

**Douglas County School District
Board of Trustees
Agenda for the Regular Meeting of
Tuesday, February 14, 2017
3:30 p.m.
Airport Training Center (ATC)
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

**Thomas Moore, President
Neal Freitas, Vice President
Robbe Lehmann, Clerk
Keith Byer, Member
Karen Chessell, Member
Ross Chichester, Member
Linda Gilkerson, 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. 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
Airport Training Center
Minden, Nevada

Tuesday, February 14, 2017
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) 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 January 10, 2017 Attached are the Minutes of the Regular Board Meeting of January 10, 2017 for approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of January 10, 2017.</p>	
	<p>B. Minutes of the Special Board Meeting of January 13, 2017 Attached are the Minutes of the Special Board Meeting of January 13, 2017 for approval.</p>	
	<p>RECOMMENDATION: Approve the Minutes of the Special Board Meeting of January 13, 2017.</p>	
	<p>C. Accounts Payable Special and Regular Run Vouchers A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739 and 1740; and Regular Run Voucher Number 1741 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>RECOMMENDATION: Approve Special Run Voucher Numbers 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739 and 1740; and Regular Run Voucher Number 1741.</p>	
	<p>D. Personnel Report No. 17-02 Listed on the attached Personnel Report No. 17-02 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>RECOMMENDATION: Approve personnel actions in Personnel Report No. 17-02.</p>	

2.	Consent Items (For Possible Action) Continued	3:35 p.m.*
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E. Family Life Sex Education AIDS Advisory Council Members

The composition of the Family Life, Sex Education, AIDS (FLSEA) Advisory Council is controlled by NRS 389.036 and the appointment of members is made by the Board under advisement of the Council. Membership should represent the following: parents, students, medicine or nursing, counseling, religion, and teaching.

The following members seek approval of new terms or are returning. New members are approved for an initial term of two years. There is no limit to the number of terms a person may serve on the Council. Family Preview Nights are/were: Valley Elementary Schools – At Gardnerville Elementary School on October 18, 2016; Lake Schools – letters mailed to parents informing them to contact the school for an appointment to view the curriculum; Valley Middle Schools – at Pau-Wa-Lu Middle School on April 5, 2017.

The meeting dates for the FLSEA Advisory Council for the 2016-2017 school year are to be determined. A meeting will be scheduled if there is a need to review change or revisions to the current curriculum.

Council Members	Role	New or Returning
Brandon Swain	Ed Services – Director of Area 4	Returning
Pam Gilmartin	Principal – JVES	Returning
Roger Cramer	PDC Trainer	Returning
Carrie McGill	Teacher	Returning
Jennifer Tyndall	Chief Nurse DCSD	Returning
Vacant	Religion	
Vacant	Counseling	
Sarah Demuth	Parent	Returning
Deonne York	Parent	Returning
Mary Woolery	Parent	New
Vincent Gonzales	Student	Returning

RECOMMENDATION: Approve the Family Life Sex Education AIDS Advisory Council Members.

F. Report of Aversive Intervention

There have been two (2) reports of restraints/aversive interventions for the months of November, December and January resulting in 1 restraint and 1 aversive intervention. Both reports involved middle school students. One was deemed a non-permissible emergency use of restraint. One was deemed a non-permissible use of an aversive. Corrective action plans (CAP) have been developed for both. Those plans have been submitted to the State under NRS 388.5295. One CAP has been completed to date.

RECOMMENDATION: Approve receipt of report under NRS 388.5295.

3.	Nevada Association of School Boards (NASB) Report	3:40 p.m.*
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Karen Chessell will present details of NASB accomplishments, current issues and goals.

4.	Board Reports (Information and Discussion)	3:45 p.m.*
	Brief updates from the Board regarding District activities.	
5.	Correspondence	3:47 p.m.*
6.	Superintendent's Report (Administrative Report)	3:50 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.	
7.	Principal's Report – Gardnerville Elementary School (Administrative Report/Program Review)	3:55 p.m.*
	Shannon Brown, Principal, Gardnerville Elementary School will present his report on progress toward school performance goals.	
8.	Principal's Report – ASPIRE (Administrative Report/Program Review)	4:10 p.m.*
	Miki Trujillo, Principal, ASPIRE Academy High School will present her report on progress toward school performance goals.	
9.	Adjusted Cohort Graduation Rate Report (Administrative Report/Program Review)	4:25 p.m.*
	Brian Frazier, Education Services Director, Area 2 will provide a report on graduation data components for the Douglas County School District Class of 2016.	
10.	iNVEST Resolution (Discussion and For Possible Action)	4:35 p.m.*
	The Board will review the iNVEST document prepared by the Nevada Association of School Superintendents which provides information and goal statements put forth to the Nevada Legislature. The Board may also decide to endorse the document by approving a Resolution recommended by the Nevada Association of School Boards.	
	RECOMMENDATION: Adopt the NASB Resolution to support the iNVEST document prepared by the NV Association of School Superintendents.	
11.	Second Reading Board Policy No. 411, "Personnel Files" (Discussion and For Possible Action)	4:45 p.m.*
	Board Policy No. 411, "Personnel Files," is being revised to make the policy applicable to all district personnel, not just classified staff. Language has also been added which insures that employee personnel files are confidential and not subject to public inspection or accessibility without the signed consent of the employee.	
	RECOMMENDATION: Approve for Second Reading Board Policy No. 411, "Personnel Files."	
12.	First Reading Board Policy No. 813, "Reimbursement of Business Related Expenses" (Discussion and For Possible Action)	4:55 p.m.*
	The Board will review revisions to Board Policy No. 813, "Reimbursement of Business Related Expenses." Changes include that the District will reimburse staff for work-related travel at the rates published by the United States General Services Administration (GSA) and authorize staff to update forms each time the GSA sends out changes.	
	RECOMMENDATION: Approve for First Reading revisions to Board Policy No. 813, "Reimbursement of Business Related Expenses."	

13.	Regularly Scheduled Board Meeting Dates (Discussion and For Possible Action) Additional meetings will be scheduled as necessary.	5:05 p.m.*																																							
<p>The Board will review Board Meeting dates and determine appropriate dates for meetings to be held at Lake Tahoe and the most appropriate date for the May meeting where a public hearing on the Tentative Budget is held.</p>																																									
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RECOMMENDATION: That the Board approve the recommended dates for meetings to be held at Lake Tahoe and adjust the May date as desired.																																									
14.	Closed Session	5:10 p.m.*																																							
<p>Possible closed session pursuant to NRS 241.030(1) during which the Board will consider the character, alleged misconduct, and/or professional competence of Mr. Daniel Bryant, in the context of NRS 391.320 to NRS 391.361, “Suspension and Revocation of Licenses.”</p>																																									
15.	License Revocation Consideration (Discussion and For Possible Action)	5:25 p.m.*																																							
<p>Consideration on whether to submit a recommendation to the State Board of Education for the suspension or revocation of Mr. Daniel Bryant’s professional license pursuant to NRS 391.320 to NRS 391.361.</p>																																									
RECOMMENDATION: After the board has considered the character, alleged misconduct and/or professional competence of Mr. Bryant in closed session pursuant to the preceding agenda item, the Board will reconvene in open, public session and may take action concerning Mr. Daniel Bryant, submitting a recommendation to the State Board of Education for the suspension or revocation of his professional license.																																									
16.	Jump Start (Administrative Report/Program Review)	5:30 p.m.*																																							
<p>The Board will hear information regarding the Jump Start program and a recent visit by a team of Douglas County staff to high schools in Lyon County to observe and learn about the Jump start program in their district</p>																																									

17.	First Reading Board Policy No. 906, “Volunteers” (Discussion and For Possible Action)	5:40 p.m.*
	Board Policy No. 906 is a new policy addressing volunteers. The policy defines the term “volunteer,” outlines the screening process the District will use, and sets forth the expectations of volunteers within the school District.	
	RECOMMENDATION: Approve for First Reading Board Policy No. 906, “Volunteers.”	
18.	First Reading Board Policy No. 903, “Citizens’ Advisory Committees” (Discussion and For Possible Action)	5:50 p.m.*
	The board will review recommended changes to Board Policy No. 903, “Citizens’ Advisory Committees.” The recommended changes include a revision in language from considering problems in schools to considering issues of operation and instruction. It is also recommended that a statement requiring such advisory committees be added to follow the Open Meeting Law.	
	RECOMMENDATION: It is recommended that the Board approve the suggested changes to Policy No. 903, “Citizens’ Advisory Committees.”	
	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.	
19.	Possible Items for Future Board Meetings	6:05 p.m.*
	Requests by Board Members for possible future agenda items.	
20.	Closed Session	6:10 p.m.*
	The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).	
21.	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.

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

Classified Personnel

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL

Name	Position/Location	Effective Date	Salary	Replacing
Elizabeth Martin	Department Secretary II – Vehicle Maintenance / Custodial Services	01-30-2017	26EE5	Gina Bartels
Michael Moss	Warehouse Delivery Person – Student Nutrition Program	01-30-2017	21EE1	Jonathan Hyden
Danielle Whalen	ECSE Aide/AM – MES	02-01-2017	11EE1	New Position
Danielle Whalen	ECSE Aide/PM – MES	02-01-2017	11EE1	New Position
Kristen Ridley	Special Ed Aide/Para – CCMES	02-06-2017	14EE1	New Position
Joshua Nichols	Custodian – JVES	02-07-2017	23EE1	Helen Howard

CLASSIFIED RESIGNATIONS

Name	Position/Location	Last Day Worked / End of Contract	
Kelly Gray	Special Ed Aide – JHS	01-12-2017	01-12-2017
Vince Cary	Custodian – JVES	01-20-2017	01-20-2017
Shawnee Kellar	Special Ed Aide – CCMES	01-27-2017	01-27-2017

CLASSIFIED CHANGES

Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Noe Gallegos Carbajal	Custodian – SES	Custodian – JVES	02-21-2017	Vince Cary

CLASSIFIED POSITIONS REDUCED / REDUCTION IN FORCE

Name	Position/Location	Last Day Worked / End of Contract
None		

CLASSIFIED RETIREMENTS

Name	Position/Location	Last Day Worked / End of Contract	
Carolyn Moore	Executive Secretary to the Superintendent & Board of Trustees	03-31-2017	03-31-2017
Diana Robles	Secretary I – ZCES	07-31-2017	07-31-2017

CLASSIFIED TERMINATIONS

Name	Position/Location	Last Day Worked / End of Contract
None		

Certified Personnel

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Valerie Wilkenson	Classroom Teacher/GSES	One Year CSR Grant	2016-2017
Michelle Prather	Classroom Teacher/GSES	One Year CSR Grant replaced P.C.# 550	2016-2017
CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
Robin Caires	Classified Position-TDC	Certified Position 0.4 FTE	2016-2017
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Holly Luna	Chief Financial Officer/DCSD/P.C.2101	Resignation/2-7-17	2016-2017
Karianne Harbottle	Classroom Teacher/GSES/P.C. 550	Resignation/1-31-17	2016-2017
Susan Lacey	Classroom Teacher/SPED/DHS	Retire	7/31/17
Sylvia Willadsen	Classroom Teacher/SPED/JVES	Retire	7/31/17
CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	DATES
Nyls Rothfusz	PE Teacher/CCMES	Unpaid Leave	1/27/17
Karen Pineau	Classroom Teacher/Aspire Academy High School	Unpaid Leave	1/12/17-1/13/17
Christine Groman	Classroom Teacher/CVMS	Unpaid Leave	2/6/17-7/31/17