

*Revised*

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, February 9, 2016  
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**

**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](mailto: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, February 9, 2016  
3:30 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>3:30 p.m.</b>
	<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>	
<b>2.</b>	<b>Consent Items (For Possible Action)</b>	<b>3:35 p.m.*</b>
	<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><b>A. Minutes of the Regular Board Meeting of January 12, 2016</b></p> <p>Attached are the Minutes of the Regular Board Meeting of January 12, 2016 for your review and approval.</p> <p style="text-align: center;"><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of January 12, 2016.</b></p>	
	<p><b>B. Personnel Report No. 16-02</b></p> <p>Listed on the attached Personnel Report No. 16-02 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;"><b>RECOMMENDATION: Approve personnel actions in Personnel Report No. 16-02.</b></p>	
	<p><b>C. Second Reading Board Policy No. 104, "Fair Employment Practices"</b></p> <p>Board Policy No. 104, "Fair Employment Practices," is offered for a second reading.</p> <p style="text-align: center;"><b>RECOMMENDATION: Approve for second reading Board Policy No. 104, "Fair Employment Practices."</b></p>	
	<p><b>D. Second Reading for Revocation of Board Policy No. 109, "Americans with Disabilities Act (ADA) Non-Discrimination Policy"</b></p> <p>Board Policy No. 109, "Americans with Disabilities Act (ADA) Non-Discrimination Policy," is offered for a second reading.</p> <p style="text-align: center;"><b>RECOMMENDATION: Approve for second reading Revocation of Board Policy No. 109, "Americans with Disabilities Act (ADA) Non-Discrimination Policy."</b></p>	

2.	<b>Consent Items (For Possible Action)</b>	<b>3:35 p.m.*</b>
<p data-bbox="310 237 1455 275"><b>E. Second Reading Board Policy No. 103, “Equal Educational Opportunity”</b></p> <p data-bbox="310 294 1438 327">Board Policy No. 103, “Equal Educational Opportunity,” is offered for a second reading.</p> <p data-bbox="272 359 1398 428"><b>RECOMMENDATION: Approve for second reading, Board Policy No. 103, “Equal Educational Opportunity.”</b></p> <p data-bbox="310 445 1175 480"><b>F. Accounts Payable Special and Regular Run Vouchers</b></p> <p data-bbox="310 493 1463 659">A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1620, 1621, 1622, 1623 and 1624; and Regular Run Voucher Number 1625 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 data-bbox="272 667 1463 768"><b>RECOMMENDATION: Approve Special Run Voucher Number 1620, 1621, 1622, 1623 and 1624; and Regular Run Voucher Number 1625 for FY2015-16.</b></p> <p data-bbox="310 787 839 823"><b>G. Report of Aversive Intervention</b></p> <p data-bbox="310 835 1382 934">On January 20, 2016 and January 27, 2016 a middle school reported the use of an aversive intervention on two separate students for which corrective action is being developed under NRS 388.5295.</p> <p data-bbox="272 953 1235 989"><b>RECOMMENDATION: Approve receipt of report under NRS 388.5295.</b></p> <p data-bbox="310 1018 839 1054"><b>H. Report of Aversive Intervention</b></p> <p data-bbox="310 1066 1468 1297">On January 15, 2016, an elementary school reported the use of an aversive intervention on three separate students for which corrective action is being developed under NRS 388.5295. Additionally, on January 27, 2016 an elementary school reported the use of an aversive intervention on one student for which corrective action is being developed under NRS 388.5295; and on January 28, 2016 an elementary school reported the use of an aversive intervention on one student for which corrective action is being developed under NRS 388.5295</p> <p data-bbox="272 1318 1235 1354"><b>RECOMMENDATION: Approve receipt of report under NRS 388.5295.</b></p> <p data-bbox="310 1383 781 1419"><b>I. Budget Adjustment Voucher</b></p> <p data-bbox="310 1432 1451 1533">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 data-bbox="272 1551 1463 1619"><b>RECOMMENDATION: Approve the Budget Voucher Adjustment for February 2016 as submitted.</b></p>		
3.	<b>Principal’s Report – (Carson Valley Middle School) (Administrative Report/Program Review)</b>	<b>3:40 p.m.*</b>
<p data-bbox="277 1745 1382 1812">Bob Been, Principal, Carson Valley Middle School, will present his report on progress toward school performance goals.</p>		

<b>4.</b>	<b>Principal's Report – (Jacks Valley Elementary School) (Administrative Report/Program Review)</b>	<b>4:00 p.m.*</b>
	Pam Gilmartin, Jacks Valley Elementary School, will present her report on progress toward school performance goals.	
<b>5.</b>	<b>Nevada Association of School Boards (NASB) Report</b>	<b>4:20 p.m.*</b>
	Karen Chessell will present details of NASB accomplishments, current issues and goals.	
<b>6.</b>	<b>Board Reports (Information and Discussion)</b>	<b>4:25 p.m.*</b>
	Brief updates from the Board regarding District activities.	
<b>7.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>4:30 p.m.*</b>
	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.	
<b>8.</b>	<b>Correspondence</b>	<b>4:40 p.m.*</b>
<b>9.</b>	<b>DCSD STEM Project Update (Information and Discussion)</b>	<b>4:42 p.m.*</b>
	<p>The STEM Teacher Leaders have a non-action item to inform the board of activities and implementation of STEM in Douglas County School District. They will provide information on the following items:</p> <p>The new STEM websites at DHS and GWHS – Kris Erb  The Paper Project – Kris Erb  Project Recharge – Jim Abbott  DHS STEM PD for DHS Staff – Roger Cramer  STEM activities at GWHS High School Madeline Cronk and Susan Van Doren</p>	
<b>10.</b>	<b>Closed Session</b>	<b>5:00 p.m.*</b>
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
<b>11.</b>	<b>Douglas County Support Staff Organization (DCSSO) Contract Ratification (Discussion and For Possible Action)</b>	<b>5:10 p.m.*</b>
	<p>This is a recommendation for Board Ratification of the Collective Bargaining Agreement tentatively agreed on with the Douglas County Support Staff Organization (DCSSO).</p> <p>The Douglas Support Staff Organization retains all rights and benefits in its current agreement with DCSD with the following changes:</p> <ul style="list-style-type: none"> <li>● A 2.68% increase in salary for 2015-16 – retroactive to July 1, 2015</li> <li>● A 2.00% difference between Range 17 and Range 18 – retroactive to July 1, 2015</li> <li>● The District will not pay longevity or step increases for the 2015-16 school year.</li> <li>● Grievance Steps – Change from five (5) days to ten (10) days in time-line between steps.</li> <li>● Reduction in Force – IEP Aides are covered as part of this Article.</li> <li>● Leave – First three (3) days of bereavement leave do not have to be consecutive days.</li> <li>● Sick Leave Payout – Increase from \$25 to \$30 per day. Eligibility for payment change from ten (10) to five (5) years with DCSD.</li> </ul>	

11.	<b>Douglas County Support Staff Organization (DCSSO) Contract Ratification (Continued)</b> <b>(Discussion and For Possible Action)</b>	<b>5:10 p.m.*</b>
<ul style="list-style-type: none"> <li>•Unused Personal Leave Payout – Support Staff Employees will be compensated for each unused day in excess of two days available for accumulation at 51% of their hourly rate multiplied by the number of hours worked per day at Step 1 of the Support Staff Employee’s assigned range.</li> <li>•Sick Leave Non-Use Incentive – Can use no more than three (3) sick leave days and unpaid personal leave to qualify for an additional personal leave day.</li> <li>•Paid Personal Leave – Accumulation changed from three (3) days to four (4) days.</li> <li>•Unpaid Personal Leave – Employees must exhaust all personal and vacation leave prior to being eligible to use unpaid personal leave.</li> <li>•Long-Term Leave – Employees can only request long-term leave once every three (3) years.</li> <li>•Breaks – Supervisors have sole discretion to grant permission for modification in an employees established work hours. There is no appeal of a supervisor’s decision.</li> <li>•Posting Vacancies/Transfers – All classified job postings will be sent via email to all classified employees and posted only for 5 working days before the selection process can begin.</li> </ul>		
<p align="center"><b>RECOMMENDATION: Ratify the 2015-16 Collective Bargaining Agreement for the Douglas County Support Staff Organization (DCSSO).</b></p>		
12.	<b>School Calendar</b> <b>(Discussion and For Possible Action)</b>	<b>5:20 p.m.*</b>
<p>Director of Human Resources, Keith Lewis, will present the Calendar Survey data which was recently solicited from parents, staff, students and community members regarding a Traditional and Balanced calendar format. Staff is requesting a discussion with the Board in regards to the preference for which calendar format to use.</p>		
<p align="center"><b>RECOMMENDATION: The Superintendent recommends the Board engage in a discussion and direct staff on which calendar format to use.</b></p>		
13.	<b>Graduation Rate Report</b> <b>(Administrative Report/Program Review)</b>	<b>5:40 p.m.*</b>
<p>Brian Frazier, Education Services Director, Area 2 will provide a report on graduation data components for the Douglas County School District Class of 2015.</p>		
14.	<b>Average Dailey Enrollment Report</b> <b>(Administrative Report/Program Review)</b>	<b>5:50 p.m.*</b>
<p>The State of Nevada shifted from Average Daily Attendance to Average Daily Enrollment as a means for calculating Per Pupil Allocation in the funding formula. The Board requested Quarterly updates on enrollment. The report for the first and second quarter is attached and will be briefly reviewed with the Board.</p>		
15.	<b>Jobs for America’s Graduates (JAG) Nevada</b> <b>(Discussion and For Possible Action)</b>	<b>5:55 p.m.*</b>
<p>Administration will provide a brief overview of the JAG program to be implemented at Douglas High School next year. The program is sponsored by the Governor and invites youth, with the support of their families, to participate as a means of ensuring their future success after high school.</p>		

<b>Public Comment:</b>	<b>6:00 p.m.</b>
<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>	

<b>16.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>6:05 p.m.*</b>
	Requests by Board Members for possible future agenda items.	
<b>17.</b>	<b>Closed Session</b>	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
<b>18.</b>	<b>Adjournment</b>	

(\*) 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](http://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
Scott Herrick	Bus Driver – Lake Transportation	01-05-2016	EEP	Jorge Ramirez
Malia Gonzales	Classroom/Playground Aide – PWLMS	01-19-2016	14EE1	Leeann Caires

**CLASSIFIED RESIGNATIONS / LOA**

Name	Position/Location	Last Day Worked / End of Contract	
Jeanne Sousa	Classroom/Playground Aide – ZCES	01-08-2016	01-08-2016
Jeanne Sousa	EC Special Ed Program Aide – ZCES	01-08-2016	01-08-2016
Andrea Erickson	Classroom/Playground Aide – SES	01-08-2016	01-08-2016
Heather Christensen	Special Ed Aide - SES	01-20-2016	01-20-2016
Shelby Bell	Classroom/Playground Aide - CCMES	01-25-2016	01-25-2016
Lisa Herman	Bus Aide – Valley Transportation	02-05-2016	02-05-2016

**CLASSIFIED CHANGES**

Name	Former Position/Location	New Position/Location	Effective Date	Replacing
David Tyndall	Custodian – PWLMS (4hrs)	Custodian – DW Rover	01-05-2016	Alexander Ferone
Jorge Ramirez	Bus Driver – Lake Transportation	Bus Driver – Valley Transportation	01-05-2016	Linda Gronski
Rebekah Higginbotham	Special Ed Aide – PWLMS (5hrs)	Special Ed Aide – PWLMS (6hrs)	01-05-2016	Jessica Warren
Robert Dorr	Custodian – Rover	Custodian – PWLMS/MES	01-25-2016	Dave Tyndall/Tim Jones
Beth Demus	Classroom/Playground Aide - CCMES	Special Ed Aide – PWLMS	01-25-2016	Rebekah Higginbotham
Troy Owen	Head Custodian – PWLMS	Head Custodian – CVMS	02-01-2016	David Gowin Sr.
Carlos Lopez	Custodian – CVMS	Custodian – SES	02-01-2016	Ventura Carranza
Renee Foster	Cashier Helper I – PWLMS	Cashier Helper I – DHS	02-01-2016	New Position (MPLH)
Brian Warne	Custodian – JVES	Custodian – DW Rover	02-16-2016	Robert Dorr

**CLASSIFIED RETIREMENTS**

Name	Position/Location	Last Day Worked / End of Contract	
Ventura Carranza	Custodian – SES	01-29-2016	01-29-2016

**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
Claudia Rubio	Classroom Teacher 3 <sup>rd</sup> /GSES	One Year Contract	2015-2016

2015-2016 CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Ariel Borgman	ESL Aide-JVES	One Year Classroom Teacher/Replaces K.Wyman/JVES	2015-2016
Sheila Craig	Certified Long Term Sub/PHES	One Year Classroom Teacher/Replaces L.Romo-Williams	2015-2016

2015 - 2016 CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Jennifer Aiksnoras	.5 Counselor/ZCES	LOA	2016-2017

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