

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Meeting of  
Tuesday, June 12, 2018  
4:00 p.m.  
Airport Training Center  
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**

**Robbe Lehmann, Vice President**

**Ross Chichester, Clerk**

**Keith Byer, Member**

**Karen Chessell, Member**

**Linda Gilkerson, Member**

**Carey Kangas, 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 Caryn Harper at 775-782-5134 or [charper@dcsd.k12.nv.us](mailto:charper@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, June 12, 2018

4:00 p.m.

**AGENDA**

<b>1.</b>	<b>Call to Order</b>	<b>4:00 p.m.</b>
	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.	
<b>2.</b>	<b>Consent Items (For Possible Action)</b>	<b>5 Min.*</b>
	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:	
	<b>A. Minutes of the Regular Board Meeting of May 22, 2018</b> Attached are the Minutes of the Regular Board Meeting of May 22, 2018 for approval.	
	<b>RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of May 22, 2018.</b>	
	<b>B. Accounts Payable Special and Regular Run Vouchers</b> A complete list of payments contained in Accounts Payable Special Run Voucher Numbers <u>1876</u> , <u>1877</u> , <u>1878</u> , and <u>1879</u> ; and Regular Run Voucher Numbers <u>1880</u> and <u>1881</u> are provided to the Board members via e-mail for review prior to the meeting. Vouchers have been prepared in accordance to state law and a copy of the Voucher is available for review by the public at the Superintendent's office prior to the meeting.	
	<b>RECOMMENDATION: Approve Special Run Voucher Numbers <u>1876</u>, <u>1877</u>, <u>1878</u>, and <u>1879</u>; and Regular Run Voucher Numbers <u>1880</u> and <u>1881</u>.</b>	
	<b>C. Personnel Report No. 18-06</b> Listed on the attached Personnel Report No. 18-06 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.	
	<b>RECOMMENDATION: Approve personnel actions in Personnel Report No. 18-06.</b>	

<b>2.</b>	<b>Consent Items (For Possible Action) (Continued)</b>	<b>5 Min.*</b>
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**D. Budget Voucher Adjustments**

A complete list of budget adjustments made by the Director of Business Services during the recent course of business is provided for review and approval by the Board of Trustees as required by NRS 354.598005.

**RECOMMENDATION: Approve the Budget Voucher Adjustment for June 2018 as submitted.**

**E. Approval of Board Meeting Dates and Locations for the 2018-2019 School Year**

As part of its annual organization, at the January 2018 Board Meeting, the Board approved the schedule of Board Meetings for the 2018 calendar year (February 2018 – January 2019). The schedule offered extends the meeting location assignments through the end of the school year (February 2019-June 2019).

**School Board Meeting Dates and Locations 2018-2019**

Tuesday, July 10, 2018	Airport Training Center	4:00 p.m.
Tuesday, August 14, 2018	Lake Tahoe Visitors Authority- Visitor Center	4:00 p.m.
Tuesday, September 11, 2018	Airport Training Center	4:00 p.m.
Tuesday, October 9, 2018	Airport Training Center	4:00 p.m.
Tuesday, November 13, 2018	Lake Tahoe Visitors Authority Visitor Center	4:00 p.m.
Tuesday, December 11, 2018	Airport Training Center	4:00 p.m.
Tuesday, January 8, 2018	Airport Training Center	4:00 p.m.
Tuesday, February 12, 2019	Airport Training Center	4:00 p.m.
Tuesday, March 12, 2019	Airport Training Center	4:00 p.m.
Tuesday, April 9 2019	Lake Tahoe Visitors Authority Visitor Center	4:00 p.m.
Tuesday, May 21, 2019	Airport Training Center	4:00 p.m.
Tuesday, June 11, 2019	Airport Training Center	4:00 p.m.

**RECOMMENDATION: Approve Board Meeting dates and locations for the 2018-2019 school year.**

**F. Second Reading Board Policy No. 320, “Substitutes”**

Board Policy No.320, “Substitutes,” is offered for Second Reading.

**RECOMMENDATION: Approve the Second Reading of Board Policy No. 320, “Substitutes.”**

**G. Second Reading Revocation of Board Policy No. 403, “Short Term Substitutes”**

Board Policy No.403, “Short Term Substitutes,” is offered for Second Reading.

**RECOMMENDATION: Approve the Second Reading of the Revocation of Board Policy No. 403, “Short Term Substitutes.”**

2.	Consent Items (For Possible Action) (Continued)	5 Min.*
<p><b>H. Second Reading Revocation of Board Policy No. 70, “Code of Conduct”</b> Board Policy No.70, “Code of Conduct,” is offered for Second Reading.</p>		
<p><b>RECOMMENDATION: Approve the Second Reading of the of Board Policy No. 70, “Code of Conduct.”</b></p>		
<p><b>I. Douglas County School District’s Distance Education Program Application 2018-2021</b> Every three years Douglas County School District is required to renew the Distance Education Program Application with the Nevada Department of Education. NAC 388.8302.b requires that the renewed application be approved by the District’s Board of Trustees.</p>		
<p><b>RECOMMENDATION: Approve the Distance Education Program Application as presented.</b></p>		
<p><b>J. Monthly Update Enrollment Counts (Information Only)</b> Monthly update on enrollment numbers for each school site is provided to the Board.</p>		
<p><b>K. Appointment of Pau-Wa-Lu Middle School Principal</b> Superintendent White recommends Mr. Guy Olguin to be the new Principal of Pau-Wa-Lu Middle School. Mr. Olguin has been subbing in the District for two administrators who were out due to medical conditions this year. Guy has had the opportunity to work at Pau-Wa-Lu and has gotten to know the students and staff. He has also been working on a sustainability plan for PBIS through the Project Aware grant. Guy comes to DCSD with nine years of administrative experience in California, working as a middle school principal in a 7-12 system. Before that, he served in the same district as a math teacher and Dean of Students. He has been an educator for over 25 years.</p>		
<p><b>RECOMMENDATION: It is recommended that the Board approve the appointment of Mr. Guy Olguin as the Principal of Pau-Wa-Lu Middle School.</b></p>		
<p><b>L. Appointment of Pau-Wa-Lu Middle School Assistant Principal</b> Superintendent White recommends Mr. Adam Dedmon to be the new Assistant Principal of Pau-Wa-Lu Middle School. Mr. Dedmon has taught students at Kingsbury Middle School, Carson Valley Middle School, and Douglas High School. He was first hired over 17 years ago as a math tutor. He took a short hiatus from DCSD to teach abroad in Turkey. Adam has served as the English Department Chair at Douglas High School. He also participated in the District’s Aspiring Administrator program this past year. Adam is a DHS graduate and attended UNR to earn his Bachelor’s and Master’s degrees.</p>		
<p><b>RECOMMENDATION: It is recommended that the Board approve the appointment of Mr. Adam Dedmon as the Assistant Principal of Pau-Wa-Lu Middle School.</b></p>		

3.	Introduction and Special Recognition (Special Recognition)	10 Min.*
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# Retirees

*Thank You and Best Wishes to the Following Staff!!!*

*We would like to acknowledge and express our sincere gratitude to the employees who have, or will be, retiring from Douglas County School District this year. The District would like to say "thank you" for the many hours and commitment each of them have given to the education of our students.*

**ADMINISTRATORS:** Thomas Morgan, David Whittemore

**CERTIFIED:** Michele Baumann, Denise Bickmore, Kimberly Brennan, Theresa Eymann, Nadeene Gosselin, Elizabeth Gray, Gertrude Hayes, Norma Hendricks, Corby Hughes, Kelly Maestretti, Gail Murray, Elisabeth Noonan, Paula Ortiz, Kristen Robison, Gina Solari, Elizabeth Stockton, Meredith Swanson-Jessup, Karen Tuggle

**CLASSIFIED:** Joyce Castleberry, Michele Curtis, Sherri Clore, Catherine Conner, Sharon DesJardins, Daria Essary, Patricia Larson, Raelene Miller, Paul Pedroza, Scott Sanders, Kathleen Stastny, Barbara Valdez, Trina Ward, Dot Watts, Susan Williamson

<b>4.</b>	<b>Nevada Association of School Boards (NASB) Report (Information and Discussion)</b>	<b>5 Min.*</b>												
	Karen Chessell will present details of NASB accomplishments, current issues and goals.													
<b>5.</b>	<b>Board Reports (Information and Discussion)</b>	<b>5 Min.*</b>												
	Brief updates from the Board regarding District activities.													
<b>6.</b>	<b>Correspondence</b>	<b>1 Min.*</b>												
<b>7.</b>	<b>Superintendent’s Report (Administrative Report)</b>	<b>10 Min.*</b>												
	Superintendent Teri White will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.													
<b>8.</b>	<b>Consideration of Final 2017-2018 Budget Amendments and Augmentations (Discussion and For Possible Action)</b>	<b>10 Min.*</b>												
	<p>In accordance with Nevada Revised Statutes, Nevada Administrative Code and Department of Taxation Regulations, it is necessary to consider adoption of the following resolutions in order to make final amendments and augmentations to the District’s 2017-18 budgets:  No. 18-02 “Resolution to Augment and Amend the General Fund for the Fiscal Year 2017-18”  No. 18-03 “Resolution to Augment and Amend Special Revenue Funds (to which ad valorem taxes are not allocated) for the Fiscal Year 2017-18”</p> <p>All budget amendments and augmentations, both revenues and expenditures, included in the Resolutions are adjustments made to reflect financial events that have occurred after December of 2017 – the last time that the District amended District budgets. Copies of the Resolutions and supporting data are included in each Board Member’s agenda packet. These amendments are intended as final budget adjustments for fiscal year 2017-18, and action is required to make them effective in accordance with Nevada Revised Statutes.</p> <p><b>RECOMMENDATION: By separate actions, (1) Adopt Resolution #18-02; and (2) Adopt Resolution #18-03 as submitted by Business Services.</b></p>													
<b>9.</b>	<b>Meal Price Increase (Discussion and For Possible Action)</b>	<b>10 Min.*</b>												
	<p>The School Nutrition Program is designed to be self-sustaining. A yearly review of meal prices is necessary to assure that revenues are aligned with expenses. While Douglas County School District increased lunch prices for elementary schools at the start of the 2017-18 school year, prices are still below USDA recommendations. To align with USDA recommendations and to meet the goal of a self-sustaining school nutrition program, the District is recommending the following increases in meal prices starting at the beginning of the 2018-2019 school year.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Age Grade Group</th> <th style="text-align: center;">Price Increase</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Middle School Lunch</td> <td style="text-align: center;">\$0.10</td> </tr> <tr> <td style="text-align: center;">High School Lunch</td> <td style="text-align: center;">\$0.15</td> </tr> <tr> <td style="text-align: center;">Adult Lunch</td> <td style="text-align: center;">\$0.25</td> </tr> <tr> <td style="text-align: center;">ES/MS/HS Breakfast</td> <td style="text-align: center;">\$0.25</td> </tr> <tr> <td style="text-align: center;">Adult Breakfast</td> <td style="text-align: center;">\$0.25</td> </tr> </tbody> </table> <p><b>RECOMMENDATION: Approve the proposed price increases for school meal prices.</b></p>		Age Grade Group	Price Increase	Middle School Lunch	\$0.10	High School Lunch	\$0.15	Adult Lunch	\$0.25	ES/MS/HS Breakfast	\$0.25	Adult Breakfast	\$0.25
Age Grade Group	Price Increase													
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High School Lunch	\$0.15													
Adult Lunch	\$0.25													
ES/MS/HS Breakfast	\$0.25													
Adult Breakfast	\$0.25													

10.	<b>Principal’s Report Pau-Wa-Lu Middle School (Administrative Report/Program Review)</b>	<b>20 Min.*</b>
David Whittemore, Principal, Pau-Wa-Lu Middle School will present his report on progress toward school performance goals.		
11.	<b>Principal’s Report Minden Elementary School (Administrative Report/Program Review)</b>	<b>20 Min.*</b>
Ken Stoll, Principal, Minden Elementary School will present his report on progress toward school performance goals.		
12.	<b>Public Comment</b>	<b>5:30 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.		
13.	<b>First Reading of Board Policy No. 607, “ Purchases Budgeted” (Discussion and For Possible Action)</b>	<b>10 Min.*</b>
First Reading of changes to Board Policy 607. “Purchases Budgeted” is being presented for review. This policy was last revised in 1986 and is part of the ongoing process to review and update policies. Minor changes in the titles of responsible parties are being made.		
<b>RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 607, “Purchases Budgeted”, as a First Reading.</b>		
14.	<b>First Reading of Board Policy No. 608, “Purchases Not Budgeted” (Discussion and For Possible Action)</b>	<b>10 Min.*</b>
First Reading of changes to Board Policy 608. “Purchases Not Budgeted” is being presented for review. This policy was last revised in 1980 and is part of the ongoing process to review and update policies. Minor changes in the NRS citation are being made.		
<b>RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 608, “Purchases Not Budgeted”, as a First Reading.</b>		



15.	<b>Annual Renewal of District Property and Casualty Liability Insurance</b> (Discussion and For Possible Action)	<b>10 Min.*</b>
<p>The District, through agent Brandon Lewis of USI Insurance Services, has received a renewal quote through the Nevada Public Agency Insurance Pool (NPAIP) for the District's Property and Casualty (P&amp;C) Insurance coverage. Included in each Board members packet is a summary of the renewal coverage and rates from the Nevada Public Agency Insurance Pool. With no change in the current \$5,000 property and liability deductibles, there was an approximate increase in the renewal premium of 17.5%, and an increase of about 3.39% in overall property values. The Property and Casualty premium would increase from \$549,715.89 to \$646,295.19.</p> <p>The District requested a second quote keeping the \$5,000 deductible for liability, but increasing the deductible on property to \$10,000. Based on this quote, the Property and Casualty premium would increase 14.7% from \$549,715.89 to \$630,819.12.</p> <p><b>RECOMMENDATION: It is recommended that the Board consider Option 1 and Option 2 and direct staff to renew the District's Property and Casualty Liability coverage for the period of July 1, 2018 through June 30, 2019 using the approved option. Funding of the insurance premium is through the General Fund.</b></p>		
16.	<b>Closed Session</b>	<b>10 Min.*</b>
<p>The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).</p>		
17.	<b>Future Board Agenda Item-Discussion Regarding Board Retreat</b> (Information and Discussion)	<b>10 Min.*</b>
<p>Trustee Gilkerson and Trustee Byer requested that the Board engage in a conversation about Board retreats. The Board will discuss whether to conduct retreats, the frequency with which to hold retreats, and possible items to be explored during Board retreats.</p>		
18.	<b>Prioritizing Agenda – Possible Items for Future Board Meetings</b> (Information and Discussion)	<b>10 Min.*</b>
<p>The Board will seek requests from its members for items to be placed on future meeting agendas in accordance with its policies. The Board will discuss all agenda items on the list and prioritize those it wishes to come forward at the next Board Meeting.</p>		
19.	<b>Public Comment</b>	<b>10 Min.*</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>20.</b>	<b>Adjournment</b>	
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(\*) 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 Caryn Harper at 775-782-5134 or charper@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)