

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, February 10, 2015  
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**

**Ross Chichester, President**

**Cynthia Trigg, Vice President**

**Neal Freitas, Clerk**

**Karen Chessell, Member**

**Teri Jamin, Member**

**Robbe Lehmann, Member**

**Thomas Moore, 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](mailto: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, February 10, 2015  
3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<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>	
<b>2.</b>	<b>Consent Items (For Possible Action)</b>	<b>3:35 p.m.*</b>
	<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><b>A. Minutes of the Regular Board Meeting of January 13, 2015</b>  Attached are the Minutes of the Regular Board Meeting of January 13, 2015 for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of January 13, 2015.</b></p>	
	<p><b>B. Minutes of the Special Board Meeting of January 9, 2015</b>  Attached are the Minutes of the Special Board Meeting of January 9, 2015 for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of January 9, 2015.</b></p>	
	<p><b>C. Personnel Report No. 15-02</b>  Listed on the attached Personnel Report No. 15-02 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><b>RECOMMENDATION: Approve personnel actions in Personnel Report No. 15-02.</b></p>	
	<p><b>D. Accounts Payable Special and Regular Run Vouchers</b>  A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1520, 1521 and 1522; and Regular Run Voucher Number 1523 is provided to the Board members via e-mail for review prior to the meeting. Copies of the Voucher are available for review by the public at the Superintendent's office prior to the meeting.</p>	
	<p><b>RECOMMENDATION: Approve Special Run Voucher Numbers 1520, 1521 and 1522; and Regular Run Voucher Number 1523.</b></p>	

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>E. Second Reading Board Policy No. 504, “Attendance”</b> Board Policy No. 504, “Attendance,” is offered for a second reading.</p>		
<p><b>RECOMMENDATION: Approve for second reading Board Policy No. 504, “Attendance.”</b></p>		
<p><b>F. Second Reading Board Policy No. 518, “Graduation Requirements”</b> Board Policy No. 518, “Graduation Requirements,” is offered for a second reading.</p>		
<p><b>RECOMMENDATION: Approve for second reading Board Policy No. 518, “Graduation Requirements.”</b></p>		
<p><b>G. Second Reading Board Policy No. 620, “Performance Based Contracting”</b> As a result of the 2013 Legislative Session, SB142 was enrolled and was intended to help encourage school districts to explore the possibility of energy service performance contracts. The proposed language of the new board policy (BP620) is in alignment with the enrolled language of SB142.</p>		
<p><b>RECOMMENDATION: Approve for second reading Board Policy No. 620, “Performance Based Contracting.”</b></p>		
<p><b>H. Chiller &amp; Chiller Tower Replacements Bid (Review and Possible Award)</b> Staff advertised a bid on December 15, 2014 for replacement of primary equipment and installation of chiller and chiller towers at both Minden and Pinon Hills Elementary Schools. Bids were received January 22, 2015. Three vendors presented bids with summary submitted for Board review with possible approval and award to the lowest, most responsive and responsible bidder – Savage and Son Plumbing – for \$676,461.00. Business Services requests a 10% contingency with total funding not to exceed \$743,461.00. This project has been listed on the 5 Year CIP, and will be funded with Capital Project Funds.</p>		
<p><b>RECOMMENDATION: Approve request by Business Services to award a contract in the amount of \$676,461.00 to the lowest, most responsive and responsible bidder, Savage and Son.</b></p>		
<p><b>I. Budget Voucher Adjustments</b> A complete list of budget adjustments by the Chief Financial Officer that occurred during the recent course of business is provided for review and approval by the Board of Trustees as required by NRS 354.598005.</p>		
<p><b>RECOMMENDATION: Approve the Budget Voucher Adjustment for February 2015 as submitted.</b></p>		
<p><b>J. Copier Contracts</b> 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 Voucher runs in accordance with BP614.</p>		
<p><b>RECOMMENDATION: Approve contracts as presented.</b></p>		

3.	<b>NV Energy Rebate Presentation (Administrative Report)</b>	<b>3:40 p.m.*</b>
Andrew Dumond and Dale Sanderson with NV Energy's Energy Smart Schools Program, along with Charlene Booth, Manager Major Accounts NV Energy, will present the Board of Trustees with a rebate check for \$1,579.63. The rebate is for calendar year 2014, and includes multiple projects as submitted by Gary Cullen, Director of Building & Sites Maintenance, for rebate consideration.		
4.	<b>Principal's Report – (Jacks Valley Elementary School) (Administrative Report/Program Review)</b>	<b>3:45 p.m.*</b>
Jacks Valley Elementary School Principal, Pam Gilmartin, will present her report on progress toward school performance goals.		
5.	<b>Principal's Report – (Douglas High School) (Discussion and For Possible Action)</b>	<b>4:05 p.m.*</b>
Douglas High School Principal, Marty Swisher, will present his report on progress toward school performance goals.		
6.	<b>College Jump Start (Discussion and For Possible Action)</b>	<b>4:25 p.m.*</b>
Douglas County School District agreed to pilot a new program in partnership with Western Nevada College for the 2014-15 school year. Staff will update the board on how the program is working and discuss continuation for seniors in the 2015-16 school year.		
<b>RECOMMENDATION: That the board approve a second year of support for qualified seniors to participate in a 50-50 sponsorship of College Jump Start with Western Nevada College.</b>		
7.	<b>Graduation Rate Report (Administrative Report)</b>	<b>4:35 p.m.*</b>
Brian Frazier, Education Services Director, Area 2 will provide a report on our most recent graduation data components for Douglas County School District.		
8.	<b>Update on New Assessments (Information and Discussion)</b>	<b>4:50 p.m.*</b>
Brian Frazier, Education Services Director, Area 2, will provide an overview of changes to the State Assessment system effective this school year.		
9.	<b>First Reading Board Policy No. 337, "Mandatory Reporting by Staff" (Discussion and For Possible Action)</b>	<b>5:10 p.m.*</b>
Board Policy No. 337, "Mandatory Reporting by Staff," is a new policy authorized under NRS 391.056 to adopt a policy requiring mandatory reporting of arrests and convictions of crimes.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 337, "Mandatory Reporting by Staff."</b>		
10.	<b>Closed Session</b>	<b>5:25 p.m.*</b>
The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).		

<b>Public Comment:</b>	<b>6:00 p.m.</b>
	<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>
<b>11.</b>	<p><b>Bylaw No. 040, “Membership”</b> (Discussion and For Possible Action)</p>
	<p>Under the Board’s Policy Review Cycle, Bylaw No. 040 is scheduled for revision. Board Members may decide to simply review (maintain current wording) or revise as appropriate.</p>
	<p><b>RECOMMENDATION: That the board decide if any changes are desired to Bylaw No. 040, “Membership.”</b></p>
<b>12.</b>	<p><b>Board Meeting Start Times</b> (Discussion and For Possible Action)</p>
	<p>During a prior board meeting, two or more board members requested that an item be agendaized for discussion by the full board. The board will discuss the topic of start times for their meetings.</p>
	<p><b>RECOMMENDATION: That the board decide if changes are needed to the start of their meetings.</b></p>
<b>13.</b>	<p><b>Roles and Responsibilities of Board Members</b> (Discussion and For Possible Action)</p>
	<p>During a prior board meeting, two or more board members requested that an item be agendaized for discussion by the full board. The board will discuss the topic of a workshop or presentation relating to the roles and responsibilities of board members as it relates to the negotiation process.</p>
	<p><b>RECOMMENDATION: That the board decide if they would like staff to schedule a workshop or presentation on this topic.</b></p>
<b>14.</b>	<p><b>Superintendent’s Goals</b> (Discussion and For Possible Action)</p>
	<p>The superintendent will provide the Board with an overview of her goals for Calendar Year 2015.</p>
<b>15.</b>	<p><b>Superintendent’s Report and Legislative Updates</b> (Administrative Report)</p>
	<p>Superintendent Dr. Lisa Noonan will report to the Board regarding activities of the past month and upcoming events that may be of interest to them.</p>
<b>16.</b>	<p><b>Nevada Association of School Boards (NASB) Report</b></p>
	<p>Cynthia Trigg will present details of NASB accomplishments, current issues and goals.</p>
<b>17.</b>	<p><b>Possible Agenda Items for Future Board Meetings</b></p>
	<p>Requests by Board Members for possible future agenda items.</p>

<b>18.</b>	<b>Board Reports</b>	<b>7:05 p.m.*</b>
	Brief updates from the Board regarding District activities.	
<b>19.</b>	<b>Correspondence</b>	<b>7:10 p.m.*</b>
<b>20.</b>	<b>Adjournment</b>	<b>7:15 p.m.*</b>
	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.

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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](http://www.dcsd.k12.nv.us)

**Classified Personnel**

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Terrance Matheson	Bus Driver – Valley Transportation	01-06-2014	EE1	Dwight Langdon
Tonya Stevens	Program Aide – ASPIRE	01-12-2015	14EE1	New Position
Helen Whatley-Miller	Special Ed Aide / Para - CCMES	01-21-2014	14EE1	Susan Price
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Judith Waite	Classroom/Playground Aide – MES	05-29-2015	07-31-2015	
Donna Kemp	Classroom/Playground Aide – SES	05-29-2015	07-31-2015	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Tom Gremore	Custodian – PHES	Custodian – CCMES	02-09-2015	Brian Gula
CLASSIFIED RESIGNATIONS/LOA				
Name	Position/Location	Last Day Worked / End of Contract		
Susanne Beres	Classroom/Playground Aide – PHES	01-12-2015	01-12-2015	

**Certified Personnel**

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Mena Dedmon	English/CVMS	Replaces Mark Kuniya	2014-2015
CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Mark Kuniya	English Teacher/CVMS	1:1 Trainer /PDC	2014-2015
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Ted Portney-Borum	TOSA-1Yr/CCMES	Resignation	2014-2015
Devin Ruby	Special Education Teacher/GWHS	Resignation	2015-2016
Sarah Bigelow	Classroom Teacher/GSES	LOA	2015-2016