

**Douglas County School District
Board of Trustees
Agenda for the Regular Board Meeting of
Tuesday, December 11, 2018
4:00 PM
Airport Training Center
1126 Airport Road, Building G-1
Minden, Nevada**

Mission Statement

We will inspire, empower, and prepare each learner to achieve his/her life aspirations.

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

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 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 5:30 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 Board Meeting
Airport Training Center
Tuesday, December 11, 2018
4:00 PM

AGENDA

1. Call to Order

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.

2. Consent Items (*For Possible Action*)

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.

Time: 3 Minutes

A. Minutes of the Regular Board Meeting of November 13, 2018

Attached are Minutes of the Regular Board Meeting of November 13, 2018 for review and approval.

RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 13, 2018.

B. Accounts Payable Special and Regular Run Vouchers

A complete list of payments contained in Accounts Payable Special Vouchers numbers 1940, 1941, 1942, 1943, 1944, and Regular Run Voucher Number 1945 and 1946 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 copies of the Vouchers are available for review by the public at the Superintendent's office prior to the meeting.

RECOMMENDATION: Approve Special Run Voucher Numbers 1940, 1941, 1942, 1943, 1944, and Regular Run Voucher Number 1945 and 1946.

C. Personnel Report No. 18-12

Listed on the Personnel Report No. 18-12 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.

RECOMMENDATION: Approve personnel actions in Personnel Report No. 18-12.

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 December 2018 as

submitted.

E. Second Reading of Board Policy No. 703-Sanitary Management

Mrs. White presented proposed revisions to Board Policy No. 703-Sanitary Management at the November Board meeting.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 703-Sanitary Management, as a Second Reading.

F. Second Reading of Board Policy No. 709-Joint Use of Facilities

Mrs. White presented proposed revisions to Board Policy No. 709-Joint Use of Facilities at the November Board meeting.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 709-Joint Use of Facilities, as a Second Reading.

G. DCSD Self-Funded Health Insurance Stop Loss Insurance Renewal

Included in each Board Member's agenda packet is a copy of the Renewal and Marketing Analysis for the District's self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to unanimous staff and Health Advisory Committee recommendation to accept the best proposal of stop loss insurance coverage taking into account both risk and cost. Our current stop loss insurance provider, Voya, proposed a 9.9% increase in premiums for the same stop loss insurance coverage that we currently have. The committee recommends we continue with Voya as the provider of stop loss insurance coverage for DCSD.

Stop loss coverage at \$175,000 (our current stop loss level) will cost \$604,055 in premiums. Specific rates for Employees will increase from \$44.19 to \$48.83, and Employee + Family will increase from \$107.68 to \$117.64, over a prior year contract. All claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2018 and 2019 calendar years, and paid within the 2019 calendar year). Funding to come from the Self-Insured Health Insurance Fund.

RECOMMENDATION: Authorize Keith Lewis, Executive Director of Human Resources, to approve a contract for excess stop loss insurance for the District's self-funded health insurance plan with Voya at a stop loss level of \$175,000 with a \$0 Laser Deductible as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.

H. Designation of Position as Critical Shortage Need

The Board will consider designating Special Education Teacher as a position qualifying to be filled under Critical Shortage Need. The District has had a very difficult time recruiting qualified candidates to fill multiple positions currently open in the District. Designating this position as Critical Shortage Need, if approved by the State, will enable the District to consider candidates who have previously retired within the State, but have the desire to fill the position until it can be filled by an otherwise qualified candidate.

RECOMMENDATION: It is recommended that the Board approve the requested position for Critical Shortage Need.

I. Donations (Information Only)

The attached report is a summary of donations received by school sites over the last month. The District wishes to acknowledge and thank the generosity of all donors on behalf of the students we serve.

1. Rosemary Crain-Five turkeys to Pinon Hills Elementary School

J. Monthly Update of Enrollment Counts (Information Only)

Monthly update on enrollment numbers for each school site is provided to the Board.

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

Karen Chessell, NASB Director, will present details of NASB accomplishments, current issues, and

goals.

Time: 5 Minutes

4. Board Reports (*Information and Discussion*)

Brief updates from the Board regarding District activities.

Time: 5 Minutes

5. Correspondence

Time: 1 Minute

6. Superintendent Report (*Administrative Report*)

Superintendent, Mrs. White, will report to the Board regarding activities of the past month and upcoming District events that may be of interest to them.

Time: 5 Minutes

7. Nevada Funding Study (*Augenblick*) Update (*Information Only*)

The superintendent will provide the Board with a brief overview of the Nevada Funding Study and share information learned during a recent statewide meeting on the Study.

Time: 10 Minutes

8. Construction Update (*Information Only*)

The superintendent will provide the Board with an update on recent projects and progress toward work on projects authorized at the November meeting.

Time: 10 Minutes

9. Acceptance of Financial Audit for Fiscal Year Ended June 30, 2018 (*Discussion and For Possible Action*)

Included in each Board Member's agenda packet is a copy of the 2017-2018 independent external financial audit report covering the District Funds. Certified Public Accountants from the Rife Silva & Co. LLC firm audited the District's financial statements and will review the audit and highlight notable and or required discussion items within the report. The report presents the District's audited financial position as of June 30, 2018, and the results of financial operations for same. The auditors found no material recommendations. Additionally, there are no findings attributable to the fiscal year 2017-2018. External auditors and staff will be available to answer questions.

RECOMMENDATION: Approve the 2017-2018 Independent Audit Report and direct Sue Estes, Director of Business Services, to file the report as Public Record in accordance with NRS 354.624.

Time: 15 Minutes

10. Consideration of 2018-2019 Budget Augmentations and Amendments (*Discussion and For Possible Action*)

Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1st of each year.

In Accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2018-19 budgets.

No. 18-06, "Resolution to Augment the General Fund Budget of the Douglas County School District for the 2018-19 Fiscal Year"

No. 18-07, "Resolution to Augment Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2018-19 Fiscal Year"

No. 18-08, "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2018-19 Fiscal Year"

Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2018-19 budget changes in detail, and answer Board Member's questions.

RECOMMENDATION: Adopt each Resolution independently as proposed.

-Adopt Resolution No. 18-06 in its entirety

-Adopt Resolution No. 18-07 in its entirety

-Adopt Resolution No. 18-08 in its entirety

Time: 20 Minutes

11. Selection of Construction Manager at Risk for the Renovations at Jacks Valley Elementary School (*Discussion and For Possible Action*)

The District has interviewed three contractors for the project in accordance with Nevada Law. The Board will consider the recommendation, made by the interview committee for award of pre-construction work on this project.

RECOMMENDATION: It is recommended that the Board award the pre-construction CMAR to Q&D Construction for the Jacks Valley Elementary renovation project.

Time: 10 Minutes

12. Public Comment (5:30 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. Individuals wishing to address the Board at this time will be limited to three minutes. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda.

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

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.

Time: 5 Minutes

14. Closed Session (*Discussion and For Possible Action*)

The Board will recess to closed session in order to discuss matters with its management representatives pursuant to NRS 288.220(4).

15. Public Comment

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. Individuals wishing to address the Board at this time will be limited to three minutes. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda.

16. 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.

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Gardnerville Post Office, Gardnerville, NV

Genoa Post Office, Genoa, NV

Minden Post Office, Minden, NV

Stateline Post Office, Stateline, NV

Zephyr Cove Post Office, Zephyr, NV

Douglas County School District, Minden, NV

District website: www.dcsd.k12.nv.us

State of Nevada website: <https://notice.nv.gov>