

**Douglas County School District
Board of Trustees
Agenda for the Regular Board Meeting of
Tuesday, August 13, 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.



Douglas County School District
Regular Board Meeting
Airport Training Center
Tuesday, August 13, 2019
4:00 PM

AGENDA

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 July 9, 2019

Attached are Minutes of the Regular Board Meeting of July 9, 2019 for review and approval.

RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of July 9, 2019.

B. Accounts Payable Special and Regular Run Vouchers

A complete list of payments contained in Accounts Payable Special Vouchers numbers 9986, 9985, 9984, 9983, 9982, 9981, 2003, 2004, 2005, 2006, 2007, 2008, and Regular Run Voucher Number 9980, 9979, 2009, and 2010 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, 9986, 9985, 9984, 9983, 9982, 9981, 2003, 2004, 2005, 2006, 2007, 2008, and Regular Run Voucher Number 9980, 9979, 2009, and 2010.

C. Personnel Report No. 19-8

Listed on the Personnel Report No. 19-8 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. 19-8.

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 August 2019 as submitted.

E. Second Reading of Board Policy No. 502 - Entrance Age

Board Policy No. 502 - Entrance Age is offered for a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 502 - Entrance Age, as a Second Reading.

Time: 5 Minutes

F. Second Reading of Board Policy No. 512 - Student Proficiency

Board Policy No. 512 - Student Proficiency is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 512 - Student Proficiency, as a Second Reading.

Time: 5 Minutes

G. Second Reading of Board Policy No. 806 - Food Services

Board Policy No. 806 - Food Services is offered as a second reading.

RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 806 - Food Services, as a Second Reading.

Time: 5 Minutes

H. 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.

I. Appointment of Lake School's Assistant Principal

The superintendent brings before the Board a recommendation to hire Mr. Sean Ryan as the Assistant Principal at the lake schools. Mr. Ryan comes to the District from Washoe County where he has served in several capacities. Sean has been an elementary and middle school teacher, focusing on science education; he has served as a dean of students for the last four years at the elementary and middle school levels. Mr. Ryan has experience with Restorative Justice, STEM education, PBIS, progressive discipline, social-emotional learning, assessment and data, and master scheduling. We are very excited to have him join our team.

RECOMMENDATION: It is recommended that the Board approve the recommendation to hire Mr. Sean Ryan as the Assistant Principal of the lake schools.

J. Approval for the Douglas County School District 2019-20 Test Administration and Security: Procedures and Expectations Manual and the 2019-20 Douglas County School District Test Security Plan

Each district in the state has been required by the Nevada Department of Education to develop a test security plan. The *District Test Security Plan* content needs to address test security issues related to the administration of state-required examinations. The District has also chosen to create a *Test Administration & Security: Procedures and Expectations Manual* for use by site test coordinators, administrators and proctors. District administrators are required to review the contents of the *Test Administration & Security: Procedures and Expectations Manual* with their staff. Each staff member will receive a copy of the manual and will be required to sign an acknowledgement contained in the document that he/she has read and understands the information presented. Both documents will be submitted to the Nevada Department of Education and the State Board of Education.

RECOMMENDATION: Approve the Douglas County School District 2019-20 Test Administration & Security: Procedures and Expectations Manuals and the 2019-20 Douglas County School District Test Security Plan.

K. Douglas County Health Office's Report (*Information Only*)

Summary of monthly statistic reports for each school site's health office for the 2018-2019 school year is provided to the Board.

L. Summer School Report (*Information Only*)

2019 Douglas County School District Summer School data has been compiled.

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

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

N. 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.

*Sonic Burger-\$1000 in Slushy certificates to be used for student rewards

*Linda Johnson - Several backpacks and school supplies to be distributed to students in the District

Douglas High School

*Mark Bachman - Tenor Saxophone to the music department

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

Dr. F. Gregory Betts Education Foundation will recognize a teacher in the Douglas County School District for their work in Curriculum and Instruction this past year. Mrs. Doris Betts will be presenting the Honorarium to Caitlin Herald of ASPIRE Academy High School.

Superintendent White will introduce new administrators and new School Resource Officers.

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. Selection of Architect to Provide Services for the C.C. Meneley Elementary School Improvement Project (*Discussion and For Possible Action*)

The Board will consider approving the services of Paul Cavin Architect LLC in the amount of \$120,750.00 for construction design services on the improvements slated for the C.C. Meneley Elementary School CMAR project.

RECOMMENDATION: It is recommended that the Board authorize the superintendent to contract with Paul Cavin Architect LLC in the amount of \$120,750.00 for architectural services required as part of the CCMES Improvements CMAR.

Time: 10 Minutes

9. **Selection of Contractor to Provide Services for the Jacks Valley Elementary Radio Repeater Project** (*Discussion and For Possible Action*)

The Board will consider contracting for services to install a radio repeater as required by code at Jacks Valley Elementary School.

RECOMMENDATION: It is recommended that the Board authorize the superintendent to contract Sierra Electronics in the amount of \$72,134.93 for installation of a single Radio Repeater at Jacks Valley Elementary School and authorize her to approve any recommended change orders up to an amount equal to 10% of the contract.

Time: 10 Minutes

10. **Jacks Valley Elementary Change Orders** (*Discussion and For Possible Action*)

The Board will consider authorizing the superintendent to approve additional work at Jacks Valley Elementary up to the budgeted amount of \$1,250,000.00.

RECOMMENDATION: It is recommended that the Board authorized the superintendent to work with Project Manager, Scott McCullough and Maintenance Supervisor, Gary Cullen, to review and approve change orders for the Jacks Valley Elementary Improvement Project to include Tier 2 items up to the budgeted amount of \$1,250,000.00.

11. **First Reading of Board Policy No. 505 - Late Arrival and Early Dismissal** (*Discussion and For Possible Action*)

Mrs. Cronin-Mack will present proposed revisions to Board Policy No. 505 - Late Arrival and Early Dismissal.

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

Time: 5 Minutes

12. **First Reading of Board Policy No. 708 - Lending of District Owned Equipment** (*Discussion and For Possible Action*)

Mrs. White will present proposed revisions to Board Policy No. 708 - Lending of District Owned Equipment.

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

Time: 5 Minutes

13. **First Reading of Board Policy No. 710 - Disposition of Property** (*Discussion and For Possible Action*)

Mrs. White will present proposed revisions to Board Policy No. 710 - Disposition of Property.

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

Time: 5 Minutes

14. **First Reading of Board Policy No. 711 - Loan of School District Vehicles** (*Discussion and For Possible Action*)

Mrs. White will present proposed revisions to Board Policy No. 711 - Loan of School District Vehicles.

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

Time: 5 Minutes

15. **Future Board Agenda Item-Discussion Regarding Creation of Policy Defining the Difference**

Between Capital Improvement Projects and Maintenance Projects (*Information and Discussion*)

Trustees Lehmann and Kangas requested that the Board discuss creating a policy to define capital projects and maintenance projects to guide preparations of the 5-year Capital Improvement Plan.

Time: 10 Minutes

16. 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.

17. 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).

18. 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

19. 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.

20. 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>

