

**Douglas County School District**  
**Airport Training Center**  
**Tuesday, February 13, 2018**  
**4:00 p.m.**

**MINUTES**

Present:

**Trustees:**

Thomas Moore, President  
Robbe Lehmann, Vice President  
Keith Byer, Board Member  
Ross Chichester, Board Clerk  
Karen Chessell, Board Member  
Carey Kangas, Board Member  
Linda Gilkerson, Board Member

Present:

**Personnel:**

Teri White, Superintendent  
Keith Lewis, Executive Director Human Resources  
Jacque Matteoni, Executive Director Area 1  
Brian Frazier, Executive Director Area 2  
Rommy Cronin-Mack, Executive Director Area 3  
Brandon Swain, Executive Director Area 4  
Susan Estes, Director Business Services

**Others Present:**

Rick Hsu, Legal Counsel

**1. Call to Order**  
**(For Possible Action)**

Mr. Moore called the meeting to order at 4:00 p.m. Jacks Valley Elementary students led the Pledge of Allegiance.

Motion made by Mrs. Chessell to adopt the agenda, seconded by Mr. Byer.

Mr. Moore called for public comment. There was none.

Motion carried, 7-0.

## **2. Consent Items (For Possible Action)**

Mr. Moore called for public comment. There was none.

Mr. Chichester moved to adopt the Consent Agenda, seconded by Mrs. Gilkerson.

Motion carried, 7/0.

- A. Approve the Minutes of the Regular Board Meeting of January 9, 2018.
- B. Approve the Minutes of the Strategic Plan Retreat Meeting of January 23, 2018.
- C. Approve Special Run Voucher Numbers **1844, 1845, 1846, 1847, 1848**; and Regular Run Voucher Number **1849** was provided to the Board Members via e-mail for review prior to the meeting.
- D. Approve Personnel Report No. 18-02.
- E. Approve Budget Vouchers as recommended by the Director of Business Services for February 2018.
- F. Approve Second Reading of Board Policy No. 707, "Community Use of School Facilities."
- G. Approve Second Reading of Board Policy No. 430, "Breaks."
- H. Approve Second Reading of Board Policy No. 325, "Payment for Unused Sick Leave."
- I. Approve the DCSD Family Life Sex Education Committee List.
- J. Approve the Monthly Update Enrollment Counts.

## **3. Nevada Association of School Boards (NASB) Report (Information and Discussion)**

Mrs. Chessell reported on the NASB meeting held on February 3, 2018 at the Hyatt Place Hotel that Legislation is in full swing and NASB is preparing for this year. The topics were on Leadership, Government and School Finance. Mrs. Chessell handed out a packet for the Board from this meeting.

It was suggested that the District take a look at the contracts with the vendors and be sure they are updated. It was noted that NASB would like to have visible and easy access to District's website information that each Board Member has completed their mandatory training in their first and third years.

Mrs. Chessell commented there would be a 24-Hour School Safety Workshop in Carson City in April, 2018 and a workshop in September at the Hyatt Hotel. June 23, 2018 at the lake there will be a Professional Development meeting, topics to be announced soon.

There is a vacancy seat on the NIAA region three Board.

If the Board has any ideas on Corporate Sponsors for NASB, please contact Dotty Merrill.

Mrs. Gilkerson commented that the next NASB and POOL PACT workshop would be April 20-21, 2018 at The Plaza Hotel in Carson City. Please let Michele Curtis know if you will be attending.

Mr. Moore commented that all of Douglas County School District's Board Members have completed their mandatory training for AB451.

## **4. Board Reports (Information and Discussion)**

Mr. Byer met with the District's Auditor, Rife Silva and Company, and commented that it was very

helpful in understanding the process in the District's accounting system.

Mr. Byer asked what the biggest risk was for Douglas County School District; the auditor commented that it is the Grant Accounting and that DCSD has done an excellent job with this process.

## **5. Correspondence**

Mrs. White commented that one anonymous letter has been received and forwarded to the school.

## **6. Superintendent's Report (Administrative Report)**

Mrs. White, Superintendent, updated the Board that the CMAR project is at 50% and ready to go out to bid for this project.

Safevoice is new this year based off of, "Safe To Tell." Students, parents and faculty will have access to the hotline for Safevoice which is an anonymous tip system used to report threats for the safety or well-being of students. Students can use the Safevoice tool to report concerns about their friends or themselves. In partnership with the Department of Public Safety, we have distributed posters and flyers to DCSD schools to advertise the program. There is also an app available for your phone. This will replace our current hotline.

Mrs. White and Mrs. Cronin-Mack attended the NASS meeting, which talked about the Big Book of Apps. Mrs. White commented that the book has all kinds of different Apps which could be helpful in management.

Cabinet will be working on the feedback of the Strategic Plan Retreat from the table leaders and providing the Board with a summary on how we can achieve our goals.

Mrs. White and Mr. Swain are on the Secret Witness Board and received some stickers and mouse pads to distribute to the District.

## **7. Review and Update of the District's Five-Year Capital Improvement Plan for 2017-2018 (Discussion and For Possible Action)**

Sue Estes, Director of Business Services, and Gary Cullen, Supervisor of Maintenance, reported the Five-Year Capital Improvement Plan (CIP). The audited prior year ending fund balance is listed in the Plan revision along with cost estimates, projects and school additions.

Mrs. White commented since last April the CIP plan has changed.

The revised Plan includes revenue true-up from permitted sources, true-up of bond funds for the CVMS project, true-up of actual costs of the CVMS project and adjustment for the high bid in the PWLMS/GSES fan coil project.

The revised Plan budgeted expenses include the CMAR project, the LAN and WAN projects and the costs to complete the Best Management Practice (BMP) for TRPA, a requirement for permitting of the GWHS Stadium Project.

Mrs. Estes commented that we would have some big projects coming with Jacks Valley Elementary School and C.C. Meneley Elementary School, which will absorb most the CIP funds.

Mrs. Estes commented on the kid's committee tier one and tier two noting many projects cannot be

completed due to insufficient funding.

Mrs. White commented that some of these projects are mandated by the State and that we address those first and prioritize with Fire and Security. The Bond Fund will be entirely spent this year.

Mr. Moore called for public comment. There was none.

Mr. Byer commented on the adds and deletes in the portables at JVES and MES which have fallen off of tier two.

Mr. Moore commented that some time ago we talked about having an updated report from the Superintendent updating the Board on the projects.

Mr. Moore commented that NHP is moving to a new radio system and the District should assure that any new repeaters which are installed will be compatible to the State upgrade so that all law enforcement officers are able to communicate within our buildings.

Mr. Moore commented that the Board needs to start a conversation about implementing a new keyless entry system and realizes it is expensive, but the Board may need to come up with a plan to start a budget for this project.

Mr. Chichester moved to approve the updated FY2017-18 Five-Year Capital Improvement Plan as recommended by Susan Estes, Director of Business Services, seconded by Mr. Lehmann.

Motion carried, 7-0.

## **8. Budget Preparation Discussion (Information and Discussion)**

Sue Estes, Director of Business Services, presented information for planning a balanced budget.

All salaries and benefits are pulled from the accrued salaries and benefits generated by the system. Any variances are determined by potential salary increases and future needs. Discretionary budgets remain the same each year except for school budgets that are determined by a factor and enrollment.

Available funds for the general fund is at \$57,799,564.00. The Fan Coil and CMAR projects are projected to come in a little higher, approximately \$130,000.00, more than the CIP budget, which will be paid from the general fund.

It was recommended to address the Maintenance and Transportation budget in the future, as the Board may need to make some adjustments as the District will need some newer vehicles or buses.

Mr. Moore called for questions.

Mr. Byer commented that he enjoyed looking at the spreadsheet of the breakdown by budgets. The District may want to think about a zero based budget in a rotation of budgets.

Mrs. Estes commented that the fees have gone up substantially to NIAA. We might need to adjust the discretionary funds at the secondary levels.

Mrs. White commented that if we know ahead of time what the District needs to purchase we could budget for it.

Mr. Chichester commented that our opening fund balance is \$5,301,715.00 and the ending fund balance is \$2,528,043.00.

Mrs. Estes commented that in the \$ 2,528,043.00 the District would have some under spend to roll over to the next fiscal year. That has been historically about 3.6% to 3.4%.

Mrs. White commented that if the budget declines for 3 consecutive years the District needs to go before the State Board.

Mr. Moore commented that the maintenance of buildings and vehicles have been neglected over the years. This concerns him.

### **9. George Whittell High School Press Box Update (Discussion and For Possible Action)**

Gary Cullen, Director of Maintenance and Scott McCullough, DCSD Project Manager presented a breakdown of expenditures for the GWHS Press Box. The District received a sizeable donation from the Maloff family for the improvement of the GWHS football field and stadium. The planning team requested that a new press box/concession be designed into the project. The overall project has a budget of \$485,984.00. The new estimate for that work is \$585,045.00; a difference of (\$99,061.00.) Additionally, Project Management costs are expected to be \$23,000.00. The total amount required to add the press box/concession structure to the project is \$122,281.00.

Mr. Esquivel, Principal of George Whittell High School, and Phil Bryant, Athletic Director of GWHS, commented that they have been working on this project well over a year with parents, community, and the Booster Club. The Booster Club is willing to purchase appliances, tables and chairs.

Mr. Esquivel has reached out to GWHS alumni for additional funds.

Mrs. White commented that she recommended that the contractor reevaluate the costs and see where there could be some adjustments.

Mr. Lehmann commented that maybe the PTO could help with the funds.

Mr. Byer commented the community, PTO, and businesses have helped in many ways with the lake schools. Mr. Byer feels we need to finish this project.

Mr. Chichester commented that asking for more money that is above the original bidding price is not fare to the community or the Board of Trustees. The District received a donation and this project should have been built for that price or less.

Mrs. White did have the discussion in December with the planning committee that the project needed to be scaled back because it was over budget.

Mr. Byer suggested we approve the additional funding and ask the school to do additional fund raising.

Mr. Moore commented that this project was elaborate and the donor donated \$3,000,000.00 for this project. Mr. Moore supports this project and hopes that the District could fund the rest.

Mr. Moore called for public comment. There was none.

Motion made by Mr. Chichester that the Board of Trustees approve the additional funding necessary to complete the Press Box/Concession building at George Whittell High School stadium, noting that the funds would come from the District Maintenance budget, seconded by Mr. Byer.

Mr. Chichester stated that he is unhappy the way this item came forward to the Board. The Board

should have been notified long before the Board meeting.

Motion carried, 7-0.

Agenda item taken out of order.

### **11. Principal's Report-Carson Valley Middle School (Administrative Report/Program Review)**

Bob Been, Principal, Linda Fields and Ed Perkins, Vice Principals, presented current school initiatives, activities and facility upgrade on Carson Valley Middle School. Single point entry into CVMS has been completed.

Chromebooks have been issued to every 6<sup>th</sup>-7<sup>th</sup> grader. CVMS is scheduled to have chromebooks to all 8<sup>th</sup> graders by August 2018. The media center has been upgraded with Mini-Robots, Green-screen, and sound system.

Mr. Been had one of the students share the technology that has been implemented at CVMS, a 3-D printer, Robots, and lunchbox laptop that the student designed himself powered by Raspberry Pi technology.

CVMS now has Math Counts Team and has GE volunteers come in and work with the students. CVMS has implemented Connectedness in the classrooms where teachers conduct conversations with students and perform regular grade checks. CVMS has a webpage and 46 classes on the web counter, and have had over 522,000.00 hits on their webpage. CVMS is looking to add new software to the webpage that will link the counseling calendar so parents will be able to see the calendar and make appointments. CVMS has had great success with the Annual Student Input-Perception Survey.

CVMS is currently a four-star school. Moving forward CVMS would like to have a 4-person core team in the 6<sup>th</sup> grade. CVMS plans to offer 20 different semester electives to include 3 different STEM semester courses (PLTW) education.

Mr. Been commented that the Professional Development day with Eric Twadell was very informative and plans to use his suggestions in instruction and leadership.

Mr. Perkins commented the Board Intervention Funds have been focused on math camps, which is a day math camp, with 60 students, with 3 sections. There is Saturday camp as well. Last year we had 57 students attend. CVMS offers Saturday school for grade recovery, with two teachers for Math and ELA and one administrator. Last year there were 157 students that attended Saturday school.

Mrs. Fields, presented School Climate, Be Safe, Respectful, and Responsible. CVMS has continued with positive behavior interventions. CVMS has established school-wide expectations for the students in every area of campus, with the "Tiger Stripes" matrices and Tiger Ten. Tiger tickets are a hot commodity that students can exchange for quarterly raffles, daily and buy spirit wear. CVMS implemented this year the Student Incident Report (SIR), where it will manage classroom behavior. Sports and clubs are doing very well at CVMS.

Agenda item taken out of order.

### **13. Public Comment**

Mr. Moore called for public comment at 5:30 p.m. There was none.

Agenda item taken out of order.

## **10. Review of Adjusted Cohort Graduation Rate Report (Administrative Report/Program Review)**

Mr. Frazier, Executive Director, Education Services Area 2, presented information on Adjusted Cohort Graduation Rate for the class of 2017.

DCSD had 435 students who graduated in 2017. Standard diplomas were at 57.01%, Advanced 22.53%, Honors 17.01%, and Adult 3.45%. Total graduates are at 87.53% for Douglas County School District.

An analysis of the graduate and non-graduate populations was provided as well as three-year historical data by district and school.

Agenda item taken out of order.

## **12. Principal's Report-Jacks Valley Elementary School (Administrative Report/Program Review)**

Pam Gilmartin, Principal, and Blaine Spires, Vice Principal, Jacks Valley Elementary School, presented an update on their school and shared a video.

This year the theme at JVES is "Sunshine." JVES has focused on Writing. The 313 third through fifth grade student scores will increase as a student body by 10% proficiency in their informational writing on school-wide assessments within the next seven months. Student scores will also increase on the ELA State Assessments. All informational writing will align to Nevada Academic Content Standards for each grade level requirements.

JVES students, Molly, Simon and Sam presented information about Writing, Elaborating, and Writing on Topics. These students gave a wonderful presentation.

Mr. Spires, commented that the school is spreading positivity around the school by using bulletin boards with positive sayings.

Mrs. Gilmartin commented on Positive Behavior Intervention and Support (PBIS) check in and check out. The video captured students using check in and check out for students that need help with behavior or blurting in class. This group works with the students to be a respectful student and build relationships with other students.

JVES held NEPF workshops with different Professional Development activities. JVES has several different interventions in place for the students.

Five-minute break was taken.

Meeting resumed at 6:18 p.m.

Agenda item taken out of order.

## **14. Cyber Report-Information Technology (Administrative Report/Program Review)**

Mr. Endter, Director of Information Technology, presented information on Cyber Security. According to the Verizon 2015 DBIR report, humans, or users, account for 90% of security incidents. Mr. Endter

commented that the FBI has contacted DCSD and stated this is serious for the Education Systems and that the School Districts need to be aware of Cyberattacks starting with Phishing Emails. Mr. Endter has implemented KnowBe4 Security Awareness Training to the District. The IT department has been sending out Phishing Email sporadically to District employees to teach them the process on how to check an email that looks suspicious. KnowBe4 also offers training online for DCSD employees.

Mr. Endter expressed to think before clicking or responding to emails, verify the identity of the caller or email, have you received emails before from this person. Remember this is an organized crime that is happening and they are targeting schools.

Mr. Endter explained how to Hover over a link and look at the link very carefully.

How did they get my email address?

On hold-Pause-Take a breath

Verify the sender

Examine the links

Remove the email-Delete it!

Mr. Endter commented that if an employee is ever asked to change their district password to notify the IT department. Do not use your personal passwords for your DCSD account. If you ever think your password may have been compromised, call the IT department and they will help reset your password.

### **15. New Policy-Approve New Policy under Objectives related to Recruiting and Retaining Teachers (Discussion and For Possible Action)**

Mr. Lewis, Executive Director Human Resources, presented information on a new policy relating to Recruiting and Retaining Teachers. The nation faces a teacher shortage and Douglas County School District feels the effects of that shortage when trying to recruit teachers to fill vacancies. The District currently offers signing bonuses to newly hired teachers who commit to work for the District for at least two years.

Mr. Lewis commented that the new policy would establish procedures the District would use to request that teachers who intend to retire at the end of the current school year and who agree to notify the District early by signing an irrevocable resignation letter, be monetarily compensated for such early notification. The new policy would denote the process the District would use to offer hiring bonuses to teachers new to the District. Staff requests that the current allocation of \$20,000.00 for hiring bonuses continue and that additional allocation of \$10,000.00 be instated to incentivize early notification of retirement. Currently DCSD has 19 licensed employees that would qualify for early notification of retirement for \$400.00 each.

Mrs. Chessell asked how the District decided on \$400.00 for each retirement incentive notification.

Mr. Lewis commented that he contacted other school Districts and did some comparisons.

Mr. Lewis commented that he would continue to recruit new hires and attend job fairs. Mr. Lewis shared a video that he will use as a recruitment tool for new hires.

Mr. Moore commented that he agrees with the new policy but not necessarily the incentive of the amount that the District would offer. He also asked does this early incentive pertain to retirement or leaving the District all together.



Mrs. White commented that this is an early retirement incentive, if the District had an idea of how many employees would retire in a given year early, they could use the information to add to the Master plan the number of positions the District would need to fill and prepare for budgeting. Mr. Moore would like the third paragraph revised in the new policy and brought back as a second reading.

Motion made by Mr. Chichester that the Board consider the language of the new policy and direct staff to make the necessary changes of early retirement notifications compensation with the note of changes, seconded by Mr. Byer.

Mr. Moore called for public comment. There was none.

Motion carried, 7-0.

At 6:44 p.m. Melissa Rains, Assistant Director Special Services Area 1, dismissed herself.

### **16. First Reading Board Policy No. 30, "Bylaw Article III, Functions" (Discussion and For Possible Action)**

Mrs. White presented First Reading Board Policy No. 30, "Bylaw Article III, Functions." This was brought forward to the Board at the last meeting with discussion of verbiage. Since the District does not have an Assistant Superintendent, several Board members have questioned who is in charge when the Superintendent is out of state or should something happen to incapacitate the Superintendent. The changes to this policy call for the Superintendent to designate an Executive Director to act in the absence of the Superintendent when he/she is out of the State or on vacation; and designates the most senior Executive Director to become the acting Superintendent should the Superintendent become incapacitated for any reason.

Mr. Moore called for public comment. There was none.

Motion made by Mr. Lehmann that the Board approve the proposed changes to Board Policy No. 30, "Bylaw Article III, Functions," establishing procedures for naming an acting Superintendent in absence of the Superintendent, seconded by Mrs. Chessell.

Motion carried 7-0.

### **17. First Reading Board Policy No. 529, "Suspension and Expulsion" (Discussion and For Possible Action)**

Mrs. White presented First Reading Board Policy No. 529, "Suspension and Expulsion," revision to Item 14; Violations of established school or District regulation or Board policies. Staff believes that this statement is intended to address items in school handbooks or other policies not specifically noted in Board Policy 529. The revision would require the site administration to specify the other school rules, regulations, or policy violations, which may have been violated by the student and present cause for suspension or expulsion.

Mr. Moore called for questions.

Mrs. Gilkerson inquired about number 8 in this policy; Possession and/or use of tobacco or electronic nicotine-delivery devices (including but not limited to e-cigarettes, e-hookahs, and vapor pens).

Mrs. White stated that there is a Federal Law pertaining to tobacco use in schools.

Mr. Moore commented if Mrs. Gilkerson would like to bring it to a meeting to add it to future Board meeting discussion.

Mr. Moore called for public comment. There was none.

Motion made by Mr. Lehmann that the Board approve the recommended changes to Board Policy 529 as a First Reading, seconded by Mr. Byer.

Motion carried, 7-0.

### **18. Superintendent Evaluation Process (Discussion and For Possible Action)**

Mr. Moore commented on the survey that was sent out previously that it did not provide a whole lot of substance personally to him.

The Board appointed a Sub-Committee in 2016, which worked to review the evaluation process of the Superintendent. The Sub-Committee recommended a cycle of review to inform the process and permit the Board to offer feedback to the Superintendent in an ongoing fashion. The process includes the following:

Goal-setting/Discussion of Strategic Plan progress to occur in June  
Reporting in September and December  
Survey in late January or early February  
Formal evaluation in March or April

Mr. Lehmann commented that the current survey provided valuable information for the Board, but feels the survey could be separate from the Board's evaluation. He stated that as a Board, we could evaluate the Superintendent on a personal level without the survey. If Mrs. White would like to send out the survey for her preference then she can do that.

Mr. Byer commented on the questionnaire answers and that it did not change the way of evaluating the Superintendent at the time. The Superintendent needs to take the comments with a grain of salt. It was good information for Mr. Byer though it made it him question himself with the Superintendent, but was not distracting to him.

Mr. Byer commented that the Board could sign a contract with the Superintendent now and then evaluate.

Mr. Moore commented that the Board could enter a contract now and then do an evaluation and come back and modify the Superintendent's contract after the evaluation.

Mrs. White commented that the Superintendent contract is linked to an evaluation and it becomes a timing issue. Should the Board make any changes to the contract it does line up with the evaluation.

Mr. Chichester would like to move forward with the evaluation and contract for the Superintendent.

Mr. Moore asked the Board how they wanted to proceed with the Superintendent's evaluation.

Mr. Chichester commented that he would like to keep the same process as the last two years.

Mrs. Gilkerson commented that the Board should do a survey every other year.

Mrs. Chessell agrees with keeping the survey.

Mrs. White commented that the survey could go out but with a school break coming up we would get the results after the March Board meeting.

The consensus of the Board was to move forward with an evaluation and contract for the Superintendent, followed by a survey later.

Motion made by Mr. Chichester to approve the evaluation at the March Board meeting with a new contract, along with a focused survey to follow later in the year, seconded by Mrs. Chessell.

Mr. Moore called for public comment. There was none.

Motion carried, 7-0.

Mr. Frazier, Executive Director, Education Services Area 2, will send out the evaluation tool electronically right away.

Mr. Byer commented that the Superintendent should have a raise.

Mr. Moore commented that the Board offered Mrs. White a raise last year and Mrs. White declined that raise in her contract.

Agenda item taken out of order.

## **20. Prioritizing Agenda-Possible Items for Future Board Meetings (Discussion and For Possible Action)**

Mrs. Gilkerson commented that the Board be provided the article she received at the NASB conference regarding expulsion and suspension.

No new agenda items were added.

Mrs. White reminded the Board the next meeting will be held on March 13, 2018 at Carson Valley Middle School Library, starting at 4:00 p.m.

## **21. Public Comment**

Mr. Moore called for public comment at 7:26 p.m.

Mr. Frazier, Executive Director, Education Services Area 2 commented about the Superintendent contract you are about to enter and consider the length of time as it relates to initiatives that are being done in the District and that it shows the public that the Board is behind the Superintendent. The longer the contract the more faith and public support that one provides Superintendents. The length of contract is a statement for the public.

## **22. Adjournment**

Mrs. Gilkerson made a motion to adjourn the meeting at 7:28 p.m., seconded by Mr. Chichester.

Motion carried, 7-0.

Submitted by,



Michele Curtis  
Secretary to the Board of Trustees

Approved:



Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.