

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, April 12, 2016
3:30 p.m.**

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

Mission Statement

**The Douglas County School District, in partnership with
parents and community, will ensure that all students achieve
excellence in education, character and citizenship.**

Board of Trustees

Ross Chichester, President

Neal Freitas, Vice President

Cynthia Trigg, 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
Lake Tahoe Visitors Authority – Visitors Center
169 U.S. Hwy. 50
Stateline, Nevada
 Tuesday, April 12, 2016
 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. 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 March 8, 2016 Attached are the Minutes of the Regular Board Meeting for your review and approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of March 8, 2016.</p>	
	<p>B. Personnel Report No. 16-04 Listed on the attached Personnel Report No. 16-04 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. 16-04.</p>	
	<p>C. District Wide Wireless LAN Upgrade Bid Recommendation Bids for the District Wide Wireless LAN Upgrade were let on February 25, 2016 and were received on March 25, 2016 per the minimum Federal Erate 28 day bidding requirement. After a thorough review of the bids by John Endter, Director of Information Technology, the lowest most responsive and responsible bidder was determined to be Teledata Technologies for \$217,852.40. The Douglas County School District is applying for Federal Erate dollars to fund 60% (\$130,711.44) of the total project cost. The District will be responsible for 40% (\$87,140.96) of the project plus the cost to equip non-school sites, i.e., District Office, PDC, and the Airport Facility.</p>	
	<p>RECOMMENDATION: Approve the lowest, most responsive and responsible bidder as Teledata Technologies for a contract not to exceed \$217,852.40 pending Erate funding committal. Holly Luna, Chief Financial Officer, may allocate a total budget not to exceed \$110,000 for the District’s non-Erate portion of the Wireless LAN Upgrade. Funding to be attributed to the Capital Projects Fund.</p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>D. Accounts Payable Special and Regular Run Vouchers</p> <p>A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1629, 1630, 1631 and 1632; and Regular Run Voucher Number 1633 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 1629, 1630, 1631 and 1632; and Regular Run Voucher Number 1633 for FY2015-16.</p>		
<p>E. Douglas High School Library (Bldg 300) HVAC Improvements Bid Recommendation</p> <p>Bids for the DHS Library HVAC improvements were let on February 1, 2016, and bids were received on March 31, 2016. After a thorough review of the bids by Scott McCullough, Project Manager, the lowest, most responsive and responsible bidder was determined to be Central Sierra Construction for \$653,000. A complete summary is included in the board packet for further review.</p> <p>Holly Luna, Chief Financial Officer, has requested additional budget for this project beyond the original DHS Facilities' Master Plan (FMP) project budget authority. A memo with further details is included in the board packet for further review.</p>		
<p>RECOMMENDATION: Approve the lowest, most responsive and responsible bidder as recommended Central Sierra Construction for a contract not to exceed \$653,000. Holly Luna, Chief Financial Officer, may allocate up to 5% for change orders with total budget not to exceed \$685,000. Funding to be attributed to the Capital Projects Fund. "Soft Costs" budget associated with the DHS FMP is revised to accommodate the DHS Library HVAC Improvements project with an increase of \$317,355.47 in budget authority.</p>		
<p>F. Second Reading Board Bylaw No. 010, "Name and Classification"</p> <p>Board Bylaw No. 010, "Name and Classification," is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Bylaw No. 010, "Name and Classification."</p>		
<p>G. Second Reading Board Bylaw No. 020, "Authority, Powers, Rights and Responsibilities"</p> <p>Board Bylaw No. 020, "Authority, Powers, Rights and Responsibilities," is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Bylaw No. 020, "Authority, Powers, Rights and Responsibilities."</p>		

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p>H. Second Reading Board Policy No. 802, “School Organization” Board Policy No. 802, “School Organization,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 802, “School Organization.”</p>		
<p>I. Second Reading Board Policy No. 803, “School Year Calendar” Board Policy No. 803, “School Year Calendar,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 803, “School Year Calendar.”</p>		
<p>J. Second Reading Board Policy No. 804, “School Day” Board Policy No. 804, “School Day,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 804, “School Day.”</p>		
<p>K. Second Reading Board Policy No. 213, “Credit by Examination” Board Policy No. 213, “Credit by Examination,” is offered for a second reading.</p>		
<p>RECOMMENDATION: Approve for second reading Board Policy No. 213, “Credit by Examination.”</p>		
<p>L. JAG Memorandum of Understanding The Jobs for America’s Graduates-Nevada Memorandum of Understandings (JAG) sets forth the parameters by which the District and JAG will work together to offer services to students at Douglas High School beginning with the 2016-2017 school year.</p>		
<p>RECOMMENDATION: That the Board approves the MOU between the District and Jobs for America’s Graduates-Nevada to start operations in the fall of 2016.</p>		
<p>M. Budget Adjustment Voucher for April 2016 A complete list of budget adjustments by the Chief Financial Officer that occurred during the recent course of business is provided for review and approval by the Board of Trustees as required by NRS 354. 598005.</p>		
<p>RECOMMENDATION: Approve the Budget Voucher Adjustment for April 2016 as submitted.</p>		
3.	Nevada Association of School Boards (NASB) Report	3:40 p.m.*
<p>Karen Chessell will present details of NASB accomplishments, current issues and goals.</p>		
4.	Board Reports (Information and Discussion)	3:45 p.m.*
<p>Brief updates from the Board regarding District activities.</p>		

5.	Superintendent's Report (Administrative Report)	3:47 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.	Correspondence	3:57 p.m.*
7.	Bus Purchasing (Information and Discussion)	4:00 p.m.*
Dennis Hielscher, Vehicle Maintenance Supervisor, and Holly Luna, Chief Financial Officer, will provide information to the board pertaining to bus purchasing alternatives. Currently, the district purchases diesel busses, but due to considerable increased maintenance expenditures related to diesel engines Mr. Hielscher is investigating purchases of non-diesel engines in the coming fiscal year.		
8.	Douglas County School District Strategic Plan (Discussion and For Possible Action)	4:10 p.m.*
The Board will engage in a discussion about priority focus areas resulting from the Strategic Planning session held in January. The resulting priority focus areas will be developed into the Strategic Plan.		
RECOMMENDATION: That the Board directs staff to develop the next Strategic Plan.		
9.	Review and Update of the District's Five-Year Capital Improvement Plan for 2016-2017 (Discussion and For Possible Action)	4:25 p.m.*
In preparation for the District's 2016-2017 Final Budget, Staff would like to review with the Board a modified five-year Capital Improvement Plan (CIP) as required by Nevada Revised Statutes.		
Included in each Board Member's agenda packet is the aforementioned revised five-year capital improvement plan along with an all-inclusive list of unfunded capital needs as provided to the SB411 Committee. The 5 Year CIP plan has been revised principally to accommodate revised cash flow timing, revised cost estimates of certain projects, and addition of projects.		
Holly Luna, Chief Financial Officer, will provide detailed explanations and rationale for proposed changes to the updated Five Year Capital Improvement Plan, and answer any questions that the Board may have. It is noted that the revenue stream includes proposals for changes to the Debt Service fund reserves per NSR 350.020(5), as well as continuation from the Roll Over Bond as allowed by SB207 from the 2015 Legislative Session.		
RECOMMENDATION: Approve updated FY2016-2017 Five Year Capital Improvement Plan as recommended by Holly Luna, Chief Financial Officer.		
10.	Consideration of 2016-17 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 18, 2016 (Discussion and For Possible Action)	4:35 p.m.*
Included in each Board Member's agenda packet is a copy of the District's proposed 2016-2017 tentative budget. NRS 354.596 requires that all school districts approve and file a balanced tentative budget with the Nevada Department of Taxation by April 15. The statute further requires that the District hold a hearing on their tentative budget on the third Wednesday of May, which this year falls on May 18, 2016.		
Included in each Board Member's agenda packet is a summary of the General Fund appropriations as well as the projected budgets for all other funds. SB508 of the 2015 Legislature removed the Hold Harmless provisions pertaining to declining enrollment		

10.	Consideration of 2016-17 Tentative Budget and Scheduling of Public Hearing on Wednesday, May 18, 2016 (Continued) (Discussion and For Possible Action)	4:35 p.m.*
<p>(unless 5% or greater), as well as outlined multiple revisions to the Nevada Plan. SB515 of the 2015 Legislature provided the funding for the biennium for both the General Fund as well as the Special Education Fund.</p> <p>There is currently a projected budget gap between revenue receipts and projected expenditures which does not allow for a 4% ending fund balance as required by Board Policy. It is expected that multiple revisions will be made to the April Tentative Budget, and reviewed at the May 18th public hearing.</p> <p>The tentative budget as presented has a combined property tax rate of \$0.8500 per \$100 of assessed valuation, \$0.7500 in the District's general fund as required by State law to fund the Nevada Plan and \$0.1000 in the District's debt service fund as authorized by the 2008 Voter Approved Roll Over Bond Initiative. The total combined tax rate of \$0.8500 remains the same as last year.</p>		
<p>RECOMMENDATION: Approve the FY2016-2017 Douglas County School District Tentative Budget and declare a public hearing on the budget for Wednesday, May 18, 2016 at 5 p.m. at the Airport Training Center (ATC), 1126 Airport Road, Building G1, Minden, Nevada 89423.</p>		
11.	Health Insurance – Clarification of Board Directive (Information and Discussion)	4:55 p.m.*
<p>At the November Board Meeting, a Board directive was provided to the Health Insurance Advisory Committee. <i>“[T]he 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...”</i> The Committee is requesting clarification on the second half of the directive <i>“...a plan for establishing and maintaining a balanced self-insured fund...”</i></p>		
12.	Superintendent Evaluation Process (Discussion and For Possible Action)	5:00 p.m.*
<p>The Board will review forms used to evaluate superintendents in other districts and make modifications to the current form as appropriate. The Board will also discuss and set the timeline for the evaluation of the Superintendent.</p>		
<p>RECOMMENDATION: Approve the adjustments to the evaluation instrument and follow the timeline established for the evaluation of the Superintendent.</p>		
13.	Career Technical Education (CTE) Courses for Science Credit (Discussion and For Possible Action)	5:15 p.m.*
<p>Brandon Swain, Education Services Director Area 4, will offer CTE coursework in the area of Biomed I and II; and Agricultural Science I and II, for approval for academic credit. The new courses encompass additional Science Standards that closely align with NVACS in science. As of January 2016, NAC 389.673 provides for procedures to qualify CTE courses.</p>		
<p>RECOMMENDATION: Approve .5 science credit for each year of Biomed (I & II) and Agricultural Science (I & II).</p>		

14.	PK-5 Math Textbook Adoption Committee (Discussion and For Possible Action)	5:20 p.m.*
	Rommy Cronin, Education Services Director, will provide an update on the Eureka Math pilot and present the Elementary Math Textbook Committee's recommendation.	
	RECOMMENDATION: Continue the Eureka Math pilot for the 2016-2017 school year and allocate funding to reopen a PK-5th Grade Math Textbook Adoption process for selection of materials to be implemented in 2017-2018.	
15.	High School Math Textbook Adoption Committee (Discussion and For Possible Action)	5:40 p.m.*
	Rommy Cronin, Education Services Director, will review the high school math textbook adoption process with the Board and present the committee's recommendation.	
	RECOMMENDATION: Move forward for adoption by the Nevada Department of Education and the State Board of Education the approval of the McGraw Hill-Glencoe Algebra I, Geometry, and Algebra II series.	
Public Comment:		6:00 p.m.
	Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. The Board reserves the right to limit the amount of time that will be allowed for each individual to speak. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.	
16.	Possible Agenda Items for Future Board Meetings	6:05 p.m.*
	Requests by Board Members for possible future agenda items.	
17.	Closed Session	
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
18.	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
Jennifer Thompson	Bus Driver – Valley Transportation	03-15-2016	EE5	Michael Cowan
Douglas Browning	Custodian – JVES	03-21-2016	23EE1	Brian Warne
CLASSIFIED RESIGNATIONS / LOA				
Name	Position/Location	Last Day Worked / End of Contract		
Jennifer Schinzing	Special Ed Aide – SES	03-25-2016	03-25-2016	
Kayla Boldrick	Playground Aide – SES	03-25-2016	03-25-2016	
Kristi Moore	Clerk Typist – CVMS	05-27-2016	08-31-2016	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Alita Sack	Special Ed Aide – PHES	Special Ed Aide / Para Pro – PHES	02-29-2016	Passes Para Assessment Exam
Sandy Lampson	Special Ed Aide – CVMS (6.0 hrs)	Special Ed Aide – CVMS (6.5 hrs)	03-01-2016	Increase in student support
Sheree Sheets	Special Ed Aide – MES (4.0 hrs)	Special Ed Aide – MES (6.0 hrs)	03-01-2016	Increase in student support
Dana Killion	Special Ed Aide – CVMS (5.0 hrs)	Special Ed Aide – CVMS (6.0 hrs)	03-01-2016	Increase in student support
Ann Crockett	Special Ed Aide – CVMS (5.5 hrs)	Special Ed Aide – CVMS (6.5 hrs)	03-01-2016	Increase in student support
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Ron Christino	Lake Coordinator – Transportation (Date Change)	04-04-2016	04-04-2016	
Elizabeth Hildebrand	Secretary I – Special Services	06-17-2016	07-31-2016	

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
Cynthia Joncas	Classroom Teacher/ECE/MES	Termination	2015-2016
Lisa Shafer	Classroom Teacher/PWLMS	Resignation	2016-2017
Christi Hines-Coates	Director Special Services Area 1	Resignation	2015-2016
Kathryn Kocian	Classroom Teacher/CCMES	Retirement	2016-2017
Lindsay Wines	Classroom Teacher/GWHS	Retirement	2016-2017
Cheryl Anderson	Classroom Teacher/GSES	Retirement	2016-2017
Danette Morgan	Classroom Teacher/GES	Retirement	2016-2017
Gayle Freeman	Classroom Teacher/CVMS	Retirement	2016-2017
Kitty Murphy	Classroom Teacher/GES	Retirement	2016-2017
Linda Rogers	Classroom Teacher/CVMS	Retirement	2016-2017
Nicole Webb	Classroom Teacher/CVMS	Resignation	2015-2016

2015-2016 CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	Dates
Sarah Corder	Classroom Teacher/CVMS	Leave Without Pay	4/18/16-4/21/16