

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

**Lake Tahoe Visitors Authority – Visitor 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](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  
**Lake Tahoe Visitors Authority – Visitor Center**  
**169 U.S. Hwy. 50**  
**Stateline, Nevada**  
 Tuesday, July 12, 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. 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 June 14, 2016</b></p> <p>Attached are the Minutes of the Regular Board Meeting for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of June 14, 2016.</b></p>	
	<p><b>B. Personnel Report No. 16-07</b></p> <p>Listed on the attached Personnel Report No. 16-07 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><b>RECOMMENDATION: Approve personnel actions in Personnel Report No. 16-07.</b></p>	
	<p><b>C. Accounts Payable Special and Regular Run Vouchers</b></p> <p>A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1645, 1646, and 1647; and Regular Run Voucher Number 1648 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><b>RECOMMENDATION: Approve Special Run Voucher Numbers 1645, 1646 and 1647; and Regular Run Voucher Number 1648 for FY15-16.</b></p>	
	<p><b>D. Average Daily Enrollment (ADE) Report</b></p> <p>This report is provided as historical summary data about enrollment for each quarter of the 2015-2016 school year.</p>	
	<p><b>RECOMMENDATION: Accept the Average Daily Enrollment Report.</b></p>	

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>E. The Lisa and Robert Maloff Endowment Fund Charitable Pledge Agreement and Donation</b></p> <p>The Lisa and Robert Maloff Endowment Fund have agreed to present George Whittell High School with \$2,500,000.00 towards major revitalization of the existing athletic complex to include artificial turf, all-weather track, ADA accessibility, and other stadium improvements.</p>		
<p><b>RECOMMENDATION: Approve the Charitable Pledge Agreement, and authorize the Board President and Superintendent to execute the Agreement.</b></p>		
<p><b>F. Engineering Professional Services Contract Approval</b></p> <p>Holly Luna, Chief Financial Officer, has negotiated a professional services agreement for the designing and bidding of the George Whittell High School athletic complex. Jeremy Hutching, Director of Engineering at RO Anderson Engineering, Inc., will be the lead engineer in charge of the revitalization planning.</p> <p>Source of funding will come from the Maloff Endowment Fund.</p>		
<p><b>RECOMMENDATION: Approve Holly Luna, CFO, to execute the professional services contract with RO Anderson Engineering, Inc. in the amount of \$286,600.00. Funding will be attributable to the Maloff Endowment Fund.</b></p>		
<p><b>G. Vice Principal Douglas High School</b></p> <p>Staff brings forward the recommendation to hire Sara Russell to fill the vacancy created by the resignation of Mr. Dave Pyle.</p> <p>Sarah was a Dean of Students in Washoe at Hug High School from 2006-2011. She then became an Implementation Specialist which is a position in Washoe that supports teachers and administrators with implementing the District's initiatives. She served in that role from 2011-2013. Sarah then took a position at Innovations High School in Washoe as an English Teacher/Implementation Specialist and served in that role for 2 years. Sarah had an opportunity to move to Lyle, Washington last year to serve as an Assistant Principal under her former Hug High School Principal. She is returning to Nevada as the funding for the position in Washington was eliminated.</p>		
<p><b>RECOMMENDATION: Accept the recommendation of the Superintendent to hire Sarah Russell as Vice Principal for Douglas High School.</b></p>		
<p><b>H. Budget Adjustment Voucher for June 2016</b></p> <p>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><b>RECOMMENDATION: Approve June Budget Vouchers as recommended by the Chief Financial Officer.</b></p>		
3.	<b>Nevada Association of School Boards (NASB) Report</b>	<b>3:40 p.m.*</b>
<p>Karen Chessell will present details of NASB accomplishments, current issues and goals.</p>		

<b>4.</b>	<b>Board Reports (Information and Discussion)</b>	<b>3:45 p.m.*</b>
	Brief updates from the Board regarding District activities.	
<b>5.</b>	<b>Superintendent's Report (Administrative Report)</b>	<b>3:47 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>6.</b>	<b>Correspondence</b>	<b>3:57 p.m.*</b>
<b>7.</b>	<b>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)</b>	<b>4:00 pm.*</b>
	Once any written offers have been opened and announced pursuant to Section 393.270 of the Nevada Revised Statutes, the Board will call for oral bids for consideration in accordance with Section 393.280 of the Nevada Revised Statutes. Of the proposals submitted which conform to the terms and conditions specified in the resolution of intention to sell and which are made by responsible bidders, the Board will accept the highest proposal or elect to reject all bids.	
	<b>RECOMMENDATION: Consider any properly presented proposals (written or oral) for the purchase of the property and accept the highest conforming proposal by a responsible bidder, or elect to reject all bids.</b>	
<b>8.</b>	<b>KMS Resolution Amendment (Discussion and For Possible Action)</b>	<b>4:05 p.m.*</b>
	If a buyer is not identified through the prior agenda item, the Board may elect to continue with the 'for sale' status of the property located at 1900 Echo Drive, Zephyr Cove Nevada. An amended resolution will need to be adopted by a majority vote of the Board.	
	<b>RECOMMENDATION: Adopt the provided amendment to the Resolution and continue with the effort to sell the former Kingsbury Middle School property until the October 2016 Board Meeting.</b>	
<b>9.</b>	<b>First Reading Board Policy No. 706, "Property Inventory" (Discussion and For Possible Action)</b>	<b>4:10 p.m.*</b>
	Board Policy No. 706, "Property Inventory," has been revised, updating language to align with current terminology and practice.	
	<b>RECOMMENDATION: Approve for First Reading Board Policy No. 706, "Property Inventory."</b>	
<b>10.</b>	<b>Board Project – NASB Conference Initiative (Discussion and For Possible Action)</b>	<b>4:15 p.m.*</b>
	The Board will review the possible presentation topics from the book 50 Myths and Lies that Threaten America's Public Schools and select a topic about which they would like to engage our community in as part of a presentation for the NASB conference to be held in November of 2016. The Board will also discuss how to implement the project.	
	<b>RECOMMENDATION: That a topic is selected and an outline created for a plan to complete the project.</b>	

11.	<b>Superintendent Evaluation (Discussion and For Possible Action)</b>	4:25 p.m.*
The Board will review and discuss ratings on the evaluation tools (focus areas of the Strategic Plan and performance description indicators) used. The Board will provide feedback and determine an overall rating of the performance of the Superintendent.		
<b>RECOMMENDATION: That the Board determine an overall rating of the performance of the Superintendent.</b>		
12.	<b>First Reading Board Policy No. 406A, “Layoffs of Confidential Staff” (Discussion and For Possible Action)</b>	4:45 p.m.*
The current Board Policy outlines procedures for layoffs of confidential staff members. The proposed revisions bring the policy into compliance with the treatment of at will employees, outlines which positions will be regarded as at will, and provides considerations for reassignment in the event of a need to reduce confidential positions. The revisions do not negate the at will status of the positions noted in policy.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 406A, “Layoffs of Confidential Staff.”</b>		
13.	<b>Report on Incidents of Bullying for the 2015-16 School Year (Information and Discussion)</b>	4:50 p.m.*
The Board will review data on reports of bullying from each school over the course of the school year.		
14.	<b>Draft Douglas County School District Strategic Plan (Discussion and For Possible Action)</b>	4:55 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.		
<b>RECOMMENDATION: That the Board direct staff to make any modifications to the reporting format and complete the Strategic Plan report.</b>		
15.	<b>First Reading Board Policy No. 801, “Board Records” (Discussion and For Possible Action)</b>	5:05 p.m.*
The Board will consider changes to Policy 801 which reference the retention and inspection of public records. Many of the statements contained in the policy are no longer needed because they are now covered in Nevada law.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 801, “Board Records.”</b>		
16.	<b>First Reading Board Policy No. 902, “Communication with the Board and Public Comment” (Discussion and For Possible Action)</b>	5:10 p.m.*
The Board will review this policy. Staff is making no recommendations for change to the substance of the policy, but does recommend changing the NRS citation related to it.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 902, “Communication with the Board and Public Comment.”</b>		

<b>17.</b>	<b>First Reading Board Policy No. 519, “Opening Exercises” (Discussion and For Possible Action)</b>	<b>5:15 p.m.*</b>
	The Board will consider additions to this policy to include setting aside time at the beginning of each day to permit pupils to participate in pledging allegiance to the flag of the United States of America.	
	<b>RECOMMENDATION: Approve for First Reading Board Policy No. 519, “Opening Exercises.”</b>	
<b>18.</b>	<b>First Reading Board Policy No. 218, “Evaluation of Educational Program” (Discussion and For Possible Action)</b>	<b>5:20 p.m.*</b>
	Board to consider adding language to its policy on evaluation of educational programs consistent with NRS 389.003 as it relates to enforcing standards of content and performance; and the design of courses of study.	
	<b>RECOMMENDATION: Approve for First Reading Board Policy No. 218, “Evaluation of Educational Program.”</b>	
<b>19.</b>	<b>First Reading Board Policy No. 904, “Public Complaints &amp; Grievances” (Discussion and For Possible Action)</b>	<b>5:25 p.m.*</b>
	Board to consider proposed changes to the policy on receiving complaints regarding the addition of a complaint form to be used whenever issues are not able to be solved informally.	
	<b>RECOMMENDATION: Approve for First Reading Board Policy No. 904, “Public Complaints and Grievances.”</b>	
<b>20.</b>	<b>First Reading Board Policy No. 212, “Vocational Education” (Discussion and For Possible Action)</b>	<b>5:30 p.m.*</b>
	Board to consider proposed changes to its policy on Vocational Education causing the term vocational to be changed to career and technical and adding provisions for a career and technical endorsement on diplomas of students completing courses of study in career and technical education.	
	<b>RECOMMENDATION: Approve for First Reading Board Policy No. 212, “Vocational Education.”</b>	
<b>21.</b>	<b>Resolution to Support NASS Regarding PERS Contributions for Substitute Teachers (Discussion and For Possible Action)</b>	<b>5:35 p.m.*</b>
	The Board will consider voting to support a Resolution to support the Nevada Association of School Superintendents in opposition to changes to the Public Employees Retirement System’s (PERS) change in policy regarding contributions for substitute teachers.	
	<b>RECOMMENDATION: It is recommended that the Board approve support for the Resolution.</b>	
<b>22.</b>	<b>Possible Agenda Items for Future Board Meetings</b>	<b>5:40 p.m.*</b>
	Requests by Board Members for possible future agenda items.	

<b>23.</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>Public Comment:</b>	<b>6:00 p.m.</b>
	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.	
<b>24.</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](mailto: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](http://www.dcsd.k12.nv.us)  
State of Nevada website: <https://notice.nv.gov/>



**Classified Personnel**

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Brandi Girdner	Media Technician I	08-12-2016	31EE1	New Position
Mary Swisher	Media Technician I	08-12-2016	31EE1	New Position
Susan Endter	Media Technician I	08-12-2016	31EE1	New Position
CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Lisa Kynett	Classroom/Playground Aide – PHES	05-27-2016	07-31-2016	
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Leeann Caires	Secretary I – SES	Secretary II –SES	08-01-2016	Susan Johnson
Tracy Olivera	Clerk Typist – PWLMS	Secretary I – SES	08-01-2016	Leeann Caires
Taylorann Olsen	SCRL Kindergarten Aide – CCMES	Kindergarten Aide – CCMES	08-12-2016	One (1) year only to standard contract
Beatriz Rosales	SCRL Kindergarten Aide – GES	Kindergarten Aide – GES	08-12-2016	One (1) year only to standard contract
Lisa Kellogg	Classroom/Playground Aide - SES	Kindergarten Aide – SES	08-12-2016	Christie Piazza
Nancy Pierce	School Computer Technician – CCMES/SES	Special Ed Aide – PWLMS	08-12-2016	Beth Demus
Kelly Walter	Classroom/Playground Aide – JVES	Classroom/Playground Aide - PWMLS	08-12-2016	Diana Miller
CLASSIFIED RETIREMENTS				
Name	Position/Location	Last Day Worked / End of Contract		
Paula Henricks	Data Processing Specialist – Grants & Assessments / Area 2	06-30-2016	06-30-2016	
CLASSIFIED TERMINATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Karen Fisher	Bus Driver – Transportation	05-27-2016	06-24-2016	

**Certified Personnel**

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Anthony Brown	Classroom Teacher/DHS	Replaces W. Norris	2016-2017
Madison May	Classroom Teacher/MES	Replaces W. Harvey	2016-2017
Anna Willis	Classroom Teacher/DHS	Replaces S.Colato	2016-2017
Karen Pineau	Classroom Teacher/Aspire Academy High School	Replaces N.Webb	2016-2017
Ariel Borgman	Classroom Teacher/JVES	Replaces K.Wyman	2016-2017
Amy Horonzy	Classroom Teacher/JVES	Replaces M.Dale	2016-2017
Katelyn Hickman	Classroom Teacher/JVES	Replaces B. Sloan	2016-2017
Sarah Russell	Vice-Principal/DHS	Replaces D. Pyle	2016-2017
Jana Hall	Classroom Teacher/MES	Replaces S. Chappell	2016-2017
Debby Troia	Classroom Teacher-One Year/GSES	Replaces V.Wilkinson	2016-2017
Charlotte Scarborough	Classroom Teacher-Special Education CLS/GSES	Replaces S.Lacey	2016-2017
Donna Moore	Classroom Tutor-Read By Grade 3 One Year/GSES	One Year Position	2016-2017
CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Will Norris	Classroom Teacher/DHS	Classroom Teacher/JHS	2016-2017
Ashlee Nicoll	Classroom Teacher/PWLMS	Classroom Teacher/Aspire Academy High School	2016-2017
Cate Guzy	Classroom Teacher Special Education 1 FTE/DW	Classroom Teacher Resource .5 FTE/GSES	2016-2017
Barbara Sloan	Classroom Teacher/JVES	Classroom Teacher replaces K. Kocian/CCMES	2016-2017
Konnie Susich	Classroom Teacher/ZCES	Classroom Tutor Read by Grade 3 One Year/ZCES	2016-2017
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Barbara Phillips	Classroom Teacher/CCMES	Retirement	2016-2017
Valerie Wilkinson	Classroom Teacher/GSES	Resignation	2016-2017
Ryan Bugg	Classroom Teacher/DHS	One Year Position Ended	2015-2016
Sherry Martin	Counselor/DHS	Resignation	2016-2017
CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	DATES