

**Douglas County School District
Board of Trustees
Agenda for the Regular Board Meeting of
Tuesday, September 10, 2019
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

Robbe Lehmann, President

Linda Gilkerson, Vice President

Carey Kangas, Clerk

Keith Byer, Member

Karen Chessell, Member

Ross Chichester, Member

Thomas Moore, 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.

Revised 7/2/2018



Douglas County School District
Regular Board Meeting
Airport Training Center
Tuesday, September 10, 2019
4:00 PM

AGENDA

Award of High School Diplomas (Special Recognition)

At 3:30 p.m. Mrs. White, Superintendent and the Board of Trustees will recognize students for completing high school graduation. Diplomas earned this summer will be awarded to the graduates who are in attendance.

1. Call to Order

A. Pledge of Allegiance

B. Approval of a Flexible 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 August 13, 2019

Attached are Minutes of the Regular Board Meeting of August 13, 2019 for review and approval.

RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 13, 2019.

B. Accounts Payable Special and Regular Run Vouchers

A complete list of payments contained in Accounts Payable Special Vouchers numbers 2011, 2012, 2013, 2014, 2015, 2016, 2017, 9978, 9977, 9976, 9975, 9974, and Regular Run Voucher Numbers 2018 and 2019 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 2011, 2012, 2013, 2014, 2015, 2016, 2017, 9978, 9977, 9976, 9975, 9974 and Regular Run Voucher Numbers 2018 and 2019.

C. Personnel Report No. 19-9

Listed on the Personnel Report No. 19-9 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. 19-9.

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 September 2019 as submitted.

E. Second Reading of Board Policy No. 505 - Late Arrival and Early Dismissal

Board Policy No. 505 - Late Arrival and Early Dismissal is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 505 - Late Arrival and Early Dismissal, as a Second Reading.

F. Second Reading of Board Policy No. 708 - Lending of District Owned Equipment

Board Policy No. 708 - Lending of District Owned Equipment is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 708 - Lending of District Owned Equipment, as a Second Reading.

G. Second Reading of Board Policy No. 710 - Disposition of Property

Board Policy No. 710 - Disposition of Property is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 710 - Disposition of Property, as a Second Reading.

H. Second Reading of Board Policy No. 711 - Loan of School District Vehicles

Board Policy No. 711 - Loan of School District Vehicles is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 711 - Loan of School District Vehicles, as a Second Reading.

I. Copier Contract Approval

In order for efficient and timely processing of copier leases and maintenance contracts, the Business Services office is requesting board review and approval of all current copier contracts in order to align payment through Special Voucher runs in accordance with BP 614.

RECOMMENDATION: Approve contracts as presented.

J. Monthly Update of Enrollment Counts (*Information Only*)

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

K. Donations (*Information Only*)

Below 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.

*Nevada Division of State Parks - Donated 5th Grade Discovery Passes to all DCSD 5th grade students

*Carson Valley United Methodist Church-Donated cookie platters to all valley schools for the first day of school

*Melanie Wadsworth-Donated \$100 to the Culinary Arts Program at Douglas High School

*Genoa Country Store-Donated \$500 to Scarselli Elementary's CLS program to use for field trips

*The Dancing Deer- Donated \$500 to Scarselli Elementary's CLS program to use for field trips

3. Introduction and Special Recognition (*Special Recognition*)

Time: 5 Minutes

4. 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

5. **Board Reports (*Information and Discussion*)**
Brief updates from the Board regarding District activities.
Time: 5 Minutes
6. **Correspondence**
Time: 1 Minute
7. **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
8. **School Resource Officer Report (*Information Only*)**
The Board will receive a report from Officer John Meyer on the statistics related to School Resource Officer interaction with students on the campuses of the District.
Time: 5 Minutes
9. **Implementation of the Nevada Educator Performance Framework (NEPF) (*Information Only*)**
NRS 391.485 requires the board of trustees of each school district to annually review the manner in which schools in the school district carry out the evaluation of teachers and administrators pursuant to the statewide performance evaluation system.
DCSD Executive Director of Human Resources, Keith Lewis, has provided an informational overview outlining the steps the District takes to ensure the full implementation of the Nevada Educator Performance Framework for all Douglas County School District certified employees.
Time: 5 Minutes
10. **Nevada Educator Performance Framework (NEPF) Data Report (*Information Only*)**
DCSD Executive Director of Human Resources, Keith Lewis, has compiled a report on the Nevada Educator Performance Framework (NEPF) outlining teacher and administrator evaluation data for 2016-17, 2017-18, 2018-19 school years.
Time: 5 Minutes
11. **Discussion on Principal Reports (*Information and Discussion*)**
The Board will discuss how it wishes to receive principal reports and the content desired in those reports.
Time: 10 Minutes
12. **Board Proposed Item - Presentation Regarding the Integration of DARE/GREAT Strands Within Current Curriculum (*Discussion and For Possible Action*)**
The Board will receive information regarding the integration of the DARE/GREAT strands within the current curriculum.
Time: 10 Minutes
13. **Board Proposed Item - Discuss Board Process for the Selection of Award Recipients for Annual Employee Recognition (*Discussion and For Possible Action*)**
The Board will discuss the criteria and procedure for awarding its leadership award at the annual employee recognition ceremony.
Time: 10 Minutes
14. **Board Proposed Item - Discuss Forming a Sub-Committee to Create a Policy Defining Capital Improvement Projects in Comparison to Maintenance Projects (*Discussion and For Possible Action*)**
The Board will discuss the creation and charge of a subcommittee to determine policy on defining Capital Improvement Projects versus Maintenance Projects.
Time: 10 minutes
15. **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.

16. **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).

17. **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

18. **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.

19. **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>