Board Policy 4030 were presented to the Board for review as recommended by the model provided by CSBA and are being brought back for approval.

**Recommendation:** Approve the proposed revisions to the Board Policy 4030 Non-Discrimination in Employment.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the Board Policy 4030 Non-Discrimination in Employment'. 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

**10.7 Approve Proposed Revisions to Board Policy 4216 Probationary/Permanent Status**

The proposed revisions to Board Policy 4216 were presented to the Board for review as recommended by the model provided by CSBA and are being brought back for approval.

**Recommendation:** Approve the proposed revisions to the Board Policy 4216 Probationary/Permanent Status.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the Board Policy 4216 Probationary/Permanent Status'. 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

**10.8 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 two PCAPCD bus replacement grants. The District must surplus and destroy the buses as a requirement of the grant. 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 **(Denyelle Nishimori)** 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

**11.0 Consent Items Pulled for Discussion/Approval**

**12.0 Educational Services**

**A) English Learners**

**12.1 Approve Master Plan for English Learner Services 2023-2024**

The Master Plan for English Learner Services is being presented to the board. This plan requires annual board approval.

**Recommendation:** Approve the Master Plan for English Learner Services for the 2023-2024 school year.

**ORIGINAL - Motion**

Member **(Denyelle Nishimori)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the Master Plan for English Learner Services for the 2023-2024 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

**13.0 Personnel**

**13.1 Approve Proposed Revisions to Job Description Early Learning Site Supervisor**

The Preschool Site Supervisor job description was Board approved on June 21, 2023, and is being presented to the Board with revisions to the title and essential functions. **Recommendation:** Approve the proposed revisions to the job description of the Early Learning Site Supervisor.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the job description of the Early Learning Site Supervisor'. 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 Proposed Revisions to Job Description for Registered Behavior Technician**

The Registered Behavior Technician job description was Board approved on June 21, 2023 and is being presented to the Board with a revision changing the Classified Salary Range from 13 to Range 14. The Registered Behavior Technician (RBT) is a paraprofessional who practices under the close, ongoing clinical supervision of the Board Certified Behavior Analyst (BCBA) and is primarily responsible for the direct implementation of skill- acquisition and implementation of behavior support plans developed by the clinical supervisor and in collaboration with the classroom teacher.

**Recommendation:** Approve the proposed revisions to the job description for the Registered Behavior Technician.

**ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the job description for the Registered Behavior Technician'. 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 Revisions to Job Description for Assistive Technology Technician**

The Assistive Technology Technician job description was Board approved on June 21, 2023, and is being presented to the Board with a revision changing the Classified Salary Range from 13 to Range 14. The Assistive Technology Technician provides assistive technology (AT) services to students with disabilities in order that they may access and benefit from their program of education. Works with Vision Specialist, Speech and Language Pathologist, Occupational Therapists, and Special Education Teachers in the process of identification of Assistive Technology devices, supports, and services to allow students with disabilities to access and benefit from their program of education.

**Recommendation:** Approve the proposed revisions to the job description for the Assistive Technology Technician.

#### **ORIGINAL - Motion**

Member **(Dianna Driller)** Moved, Member **(Cristina Hennessey)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the job description for the Assistive Technology Technician'. 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 Proposed Revisions to the Classified Salary Schedule**

The Board approved new job descriptions on June 21, 2023, and the Classified Salary Schedule has been revised by Fiscal Services to reflect these positions. Proposed revisions to the Classified Salary Schedule include the following: Range 14, Assistive Technology Technician, Range 14 Registered Behavior Technician, and Range 16 Early Learning Site Supervisor.

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

#### **ORIGINAL - Motion**

Member **(Kirsten Livak)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed revisions to the Classified 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

## **14.0 Business Services**

### **A) Facilities**

#### **14.1 Approve Agreement #23-00-28M with Rex Moore Group, Inc., for District-Wide Additional Camera Installation**

This agreement with Rex Moore Group, Inc., is to provide the installation of additional security cameras at sites district-wide.

**Recommendation:** Approve Agreement #23-00-28M with Rex Moore Group, Inc., for district-wide additional camera installation.

**ORIGINAL - Motion**

Member **(Patrick Mooney)** Moved, Member **(Denyelle Nishimori)** Seconded to approve the **ORIGINAL** motion 'Approve Agreement #23-00-28M with Rex Moore Group, Inc., for district-wide additional camera installation'. 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

**14.2 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 **(Dianna Driller)** Moved, Member **(Cristina Hennessey)** 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

**15.0 Board Business**

**15.1 Approve Dates for January 2024 to December 2024 Board Meeting Calendar**

Board Item Staff Report Proposed 2024 Board Meeting Calendar

Board will discuss and review proposed dates for the 2024 Board Meetings.

**Recommendation:** Approve the proposed dates for the January 2024 to December 2024 Board Meeting calendar

**ORIGINAL - Motion**

Member **(Cristina Hennessey)** Moved, Member **(Kirsten Livak)** Seconded to approve the **ORIGINAL** motion 'Approve the proposed dates for the January 2024 to December 2024 Board Meeting 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  
Kirsten Livak Yes  
Patrick Mooney Yes



Denyelle Nishimori Yes

### **15.2 Comments of Board Members**

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

## **16.0 Second Closed Session**

**16.1 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**

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

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

## **18.0 Adjournment**

There being no further business, the meeting was adjourned at 6:07 p.m.