

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, November 10, 2015
3:00 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
 1670 Hwy. 88
 Minden, Nevada
 Tuesday, November 10, 2015
 3:00 p.m.
AGENDA

1.	STEM Center Ribbon Cutting Ceremony and Building Tour	3:00 p.m.
	<p>The Board of Trustees for the Douglas County School District will join Douglas High School Principal, Mr. Marty Swisher, to host many local and State dignitaries to officially accept and dedicate the new STEM facility at Douglas High School. The Board, joined by members of the educational community and the community at large, will proudly offer a dedication of the new facility in honor of the leadership and dedication to the STEM initiative by Dr. Elisabeth Noonan, former Superintendent of the Douglas County School District. This ceremony will serve to officially name the building. The ribbon cutting and dedication ceremony will be followed by a tour of the new facility led by Mr. Swisher.</p>	
2.	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>	
3.	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 October 13, 2015</p> <p>Attached are the Minutes of the Regular Board Meeting of October 13, 2015 for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of October 13, 2015.</p>	
	<p>B. Personnel Report No. 15-11</p> <p>Listed on the attached Personnel Report No. 15-11 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. 15-11.</p>	

3.	Consent Items (For Possible Action)	3:35 p.m.*
<p>C. Second Reading Board Policy No. 543, “Safe and Respectful Learning Environment”</p> <p>Board Policy No. 543, “Safe and Respectful Learning Environment,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 543, “Safe and Respectful Learning Environment.”</p>		
<p>D. Second Reading Bylaw No. 030, “Functions”</p> <p>Board Bylaw No. 030, “Functions,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Bylaw No. 030, “Functions.”</p>		
<p>E. Second Reading Board Policy No. 510, “Child Abuse”</p> <p>Board Policy No. 510, “Child Abuse,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 510, “Child Abuse.”</p>		
<p>F. Accounts Payable Special and Regular Run Vouchers</p> <p>A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1612 and 1613; and Regular Run Voucher Number 1614 for FY2015-16 is 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 1612 and 1613; and Regular Run Voucher Number 1614 for FY2015-16.</p>		
<p>G. Second Reading Revocation Board Policy No. 315, “Staff Gifts”</p> <p>Board Policy No. 315, “Staff Gifts,” is offered for a second reading for revocation.</p>		
<p>RECOMMENDATION: Approve for second reading revocation of Board Policy No. 315, “Staff Gifts.”</p>		
<p>H. Second Reading Board Policy No. 520, “Student Complaint”</p> <p>Board Policy No.520, “Student Complaint,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 520, “Student Complaint.”</p>		
<p>I. Keeping Schools Safe Manual – Executive Summary</p> <p>Nevada Revised Statutes requires an annual review of the District’s Safety Manual by the Board of Trustees. An executive summary is provided. The District’s Safety Team (multi-agency) meets throughout the school year and recommends revisions as appropriate.</p>		
<p>RECOMMENDATION: Approve the 2015-16 <i>Keeping Schools Safe</i> Manual.</p>		

3.	Consent Items (For Possible Action)	3:35 p.m.*
<p>J. Second Reading Board Policy No. 323, “Work and Lounge Areas” Board Policy No. 323, “Work and Lounge Areas,” is offered for a second reading.</p> <p>RECOMMENDATION: Approve for second reading Board Policy No. 323, “Work and Lounge Areas.”</p> <p>K. Budget Voucher Adjustments 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 Adjustments for November 2015 as submitted.</p> <p>L. Second Reading Board Policy No. 408, “Physical Examinations” Board Policy No. 408, “Physical Examinations,” is offered for a second reading for revocation.</p> <p>RECOMMENDATION: Approve for second reading revocation of Board Policy No. 408, “Physical Examinations.”</p> <p>M. DHS Press Box Bid Award Staff advertised a bid on October 2, 2015 for the Douglas High School Press Box renovation. Bids were received October 29, 2015. Four vendors presented bids as submitted for Board review and possible approval to the lowest, most responsive and responsible bidder. Ernie Monfiletto, DHS Head Football Coach, has solicited combined funding from donations and school resources totaling \$90,000 to facilitate this project.</p> <p>RECOMMENDATION: Approve bid award to RW Construction as the lowest, most responsive and responsible bid at \$110,000.00, and authorize Holly Luna, CFO, to initiate contract approval after sufficient funding is secured by Ernie Monfiletto.</p>		
4.	NV Energy Rebate Presentation (Administrative Report/Program Review)	3:35 p.m.*
<p>Andrew Dumond with NV Energy's Energy Smart Schools Program, along with Charlene Booth, Manager Major Accounts NV Energy, will present the Board of Trustees with two rebate checks totaling \$4,613.52. The rebates are for multiple projects as submitted by Gary Cullen, Director of Building & Sites Maintenance, for rebate consideration.</p>		
5.	Principal’s Report – (C. C. Meneley Elementary School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Becky Rugger, Principal, C. C. Meneley Elementary School, will present her report on progress toward school performance goals.</p>		
6.	Principal’s Report – (Scarselli Elementary School) (Administrative Report/Program Review)	4:00 p.m.*
<p>Susan McNeall, Principal, Scarselli Elementary School, will present her report on progress toward school performance goals.</p>		

7.	Superintendent's Report (Administrative Report)	4:20 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.	
8.	Nevada Association of School Boards (NASB) Report	4:25 p.m.*
	Karen Chessell will present details of NASB accomplishments, current issues and goals.	
9.	Board Reports (Information and Discussion)	4:30 p.m.*
	Brief updates from the Board regarding District activities.	
10.	Correspondence	4:35 p.m.*
11.	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)	4:40 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.	
12.	KMS Resolution Amendment (Discussion and For Possible Action)	4:45 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 April 2016 Board Meeting.	
13.	Strategic Plan Meeting Outline (Information and Discussion)	4:50 p.m.
	Brandon Swain, Education Services Director, Area 4, will lead a discussion regarding organization of the upcoming Strategic Plan Committee Meeting. The meeting is scheduled for January 29, 2016 at Carson Valley Inn.	
14.	Closed Session	5:00 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	

15.	Bus Driver Agreement (Discussion and For Possible Action)	5:20 p.m.*
<p>This is a recommendation for Board ratification of the Collective Bargaining Agreement tentatively agreed on with the Chapter 6, Bus Drivers Association, a represented group of AFT/PRSP Local 6181. See Exhibit A</p> <p>Chapter 6, Bus Drivers Association retains all rights and benefits in its current agreement with DCSD with the following changes:</p> <ul style="list-style-type: none"> ▪A 1.1% increase in salary for 2015-16. ▪A compensation reopener MOU for 2016-17 ▪One (1) additional paid holiday – Martin Luther King Day ▪Addition of salary schedule steps 6-10 ▪A \$750 20-year longevity bonus ▪District to pay for its statutorily required portion of any PERS increases. ▪Health insurance remains the same. ▪Probationary Period changed from 180 calendar days to 90 work/driving days of contracted service. ▪Annualized pay ▪Sick Leave Non-Use Compensation – Bus Drivers who use no more than three (3) days of sick leave during their contract year will be awarded an additional personal day the following contract year, subject to restrictions in 16-2. ▪Scheduled Training – state mandated training must be scheduled prior to the start of the school year. Any additional training must be scheduled a minimum of 30 days prior to the training date. ▪Two-year agreement with re-opener exception as noted above. 		
RECOMMENDATION: Ratify the 2015-16 Collective Bargaining Agreement for the Douglas County School Bus Drivers, Local 6181, AFT/PRSP.		
16.	District Performance Plan (Discussion and For Possible Action)	5:25 p.m.*
<p>The District Performance Planning team has met and reviewed the District's achievement data for 2014-15. Brandon Swain, Education Services Director, Area 4, will provide the Board with an overview of the 2015-16 Plan and action steps.</p>		
RECOMMENDATION: Adopt the 2015-16 District Performance Plan.		
17.	Second Reading Board Policy No. 116, "Employee's Fiscal Code of Ethics" (Discussion and For Possible Action)	5:35 p.m.*
<p>In preparation for implementation of the new Education Department General Administrative Regulations (EDGAR), Staff is reviewing policies to ensure alignment with the revised federal regulations. The District is required to have a written code of ethics policy.</p>		
RECOMMENDATION: Approve for second reading Board Policy No. 116, "Employee's Fiscal Code of Ethics."		
18.	Bullying Report (Administrative Report)	5:45 p.m.*
<p>Brandon Swain, Education Services Director, Area 4 will detail the process of investigating and documentation for reports of bullying.</p>		

Public Comment:	6:00 p.m.	
<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>		
19.	Transparent Budgeting (Information and Discussion)	6:05 p.m.*
<p>Holly Luna, CFO, will provide a budget overview to the Board using Cell Sense data reporting. She will request Board feedback as to the overall usefulness and user friendliness of the financials as presented.</p>		
20.	DCSD Self-Insured Health Insurance Plan – Proposed Revisions to Plan for Calendar Year 2016 (Discussion and For Possible Action)	6:15 p.m.*
<p>The Self-Insured Health Advisory Committee has prepared recommendations for the board with respect to plan benefit changes for the upcoming 2015 plan year regarding vision benefits, as well as proposed membership with Nevada Business Group on Health.</p>		
<p>RECOMMENDATION: Board to review, and may take action to approve or deny Committee recommendations as presented. Additionally, all resulting associated costs will be attributable to the Self-Funded Health Insurance Fund.</p>		
21.	First Reading Board Policy No. 547, “Foreign Exchange Students” (Discussion and For Possible Action)	6:35 p.m.*
<p>Foreign Exchange Student Policy-The Douglas County School District accepts foreign exchange students through approved exchange programs each year. The office of Educational Services provided input to develop a policy that guides the enrollment, transfer, graduation, and acceptance of students on an exchange from a foreign country. This is a new policy.</p>		
<p>RECOMMENDATION: Approve for first reading Board Policy No. 547, “Foreign Exchange Students.”</p>		
22.	First Reading Board Policy No. 450, “Prevention of Sexual Misconduct Towards Students” (Discussion and For Possible Action)	6:40 p.m.*
<p>Board Policy 450 is a new policy which specifically targets the prevention of sexual misconduct towards students. This policy expands upon, and is being established in addition to, the District policy on the prevention of unlawful harassment.</p>		
<p>RECOMMENDATION: Approve for first reading Board Policy No. 450, “Prevention of Sexual Misconduct Towards Students.”</p>		

23.	First Reading Board Policy No. 422, “Unpaid Personal Leave” (Discussion and For Possible Action)	6:50 p.m.*
	Board Policy 422, “Unpaid Personal Leave,” is being revised to create specific guidelines which will regulate the approval of unpaid personal leave. Excepted where specifically addressed in the negotiated agreements, this revision makes unpaid personal leave an option for exceptional and meritorious reasons only.	
	RECOMMENDATION: Approve for first reading, Board Policy No. 422, “Unpaid Personal Leave.”	
24.	First Reading Board Policy No. 516, “Student Records” (Discussion and For Possible Action)	7:00 p.m.*
	In reviewing and updating Board Policies, staff is bringing forward a proposal to update Board Policy 516, “Student Records”.	
	RECOMMENDATION: Approve for first reading, Board Policy No. 516, “Student Records.”	
25.	Possible Agenda Items for Future Board Meetings	7:10 p.m.*
	Requests by Board Members for possible future agenda items.	
26.	Closed Session	7:15 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
27.	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.

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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
Jessica Hendrix	EC Special Ed Program Aide – MES	10-05-2015	14EE1	New Position
John Pagen	Bus Driver – Transportation	10-12-2015	EE6	Rick Coates
Adrian Michel	Student Worker – SRC	10-13-2015	10EE1	Kaitlyn Rublaitus
Sheree Sheets	Special Ed Aide – MES	10-19-2015	11EE1	Kelly McCue
Susan Nave	Special Ed Aide – DHS	10-19-2015	14EE1	Bailey Howe

CLASSIFIED RESIGNATIONS / LOA		
Name	Position/Location	Last Day Worked / End of Contract
Tisha Rice	SRCL Kindergarten Aide – PHES	2 nd Semester LOA per 8-4-A
Michael Moore	Custodian – DHS	10-08-2015 10-08-2015
Anne Marie Reynoso	ECSE Program Aide – MES	10-16-2015 10-16-2015
Jessica Warren	Special Ed Aide – PWLMS	10-29-2015 10-29-2015
Gloria Johnson	Secretary I – SES	10-30-2015 10-30-2015

CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Tamrah Torres	ESL Aide – JVES	ESL Aide / HQ - JVES	10-21-2015	Passed Praxis
Jeanne Sousa	ECE Program Aide/Playground Aide – ZCES	ECE Program Aide/Cashier Helper II – ZCES	11-02-2015	Mary Shaw
Gina Dye	Special Ed Aide – SES	Special Ed Aide / HQ – SES	10-29-2015	Passed Praxis

CLASSIFIED RETIREMENTS		
Name	Position/Location	Last Day Worked / End of Contract
Linda Gronski	Bus Driver – Transportation	01-05-2016 01-05-2016

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

Certified Personnel

2015 - 2016 CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year

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
Sara Corder	Teacher/CVMS	Leave Without Pay	11/13/15
Robin Futch	Teacher/DHS	Leave Without Pay	10/16/15
Ashlee Nicoll	Teacher/PWLMS	Leave Without Pay	10/27/15
Jim Mathews	Teacher/DHS	Leave Without Pay	11/10/15