

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, July 8, 2008
3:30 p.m.
Zephyr Cove Elementary School
Stateline, Nevada**

Mission Statement

The Douglas County School District, in partnership with parents and community, will ensure that all students are competent in the basic skill areas, demonstrate continuous achievement toward educational excellence, and reach their highest potential as productive, responsible citizens.

Board of Trustees

**Teri Jamin, President
Cynthia Trigg, Vice President
Thomas Moore, Clerk
Karen Chessell, Member
Sharla Hales, Member
John Louritt, Member
Keith Roman, Member**

1638 Mono Avenue, P.O. Box 1888, 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 a copy of the complete agenda is desired in advance, it may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. 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.

Scheduled Public Comment: During regular Board meetings, 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.

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. Board meetings are 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 P. O. Box 1888, 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
 Zephyr Cove Elementary School
 Stateline, Nevada
 Tuesday, July 8, 2008
 3:30 p.m.

AGENDA

1.	Call to Order	3:30 p.m.
	<p>A. Pledge of Allegiance</p> <p>B. Adoption of Agenda (Action)</p> <p>The Trustees reserve the right to take items in a different order to accomplish business in the most efficient manner.</p>	

2. Consent Items (Action)

2.	Consent Items (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.</p> <p>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 Meeting of June 10, 2008</p> <p>Attached are the Minutes of the Regular Board meeting of June 10, 2008, for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board meeting of June 10, 2008.</p>	
	<p>B. Request to Take the GED Examination</p> <p>Pursuant to amendment to NRS 385.448, effective July 1, 2001, "The Board of Trustees of a school district may, upon request and for good cause shown, grant permission to take the tests of general educational development prescribed by the state board." The Nevada Department of Education was previously petitioned for this purpose. These petitions will appear as Consent items on the Douglas County School District Board meeting agenda. Included in the Board Members' agenda packet is a request from Stanley Running Wolf for approval to take the GED test and a Statement of Permission signed by the student's parent or legal guardian. A copy of the "Response for Petition by 16 Year Olds to Take the GED Exam" is also included.</p>	
	<p>RECOMMENDATION: Approve the request submitted by Stanley Running Wolf to take the GED examination.</p>	

2. Consent Items (Action) (Continued)

C. Personnel Report No. 08-07

Listed on the attached Personnel Report No. 08-07 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.

RECOMMENDATION: Approve personnel actions described in Personnel Report No. 08-07.

D. Accounts Payable Voucher No. 1030 for FY 2007-2008 and Voucher No. 1000 for FY 2008-2009

A complete list of payments contained in Voucher Numbers 1030 and 1000 were provided to the Board members via e-mail for review prior to the meeting. A copy of the payments contained in Voucher Numbers 1030 and 1000 is available for review by the public at the Superintendent's Office prior to the meeting and also at the time of the meeting.

RECOMMENDATION: Approve payments contained in Voucher Number 1030 for the 2007-2008 fiscal year and Voucher Number 1000 for the 2008-2009 fiscal year.

E. Adoption of an Updated Debt Management Policy

Included in each Board Member's agenda packet is a copy of this District's Debt Management Policy. N.R.S. 350.0035 requires that our policy be updated annually. Attached to the policy is an updated five-year Capital Improvement Plan as required. The Debt Management Plan has been updated with the assistance of JNA Consulting Group, District Financial Advisors. N.R.S. 350.0035 requires that the updated Debt Management Policy, along with the statement of debt and retirement schedules, be filed with the Douglas County Debt Management Commission and the Nevada Department of Taxation by August 1, 2008.

RECOMMENDATION: Adopt the District's updated Debt Management Plan for FY2009.

F. Award Broker of Record – Property and Casualty Liability Insurance

RFP #05-09-08 resulted in interviewing of three vendors on May 30, 2008. ABD Insurance Services was chosen as Broker of Record to renew the District's Property and Casualty Liability Insurance through Nevada Public Agency Insurance Pool (NPAIP). Stephen Romero is the ABD Insurance Services agent, and will be servicing the account.

RECOMMENDATION: Approve Broker of Record for Property and Casualty Liability Insurance as ABD Insurance Services.

2. Consent Items (Action) (Continued)

G. Award Broker of Record – Excess Workers’ Compensation Insurance and Workers’ Compensation Bond.

RFP #05-09-08 resulted in interviewing of three vendors on May 30, 2008. FirstTier, General Agency was chosen as Broker of Record to renew the District’s Excess Workers’ Compensation Insurance and Workers’ Compensation Bond. Gary Rimler is the FirstTier broker and will be servicing the account.

RECOMMENDATION: Approve Broker of Record for Excess Workers’ Compensation Insurance and Workers’ Compensation Bond as FirstTier.

H. Renewal of District Property and Casualty Liability Insurance Coverage

The District, through agent Stephen Romero of ABD Insurance Services, has received a renewal quote from the Nevada Public Agency Insurance Pool (NPAIP) for the District’s Property and Casualty Insurance coverage. Included in each Board Member’s agenda packet is a summary of the renewal coverage and rates from the Nevada Public Agency Insurance Pool along with a cover letter from agent Stephen Romero.

As the summary indicates, premiums through NPAIP for Property and Casualty insurance coverage will increase from \$432,396.61 to \$454,313.14, an increase of \$21,916.53 or 5 %. This increase is largely due to increases in property valuation. (The previous year’s increase was 12.2 %.)

Additionally, Stephen Romero has recommended that the District add a Student Accident Coverage Policy. This policy will provide coverage for District transportation of students to and from school and to and from school activities. No coverage is provided for student participation in school activities. The additional policy will cost \$8,131.00 and is included in the coverage summary detail.

RECOMMENDATION: Approve the renewal of the District’s property and casualty liability coverage for the period of July 1, 2008 through June 30, 2009 as detailed in ABD’s summary. Additionally, approve the Student Accident Coverage Policy for the period of July 1, 2008 through June 30, 2009 as detailed in ABD’s summary.

I. Renewal of District Excess Worker's Compensation Insurance Coverage

The District, through broker Gary Rimler of FirstTier General Agency, has received renewal quotes for the District's Excess Workers' Compensation and Workers' Compensation Bond coverage. Included in each Board Member's agenda packet is a summary of the renewal coverage and rates along with a cover letter from broker Gary Rimler.

In the area of worker's compensation coverage, the District's Excess Workers' Compensation coverage will decrease from \$34,413 to \$20,189, a decrease of \$14,224 or 41.3%. The Excess Workers' Compensation coverage is through Republic Indemnity Company and underwritten by U. S Specialty Underwriters (formerly Praetorian Insurance Company), and the Workers' Compensation Bond will be

2. Consent Items (Action) (Continued)

I. Renewal of District Excess Worker's Compensation Insurance Coverage (Continued)

continued at the same rate and premium as expiring (2% of \$240,000 or \$4,800). The coverage will be funded out of the District's Self-Insured Workers' Compensation Fund.

Additionally, the Self Insured Retention (SIR) was changed from \$300,000 to \$350,000 after reviewing the District's seven year loss history. No claim has ever exceeded \$100,000 per occurrence. Part of the \$14,224 savings is a \$5,000 reduction in premium in return for the \$50,000 additional risk retention. The District is protected in the event of a large claim in that the Excess Workers' Compensation policy includes a cash flow protection endorsement that reduces the SIR for PAID CLAIMS per-occurrence in a given year to \$135,000.

RECOMMENDATION: Approve the renewal of the District's Excess Workers' Compensation coverage for the period of July 1, 2008 through June 30, 2009 as detailed in FirstTier's summary.

J. Second Reading Board Policy No. 529, "Suspension and Expulsion," and Second Reading Board Policy No. 529(a), "Safe Schools, Weapons/Fighting/Intimidation/Prescription Drugs"

Revisions made to Policy language include the addition of usage of electronic means to harass, intimidate, embarrass, or threaten students, to the list of actionable offenses. Proposed changes expand the scope of actionable items subject to the authority of school sites. Additionally, Board Policy No. 529, Number 10, "possession, use, distribution or being under the influence..." was changed to include inappropriate use of over the counter (OTC) drugs.

RECOMMENDATION: Approve for second reading, changes made to Board Policy No. 529, "Suspension and Expulsion," and Board Policy 529(a), "Safe Schools, Weapons/Fighting/Intimidation/ Prescription Drugs."

K. Second Reading Board Policy No. 540, “Gang Affiliation and Activity”

Revisions to the Board Policy refine the definition of gangs and provide further guidance in appropriate discipline to students involved in gang activities.

RECOMMENDATION: Approve for second reading, changes made to Board Policy No. 540, “Gang Affiliation and Activity.”

L. Contract Award for DHS Roofing

Concerns regarding various roofing areas within the Douglas High School complex helped drive revisions to the FY2008-09 Five Year Capital Improvement Plan approved by the Board in May.

Garland Roofing, source/brand of roofing for both re-roofing projects at JVES and CCMES, in conjunction with Design-Build Solutions (DBS) will manage the project from design to build. DBS managed the bid process and received 4 bids.

2. Consent Items (Action) (Continued)

L. Contract Award for DHS Roofing (Continued)

Progressive Services was the lowest responsive and responsible bidder, and submitted a bid for \$743,356.00.

DBS management fees are 15.1% or \$112,059, for a project total of \$855,415.42.

The District's Capital Projects fund (Five Year Plan approved May 2008) contained an appropriation of \$850,000.00 including architectural, engineering and construction costs.

RECOMMENDATION: Approve DHS roofing project as noted: Award a contract for the DHS re-roof of \$743,356 to Progressive Services as the lowest responsive and responsible bidder meeting District specifications and NRS requirements. Award the design and project management contract to DBS for \$112,059. Total funding provided through the District's Capital Projects Fund.

3. Administrative Reports and Program Reviews

3-A.	Principal’s Report – (<i>Jacobsen High School</i>)	3:40 p.m.
	Brian Frazier will share with the Board 2007-2008 Jacobsen High School student achievement data.	
3-B.	Superintendent’s Report	3:55 p.m.
	Superintendent Carol Lark will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them. An update on radon will be included.	

3-C.	Nevada Association of School Boards (NASB) Report	4:05 p.m.
	Sharla Hales and Cynthia Trigg will present details of NASB accomplishments, current issues, and future goals.	

4. Information and Discussion

4-A.	Two Million Minutes – PBS Video	4:15 p.m.
	Staff will take this opportunity to share a PBS documentary which addresses the importance of preparing our students for the 21st Century. This food for thought will hopefully lead to important discussions at a later time.	

4. Information and Discussion (Continued)

4-B.	Future Agenda Item Expectations	5:00 p.m.
	The current list of future agenda items will be presented. Staff is requesting further clarification on the expectation of each item so that they may be prepared for and placed on the agenda in a timely manner.	
4-C.	Administrative Regulation No. 326(b), “Administrative Sick Leave Bank”	5:30 p.m.
	One of the results of the IBB meet and confer process with administrators this past school year was an agreement to develop a sick leave bank for administrators and other non-represented employees. Administrative Regulation 326(b) was created using the model of sick leave bank agreements with other employee organizations. Rich Alexander, Assistant Superintendent for Human Resources, will review the AR with the Board.	
4-D.	Administrative Regulation No. 513, “Student Progress”	5:40 p.m.
	Nancy Bryant, Assistant Superintendent for Education Services, will share with the Board proposed changes to Administrative Regulation No. 513, “Student Progress,” to bring the regulation into alignment for the class of 2012 and to follow the Uniform Grading Scale for High Schools as mandated in NRS 389.0195.	

Public Comment:	6:00 p.m.
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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.

5. Items Requiring Discussion and Action (Action)

5-A.	First Reading Board Policy No. 114 “Recognition of Employee Organizations”	6:05 p.m.
<p>This is a first reading for Board Policy 114, “Recognition of Employee Organizations.” The policy is based upon NRS 288.160 and provides additional specificity as to employee organizations maintaining a majority membership in order to take part in contract negotiations with the District. It is based upon a similar policy (BP 105) in place in Carson City School District. It will be presented by Rich Alexander, Assistant Superintendent for Human Resources.</p>		
<p>RECOMMENDATION: To accept for first reading Board Policy 114, “Recognition of Employee Organizations.”</p>		

5. Items Requiring Discussion and Action (Action) (Continued)

5-B.	Board Salaries	6:25 p.m.
<p>Discussion and possible consideration of implementation of SB328 dealing with Board salaries.</p>		
<p>RECOMMENDATION: Determine time line for implementation of SB328.</p>		
6.	Correspondence	6:35 p.m.
7.	Possible Agenda Items for Future Board Meetings	6:40 p.m.
<p>Input from Board Members</p>		
8.	Executive Session	
<p>If necessary, the Board will recess to executive session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4).</p>		
9.	Adjournment	
<p>The Board will reconvene in public session and a motion will be made to adjourn.</p>		

(*) Times are estimated. 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
Kingsbury Middle School, Stateline, NV

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