

Douglas County School District

Board Agenda Item Memo

Date: October 15, 2026

To: DCSD Board of Trustees

From: Frankie Alvarado, Superintendent; Terri Willoughby, Chief Financial Officer

Re: First Reading of Board Policy and Review of Administrative Regulation – Position Authorization and Budget Control

Requested Action:

Conduct a first reading of the proposed Board Policy, Position Authorization and Budget Control, and review the accompanying Administrative Regulation. Provide direction regarding any revisions and direct staff to return the Board Policy for a second reading and final adoption after remaining legal and administrative edits are incorporated. The Administrative Regulation will be finalized under the Superintendent's authority consistent with the adopted policy.

Proposed motion: I move that the Board accept the proposed Board Policy, Position Authorization and Budget Control, for first reading; review the accompanying Administrative Regulation; and direct staff to incorporate Board and legal comments and return the Board Policy for second reading and final adoption.

Background Information:

DCSD has identified instances in which positions or personnel commitments were created or filled without being included in the adopted budget or without a complete fiscal review. Some positions may have addressed legitimate student, safety, compliance, workload, or operational needs. However, operational need does not by itself establish authority to incur an expenditure or liability.

NRS 354.626 prohibits a local government from expending, contracting to expend, or incurring a liability above the amount appropriated for the applicable function. NRS 354.598005 provides procedures for lawful appropriation transfers and budget augmentations. The proposed policy and regulation establish a preventive control so personnel decisions are reviewed before the District makes a commitment.

The policy establishes the Board's fiscal guardrails and delegation of authority. The regulation provides the operating process: administrator request; HR validation; full-cost and funding analysis by Business Services; CFO fiscal certification; Superintendent and Board approval when required; HR and Payroll activation controls; and monthly reconciliation of positions, employees, payroll, funding, and budget forecasts.

Budget Considerations and Impact:

Adoption of the policy does not itself authorize a new position, increase an appropriation, or approve a personnel expenditure. Initial implementation will require staff time to finalize forms and system workflow, establish a verified position-control baseline, train administrators and staff, and conduct monthly HR–Payroll–Business Services reconciliation.

Each future personnel action will require documentation of its current-year and annualized cost, including salary, PERS, payroll taxes, benefits, stipends, overtime or substitute effects, and other reasonably anticipated costs. Finance must verify that funding is allowable, available for the required period, supported by adequate appropriation, and incorporated into the forecast. Temporary, grant, categorical, or one-time funding will require an end or continuation plan.

The control is expected to improve budget accuracy, protect fund balance, reduce unsupported commitments, and provide earlier warning when a staffing request would require an offsetting reduction, transfer, augmentation, use of contingency or fund balance, or Board action.

Recommendation:

Staff recommends that the Board complete the first reading and direct the policy to return for second reading and adoption after final edits. Staff further recommends that the Board review the Administrative Regulation as the implementation companion to the policy. Following adoption, the Superintendent will finalize the regulation and staff will implement the shared HR and Business Services Position Review Manual, authorization form, training, baseline reconciliation, and monthly exception reporting.

The recommended framework permits expedited review for an immediate and material student-safety, legal-compliance, essential-service, or District-property risk. The exception does not authorize the District to exceed an appropriation. When a position is necessary but funding is unavailable or undetermined, the normal response is to acknowledge the need and require staff to return with a lawful funding plan before recruitment or hiring.

Approval of the policy and review of the regulation do not retroactively approve any previously created position. Existing exceptions will be reviewed individually for employment, funding, appropriation, grant, payroll, and corrective-action requirements.

Discussed at Previous Meeting:

The Board has received ongoing information regarding DCSD's budget condition, staffing costs, financial controls, and recovery work. [Insert the date of any prior Board or committee discussion of this specific policy, or state 'This specific policy has not previously been presented to the Board.']

Key Issues for Board Discussion:

1. Governance roles: the Board establishes fiscal authority and approval triggers; the Superintendent administers the operating regulation.
2. Pre-commitment control: HR review and CFO fiscal certification must occur before posting, recruitment, offer, start date, FTE increase, extension, reclassification, overlap, or funding change.
3. Board triggers: Board action is required when the request involves a reserved transfer or augmentation, contingency or fund balance, a material program expansion, significant ongoing General Fund exposure, an increase in total authorized positions or FTE beyond delegation, or another legal or policy requirement.
4. Temporary funding: grant and categorical positions do not automatically transfer to the General Fund when funding ends.
5. Accountability: after-the-fact approval is corrective and does not validate the original failure to follow the process.
6. Implementation: establish the position-control baseline, shared form and workflow, training, monthly reconciliation, exception reporting, and periodic quality review.

Attachment(s):

1. Proposed Board Policy – Position Authorization and Budget Control
2. Proposed Administrative Regulation – Position Authorization and Budget Control
3. 4. Board presentation, if included in the agenda packet

Our mission is to ensure that all students achieve excellence in education, character and citizenship, in partnership with parents and community.