

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, December 9, 2014
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

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 9, 2014
 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>A. Minutes of the Regular Board Meeting of November 18, 2014 Attached are the Minutes of the Regular Board Meeting of November 18, 2014 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 18, 2014.</p>	
	<p>B. Personnel Report No. 14-12 Listed on the attached Personnel Report No. 14-12 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>RECOMMENDATION: Approve personnel actions described in Personnel Report No. 14-12.</p>	
	<p>C. Accounts Payable Special and Regular Run Vouchers A complete list of payments contained in Accounts Payable Regular Run Voucher Number 1516 is 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 Regular Run Voucher Number 1516.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Second Reading Board Policy No. 434, “Benefit Eligibility” Board Policy No. 434, “Benefit Eligibility,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 434, “Benefit Eligibility.”</p>		
<p>E. Copier Contracts In order for efficient and timely processing of copier lease and maintenance contracts, the Business Services office is requesting board review and approval of all current copier contracts in order to align payment through Special Vouchers in accordance with BP614.</p>		
<p>RECOMMENDATION: Approve contracts as presented.</p>		
<p>F. Annual Renewal - Stop Loss Insurance 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 Health Advisory Committee recommendations to accept AIG’s renewal proposal of coverage at a level of \$175,000 for a premium of \$502,776. Specific rates for Employee Only decreased from \$35.27 to \$34.60 per month, or 1.9%, while Employee + Family increased from \$117.16 to \$119.66 per month, or 2.1%, over the prior year contract. All claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2014 and 2015 calendar years, and paid within the 2015 calendar year). Prior year contract had one 12/12 Laser Deductible while renewal has no Laser Deductibles. 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 as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.</p>		
<p>G. Acceptance of Donation On November 22, 2014, the Douglas County School Board was recognized by the Nevada Association of School Boards. As part of the recognition, \$500.00 was pledged as a donation to DCSD by Marty Johnson of JNA Consulting. JNA Consulting Group provides financial advisement to school districts across Nevada.</p>		
<p>RECOMMENDATION: Accept the kind donation from JNA Consulting and commit the funds to the new Board Arts Fund.</p>		
<p>H. Bus Bid (Review and Possible Award) Staff advertised a bid on October 29, 2014 for one 84 passenger (route) Type D bus as well as one 46 passenger (trip) Type D bus. Bids were received November 21, 2014. Three vendors presented bids as submitted for Board review, and possible approval, to the lowest, most responsive and responsible bidder(s).</p>		
<p>RECOMMENDATION: Approve bid award(s) to vendor(s) with lowest, most responsive and responsible bid(s).</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>I. Second Reading Board Policy No. 518, “Graduation Requirements” Board Policy No. 518 “Graduation Requirements,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 518, “Graduation Requirements.”</p>		
3.	Special Recognition (Special Recognition)	3:40 p.m.*
<p>Trustee Sharla Hales is completing twelve years of service on the DCSD Board. Fellow board members, staff and community wish to thank Mrs. Hales for her long service to the students of Douglas County.</p>		
4.	Principal’s Report – (Carson Valley Middle School) (Administrative Report/Program Review)	3:50 p.m.*
<p>Carson Valley Middle School Principal, Bob Been, will present his report on progress toward school performance goals.</p>		
5.	Sabbatical Request (Discussion and For Possible Action)	4:10 p.m.*
<p>Article 5-K of the negotiated agreement between DCSD and the Douglas County Professional Education Association, (DCPEA) outlines the terms under which certified employees may request a professional growth leave of absence. An advisory committee was formed and met in early December to consider the contents of one or more applications.</p>		
<p>RECOMMENDATION: Support the recommendation of the advisory committee for the Sabbatical Leave Application(s) submitted.</p>		
6.	Review and Update of the District’s Five-Year Capital Improvement Plan for 2014-2015 (Discussion and For Possible Action)	4:20 p.m.*
<p>In preparation for the Augmented and Amended 2014-2015 Budget, Holly Luna, CFO, would like to review with the Board a modified five-year capital improvement plan. Included in each Board Member’s agenda packet is the aforementioned revised five-year capital improvement plan, along with the last approved plan from April 2014. The plan has been revised principally to accommodate revised cash flow timing and cost estimates of certain projects. Staff will provide detailed explanations and rationale for proposed changes to the updated Five Year Capital Improvement Plan, and answer questions that the Board may have pertaining to the plan.</p>		
<p>RECOMMENDATION: Approve Updated FY2014-2015 Five Year Capital Improvement Plan as recommended.</p>		

7.	Consideration of 2014-15 December Budget Augmentations and Amendments (Discussion and For Possible Action)	4:25 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 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 2014-2015 budgets:</p> <p>No. 14-04 "Resolution to Augment the General Fund Budget of the Douglas County School District for the 2014-15 Fiscal Year"</p> <p>No. 14-05 "Resolution to Augment Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2014-15 Fiscal Year"</p> <p>No. 14-06 "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2014-15 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 revisions. Staff will be prepared to discuss these 2014-15 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. 14-04 in its entirety -Adopt Resolution No. 14-05 in its entirety -Adopt Resolution No. 14-06 in its entirety 		
8.	School Start Time Survey (Discussion and For Possible Action)	4:40 p.m.*
<p>A survey was developed to collect feedback from parents, students, community and staff members regarding a proposal to adjust school start times at multiple school sites in the Carson Valley. The survey window was available on the District's website Wednesday, November 24th through Noon on Monday, December 8, 2014. The proposal was developed to address several needs including research on teenagers and sleep; supporting new schedules for PWL, CVMS and DHS and; avoiding increased costs to the school district's transportation department.</p>		
<p>RECOMMENDATION: Review and consider survey results before deciding next steps. (Due to the survey window being open until 12/8/14, results will not be available until the afternoon of 12/9/14.)</p>		
9.	Pay For Performance Plan (Discussion and For Possible Action)	5:10 p.m.*
<p>Article 13-3 of the negotiated agreement between DCSD and DCPEA calls for a committee to discuss and develop a recommendation for a P4P Plan. NRS 391.168 requires school districts to implement a plan for performance pay with the 2015-16 school year.</p>		
<p>RECOMMENDATION: Receive recommendations from the P4P committee and determine final plan for 2015-16.</p>		

10.	Closed Session	5:30 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>		

11.	Policy Revision Cycle (Discussion and For Possible Action)	6:05 p.m.*
<p>Goal 6 of the DCSD Strategic Plan calls for continuous improvement in our efficient and effective systems. Specifically, one of the high priority focus areas is the development and implementation of a board policy review and revision cycle. At a previous board meeting, it was suggested that a subcommittee of the board might be convened to work on a policy cycle. The superintendent has proposed several meeting date options for the full board to consider.</p>		
<p>RECOMMENDATION: Determine a date for the first meeting of the policy revision cycle subcommittee.</p>		

12.	Board Officer Election Timeline (Discussion and For Possible Action)	6:15 p.m.*
<p>Two or more board members requested an agenda item be scheduled to discuss when officers should be elected for the 2015 calendar year.</p>		
<p>RECOMMENDATION: Determine the date for the election of officers.</p>		

13.	Evaluation of the Superintendent (Discussion and For Possible Action)	6:20 p.m.*
<p>The superintendent will present the 2014 overview of the 3 part evaluation system; Efforts, Results and Perceptions. Board members have been asked to individually score a wide variety of items in advance so that full-board summaries can be reviewed at the December meeting.</p>		
<p>RECOMMENDATION: That the Board of Trustees select an overall rating for the performance of the Superintendent for 2014.</p>		

14.	iNVEST 2015 (Information and Discussion)	6:30 p.m.*
<p>Nevada superintendents met multiple days over the course of 2014 to develop "iNVEST 2015" for the upcoming Legislative Session. The final document was published in November and is now available on the District's website under "Education Links."</p>		

15.	Superintendent's Report (Administrative Report)	6:35 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.	
16.	Nevada Association of School Boards (NASB) Report	6:40 p.m.*
	Cynthia Trigg will present details of NASB accomplishments, current issues and goals.	
17.	Possible Agenda Items for Future Board Meetings	6:45 p.m.*
	Requests by Board Members for possible future agenda items.	
18.	Board Reports	6:50 p.m.*
	Brief updates from the Board regarding District activities.	
19.	Correspondence	6:55 p.m.*
20.	Adjournment	7:00 p.m.*
	The Board will make a motion 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.

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.

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Gardnerville Post Office, Gardnerville, NV
Minden Post Office, Minden, NV
Douglas County School District Office, Minden, NV
State of Nevada website: <https://notice.nv.gov/>

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

Classified Personnel

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Eli Moya	Custodian – PWLMS	11-17-2014	23EE1	Robert McLaren
David Gowin Sr	Head Custodian – CVMS	12-01-2014	26EE2	Tim Grove
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Roy Gitthens	Grounds person – Buildings & Maintenance	12-02-2014	12-02-2014	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
None				
CLASSIFIED RESIGNATIONS/LOA/RESCINDED				
Name	Position/Location	Last Day Worked / End of Contract		
Ariel Borgman	ESL Aide – JVES	N/A – Rescinded request for LOA		
CLASSIFIED TERMINATIONS				
Name	Position/Location	Effective Date		
Stefanie Signorella	ECE Special Ed Program Aide – ZCES	11-13-2014		

Certified Personnel

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Brandi Gramolini	Sped Teacher/CCMES/Aspire Academy High School		2014-2015
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Stephanie Chandler	Sped Teacher/MES	Resignation	2014-2015
Violet Nwordu	Psychologist/DW	Resignation	2014-2015
CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	DATES
Carly Smyth	Teacher/CVMS	Personal Leave	2/17/15 Leave without Pay