

Douglas County School District
Lake Tahoe Visitors Authority – Visitor Center
Tuesday, July 14, 2015
3:30 p.m.

Minutes
Approved
August 18, 2014

MINUTES

Present:

Trustees:

Ross Chichester, President
Cynthia Trigg, Vice President
Neal Freitas, Clerk
Teri Jamin, Member
Karen Chessell, Member
Thomas Moore, Member

Absent:

Robbe Lehmann, Member

Personnel:

Lisa Noonan, Superintendent
Teri White, Superintendent
Holly Luna, Chief Financial Officer
Christi Hines-Coates, Director Area 1
Brian Frazier, Director Area 2
Brandon Swain, Director Area 4

Absent:

Rommy Cronin, Director Area 3

Others Present:

Carolyn Renner, Legal Counsel

1. Call to Order **(For Possible Action)**

Mr. Chichester called the meeting to order at 3:32 p.m. Ms. Jamin led the Pledge of Allegiance.

Mrs. Chessell moved to adopt the agenda, seconded by Ms. Jamin.

Mr. Chichester called for public comment. There was none.

Motion carried 5/0.

2. Consent Items **(For Possible Action)**

Mr. Chichester stated Item 2- N was to be pulled to state the recommendation differently from what had been printed in the Agenda.

Ms. Jamin moved to adopt the Consent Agenda, with the exception of Item 2-N, seconded by Mrs. Trigg.

Mr. Chichester called for public comment. There was none.

Motion carried, 5/0.

- A. Approve the Minutes of the Regular Board Meeting of June 9, 2015.
- B. Approve the Minutes of the Special Board Meeting of May 28, 2015.
- C. Approve the Minutes of the Special Board Meeting of June 25, 2015.
- D. Approve Board Policy No. 606, for Second Reading.
- E. Approve personnel actions in Personnel Report No. 15-07.
- F. Approve Board Policy No. 712 for Second Reading.
- G. Approve Board Policy No. 226 for Second Reading.
- H. Approve Board Policy No. 808 for Second Reading.
- I. Approve the cooperative agreement with Douglas County.
- J. Approve Blaine Spires as Vice Principal and SRCL Grant Coordinator.
- K. Approve Keith Lewis as Human Resources Director.
- L. Approve contract as presented.
- M. Approve Special Run Voucher Numbers 1538, 1539 and 1600 for FY2015-16 for FY2015-16; and Regular Run Voucher Numbers 1540 and 1601 for FY2015-16.
- N. Approve bid award to vendor with lowest, most responsive and responsible bid.

Holly Luna, Chief Financial Officer, stated at the time the Agenda went to print the bus bids had not been received. Results of the bids and the more specific recommendation to the Board were offered as a memo in the backup material provided.

Mr. Freitas moved to approve the request by Business Services to proceed with award to the lowest, most responsive and responsible bid by item as presented, totaling \$296,800.00 to BusWest for three (3) Type D 84 passenger ROUTE buses as noted in the attached summary sheet. Funding to come from the General Fund, seconded by Mrs. Chessell.

Mr. Chichester called for public comment. There was none.

Motion carried, 5/0.

3. Introduction of Administrators (Special Recognition)

Dr. Noonan introduced Blaine Spires, new Vice Principal for Jacks Valley Elementary School and SRCL Grant Coordinator. Mr. Spires had moved to DCSD from Silver State Charter School. Mr. Spires worked with DCSD in the past through the annual Douglas County Education Foundation teacher recognition event and fund raising efforts.

Keith Lewis, new Director of Human Resources, was introduced to the Board. Mr. Lewis had been the principal for Pau-Wa-Lu Middle school since 2007 and moved to his new position following 20 years of serving in a variety of capacities within the district.

Mr. Spires and Mr. Lewis were congratulated on their new positions.

4. Change of Date for August 18th Board Meeting (Discussion and For Possible Action)

Mr. Chichester requested a change to the August Board Meeting date. The third Tuesday of August, August 18th, was preferable if the date worked for the other Trustees' schedules. The meeting would be held at the new Airport Training Center conference room. It was determined August 18th worked for everyone.

Mrs. Chessell moved that the Board of Trustees hold the regular August Board Meeting on Tuesday, August 18, 2015 at the new Airport Training Center: 1126 Airport Road, Minden, NV, seconded by Mrs. Trigg.

Mr. Chichester called for public comment. There was none.

Motion carried, 5/0.

5. District Property Located at 1900 Echo Drive, Stateline, NV 89448 (Discussion and For Possible Action)

Dr. Noonan informed the Board the district's attorneys had been consulted with regard to the real estate sale of 1900 Echo Drive, former Kingsbury Middle School. The Board's Resolution and the appraisals obtained were now several years old. The recommendation was to take action to update the Resolution of Sale and obtain updated letters from the two appraisers who initially appraised the property. The letters would be gained in support of the current condition and market value of the property.

Mrs. Trigg moved to request an updated Resolution from legal counsel as well as, updated letters from the two appraiser firms, seconded by Mrs. Chessell.

Mr. Chichester called for discussion from the Board and for public comment. There was none.

Motion carried, 5/0.

6. Superintendent's Report

Dr. Noonan introduced Carolyn Renner, attorney, who was helping at this Board Meeting.

An announcement was made the Pau-Wa-Lu principalship was open to anyone wishing to apply from within the District or from the outside, who maintained the proper licensing.

At this time, Dr. Noonan stated she was working to provide summary sheets to staff that would help analyze Legislative Bills passed this year. Superintendents Noonan and White had met with the Superintendent from Lake Tahoe Unified School District (LTUSD) to discuss creation of a Memorandum of Understanding (MOU) to offer school variance opportunities to students. This school year would be the planning year and the fall of 2016, the time to begin implementation in a small way for both districts. Dr. Tarwater of LTUSD had expressed an interest in the area of electives for high school students.

An Advanced Placement (AP), Computer Science Massive Open Online Course (MOOC) that blends online learning with live support had been purchased for use at GWHS. A teacher would be trained in order to bring this new option to students. Mr. Esquivel, GWHS principal, would provide further information in a future report. Other STEM possibilities might result for GWHS due to recently passed legislation. The 1:1 ChromeBooks initiative would begin this fall.

The Board was informed Mrs. White would physically move into the Superintendent's office in the next day.

7. Review of New Legislation from the 2015 Session (Administrative Report)

Dr. Noonan stated over 60 educational Bills were being reviewed for impact to and implementation in the district. An outline was being created for administration to follow while incorporating changes that had resulted from the Legislative Session. The various Bills would guide the district in areas such as Open Meeting Law particulars; the budget had been changed under a new adjusted formula impacting DCSD in a variety of ways. Funding had changed in areas such as special education and facility repairs; Class Size Reduction funding was reduced in order that those funds could be used otherwise; a new allowance for families would offer them 90% of their child's DSA funding for educating their student after attending 100 consecutive days in their zoned school; increased audit and reporting procedures were to be followed; and a new teacher evaluation system is to be implemented this school year. Funding for Pay for Performance would begin in 2016-2017 (with a required \$170,000 set aside each year) needed to implement this unfunded mandate that will support 5% of the teacher workforce. New law also included changes for diabetic students at school. Bullying/cyber-bullying definitions had been revised along with the site investigation timeframe had been shortened. The "Read by Three" state initiative would begin with the kindergarten cohort this year that would not allow students to pass into the 4th grade unless

assessment benchmark scores were reached. At risk learners were to benefit by a number of new programs and earmarked funding.

Many Bills targeted Charter Schools. Dr. Noonan noted it was unusual to have so many of the laws effective immediately.

8. Nevada Association of School Boards (NASB) Report

Mrs. Chessell mentioned she was working on compiling the NASB award nominations with Mrs. Trigg. It was noted a meeting scheduled in Carson City on August 1st for NASB directors, would focus on legislative outcomes. All Board members were invited to call Dotty Merrill if they desired to attend.

9. Board Reports (Information and Discussion)

Mrs. Trigg shared that she had learned a GWHS graduate was now the Superintendent in Winters, California.

10. Correspondence

Mrs. Chessell inquired about an email that had been received regarding librarian positions. All Board members noted having received the correspondence.

11. Proposed Increase to Meal Prices (Discussion and For Possible Action)

Mrs. Luna began by clarifying that the recommended increase in lunch pricing would be \$0.10. The letter provided in backup materials had incorrectly shown the increase to be \$0.25. The last increase to lunch pricing was in 2009 with an increase of \$0.25. Phyllis Hasner, Director of Food Services, was present and also provided information with regard to the requested increase in pricing. The USDA mandated an average minimum in pricing, setting the rate to be at least \$2.70; the current formula has been \$2.65. The cost vs. revenue received would be reviewed this year. The federal reimbursement for free lunches provided is 100%; \$0.36 is reimbursed for lunches paid for by students. Recommended pricing for elementary is \$2.60; middle school \$2.85; and high school \$3.10. Breakfast pricing would remain the same, no increase was recommended.

Mrs. Trigg moved to approve a \$0.10 increase in lunch pricing, seconded by Mrs. Chessell.

Mr. Chichester called for any discussion and public comment. There was none.

Motion carried 5/0.

12. First Reading Board Policy No. 320, "Substitute Compensation" (Discussion and For Possible Action)

Mrs. White presented revisions to Board Policy No. 320, "Substitute Compensation." Last April Trustees asked for a cost analysis with regard to positions for which the district had listed to not provide short-term substitutes. Expenses for both licensed and classified employees were stated. In order to provide substitutes for all positions, approximately 80 employees, the cost equaled \$128,139, based on prior year averages. Revisions offered a proposal to provide some, but not all positions with short term substitutes. Administrative Regulation 320(a) would be deleted as all language had now been included in Board Policy No. 320, "Substitute Compensation."

Discussion ensued as to the various positions remaining on the list of those to not receive short term assistance. It was noted the Board voted to provide short term subs for Gifted and Talented teachers previously. Work towards a resolution of which positions to provide for, included what the threshold for spending would be and whether or not subs were trained and available for specific professional areas. The December Budget Amendment would reflect any changes to the budget resulting from an additional short term sub allowance. Particular language within the policy was

noted to need adjusting for a second reading. Board members listed positions they were most concerned subs would be provided for.

Dr. Noonan informed the Board it is the site's decision if a librarian is absent to open or close their library.

Mr. Moore arrived at 4:52 p.m.

Mr. Chichester offered the Board could arrive at 2 or 3 positions for consideration that could be provided for and prioritize them.

Brian Rippet, former DCPEA President, offered public comment. His thought was to discuss with principals which positions they needed to have covered the most at their sites, at each of the elementary, middle and high school levels.

Mrs. White offered to bring back the policy with language revisions as discussed. A list of expenses tied to the positions that Trustees expressed as the most desired for accommodation of student learning by short term substitutes would be provided.

No action was taken.

13. First Reading Board Policy and Administrative Regulation No. 108, "Drug- and Alcohol Free Workplace" (Discussion and For Possible Action)

Mrs. White offered revisions to Administrative Regulation No. 108, "Drug-and Alcohol Free Workplace." The Policy, last revised in 1990, did not include a reference to alcohol. The reference to alcohol and the term "controlled substance" in place of "drugs," had been added into the language. Volunteers and visitors were now included. Revisions offered aligned this Policy with Board Policy No. 337, "Mandatory Self-Reporting by Staff."

Ms. Jamin asked if designer drugs could also be referenced.

Discussion ensued regarding the definition of a controlled substance in NRS and how law enforcement could assist if a product was identified as controlled. Employees were also guided by NRS 391 with regard to competency and fitness for duty.

Mrs. White informed Trustees the Administrative Regulation would be revised in the future. Based on a Special Board Meeting this year and discussions going back to a year ago, the Policy is the first to be presented. Reasonable suspicion resulting in drug testing would be included in the Regulation. Administrators were reported to have the authority to pull an employee off the job and send them home on paid leave if they felt it was necessary for safety of students and staff.

Mr. Freitas asked to review the latest version of the Administrative Regulation at the Board level with regard to language around reasonable suspicion. One concern was that help could be provided in the process from the Employee Assistance Program (EAP) from POOL/PACT.

Next, Board Policy No. 431 was presented as a compliment to Board Policy No 108. Essentially the two Policies would 1) declare that campuses would be drug and alcohol free; and 2) Procedures for governing and remedying a situation when the rules were broken, provided. A provision for drug testing would be included. This would allow for proper personnel procedures.

Mr. Chichester asked if there were any recommended changes to the Board Policy as presented.

Ms. Jamin reiterated that she would like to see a reference to designer drugs included in the first paragraph. State law with regard to designer drugs had not been listed.

Mrs. Trigg moved to approve first reading of Board Policy No. 108, "Drug- and Alcohol Free Workplace," with the second reading delayed until the Administrative Regulation is reviewed by the Board, and to include Ms. Jamin's requested verbiage

with regard to designer drugs, seconded by Mrs. Chessell.

Mr. Chichester called for public comment.

Brian Rippet, DCPEA past president, stated the discussion was regarding the Administrative Regulation but asked to have association leadership involved if significant changes to language was to be changed with regard to this topic.

Motion was carried, 6/0.

**14. First Reading Board Policy and Administrative Regulation
No. 431, “Drug and Alcohol Testing”
(Discussion and For Possible Action)**

Mrs. White presented proposed changes to Board Policy No. 431, “Drug and Alcohol Testing,” to expand requirements of drug and alcohol testing to include all employees, under certain circumstances, not just Classified. The heading had been changed as well as, the word drug replaced with controlled substance.

Ms. Jamin suggested adding designer drugs anywhere a reference to controlled substances was included.

Discussion ensued regarding drug testing employees prior to employment with costs possibly being absorbed by the applicant. It was noted the Superintendent or designee could determine if an existing employee would be tested under reasonable suspicion. A statement was made the designee should be spelled out in Policy, due to the current management structure at the district office. The word “may” in the last paragraph was questioned and “shall” or “will” preferred. Mrs. White stated that safety related positions currently fell under drug testing provisions. Following the discussion, Mrs. White offered to reword the third new paragraph to change out “may” and more directly speak to the “fitness for duty” of an employee to include emotional situations in addition to drug and alcohol related incidences.

Mr. Chichester concluded some Board members preferred pre-employment drug testing and some did not. Another issue was who should pay for a pre-employment test, an applicant or the district. Consensus was all applicants should not be drug tested; although, as a condition of employment a drug test might be required.

This Item was tabled in order that legal counsel could be consulted. Board Policy No. 431, “Drug and Alcohol Testing,” would return for a first reading.

A break was taken from 5:43 – 5:49 p.m.

**15. First Reading Board Policy and Administrative Regulation
No. 702, “Gifts, Grants and Donations”
(Discussion and For Possible Action)**

Dr. Noonan informed the Board the portion of Board Policy No. 702, “Gifts, Grants and Donations,” that was of concern, was on page 2 regarding a list of reasons for which gifts may be refused. An example of a gift to the District was The Community Foundation of Western Nevada had provided funds for technology that resulted in the 1:1 Chromebook computers and a trainer at one site. A plan was put together in order to create a program to best use the funds and not incur ongoing expense. Donations that fit into the criteria were welcomed, as planning allowed. Should funds be donated for a position, rules would be followed through Human Resources for hiring an employee. Ultimately, donors would need to be aware funds given would be a temporary solution, not necessarily funded beyond the initial gift.

No revisions to the Policy were requested.

Mr. Chichester called for public comment. There was none.

No action was taken.

**16. First Reading Board Policy No. 307, “Evaluation of Administrative Personnel”
(Discussion and For Possible Action)**

Dr. Noonan provided revisions to Board Policy No. 307, “Evaluation of Administrative Personnel,” to align the Policy with current NRS. It was noted this Policy did not pertain to cabinet level administrators at this time.

Mr. Chichester called for public comment or any discussion from the Board. There was none.

Mrs. Trigg moved to approve for first reading, revisions to Board Policy No. 307, “Evaluation of Administrative Personnel,” seconded by Mrs. Chessell.

Motion carried, 6/0.

Public Comment

At 6:00 p.m., Mr. Chichester called for public comment. There was none offered.

**17. First Reading Board Policy No. 308, “Evaluation of Licensed
Non-Management Personnel”
(Discussion and For Possible Action)**

Dr. Noonan stated Board Policy No. 308, “Evaluation of Licensed Non-Management Personnel” had been revised to comply with NRS with regard to the Nevada Education Performance Framework. Language pertaining to the transition year had been deleted. The Administrative Regulation would be forthcoming.

It was requested that Deans be included in the second paragraph.

Mr. Freitas offered that more positive language could represent the idea of the performance evaluation’s use to increase performance. The term “weaknesses” in the second to last paragraph could be restated when speaking to the need for improvement or listing of a concern.

This year four tiers of evaluations would be used. The best performing teachers were to be rated Highly Effective or Effective as the top 2 of four ratings. NEPF evaluations for librarians, counselors, deans, licensed psychologists’ were not ready for implementation this year.

Mr. Chichester called for public comment. There was none.

Mrs. Chessell moved to approve for first reading, Board Policy No. 308, “Evaluation of Licensed Non-Management Personnel,” with Mr. Freitas’ recommendations, seconded by Ms. Jamin.

Motion carried, 6/0.

**18. First Reading Board Policy No. 433, “Dress and Grooming”
(Code of Conduct)
(Discussion and For Possible Action)**

Dr. Noonan offered revisions to Board Policy No. 433 including a change in the title to reflect “Code of Conduct” and the Policy category change to “Personnel,” in order to convey expectations for all employees regarding the proper behavior while at work. A Code of Conduct currently exists only in the Board Bylaws.

Mrs. Chessell inquired about adding interns and practicum students as they are viewed as employees while on campus. Dr. Noonan responded they could be included.

Board members discussed a variety of possible guidelines that might be added to personal dress

and grooming.

Mr. Freitas asked that number 4 on the list in the Policy include “community members.”

Mr. Chichester called for public comment. There was none.

Mrs. Trigg moved to approve for first reading, Board Policy No. 433, “Code of Conduct,” adding additional language discussed by the Board, seconded by Mrs. Chessell.

Motion carried, 6/0.

**19. First Reading Board Policy No. 524, “Hazing”
(Discussion and For Possible Action)**

Dr. Noonan noted with current updates to Board Policies, some Policies would need to be revoked. The language in Board Policy No. 524, “Hazing,” is included in Board Policy 529 (4); therefore it was recommended that this Policy be revoked.

Mr. Chichester called for public comment. There was none.

Mrs. Chessell moved to approve Board Policy No. 524 for first reading for revocation, seconded by Mrs. Trigg.

Motion carried, 6/0.

**20. First Reading Board Policy No. 207, “Programs for Handicapped Students”
(Discussion and For Possible Action)**

Christi Hines-Coates, Director Area 1, informed the group Board Policy No. 207, “Programs for Handicapped Students,” had been adopted in 1980. Revisions over time were due to federal requirements for IDEA. Mrs. Hines-Coates proposed a reduction in policy language to meet current NRS requirements and federal regulations. Administrative Regulations No. 207 and 207(a) were to be stricken due to pertinent language being included in the Policy. A Special Education manual for administrators and teachers provided required procedures in lieu of the Administrative Regulations.

Mr. Chichester called for public comment. There was none.

Mrs. Chessell moved to approve Board Policy No. 207, “Programs for Handicapped Students,” seconded by Mrs. Trigg.

Motion carried, 6/0.

**21. First Reading Board Policy No. 206,
“Educational Placement of Handicapped Students”
(Discussion and For Possible Action)**

Following the explanation by Mrs. Hines-Coates during the previous Item, there was no discussion and no public comment offered with regard to revocation of Board Policy No. 206, “Educational Placement of Handicapped Students.”

Mrs. Trigg moved to approve Board Policy No. 206, “Educational Placement of Handicapped Students,” for First Reading for revocation, seconded by Ms. Jamin.

Motion carried, 6/0.

**22. Purchasing & Inventories Presentation
(Information and Discussion)**

Holly Luna, Chief Financial Officer, stated her presentation related to changing requirements of the Education Department General Administrative Regulations (EDGAR). Following this discussion

revisions to Administrative Regulations related to Board Policy 606, "Purchasing Objectives," would result. Administrative Regulations would be revised to include recent legislation with regard to bidding and purchasing. The central District buyer is the central procurement officer who oversees purchases greater than \$5,000.00 for the majority of departments and schools. Bulk purchases over \$3,000 are required by EDGAR to be backed by two quotes. Directors of School Nutrition and IT have authority over purchasing for their departments. Ms. Luna asks for 2 or 3 quotes on purchases of this type. A formal process of bidding and management is used for purchases over \$25,000.00. Rekeying district wide was provided as an example of savings gained of \$28,000.00 that might have been incurred through general contractor mark ups. Owner purchased materials for use by the general contractor is now prohibited.

The prevailing wage rates for 2015-2016 for school projects were raised from \$100,000 to \$250,000.00. The current rate will be used for projects from June 9, 2015 to October 1, 2015. The current 2014-2015 prevailing wage rates are to be used, and reduced by 10% for each craft in the county where the school construction is taking place, to come up with the 90% amount for school projects creating a discount for K-12 at 90% of the established rate. Performance contract service terms have been increased from 15 to 25 years. To retain a contract, it is required to have 5% of the contract as a minimum for the first half of the contract, with retainage optional after completion of half of the project.

At the June Board Meeting, Ms. Luna and Mr. Frazier, Director of Education Services Area 2, presented the fiscal management procedures manual. The intent is to assure compliance to EDGAR within district procedures and run an efficient system employee-wise. The following reflects EDGAR requirements. However, the district can (and will) have more restrictive policies as previously stated EDGAR provides guidance in the form of the "Procurement Claw," wherein micro purchases - less than \$3,000.00 do not require obtaining a quote. Purchases up to \$150,000 require a minimum of 2 quotes. Sealed bids greater than \$150,000 are necessary for construction projects. Competitive proposals, greater than \$150,000, would require use of the Request For Proposal (RFP) process that included evaluation methods. Sole source purchasing is to be used for public emergencies or unique situations.

Board members commented with regard to running an efficient system and preferred tighter than looser controls on purchasing and maintaining district owned goods. Mrs. Luna appreciated receiving feedback on the new requirements and would use information gained to guide language revisions in the Administrative Regulations.

23. Closed Session

Closed Session was held at the end of the meeting.

24. Possible Agenda Items for Future Board Meetings

Mr. Chichester stepped away for a moment. Mrs. Trigg, Vice President, stated Numbers 3 and 5 could be deleted from the Future Agenda Items list. Board Members were invited to add additional items to the list.

Mr. Freitas inquired about receiving information on grant funded positions, seconded by Mr. Moore. Dr. Noonan offered that a written report could be provided on this topic if desired. Mr. Freitas responded a written report would suffice.

Mr. Freitas also inquired about receiving data on evaluations to learn how many staff were evaluated as effective or ineffective, to learn how the workforce was rated, seconded by Mrs. Trigg.

Mr. Chichester stated he would like a salary comparison of District administrators across the counties, seconded by Mr. Moore.

Ms. Jamin added that agenda item requests should be tied to Strategic Plan goals. The list of future agenda items was noted to need prioritizing for best timing of the receipt of information.

25. Recognition – Dr. Lisa Noonan

Mr. Chichester noted many accomplishments within the five years Dr. Noonan held the superintendent position. Oversight of major projects included renovations at PHES, GES, and DHS including oversight of the STEM Center. Additionally, the movement of ASPIRE to a new location, technology advancements, receipt and use of millions of dollars in grant funding, implementation of Full Day Kindergarten, and being the first in the state to implement the new teacher evaluation criteria for teachers and administrators was noted. For all of this hard work, a huge thank you was offered and Mr. Chichester jokingly expelled Dr. Noonan from the district. Board members expressed appreciation to Dr. Noonan for her years of service.

23. Closed Session

At 6:59 p.m., Ms. Jamin moved to recess to closed session in order to discuss matters with the management representatives pursuant to NRS 288.220(4), seconded by Mrs. Chessell.

Motion carried, 6/0.

26. Adjournment

At 7:26 p.m., Mr. Moore moved to adjourn, seconded by Mrs. Chessell.

Motion carried, 6/0.

Submitted by,

Carolyn Moore
Secretary to the Board of Trustees

Approved:

Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.