

Douglas County School District
Douglas High School
Tuesday, November 10, 2015
3:30 p.m.

Minutes
Approved
December 8, 2015

MINUTES

Present:

Trustees:

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

Personnel:

Teri White, Superintendent
Christi Hines-Coates, Director Area 1
Brian Frazier, Director Area 2
Rommy Cronin, Director Area 3
Brandon Swain, Director Area 4
Holly Luna, Chief Financial Officer

Others Present:

Rick Hsu, Legal Counsel

1. STEM Center Ribbon Cutting Ceremony and Building Tour

At 3:00 p.m., Board Members joined State and County officials along with School District staff in dedicating the Dr. Lisa Noonan STEM Center building. The dedication and ribbon cutting began with DHS students of the JROTC color guard presenting the flag and colors. Ross Chichester, Marty Swisher, student representative, Holly Brown, Governor Sandoval and Dr. Noonan spoke to the crowd during this occasion. The KIDS Committee, Douglas County Economic Vitality Manager, Lisa Granahan, architects and builders, District staff past and present, and Douglas High School administrators and teachers were recognized for several years of work to plan, build and bring STEM programs to the high school. A plaque commemorating Dr. Noonan for her efforts was placed in the foyer of the STEM Center that had opened its doors at the beginning of the school year.

2. Call to Order (For Possible Action)

Mr. Chichester called the Regular Board Meeting to order at 3:32 p.m. and led the Pledge of Allegiance.

Mrs. Chessell moved to adopt the agenda, seconded by Mr. Moore.

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

Motion carried, 4/0. Mrs. Trigg, Ms. Jamin and Mr. Lehmann were not present for this vote.

3. Consent Items (For Possible Action)

Mr. Chichester inquired to see if there were any Consent Items to be pulled. Mr. Freitas stated he was not present for the October 13th Meeting and would therefore abstain from voting on Item 3-A, the Minutes of that meeting.

Mr. Moore moved to approve the Consent Agenda with the exception of Item 3-A, seconded by Mrs. Chessell.

Motion Carried, 4/0, Mr. Freitas abstained; Mrs. Trigg and Ms. Jamin not yet present.

- A. Approve the Minutes of the Regular Board Meeting of October 13, 2015.
- B. Approve personnel actions in Personnel Report No. 15-11.
- C. Approve for second reading Board Policy No. 543, "Safe and Respectful Learning Environment."
- D. Approve for second reading Bylaw No. 030, "Functions."
- E. Approve for second reading Board Policy No. 510, "Child Abuse."
- F. Approve Special Run Voucher Numbers 1612 and 1613; and Regular Run Voucher Number 1614 for FY2015-16.
- G. Approve for second reading revocation of Board Policy No. 315, "Gifts."
- H. Approve for second reading, Board Policy No. 520, "Student Complaint."
- I. Approve the 2015-16 *Keeping Schools Safe* Manual.
- J. Approve for second reading, Board Policy No. 323, "Work and Lounge Areas."
- K. Approve the Budget Voucher Adjustment for November 2015 as submitted.
- L. Approve for second reading revocation of Board Policy No. 408, "Physical Examinations."
- M. 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.

4. NV Energy Rebate Presentation

Andrew Dumond with NV Energy's Energy Smart Schools Program, along with Charlene Booth, Manager of Major Accounts, were present to recognize efforts toward energy savings through providing two rebates. The total rebate amount equaled \$4,613.52 received for multiple projects. Gary Cullen, Director of Building & Sites Maintenance, was recognized for his work with the energy and utility projects. Mr. Cullen continually reviews energy efficient projects.

Mrs. Luna stated the contract with NV Energy began in 2008 and had continued throughout the period of ESCO projects and beyond, to recognize and reward the district for efficiency measures. Much of the rebate was due to DHS construction including the STEM building, the small gym addition, upgrades in the main gym, kitchen, administrative offices and main 100 building. Results were approximately \$7,250.00 in utilities savings per year (69,090 kilowatt hours). Chiller tower replacements at PHES and MES resulted in the 2nd rebate with 23,180 kilowatt hours saved per year, equaling \$2,400 a year in utility savings.

A moment was taken for a photo while NV Energy representatives presented rebate checks to the District.

Ms. Jamin and Mrs. Trigg arrived.

5. Principal's Report (C. C. Meneley Elementary School) (Administrative Report/Program Review)

Mrs. Rugger, Principal, and Ms. Fields, Vice Principal, reported efforts at CCMES including social emotional learning, tiered educational supports, and re-teaching underway to increase student achievement as well as, to improve behavior. During the last school year, staff began implementing strategies to work with children's emotional needs to regulate social situations. Positive behavior interventions were included, with students recognized for good behavior. A travel theme was

incorporated wherein students visited centers targeting various expected behaviors. The new plan focused on five main areas of behavior. Office forms are used to track behaviors and determine if the school falls into a national norm for expected behaviors. After tracking and reviewing data received, the few students who were creating emotionally charged situations were addressed through the Data Based Decision Making (DBDM) team in order to regulate their actions.

Measurement of Academic Progress (MAP) data is being used by an interventionist in 3rd – 5th grades to offer tiered solutions to students who have not reached the 50th percentile of achievement in reading. Increasing student achievement in math is also being targeted. New textbooks entitled *Eureka Math* are being used to increase learning through a hands on approach. Teachers were noted to be rolling out different modules of curriculum in grades K-5 throughout this year of change.

Approximately 25 school staff members were celebrated for taking in students due to overflow at other schools, in a two day timeframe, that kicked off this school year. Staff met parents and students on a Sunday in order that they could begin classes on Monday, at the beginning of the school year.

Family engagement included a variety of activities such as helping parents to understand the new Nevada Academic Content Standards during a Food for Thought evening event; a Wa-Pai-Shone cultural day had been provided; and a variety of evening and outreach programs for students and their families enjoyed.

6. Principal's Report (Scarselli Elementary School) **(Administrative Report/Program Review)**

Susan McNeall, Principal, and Linda Fields, Vice Principal, presented a variety of learning opportunities available to students at Scarselli Elementary School. Ms. McNeall stated Positive Behavioral Interventions and Supports (PBIS) were also in place this year at SES, as presented for CCMES. Pride was expressed in overall behavioral improvements on campus. Christi Hines-Coates, Director of Special Services, was thanked for bringing new behavioral supports to DCSD that helped students regulate behavior in order to support learning.

An agricultural day had recently been held for students. A new fire drill protocol was taught with great success and much respect was shown to staff, by students, throughout the process. Mrs. Fields was thanked for her work to improve fire drills as well as other safety protocols.

It was reported a Response to Intervention (RTI) team met once a week to look at specific data and meet needs for lower achieving students. The Smallwood Foundation was thanked for providing the Food for Thought grant allowing for evening activities to help parents help their students. Meals were provided through the grant by the DHS culinary program.

Teacher modeling was underway to assist students while working together in a learning session conducted on the floor, in the area of reading for content. Thinking Maps were used to help students relate to curriculum. Working towards having students Read by 3, vocabulary words were used to create better reading and writing skills. STEM activities were now provided to all students using a hands on approach. Goal setting was an area of focus in the classroom for students to become more skilled. *Eureka Math* textbooks, new this year, were noted for increased rigor, and for building deeper concepts to establish conceptual understanding.

The Nevada Education Performance Framework (NEPF) was reported to be helping teachers to improve instructional practices. Increased collaboration time for teachers also allowed for improved data analysis and more targeted instruction. The School Performance Plan (SPP) and Data Based Decision Making (DBDM) teams combined efforts to streamline data analysis capabilities at SES.

7. Superintendent's Report **(Administrative Report)**

Mrs. White informed the Board Ms. Cronin and Mr. Frazier, DCSD Directors, rewrote a literacy plan grant and were awarded \$277,000 for a first round of funds offered. Next year, another opportunity would be available for possibly a larger amount. The majority of funds would go to professional

development and books for classrooms and libraries to support the Read by 3 State initiative. Some tutoring would also be available for students needing reading assistance. A report would follow once the grant was underway.

The District hosted County International Fellows who had traveled from Indonesia and Laos for a visit to American schools. Mr. Brown and GES personnel were thanked for hosting the travelers who recently ate lunch with students at GES.

Mrs. White participated in the first of a number of discussions among district representatives across the state with TESLA, a corporation new to Nevada. A phone conference was held regarding STEM and CTE education. In 2018 TESLA would be offering \$37 million dollars to improve STEM and CTE. The next steps would be to discuss clean energy and project based learning. The Governor's office and NDE would be involved in spearheading this group.

Mrs. White also met with Dr. Ableser, Director of the NDE SafeToTell program, who would also work to implement the SB504 bullying components of the law. Brandon Swain, Educational Services Director, would be accompanied by a District team to a Safe Schools conference sponsored by the State in the next week.

PWLMS staff was noted to have partnered with Food For Thought to have families attend the Parent Expo this fall. The Parent Expo dinner was hosted by sixth grade students and families were provided with a keynote speaker and breakout sessions. A GWHS student talked about what technology means to kids.

The Technology Conference was well attended. Mrs. White thanked John Endter, Information Technology Director and Rommy Cronin, Education Services Director, Area 2, for their work to produce an awesome training for district employees.

Mrs. White also attended student interviews at JHS put on by Mrs. Crandall, teacher, regarding career familiarity for boys transitioning out of JHS.

8. Nevada Association of School Boards (NASB) Report

Mrs. Chessell stated there had not been any meetings to attend this month. The annual conference would be the event of choice on November 20th.

9. Board Reports (Information and Discussion)

Ms. Jamin reported having attended the Parent Expo at PWLMS. The event was well attended and breakout sessions were well done and very positive. Ms. Jamin also attended a public sector training regarding negotiations. This training emphasized that Board members are policy makers and were not advised to participate on a District negotiation team. This scenario placed them on both sides of an issue; therefore violating NRS. Small counties were an exception. Statistics with regard to employee paid PERS amounts across all public entities were provided. Generally, a 5% reduction in salaries had occurred.

Mrs. Chessell reported seeing a movie called *Most Likely To Succeed*. The main topic was project based learning and how this is the learning approach of the future. Conceptual learning is the basis for remembering what is taught. Current Advanced Placement classes were noted to need to be brought in line with 21st Century learning.

10. Correspondence

Mrs. Trigg inquired to see if Trustees had been contacted about a traffic light at the end of Warrior Way and Hwy. 50. A petition had been created and the School District approached regarding how DCSD might help work in conjunction with this effort. Mrs. White responded she had been contacted; although, the District would not take a stance on signage or lighting on the roads. Individuals had received an OK to display a flyer to inform others about a petition.

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)

Mrs. White shared there were no bids or written offers at this time.

No action was taken.

12. KMS Resolution Amendment (Discussion and For Possible Action)

Ms. White stated the Resolution would carry the sale of the property forward, as had been done in the past.

Mr. Moore moved to adopt the provided amendment to the Resolution and continue with the effort to sell the former Kingsbury Middle School property until the April 2015 Board Meeting, seconded by Mrs. Trigg.

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

Motion carried, 7/0.

13. Strategic Plan Meeting Outline (Information and Discussion)

Mr. Chichester reminded Board Members the Strategic Plan is a five year plan visited on a two year basis. Suggestions for the upcoming January meeting included reviewing district accomplishments, looking at what areas needed to change and adding steps to assist in moving forward. If additional work is added, it was noted Trustees would need to look at what items could be removed from the Plan. The last meeting included a facilitator, and it was suggested that staff be free to work within the room of attendees while a facilitator ran the meeting.

Brandon Swain, Education Services Director, Area 4, reviewed the meeting format used in January 2014. The end result was a Strategic Plan with six goals. Mr. Swain asked Board members to provide feedback with regard to the format, composition of the committee and whether or not a facilitator was desired.

Discussion ensued regarding having a facilitator. Those who had attended the previous Strategic Plan Meeting liked having someone other than staff facilitating the group. It was suggested Nancy McMillan be contacted, the facilitator who had run the Lake Schools' Study Group. Mrs. White responded that she could contact her and also knew of another retired superintendent in the area who might be available.

The conversational format with participants discussing topics at their tables was desirable as well as, maintaining the same committee composition. Information requested, included a summary of progress towards goals since January 2014; a list of items to be accomplished; changes due to legislation; support for continued community involvement; progress of the PBIS support initiatives; and an update on the transparent budget presentation provided by Ms. Luna.

It was noted an Item was listed on this Agenda to provide an update on the progress of transparent budgeting.

14. Closed Session

At 4:48 p.m., Mrs. Chessell moved that the Board recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4), seconded by Mr. Moore.

Motion carried 7/0.

Open Session resumed at 5:16 p.m.

15. Bus Driver Agreement (Discussion and For Possible Action)

Keith Lewis, Director Human Resources, and Ted Bates, President of the Bus Drivers Association, presented new contract language for a Negotiated Agreement period of July 1, 2015 – June 30, 2017.

Members of both the Bus Drivers and District teams were recognized for work to accomplish this Agreement. 7.5 meetings were held on mornings after bus routes were driven. A variety of new points in the Agreement were noted, including a 1.1% salary increase for 2015-16 with a compensation reopener MOU for 2016-17. One additional paid holiday had been added. Annualized pay would convert driver's total yearly gross salary to be paid over 24 months and non-usage (no more than 3 days) of sick leave would be rewarded with an additional personal day the following contract year. Additional training would be scheduled. Several other compensation related points were stated. The employee probationary period had changed from 180 calendar days to 90 work days and the work year now defined. This Agreement would be retroactive to July 1, 2015 with compensation paid November 30th, if approved. At this time, 2 drivers would be impacted by the addition of salary steps 6-10; previously captured as steps 5 and 10. The majority of drivers were currently at, or over, step 10.

Mr. Lewis stated the total package is a 2.97% increase. Compensation equaling \$23,151.00 plus 30% in benefits, resulted in a total expense amount of \$30,094.15 for the District.

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

Mrs. Trigg moved to ratify the 2015-17 Collective Bargaining Agreement for the Douglas County School Bus Drivers, Local 6181, AFT/PRSP, seconded by Ms. Jamin.

Motion carried, 7/0.

16. District Performance Plan (Discussion and For Possible Action)

Item 16 was tabled until December.

17. Second Reading Board Policy No. 116, "Employee's Fiscal Code of Ethics" (Discussion and For Possible Action)

Holly Luna, Chief Financial Officer, reviewed Board Policy No. 116, "Employee's Fiscal Code of Ethics, for a second reading. It was noted the main purpose of the Policy was to define and establish standards of ethics and fiscal conduct for all officials and employees and to align DCSD Policy to NRS and EDGAR requirements. Revisions made as a result of the first reading regarding cash equivalents, under the heading of Employee Gifts or Hospitality were stated.

Board members noted having voted on specific language during the first reading that was not provided for in the second reading. An additional intent of the Policy was to meet expected grant requirements in order to be competitive.

Ms. Luna stated cash drops were addressed in order that cash is left only in specific locations to be receipted and deposited appropriately. It is not acceptable to have an employee receive a cash gift, due to cash being viewed as additional compensation. Gift cards were an exception to cash. Upon approval, Ms. Luna stated the necessary language to meet audit requirements will have been met.

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

Mr. Freitas stated he did have a concern for allowing gift cards that were equivalent to a cash gift in another form, and would vote against approval of the second reading.

Mrs. Trigg moved to approve for second reading Board Policy No. 116, "Employee's Fiscal Code of Ethics," seconded by Mr. Moore.

Motion carried, 6/1; Mr. Freitas, nay.

18. Bullying Report (Administrative Report)

Brandon Swain, Education Services Director, Area 4, worked to update Policy necessary to meet SB504 requirements. A chronological summary and flowchart had been created for administration, in order that a bullying or cyber-bullying incident would be addressed and recorded according to law. An Alleged Bullying/Cyber-Bullying Investigative Report had also been created as a guideline. Administrators would make the determination regarding student behavior according to NRS.

At 5:37 p.m., Mr. Chichester stepped out of the meeting.

Parameters of the law included that parents may petition the court for a school to act on reported bullying, mandatory reporting has to occur, and notification of victims, as well as, the investigations are on a strict timeline. Letters to parents with outcomes of the investigation were required. Following an investigation completed in 2 days, a hard copy of the final report would be sent to the District Office and kept in a central file, in a secure location. This would accommodate the possibility of parents requesting a copy of the documentation. Data would be easily collected as a result of the increased documentation in order to track the number of actual bullying incidences. Resources on the topic of bullying were made available for parents.

Mr. Swain noted administrators and bus drivers were trained to recognize and record bullying incidences. The Positive Behavioral Interventions and Supports (PBIS) were helping students learn more about bullying behaviors by incorporating social emotional skills. In the first 1/3 of the school year, Mr. Swain stated 20 bullying discipline issues were identified. School sites worked to establish the new processes and provide services for students who were both the aggressor and victims. Public perception would change in the future with regard to methods used to address bullying and the ramifications at school.

Mr. Chichester returned to the meeting at 5:48 p.m.

Board members inquired as to specifics of the reporting process and availability of information to parents. Mrs. White stated two incidences had been relayed to the District through bullying hot lines. An investigation can be opened by parents through a Safe and Respectful Learning Environment section of the State website and via the DCSD website.

19. Transparent Budgeting (Information and Discussion)

Holly Luna, Chief Financial Officer, provided an overview of Cell Sense data reporting, produced from District software. The IVEE software reporting system included this tool in order that custom reports could be created.

Mr. Moore inquired to see if the intent of the discussion was to provide information as initially presented at the last Strategic Plan Meeting, that provided for a user friendly budget format the public could understand. Mr. Moore noted the initial idea of the format had changed in this presentation. Ms. Luna responded what was presented at this meeting was not a replacement of the Strategic Plan presentation but an additional view. The upcoming Strategic Plan would see the next iteration of what had been presented previously. The intent of these reports would be to provide additional useful information in the reports and gather feedback from Board members that would guide the use of Cell Sense reporting. The Department of Tax forms provided with the annual budget were difficult to decipher; therefore, a user friendly format without the small details, more a summary of information, is now the goal. Revenues and expenditures were provided as numbered line items reflecting the last approved budget (May Final FY15/16) as well as, year to date encumbrances and budget use projections. Percentages of Fiscal Year funds expended and received were provided. Salary

expenses were visible and all categories were broken out in the main fund headings such as for Capital Projects, Special Education, the Student Nutrition Program, etc.

This reporting format offered insight into the budget that had not previously been available. Susan Strople, a financial analyst in the Business Office, was recognized for her efforts in creating the breakdowns of year to date transactions. Mrs. Luna asked that Trustees provide either herself or Mrs. White with any feedback. Efforts were underway at this time to build an additional report for school sites and major departments.

Mrs. Chessell asked that a legend be provided to familiarize readers with acronyms and definitions. A question was raised regarding grant reporting. Mrs. Chessell understood a summary had been provided, in lieu of an individual listing of grant revenues. Ms. Luna responded grants are listed with Federal Programs and the line item encompassed all grants combined into the summary format. It was also explained that red parentheses could represent a lack of revenue as well as, overspending.

Public Comment

Lee Miles, Dee Gosselin and Robin Tinius, and Heather Daniels, DCSD teachers, thanked the Board and administration for the recent teacher work day provided to teachers to have uninterrupted time in their classroom. Teachers stated extra work time is needed and this was the first time a day was offered for work to be performed as they deemed necessary.

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

20. DCSD Self-Insured Health Insurance Plan – Proposed Revisions to Plan for Calendar Year 2016

Christine Cooley member of the Health Advisory Committee (HAC) provided recommendations prepared by the Committee with regard to benefit changes for the 2016 plan year. Details regarding additional vision benefits and proposed membership with the Nevada Business Group on Health were stated. A list of five items for discussion included Projected Claims' Costs (LP Insurance's rate sheet); the Projected Ending Fund Balance (unaudited financials); a recommendation for joining a co-op contract saving premiums through the Nevada Business Group on Health; hearing aid coverage as reviewed (not recommended as a benefit change); and a recommended increase in vision coverage benefits.

With regard to vision, a recommended increase in coverage for frames and lenses was explained. It was noted last fall, coverage increased for eye exams, putting the plan just below the average price for the area.

Mr. Chichester asked Ms. Luna to provide the fiscal impact to the District for increasing vision coverages.

Ms. Luna stated she is a Committee member, thanked Ms. Cooley for her presentation and thanked all Committee members for their work. Employed as the Chief Financial Officer, Ms. Luna stated the cooperative agreement annual expense of \$4,000 - \$5,000 would be offset with savings incurred on an ongoing, annual basis. Ms. Luna encouraged this contractual change as there is no added expense, only the contract and billing would change. Insurance coverage as a rule was noted to be intended for catastrophic needs. Ms. Luna stated the proposal for an increase in vision benefits is reasonable; although, when viewed with expenses of projected claims' costs and premiums, the additional expense for the Plan would increase. The Board was reminded an increase of dental benefits was approved with a caveat the benefit would be the first to be revisited in the event of a decreased ending fund balance. To provide a reference, it was noted that in order to pay for the cost differential with the added vision coverage, the individual per employee premium would need to increase from \$585.00 to \$740.37 to offset the projected increases in claims. Given that premiums were not increased, the Committee recommended allowing the increased costs to be funded through reserves in the insurance fund ending fund balance. Mrs. Luna concluded her recommendation would be to approve the Nevada Business Group on Health co-op contract that would help accumulate a small amount of savings; and not to approve the increase of vision coverage, due to the deficit between premium and claims costs.

Any changes approved for the Plan would go into effect January 1, 2016.

Mr. Chichester commented the estimated \$4.1 million in the ending fund balance (unaudited) would be exhausted in a little over 2 years. The District currently operated with a deficit of premiums to claims costs.

Trustees discussed insurance details presented, shopping locally vs. ordering from a discount business, the possibility of increased contributions by the district or employees, the use of premium holidays and the ending fund balance projection.

Ms. Luna stated insurance premiums are included in the negotiated agreements, but the Board controlled plan benefits after consideration of Committee recommendations.

Mr. Hsu, attorney, stated the Board's motion needed to address all three recommendations as listed in the Agenda.

Mr. Chichester called for public comment.

Ms. Cooley further explained the Committee's reasoning. The dental increase from \$1500 to \$2000 in the last year was aided through a rollover of dollars capped at \$2000 per year. The Committee viewed that as negligible. An example of use of funds was provided through a visual demonstration of the projected deficit and ending fund balance, by breaking off pieces of marshmallows and moving the pieces from one pile to another.

Jim Mathews, Committee member, stated he preferred to shop locally and supported the increase as a reasonable proposal. It was noted an increase to vision coverage had not occurred for over 10 years and this impact to the ending fund balance was not significant.

Paula Ortiz, DHS teacher, stated the amount of expense carried by teachers for glasses, frames and contacts.

Martha Mathews, DCPEA Treasurer, provided Plan history as far as premiums paid by employees going back to 2010. Ms. Mathews stated 3 premium holidays were approved by the Board over time, reducing the ending fund balance during a time when a bleaker financial picture existed. In April 2015, the Board chose not to take a premium holiday due to circumstances at that time. To balance the fund, the actual cost of premiums would have to be paid. Ms. Mathews asked the Board to discontinue approving premium holidays.

Mr. Moore moved to approve (as listed in the Memo of Recommendations for 2016 Plan Year) number 3, the Nevada Business co-op contract; approve number 4, the hearing aid coverage (as recommended to not act on hearing aid coverage revision proposals); and to not approve number 5, the vision coverage. Additionally, the Self Insured Health Advisory Committee is directed to provide the Board with a recommendation for establishing a minimum ending fund balance and a plan for establishing and maintaining a balanced self-insured fund, *to be received by the Board within six months from today*, seconded by Mr. Lehmann.

Mrs. Chessell stated a deadline should be included in the motion to avoid last minute decision making by the Board. Additionally, Mrs. Chessell supported approving the vision benefit increase recommended, due to the offset in savings in approving the Nevada Business co-op contract.

Ms. Jamin and Mrs. Trigg stated their support of Mrs. Chessell's comments.

Mr. Moore repeated the motion adding a friendly amendment adding a deadline for the information to be received from the committee (as included in italics above).

Motion carried 4/3; Mrs. Chessell, Ms. Jamin and Mrs. Trigg, nay.

Mrs. Trigg left at 6:58 p.m.

21. First Reading Board Policy No. 547, “Foreign Exchange Students”

Mrs. White stated Board Policy No. 547, “Foreign Exchange Students,” is a new policy wherein current procedures were placed in writing. It was noted there were two or three Foreign Exchange Students in DCSD during the last school year.

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

Mr. Moore moved to approve for first reading Board Policy No. 547, “Foreign Exchange Students,” seconded by Mrs. Chessell.

Motion carried, 6/0.

22. First Reading Board Policy No. 450, “Prevention of Sexual Misconduct Towards Students” (Discussion and For Possible Action)

Keith Lewis, Director Human Resources, stated as a part of revisions to Board Policy No. 510, “Child Abuse and Neglect,” a separate, new Board Policy was created to address prevention of sexual misconduct towards students.

Mrs. Chessell moved to approve for first reading Board Policy No. 450, “Prevention of Sexual Misconduct Towards Students,” seconded by Ms. Jamin.

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

Motion carried, 6/0.

23. First Reading Board Policy No. 422, “Unpaid Personal Leave” (Discussion and For Possible Action)

Item 23 was tabled and noted to be a negotiation topic.

24. First Reading Board Policy No. 516, “Student Records”

Christi Hines-Coates, Education Services Director, Area 1, offered updates to the student privacy policy revised according to FERPA law. The definition for school officials had been revised, along with parameters for directory information. A student’s electronic mail address had been added to the directory information list, along with other personal information. The acronym PII was stated to be “personably identifiable information.” Education records were noted to be student cumulative education files.

Mr. Moore stated “student” could be removed from within the newly added paragraph on page 2.

Mrs. Hines-Coates stated the Directory Information page is sent home with paperwork for parents to sign at the beginning of each school year. After this Board Policy was approved, the updated Policy would be sent home for parents.

Ms. Jamin offered that revisions to the additional paragraph on page 2 should include removal of the word “typically” as provided in the red folder. Additionally, sometimes other offices shared records and language could be changed from “principal” to “administrator” to broaden the list of positions that were able to maintain and view records under the title of “law enforcement units.”

Mrs. Chessell moved to approve for first reading, Board Policy No. 516, “Student Records,” with revisions as noted, seconded by Mr. Lehmann.

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

Motion carried, 6/0.

25. Possible Agenda Items for Future Board Meetings

Mr. Moore inquired regarding the merit to having children use standing desks or allowing them to stand in the classroom. A number of studies had been conducted with excellent results for students. Mr. Lehmann seconded this topic for the future.

26. Closed Session

At 7:15 p.m., Mrs. Chessell moved that the Board recess to closed session in order to discuss matters with the management representatives pursuant to NRS 288.220(40), seconded by Ms. Jamin.

Motion carried, 6/0.

The Board returned to open session at 7:42 p.m.

27. Adjournment

Mr. Lehmann moved to adjourn at 7:45 p.m., seconded by Mr. Moore.

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.