

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, December 13, 2016  
3:30 p.m.**

**Lake Tahoe Visitors Authority – Visitor Center  
169 U.S. Highway 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.

Non-discrimination/Notice to Individuals with Disabilities: The Douglas County School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. 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**  
**Stateline, Nevada**  
 Tuesday, December 13, 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 November 15, 2016</b></p> <p>Attached are the Minutes of the Regular Board Meeting of November 15, 2016 for your review and approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 15, 2016.</b></p>	
	<p><b>B. Personnel Report No. 16-12</b></p> <p>Listed on the attached Personnel Report No. 16-12 are personnel actions presented for consideration by the Board of Trustees. Salaries for individuals employed will be determined in accordance with salary regulations of the District.</p>	
	<p><b>RECOMMENDATION: Approve personnel actions in Personnel Report No. 16-12.</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 1721, 1722 and 1723; and Regular Run Voucher Number 1724 are provided to the Board members via e-mail for review prior to the meeting. A copy of the Voucher is available for review by the public at the Superintendent's office prior to the meeting.</p>	
	<p><b>RECOMMENDATION: Approve Special Run Voucher Numbers 1721, 1722 and 1723; and Regular Run Voucher Number 1724.</b></p>	

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>D. Second Reading Board Policy No. 230, “Wellness”</b></p> <p>Board Policy No. 230, “Wellness,” has been revised, updating language to align with current terminology and practice.</p>		
<p><b>RECOMMENDATION: Approve for Second Reading Board Policy No. 230, “Wellness.”</b></p>		
<p><b>E. Annual Renewal – Stop Loss Insurance</b></p> <p>Included in each Board Member’s agenda packet is a copy of the Renewal and Marketing Analysis for the District’s self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to unanimous staff and Health Advisory Committee recommendation to accept the best proposal of stop loss insurance coverage taking into account both risk and cost. Proposed renewal with AIG at a level of \$175,000 at an estimated premium of \$537,256. Specific rates for Employee Only increased from \$33.06 to \$34.90 per month, or 5.6%, while Employee + Family increased from \$112.79 to \$126.53 per month, or 12.2%, over prior year contract. All claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2016 and 2017 calendar years, and paid within the 2017 calendar year). Funding to come from the Self-Insured Health Insurance Fund.</p>		
<p><b>RECOMMENDATION: Authorize Holly Luna, CFO, to approve contract for excess stop loss insurance for the District’s self-funded health insurance plan with AIG at a stop loss level of \$175,000 with a \$0 Laser Deductible as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.</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>		
4.	<b>Board Reports (Information and Discussion)</b>	<b>3:43 p.m.*</b>
<p>Brief updates from the Board regarding District activities.</p>		
5.	<b>Correspondence</b>	<b>3:45 p.m.*</b>
6.	<b>Superintendent’s Report (Administrative Report)</b>	<b>3:47 p.m.*</b>
<p>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.</p>		
7.	<b>First Reading Board Policy No. 224, “Program Assessment” (Discussion and For Possible Action)</b>	<b>4:00 p.m.*</b>
<p>Two Board Members requested discussion on program evaluation through the Future Board Agenda Item process. The Board will review current programs offered in the District, review Board Policy No. 224, and make any changes to the Policy as part of their discussion of program evaluation.</p>		
<p><b>RECOMMENDATION: Approve for First Reading Board Policy No. 224, “Program Assessment.”</b></p>		

8.	<b>First Reading Board Policy No. 217, “Continuing Education”</b> (Discussion and For Possible Action)	4:05 p.m.*
Rommy Cronin, Education Services Director, will bring forward revisions to the policy to align the language to reflect current law and practice.		
<b>RECOMMENDATION: Approve for First Reading, Board Policy No. 217, “Continuing Education.”</b>		
9.	<b>First Reading Board Policy No. 528, “Pregnant Students”</b> (Discussion and For Possible Action)	4:10 p.m.*
Rommy Cronin, Education Services Director, will bring forward revisions to the policy to align the language to reflect current law and practice.		
<b>RECOMMENDATION: Approve for First Reading, Board Policy No. 528, “Pregnant Students.”</b>		
10.	<b>First Reading Board Policy No. 107, “Employee/Student Assistance”</b> (Discussion and For Possible Action)	4:15 p.m.*
Board Policy No. 107, “Employee/Student Assistance Programs,” is up for review. Staff is recommending no substantive changes to the policy at this time; however, a few semantic changes will be considered.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 107, “Employee /Student Assistance.”</b>		
11.	<b>First Reading Board Policy No. 110, “District Workplace Safety”</b> (Discussion and For Possible Action)	4:20 p.m.*
Board Policy No. 110, “District Workplace Safety,” is up for review. Staff is recommending no substantive changes at this time; however, a few semantic changes will be considered.		
<b>RECOMMENDATION: Approve for First Reading Board Policy No. 110, “District Workplace Safety.”</b>		
12.	<b>The Lisa and Robert Maloff Endowment Fund Charitable Pledge Agreement and Donation</b> (Discussion and For Possible Action)	4:25 p.m.*
The Lisa and Robert Maloff Endowment Fund 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 in July 2016. Through the initial planning and design phase, the budget for the renovations has been reviewed and agreed to by the donor with an increase in the pledge agreement by \$500,000 to \$3,000,000 with approval to move forward with a 6-lane all-weather track, natural turf, concessions stand and bleachers as the major components of the revitalization.		
<b>RECOMMENDATION: Approve the revision to the Charitable Pledge Agreement, and authorize the Superintendent to execute the Agreement.</b>		
13.	<b>George Whittell High School Athletic Complex Update</b> (Administrative Report/Program Review)	4:30 p.m.*
Principal Crespín Esquivel, Holly Luna, CFO, and Jeremy Hutchings, RO Anderson will present an overview of the planned renovations at GWHS to include a 6-lane all-weather track, natural turf, concessions stand and bleachers.		

14.	<b>Strategic Plan Goal Review/Quarterly Superintendent Update (Administrative Report/Program Review)</b>	<b>4:40 p.m.*</b>
The Superintendent will present progress on the goals and activities of the Strategic Plan and provide the Board with an update on the work being conducted through her office as part of her quarterly performance review/update.		
15.	<b>DCSD Self-Insured Health Insurance Plan – Proposed Revisions to Plan for Calendar Year 2016 (Discussion and For Possible Action)</b>	<b>5:00 p.m.*</b>
The Board, at its November 15, 2016 meeting, voted 4-3 to approve a \$10.00 per month employee contribution to the health insurance premium; \$120.00 annual employee contribution. Staff believes this recommendation has merit in plan considerations of the future, but due to the inability to obtain a legal ruling before implementing the new plan in January, recommends that the Board reverse this decision at this time.		
<b>RECOMMENDATION: It is recommended that the Board reverse its decision to impose a \$10 per month employee contribution to the health insurance premium at this time.</b>		
16.	<b>Consideration of 2016-2017 Budget Augmentations and Amendments (Discussion and For Possible Action)</b>	<b>5:20 p.m.*</b>
Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1 of each year.		
In accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District’s 2016-2017 budgets:		
<u>No. 16-04</u> “Resolution to Augment the General Fund Budget of the Douglas County School District for the 2016-17 Fiscal Year”		
<u>No. 16-05</u> “Resolution to Augment Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2016-17 Fiscal Year”		
<u>No. 16-06</u> “Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2016-17 Fiscal Year”		
Included in each Board Member’s agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District’s General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2016-17 budget changes in detail, and answer Board Members’ questions.		
<b>RECOMMENDATION: Adopt each Resolution independently as proposed.</b> – Adopt Resolution No. 16-04 in its entirety – Adopt Resolution No. 16-05 in its entirety – Adopt Resolution No. 16-06 in its entirety		

<b>17.</b>	<b>Report on School Start Times Administrative Report/Program Review)</b>	<b>5:40 p.m.*</b>
	The Board will review previous discussions on start times for schools and direct staff as to how to proceed with this topic.	
<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>18.</b>	<b>Student Enrollment Report (Administrative Report/Program Review)</b>	<b>6:05 p.m.*</b>
	The Board will receive data summarizing the first quarter enrollment throughout the District.	
<b>19.</b>	<b>Possible Items for Future Board Meetings</b>	<b>6:10 p.m.*</b>
	Requests by Board Members for possible future agenda items.	
<b>20.</b>	<b>Closed Session</b>	<b>6:15 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>21.</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  
State of Nevada website: <https://notice.nv.gov/>

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)

**Classified Personnel**

<b>HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Effective Date</b>	<b>Salary</b>	<b>Replacing</b>
Haley Severns	Kindergarten Aide – ZCES	11-07-2016	14EE1	Taylorann Olsen
Georgina Vazquez	Classroom/Playground Aide – JVES (1 year)	11-21-2016	11EE1	Lisa Romo-Williams
<b>CLASSIFIED RESIGNATIONS</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Last Day Worked / End of Contract</b>		
Gina Bartels	Secretary II – Custodial Svcs/Vehicle Maintenance	11-17-2016	11-17-2016	
Marcela DeLira Astorga	Classroom/Playground Aide – ZCES	12-23-2016	12-23-2016	
Pamela Portocarrero	ESL Aide – DHS	12-23-2016	12-23-2016	
<b>CLASSIFIED CHANGES</b>				
<b>Name</b>	<b>Former Position/Location</b>	<b>New Position/Location</b>	<b>Effective Date</b>	<b>Replacing</b>
Josh Adkisson	Head Custodian – DHS	Custodian – MES	11-21-2016	Eric Wanamaker
Helen Howard	Custodian – JVES	Classroom/Playground Aide - ZCES	01-09-2017	Marcela de Lira Astorga
<b>CLASSIFIED RETIREMENTS</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Last Day Worked / End of Contract</b>		
Cathy Denson	Transportation Supervisor – Student Transportation	01-03-2017	01-03-2017	
<b>CLASSIFIED TERMINATIONS</b>				
<b>Name</b>	<b>Position/Location</b>	<b>Last Day Worked / End of Contract</b>		
None				



**Certified Personnel**

<b>CERTIFIED NEW HIRES</b>			
Name	Position/Location	Information	School Year
Colin Kvasnicka	Classroom Teacher/JVES	One Year Contract CSR	2016-2017
<b>CERTIFIED CHANGES</b>			
Name	From Position/Location	To Position/Location	School Year
Tennissa Morgan	DCSD LTS/GWHS	Classroom Teacher/JVES/One Year Contract CSR	2016-2017
<b>CERTIFIED RESIGNATIONS/RETIREMENT/LOA</b>			
Name	Position/Location	Reason	School Year
Daniel Bryant	Psychologist/CCMES	Termination	2016-2017
<b>CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL</b>			
Name	Position/Location	Reason	DATES