

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, March 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](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**  
**Airport Training Center**  
**Minden, Nevada**  
 Tuesday, March 14, 2017  
 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)          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 February 14, 2017</b>          Attached are the Minutes of the Regular Board Meeting of February 14, 2017 for approval.</p>	
	<p><b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of February 14, 2017.</b></p>	
	<p><b>B. Second Reading Board Policy No. 903, "Citizens' Advisory Committees"</b>          Board Policy No. 903, "Citizens' Advisory Committees," is offered for a second reading.</p>	
	<p><b>RECOMMENDATION: Approve for Second Reading Board Policy No. 903, "Citizens' Advisory Committees."</b></p>	
	<p><b>C. Accounts Payable Special and Regular Run Vouchers</b>          A complete list of payments contained in Accounts Payable Special Run Voucher Numbers 1740, 1742, 1743, 1744 and 1745; and Regular Run Voucher Number 1746 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 1740, 1742, 1743, 1744 and 1745; and Regular Run Voucher Number 1746.</b></p>	
	<p><b>D. Personnel Report No. 17-03</b>          Listed on the attached Personnel Report No. 17-03 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. 17-03.</b></p>	

2.	Consent Items (For Possible Action) (Continued)	3:35 p.m.*
<p><b>E. Second Reading Board Policy No. 813, “Reimbursement of Business Related Expenses”</b></p> <p>Board Policy No. 813, “Reimbursement of Business Related Expenses,” is offered for a second reading.</p>		
<p><b>RECOMMENDATION: Approve for Second Reading Board Policy No. 813, “Reimbursement of Business Related Expenses.”</b></p>		
<p><b>F. Recreational Marijuana Establishments in Douglas County</b></p> <p>The District has written a letter of support regarding proposed zoning changes within Douglas County. The new zoning would prohibit establishments which could sell recreational marijuana within the County. Douglas County already has zoning which prohibits establishments from selling medical marijuana. The District sees a number of students each year whose grades drop and behavior escalates due to the influence of drugs in their lives. It is our belief that we should do everything we can to keep the influence of drugs as far away from our students as we are able to do.</p>		
<p><b>RECOMMENDATION: Approve the submission of the letter to the County Commissioners in support of zoning changes that would prohibit establishments wishing to sell recreational marijuana in Douglas County.</b></p>		
<p><b>G. Jobs for America’s Graduates (JAG) Memorandum of Understanding (MOU) Renewal</b></p> <p>The District partnered with JAG at the start of the current school year. The JAG program provides the District with an instructor who helps students to learn the skills they need to succeed in life and provides the mentoring needed to assure they earn their diploma. Students learn about leadership, soft skills, employability, study habits and they benefit from the mentoring their instructor provides them while attending Douglas High School, and also in the first year beyond high school. Douglas High School currently has over 40 students enrolled in the Program.</p>		
<p><b>RECOMMENDATION: Approve the renewal of the JAG MOU for the 2017-2018 school year.</b></p>		
<p><b>H. Bid – Carson Valley Middle School Abatement Project Bid</b></p> <p>The District’s 5 Year Capital Plan includes renovations and upgrades to Carson Valley Middle School. The Board has approved the plan and been presented with an overview of the schematic design of the work to be completed at its meeting held on November 15, 2016. The District received two bids on February 23, 2017. Upon review, the lowest responsive and responsible bidder was determined by the Project Manager, Scott McCullough. Approval of the bid of \$86, 360.00 by Diversified Demolition Company is requested.</p>		
<p><b>RECOMMENDATION: Approve acceptance of the Bid of \$86,360.00 by Diversified Demolition Company for the Carson Valley Middle School Abatement Project.</b></p>		

2.	<b>Consent Items (For Possible Action) (Continued)</b>	<b>3:35 p.m.*</b>
<p><b>I. Bid – DCSD WAN Fiber Improvement Project</b></p> <p>The District Technology Director, Mr. John Endter, wrote for and was awarded a State grant in the amount of \$992,730.85 to improve our fiber capabilities within the District. One bid was received on March 3, 2017. Upon review, the bid was determined to be responsive and responsible by the Project Manager, Scott McCullough. Approval of the bid of \$807,700.00 by Curtis and Sons Construction, Inc. is requested.</p> <p><b>RECOMMENDATION: Approve acceptance of the Bid of \$807,700.00 by Curtis and Sons Construction, Inc. for the DCSD WAN Fiber Improvement Project.</b></p> <p><b>J. Budget Voucher Adjustment for March 2017 – FY 16/17</b></p> <p>A complete list of budget adjustments by the Budget Manager 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 March Budget Vouchers as recommended by the Budget Manager for the fiscal year 2016-2017.</b></p>		
3.	<b>Nevada Association of School Boards (NASB) Report</b>	<b>3:40 p.m.*</b>
Karen Chessell will present details of NASB accomplishments, current issues and goals.		
4.	<b>Board Reports (Information and Discussion)</b>	<b>3:45 p.m.*</b>
Brief updates from the Board regarding District activities.		
5.	<b>Correspondence</b>	<b>3:47 p.m.*</b>
6.	<b>Superintendent’s Report (Administrative Report)</b>	<b>3:50 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.		
7.	<b>Principal’s Report – Carson Valley Middle School (Administrative Report/Program Review)</b>	<b>3:55 p.m.*</b>
Bob Been, Principal, Carson Valley Middle School will present his report on progress toward school performance goals.		
8.	<b>Principal’s Report – Jacks Valley Elementary School (Administrative Report/Program Review)</b>	<b>4:10 p.m.*</b>
Pam Gilmartin, Principal, Jacks Valley Elementary School will present her report on progress toward school performance goals.		

9.	<b>Nevada Association of School Boards iNVEST Resolution (Discussion and For Possible Action)</b>	<b>4:25 p.m.*</b>
<p>The Board will be presented with a Resolution (No. 17-01) with four components: support the iNVEST document; agree in encouraging the Nevada State Legislature to take all revenues collected from Nevada citizens to fund public education and allocate them for that purpose only; recognize that Governor Sandoval has made a number of forward-looking budget proposals as an extension of his plan to further improve Nevada’s PreK-12 education system; and strongly support a number of recommendations that will have the greatest impact on learning and achievement during the 2017-2019 Biennium.</p>		
<p><b>RECOMMENDATION: Approve Adoption of Resolution Number 17-01.</b></p>		
10.	<b>Carson Valley Middle School Renovation Project Guaranteed Maximum Price (Discussion and For Possible Action)</b>	<b>4:35 p.m.*</b>
<p>Project Manager, Scott McCullough, will bring a presentation of the Carson Valley Middle School Renovation Project for Board Review and possible approval. A Guaranteed Maximum Price (GMP) will be presented for the project as required for Construction Manager At Risk (CMAR) projects under NRS 338.169, along with a review of the process that preceded the finalization of the GMP.</p>		
<p><b>RECOMMENDATION: Approve the Guaranteed Maximum Price for the Carson Valley Middle School Renovation Project.</b></p>		
11.	<b>First Reading Board Policy No. 906, “Volunteers” (Discussion and For Possible Action)</b>	<b>4:45 p.m.*</b>
<p>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.</p>		
<p><b>RECOMMENDATION: Approve for First Reading revisions to Board Policy No. 906, “Volunteers.”</b></p>		
12.	<b>Board Association Expense and Professional Development (Discussion and For Possible Action)</b>	<b>4:55 p.m.*</b>
<p>The Board will receive a report and possibly take action on expenditures of funds related to membership in the Nevada Association of School Boards and related professional development. The Superintendent will recommend that the Board support membership in the Association and related professional development opportunities for Board members. The Superintendent will also recommend that the Board review the annual program for national conferences and determine the appropriate level of participation among Board members each year.</p>		
<p><b>RECOMMENDATION: Approve membership and related professional development opportunities offered by the Nevada Association of School Boards and agree to annually review programming for national conferences to determine appropriate levels of participation from Board members.</b></p>		

13.	<b>Confidential Salary Schedule (Discussion and For Possible Action)</b>	<b>5:10 p.m.*</b>
<p>The District conducted a review of salaries paid to Confidential employees and found that the positions identified as Confidential within the Douglas County School District are not comparable to the same positions in other neighboring or like-sized school districts. DCSD is not in a position to fully compare with other districts, but will discuss recommendations to adjust the salary schedule of confidential employees to make compensation for that group more comparable.</p>		
<p><b>RECOMMENDATION: Approve the recommendations for adjustment to the salary schedule of Confidential employees to adjust for comparability.</b></p>		
14.	<b>Supervisory Salary Schedule (Discussion and For Possible Action)</b>	<b>5:20 p.m.*</b>
<p>The District has reorganized the Business Services Office and reassigned a number of duties once held by the CFO. As such, new responsibilities and duties have been assigned to the Budget Manager, requiring adjustment to title and salary. The new duties include supervision of the Business Office staff, full accountability for the budget and related reporting, and oversight into the transactions within the Business Office. The position is being renamed to be Director of Business Services and, while it remains a Confidential position, the Superintendent is recommending an adjustment to the salary for the increase in duties and the salary will move to the Classified Supervisor Salary Schedule.</p>		
<p><b>RECOMMENDATION: Approve the recommendations for salary adjustment and title to the position of Business Manager; becoming Director of Business Services and compensated on the Classified Supervisor Salary Schedule.</b></p>		
15.	<b>Process for Conducting the Evaluation of the Superintendent (Information and Discussion)</b>	<b>5:30 p.m.*</b>
<p>The Board will conduct the superintendent's evaluation at the April meeting. The Board will be provided with the evaluation tool and procedures defined by the Superintendent Evaluation Sub-Committee.</p>		
16.	<b>Update on Redevelopment Zone 2 at Lake Tahoe (Information and Discussion)</b>	<b>5:45 p.m.*</b>
<p>The Board will receive an update on any property development related to Redevelopment Zone 2 within Douglas County at Lake Tahoe. The County Commission approved a tax deferral for the area in early 2016 and the District monitors any development in the area as it may want to enter a Memorandum of Understanding with the County in an effort to recoup any lost revenue due to the abatement should development begin to occur.</p>		
<b>Public Comment:</b>		<b>6:00 p.m.</b>
<p>Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. The Board reserves the right to limit the amount of time that will be allowed for each individual to speak. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.</p>		

<b>17.</b>	<b>Possible Items for Future Board Meetings</b>	<b>6:05 p.m.*</b>
Requests by Board Members for possible future agenda items.		
<b>18.</b>	<b>Closed Session</b>	<b>6:10 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>19.</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**

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL				
Name	Position/Location	Effective Date	Salary	Replacing
Cody Wolfe	Custodian – DHS	02-21-2017	23EE1	Max Mora
Shawn Stubnar	Warehouse Delivery Person – SNP	02-27-2017	21EE1	Michael Moss
Craig Altringer	Maintenance Technician II – Buildings & Grounds	03-08-2017	31EE3	Corey Hawker
CLASSIFIED RESIGNATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
None				
CLASSIFIED CHANGES				
Name	Former Position/Location	New Position/Location	Effective Date	Replacing
None				
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		
None				
CLASSIFIED TERMINATIONS				
Name	Position/Location	Last Day Worked / End of Contract		
Michael Moss	Warehouse Delivery Person – SNP	02-08-2017	02-08-2017	
Joseph Roybal	Custodian – Airport/DO/ASPIRE	02-17-2017	02-17-2017	

**Certified Personnel**

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year
CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Reason	School Year
Jennifer Aiksnoras	Counselor .5 FTE/ZCES	Resignation	2017/2018
CERTIFIED LEAVE OF REQUEST-BOARD REQUIRED APPROVAL			
Name	Position/Location	Reason	DATES
Lila Schilling	Classroom Teacher/MES	Request Unpaid Leave	12/23/2016
Carrie McGill	Classroom Teacher/DHS	Request Unpaid Leave	5/11/17&5/12/17
Meg Getty	Classroom Teacher/DHS	Request Unpaid Leave	3/29/17/ Half Day