

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, December 8, 2015
3:30 p.m.
Airport Training Center
1126 Airport Rd., Bldg. G-1
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
Airport Training Center
1126 Airport Rd., Bldg. G-1
Minden, Nevada

Tuesday, December 8, 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 November 10, 2015</p> <p>Attached are the Minutes of the Regular Board Meeting of November 10, 2015 for your review and approval.</p> <p style="text-align: center;">RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 10, 2015.</p>	
	<p>B. Personnel Report No. 15-12</p> <p>Listed on the attached Personnel Report No. 15-12 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 style="text-align: center;">RECOMMENDATION: Approve personnel actions in Personnel Report No. 15-12.</p>	
	<p>C. Second Reading Board Policy No. 547, "Foreign Exchange Students"</p> <p>Board Policy No. 547, "Foreign Exchange Students," is offered for a second reading.</p> <p style="text-align: center;">RECOMMENDATION: Approve for second reading Board Policy No. 547, "Foreign Exchange Students."</p>	
	<p>D. Second Reading Board Policy No. 450, "Prevention of Sexual Misconduct Towards Students"</p> <p>Board Policy No. 450, "Prevention of Sexual Misconduct Towards Students," is offered for a second reading.</p> <p style="text-align: center;">RECOMMENDATION: Approve for second reading Board Policy No. 450, "Prevention of Sexual Misconduct Towards Students."</p>	

2.	Consent Items (For Possible Action)	3:35 p.m.*
<p>E. Second Reading Board Policy No. 516, “Student Records” Board Policy No. 516, “Student Records,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading, Board Policy No. 516, “Student Records.”</p>		
<p>F. Accounts Payable Special and Regular Run Vouchers A complete list of payments contained in Accounts Payable Special Run Voucher Number 1615; and Regular Run Voucher Number 1616 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 Number 1615; and Regular Run Voucher Number 1616 for FY2015-16.</p>		
<p>G. Chapter 6, Bus Drivers Association Salary Schedule The Chapter 6, Bus Drivers Association Salary Schedule, which was approved by the Board as part of the 2015-17 negotiated agreement, contained calculation errors. Specifically, the hourly rate for probationary employees did not reflect the negotiated 1.1% salary increase, and four hourly rates reflected a difference of \$0.01 over payroll calculations.</p>		
<p>RECOMMENDATION: Approve the revised Chapter 6, Bus Drivers Association Salary Schedule.</p>		
<p>H. Stop Loss Insurance Included in each Board Member’s agenda packet is a copy of the Renewal and Marketing Analysis for the District’s self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to staff and Health Advisory Committee recommendations to accept the best proposal of stop loss insurance coverage taking into account both risk and cost. Proposed renewal with AIG at a level of \$175,000 at a premium of \$499,464. Specific rates for Employee Only decreased from \$34.60 to \$33.06 per month, or 4.6%, while Employee + Family decreased from \$119.66 to \$112.79 per month, or 5.8%, over prior year contract. All claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2014 and 2015 calendar years, and paid within the 2015 calendar year). Funding to come from the Self-Insured Health Insurance Fund.</p>		
<p>RECOMMENDATION: Authorize CFO to approve contract for excess stop loss insurance for the District’s self-funded health insurance plan with AIG at a stop loss level of \$175,000 with a \$0 Laser Deductible as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.</p>		
3.	Principal’s Report – (Gardnerville Elementary School) (Administrative Report/Program Review)	3:40 p.m.*
<p>Shannon Brown, Principal, Gardnerville Elementary School, will present his report on progress toward school performance goals.</p>		

4.	Principal's Report – (Piñon Hills Elementary School) (Administrative Report/Program Review)	4:00 p.m.*
	Jason Reid, Principal, Piñon Hills Elementary School, will present his report on progress toward school performance goals.	
5.	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.	
6.	Nevada Association of School Boards (NASB) Report	4:30 p.m.*
	Karen Chessell will present details of NASB accomplishments, current issues and goals.	
7.	Board Reports (Information and Discussion)	4:35 p.m.*
	Brief updates from the Board regarding District activities.	
8.	Correspondence	4:40 p.m.*
9.	Airport Facilities Update (Information and Discussion)	4:42 p.m.*
	Scott McCullough, Project Manager, will provide an overview of the Airport Facilities' renovations and provide status as to final completion items.	
10.	Closed Session	4:55 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
11.	Douglas County Professional Educators Association (DCPEA) Contract Ratification (Discussion and For Possible Action)	5:25 p.m.*
	<p>This is a recommendation for Board ratification of the Collective Bargaining Agreement tentatively agreed on with the Douglas County Professional Education Association (DCPEA). See Exhibit A</p> <p>The Douglas County Professional Education Association retains all rights and benefits in its current agreement with DCSD with the following changes:</p> <ul style="list-style-type: none"> ▪A 1.35% increase in salary for 2015-16 – retroactive to 2015-16 ▪Step & Column advancement for 2015-16 – retroactive to 2015-16 ▪Addition of Longevity Step 25 – Column F ▪Memorandum of Understanding – Article 10-1 ▪Memorandum of Understanding – Agreement to being Interest-Based Bargaining <p>Training and subsequent negotiations no later than January 31, 2016.</p> <p>RECOMMENDATION: Ratify the 2015-16 Collective Bargaining Agreement for the Douglas County Professional Educators Association (DCPEA).</p>	

12.	Count Day Report (Administrative Report/Program Review)	5:30 p.m.*
<p>The District's official student enrollment count date for the 2015-16 school year was September 11, 2015. Enrollment and enrollment trends are critically important to the District as they drive staffing levels, operational funding and facility needs. Brian Frazier, Director of Education Services, Area 2, will provide an overview of the uncertified student counts taken. Holly Luna, Chief Financial Officer, will review enrollment history; compare the uncertified count to projections, and possible future implications to the District based on current enrollment trends.</p>		
13.	ACT Assessment Report (Administrative Report/Program Review)	5:35 p.m.*
<p>Brian Frazier, Educational Services Director Area 2, will review spring 2015 College and Career Readiness assessment data and Class of 2015 ACT performance.</p>		
14.	Presentation and Acceptance of Financial Audit for Fiscal Year Ended June 30, 2015 (Discussion and For Possible Action)	5:45 p.m.*
<p>Included in each Board Member's agenda packet is a copy of the 2014-15 independent external financial audit report covering all District Funds. Certified Public Accountants, representing the firm of Silva & Co. LLC, audited the District's financial statements, and will review the audit and highlight specific items within the report. The report presents the District's audited financial position as of June 30, 2015, and the results of financial operations for same. The auditors found no material problems during the course of their audit and, therefore, made no material recommendations. Additionally, there are no findings attributable to the fiscal year 2014-15. External auditors and staff will be available to answer questions.</p>		
<p>RECOMMENDATION: Approve the 2014-2015 Independent Audit Report and direct the Chief Financial Officer to file the report as Public Record in accordance with NRS 354.624.</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>	

15.	Consideration of 2015-2016 Budget Augmentations and Amendments (Discussion and For Possible Action)	6:05 p.m.
<p>Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State</p>		

15.	Consideration of 2015-2016 Budget Augmentations and Amendments (Continued) (Discussion and For Possible Action)	6:05 p.m.
<p>by January 1 of each year.</p> <p>In accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2015-2016 budgets:</p> <p><u>No. 15-05</u> "Resolution to Augment the General Fund Budget of the Douglas County School District for the 2015-16 Fiscal Year"</p> <p><u>No. 15-06</u> "Resolution to Augment Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2014-15 Fiscal Year"</p> <p><u>No. 15-07</u> "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2015-16 Fiscal Year"</p> <p>Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2015-16 budget changes in detail, and answer Board Members' questions.</p>		
<p>RECOMMENDATION: Adopt each Resolution independently as proposed.</p> <p>Adopt Resolution No. 15-05 in its entirety.</p> <p>Adopt Resolution No. 15-06 in its entirety.</p> <p>Adopt Resolution No. 15-07 in its entirety.</p>		
16.	District Performance Plan (Discussion and For Possible Action)	6:15 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>		
<p>RECOMMENDATION: Adopt the 2015-16 District Performance Plan.</p>		
17.	DCSD Literacy Plan and Read by Third Grade Grant (Administrative Report/Program Review)	6:25 p.m.*
<p>Rommy Cronin, Education Services Director, Area 3, will provide the Board with an overview of the revised DCSD Literacy Plan and components of the Read by Third Grade grant awarded to DCSD for the 2015-2016 school year.</p>		
18.	Art Committee Report (Administrative Report/Program Review)	6:35 p.m.*
<p>The Arts/Music Committee was established to provide the Board with the following information:</p> <ul style="list-style-type: none"> - Establish the current status of the Arts and Music programs K-12 in Douglas County School District - Develop suggestions that would further improve options or exposure for students without increasing costs to the budget - Develop suggestions that would further improve options or exposure for students that do include price tags and prioritize recommendations 		

Brandon Swain will present the findings of this committee’s work.

19.	First Reading Board Policy No. 235, “English Learners” (Discussion and For Possible Action)	6:50 p.m.*
	Rommy Cronin, Education Services Director, Area 3, will bring forward a new board policy directed at the education of English Learners. This policy is intended to fulfill the requirements of the English Mastery Council.	
	RECOMMENDATION: Approve for first reading Board Policy No. 235, “English Learners.”	
20.	First Reading Board Policy No. 518, “Graduation Requirements” (Discussion and For Possible Action)	7:00 p.m.*
	Rommy Cronin, Education Services Director, Area 3, will bring forward a revision to Board Policy No. 518, reflecting the requirements for students to earn a Seal of Biliteracy per Assembly Bill 166.	
	RECOMMENDATION: Approve for first reading, Board Policy No. 518, “Graduation Requirements.”	
21.	First Reading Board Policy No. 404, “Probationary Period” (Discussion and For Possible Action)	7:05 p.m.*
	Board Policy 404 is being revised to accurately reflect a mandatory probationary period of 90 workdays for all classified employees per the negotiated agreement with the Chapter 6, Bus Drivers Association and the Douglas County Support Staff Organization.	
	RECOMMENDATION: Approve for first reading Board Policy No. 404, “Probationary Period.”	
22.	First Reading Bylaw No. 040, “Membership” (Discussion and For Possible Action)	7:10 p.m.*
	The Board will consider changes to this policy to make its context gender neutral. It is not recommended that the policy content be changed at this time as it continues to be relevant and compliant with Nevada Revised Statute.	
	RECOMMENDATION: Approve for first reading Bylaw No. 040, “Membership.”	
23.	First Reading Board Policy No. 109, Americans With Disabilities (ADA)” (Discussion and For Possible Action)	7:15 p.m.*
	The Board will consider changes to the policy that outline objectives related to complicity with the Americans With Disabilities Act. It is recommended that the directional portions of the existing policy be moved to a new Administrative Regulation for this policy.	
	RECOMMENDATION: Approve for first reading Board Policy No. 109, Americans with Disabilities (ADA).”	
24.	Possible Agenda Items for Future Board Meetings	7:30 p.m.*
	Requests by Board Members for possible future agenda items.	
25.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
26.	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 Regular Board Meeting

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
Jorge Ramirez	Bus Driver – Lake Transportation	11-16-2015	EE1	Melissa Vera
Timothy Jones	Custodian – MES (4hrs)	11-16-2015	23EE1	Eric Wanamaker
Jennifer Ruby	Cashier Helper II – ZCES	11-17-2015	12EE2	Mary Shaw
Arthur Moran	Technology Systems Specialist – Information Technology	12-07-2015	34EE5	New Position
CLASSIFIED RESIGNATIONS / LOA				
Name	Position/Location	Last Day Worked / End of Contract		
Amythest Murrillo-Holt	SRCL Kindergarten Aide – JVES	12-18-2015	12-18-2015	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Robin Sims	ECSE Program Aide – MES (3.5 hrs)	ECSE Program Aide – MES (6.0hrs)	11-09-2015	Anne Marie Reynoso
Jeanne Sousa	ECSE Program Aide/Cashier Helper II –ZCES	ECSE Program Aide/Playground Aide – ZCES	11-09-2015	Rescinded on Cashier Helper II
Jill Williams	Special Ed Aide – JVES	Special Ed Aide / Para – JVES	11-06-2015	Passed Praxis
Alex Ferone	Custodian/Rover – District Wide	Custodian – DHS	11-16-2015	Michael Moore
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
None				
CLASSIFIED TERMINATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Timothy Jones	Custodian – MES	11/30/2015	11/30/2015	

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
Krista Wyman	Classroom Teacher/JVES	PERS Retirement	2015-2016
Monique Vaughn	Classroom Teacher/GSES	Resignation	2015-2016
Sara Bigelow	Classroom Teacher/GSES	Resignation	2015-2016

2015-2016 CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	Dates