

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Wednesday, May 20, 2015
3:30 p.m.
Douglas High School
1670 Hwy. 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. 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

Wednesday, May 20, 2015
 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 April 14, 2015 Attached are the Minutes of the Regular Board Meeting of April 14, 2015 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of April 14, 2015.</p>	
	<p>B. Minutes of the Special Meeting of May 11, 2015 Attached are the Minutes of the Special Board Meeting of May 11, 2015 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of May 11, 2015.</p>	
	<p>C. Corrective Action Plan On May 1, 2015, an elementary school reported the use of an aversive intervention for which corrective action was delineated (and included in the Board packet), as required under NRS 388.5295. Pending Board approval, final corrective action implemented by May 29, 2015 will meet the requirements.</p>	
	<p>RECOMMENDATION: Approve final corrective action to be implemented by May 29, 2015.</p>	
	<p>D. Personnel Report No. 15-05 Listed on the attached Personnel Report No. 15-05 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 in Personnel Report No. 15-05.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>E. Accounts Payable Special and Regular Run Vouchers</p> <p>A complete list of payments contained in Accounts Payable Regular Run Voucher Number 1535 is provided to the Board members via e-mail for review prior to the meeting. A copy of the Voucher is available for review by the public at the Superintendent's office prior to the meeting.</p> <p>RECOMMENDATION: Approve Regular Run Voucher Number 1535.</p> <p>F. Budget Voucher Adjustment</p> <p>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>RECOMMENDATION: Approve May Budget Vouchers as recommended by the Chief Financial Officer.</p> <p>G. Copier Contracts</p> <p>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>RECOMMENDATION: Approve contracts as presented.</p>		
3.	Principal's Report – (Minden Elementary School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Minden Elementary School Principal, Ken Stoll, will present his report on progress toward school performance goals.</p>		
4.	Superintendent's Report and Legislative Updates (Administrative Report)	4:00 p.m.*
<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>		
5.	Location Change for the Regular Board Meeting on Tuesday, August 11, 2015 (Discussion and For Possible Action)	4:15 p.m.*
<p>The superintendent will be sharing details of the availability of a new training and conference room (ATC or <i>Airport Training Center</i>) at the District's Airport Road Facility in Minden</p> <p>RECOMMENDATION: That the Board move the location for the Regular Meeting set for August 11, 2015 to be held at the DCSD Airport Road Facility in the new ATC.</p>		
6.	First Reading Board Policy No. 337, "Mandatory Self-Reporting By Staff" (Discussion and For Possible Action)	4:25 p.m.*
<p>Staff members have been unexpectedly uneasy about signing the policy. Upon review of documents from other districts and preparatory notes, it was discovered that the policy was drafted with an inadvertent change to the word "on" in line two. The policy was drafted with the word "or." While allegations from authorities like CPS who do not have arrest authority may be relevant, the intent of the law for licensed personnel and the policy is for employees</p>		

6.	First Reading Board Policy No. 337, “Mandatory Self-Reporting By Staff” (Continued) (Discussion and For Possible Action)	4:25 p.m.*
and volunteers to self-report arrests. It is recommended that the Board accept the change as a first reading.		
RECOMMENDATION: Approve for first reading, Board Policy No. 337, “Mandatory Self-Reporting By Staff.”		
7.	Nevada Association of School Boards (NASB) Report	4:35 p.m.*
Karen Chessell will present details of NASB accomplishments, current issues and goals.		
8.	Board Reports	4:40 p.m.*
Brief updates from the Board regarding District activities.		
9.	Correspondence	4:45 p.m.*
10.	K – 5 Math Textbook Adoption Committee Update (Administrative Report)	4:50 p.m.*
Rommy Cronin, Director of Education Services – Area 3, will update the school board on the results of the K-5 Math Textbook Adoption Committee.		
11.	Public Hearing on District’s 2015-2016 Tentative Budget and FY 2015-16 Adoption of Final Budget (Discussion and For Possible Action)	5:00 p.m.*
<p>At the Board meeting held on April 14, 2015, Staff proposed the 2015-2016 Tentative Budget. At the meeting, Staff informed the Board that the proposed 2015-2016 Tentative Budget had been constructed to include most current known estimates for all revenues and expenditures anticipated for 2015-2016 with the acknowledgment that there were still many unknowns due to the current legislative session including, but not limited to, DSA apportionment, SPED funding, CSR funding, methodology of enrollment calculations, as well as potential elimination of Hold Harmless. Per NRS, the district will have 30 days after the close of the Legislative Session to revise the Final Budget should legislative actions affect the district’s revenues and expenditures. It is expected that the district will revise the budget in June as allowed per statute.</p> <p>Included in each Board Member’s agenda packet is a summary of the revised Tentative General Fund appropriation highlights, as well as a revised Tentative Budget presented in its entirety. Due to the current “hold harmless” provisions contained in the Nevada School Funding Plan, FY2015-2016 final budget is built on the weighted enrollment of the current 2014-2015 school year of 5,838.4 pupils (excludes transfers out) which is still subject to SB344 adjustments. The actual non-weighted enrollment in FY2014-15 was 6,057 and projected non-weighted enrollment for FY2015 -16 is 6,002 (excludes transfers out).</p> <p>The revised Tentative Budget, as presented, has a combined property tax rate of \$.8500 per \$100 of assessed valuation, \$.7500 in the District’s general fund as required by State law and \$.1000 in the District’s debt service fund. The total combined tax rate of \$.8500 is the same rate as the previous year.</p> <p>Staff will be prepared to discuss the revised Tentative Budget with regards to what changed (revenue or expenditure) and why, and answer questions that the Board may have related to these matters.</p>		

11.	Public Hearing on District's 2015-2016 Tentative Budget and FY 2015-16 Adoption of Final Budget (Continued) (Discussion and For Possible Action)	5:00 p.m.*
RECOMMENDATION: Following a public hearing, adopt the revised Tentative Budget as Final for 2015-2016.		
Public Comment:		6:00 p.m.
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.		
12.	Superintendent Search (Discussion and For Possible Action)	6:05 p.m.*
The Board will discuss the qualifications of the finalists who interviewed for the Superintendent position, including observations during the interviews and feedback received from Huge & Associates, staff and members of the public, and the Board may deliberate towards selecting one of the finalists: Barton Goering, Chad Hicks, Kristen McNeill and Teresa White.		
RECOMMENDATION: Approve the selection of a Superintendent subject to negotiation and approval of a written employment agreement, without rejecting the applications of the other finalists; or approve a process to continue the selection process for a new Superintendent, including whether to continue to consider these finalists and/or additional applicants.		
13.	Closed Session	7:05 p.m.*
The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).		
14.	Negotiated Agreement for Classified Employees (Discussion and For Possible Action)	7:35 p.m.*
DCSSO had a clause to reopen negotiations for salary in the 2014-2015 school year. Negotiations proceeded and DCSSO declared impasse on March 2, 2015. In mid-April DCSSO requested to meet to discuss the District's last offer of 1.125% with no other monetary attachments. A meeting was held on April 28, 2015. DCSSO agreed to accept the offer of 1.125%, retroactive to July 1, 2014.		
RECOMMENDATION: Approve the final agreement of a 1.125% increase for the classified staff; agreement to include the NRS language clarifying the employee contribution to PERS on the salary structure; and agreement to the MOU that brings both parties back together during the 2015 negotiation cycle to negotiate over perceived inequities in the current salary structure.		
15.	Possible Agenda Items for Future Board Meetings	7:50 p.m.*
Requests by Board Members for possible future agenda items.		
16.	Adjournment	

(*) 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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Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations are asked to notify the District Administration at 1638 Mono Avenue, Minden, Nevada, 89423, or by calling 782-5135, so that such notification is received at least twenty four (24) hours prior to the meeting. 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
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
Mary Shaw	Cashier Helper II – ZCES	04-16-2015	12EE1	Jennifer Wilson
Caitlin Gettman	Program Aide – ASPIRE	04-24-2015	14EE1	Tonya Stevens
Susan Strople	Financial Reporting & Data Analyst – BS	04-27-2015	32EE3	Gina Bartels
Brian Warne	Custodian – JVES	05-04-2015	23EE1	Zue Thao
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Jeff Rossler	Custodian – DHS	07-13-2015	07-13-2015	
Diane Griffin	Playground Aide – MES	07-31-2015	07-31-2015	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Holly Kuhlmann	Senior Library Media Technician - PHES	Library Assistant – DHS	08-17-2015	Diana Silveira
Dianna Deadrich	Senior Library Media Technician - CCMES	Senior Library Media Technician - CCMES/SES	08-14-2015	Mary Swisher
Pamela Petite	Senior Library Media Technician - GES	Senior Library Media Technician - GES/MES	08-14-2015	Karen Myers
Karen Norberg	Senior Library Media Technician - JVES	Senior Library Media Technician - JVES/PHES	08-14-2015	Holly Kuhlmann
Nancy Pierce	School Computer Technician - SES	School Computer Technician – SES/CCMES	08-17-2015	Kevin Molina
Sharon Lugone	School Computer Technician - MES	School Computer Technician – MES/GES	08-17-2015	Liz Biasotti
Linda Niday	School Computer Technician - JVES	School Computer Technician – JVES/PHES	08-17-2015	Michelle Rank
Sharon Davey	ECSE Program Aide – PHES	ECSE Program Aide – MES	08-17-2015	Program moved to MES
Natashya McMahon	Special Ed Aide – SES	Special Ed Aide – DHS	08-17-2015	Moving Hours
Julie Ramm	Special Ed Aide – CCMES	Special Ed Aide – DHS	08-17-2015	Moving Hours
Kathy Jones-Tynes	Special Ed Aide – PHES	Special Ed Aide – DHS	08-17-2015	Moving Hours
Suezanne Westman	Special Ed Aide – CCMES	Special Ed Aide – PWLMS	08-17-2015	Moving Hours
Vicki Duignan	ESL Aide – PHES	ESL Aide – CVMS	08-17-2015	Moving Hours
Monica Lynch	ESL Aide – MES	ESL Aide – MES/DHS	08-17-2015	Moving Hours

Classified Personnel (Continued)

CLASSIFIED RESIGNATIONS/LOA			
Name	Position/Location	Last Day Worked / End of Contract	
Richard Fernandez	ESL Aide – PWLMS	05-29-2015	08-31-2015
Mary Shaw	Cashier Helper II – ZCES	05-04-2015	05-04-2015
Celia Johnson	Bus Aide – Student Transportation	05-29-2015	06-30-2015
Suzanne Otsuka	SRCL Kindergarten Aide – ZCES	05-29-2015	08-31-2015
Ariel Borgman	ESL Aide – JVES (LOA – 8-4-A)	2015 – 2016 Fall Semester	
Max Beck	Educational Interpreter I – WCSD	06-12-2015	07-31-2015

CLASSIFIED POSITIONS – REDUCTION IN FORCE		
Name	Position/Location	Effective Date - Contract Ends
Diana Silveira	Library Assistant – DHS	08-31-2015
Karen Myers	Senior Library Media Technician – MES	07-31-2015
Mary Swisher	Library Media Technician – SES	07-31-2015
Kevin Molina	School Computer Technician – CCMES	07-31-2015
Elizabeth Biasotti	School Computer Technician – GES	07-31-2015
Michelle Rank	School Computer Technician – PHES	07-31-2015

Certified Personnel

CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Robert Mc Culley	English/Speech/CVMS	Retirement	2015-2016
Tracey Wadelton	Counselor/CVMS	Retirement	2015-2016
Chelsey Hawkins	Teacher/GSES	Resignation	2015-2016
Nyls Rothfusz	Teacher/GES	Resignation	2015-2016