

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, October 13, 2015
3:30 p.m.**

**Lake Tahoe Visitors Authority – Visitor Center
169 U. S. Hwy 50
Stateline, 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

1638 Mono Avenue, 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 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
Lake Tahoe Visitors Authority – Visitor Center
169 U.S. Hwy. 50
Stateline, Nevada
 Tuesday, October 13, 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)</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 (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.</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 Board Meeting of September 8, 2015</p> <p>Attached are the Minutes of the Regular Board Meeting of September 8, 2015 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of September 8, 2015.</p>	
	<p>B. Second Reading, Board Policy No. 108, “Drug-and Alcohol Free Workplace”</p> <p>Board Policy No. 108, “Drug-and Alcohol Free Workplace,” is offered for a second reading. Proposed revisions include the addition of alcohol to the policy and make it applicable to students, staff, volunteers and visitors on all properties. This policy sets the objective of the board and provides for the provisions of testing through Board Policy No. 431.</p>	
	<p>RECOMMENDATION: Approve Board Policy No. 108, “Drug-and Alcohol Free Workplace,” for Second Reading.</p>	
	<p>C. Personnel Report No. 15-10</p> <p>Listed on the attached Personnel Report No. 15-10 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. 15-10.</p>	

2.	Consent Items (For Possible Action)	3:35 p.m.*
<p>D. Second Reading Board Policy No. 431, “Alcohol and Controlled Substance Testing”</p> <p>Board Policy No. 431, “Alcohol and Controlled Substance Testing,” is offered for a second reading. Changes offered would expand the requirements of drug and alcohol testing to include all employees under certain circumstances to include certain vehicular accidents in District vehicles or while on duty, work related injuries which require medical care other than first aid, and reasonable suspicion of impaired performance.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 431, “Alcohol and Controlled Substance Testing.”</p>		
<p>E. Second Reading Revocation of Board Policy No. 310, “Non Reemployment of Probationary Employees”</p> <p>Board Policy No. 310, “Non Reemployment of Probationary Employees,” is offered for a second reading for revocation.</p>		
<p>RECOMMENDATION: Approve for second reading Revocation of Board Policy No. 310, “Non Reemployment of Probationary Employees.”</p>		
<p>F. Second Reading Board Policy No. 529(a), “Safe Schools”</p> <p>Board Policy No. 529(a), “Safe Schools” is offered for a second reading. Revisions offered allow administrators and the Superintendent to determine if a “Dangerous Knife” incident should be brought forward to an expulsion hearing.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 529(a), “Safe Schools.”</p>		
<p>G. Second Reading Board Policy No. 205, “Guidance and Counseling”</p> <p>Board Policy No. 205, “Guidance and Counseling,” is offered for a second reading to bring the policy into alignment with NRS.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 205, “Guidance and Counseling.”</p>		
<p>H. Accounts Payable Special and Regular Run Vouchers</p> <p>A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1608, 1609 and 1610; and Regular Run Voucher Number 1611 for FY 2015-16 are provided to the Board members via e-mail for review prior to the meeting. Copies of the Vouchers are available for review by the public at the Superintendent’s office prior to the meeting.</p>		
<p>RECOMMENDATION: Approve Special Run Voucher Numbers 1608, 1609 and 1610; and Regular Run Voucher Number 1611 for FY2015-16.</p>		

2.	Consent Items (For Possible Action)	3:35 p.m.*
<p>I. Second Reading Board Policy No. 226, “Parent and Family Involvement”</p> <p>Board Policy No. 226, “Parent and Family Involvement,” is offered for a second reading to bring policy into alignment with NRS.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 226, “Parent and Family Involvement.”</p>		
<p>J. Second Reading Board Policy No. 529, “Suspension and Expulsion”</p> <p>Board Policy No. 529, “Suspension and Expulsion,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 529, “Suspension and Expulsion.”</p>		
<p>K. Budget Voucher Adjustments</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 the Budget Voucher Adjustment for October 2015 as submitted.</p>		
<p>L. Northwest Regional Professional Development Program Executive Summary of Annual Report</p> <p>In compliance with NRS 391.556, an annual report is provided by the Northwest Regional Professional Development Program (NWRPDP) which includes a sub-report for professional development training in Douglas County School District. The full, 85-page report for the Northwest Regional Professional Development Program is available for review at the Nevada Department of Education website under www.doe.nv.gov/Boards_Commissions_Councils or can be obtained through the Office of the Superintendent for Douglas County School District.</p>		
<p>RECOMMENDATION: Approve the DCSD summary page of the annual report for professional development training.</p>		
<p>M. Progressive Discipline Plans</p> <p>In accordance with NRS 392.4644, a compilation of Progressive Discipline Plans for the schools in Douglas County School District is provided for the Board’s review.</p>		
<p>RECOMMENDATION: Approve the District Implementation Report and submit to the Superintendent of Public Instruction.</p>		

3.	Opening of Written Offers, Call for Oral Bids and possible acceptance of qualified offer for the sale of property at 1900 Echo Drive, Zephyr Cove, Nevada 89448 (Formerly KMS) (Discussion and For Possible Action)	3:40 p.m.*
Once any written offers have been opened and announced pursuant to Section 393.270 of the Nevada Revised Statutes, the Board will call for oral bids for consideration in accordance with Section 393.280 of the Nevada Revised Statutes. Of the proposals submitted which conform to the terms and conditions specified in the resolution of intention to sell and which are made by responsible bidders, the Board will accept the highest proposal or elect to reject all bids.		
RECOMMENDATION: Consider any properly presented proposals (written or oral) for the purchase of the property and accept the highest conforming proposal by a responsible bidder, or elect to reject all bids.		
4.	KMS Resolution Amendment (Discussion and For Possible Action)	3:45 p.m.*
If a buyer is not identified through the prior agenda item, the Board may elect to continue with the 'for sale' status of the property located at 1900 Echo Drive, Zephyr Cove Nevada. An amended resolution will need to be adopted by a majority vote of the Board.		
RECOMMENDATION: Adopt the provided amendment to the Resolution and continue with the effort to sell the former Kingsbury Middle School property until the November 2015 Board Meeting.		
5.	Principal's Report – (Zephyr Cove Elementary School) (Administrative Report/Program Review)	3:50 p.m.*
Nancy Cauley, Principal, Zephyr Cove Elementary School, will present her report on progress toward school performance goals.		
6.	Superintendent's Report (Administrative Report)	4:10 p.m.*
Superintendent Teri White will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.		
7.	Nevada Association of School Boards (NASB) Report	4:20 p.m.*
Karen Chessell will present details of NASB accomplishments, current issues and goals.		
8.	Board Reports (Information and Discussion)	4:25 p.m.*
Brief updates from the Board regarding District activities.		
9.	Correspondence	4:30 p.m.*
10.	School Calendar Committee (Information/Discussion)	4:35 p.m.*
Director of Human Resources, Keith Lewis, will provide a report to the Board regarding school calendars. Mr. Lewis will provide an update on the process he will utilize in an effort to bring calendar recommendations back to the Board in early 2016.		

11.	First Reading Board Policy No. 543, “Safe and Respectful Learning Environment” (Discussion and For Possible Action)	4:45 p.m.*
As a result of SB504, Brandon Swain, Education Services Director Area 4, will present recent revisions to Board Policy No. 543, “Safe and Respectful Learning Environment,” that align Policy with NRS.		
RECOMMENDATION: Approve for first reading Board Policy No. 543, “Safe and Respectful Learning Environment.”		
12.	First Reading Board Bylaw No. 030, “Functions” (Discussion and For Possible Action)	4:55 p.m.*
The District has established a cycle of policy review and Board Bylaw No. 030, “Functions,” is up for review. Bylaw No. 030 describes Functions of the Board as they relate to legislation, executive powers and review of disputes. Legislative matters relate to policy development and revocation pertaining to the Board’s rule-making power over the organization. The executive functions relate to the Board’s executive power related to the employment of the superintendent. The review function describes the Board’s role in settling disputes or controversies that arise within the organization. It is recommended that the Board review the policy and direct staff to make any appropriate changes.		
RECOMMENDATION: Approve for first reading Bylaw No. 030, “Functions.”		
13.	First Reading Board Policy No. 510, “Child Abuse” (Discussion and For Possible Action)	5:05 p.m.*
In reviewing and updating Board Policies, staff is bringing forward Board Policy No. 510 “Child Abuse or Neglect” for Board approval.		
RECOMMENDATION: Approve for first reading Board Policy No. 510, “Child Abuse.”		
14.	First Reading Board Policy No. 116, “Employees’ Fiscal Code of Ethics” (Discussion and For Possible Action)	5:15 p.m.*
In preparation for implementation of the new Education Department General Administrative Regulations (EDGAR), staff is reviewing policies to ensure alignment with the federal regulations.		
RECOMMENDATION: Approve for first reading, Board Policy No. 116, Employees’ Fiscal Code of Ethics.”		
15.	First Reading Board Policy No. 520, “Student Complaint” (Discussion and For Possible Action)	5:35 p.m.*
Rommy Cronin, Education Services Director Area 3, will discuss recently approved AB120 and review recommended revisions to Board Policy No. 520, “Student Complaint.”		
RECOMMENDATION: Approve for first reading, Board Policy No. 520, “Student Complaint.”		
16.	First Reading Revocation of Board Policy No. 315, “Staff Gifts” (Discussion and For Possible Action)	5:45 p.m.*
Board Policy No. 116, “Employee’s Fiscal Code of Ethics,” would replace Board Policy No. 315, “Staff and Gifts.”		
RECOMMENDATION: Approve for first reading, revocation of Board Policy No. 315, “Staff Gifts.”		

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.	
17.	First Reading Revocation of Board Policy No. 408, “Physical Examinations” (Discussion and For Possible Action)	6:05 p.m.*
	Board Policy No. 408, “Physical Examinations,” will replace Board Policy No. 431, “Alcohol and Controlled Substance Testing.”	
	RECOMMENDATION: Approve for first reading, revocation of Board Policy No. 408, “Physical Examinations.”	
18.	First Reading Board Policy No. 323, “Work and Lounge Areas” (Discussion and For Possible Action)	6:10 p.m.*
	Board Policy No. 323 describes work and lounge areas for employees. The recommended additions result in lifting the ban on certain electronic devices following the budgetary crises of 6-8 years ago. Revisions make it permissible for administrators to work with staff to add appropriate locations for additional refrigerators and microwaves, but continue to restrict individual appliances. It is recommended that the Board approve the revisions recommended to Board Policy 323, “Work and Lounge Areas.”	
	RECOMMENDATION: Approve for first reading, Board Policy No. 323, “Work and Lounge Areas.”	
19.	NSPF Review – School Star Ratings (Administrative Report)	6:15 p.m.*
	Nevada School Performance Framework (NSPF) School Star Ratings for 2014-15 were released on September 15, 2015. The school ratings were carried over from the 2013-14 school year based on an approved ‘pause’ in school ratings provided by the U.S. Department of Education (USDOE). The pause option was provided to states that were in the process of transitioning to new assessments. DCSD continues to have schools identified as 3 stars or higher with no underperforming schools.	
20.	Possible Agenda Items for Future Board Meetings	6:20 p.m.*
	Requests by Board Members for possible future agenda items.	
21.	Closed Session	6:25 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
22.	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.

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.

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

Genoa Post Office, Genoa, NV
Zephyr Cove Post Office, Zephyr Cove, NV
Stateline Post Office, Stateline, NV
District website: www.dcsd.k12.nv.us
State of Nevada website: <https://notice.nv.gov/>

Classified Personnel

2015-2016 CLASSIFIED NEW HIRES

Name	Position/Location	Effective Date	Salary	Replacing
Karen Carter	Bus Driver – Valley Transportation	09-02-2015	EE1	George Johnson
Jadyn Kawchack	Student Worker – SRC	09-08-2015	10EE1	Madison Keller
Suzannah Canderle	Student Worker – SRC	09-08-2015	10EE1	Katelyn Josifko
Sascha Wagner	Classroom/Playground Aide – CCMES	09-14-2015	14EE1	Dana Marquette
David Tyndall	Custodian – PWLMS	09-22-2015	23EE1	Jennifer Keiser
Hailey Elliott	Classroom/Playground Aide – GES	09-25-2015	14EE1	Mekoh Benbrooks
Taylorann Olsen	Kindergarten Aide – CCMES (1 year only)	09-28-2015	14EE1	New Position (1 YR ONLY)
Margaret Kluever	Bus Aide – Valley Transportation	10-01-2015	11EE1	Celia Johnson

CLASSIFIED RESIGNATIONS / LOA

Name	Position/Location	Last Day Worked / End of Contract	
Kelly McCue	Special Ed Aide – MES	07-31-2015	07-31-2015
Rick Coates	Bus Driver – Valley Transportation	08-25-2015	08-25-2015
Margaret Craig	Educational Interpreter II – CCMES	09-30-2015	09-30-2015
Tabitha Row	Educational Interpreter II – ZCES	10-02-2015	10-02-2015
Bailey Howe	Special Ed Aide – DHS	10-16-2015	10-16-2015

CLASSIFIED CHANGES

Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Mary Merry	Hearing Interpreter – PWLMS	Educational Interpreter II - PWLMS	09-21-2015	EIPA Score
Eric Wanamaker	Custodian – MES (4 hrs)	Custodian – MES (8 hrs)	10-12-2015	Vince Cary

CLASSIFIED TERMINATIONS

Name	Position/Location	Last Day Worked / End of Contract	
Melissa Vera	Bus Driver – Lake Transportation	09-08-2015	09-08-2015

CLASSIFIED RETIREMENTS

Name	Position/Location	Last Day Worked / End of Contract
None		

Certified Personnel

2015 - 2016 CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Debby Troia	Classroom Teacher/CCMES	One Year Position	2015-2016

2015-2016 CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year

2015 - 2016 CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year

2015-2016 CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL

Name	Position/Location	Reason	Dates
Michele Baumann	Teacher/DHS	Leave without Pay	9/25/15 & 9/28/15
Shelby Young	Teacher/DHS	Leave without Pay	11/10/15
Lois Furno	Special Services/DW	Leave without Pay	8/27 & 28/15
Susan Neuffer	Teacher/PWLMS	Leave without Pay	9/4/15