

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, December 10, 2013
3:30 p.m.
Douglas High School
1670 Highway 88
Minden, Nevada**

Mission Statement

The Douglas County School District, in partnership with parents and community, will ensure that all students achieve excellence in education, character and citizenship.

Board of Trustees

Thomas Moore, President

Karen Chessell, Vice President

Ross Chichester, Clerk

Neal Freitas, Member

Sharla Hales, Member

Teri Jamin, Member

Cynthia Trigg, Member

1638 Mono Avenue, Minden, Nevada 89423

DOUGLAS COUNTY SCHOOL DISTRICT
Information Concerning Board Policy and Procedures
For Communication with the Board of Trustees

We, the Members of the Board of Trustees, welcome visitors at our meetings and appreciate constructive suggestions and comments, which help to meet the educational needs of the District. The Board has a scheduled order of business to follow. The agenda, which is usually lengthy, has been available for study by the Members of the Board since the previous Thursday. The Board may take action on items not on the published agenda only when it finds that the need to discuss or act upon an item was truly unforeseen at the time the meeting agenda was posted and mailed and the matter requires immediate action and is found by unanimous vote to be an emergency as defined by Nevada Revised Statutes.

The Board may make approval of consent items with one motion. They will be approved in total by one action unless a Trustee, individual, or organization interested in one or more consent items has questions or wishes to make a statement. In that event, the Chairperson of the Board may defer action on the particular matter or matters and place the same on the regular agenda for consideration separately.

Although each Trustee represents a geographical area of the District, Trustees are elected at large and, as such, represent all citizens of Douglas County. All actions of the Board are taken in open meeting. It is the desire of the Board to avoid making decisions that will be detrimental to the best interests of the District, even when such decisions might please individuals or a small group. In arriving at decisions, Members of the Board attempt to be guided by the desire to provide a program that will meet the needs of every student enrolled in Douglas County schools and will best serve the interests of the entire District.

Members of the Board of Trustees are locally elected state officials and serve four-year terms of office. They are responsible for conducting the school system in accordance with requirements of: Nevada Revised Statutes (NRS) and Board Policies adopted by the Board of Trustees of the Douglas County School District.

If copies of the complete agenda (and supporting materials) are desired in advance, they may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. Please contact Carolyn Moore at 775-782-5134 or cmoore@dcsd.k12.nv.us. Communication with the Board of Trustees as a unit may be either in writing, by personal appearance at a meeting of the Board, or by verbal communication through the District Superintendent.

Public Comment: During regular Board meetings, for any matter that is not specifically identified as a matter to be heard, public comment will always be scheduled to occur at 6:00 p.m. Members of the public who wish to address the Board on items not on the agenda can be assured of being heard at this time.

For each item on the agenda on which action may be taken, public comment will be allowed after the Board discusses the item, but before taking action. Members of the public who wish to address the Board on any item on the agenda on which action may be taken can be assured of being heard during this time.

The Board reserves the right to limit the amount of time that will be allowed for each member of the public to speak during any public comment period.

Written Communication: Written communication addressed to the Board of Trustees related to an action item on the agenda should reach the office of the District Superintendent no later than 12:00 noon on the Tuesday prior to the next Tuesday meeting in order that the communication may be available to the Board for review. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

Personal Appearance at a Board Meeting: When an individual or group desires to communicate with the Board of Trustees by means of personal appearance at a meeting of the Board, the District Superintendent shall be notified no later than 12:00 noon on the Tuesday prior to the Tuesday meeting, and the Board President and Superintendent, in their discretion, will determine whether the subject of the communication will be placed on the agenda. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

1. At the time of the meeting, the Superintendent, who is chief administrative officer, shall secure the names of those wishing to be heard. The Board may set a reasonable time limit for each speaker and for answering questions.
2. When a statement to be presented to the Board is extensive or is a formal request for consideration of a specific item or items, the statement should be written.

Public input is encouraged on action items on the agenda. Public comment is taken prior to Board deliberation and action. Individuals who wish to address the Board may do so by securing recognition from the Chair. Public comment will be generally limited to three minutes, though the Board President has discretion to extend or further limit the time as deemed necessary. Anyone with comments that will take more than three minutes is encouraged to put their testimony in writing and provide a copy to the Board prior to or at the meeting. While the Board may impose reasonable restrictions on the time, place and manner of public comments, it may not restrict comments based on viewpoint. Board meetings are generally conducted according to Roberts Rules of Order. No action may be taken on a matter raised during public comment that is unrelated to any agenda item. No person shall orally initiate charges or complaints against individual employees of the District at a public meeting of the Board. All such charges or complaints must be presented to the Superintendent in writing, signed by the complainant. The Superintendent may in his or her discretion determine whether the complaint will be placed on the agenda and heard by the Board. Any hearings by the Board of Trustees on a complaint against a District employee other than the Superintendent shall be held in closed session in compliance with the Open Meeting Law, unless the employee requests the session to be open to the public.

Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations at a meeting of the Board of Trustees are asked to notify the District Administration at 1638 Mono Ave., Minden, Nevada 89423, or by calling 782-7177, so that such notification is received at least twenty-four hours prior to the meeting.

Douglas County School District
 Regular Meeting
Douglas High School
Minden, Nevada
 Tuesday, December 10, 2013
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	<p>A. Pledge of Allegiance B. Adoption of Agenda (For Possible Action) The Trustees reserve the right to take items in a different order to accomplish business in the most efficient manner.</p>	
2.	Consent Items (For Possible Action)	3:35 p.m.*
	<p>Information concerning the following consent items has been forwarded to each Board Member for study prior to this meeting. Unless a Trustee or member of the audience has a question concerning a particular item and asks that it be withdrawn from the consent list, the items are approved at one time by the Board of Trustees. Note: If one of the following items is removed for discussion, it will be heard at the end of the consent items:</p>	
	<p style="text-align: center;">A. Minutes of the Regular Meeting of November 19, 2013</p> <p>Attached are the Minutes of the Regular Board Meeting of November 19, 2013 for your review and approval.</p> <p style="text-align: center;">RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 19, 2013.</p>	
	<p style="text-align: center;">B. Second Reading, Board Policy No. 231, "Student Health and Safety"</p> <p>Senate Bill 453 requires districts to develop a comprehensive plan for anaphylaxis as well as, allow for auto-injectable epinephrine in the schools. Board Policy and Administrative Regulation No. 231, "Student Health and Safety" are provided as a second reading to meet the requirements set forth in the Senate Bill.</p> <p style="text-align: center;">RECOMMENDATION: Approve for second reading, Board Policy No. 231, "Student Health and Safety."</p>	
	<p style="text-align: center;">C. Personnel Report No. 13-12</p> <p>Listed on the attached Personnel Report No. 13-12 are personnel actions presented for consideration by the Board of Trustees. Salaries for individuals employed will be determined in accordance with salary regulations of the District.</p> <p style="text-align: center;">RECOMMENDATION: Approve personnel actions described in Personnel Report No. 13-12.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Accounts Payable Regular and Special Run Vouchers Complete lists of payments contained in Accounts Payable Special Run Voucher Numbers 1410 and 1411; and Regular Run Voucher Number 1412 are provided to the Board members via e-mail for review prior to the meeting. Copies of the payments contained in the Voucher are available for review by the public at the Superintendent's office prior to the time of the meeting.</p>		
<p>RECOMMENDATION: Approve payments contained in Special Run Voucher Numbers 1410 and 1411; and Regular Run Voucher No. 1412.</p>		
3.	GE STEM Fundraiser (Special Recognition)	3:40 p.m.*
<p>Representatives from GE/Bently will be in attendance to present the Board with a donation to support STEM projects in Douglas County School District. This is the second consecutive year that employees have organized and hosted a fundraiser for the benefit of students in DCSD.</p>		
4.	Principal's Report – (Carson Valley Middle School) (Administrative Report/Program Review)	3:45 p.m.*
<p>Carson Valley Middle School Principal, Bob Been, will present a report on progress toward the goals of their School Improvement Plan.</p>		
5.	Annual Renewal – Stop Loss Insurance (Discussion and For Possible Action)	4:05 p.m.*
<p>Included in each Board Member's agenda packet is a copy of the Renewal and Marketing Analysis for the District's self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to staff and Health Advisory Committee recommendations to accept AIG's proposal of stop loss insurance coverage at a level of \$175,000 with a \$0 Laser Deductible at a premium of \$486,072, or an increase of 23.3% over prior year contract. There is an exception for one participant that requires coverage solely on a 12/12 contract basis (must be incurred and paid within the 12 months of the 2014 calendar year), whereas all other claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2013 and 2014 calendar years, and paid within the 2014 calendar year). Funding to come from the Self-Insured Health Insurance Fund.</p>		
<p>RECOMMENDATION: Authorize CFO to approve contract for excess stop loss insurance for the District's self-funded health insurance plan with AIG at a stop loss level of \$175,000 with a \$0 Laser Deductible at a premium of \$486,072 on a 24/12 contract basis with exception coverage for one claimant on a 12/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.</p>		
6.	Consideration of 2013-2014 Budget Augmentations and Amendments 2013-14 (Discussion and For Possible Action)	4:15 p.m.*
<p>Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the</p>		

6.	Consideration of 2013-2014 Budget Augmentations and Amendments 2013-14 (Continued) (Discussion and For Possible Action)	4:15 p.m.*
<p>financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1 of each year.</p> <p>In accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2012-2013 budgets:</p> <p>No. 13-05 "Resolution to Amend the General Fund Budget for the 2013-14 Fiscal Year"</p> <p>No. 13-06 "Resolution to Augment and/or Amend Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2013-14 Fiscal Year"</p> <p>No. 13-07 "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2013-14 Fiscal Year"</p> <p>Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2013-14 budget changes in detail, and answer Board Members' questions.</p>		
<p>RECOMMENDATION: Adopt each Resolution independently as proposed.</p> <ul style="list-style-type: none"> - Adopt Resolution No. 13-05 in its entirety - Adopt Resolution No. 13-06 in its entirety - Adopt Resolution No. 13-07 in its entirety 		
7.	Consideration of a Step III Grievance and a Possible Meeting with the Board's Management Representative (Discussion and For Possible Action)	4:45 p.m.*
<p>The board, in its role as a fact finder, will hear a Step III grievance brought by DCPEA alleging a violation of Article 10-4 (Preparation Time) by Douglas High School.</p>		
<p>RECOMMENDATION: The Board will take action on the grievance.</p>		
8.	Closed Session	5:45 p.m.*
<p>The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).</p>		
Public Comment:		6:00 p.m.
<p>Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. The Board reserves the right to limit the amount of time that will be allowed for each individual to speak. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.</p>		

9.	ASPIRE Lease Update (Information/Discussion)	7:00 p.m.*
The District was notified that the lease for the Water Street location of ASPIRE and PDC will end in June 2014. Staff will update the Board on efforts to acquire a new location for the ASPIRE and PDC programs.		
10.	Planning for January Strategic Plan Retreat (Information/Discussion)	7:20 p.m.*
The Board will review updates on draft agenda options for the retreat in January. Discussion will provide further direction for staff in their work to prepare the event.		
11.	Budget Priority Criteria Development (For Possible Action)	7:35 p.m.*
The board will review a document for discussion purposes. Draft language will be considered for meeting the new requirements of Senate Bill 157, "...the board of trustees of each school district shall establish criteria for determining budgetary priorities that are directed at improving the achievement of pupils and improving classroom instruction."		
RECOMMENDATION: That the Board of Trustees adopts criteria for budget priorities prior to the January 24th Strategic Plan Retreat event.		
12.	College and Career Readiness (For Possible Action)	7:50 p.m.*
The superintendent may have an update for the board on the state wide discussions regarding a new exam for high school students which assess readiness for College or Career. The Board may wish to take action on a resolution to this topic or wait for additional information in the coming months.		
RECOMMENDATION: That the Board of Trustees consider a resolution supporting ACT as the College and Career Readiness exam for eleventh grade students in Nevada.		
13.	Review of Board Bylaws Numbered 020 and 060 (For Possible Action)	8:05 p.m.*
The board will review and discuss Bylaw No. 020 and No. 060. Further guidelines to support Section 2(c) of Bylaw No. 020 will be considered regarding who is responsible to run the meetings for <i>Standing Committees</i> and the <i>Expulsion Committee</i> .		
RECOMMENDATION: That the Board of Trustees recommend additional guiding language for Section 2(c) of Bylaw No. 020.		
14.	Board Arts Fund (BAF) (Information/Discussion)	8:20 p.m.
During the November Regular Board Meeting (<i>Future Board Agenda Items</i>) two or more board members requested that this topic be agendized at an upcoming meeting. After discussion, the board may give the superintendent direction on a future action item for this topic.		
15.	First Reading Board Policy No. 714, "Naming School Facilities" (For Possible Action)	8:35 p.m.
The board will consider draft language for a new policy under a first reading format.		
RECOMMENDATION: That the Board of Trustees approve the first reading draft Board Policy No. 714, "Naming School Facilities."		

16.	Superintendent Annual Evaluation (For Possible Action)	8:45 p.m.
	The superintendent will present an overview of the 3 part evaluation system; Efforts, Results and Perceptions. Input has been collected from key groups in the District and has been provided for the Board's review before asking each Trustee to also complete an electronic survey.	
	RECOMMENDATION: That the Board of Trustees select an overall rating for the performance of the Superintendent for 2013.	
17.	Superintendent's Report (Administrative Report)	9:05 p.m.*
	Superintendent Dr. Lisa Noonan will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.	
18.	Nevada Association of School Boards (NASB) Report	9:10 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
19.	Possible Agenda Items for Future Board Meetings	9:15 p.m.*
	Requests by Board Members for possible future agenda items.	
20.	Board Reports	9:20 p.m.*
	Brief updates from the Board regarding District activities.	
21.	Correspondence	9:30 p.m.*
22.	Adjournment	
	The Board will reconvene in public session and a motion will be made to adjourn.	

(*) Times are estimated. Items on the Agenda may be taken out of order. The Board of Trustees may combine two or more agenda items for consideration, and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Generally speaking, the item will be heard no earlier than the time indicated.

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In conformance with the Open Meeting Law, it is hereby noted that the agenda for the meeting of the Douglas County School Board of Trustees has been posted at the following locations:

Gardnerville Post Office, Gardnerville, NV
Minden Post Office, Minden, NV
Douglas County School District Office, Minden, NV

Genoa Post Office, Genoa, NV
Zephyr Cove Post Office, Zephyr Cove, NV
Stateline Post Office, Stateline, NV
District Web site: www.dcsd.k12.nv.us

Classified Personnel

2013-2014 SCHOOL YEAR - HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Louie Trio	Bus Driver – Transportation	11-18-13	EE1	Route #1
Julie Woods	Secretary I – DHS	12-11-13	23EE5	Stephanie Scheick
2013-2014 CLASSIFIED POSITION CHANGES				
Name	Former Position/Location	New Position/Location	Effective	Replacing
Stephanie Scheick	Secretary I – DHS	Secretary I – Special Services	11-18-13	Caralee White
Rhonda Ortega	Assistant Cook – CCMES	Nutrition Manager – JVES	11-18-13	Cathy Smith
2013-2014 CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
None				
2013-2014 CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
None				

Certified Personnel

2013-2014 CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Jennifer Worthington	1 yr Sped Teacher/PWLMS	Replaces Miki Kreith position second semester	2013-2014